



Tamil Nadu Public Service Commission

Tender No. 702/2024 , Dated 27.11.2024

Limited Tender for the work of Transportation of Confidential materials whenever required relating to the examinations conducted by the Commission at Chennai Centre for One year.

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| Tender Publishing Date and Time | @ 06.15 pm on 27.11.2024 |
| Tender Document Download-Start Date and Time | @ 06.15 pm on 27.11.2024 |
| Bid Submission- Start Date and Time | @ 10.00 am on 28.11.2024 |
| Clarification on the Tender Document | @ 04.00 pm on 29.11.2024 |
| Bid Submission- Closing Date and Time | @ 11.00 am on 04.12.2024 |
| Bid Opening Date and Time | @ 03.00 pm on 04.12.2024 |

Notice Inviting Tender

Sealed Tenders in the prescribed format are invited from the reputed Travel Agencies for the work of Transportation of Confidential materials whenever required relating to the examinations conducted by the Commission at Chennai Centre for the period of One year or payment upto Rs.25 lakhs (including GST) whichever is earlier.

For any queries related to the Bid Submission, bidders shall contact by email: mcdb.tnpsc@tn.gov.in and Ph No:044-25300371.

I. ABOUT TNPSC

(a) Background:

Tamil Nadu Public Service Commission is mandated with the task of making Direct Recruitment to State, Subordinate and Ministerial Services and also conducts Departmental Examinations for Government Servants using Multiple-Choice Questions (Objective Type) with Optical Mark Recognition Answer sheets for ensuring fairer and faster selection process. Some of the recruitments involve Descriptive type main written examinations and Oral tests also.

(b) Objectives:

This tender is floated for selecting a well experienced travel agency for transportation of examination materials for the Chennai Centres from the Commission's office / designated place for examinations to be conducted by the Commission.

II. SCOPE OF WORK:

The travel agency to which the contract will be awarded, shall be responsible for the arrangements of vehicles for transportation of confidential materials whenever required relating to the examinations conducted by the Commission.

III. TERMS AND CONDITIONS:

1. The vehicle to be supplied should be in the model of Maxi cab/Van.
2. The vehicles provided shall be free from all mechanical and structural repairs/defects.
3. The vehicles provided must have the proper RC, FC, valid insurance and other necessary documents.
4. In the event of any breakdown of the vehicle at any point during the period of journey, the agency shall make necessary alternative arrangements to substitute such vehicles immediately and deliver the

question paper bundles as scheduled without loss of time and without any additional expenditure to the Commission.

5. Maxi cabs / Vans should reach the Tamil Nadu Public Service Commission office/ Designated place with sufficient drivers and remain in services of the Tamil Nadu Public Service Commission till the completion of work.
6. The drivers of each van must hold a valid driving license and shall be well acquainted with the routes and addresses in the Chennai city region and they should behave in a well disciplined manner.
7. The confidentiality has to be maintained during the transportation and security measures should be strictly followed.

IV. ELIGIBILITY CONDITIONS:

1. The bidder should be a company registered under the Indian Companies Act 1956/2013 or firm.
2. The bidder must have completed at least 10 years of operation in the field of transportation.
3. The average minimum annual turnover of Rs. Five lakhs for last three accounting years between 2021-2022, 2022-2023 and 2023-2024.
4. The bidder must have the capability of supplying 150-200 vans / maxicab in a single day session.
5. Joint Ventures and Consortium are not allowed to participate in the Tender.
6. The bidder should have valid PAN/TAN number and GST number.
7. The bidder should have Registered Office / Operating Branch at Chennai, Tamil Nadu
8. The company should not have been blacklisted by any State Government / Central Government /PSU for any reason.
9. All the above eligibility conditions are mandatory and the agencies not fulfilling even any one of the above conditions shall not be considered and the bids received from such bidder shall be summarily rejected

V. OTHER TERMS & CONDITIONS

- 1) The Service Provider should agree to complete the execution of the contract specified in this agreement within the stipulated period prescribed by TNPSC at the quoted rate. The contract shall be initially for a period of one year from the date of execution of the Agreement with the Tendering Authority. However, the contract may be renewed for a further period of three months (or) the amount to be paid to the service provider not exceed Rs.6,25,000/- whichever is earlier on the basis of the performance of work of the service Provider, subject to mutual terms and conditions as specified in the contract.
- 2) The prices/rates quoted shall be firm throughout the period of the validity of the offer and subsequently during the currency of the contract.
- 3) Only those agencies which in their individual capacity, satisfy the eligibility criteria need to quote for this tender and the bids submitted by the bidders who do not fulfill the eligibility criteria will be summarily rejected.
- 4) TNPSC will award the contract to the Tenderer whose Tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be competent to execute the job satisfactorily. TNPSC shall however not bind itself to accept the lowest or any Tender, wholly or in part.
- 5) Entire activities shall be done by the successful bidder themselves and it should not be outsourced.
- 6) Taxes as applicable shall be deducted at source.
- 7) The bidder should enclose copies of documents substantiating their claim in this tender document, failing which the tender will be rejected without any further information.

- 8) Page reference for the enclosed documents shall be made in the respective places of the eligibility conditions and other conditions, wherever necessary.
- 9) The successful bidder shall ensure confidentiality and shall maintain the details (address, antecedent and phone numbers) of Drivers and staff engaged in this work. No staff with prior criminal history shall be engaged for this work by successful bidder.
- 10) Further, the Company shall continue the work for a specific period as required by the TNPSC, till the engagement of the next vendor after completion of the contract period.
- 11) No other amount shall be claimed other than that mentioned in the Price Bid for the work.

VI. CLARIFICATIONS AND AMENDMENTS TO TENDER DOCUMENT

1. During the process of evaluation of Bids, TNPSC may, at its discretion, ask Bidders for clarifications on their bid. The Bidders are required to respond within the prescribed time frame for any such clarification. In case of non-compliance, their bids will be disqualified and rejected without further notice.
2. TNPSC may for any reason, modify the Tender Document from time to time. The amendment(s) to the Tender Document, if any, would be clearly spelt out hosted on the website as provided in the document and the bidders may be asked to amend their bids due to such amendments.

VII. SUBMISSION OF BIDS:

Cover-I: The Technical Bid should contain the signed Tender Document and Annexure-I (duly filled in and signed) along with the copies of documentary evidence substantiating the claims in respect of each and every item mentioned in the Annexure-I.

Cover-II: The Financial Bid Should contain only Price Bid (Exclusive of Tax) as in Annexure –III

Note: - The above said two covers containing Technical Bid and Financial Bid shall be sealed and kept in a single outer cover. This outer cover shall be sealed and addressed to the Controller of Examinations, Tamil Nadu Public Service Commission, Chennai-3 along with the superscription "Sealed Tenders for the work of Transportation of Confidential materials at Chennai Centre "

VIII. OPENING OF BIDS:

The bids received shall be opened at 03:00 pm (IST) on 04.12.2024

IX. EVALUATION OF BIDS:

a) Technical evaluation

- a) The technical eligibility of the bidder will be evaluated against the eligibility criteria, other terms and conditions mentioned herein, before opening of financial bid.
- b) During the process of evaluation of Bids, TNPSC may, at its discretion, ask Bidders for clarifications on their bid through e-mail / fax / telephone / meeting or any other mode of communication. The Bidders are required to respond within the prescribed time frame for any such clarification. In case of noncompliance, their bids will be disqualified and rejected without further notice

b) Financial evaluation

- a) The financial bids of those bidders who have been found to be technically eligible will alone be opened. The Financial bids of ineligible bidders will not be opened.
- b) The Bidder with the lowest rate would be awarded with the contract, subject to the fulfillment of tender conditions given in this tender document.

X. VALIDITY OF BIDS:

The bids submitted for this tender shall be valid for 6 months from the date of submission of tender.

XI. LATE BIDS

Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened. TNPSC shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

XII. EARNEST MONEY DEPOSIT (EMD):

- 1) The bidder should enclose the bid security (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft obtained in favor of the Secretary, Tamil Nadu Public Service Commission, Chennai.
- 2) EMD of the successful bidder will be adjusted in the Security Deposit
- 3) The Earnest Money will be forfeited on account of one or more of the following reasons:-
 - i. Bidder withdraws its Bid during the validity period specified in Tender Document.
 - ii. In case of a successful bidder, the said bidder fails to sign the Agreement in time.
- 4) EMD of all unsuccessful bidders would be released by TNPSC within one month of the bidder being notified as being unsuccessful.
- 5) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

XIII. ACCEPTANCE OF BIDS

The bids of only the bidder who has quoted the lowest rate shall be considered for the award of the contract, subject to the conditions that the Tendering Authority reserves the right;

1. To enter into negotiation with such bidders with a view to get the best possible, efficient and cost effective solution.

2. To award this contract either to one or more bidders at the negotiated final rate.
3. To draw and maintain a panel of bidders at the negotiated final rate so as to award this contract to any bidder as the Commission may deem fit and necessary.
4. To reject any tender without assigning any reason whatsoever.

XIV. NOTIFICATION OF AWARD OF CONTRACT

TNPSC will notify the successful bidder in writing that its bid has been accepted. The notification of award will constitute the formation of the contract.

XV. SECURITY DEPOSIT

- a. A security deposit amount not exceeding 5% of the value shall be paid by the successful bidder.
- b. The Security Deposit amount will be refunded to the Successful Bidder on completion of 1 month after the Contract Period is over subject to satisfaction of TNPSC. Such completion would be arrived at when the entire Scope of Work is executed by the Bidder as per the Contract Agreement and as per Order(s) issued by TNPSC from time to time. The security deposit amount will not earn any interest.

XVI. RIGHT TO TERMINATE THE PROCESS

TNPSC reserves the right to annul the Tender process, or to accept or reject any or all the Bids in whole or part at any time without assigning any reason and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

XVII. PAYMENT

- i) Payment shall be made on submission of bills on satisfactory completion of the work assigned.

- ii) Only for the Combined Civil Services Examination—IV (Group-IV Services) up to 50% of the total bill amount will be paid as advance.

XVIII. PENALTY

If the delay or non-performance adversely affects the TNPSC in any manner, a penalty at the rate of 5% (Five percentage) shall be imposed from the total bill amount claimed on the work order placed. The TNPSC may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the Selected Bidder.

XIX. FORCE MAJEURE

Neither TNPSC nor the Service Provider shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

- a. Natural phenomena including but not limited to earthquakes, floods and epidemics
- b. Acts of any Government authority domestic or foreign including but not limited to war declared or undeclared.
- c. Accidents or disruptions including, but not limited to fire and explosions.

XX. CONFIDENTIALITY

The Selected Bidder and their Personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the TNPSC's business or operations without the prior consent of the TNPSC. The legal liability for breach of confidentiality by the Bidder and its employees solely lies with the bidder.

XXI. FRAUDULENT/CORRUPT/COLLUSIVE/COHESIVE PRACTICES

The Selected Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the process of work assigned to them. Notwithstanding anything to the contrary contained in this Request For Proposal, TNPSC shall reject a proposal without being liable in any manner whatsoever to the Selected Bidder, if it determines that the Selected Bidder has, directly or indirectly or through an agent, engaged in any form of fraudulent/corrupt/cohesive/collusive practices, in the process. In such an event, TNPSC shall, without prejudice to its any other rights or remedies forfeit and appropriate the Performance Security

XXII. ARBITRATION & JURISDICTION

In case of any dispute, the matter will be referred to a sole Arbitrator to be appointed by the Controller of Examinations, TNPSC, under the "Arbitration and Conciliation Act 1996". The arbitration shall be held in Chennai, Tamil Nadu, India and the language of arbitration shall be English. The Courts at Chennai alone shall have jurisdiction in the matter.

Sd/-Controller of Examinations

Annexure-I

| <u>Technical Bid/Eligibility Criteria (Check list)</u> | | | |
|---|--|---|------------------------------------|
| SI. No. | Eligibility Condition | Yes/No (If No, Specify Reason) | Remarks/ Page Reference |
| 1. | Is the Firm/ Company registered in India (Proof to be enclosed: (e.g. Certificate of Incorporation of the Company / Firm) | | |
| 2. | Whether the bidder has completed at least 10 years of operation in this field? (Proof to be enclosed: (e.g. Copy of Work Order, Bills) | | |
| 3. | Annual Turnover of the Company for the past 3 years (2021-2022,2022-2023 and 2023-2024) (Proof to be enclosed: (e.g. Certificate from it's Chartered Accountant) | | |
| 4. | Do you have the capability of supplying 150-200 vans / maxicab in a single day session (Proof to be enclosed: (e.g. Self Declaration Certificate) | | |
| 5. | Do you have Registered Office / Operating branch at Chennai? (Proof to be enclosed: (e.g. EB Bill, Lease Document, Telephone Bill) | | |
| 6. | Do you have valid GST Registration No.? (Proof to be enclosed: (e.g. Copy of GST Certificate) | | |
| 7. | Do you have valid PAN /TAN Number? (Proof to be enclosed: (e.g. Copy of PAN /TAN Number) | | |

| | | | |
|-----|--|--|--|
| 8. | Have you ever been black-listed by any Government Organization /Department /PSU any other Agency on the day of bid (Proof to be enclosed: (Annexure-II) | | |
| 9. | Have you enclosed DD for EMD (DD No. & Date for the amount of Rs.25,000/-) | | |
| 10. | Have you submitted Financial Bid in a separate cover (Cover-II) | | |
| 11. | All the pages of the tender documents are signed by the authorized signatory? | | |

Note

- i. Copies of documentary evidence have to be enclosed substantiating the claims in respect of each and every item mentioned in this Annexure-I

Signature of the Bidder with Seal:

Annexure-II
Certificate of Undertaking

1. I/ We have read the tender documents completely and understood the requirements and conditions laid down in it. We certify that our firm is eligible to participate in this tender as per the eligibility criteria specified in this tender document. I/ We will abide by the tender terms and conditions given in the documents.
2. I/ We have not been blacklisted by any State / Central / Other Government Institutions/ PSU as on the date of bid opening.

Annexure-III

Financial Bid

[On the Letter head of Bidder and should be separately sealed as per instruction]

Reference No. :
FILE No. :

Date:

To
The Controller of Examinations,
Tamil Nadu Public Service Commission,
TNPSC Road,
Chennai – 600 003.

Sir,

I / We hereby submit our price bid for the Contract as indicated in the Tender No..... /2024, Dated2024. The amount quoted for **one year** is as follows:

| Item of Work | Rate in INR (Exclusive of the taxes applicable) | Rate in Words |
|---|---|----------------------|
| <u>Scope of Work</u> The agency to which the contract will be awarded, shall be responsible for the transportation of confidential material whenever required relating to the examinations conducted by the Commission. 1) For 6 Hrs 2) For 8 Hrs 3) For 10 Hrs 4) For 12 Hrs 5) For 15 Hrs 6) For 20 Hrs | | |

Note :-

The rate in this financial bid shall be quoted in respect of all the activities taken as a whole.

The bidder who has quoted the lowest amount in the all categories may be treated as L1 Bidder.

The rate shall be exclusive of the Taxes applicable. The Taxes Applicable are as follows:-

| S. No | Name of the TAX | % applicable |
|-------|------------------|--------------|
| 1. | CGST | |
| 2. | SGST | |
| 3. | Specify | |