

STAFF SELECTION COMMISSION (ER)
1ST MSO BUILDING (8TH FLOOR), NIZAM PALACE,
234/4, A.J.C. BOSE ROAD, Kolkata - 700 020.
Phone : 033-2290-2230

TENDER ENQUIRY FORMAT
(Particulars of the Buyer issuing the Tender Enquiry)
INVITATION OF BID

SSC/ER/Tender file No: D-D.31020/10/2025-ADMIN-PURCHASE

Date: 23rd April, 2026

**LIMITED TENDER ENQUIRY FOR PROVIDING THE SERVICES OF PEST CONTROL WEEKLY(EVERY FRIDAY) IN
THE OFFICE OF STAFF SELECTION COMMISSION (EASTERN REGION), KOLKATA FOR TWO YEARS**

1. SUBMISSION OF BIDS

The bid should be submitted in two cover system comprising of

Cover- I:

Technical documents:

- (i) To submit valid Commercial Pest Control License
- (ii) Compliance Statement (Annexure- A), General & Technical Proforma (Annexure B) & Annexure Z.

Cover- II:

- (i) Financial Proposal (Annexure C).

Scaled quotations with separate Technical and Financial proposals filled in the specified Proforma and should be superscribed – **“LIMITED TENDER ENQUIRY FOR PROVIDING THE SERVICES OF PEST CONTROL IN THE OFFICE OF THE STAFF SELECTION COMMISSION (EASTERN REGION), KOLKATA”** along with name and address of bidder should be submitted. The bid should be prepared strictly in accordance with the instruction prescribed and be submitted in proper sealed envelope addressed to the Regional Director, Staff Selection Commission (ER), 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020.

2. OPENING & EVALUATION OF TENDER

- (a) A duly constituted Tender Opening & Evaluation Committee will open and evaluate the Bids.
- (b) All statements, documents, certificates etc. submitted by the bidders will be verified for technical evaluation. The clarifications, particulars, if any, required from the bidders will be obtained.
- (c) Financial bids of only technically qualified bidders, who are short-listed after technical evaluation, will be opened and evaluated by Tender Evaluation Committee.

3. SCOPE OF WORK:

- a) Jobs to be done **ONCE A WEEK ON EVERY FRIDAY after 06:00 P.M.** in this Office premises i.e. premises of the Staff Selection Commission (Eastern Region), Govt. of India. Rate should be quoted accordingly in Financial Bid as the firm has to provide Pest control service weekly (every Friday). **In case a holiday coincides with a Friday, the service will be performed on the last working day of that particular week.**
- b) Total area of this Office premises includes an area of about 5600 sq. ft. at the 8th floor, 1st MSO Building, 'Nizam Palace', 234/4, A.J.C. Bose Road, Kolkata-700020 and about 1100 sq. ft. at the 9th floor of the same building.
- c) The scope of the contract includes carrying out general insect/pest control services at this Office premises for cockroaches extermination, rodent control, mosquito, rats and fly control services.
- d) This office requires pest control, fly control rodent and disinfection services at this Office premises, covering the area as mentioned above.
- e) The agency should bring the required pesticides or chemicals, spray them through a spray gun or place them if they are dry cubes or carry out such chemical treatment through insecticide sprays/injections or other standard Pest Control practices. Only company made chemicals and herbal powder mixed with water are to be used.

4. TERMS & CONDITIONS:-

- (a) The contract shall remain valid for two years from the date of awarding the contract. However, the contract can be terminated at any time even during its currency, in case the Commission is not satisfied with the performance of the contractor.
- (b) The rate quoted for CAMC will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.
- (c) The registered office of the service provider should be at Kolkata or its adjoining districts.
- (d) The service provider shall take insurance cover protecting the agency against all claims applicable under Workmen's Compensation Act 1948. The Service provider shall arrange necessary insurance cover for any persons deployed by him for the jobs. This Office shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Office, the same shall be reimbursed/indemnified by the service provider. The service provider is responsible for all statutory dues/liabilities etc. and this department shall have no responsibility in this regard, what so ever.
- (e) Service provider shall be directly responsible for any/all dispute arising between him/her and his/her personnel and keep the office of SSC(ER) indemnified against all action like losses damages expenses and claims what so ever arising thereof.
- (f) Service provider shall be solely responsible for timely payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any act or orders/rules of the Government.
- (g) Service provider shall be responsible for efficient and proper upkeep of furniture items, gadgets and any other appliances during the service. Damage caused to any article due to negligence of the person engaged for the works shall be liable to be compensated by the vendor.
- (h) The bidder should pay to their personnel a minimum wages at the prevailing rate as fixed under MINIMUM WAGES ACT, amended from time to time. Any breach of this condition will be liable for termination of the contract and the same would be dealt accordingly.
- (i) It is the responsibility of the service provider to deploy adequate number of personnel for execution of the job to the full satisfaction of this office.
- (j) Prior to deployment of any new staff, the service provider should provide the name, identity proof (Aadhaar number) and recent photograph of the personnel.

- (k) Service provider shall be fully responsible for theft, burglary, fire or any mischievousness by his staff.
- (l) A register will be maintained by this Office, in which the worker of the service provider will put his attendance on the day of his work, in presence of the official of this office on duty.
- (m) Sub-contracting of the work of any sort will not be allowed.
- (n) The contractor must not back out midway of the contract. In case the same happen, appropriate actions, as deem fit, will be taken against the agency/firm.
- (o) In the event of refusal/non-capacity to executive the work, the vendor may have to submit reason for such refusal which will be examined on case to case basis by the competent authority and if the competent authority decides to invoke any penalty, the same will be implemented.
- (p) The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute.

5. OTHER TERMS AND CONDITIONS:

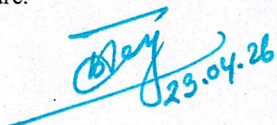
- (i) No conditional Tender shall be accepted.
- (ii) Tenders, which do not comply with the above conditions, are liable to be rejected.
- (iii) **Rate quoted will be all inclusive taxes. The Commission will not pay any kind of Taxes separately on the rates quoted by the firm/vendor.**
- (iv) The SSC(ER) reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds of SSC(ER)'s action.
- (v) **Any overwriting in the Tender/late submission of Tender will not be entertained.**
- (vi) **All pages of documents attached with the bid form should be self attested by the authorised signatory/bidder.**
- (vii) The Commission and the contracted Vendor shall make every effort to resolve amicably by direct negotiation any disagreement or dispute or misunderstanding arising between them in connection with the service rendered and claims of payments etc. Any unresolved dispute would be referred to a mutually agreed arbitrator or as to be decided by the Regional Director, SSC (ER) in case of disagreement. Further, all disputes are subject to-jurisdiction of Calcutta High Court.

6. PENALTY:

In case of unsatisfactory performance or In case of failure to attend the complaint beyond one day an amount of Rs. 300/- (Rupees three hundred only) per day will be deducted from the CAMC Bill.

7. MODE OF PAYMENT:

No advance payment in any case would be made. The payment shall be made to the Service Provider on quarterly basis on submission of pre-receipted bill in triplicate. In case of any delay in submission of the bill by the service provider this office will not be responsible for any delay in payment. Payment will be made through NEFT or electronically as per standard government procedure.


23.04.26

(बप्पा डे/Bappa Dey)
उप निदेशक /Deputy Director
कर्मचारी चयन आयोग (पूर्वी क्षेत्र) /Staff Selection Commission (ER)
टेलीफोन /Telephone: (033) 2290-2230

STAFF SELECTION COMMISSION (ER)
1ST MSO BUILDING (8TH FLOOR), NIZAM PALACE
234/4, A.J.C. BOSE ROAD, Kolkata - 700 020.
Phone : 033-2290-2230

COMPLIANCE STATEMENT

Sl. No.	Commercial & General Terms.	Compliance to TE Conditions (Yes/No)	If not complied, Specify deviations
1	Is Price quoted Firm and Fixed		
2	Delivery & Prices on F.O.R destination basis.		
3	Whether the offered store is as per specifications mentioned in TE.		
4	Inspection at Buyer's premises acceptable.		
5	Delivery as per Delivery Period mentioned In TE acceptable.		
6	Payment Terms of the TE acceptable.		
7	Agreed for Option Clause as mentioned in TE.		
8	Agreed for Submission of Security Deposit/ Performance Security Deposit.		
9	Liquidated Damages Clause accepted.		
10	Agreed for condition of Evaluation Criteria		
11	Validity of offer-as per tender.		
12	Guarantee/ Warranty Clause accepted.		
13	MSMEs, UAM no. etc relevant documents submitted		
14	GSTIN No. and relevant documents submitted.		
15	All The Terms & Conditions of Tender Documents are Accepted		

Seller Signature along with company stamp/seal

GENERAL & TECHNICAL PROPOSAL

1	Name of the Firm/Company	
2	Address of the Individual/Firm/Company	
3	Telephone/Mobile/Fax No./e-mail ID	
4	PAN Number	
5	GST Number	
6	Experience of similar work in last 1 year	
7	Balance Sheet/ITR/Turnover for Last 3 years in support of their existence	
8	Commercial Pest Control License	
9	Whether the tenderer is agreeable to all the Terms and Conditions mentioned in the enclosure to this Tender Form	

Declaration:

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statements at any stage, I/We will be blacklisted and will not have any dealing with this Department in future. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like Annexure(s), Schedule(s), etc.), which form part of the Tender Notice and I / we shall abide hereby by the terms /conditions / clauses contained therein.

I / We hereby unconditionally accept the tender conditions of above mentioned TenderDocument(s) / Corrigendum(a) in its totality / entirety. In case any provisions of this tender are found to be violated, then SSC(ER) Kolkata, shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid.

We hereby declare that we have not been blacklisted/debarred by any Government agencies.

BID SECURITY DECLARATION

I/We, hereby, accept that my/our firm would be suspended for the time period of this contract, if I/we withdraw or modify the bid during the period of validity of this contract.

(Signature of Authorized Signatory with date and office seal)

FINANCIAL PROPOSAL

NOMENCLATURE OF THE STORES/ SERVICE	Tender Quantity (with unit)	Unit Rate for one (01) year (inclusive of all applicable taxes)	Total Amount for two (02) years (inclusive of all applicable taxes)
Providing The Services Of Pest Control weekly (every Friday) in the office of Staff Selection Commission (Eastern Region), Kolkata For Two Years	01 whole job for 2 years	Rs.	Rs.

2. I/We have very carefully read the terms and conditions of the offer and agree to abide by these in letter and spirit.

3. I/We, hereby, accept that my/our firm would be suspended for the time period of this contract, if I/we withdraw or modify the bid during the period of validity of this contract.

Place:

Signature:

Date:

Name & complete postal address with Mobile number(s):

(Seal of the Tenderer is a Firm/Company)



File No. D-D.31020/10/2025-ADMIN-PURCHASE
Dated: 23rd April, 2026

भारत सरकार
कर्मचारी चयन आयोग (पूर्वी क्षेत्र)
कार्मिक लोक शिकायत और पेंशन मंत्रालय
निजाम पैलेस, प्रथम एमएसओ भवन)
8 वा तल, 234/4, एजेसी बोस रोड, कोलकाता 700020-

Government of India
Staff Selection Commission (ER)
Ministry of Personnel, Public Grievances &
Pensions,
Nizam Palace, 1st M.S.O. Building (8th Floor),
234/4, A.J.C. Bose Road, Kolkata – 700020.

जिनसे भी इसका सरोकार हो/ To Whom It May Concern

मैं/हम एतद्वारा पुष्टि करता/करते हूँ कि कीट नियंत्रण सेवाएँ सप्ताह में एक बार शुक्रवार को शाम 6:00 बजे के बाद प्रदान की जाएँगी (यदि कोई अवकाश शुक्रवार के साथ पड़ता है, तो सेवा उस विशेष सप्ताह के अंतिम कार्य दिवस पर प्रदान की जाएगी) कोलकाता स्थित कर्मचारी चयन आयोग (पूर्वी क्षेत्र) के कार्यालय में, दो (02) वर्ष के अनुबंध की पूरी अवधि के दौरान।

I/we hereby affirm that pest control services will be delivered ONCE A WEEK ON FRIDAYS after 06:00 P.M. (in case a holiday coincides with a Friday, the service will be performed on the last working day of that particular week) at the office of the Staff Selection Commission (Eastern Region), located in Kolkata, throughout the duration of the two (02) year contract.

Full Signature of the authorized signatory of Tenderer with Seal



File No. D-D.31020/10/2025-ADMIN-PURCHASE

Dated: 23rd April, 2026

भारत सरकार
कर्मचारी चयन आयोग (पूर्वी क्षेत्र)
कार्मिक लोक शिकायत और पेंशन मंत्रालय
निजाम पैलेस, प्रथम एमएसओ भवन
8 वा तल, 234/4, एजेसी बोस रोड, कोलकाता-700020

Government of India
Staff Selection Commission(ER)
Ministry of Personnel, Public Grievances & Pensions
Nizam Palace, 1st M.S.O. Building (8th Floor) 234/4, A.J.C.
Bose Road, Kolkata – 700020.

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दिनांक 23 अप्रैल, 2026 की सीमित निविदा पृष्ठताछ संख्या D-D.31020/10/2025-ADMIN-PURCHASE निम्नलिखित फर्मों से स्वीकार की जाएगी/ The Limited Tender Enquiry No. D-D.31020/10/2025-ADMIN-PURCHASE dated 23.04.2026 will be accepted from the following firms:

Sl. No.	Name of firms
1.	M/s. Modern Pest Control Service(Prop. Ranjit Samanta)
2.	M/s EGC Facility Management Private Limited
3.	M/s. Truly Pest Solution Private Limited
4.	M/s. Ma Pest Control LLP
5.	M/s PMI Pest Control Enterprise
6.	M/s Hindusthan Associates
7.	M/s. PCI Pest Control Private Limited
8.	M/s Biswas Enterprise
9.	M/s Dadson HPS India Private Limited
10.	M/s. BBDS Pest Services Private Limited
11.	M/s. Bengal Associates, West Bengal

तत्काल निविदा प्रक्रिया में किसी भी अवांछित बोली पर विचार नहीं किया जाएगा। हालाँकि, ऐसे बोलीदाताओं के नाम और विवरण कर्मचारी चयन आयोग (पूर्वी क्षेत्र), कोलकाता में सूचीबद्ध/पंजीकृत किए जाएँगे और अगली बार/निविदा के अगले दौर में उन पर विचार किया जाएगा/ Any unsolicited bids will not be considered for the instant tendering process. However, name and details of such bidders will be enlisted/registered in Staff Selection Commission (Eastern Region), Kolkata and they will be considered next time/next round of tendering.

23/04/26
(शैलेंद्र उत्तम)
क्षेत्रीय निदेशक