



Tamil Nadu Public Service Commission

Tender No. 689 , dated 05.07.2024

Limited Tender for the work of Printing dummy number with QR code on the Question Cum Answer Booklets / Answer Booklets for Three years.

Tender Publishing Date and Time	@ 04.00 pm on 08.07.2024
Tender Document Download-Start Date and Time	@ 04.00 pm on 08.07.2024
Bid Submission- Start Date and Time	@ 04.00 pm on 08.07.2024
Clarification on the Tender Document	@ 05.45 pm on 25.07.2024
Bid Submission- Closing Date and Time	@ 11.00 am on 29.07.2024
Bid Opening Date and Time	@ 03.00 pm on 29.07.2024

Notice Inviting Tender

Sealed Tenders in the prescribed format are invited from the reputed firms for the work of Printing dummy number with QR code on the Question Cum Answer Booklets / Answer Booklets for the period of three years 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 the confidential work of Printing dummy number with QR code on the Question Cum Answer Booklets / Answer Booklets.

(c) Tentative Quantity to be procured / printed:

The tentative quantity of the dummy numbers to be printed in the Question cum Answer Booklets / Answer Booklets is approximately 1,50,000. The total quantity arrived is only tentative and the bidder shall have no right to claim the amount for the tentative quantity as the actual work order may vary based on the actual utilization of service.

II. SCOPE OF WORK

1. Automatically printing dummy number with QR code as per range atleast (6 digits) provided on two locations on the front page of the Question cum Answer Booklets / Answer Booklets (one on the left and the other on the cut slip portion)
2. Scanner shall automatically compare the QR codes printed and verify that both are same and readable in any other image scanner and pick up the value automatically.
3. The data relating to the printing of the QR code with 6 digits dummy numbers along with any other images captured have to be stored in a storage media provided by TNPSC on completion of the job and handed over in sealed condition.
4. After completion of the entire process, the data stored relating to this job in the system utilised for executing the job should be deleted permanently and a certificate to this effect shall be given to TNPSC with the data.

III. TERMS AND CONDITIONS

1. Entire process has to be done in the premises of TNPSC under the CCTV surveillance.
2. The vendor shall ensure absolute confidentiality of the process and the data.
3. The contract period shall be for Three years or the payment up to Rs.25 lakhs whichever is earlier.
4. Delivery: Duration would vary depending on the volume.

IV. ELIGIBILITY CRITERIA

1. The bidder should be a company registered under the Indian Companies Act 1956/2013 or firm
2. The average minimum annual turnover of Rs. 10 lakhs for last three accounting years between 2020-2021, 2021-2022 and 2022-2023.
3. The bidder should have experience of atleast 3 years in similar projects
4. Joint Ventures and Consortium are not allowed to participate in the Tender.
5. The vendor should have valid PAN/TAN number and GST number.
6. The bidder should have Registered Office / Operating Branch at Chennai, Tamil Nadu
7. The company should not have been blacklisted by any State Government / Central Government / PSU for any reason.
8. All the above eligibility conditions are mandatory and the firms not fulfilling even any one of the above conditions shall not be considered and bids received from such bidder shall be summarily rejected

V. CLARIFICATIONS AND AMENDMENTS TO TENDER DOCUMENT

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 and hosted on the website as provided in the document and the bidders may be asked to amend their bids due to such amendments.

VI. SUBMISSION OF BIDS:

Cover-I: The Technical Bid Should contain the signed Tender Document along with the copies of documentary evidence as in Annexure -I

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

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 Printing dummy number with QR code on the Question Cum Answer Booklets / Answer Booklets" as detailed in this Tender document.

VII. EVALUATION OF BIDS

Technical bid and Financial bid will be opened at the office of TNPSC on the date and time mentioned in this tender document. The Bidder with the lowest rate would be awarded with the contract, subject to the fulfilment of tender conditions given in this tender document.

VIII. VALIDITY OF BIDS:

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

IX. 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) The Earnest Money will be forfeited on account of one or more of the following reasons:-
 - i. Bidder withdraws his Bid during the validity period specified in the Tender Document.
 - ii. In case of a successful bidder, the said bidder fails to sign the Agreement in time.

- 3) EMD of all unsuccessful bidders would be released by TNPSC within one month of the bidder being notified as being unsuccessful.
- 4) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

X. NOTIFICATION OF AWARD OF CONTRACT

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

XI. 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.

XII. SIGNING OF CONTRACT

After TNPSC notifies the successful bidder that his proposal has been accepted, the successful bidder shall sign the Contract within 3 days. After signing of the Contract, no variation or modification of the terms of the Contract shall be made.

XIII. 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.

XIV. PAYMENT

Payment shall be made on submission of bills on completion of the work assigned.

XV. PENALTY

1) If any discrepancy, unsatisfactory work done or any other mistake is found 10% of the bill amount may be imposed as penalty.

2) If the delay or non-performance adversely affects TNPSC in any manner, the security deposit will be forfeited and other legal action would be initiated as per terms and conditions of contract. 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.

XVI. 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.

XVII. 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.

XVIII. 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.

XIX. 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.

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		
2.	Whether the bidder has completed at least 3 years of operation in this field?		
3.	Do you have Registered Office / Operating branch at Chennai?		
4.	Annual Turn over of the Company for the past 3 years (2020-2021,2021-2022 and 2022-2023)		
5.	Do you have valid GST Registration No.?		
6.	Do you have valid PAN / TAN Number?		
7.	Have you ever been black-listed by any Government Organization /Department /PSU any other Agency on the day of bid		
8.	Have you ever been imposed with any penalty for non-adherence of the tender conditions or fault /delay in execution of work?		
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

Signature of the Bidder with Seal:

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 as on the date of Submission of bids.

Annexure-II

Financial Bid

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

Reference No:

Date:

FILE NO:

To

Controller of Examinations,
Tamil Nadu Public Service Commission,
TNPSC Road,
Chennai-600 003

Sir,

I /We have hereby submit our price bid for the work of printing QR code dummy number (printing QR code)on the Question cum Answer Booklets / Answer Booklets as indicated in the Tender document.

Work	Rate quoted (per booklet) in Rupees (Exclusive of GST)
Printing QR code with 6 digit number at two places in each question booklet (as per Scope)	
Up to 1000 booklet (Lot Charge)	
1001 to 2000	
2001 to 5000	
5001 to 10000	
10001 to 25000	
Above 25000	

Note:-

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 is as follows:-

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

Authorized Signatory of the Bidder with Office Seal