

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 158, dated 12.01.2021

Sub.: Tenders – Norms for Advertisement - Issue of Open Tender Notice and Limited Tender Notice (Quotations) – Scrutiny of Tenders - Vendor Management – Regarding.

The following orders are issued with regard to the calling for of tenders, norms for advertisement, issue of open tender notice and limited tender notice, scrutiny of tenders and vendor management.

- (1) The purchase of examination materials / outsourcing for supply of Optical Mark Recognition (OMR) answer sheets, covers, stationery items and services relating to recruitment process management system, online application and registration system and Computer Based Test, and the clearance of waste papers in the Commission's office, shall be undertaken by calling for quotations through limited tender / open tender, by following the provisions in the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000.
- (2) In respect of departments under the purview of Secretary, the Secretary shall be the tender inviting authority, while in the case of those departments under the purview of the Controller of Examinations, the Controller of Examinations shall be the tender inviting authority.
- (3) In those cases, where the subject falls under the purview of both Secretary and Controller of Examinations, the Secretary shall be the tender inviting authority. The Controller of Examinations' concurrence shall, however, also be obtained prior to the drawal of the tender document.
- (4) The following procedures shall be adopted while calling for quotations through tender system:
 - (a) A Tender Drafting Committee shall be formed for the preparation of draft tender documents. The Committee shall be constituted by the Deputy Secretary / Under Secretary / Section Officer concerned.

- (b) The Tender Drafting Committee shall attend the pre-bid meeting to clarify queries, if any, raised by the bidders.
- (c) In respect of open tender, the tender notice shall be published in newspapers and also in the dedicated Government website for tenders, in accordance with rules.
- (d) All tender notices and related documents shall also be published in the Commission's website.
- (e) As per G.O. (Ms). No 243, Finance (Salary) Department, dated 21.08.2017, the following norms have been prescribed for publishing tender notice.

(i) Revised norms for advertisement of tender notice

Details of Newspaper			Value of Procurement	
Area	English	Tamil	Goods/Services	Works
			Revised Norms	Revised Norms
(1)	(2)	(3)	(4)	(5)
District	-----	1 (District edition)	Above Rs.10 lakh and upto Rs.25 lakh.	Above Rs.25 lakh and upto Rs.50 lakh.
State	1 (All editions in the State)	1 (All editions in the State)	Above Rs.25 lakh and upto Rs.3 crore.	Above Rs.50 lakh and upto Rs.3 crore.
South India	1 (South India edition)	1 (All editions in the State)	Above Rs.3 crore and upto Rs.5 crore.	Above Rs.3 crore and upto Rs.5 crore.
All India	1 (All India edition)	1 (All editions in the State)	Above Rs.5 crore and upto Rs.75 crore.	Above Rs.5 crore and upto Rs.75 crore.
	Indian Trade Journal		Above Rs.75 crore	Above Rs.75 crore

(ii) The size of the advertisement shall be

Not exceeding 50 sq.cm.	for all procurements up to Rs. 10 crore
Up to 100 sq.cm.	for all procurements above Rs. 10 crore

- (f) The Secretary / Controller of Examinations shall be the Tender Inviting Authority, for all tenders.
- (g) The Chairman shall be the Tender Accepting Authority for all tenders invited by the Commission.
- (h) The Tender Accepting Authority, namely Chairman, may authorise the Tender Inviting Authority, the Secretary / Controller of Examinations, as the case may be, to open the tenders.
- (i) A Tender Scrutiny Committee shall be constituted to scrutinise the tender documents.
- (j) The Tender Inviting Authority shall be the Chief of the Tender Scrutiny Committee.
- (k) For all tenders, the Joint Secretary / Deputy Secretary / Under Secretary / Section Officer of the technical / concerned Sections and Accounts Officer shall be included in the Tender Scrutiny Committee.
- (l) A Technical Evaluation Committee shall be constituted for all tenders.
- (m) The Technical Evaluation Committee shall be constituted for evaluating the tenders. The Committee members shall be experts from other departments.
- (n) The names of the members / experts of the Technical Evaluation Committee are highly confidential and subject to change from tender to tender.
- (o) Open Tender System shall be followed wherever the estimate of expenditure is calculated to be Rs. 10 lakhs and above. In other cases, the existing system of calling for quotations from reputed firms / approved lists of suppliers shall be followed.

(p) Apart from constitution of the Committees, the other rules in force regarding preparation of tender documents, opening of tender, Earnest Money Deposit (EMD), etc., shall be followed scrupulously.

(5) The Tender Inviting Committee and Tender Scrutiny Committee shall be constituted as follows:

Sl. No.	Work	Tender Inviting Authority	Tender Scrutiny Committee
1.	For the purchase of stationery items and other things dealt with by Building, Stationery and Furnitures Department (BSFD)	Secretary	Joint Secretary / Deputy Secretary / Under Secretary / Section Officer of BSFD and Accounts Officer
2.	For the purchase of covers dealt with by Verification and Stationery Department (VSD)	Controller of Examinations	Joint Secretary / Deputy Secretary / Under Secretary / Section Officer of VSD and Accounts Officer
3.	For Recruitment Process Management System, Online Application and Registration System and Computer / Tab-Based Test and examination related projects.	Controller of Examinations	Joint Secretary / Deputy Secretary / Under Secretary / Section Officer of the Departments concerned and Accounts Officer
4.	For the clearance of waste papers [dealt with by Records and Forms Department (RFD)]	Secretary	Joint Secretary / Deputy Secretary / Under Secretary / Section Officer of RFD and Accounts Officer
5.	Any other work	Secretary / Controller of Examinations	Joint Secretary / Deputy Secretary / Under Secretary / Section Officer of concerned Sections and Accounts Officer

(6) Role of Various Departments with regard to Vendor Management

Sl. No.	Nature of the activity	Responsibility
1.	Vendor Identification	MCD through Tender Process in consultation with concerned user sections
2.	Assessment of Vendor Performance	Concerned user sections like PD, DTD, etc.
3.	<u>File Processing related to Vendor Payment</u> i. Software development related to certificate verification ii. Other cases	APD-Tech., OTD-Tech., PSD-Tech. Concerned User Sections
4.	Actual Payment	BRD

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