

TAMIL NADU PUBLIC SERVICE COMMISSION

TNPSC ROAD, PARK TOWN, CHENNAI – 600 003.

Telephone No. 044-25300333

e-mail: bsfd.tnpsc@gmail.com

e-Tendering Portal: www.tenders.tn.gov.in or www.tnpsc.gov.in

Tender No.565/2019

Tender for Transportation of documents of Tamil Nadu Public Service Commission through chartered vehicles (Lorries with container carriage)

LAST DATE OF RECEIPT OF TENDER: 26.12.2019 at 03.00 PM

NOT TRANSFERABLE

Signature of the Bidder with office seal
Page 1 of 23

FOR THE SPECIAL ATTENTION OF THE APPLICANTS

1. Issuance of documents under two cover system i.e., Pre – qualification document and Price tender document to the applicant will be purely based on the basic documents and information furnished along with the requisition and cost of tender documents. Application will not confer any right on the applicant for automatic qualification for price tender for the lease work.
2. Approval of the qualified tenderer will be strictly based on the detailed evaluation done on the basis of the documents / records / evidences / certificates produced by the applicant in the application. Applicant must sign all the pages of tender schedule (Pre-Qualification & Price Tender documents).
3. The Bids should be submitted in a single sealed envelope containing two sealed envelopes of the Pre-qualification Bid and the Financial Bid. The words 'Financial Bid' should be written on the sealed envelope containing the Financial Bid. The two envelopes should be separately marked as 'Bid for the Transport contract'. Pre-qualification Bid (Cover-I) will be opened as per notice inviting tender on 26.12.2019 at 04.00 P.M. After detailed evaluation, the Financial Bid of the qualified Bidders alone will be opened after giving due intimation to the technically qualified Bidders.
4. A pre Bid meeting will be held on 18.12.2019 at 03.00 P.M. at Conference Hall, Tamil Nadu Public Service Commission, Chennai-600003.
5. The Secretary, Tamil Nadu Public Service Commission, TNPSC Road, Park Town, Chennai-3 may be contacted for further information in the matter. Office Phone Number: 044 – 25300451

Secretary
Tamil Nadu Public Service
Commission, Chennai-3.

TWO COVER SYSTEM

PRE-QUALIFICATION & PRICE TENDER APPLICATION

1. Having examined the documents in respect of Pre-qualification document & Price tender document including scope of work, time frame for the said rights and the criteria stipulated for qualification, I/We hereby submit all necessary information and relevant documents for qualifying me/us, to offer my/our tender for the above mentioned work.
2. The application is made by me/us on behalf of (individual / proprietary firm/ private limited company/public limited company) in the capacity of - ----- duly authorized to submit the tender.
3. Necessary evidence admissible in law in respect of authority assigned to me / us on behalf of the Proprietary firm / Partnership firm / Private Limited Company / Public Limited Company, for applying for qualification is attached herewith.
4. I / We present my / our documents herewith taking into consideration all the instructions in the qualification schedule supplied to me / us including special instructions to applicants / criteria for qualification schedule / information and instructions in the detailed two cover tender notice etc.,
5. The EMD amount is enclosed in the shape as notified in the EMD Para No: 1.4
 - i)
6. I / We understand that on behalf of the Commission, the Secretary, Tamil Nadu Public Service Commission, Chennai-3 reserves the right to reject any or all the tenders without assigning any reason thereof or to drop the proposal altogether.

Date:

Signature of the Applicant

Name: (IN BLOCK LETTERS)

Encl:

1. Qualification schedule and price tender schedule (Two cover system)
- 2.
- 3.
- 4.
- 5.

TENDERER / BIDDER

Signature of the Bidder with office seal

Table of Contents

S. No.	Contents	Page no.
1.1	INTRODUCTION	5
1.1.1	IMPORTANT DATES	5
1.2	GENERAL TERMS AND CONDITIONS	6
1.2.1	CONTRACT PERIOD	6
1.2.2	TENDER DOCUMENT	6
1.3	ELIGIBILITY CRITERIA	6-7
1.4	EARNEST MONEY DEPOSIT (EMD)	7-8
1.4.1	REFUND OF EARNEST MONEY DEPOSIT	8
1.5	METHOD OF SUBMISSION OF BIDS	8
1.5.1	CONTENTS OF ENVELOPES	8
1.5.2	TECHNICAL BID (ENVELOPE-I)	8-9
1.5.3	FINANCIAL BID (ENVELOPE-II)	10
1.5.4	SUBMISSION OF BIDS	10
1.5.5	DEADLINE FOR SUBMISSION OF BIDS	10
1.5.6	LATE BIDS	10
1.5.7	WITHDRAWAL OF BIDS	11
1.5.8	PERIOD OF VALIDITY OF BIDS	11
1.6	PRE-BID CONFERENCE	11
1.7	OPENING OF THE BIDS	12
1.8	EVALUATION COMMITTEES	12
1.9	EVALUATION OF BIDS	12
1.9.1	AWARD OF CONTRACT	13
1.9.2	NOTIFICATION OF AWARD	13
1.9.3	SIGNING OF CONTRACT	13
1.9.4	BINDING CLAUSE	13
1.9.5	CONDITIONAL TENDER	13
1.9.6	INTERPRETATION OF THE CLAUSES	14
1.10	DISQUALIFICATION OF BIDS	14
1.11	PAYMENT SCHEDULE	14-15
1.12	DESCRIPTION OF WORK	15
1.13	FUNCTIONS AND RESPONSIBILITIES	15
1.15	SECURITY DEPOSIT	16
1.16	FORFEITURE OF EARNEST MONEY DEPOSIT	16
1.17	PENALTY	16-17
1.18	UNDERTAKING	17

1.1. INTRODUCTION

ABOUT TNPSC:

Tamil Nadu Public Service Commission is a pioneering Public Service Commission among the State Public Service Commissions in India, a Constitutional authority dealing with selection of personnel for the State Government Departments. Its main objective is to conduct recruitment process through competitive examinations and select candidates to the Departments concerned for appointment.

Objective of the Tender:

Tamil Nadu Public Service Commission is looking to engage a well experienced Transport Company / firm for transportation of important confidential documents from Commission's office to the designated District Treasuries / Sub-Treasuries and vice-versa.

Tender under sealed two cover tender system i.e. Technical Bid and financial Bid are invited for the above mentioned assignment.

The first cover shall contain Technical Bid - EMD, the details of their capability to undertake the tender and the details of qualification conditions as stipulated in the Pre-qualification criteria.

The second cover shall contain the Financial Bid as stipulated.

1.1.1. IMPORTANT DATES

Sl. No.	Events	Date	Location
1	Date of commencement of sale of Bid documents	11.12.2019	The Secretary, Tamil Nadu Public Service Commission, TNPSC Road, Park town, Chennai - 600 003. Phone:044-25300333 Fax No. 25300588 Email: bsfd.tnpsc@gmail.com
2	Last date for receipt of queries for Pre-Bid meeting through E-mail, fax, Letter	16.12.2019	
3	Date and time of Pre-Bid meeting	18.12.2019	
4	Last date and time of submission of tender document	26.12.2019 03.00 PM	
5	Date and time of opening of Technical bid	26.12.2019 04.00PM	
6	Date and time of opening of Financial bid	Will be informed later	

1.2. General Terms and conditions:

1.2.1. CONTRACT PERIOD: The tenure of the contract is Three (3) years from the date of signing the contract and the same can be extended by two (2) more years by mutual Consent. Within the 3 years period, the contract for the further period will be renewed based on the satisfactory performance of the first three years respectively.

1.2.2. Tender Document

(a) Tender Documents may be downloaded from www.tenders.tn.gov.in or www.tnpsc.gov.in at free of cost.

(b) The Bidders shall submit the sealed cover containing two separate sealed envelopes as prescribed below addressed to "The Secretary, Tamil Nadu Public Service Commission, TNPSC Road, Park Town, Chennai – 600 003" by 03.00 P.M. on or before 26.12.2019 in the Tender Box kept at the Secretary's Chamber, in TNPSC office, for this purpose. TNPSC will not be responsible for any delay in receipt of Bids. Any Bid received after the closing date and time shall not be entertained. In case, closing date of submission of Bid happens to be a holiday due to some unforeseen circumstances, the Bids will be received on the next working day at the same time.

1.3. Eligibility Criteria: The Bidder shall have at least Fifteen years of experience in the field of goods / documents Transportation services.

1. The bidder should be a registered company under the Indian Companies Act 1956/2013 or firm.
2. The Bidder should have an office in the Chennai city
3. Joint Ventures & Consortiums are not allowed to participate in the bid.
4. The Bidder should have an average turnover of Rupees 1 crore in Transportation work in each of the last three financial years (2015-16, 2016-17, 2017-18). The audited balance sheet should be produced along with pre qualification Bid as evidence thereof.
5. Audited Balance Sheet to be attached for 3 financial years (2015-16, 2016-17, 2017-18) along with IT & GST returns as proof. i) Should hold a valid Income Tax PAN, Goods and Service Tax Registration. (Copy should be enclosed).
6. The bidder should have minimum 32 (6 to 10 tonnes) Lorries with closed container carrier (leak proof) at back for transporting important documents under sealed condition.
7. The bidder should have the capability to arrange for any number of vehicles as required by the Commission, even within a short notice (within 48 hours). Generally the work order with route schedule will be provided to the successful bidder 7 to 10 days ahead of the scheduled programme.

Signature of the Bidder with office seal

8. The Lorries should have valid permits required to operate throughout the state in any designated route.
9. The Lorries should have periodical coverage in Insurance required.
10. The bidder should have minimum 35 well experienced drivers with valid heavy vehicle driving license on permanent role of the company / firm.
11. The bidder should have established support centres viz., Depot / Workshops with sufficient well trained mechanics, cleaners and sufficient spare parts, throughout Tamil Nadu so as to attend any breakdowns on the way within 1 to 2 hours.
12. The driver's cabin of each vehicle should have the facility of comfortable seating for 3 persons (2 staff and the armed constable)
13. The bidder should not have been black listed by any of the Public Sector Undertakings / Government departments for any reasons.
14. Proof of having executed any of the activities defined in this tender document in Government / Boards / PSU / Academic institutions during the last three years.
15. Copies of work order, bills or payment certificate.

a) Technical Bid

The Bidder should submit the supportive documents in proof of the above mentioned eligibility criteria.

b) FINANCIAL BID

Financial Bid should be submitted in the prescribed form in Annexure-II and the rate should be on per kilo meter basis.

Note:

- i) TDS/Surcharge or any other Tax as applicable will be deducted at source from the bills, as per rules in force.
- ii) No enhancement in rates will be allowed due to any reason during the contract period.
- iii) As far as possible the details shall be furnished in the schedules appended to this document. If the space provided for this purpose is found insufficient to furnish the required details additional sheets may be attached to the schedules.
- iv) All bidders are cautioned that the tender schedule with deviations from any contractual terms and conditions, specifications or other requirements will be rejected as non-responsive.

1.4. Earnest Money Deposit (EMD)

i) Earnest money of Rs. 50,000/- (Rupees Fifty Thousand only) shall be deposited in the form of a Demand Draft only drawn in favour of the

Secretary, Tamil Nadu Public Service Commission", payable at Chennai with the Technical Bid.

ii) Any Tender without Earnest Money Deposit in a manner other than what is mentioned above is liable to be rejected at the discretion of the Secretary, TNPSC. However, Companies having SSI (Small Scale Industry) / NSIC registration in Tamil Nadu or similar / relevant services shall be allowed EMD exemption upon enclosure of relevant Documents as per MSME Act. The EMD shall be kept valid for a period of 60 days beyond Financial Bid validity period. If for any reason, whatsoever, any Bidder withdraws or amends the Bid in any respect within the validity period or fails to enter into a contract for award of work, the entire amount of EMD will be forfeited.

a) Offers received without Earnest Money Deposit or without enclosing the proof for claiming exemption shall be rejected. Payment of EMD by cash will not be accepted.

b) Unsuccessful Bidders' Earnest Money Deposit shall be returned within 30 days after the expiry of the period of Tender offer validity prescribed in this tender.

1.4.1. Refund of Earnest Money Deposit: EMD will not carry any interest. Earnest Money so deposited by unsuccessful Bidders will be returned as soon as possible. Earnest Money deposit of successful Bidder will be converted into Security Deposit.

1.5. Method of Submission of Bids

1.5.1. Contents of Envelopes: Bids shall have to be submitted in two separate envelopes comprising of Technical Bid in Envelope I & Financial Bid in Envelope II. Both the two envelopes should be separately securely sealed and / or stamped and kept in a outer cover. The outer cover shall also be sealed and super-scribed with **Tender for Transportation of documents of Tamil Nadu Public Service Commission through chartered vehicles (Lorries with container carriage)**

Along with the following information:

- a) Type of Offer (Technical or Financial)
- b) Tender Reference Number
- c) Name of Bidder

1.5.2. Technical Bid (Envelope-I)

a. Technical Bid Envelope shall contain the following documents:

- This tender document should be duly signed by the authorized signatory of the firm in all the pages.
 - Demand draft for EMD or copy of the permanent registration certificate issued by the Department of Industries & Commerce, Government of Tamil Nadu.
 - Tender offer form duly filled in.
 - Bidders Authorization Certificate.
 - GST Registration Certificate from concerned Government Department
 - Copies of Certificate of incorporation of the firm (e.g. Registration as Partnership Firm, Proprietary concern, Company etc.)
 - Copy of the PAN Card.
 - Copy of PF Registration Certificate
 - Certificate from its Certified Chartered Accountant stating that the Bidder had a minimum annual turnover of Rupees 1 Crore during any two years between 2016-18.
 - Proof in support of Quality Certification received if any
 - The bidder should have its own support infrastructure facilities in India.
 - Client feedback about the track record of the Bidder if any
 - The bidder should possess adequate infrastructure on own for the proposed transportation to carry out the intended services.
 - Technical literature, write ups if any, in support of the services tendered for.
 - An affidavit in Rs. 20 NJ stamp paper declaring that the bidder and/ or their joint venture partner were not blacklisted by any State/Central/Quasi Government bodies and the black listing is not in force on the date of bid opening.
- b. The Technical BID (T.B.) shall be complete in all respects and contain all information asked for, except prices. It shall not contain any price information. The T.B. shall indicate whether all services asked are quoted for and that all requirements therefore are also quoted for. The Technical Bid must be submitted in an organized and neat manner. No documents, brochures, etc. shall be submitted in loose form. All the pages shall be serially numbered.

- c. Tenders shall be forwarded on the letter Head of the firm, which should contain Phone Number / Fax Number / URL, email and other details of the firm.

1.5.3. Financial Bid (Envelope-II)

- a) Second envelope shall be marked as envelope No.II "Financial Envelope" which contains only price bid in the prescribed Proforma in Annexure II.
- b) The Financial Bid shall be on fixed price basis, inclusive of all types of applicable taxes. If the prices quoted are accompanied by vague and conditional expressions such as "Subject to any condition or assumptions", the same will be treated as invalid Bid and shall be summarily rejected without assigning any further reason.

1.5.4. Submission of Bids

- a) The Technical Bid and the Financial Bid shall be placed in a separate envelope super scribed: "Technical Bid" or "Financial Bid", as the case may be, followed by the words "Invitation of Bids for the **Transportation of documents of Tamil Nadu Public Service Commission through chartered vehicles (Lorries with container carriage)** the Tamil Nadu Public Service Commission" Name of the Bidder and contact address should also be written on the envelope.

1.5.5. Deadline for Submission of Bids

- a) Bids must be received by the Tendering Authority at the said address, not later than the time and date specified. In the event of the specified date for the submission of Bids being declared as a holiday for the Tendering Authority, the Bids shall be received up to the specified time on the next working day.
- b) The Tendering Authority may, at its discretion, extend this deadline for submission of Bids in which case all rights and obligations of the Tendering Authority and Bidders shall thereafter be subject to the deadline as extended.

1.5.6. Late Bids

- a) Any Bid received by the Tendering Authority after the deadline for submission of Bids prescribed, due to any reason whatsoever, it may be rejected and returned unopened to the Bidder.

1.5.7. Withdrawal of Bids

a) Bids cannot be withdrawn at any stage after submission.

1.5.8. Period of Validity of Bids

a) Bids shall be valid for acceptance for a period of 90 days from the date of opening of Commercial Bid. A Bid valid for a shorter period shall be rejected by the Tendering Authority as non-responsive.

b) In exceptional circumstances, the Tendering Authority may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing and shall be binding.

1.6. PRE-BID CONFERENCE: The pre-bid conference will be conducted on 18.12.2019 at 03.00 P.M. The purpose of the meeting will be to clarify the issues and to answer questions on any matter that may be raised at that stage. The bidders are expected to submit their questions in writing/mail/fax to reach the TNPSC at least 3 days before the meeting to the following address.

The Secretary,
Tamil Nadu Public Service Commission,
TNPSC Road, Park town, Chennai -600 003.
Phone: 044 – 25300306,
Email: tnpsc.mcd@gmail.com

The response to the queries will be published in the website for the benefit of all bidders. Non attending of the prebid meeting will not be a cause for disqualification of a bidder.

Clarifications and amendments of Tender Document

1. During the process of evaluation of Bids, TNPSC may, at its discretions, 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 would be clearly spelt out posted on the website as provided in the document and the bidders may be asked to amend their bids due to such amendments.

1.7. OPENING OF THE BIDS

- a) The Technical Bids will be opened in the presence of bidder / bidder's representative who choose to attend, at the prescribed time, date and venue. The bidder / bidder's representative shall sign the attendance register. In the event of the specified date of bid opening being declared as holiday for the Tender Inviting Authority, the bids will be opened at the appointed time and venue on the next working day.
- b) The bidder's name, modifications, bid withdrawals and presence or absence of the requisite Bid Security and such other details as the Tender Inviting Authority at its discretion, may consider appropriate will be announced at the opening. No bid will be rejected at opening except for late bids which will be returned unopened to the bidder.
- c) The Tender Inviting Authority will prepare the minutes of the bid opening.
- d) The price bids of the shortlisted bidder alone will be opened after evaluation of technical bids and the date and time will be intimated only to the bidders whose bids are responsive and selected.

1.8. Evaluation Committees

- a) The Evaluation Committee constituted by the Secretary, Tamil Nadu Public Service Commission, shall evaluate the Tenders and it shall be final.

1.9. EVALUATION OF BIDS

- a) Evaluation of the technical bids will be carried out based on the criteria mentioned in the bidding document and the documents furnished by the bidder in their technical bid. The technical and financial capability of the bidder to perform the contracts with respect to the criteria indicated in the bidding document will be taken into account during evaluation.
- b) During evaluation, the bidders may be asked for clarification of its bid. The request for clarification and the response shall be in writing. The bidders are not permitted to change their price furnished in the price bid on any account.
- c) The bids will be initially examined to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are in order.

- d) The detailed evaluation of the bids will be carried out to determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objection or reservations to critical provisions such as those concerning eligibility criteria, performance security, applicable law, taxes and duties are deemed to be material deviations. The responsiveness of the bids will be based on the contents of the bid itself without recourse to evidence.
- e) A bid determined as not substantial responsive will be rejected and may not subsequently be made responsive by the bidder, by correction of nonconformity.

1.9.1. Award of contract: The contract will be awarded to the successful bidder, whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

1.9.2. Notification of Award Prior to expiry of the period of bid validity, the successful bidder will be notified on the acceptance of their bid by means of Letter of Intent.

1.9.3. Signing of Contract After Notification of Award and issue of detailed order by The Secretary, Tamil Nadu Public Service Commission, the successful bidder shall enter into contract agreement with the TNPSC within 15 days from the date of issue of detailed order.

1.9.4. Binding Clause All decisions taken by the tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tendering Authority, reserves the right: -

To vary, modify, revise, amend or change any of the terms and conditions in this Bid; To reject any or all the tenders without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for such decision.

1.9.5. Conditional Tender

Hypothetical, ambiguous or Conditional tenders shall summarily be rejected.

Signature of the Bidder with office seal

1.9.6. Interpretation of the Clauses

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Tendering Authority's interpretation of the clauses shall be final and binding on all parties.

1.10. DISQUALIFICATION OF BIDS:

TNPSC may at its sole discretion and at any time during the processing of bid, disqualify any bidder from the process if the bidder has:

- 1) Submitted the bid after the scheduled date & time
- 2) Firms not meeting the eligibility criteria
- 3) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- 4) If found to have a record of poor performance such as abandoning works, not properly completing the contracts, inordinately delaying completion, or financial failures etc., and black listed by any State/Central Government departments/Organizations.
- 5) Submitted an bid which is not accompanied by required documentation and the Bid Security.
- 6) Failed to provide clarifications related thereto, when sought
- 7) Submitted more than one bid.
- 8) Been found to canvass, influence or attempt to influence in any manner the selection process or the committee by offering bribes or other illegal gratification.

1.11. Payment Schedule

- a) No advance payment will be made
- b) In the case of Description of the work as defined in this tender document, payment shall be made by the Tendering Authority on receipt of bill after the successful completion of the said work in good and satisfactory condition

- c) The office of TNPSC will deduct Service/Income Tax and other statutory taxes as applicable from time to time.
- d) The payment shall be made by "Electronic Fund Transfer (EFT). The successful bidder is therefore requested to indicate EFT No. and other relevant details in your offer / bill(s). The Bidder must submit his Banker's name, address, Type of Account & Account No. and IFSC No.

1.12. Description of the work:

Activity:

Transportation of the important documents in closed container carrier, under sealed condition either from the TNPSC office to designated Treasuries / Sub-treasuries at the Districts and vice versa.

1.13. Functions and Responsibilities

- i. Operation of fleets as per the route schedule either from the TNPSC office to the designated district Treasuries / Sub-treasuries or from the designated district Treasuries / Sub-treasuries to the TNPSC Office.
- ii. The vehicles to be provided should be in good condition and free from all Mechanical and structural defects.
- iii. The container carriage should be leak proof and should not have any opening like window / ventilators etc.
- iv. The container carriage should have doors with tight locking facility.
- v. In the event of breakdown of the vehicle at any point during the period of journey, should make necessary either to repair the defects or alternate arrangements to substitute such vehicles immediately and effect the delivery, as scheduled without loss of time and without any additional expenditure to the Commission. The payment in full will be settled only on completion of the work satisfactorily.
- vi. There should not be any deviation in the Journey Route to be given at the time.
- vii. Timing should be adhered to as per the route schedule.
- viii. The meter reading at the starting point and closing points shall be noted both by staff of the Commission's office and by your Driver / staff.
- ix. Cell No. of the Drivers should be furnished to this office.
- x. The speedometer of the vehicles should be in working condition.

Signature of the Bidder with office seal

TERMINATION OF CONTRACT:

Failure to maintain the quality of service by the successful Bidder or the violation of any conditions of contract shall lead to termination of contract.

1.14. ABANDONMENT OF WORK

a) The applicant should not have had any of his contracts terminated/ rescinded due to breach of contract on the part of the applicant by any of the Public Sector undertakings / departments.

b) Information regarding current litigation/debarment/expelling of applicant or abandonment of work as per Annexure-III.

c) Sworn affidavit duly certified by Notary Public, is to be produced vide Annexure-IV (Specimen appended) – in Twenty Rupees Non – Judicial Stamp paper.

1.15. SECURITY DEPOSIT

a) The successful Tenderer / Bidder would be required to remit Security Deposit OF Rs.50,000/- (Rupees fifty thousand only) within fifteen days from the date of receipt of communication intimating them of the acceptance of the tender.

b) The security deposit furnished by the Tenderer in respect of his tender will be returned to him at the end of the contract period subject to the satisfaction of the Department.

c) In case of successful tenderer, the Earnest Money Deposit if paid may be adjusted towards Security Deposit payable by him.

1.16. FORFEITURE OF EARNEST MONEY DEPOSIT

If the successful tenderer fails to act according to the Tender conditions or backs out after his Tender is accepted, his Earnest Money Deposit will be forfeited to the Commission.

1.17. PENALTY

1. If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the Selected Bidder and not in any way attributable to the delay on the part of TNPSC, A penalty

Signature of the Bidder with office seal

@1.0% of the bill value of the delayed stage of the and accordingly the time for the next stage be reduced by the TNPSC, to account for the delay.

2. If the any fault / any repair in the chartered vehicle will affect examination process of the examination should make alternative arrangement at any point, if anything affect the examination process the security deposit and performance security 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.

1.18. UNDERTAKING

An undertaking to abide by the terms & conditions if any modified later in the contract conditions by the Secretary, Tamil Nadu Public Service Commission, Chennai-3.

TAMIL NADU PUBLIC SERVICE COMMISSION
TNPSC ROAD, PARK TOWN CHENNAI – 600 003.
ANNEXURE - I
TECHNICAL BID

All information called for in the forms should be furnished against the respective columns. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable".

A. Profile of the Company

1	Name of the Organisation :	
2	Structure of the Organisation :	
3	Address of the Organisation :	
4	Phone Number :	
5	Fax Number :	
6	E-mail address :	

B. We have enclosed the following documents: (Bidder has to mention against each item whether it is enclosed or not. If enclosed please mention the page number for ready reference)

Sl.No	Name of the Document	Enclosed / Not Enclosed	Page No
1.	Tender document duly signed by the authorized signatory of the firm in all the pages.		

Signature of the Bidder with office seal
Page **18** of **23**

2.	Demand Draft for EMD or copy of the permanent registration certificate issued by the Department of Industries & Commerce, Government of Tamil Nadu.		
3.	Tender offer form duly filled in and signed.		
4.	Bidder's Authorization Certificate		
5.	Copies of Certificate of incorporation of the firm (e.g. Registration as Partnership firm, Proprietary concern, Company etc.)		
6.	Copy of Service Tax / GST Registration Certificate.		
7.	Copy of the TIN certificate		
8.	Copy of PF registration certificate		
9.	Proof of having executed an similar assignment as mentioned in this tender document for any Government/PSU/Large Private Sector Concerns Institution during the past five years		
10.	Certificate from its Certified Chartered Accountant stating that the Bidder had a minimum annual turnover of Rupees 1 crore during any two years during the period from 2015-2016 to 2017-2018.		
11.	Proof in support of Quality Certification received if any		
12.	Infrastructural details		
13.	Client feedback about the track record of the Bidder		
14.	Other documents if any		

CERTIFICATE

I / We have read the tender documents completely and understood the requirements and conditions laid down in it. I / 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. I/We have signed in all the pages of the tender documents.

TAMIL NADU PUBLIC SERVICE COMMISSION
TNPSC ROAD, PARK TOWN CHENNAI – 600 003.

ANNEXURE – II

NAME OF WORK: Transportation of important documents of Tamil Nadu Public Service Commission through closed container carriage lorries to the designated Treasuries / Sub Treasuries or vice versa	
Quote the rate as, per kilometer basis	Rs..... (in words)*

* Rate exclusive of all Taxes.

TAMIL NADU PUBLIC SERVICE COMMISSION
TNPSC ROAD, PARK TOWN CHENNAI – 600 003.

ANNEXURE – III

INFORMATION REGARDING CURRENT LITIGATION/DEBARRING/ EXPELLING
OF APPLICANT OR ABANDONMENT OF WORK BY THE APPLICANT

1. (a) Is the Applicant currently involved in any Arbitration / Litigation
relating to the Contract works Yes / No

(b) If yes, Details thereon

2. (a) Has the Applicant or any of its constituent partners been Debarred/
Expelled by any Agency during the past "Five" years Yes / No

(b) If yes, Details thereon

3. (a) Has the Applicant or any of its constituent partners failed to complete,
any contract work during the past "Three" years Yes / No

(b) If yes, give details thereon Signature of the Bidder with office seal Page

TAMIL NADU PUBLIC SERVICE COMMISSION
TNPSC ROAD, PARK TOWN CHENNAI – 600 003.

ANNEXURE – IV

AFFIDAVIT
(to be certified by a Notary Public)

To
The Secretary
Tamil Nadu Public Service Commission,
TNPSC Road, Park Town,
Chennai-600 003.

Respected Sir,

This to certify that we(Name of the Company)

- 1) Have not been currently involved in any Arbitration / Litigation relating to the Contract works.
- 2) We or any of our constituent partners have not been Debarred / Black listed by any PSU / Department during the past "Five" years.
- 3) We or any of our constituent partners have not failed to complete, any contract work during the past "Three" years.
- 3) We abide by the terms & conditions, if any, modified later in the contract conditions by the Secretary, Tamil Nadu Public Service Commission, Chennai600003.

Authorised Signatory

TAMIL NADU PUBLIC SERVICE COMMISSION
TNPSC ROAD, PARK TOWN CHENNAI – 600 003.

ANNEXURE – V

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

S.No.	CHECK LIST	SUBMITTED
1	EMD (DD only)	(Yes / No)
2	ANNUAL TURNOVER	(Yes / No)
3	SOLVENCY CERTIFICATE	(Yes / No)
4	AUDITED BALANCE SHEET	(Yes / No)
5	INCOME TAX PAN	(Yes / No)
6	SERVICE TAX REGISTRATION	(Yes / No)
7	EXPERIENCE / PERFORMANCE CERTIFICATE	(Yes / No)
8	ORIGINAL DOCUMENTS MUST BE SIGNED AT ALL PAGES IN INK.	(Yes / No)
9	MANPOWER ON ROLL	(Yes / No)
10.	DETAILS OF DEPOTS/WORK SHOPS AVAILABLE IN TAMIL NADU STATE	(Yes / No)
11.	SWORN-IN AFFIDAVIT	(Yes / No)