F. no. A-A.37011/29/2025-ADMIN
Dated: 10.06.2026

भारत सरकार
कार्मिक एवं प्रशिक्षण विभाग
कर्मचारी चयन आयोग (पश्चिमी क्षेत्र)
प्रतिष्ठा भवन, ओल्ड सी। जी। ओ। बिल्डिंग
101, महर्षि कर्वे रोड, मुंबई – 400 020.

Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Staff Selection Commission (Western Region)
Pratishtha Bhavan, Old C.G.O. Building,
101, Maharshi Karve Road, Mumbai–400020

NOTICE INVITING QUOTATIONS

Subject: Inviting sealed quotations for lifting and pulping of old Commission copies/waste paper records of SSC (WR), Mumbai.

Sealed quotations are invited from eligible firms/agencies for lifting and pulping of old Commission copies/waste paper records available in the premises of Staff Selection Commission (Western Region), Mumbai.

2. The records proposed for disposal have outlived their prescribed retention period and are being disposed of on strictly for pulping purposes only. The successful bidder shall lift the material from SSC (WR) premises at its own cost and risk.

3. The approximate quantity of records proposed for disposal is 1000 Kg. Interested firms/agencies may quote their rates per kilogram in the prescribed format enclosed as Annexure-II.

4. Interested bidders may inspect the material available for disposal in the office premises on any working day between 2:30 p.m. and 4:30 p.m. up to 24.06.2026.

5. The bids should be submitted in a sealed cover superscribing "Quotation for Lifting and Pulping of Records" and addressed to:

The Regional Director
Staff Selection Commission (Western Region)
Pratishtha Bhavan, 1st Floor,
101, Maharshi Karve Road,
Mumbai – 400020.

6. The quotation must be accompanied by an Earnest Money Deposit (EMD) of Rs.1,000/- (Rupees One Thousand only) in the form of Demand Draft/Banker's Cheque drawn in favour of Regional Director, SSC (WR), Mumbai. Quotations received without EMD shall be rejected. Cash shall not be accepted under any circumstances.

7. The Last Date & Time for Submission of Quotations is **25.06.2026 at 04:30 p.m.**

8. SSC (WR) reserves the right to accept or reject any or all quotations without assigning any reason thereof.

9. The detailed Terms & Conditions are enclosed as Annexure-I and shall form an integral part of this Notice Inviting Quotations.

S/d
(Chintha Anna Issac, IRS)
Regional Director
Staff Selection Commission (WR)

TERMS AND CONDITIONS

1) The bidder shall be a registered firm/entity and possess valid GST registration, wherever applicable.
2) The old Commission copies/waste paper records shall be utilized strictly for "**pulping purposes only**"
3) The successful bidder shall lift the material from the premises of SSC (WR), Mumbai, at its own cost and risk.
4) The records/material shall be torn/destroyed in the presence of designated officials of SSC (WR) before removal from the office premises.
5) All expenses towards labour, loading, handling, transportation and pulping shall be borne by the successful bidder.
6) Quotations received after the prescribed date and time shall not be considered.
7) Quotations not accompanied by the prescribed EMD of Rs.1,000/- shall be rejected. Cash shall not be accepted under any circumstances.
8) The EMD of unsuccessful bidders shall be returned after finalization of the tender process.
9) The successful bidder shall deposit the quoted amount before lifting the material.
10) The successful bidder shall lift the entire material within three working days from the date of issue of the award letter/work order.
11) A penalty of Rs.500/- per day shall be levied for delay in lifting the material beyond the stipulated period.
12) The successful bidder shall submit a **Certificate of Pulping** from the concerned paper mill/recycling unit within seven days of lifting the material ***failing which the EMD shall be liable to be forfeited.***
13) The decision of the Regional Director, SSC (WR), Mumbai shall be final and binding in all matters relating to this quotation.
14) SSC (WR) reserves the right to accept or reject any or all quotations without assigning any reason.

ANNEXURE-II

QUOTATION FORMAT

Name of the Firm/Agency: _____

Address: _____

Contact No.: _____

E-mail ID: _____

GST No. (if applicable): _____

Sr. No.	Description of Item	Rate Offered (Rs. per Kg.)
1	Old Commission Copies/Waste Paper Records	Rs. _____ per Kg.

I/We have carefully read and understood all the terms and conditions of the Notice Inviting Quotations and agree to abide by them unconditionally.

I/We also undertake that the material lifted from SSC (WR) shall be utilized strictly for **pulping purposes only** and a **Certificate of Pulping** shall be submitted as stipulated in the tender conditions.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm/Agency: _____

Date: _____

Office Seal