



Tamil Nadu Public Service Commission

Tender No.644/2022, Dated 30.12.2022

Limited Tender for the Transportation of Confidential materials

Contents

1. Notice Inviting Limited Tender and Terms and Conditions.
2. Financial Bid (Annexure)

Time Schedule

Date of Tender Notice	30.12.2022
Clarification on the Tender Notice	03:00 PM - 04:30 PM on 03.01.2023
Last Date for submission of Tender	@ 03:00 PM on 06.01.2023
Date of opening of Commercial Bids	@ 04:00 PM on 06.01.2023
Declaration of Qualified Bidder	07.01.2023

Notice Inviting Tender

Sealed Tenders in the prescribed format containing Financial Bid is invited from reputed Travel agencies as detailed in the Scope of the tender.

I. 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.

II. 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 to be hired for 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.

III. Eligibility

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 bidder must have the capability of supplying 150-200 vans / maxicab in a single day session.
4. The bidder should have an established set up in Chennai.
5. The bidder should have valid PAN number and GST Numbers for their firms

IV. Other Conditions

- 1) Successful vendor shall accept the work order within 2 days of receipt of work order.
- 2) Only those firms 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.
- 3) Incomplete Tenders are liable to be 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) TNPSC, reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of its action. The decision of TNPSC in this regard would be final and binding.
- 6) Entire activities shall be done by the successful bidder themselves and it should not be outsourced.
- 7) Corrupt or Fraudulent Practices: Bidders shall observe the highest standard of ethics during the execution of such contracts. TNPSC reserves the right to reject a proposal if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practice(s) while competing for the contract in question.
- 8) The company should not have been blacklisted by any State Government / Central Government Department / PSU for any reason.

- 9) Taxes as applicable shall be deducted at source.
- 10) 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.
- 11) Page reference for the enclosed documents shall be made in the respective places of the eligibility conditions and other conditions, wherever necessary.
- 12) Contract is initially for a period of three years and based on the performance of the vendor, the contract period may be extended for a further period of one year subject to the decision of the TNPSC.
- 13) The rate in the Financial Bid shall be quoted in respect of all activities (mentioned in the Scope) taken as a whole and not for each activity / component separately. The rate quoted in the Financial Bid shall be only for one year. Further, no escalation in the rate quoted shall be allowed during the contract period (Three years) or during the period of extension, if any.
- 14) 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.
- 15) 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.
- 16) No other amount shall be claimed other than that mentioned in the Price Bid for the work.

V. Submission of Bids

Cover-I : The Financial Bid should contain only Price Bid as in Annexure.

Note:- The above said cover containing 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 Transportation of" as detailed in this Tender document.

VI. Evaluation of Bids

Financial Evaluation and Comparison of Bids

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

VII. Validity of Bids:

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

IX. 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.

X. Clarifications and amendments of 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.

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.

Note:-

Evaluation Committee may, at its discretion, call for additional information from the bidder(s) through e-mail / fax / telephone / meeting or any other mode of communication. Such information has to be supplied within the set out time frame as provided by Evaluation Committee, otherwise Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the bidders and the bid is liable to be rejected. Seeking clarifications cannot be treated as acceptance of the bid. For verification of information submitted by the bidders, the Committee may visit bidder's offices at its own cost. The bidders shall provide all the necessary documents, samples and reference information as desired by the Committee. The bidders shall also assist the Committee in getting relevant information from the bidders' references.

XII. 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.

XIII. Signing of Contract

After TNPSC notifies the successful bidder that its proposal has been accepted, the successful bidder shall sign the Contract within 10 working days. After signing of the Contract, no variation in or modification of the terms of the Contract shall be made.

XIV. Payment

Payment shall be made on completion of work satisfactorily.

XV. 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.

The Controller of Examinations
Tamil Nadu Public Service Commission
Chennai-600 003.

Note: Any clarifications in this regard will be given by the Under Secretary in 044-25300375/25300491

Annexure

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.644 /2022, Dated 30.12.2022. The amount quoted for **three years** 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 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	