



## Tamil Nadu Public Service Commission

### Tender No.658 , dated 13.04.2023

Limited Tender for transportation of examination materials through chartered vehicles, for various examinations to be conducted by the Commission for six months.

#### Fact sheet

|                                    |                          |
|------------------------------------|--------------------------|
| Date of Tender Notice              | 13.04.2023               |
| Clarification on the Tender Notice | @ 03:00 PM on 17.04.2023 |
| Last Date for submission of Tender | @ 03:00 PM on 24.04.2023 |
| Date of opening of Bids            | @ 04:00 PM on 24.04.2023 |
| Declaration of Qualified Bidder    | 25.04.2023               |

#### Notice Inviting Tender

Sealed tenders in the prescribed format are invited from the reputed Firms for transportation of examination materials through chartered vehicles, for various examinations to be conducted by the Commission for six months.

I. Scope of work:

OBLIGATIONS OF THE CONCERNED PARTIES:

A. OBLIGATIONS OF THE SERVICE PROVIDER:

1. Service Provider should strictly follow the terms and conditions given in this Agreement.
2. The Company should have 30 or more vehicles of minimum 6 tonne capacity, of their own, in good and road worthy condition and no consortium is allowed. The fitness and statutory compliance in respect of the said vehicles shall be responsibility of the bidder.
3. However, the Company should be equipped to fulfill additional requirements as to the availability of more number of vehicles (upto 40 vehicles of minimum 6 tonne capacity), in good and road worthy condition at the scheduled time & place as to be decided by the Commission. In this case, the Company should be solely responsible for execution, delivery of the intended work and should also be the single point of contact for the Commission so as to ensure effective coordination.
4. The Company should have its service centres at different cities in the state of Tamil Nadu to attend any repair in the vehicles immediately.
5. The Trucks of minimum 6 Ton capacity (GPS and CCTV may fitted in it) closed container should be provided.
6. Provision shall be made for fitting the CCTV cameras in the driver cabin and inside the container at two places, with necessary power supply. The provision for placement of CCTV cameras shall be in such a way that the entire driver cabin and the contents of the container are conspicuously visible. The provision for sufficient power supply or connectivity to power supply shall be ensured for the entire trip so that the live streaming is not hindered in any manner. It shall be ensured strictly that the vehicles deployed for the services mentioned herein shall not be used for carrying/transporting any other goods/articles or for any other purpose till the completion of the trip.

7. After installation of CCTV cameras in the vehicle, it shall be ensured that the CCTV cameras are not damaged or disturbed in any manner and the vehicle shall not be engaged for any other purpose other than the intended purpose. Firm adherence to this condition is expected so as to avoid any disruption in surveillance which might arise when the vehicles are diverted for works unrelated to the Commission.
8. Digital route map should be provided for linking the GPS fencing facility. The route shall always be in the National Highways.
9. Soft copy of the actual GPS route mapping of each vehicle shall be provided on every successful completion of the trip.
10. Drivers should be shuffled and deputed in different routes and same drivers should not be posted in the same route, time and again. Record should be maintained to ensure the shuffling.
11. Drivers shall maintain a diary with reference to any kind of stoppage including tolls.
12. Rate should be quoted on per kilometre (KM) basis and no additional claims to be made in the bill other than the rate agreed to as against the total number of kilometres operated by each vehicle.
13. Drivers shall always park the vehicle in such a way that the back door position is visible to the TNPSC authorities and District authorities travelling by escort vehicle.
14. Facility shall be provided for additional locking in the container door to put two onetime locks in addition to existing centre locking knob to lock with GPS lock.
15. Vehicle movement shall always in the line of sight to the Escort vehicle being arranged by TNPSC.

16. The vehicle shall move out of the TNPSC premises after delivery of the materials, after getting consent letter generated by TNPSC team is handed over to the Driver.
17. In case of any breakdown of vehicle, it should be attended immediately without any major delay in schedule. To avoid such contingency, all the vehicles deputed for this work should be serviced, checked thoroughly and ensured that the vehicles are in roadworthy condition before being sent on a trip.
18. After completion of Trip, bills along with details of meter reading, GPS tracking details (soft copy) shall be submitted for making payment.

**B. OBLIGATIONS OF TNPSC:**

1. Confidential cargo handling and its security arrangements will be the TNPSC's scope.
2. The work order shall be issued 7 - 10 days before the examination dates to arrange the vehicles along with route schedule.
3. Modification and alterations will be suggested by TNPSC, if any required.

**C. OTHER CLAUSES:**

1. Unless otherwise provided in the contract, any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by registered mail, postage prepaid, return receipt requested in the case of the Service Provider to TNPSC at the address set forth above or with other addresses and to the attentions of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by post shall be deemed to have been served on the date when in the ordinary course of post, it would have been delivered at the address to which it was sent.
2. Any notice to the Service Provider given or required to be given hereunder shall be given by either:

- a. Mailing the same by registered mail, postage prepaid, return receipt requested; or
- b. Having the same delivered with receipt acknowledged at the address set forth above or with other addresses and to the attentions of such other person or persons as may hereafter be designated by like notice hereunder and any such notice shall be deemed to have been served if sent by post on the date when in the ordinary course of post, it would have been delivered at the addresses to which it was sent or if delivered on the date of acknowledgement of receipt.

## II. Eligibility Criteria:

1. The Bidder should have at least ten years of experience in the field of transportation of goods/documents. In this, the bidder should have at least five years of experience (in total) in transportation of confidential materials of at least any two government bodies. (State/Centre/Statutory government body).
2. The bidder should be a registered company under the Indian Companies Act 1956/2013 or firm.
3. The Bidder should have an office in the Chennai city.
4. Joint Ventures & Consortiums are not allowed to participate in the bid.
5. The Bidder should have an average turnover of Rupees 1 crore in transportation work in any of the three financial years between 2017-2018 and 2021-2022, owing to limitations in the conduct of business during the COVID period.
6. The audited balance sheet should be produced along with Bid as evidence thereof. Audited Balance Sheet to be attached for any of the three financial years between 2017-2018 and 2021-2022 along with IT & GST returns as proof. The company should hold a valid Income Tax PAN, Goods and Service Tax Registration & Provident Fund (PF) registration Certificate. (Copy should be enclosed).

7. The bidder should have minimum 30 Lorries (6 to 10 tonnes capacity) with closed container carrier (leak proof) at back for transporting important documents under sealed condition.
8. The bidder should have the capability to arrange for any number of vehicles as required by the Commission, even within a short notice (within 24 hours). Generally the work order with route schedule will be provided to the successful bidder 7 to 10 days ahead of the scheduled programme. The Lorries should have valid permits required to operate throughout the state in any designated route.
9. The Lorries should have periodical Insurance coverage in force.
10. The bidder should have minimum 30 well experienced drivers with valid heavy vehicle driving license on permanent roll 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 to any breakdowns on the way within 1 to 2 hours.
12. The driver's cabin of each vehicle should have comfortable seating facility for accommodating two persons (one armed constable will accompany the driver)
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 to be enclosed as proof of evidence.

All above eligibility conditions are mandatory and the firms not fulfilling all the above conditions shall not be considered and shall be summarily rejected. However, for evaluation of the technical bids and awarding of marks, the Tender Scrutiny Committee shall evaluate the bids based on the criteria specified in this tender document.

### III. 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 for a period of six months.
- (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) The quotation along with the enclosures, the offer submitted by the Service Provider, the negotiated and finalized terms and conditions and the work order respectively will form part of this contract. Wherever the offer conditions furnished by the Service Provider are at variance with conditions of this contract, the final negotiated offer conditions shall prevail over the conditions furnished by the Service Provider.
- (4) All payments with regard to route permits, toll charges, insurance etc. for operation of fleets, it shall be borne by the Service Provider.
- (5) The vehicles provided should be in good working roadworthy condition and serviced properly before being sent for operation, considering the sensitivity of the job.
- (6) Printed terms and conditions of the Bidders will not be considered as forming part of the Tenders. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to Tender.

- (7) Hypothetical and conditional Tenders will not be entertained.
- (8) Tamil Nadu Public Service Commission reserves the right to accept or reject all or any of the Tenders without assigning any reason.
- (9) The Tamil Nadu Public Service Commission reserves the right to terminate the contract at any time if it is satisfied that the Agency has failed to fulfil its obligations as per the terms & conditions contained in the Contract. The decision of the Tamil Nadu Public Service Commission in this regard would be final and binding.

#### IV. Submission of Bids

(i) The bid shall contain the signed Tender Document, Annexure [Part-I & II] (duly filled and signed) along with the copies of documentary evidence substantiating the claims in respect of each and every item mentioned therein and the details of price quoted.

(ii) The Bid shall be kept in a cover which 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 Examination materials through Chartered Vehicles with reference to Tender No.658/2023, Dated 13.04.2023".

#### V. Scrutiny and comparison of Bids

Bids 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 fulfilment of tender conditions given in this tender document.

#### VI. Validity of Bids:

The bids submitted for this tender shall be valid for 2 months from the date of submission of tender.



## VII. EARNEST MONEY DEPOSIT (EMD):

- i. The bidder should enclose the bid security (EMD) of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft obtained in favour of the Secretary, Tamil Nadu Public Service Commission, Chennai.
- ii. EMD of the successful bidder will be adjusted in the Security Deposit.
- iii. 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.
- iv. EMD of all unsuccessful bidders would be released by TNPSC within one month of the bidder being notified as being unsuccessful.
- v. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

## VIII. 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.

## IX. 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.

#### X. 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.

#### XI. 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.

#### XII. 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.

#### XIII. Payment

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

#### XIV. Penalty

- (1) A penalty will be levied at the rate of 5% of the bill amount furnished by the service provider for that particular vehicle/arrangement for delay in fulfilment or non-fulfilment of the work entrusted to them by TNPSC due to malfunction of that particular vehicle/ arrangement.
- (2) In the event of failure to fulfil the conditions, TNPSC at its discretion may initiate any of the actions such as:
  - Additional resources will be requested by TNPSC for the completion of work.
  - Any other action as may be decided by the TNPSC in the best interest of the work.
- (3) For any other irregularities, deficiencies in services, mistakes, etc., which might arise from non-compliance of conditions stipulated in the tender document & agreement, penalty at the discretion of Tendering Authority will be imposed. Further, it shall be within the rights of Tendering Authority to make necessary deductions from the running bills of the Service Provider in such cases.

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

ANNEXURE

PART - I

(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/<br>Not enclosed | Page No. |
|---------|--|---------------------------|----------|
| 1       | Name and address of firm   |                           |          |
| 2       | Telephone No./Fax No./Email address  |                           |          |
| 3       | Are all pages of the tender documents signed by the authorized signatory?  |                           |          |
| 4       | Demand draft to the value of Rs. 5,000/- towards the cost of earnest money deposit (EMD) or copy of the permanent registration certificate issued by the Department of Industries & Commerce, Government of Tamil Nadu   |                           |          |
| 5       | Copies of Certificate of incorporation of the firm (e.g. Registration as Partnership Firm, Proprietary concern, Company etc.)  |                           |          |
| 6       | Certificate copies of following registrations namely; <ul style="list-style-type: none"> <li>• Income tax PAN</li> <li>• Goods and Service Tax registration</li> </ul>   |                           |          |
| 7       | Do you possess adequate infrastructure on own for the proposed transportation to carry out the intended services. The vehicles (should have 30 or more vehicles with closed container carrier of 6 to 10 tonnes capacity) should be owned by the bidder and certificate copies for the following are to given; <ul style="list-style-type: none"> <li>a) Registration certificate (RC) book</li> </ul> |                           |          |
| 8       | Proof of having at least five years of experience (in total) in transportation of confidential materials of at least any one government bodies. (State/Centre/ Statutory government body).   |                           |          |

PART - II

[On the letter head of Bidder and should be filled in as per instruction]

Reference No. :

Date:

File No. :

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

Sir,

I/ We here by submit our price bid for the transportation of Examination materials through Chartered Vehicles (Lorries with Container carriage) as indicated in the Tender document

| Description        | Rate quoted in Indian Rupees (in figures) | Rate quoted in Indian Rupees (in Words) |
|--------------------|---|---|
| Rate per kilometre |   |   |

Note:

1. The bidder shall quote the rate in per kilometre basis (Amount in Rupees per kilometre).
2. If the price quoted is accompanied with hypothetical or vague or conditional expressions such as "Subject to any condition or assumptions", the bid shall be treated as invalid and rejected.

Certificate

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 documents. 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.