

TAMIL NADU PUBLIC SERVICE COMMISSION

TENDER DOCUMENT

Open Tender for Designing, Printing, Packing and Supply of OMR answer sheets, Other Pre-printed stationeries, Scanning of used OMR answer sheets and Data Processing work for various recruitments related examinations and Departmental examinations conducted by the Tamil Nadu Public Service Commission (TNPSC), Chennai.



TENDER NO.735/2026

**Tamil Nadu Public Service Commission
TNPSC Road, Chennai,
Tamil Nadu 600003
<http://www.tnpsc.gov.in/>**



Advertisement No.735

Tamil Nadu Public Service Commission

Tender No.735, dated 03.06.2026

Tender Notice

Tenders in the prescribed format are invited from the potential, experienced and eligible reputed firms for Open Tender for Designing, Printing, Packing and Supply of OMR answer sheets, Other Pre-printed Stationeries, Scanning of used OMR answer sheets and Data Processing work for various recruitments related examinations and Departmental examinations conducted by the Commission. **Manual Bids shall not be accepted.**

Tender Publishing Date and Time	@ 5.00 pm on 04.06.2026
Tender Document Download-Start Date and Time	@ 5.00 pm on 04.06.2026
Clarification - End Date and Time	@ 4.00 pm on 10.06.2026
Clarification on the Tender Document / Pre-bid meeting date and Time	@ 11.00 am on 11.06.2026
Bid Submission- Start Date and Time	@ 11.30 am on 11.06.2026
Bid Submission- Closing Date and Time	@ 3.00 pm on 23.06.2026
Bid Opening Date and Time	@ 3.30 pm on 23.06.2026

Tenders in the prescribed format are invited from the potential, experienced and eligible reputed firms for **Designing, Printing, Packing and Supply of OMR answer sheets, Other Pre-printed stationeries, Scanning of used OMR answer sheets and Data Processing work for various recruitments related examinations and Departmental Examination conducted by the Commission** for a period of **three** years.

Tender Document with detailed specifications of terms and conditions, Technical Bid and BOQ, can be downloaded from the websites <https://tntenders.gov.in> or www.tnpsc.gov.in

For any queries related to the Bid Submission, bidders shall contact by email: menaga1210.tnpsc@tn.gov.in, Phone no.044-25300305, 044-25300536

This tender is a two bid System viz., (1) Technical Bid and (2) Financial Bid and also follows the Quality and Cost based selection method. All the bidders are requested to go through the instructions, terms & conditions and specifications laid down in the Tender Documents carefully. Failure to furnish all required information in every aspect will be at their risk and may result in the rejection of their bids. All Tender Documents including Technical and Financial bids should be submitted in Tamil Nadu Government Tender Portal (<https://tntenders.gov.in>). The vendors not fulfilling the "Eligibility Criteria" as per para 8 of this tender document will not be considered and will be summarily rejected.

Tender Document No	735/2026
Date of Tender Document	.06.2026
Description	Designing, Printing, Packing and Supply of OMR answer sheets, Other Pre-printed stationeries, Scanning of used OMR answer sheets and Data Processing work for various recruitments related examinations and Departmental examinations conducted by the Commission
EMD Value	Rs.2,00,000/-(Two Lakhs Only)
Submission of Bids	• Two Bid System will be followed for this tender (Technical Bid and Financial Bid). • The proposals shall be submitted in two parts, viz., Technical Bid and Financial Bid and should be as per the formats given in Annexure. • Bid documents will be available on website https://tntenders.gov.in. The bidders must possess a Digital Signature Certificate and submission of bids is through online on https://tntenders.gov.in. Any other mode is not accepted.

Sl. No	Description	Page No.
1.	Introduction	6
2.	Definitions	6-7
3.	Interpretation	7-8
4.	Request For Proposal (RFP)	8
5.	Scope of Work	8-15
6.	Deliverables	15
7.	Terms and Conditions	15-16
8.	Eligibility Criteria	16-17
9.	Earnest Money Deposit (EMD)	18
10.	Security Deposit	18
11.	Payment	19
12.	Penalty	19-21
13.	Other General Conditions	21-23
14.	Submission of Bids	24
15.	Evaluation of Bids	24-28
16.	Validity of Bids	28
17.	Clarifications and Amendments to the Tender Document	28
18.	Notification of Award of Contract	28
19.	Signing of Contract	28
20.	Legal Issues	29
21.	Right to Terminate the Process	29-31
22.	Force Majeure	31
23.	Resolution of disputes /Arbitration	31-32
24.	Responsibilities	32-33
25.	Fraudulent and Corrupt Practices	33-35
26.	Proprietary Rights	35
27.	Clarifications to the RFP	35

28.	Amendment to the Tender	35-36
29.	TNPSC Reserves the Right to:	36-37
30.	Execution of Contract	37
31.	Release of Work Order	37-38
32.	Release of Security Deposit (SD)	38
33.	Forfeiture of Earnest Money Deposit (EMD) and Security Deposit (SD)	38

1.INTRODUCTION

(a) Background:

Tamil Nadu Public Service Commission, as mandated by the Constitution of India, conducts examinations for recruitment to the services of the State. Its mission is to ensure a fair and transparent recruitment process for the State Civil Services, by leveraging information technology solutions, constantly update its recruitment methodology, suitably advice the Government on all the matters relating to the service conditions of the public servants and Safeguard the interest and integrity of public servants.

(b) Objectives:

This tender is floated for selecting a firm for confidential work for providing service for **Designing, Printing, Packing and Supply of OMR answer sheets, other pre-printed stationeries, Scanning of used OMR answer sheets and Data processing work for various recruitments related examinations and Departmental examinations conducted by the Commission.**

2. DEFINITIONS

In this contract, the following terms shall be interpreted as indicated below:

- (a) "Contract"** means the agreement entered into between the Tendering Authority and the System Integrator, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;
- (b) "Data Processing"** includes scanning of images as well as all forms including OMR forms, answer/response sheets etc.
- (c) "Bidder"** means any firm(s) having proper legal Agreement between the parties with the lead firm taking the full responsibility of managing the project as required in the tender. The word

"Bidder" when used in the pre award period shall be synonymous with **"System Integrator"** or System Integrator which shall be used after award of the contract.

- (d) **"The Contract Rate"** means the rate offered by the System Integrator and accepted by the Tendering Authority under the Contract for the full and proper performance of its contractual obligations;
- (e) **"Day"** means a working day;
- (f) **"Tendering Authority"** means The Controller of Examinations, Tamil Nadu Public Service Commission or any Officer of the Tamil Nadu Public Service Commission who has been authorized to issue a work order under this contract.
- (g) **"Tender Accepting Authority"**: The **Hon'ble Chairman** of TNPSC
- (h) **"Commission"** means Tamil Nadu Public Service Commission
- (i) **"TNPSC"** means Tamil Nadu Public Service Commission
- (j) **Optical Mark Recognition (OMR)** means technology used to detect and read marked answers or choices on paper forms, such as multiple-choice exam answer sheets.

3. INTERPRETATION

- (a) References to laws shall mean the applicable laws of India and references in the singular shall include references in the plural and vice versa.
- (b) References to a particular article, paragraph, sub-paragraph or schedule shall, except where the context otherwise requires, be a reference to that article, paragraph, sub-paragraph or schedule in or to this tender.
- (c) The headings are inserted for convenience and are to be ignored for the purposes of construction.
- (d) Whenever provision is made for the giving of notice, approval or consent by any Party, unless otherwise specified such notice,

approval or consent shall be in writing and the words 'notify', 'approve', and 'consent' shall be construed accordingly.

(e) In case of any inconsistency between this tender and the Bid made to TNPSC, the terms of this Tender shall prevail. In case the tender is silent on the items contained in the bid, and/or any ambiguity in the tender document or in the agreement to be signed, the decision of TNPSC shall be final & binding on the Bidder/ Bidders.

4. REQUEST FOR PROPOSAL (RFP)

Tenders are invited from eligible, reputed and qualified IT firms for implementation and execution of the requirements as detailed out in the scope of work of this RFP document.

5. SCOPE OF THE WORK

The vendor shall be responsible for end-to-end management of OMR data processing, including the following major activities:

I) Designing, Printing, Packing & Supply of OMR Answer Sheets with Barcodes, microline, watermark and Other Pre-printed stationeries.

- (a) Printing of Bi-Colour Blank Answer Sheets readable on OMR System, in the format to be given by the Commission and printing of pre-printed stationeries with or without variable data.
 - (i) The OMR Answer Sheets should have **Barcode** as per the specification provided by the Tamil Nadu Public Service Commission and it should be Printed on **110 GSM Maplitho Paper**. It must be proved to deliver 100% accurate reading and a Certificate to that effect must be given with each supply. **Along with barcode the other security features should include microline and watermark of the TNPSC logo.**
 - (ii) The OMR Answer Sheets shall be in two parts with perforation in between as per the size specified by the Commission along with personal details of each candidate viz. Name, photograph, Register Number,

Venue details, optional subjects etc., and special packing with additional cover and labelling.

- (iii) The OMR Answer sheet shall be 2 pages per sheet with instructions on one page and OMR answer fields along with instructions another page as per specification provided by the Commission.
- (b) Printing of Attendance Sheets in 110 GSM OMR forms (Double page) and other pre-printed stationeries with variable candidates' data.
- (c) Printing, packing and supply of Venue Wise sticker labels (12 stickers per sheet) with variable data printing (Like Name, Register Number and Photograph)
- (d) Printing, Stitching with answer booklets supplied by TNPSC, packing (Venue Wise) and supply of three part 110 GSM OMR mark sheets with variable data printing.
- (e) Printing of statement of qualification for Oral Test.

II. Requirements for packing of OMR Answer Sheets:

- (a) The Agency will also ensure that the OMR Answer Sheets are to be **packed as per the packing list supplied by the Commission**, in good quality cardboard packing after wrapping it with butter cover papers/ plastic packets. The outer cardboard is to be sealed with tamper proof proper seal, a specimen of which should be enclosed with the invoice/bill. A label indicating the serial number of the OMR (110 GSM) Answer Sheets kept in butter cover papers/ plastic packets may be pasted on the outer cardboard. The packing and seal should be such as to withstand the hazards during transportation and adverse climatic conditions, and shall strictly comply with the instructions issued by the Commission. Special care should be taken in numbering of the Answer Sheets, so as to avoid sheets with duplicate serial numbers/without numbers, etc. missing numbers, or any other discrepancies.
- (b) The OMR Answer Sheets shall be **packed venue-wise** in strong, good-quality cardboard boxes after being enclosed in waterproof plastic packets. The packed OMR Answer Sheets are to be delivered as per the instructions and within the time frame fixed by the Commission.

- (c) The Service Provider shall prepare and submit the venue wise packing report before the materials reach the Commission's Office.
- (d) The OMR Answer Sheets must be supplied to the Commission's premises within 10 working days of placing the final approved order.
- (e) Any deficiency in carrying out these instructions may invite a penalty.

III. Scanner Specifications:-

- (a) **High-contrast printing** shall be ensured by using dark black ink on high-quality, non-glossy white paper (e.g., 100–120 GSM) to maximize scan ability and accurate data capture.
- (b) The scanning system shall support **high-speed scanning** capability of at least **4,000–5,000 sheets per hour** for handling large-scale examinations efficiently.
- (c) The scanner shall be equipped with an **Automatic Document Feeder (ADF)** capable of loading multiple answer sheets simultaneously, preferably in the range of 100–500 sheets per batch.
- (d) The scanning system shall support **duplex (double-sided) scanning** and be capable of reading two-sided OMR sheets in a single pass, wherever required.
- (e) The scanning **resolution** shall be a minimum of **200–300 DPI** to ensure accurate detection and reading of marked bubbles.
- (f) The scanner shall support multiple paper sizes, including A4, Legal, and customized OMR sheet dimensions.
- (g) An **electronic log** shall be maintained indicating the number of answer sheets scanned in each batch.
- (h) **Unique batch numbers** shall be assigned to each batch of scanned answer sheets to ensure proper traceability and record management.
- (i) The scanner shall be equipped with **jam detection and auto - reverse mechanisms** to prevent damage to OMR answer sheets during the scanning process.

IV. OMR Reading & Evaluation Software:-

- I. The software shall have **automatic response detection** capability to accurately read and capture darkened bubbles marked on the OMR sheets.
- II. The system shall include **error-detection** features to identify multiple responses, blank responses, stray or irrelevant marks, and other discrepancies during processing.
- III. The software shall support **data export** in multiple formats, including MS Excel, MS Access, SQL databases, and other result management systems as required by the Commission.
- IV. The system shall maintain and **store digital images** of all scanned OMR sheets for verification, audit, and future reference purposes.
- V. Adequate **security features** such as password protection, data encryption, and audit trail mechanisms shall be incorporated to ensure data integrity, confidentiality, and traceability.
- VI. The software shall support barcode and QR code reading capabilities for accurate identification and processing of OMR answer sheets.
- VII. The system shall facilitate storage and retrieval of scanned images/data based on barcode numbers, register numbers, or any other indexing format specified by the Commission.

V. Security & Accuracy Facilities:

- a) The system shall support **unique sheet ID/barcode** functionality to prevent duplication and facilitate accurate tracking of OMR answer sheets.
- b) The software shall support **automatic recognition and capture of Register Numbers** from the OMR sheets.
- c) The system shall maintain **error logs** to record invalid, damaged, incomplete, or unreadable OMR sheets during the scanning and processing stages.
- d) A **rechecking/verification mode** shall be available to enable manual review and validation of doubtful or unclear bubble markings.

- e) The system shall provide role-based **access control** with different permission levels for operators, administrators, evaluators, and other authorized personnel.
- f) The software shall support **tagging and mapping** of OMR data with the pre-examination master database for accurate validation.

VI. Performance Standards:-

- (a) The Service Provider shall ensure **100% accuracy** in the scanning, processing, and generation of OMR data.
- (b) The Service Provider shall strictly adhere to the **timelines** prescribed by the Commission and maintain complete **confidentiality** and security of all examination-related data and materials.
- (c) All scanning, processing, verification, and related activities shall be carried out under continuous **CCTV surveillance**.
- (d) Any discrepancy, error, or mismatch identified during or after processing shall be rectified within 24 hours from the time of notification by the Commission.
- (e) Doubtful, unclear, or damaged OMR sheets shall be re-scanned and/or manually verified under the supervision of authorized officials.
- (f) The system shall maintain detailed **audit trail reports** capturing every correction, modification, reprocessing activity, and user action performed during the processing cycle.
- (g) The Service Provider shall conduct and provide sample test runs and trial processing for verification and approval by the Commission prior to commencement of full-scale processing work.

VII. Operational Support Facilities:-

- (a) The system shall support **batch scanning mode** for efficient handling and processing of multiple examination batches simultaneously.

- (b) The software shall provide **backup and recovery features**, including automatic database backup, secure data storage, and restore/recovery options to prevent loss of data.
- (c) The software shall have a **user-friendly interface** requiring minimal training for the staff of the Commission and shall facilitate easy operation, monitoring, and report generation.

VIII. Optional Advanced Features:-

- (a) The software shall support **AI-based recognition** technology for accurate detection and processing of lightly filled, partially filled, or unclear bubbles on OMR sheets and shall also support capture and processing of candidate images, including photographs, thumb impressions, and signatures, from the OMR sheets. The system shall be capable of accurately processing OMR sheets containing markings or writings made using blue ink, wherever permitted by the Commission, barcode reading, QR code reading, and extraction of relevant textual data from forms and OMR sheets.
- (b) The system shall incorporate **Optical Character Recognition (OCR)** technology for reading and extracting textual information from forms and examination documents.
- (c) The software shall support **barcode/QR-code based tracking** mechanisms for candidate identification, sheet verification, traceability, and secure processing of examination records.

IX. Operational and Technical Requirements for OMR Scanning and Data Processing

(a) Submission of Reports:

The Service Provider shall prepare and submit various reports related to the scanning of OMR answer sheets as and when required by the Commission. These reports shall include details on scanning progress, data accuracy, impact at incidental reports, error reports (i.e.) marks deduction and invalidation etc., pertaining to OMR answer sheet which will be informed during work order, based on Notification, Rules etc., error rates and any other information sought by the Commission for monitoring and evaluation purposes.

(b) Developer Support and Availability:

The Service Provider shall ensure that senior developer or senior technical representative remains available and present within the Office premises whenever required. This representative shall provide support for any issues, troubleshooting, or special tasks related to scanning, image processing, or data handling, as directed by the Commission.

(c) Backup and Data Security:

Upon completion of scanning and data processing activities, the Agency shall provide a complete backup of all databases, scanned images, and processed data. Such backups shall be submitted in the format specified by the Commission—on DVD, Hard Disk, or External Hard Disk—immediately after each examination’s scanning and processing work is concluded.

(d) Merging of Data:

Before the publication of examination results, the Agency shall ensure accurate merging of all scanned and processed data, including the answered portions and Personalised Portion of the OMR sheets, to maintain consistency and completeness of records.

(e) Resource Deployment and Maintenance:

The Service Provider shall deploy an adequate number of OMR scanning machines and suitably trained technical personnel commensurate with the volume of answer sheets and the schedule prescribed by the Commission. A minimum of six (6) OMR scanners shall remain operational at all times, along with at least two (2) additional scanners maintained as standby units.

In the event of any machine breakdown or malfunction, the Service Provider shall ensure that the defective scanner is repaired and restored to working condition within 24 hours. In case the repair cannot be completed within the stipulated period, a standby scanner of equivalent specifications shall be deployed immediately to ensure uninterrupted scanning and processing work.

X) Answer Sheets for the Descriptive Type of Departmental Examination:

- (a) The Service Provider shall create cropping software for Descriptive Type Examination for cropping the scanned images of Descriptive Type Answer Sheet as required by the Commission from time to time.

- (b) The Software should have Barcode and QR Code reading capability.
- (c) The agency shall depute necessary man power to crop the Descriptive Type Answer Sheet if needed by the Commission.
- (d) The Service Provider shall make necessary software modification and testing of software before all the Descriptive Type Exam for Cropping the Answer Sheets for Subject Wise/ Question Wise.
- (e) The Service Provider shall generate and furnish various reports and software modification required by the Commission from time to time.

6. DELIVERABLES:-

Deliverable	Format	Timeline
Daily Status Report	JPEG/PDF/TIFF/DAT	At the end of the day
Raw OMR data	Excel/ MS-Access/SQL	Within 24 hours of scanning completion
Final Result Data	Excel/ MS-Access/SQL	As per schedule is each work order.
Statistical & audit reports	PDF/Excel	With final submission
Attendance sheet, Table stickers and Number Statement	Physical	10 working day of placing final order.

7.TERMS AND CONDITIONS

I) Contract Period:

- (a) The contract period shall be initially for a period of **three years**. However, based on the performance of the vendor and the requirement, the contract may be renewed for a further period of one year subject to satisfaction of the service and the orders of the Commission.
- (b) After completion of the contract period, the service provider should continue the work for three (3) months or till the engagement of the next vendor, whichever is earlier so that the work is not hampered in any manner during the transition period.

- (c) The contract may be renewed for a further period on the basis of the performance subject to mutual forms, conditions as specified in the contract.
- (d) The prices/rates quoted shall be firm throughout the period of the validity of the contract and subsequent extended period of the contract.

II) Confidentiality:

- (a) The service provider shall be required to undertake full responsibility of the safe custody, security of data / images supplied by TNPSC and shall ensure absolute confidentiality of answer clips and evaluation data. It shall be ensured that there is no transmission of content in any form to any individual or institution outside the purview of TNPSC.
- (b) Adherence to data protection and privacy policies followed by TNPSC and Digital Data Protection Act 2023 and subsequent rules thereof.
- (c) The service provider 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 service provider and its employees solely lies with the service provider.

8.ELIGIBILITY CRITERIA

- (a) The bidder should be a company registered under the Indian Companies Act 1956/2013.
- (b) The bidder should possess the Quality Certification viz.,ISO 9001 / 27001 / 20000 or CMMI 3 / CMMI 5.
- (c) The firm must have overall annual turnover of at least Rs.2,00,00,000/- (Rupees Two Crore) and also the firm must have an annual turnover of at least Rs.1,00,00,000/- (Rupees One Crore) from printing, supply and Scanning of OMR Sheets during each of the last 3 years i. e. 2022 -2023, 2023 -2024, 2024-2025. In this regard, the bidder must furnish copies of

Audited Balance Sheets of the firm along with certificate from Chartered Accountant establishing the requisite annual turnover from printing and supply of OMR Sheets during each of the preceding three years 2022 -2023, 2023 -2024, 2024-2025.

- (d) The firm must have at least 10,00,000 printing, supply and Scanning of OMR Sheets during last 3 years such that 2023-2024, 2024-2025, 2025 - 2026.
- (e) Joint Ventures & Consortiums are not allowed to participate in the bid.
- (f) Should have valid PAN number and GST Numbers for their company / firm.
- (g) The bidder should have at least 5 years of experience in objective of this Tender Document to other Public Service Commission / Recruitment Boards / reputed Universities.
- (h) The bidder should have executed a minimum of 3 such projects during last 3 years.
- (i) The bidder should have dedicated trained manpower.
- (j) The bidder should have Registered Office / Operating Branch at Chennai, Tamil Nadu if not available Registered Office / Operating Branch will be opened in case of successful bidder. The relevant document should be submitted within 3 months.
- (k) The bidder should present the demonstration on which the dedicated score allotted in the QCBS evaluation will be awarded.
- (l) The company should not have been blacklisted by any State Government / Central Government / PSU or Central / State Universities / National Testing Agency or Central / State recruiting agency for any reason.

Note: 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.

9.EARNEST MONEY DEPOSIT(EMD):

- (a) The bidder should pay the EMD Rs.2,00,000/- (Rupees Two lakhs only) through online.
- (b) EMD of the successful bidder will be released after the Security Deposit is paid by the successful bidder.
- (c) The Earnest Money Deposit 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, if the said bidder fails to sign the Agreement in time.
 - iii. In case of a successful bidder, if the said bidder fails to perform the contract as per the tender terms & conditions.
- (d) EMD of all unsuccessful bidders would be released through online.

Note: The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it. However, Companies having MSME / NSIC registration in Tamil Nadu or similar / relevant services shall be allowed EMD exemption upon enclosure of relevant Documents as per MSME Act.

10. SECURITY DEPOSIT

- (a) The successful bidder should pay a security deposit at 5% of the bid/contract within one month, after the issuance of Award of Contract (AOC) / Letter of Acceptance (LOA).
- (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.

11. PAYMENT

- (a) Payment shall be made based on the **number of OMR sheet processed** i.e. printed, scanned and data extracted for further activities and attendance sheets after satisfactory completion and acceptance of work.
- (b) Under no circumstances, the advance payment will be made to the service provider.
- (c) On successful completion of each descriptive type of Departmental examinations, the payment shall be made after verification of entrusted work in good and satisfactory condition.
- (d) No payment shall be made in respect of any other work / generation of reports which may be specified by TNPSC from time to time.
- (e) The office of TNPSC will deduct Service/Income Tax and other statutory taxes at Source as applicable from time to time.
- (f) The payment shall be made by "Electronic Fund Transfer (EFT) or e-payment. The Service Providers are therefore requested to indicate EFT Number and other relevant details in your offer / bill (s). The Bidder must submit their Banker's name, address, Type of Account & Account Number and IFSC etc. Service Providers are required to submit an authorization form duly signed for e-payment to them.
- (g) For claiming payment, the Service Provider has to submit invoice duly pre-receipted.

12. PENALTY

- (a) Any delay in the time schedule prescribed by Tendering Authority shall attract a penalty upto 1% per major deviations per examination. However, if the delay is caused due to unavoidable circumstances, then Tendering Authority reserves the right to waive off the penalties so levied.

- (b)** If any irregularities, mistakes, coding errors or discrepancies found in final data furnished by the service provider as outcome and for any other activities that may affect the reputation of TNPSC, penalty upto 10% of the bill amount will be imposed and TNPSC reserves the right to blacklist the service provider.
- (c)** If confidentiality is not maintained, double the contract amount will be imposed as penalty and criminal action will be taken as per law.
- (d)** For any other unsatisfactory performance, owing to absence of Service Provider's staff, deficiencies in services or for some other reason /delay in work schedule, the tendering authority shall be within its rights to make necessary deductions from the running bills of the Service Provider for such deficiency in services. Alternatively, the tendering authority may, after giving an opportunity of being heard to the Service Provider, get such deficiencies fulfilled at the cost and responsibility of the Service Provider.

(e) Printing

- (i) For each day of delay beyond the scheduled date and time of supply, a penalty of Rs. 5,000/- (Rupees Five Thousand only) per day shall be imposed.
- (ii) For each missing sheet and/or any mistake in numbering, barcoding, serialization, coding, or related processing, a penalty of Rs.1,000/- (Rupees One Thousand only) per sheet shall be imposed and Repeated instances of delay, missing sheets, or errors in numbering/barcoding may be treated as a serious breach of contractual obligations and may attract strict action by the Commission, including imposition of additional penalties, forfeiture of Security Deposit/Performance Security, termination of the contract, and blacklisting/debarment from future assignments.

(f) Scanning

(i) For each day of delay attributable to the System Integrator beyond three (3) days from the scheduled date of completion, a penalty of Rs.8,000/- (Rupees Eight Thousand only) per day shall be imposed.

(ii) For errors in scanning, indexing, image capture, data extraction, reporting, or any other prescribed deliverables exceeding one (1) error per 1,00,000 sheets, a penalty of Rs. 5,000/- (Rupees Five Thousand only) shall be levied for each such error/sheet.

Note: The term "Scanning" in this clause shall include, but not be limited to, scanning of sheets, reports, data, images, and all other outputs prescribed by the Commission under the Scope of Work.

In addition to the above penalties, repeated delays, persistent deficiencies, negligence, compromise of data integrity, or failure to meet the prescribed quality standards may attract strict action by the Commission, including forfeiture of Security Deposit/Performance Security, blacklisting/debarment from future assignments, termination of the contract, and recovery of losses, as deemed appropriate by the Commission.

13. OTHER GENERAL CONDITIONS:

(a) The bidder must have its own printing unit or have 'tie-ups' with reputed printers with adequate manpower and infrastructure to execute the job. In this regard, the bidder shall enclose the details about the printing unit and the infrastructure facilities available with it or its tie-up printing unit partner. Bidders applying with tie-ups are required to submit a copy of valid agreement between the bidder and its tie-up partners/firms.

(b) Incomplete Tenders are liable to be rejected. Conditional bids will not be considered and will summarily be rejected.

- (c) Successful bidder shall accept the work order within 2 days, failing which EMD will be forfeited.
- (d) The bidder must guarantee scannability of all documents in writing including a commitment to replace any unscannable documents and/or arrange for alternative data capture.
- (e) Upon issuance of work order to the successful bidder, the requirements mentioned herein shall be completed as per the timeline stipulated in the work order. The agency shall divert necessary technical personnel for speedy implementation of the requirements mentioned herein; and, even if additional human resources are required, the same shall be promptly provided so that there is no delay of disruption of services.
- (f) Only those bidders 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 fulfil the eligibility criteria will be summarily rejected.
- (g) The bidder should have the trained skilled human resources having knowledge in data processing and should provide requisite manpower.
- (h) The service provider should use the licensed, latest and legal software for the development of software modules.
- (i) All statutory obligations vests with the service provider. The Employee Provident Fund (EPF) and Employee State Insurance (ESI) contribution in respect of all their employees shall be borne by the service provider.
- (j) The service provider should have valid license from the competent authority under the provisos of Contract Labour Act, 1970 and Contract Labour (Regulations & Abolition) Central Rules, 1971.

- (k) Working Hours: The normal working hours of TNPSC will be from 10.00 AM to 5.45 PM and five days a week (i.e. Monday to Friday). However in case of emergencies / exigencies or during examinations, the working hours and working days are likely to be extended i.e. even on Saturdays and Sundays / (24x7) and beyond office hours.
- (l) 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. The decision of TNPSC in this regard shall be final and binding.
- (m) Entire activities shall be done by the successful bidder themselves and it should not be outsourced.
- (n) Corrupt or Fraudulent Practices: Service provider should observe the highest standard of ethics during the execution of contract. TNPSC will 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.
- (o) The bidder should enclose copies of documents substantiating their claims in this tender, failing which the tender will be rejected without any further information.
- (p) Page reference for the enclosed documents shall be made in the respective places of the eligibility conditions and other conditions, wherever necessary.
- (q) The bidder is responsible for the smooth functioning of the software without any interruption throughout the contract period or during the period of extension, if any.

14.SUBMISSION OF BIDS:

Cover-I: Technical Bid:

- (a) All the documentary evidences as mentioned in the Annexure-II of this Tender Document shall be uploaded for Technical Bid through the e-tender portal <https://tntenders.gov.in> only.

Cover-II: Financial Bid:

- (a) The Bidders shall apply their Quoted rate in Bill of Quantities (BOQ) (Financial Bid) of the web portal.(Enclosed in Annexure-IV)
- (b) The Commercial bid shall be on fixed price basis. If the prices quoted are accompanied by hypothetical or vague or conditional expressions such as "Subject to any condition or assumptions", the same shall be treated as invalid bid and shall be summarily rejected without assigning any further reason.
- (c) The Tenders should be computer generated but there should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting. The name and signature of bidder's authorized person should be recorded on each page of the application including the tender document. For this purpose the authorised signatory should produce an authorization certificate duly signed by the Head of the Organization or a resolution adopted by the Board authorities to sign the documents on behalf of the organization.

15. EVALUATION OF BIDS:

(a) Evaluation and Comparison of Bids:

- i. The evaluation shall be based on **70 % weightage** for **Technical Evaluation** and **30 % weightage** for **Financial Evaluation**.
- ii. Technical Bid will be evaluated and assigned a Technical score (TS) **out of maximum of 100 points**, as per the prescribed scoring Model. The Technical Score shall then be **normalised to a maximum of 70 points** for the purpose of final evaluation.

b)Scoring Model:

SI. No	Criteria	Max Score	Score
Technical Capability			
1	Legal Structure	5	
	Private Limited		3
	Public Limited		5
2	ISO/CMMI Level	5	
	ISO 9001/ISO 27001/ISO 20000		
	CMMI level 3/CMMI level 5		
3	Overall staff Strength (Project Management/ Quality/ Assurance/ Implementation/ Operation)	5	
	50 to 100		3
	Above 100		5
4.	No.of Technical persons to be deputed exclusively for this project	5	
	4 to 5 persons		3
	Above 5 persons		5
Financial Capability (INR)			
5.	Average annual turnover of the firm for the period, 2022-2023, 2023-2024, 2024-2025.	5	
	Rs.2 crore to Rs.3 Crore per Annum		3
	More than Rs.3 Crore per Annum		5
Specific Capability / experience of the Bidder relevant to the Assignment			
6.	Printing more than 10 Lakhs OMR Answer sheets relating to Recruitment conducted for PSU and PSC for the period, 2023-2024, 2024-2025, 2025-2026.	8	
	10 Lakhs to 15 Lakhs		5
	More than 15 Lakhs		8

6A.	Scanning of more than 10 Lakh Used OMR Answer Sheets and Data Processing Works relating to Recruitment conducted for PSU and PSC for the period, 2023-2024, 2024-2025, 2025-2026.	7	
	10 Lakhs to 15 Lakhs		5
	More than 15 Lakhs		8
7.	Number of Years Experience in the mentioned projects.	10	
	5 years		5
	More than 5 years		10
Software /Solution Approach and Methodology			
8.	Presentation & Demonstration	50	
	Scanning methodology of used Answer Sheets		25
	Data Processing work		25
	Note: The marks for Approach and Methodology will be given by the Technical Evaluation Committee based on the presentation made by the bidder depending on the extent of meeting the corresponding requirements.		
	Total Marks	100	

c) Technical Evaluation:

- (i) Tender Scrutiny Committee shall evaluate all the evidences/documents to determine the substantial responsiveness. Detailed technical evaluation shall be carried out by a technical evaluation committee along with other conditions in the tender document to determine the substantial responsiveness of each tender. The substantially responsive bid is

one that confirms to all the eligibility and other conditions of this tender document without any material deviation.

- (ii) The Technical Evaluation Committee may call the responsive bidder(s) who comply with all the eligibility and other conditions of this tender document for discussion and presentation to facilitate and assess their understanding of the scope of work and its execution. The bidder should give a detailed presentation on how their technology is best suited for the requirements of TNPSC. However, the committee shall have sole discretion to call for discussion/presentation based on the fulfillment of the eligibility conditions.
- (iii) The substantial responsive bidder will be evaluated by giving scores out of maximum 100 points as per Scoring Model illustrated above, before opening of price bid, the same will be intimated to the bidders.

d) Financial Evaluation:

The Financial Bid 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.

e) Final Evaluation Criteria -Quality and Cost based selection

- (i) (QCBS) The individual Bidder's commercial scores (CS) are normalized as per the formula below:

F_n = **F_{min}/F_b * 100** (rounded off to 2 decimal places)

F_n = Normalized financial score for the Bidder under consideration

F_b = Price quoted by the bidder being evaluated.

F_{min} = Lowest bid price among all bidders.

(ii) Composite Score (S) = (T_n * W_t) + (F_n * W_f)

T_n = Normalised Technical Score (out of 100)

F_n = Normalised Financial score

W_t = Weightage for Technical score (0.7 or 70%)

W_f = Weightage for Financial score (0.3 or 30%)

The Bidder with the highest Composite Score(S) would be awarded the contract, subject to the fulfillment of all the tender conditions given in this tender document.

16.VALIDITY OF BIDS:

The bids submitted for this tender shall be valid for 180 days from the date of submission of bids.

17. CLARIFICATIONS AND AMENDMENTS TO THE TENDER DOCUMENT:

- (a) During the process of scrutiny of Bids, TNPSC may, at its discretion, ask Bidders for clarifications on their bid and may ask for any shortfall documents through the e-tender portal. 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.
- (b) 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.

18.NOTIFICATION OF AWARD OF CONTRACT

TNPSC will notify the successful bidder by issuing the Award of Contract (AOC)/ Letter of Acceptance (LOA). The notification of award will constitute the formation of the contract.

19.SIGNING OF CONTRACT

After TNPSC notifies the successful bidder that the respective proposal has been accepted, by issuing the AOC/LOA, 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. Further, the project shall be implemented as per the timeline stipulated in the work order.

20. LEGAL ISSUES

Suspension of Work

- (a) The System Integrator shall, if ordered in writing by the tendering authority for non-performance, temporarily suspend the works or any part thereof or such a period and such a time as ordered.
- (b) The System Integrator shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the works as aforesaid shall be granted to the System Integrator, if request for same is made and that the suspension was not consequent to any default or failure on the part of the Bidder.
- (c) In case the suspension of works, is not due to any default or failure on the part of the System Integrator, and lasts for a period of more than 2 months, the System Integrator shall have the option to request the tendering authority to terminate the Contract with mutual consent.

21. RIGHT TO TERMINATE THE PROCESS

(I) 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.

(II) Termination for Insolvency

The Tendering Authority may at any time terminate the Contract by giving written notice to the System Integrator, if the System Integrator becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the System Integrator, provided that such termination shall not prejudice or affect any right of action or remedy, which has accrued or shall accrue thereafter to the Tendering Authority.

(I I I) Termination

- (a) The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the System Integrator, without assigning any reason may terminate the Contract in whole or part:
 - (i) If the System Integrator fails to deliver any oral of the product within the period(s) specified in the Contract,
 - (ii) If the System Integrator fails to perform as per the Quality standards and as per the Scope of the Work.
 - (iii) If the tendering authority satisfies that the services of the System Integrator are no more required or System Integrator is not executing its services properly.
 - (iv) If the System Integrator after the issue of the award of the contract fails to abide by the terms and conditions of the tender document or fails to execute the work as per the prescribed schedule given or at any time repudiates the contract, the tendering authority will have the right to forfeit the EMD, invoke performance security deposited by the firm and get the work done from other System Integrator at the risk and consequences of the first System Integrator.

The cost difference between the alternative arrangements and System Integrator's bid value will be recovered from the firm along with other incidental charges including transportation, taxes, etc.in case tendering authority is forced to work done through alternative sources and if the cost is lower, no benefit on this account would be passed on the System Integrator.

- (b) In case of failure by the bidder to carry out the job in accordance with provisions of the contract and as per the

Scope of the Work, the tendering authority will have right to cancel the contract and award it to any other System Integrator and any loss sustained thereby will be recoverable from the first System Integrator.

- (c) Tendering Authority reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.
- (d) 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 Price Agreement. The decision of the Tamil Nadu Public Service Commission in this regard would be final and binding.

22. 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.

23. RESOLUTION OF DISPUTES / ARBITRATION

- (a) The Tendering Authority and the System Integrator shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them in connection with the contract.
- (b) If, after 30 (thirty) days from the commencement of such informal negotiations, the Tendering Authority and the

System Integrator have been unable to resolve amicably a contract dispute, all such disputes, differences, claims and demands arising under the contract shall be referred to the sole arbitration of a Group A Officer appointed by the Chairman, TNPSC. The sole arbitrator so appointed shall arrive at a decision which shall be binding on both the parties.

- (c) However, during the period of doubt, disagreement or dispute, both the Selected Bidder and the TNPSC shall ensure that the Project works in a normal way. Such doubts, disputes and disagreement shall not give any reason or freedom to either the TNPSC or the Selected Bidder to interfere in or prevent normal functioning of the Project.
- (d) All arbitrations shall be held in Chennai.
- (e) This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Chennai.

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.

24. RESPONSIBILITIES

(a) Responsibilities of the System Integrator

- (i) Resource and Project Management as per Scope of the work
- (ii) Completion of the work as mentioned in the Scope of the work
- (ii) Shall appoint at the Commencement of the Project one of its representatives as a coordinator who shall act as a

single point of contact with the Commission during the conduct of the project

- (iv) Shall bring in all the required Hardware and Software including all kinds of consumables required for executing the contract awarded to him at his cost
- (v) Shall bring in necessary personnel required for executing the contract awarded to him at his cost.
- (vi) Shall be responsible for any other thing that is required for executing the contract awarded

(b) Responsibilities of TNPSC

- (i) Provide information/data/clarifications and
- (ii) Provide necessary office space within the premises of TNPSC for scanning, data processing, printing or any other work incidental to the scope of the work

25. FRAUDULENT AND CORRUPT PRACTICES

- (a) The Selected Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, 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 corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Examination/Selection Process. In such an event, TNPSC shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Security.
- (b) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

Corrupt practice means;

- (i) The offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action

of any person connected with the Examination/ Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of TNPSC who is or has been associated in any manner, directly or indirectly with the Examination/ Selection Process or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or other wise ceases to being the service of TNPSC, shall be deemed to constitute influencing the actions of a person connected with the Examination/ Selection Process); or

- (ii) Engaging in any manner what so ever, whether during the Examination / Selection Processor after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of TNPSC in relation to any matter concerning the Project;
- (c) “Fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Examination / Selection Process;
- (d) “Coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any persons participation or action in the Examination/ Selection Process;
- (e) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by TNPSC with the objective of canvassing, lobbying or in any manner

influencing or attempting to influence the Examination/ Selection Process; or (ii) having a Conflict of Interest;

- (f) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Selected Bidders with the objective of restricting or manipulating a full and fair competition in the Examination/ Selection Process.

26. PROPRIETARY RIGHTS

All rights, title and interests in and to the Services Environment and any other material used by the Selected Bidder in the provision of the Services shall exclusively belong to the Selected Bidder or its licensors ("Selected Bidder Proprietary Material"). Any and all Intellectual Property Rights with respect to the Services, Proprietary Material and all modifications, improvements, enhancements, or derivative works made there to, shall always belong to the selected bidder or its licensors and TNPSC shall not be entitled to claim any rights therein. All data related to examination process are exclusive property of TNPSC. Selected bidder shall not use the TNPSC logo or marketing material unless until they are specifically authorized by TNPSC to do so.

27. CLARIFICATIONS TO THE RFP

Prospective Bidder requiring any clarification in the RFP may send email to mcda.tnpsc@tn.gov.in 3 days before the pre-bid meeting; Clarifications to the queries (if any) by the bidders and corrigendum's (if any) will be published in the websites viz., <https://www.tnpsc.gov.in> and <https://www.tntenders.gov.in>. Corrigendum and clarifications will not be published in dailies.

28. AMENDMENT TO THE TENDER

- (a) A Pre-bid meeting will be held for addressing the clarifications on the date and time mentioned in the Tender Data Sheet or any other date to be decided by TNPSC. The Bidders are

requested to participate in the Pre-bid meeting and get the clarifications.

- (b) Before closing of the Tender, clarifications and corrigendum (if any) will be notified in the websites mentioned in the Tender Schedule. The Bidders shall periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender.
- (c) TNPSC will not make any individual communication and will in no way be responsible for any information missed out by the bidders.
- (d) Before the closing of the Tender, TNPSC may amend the Tender document as per requirements or wherever it feels that such amendments are absolutely necessary. Amendments also may be given in response to the queries by the prospective Bidder(s). Such amendments will be notified in the websites mentioned in the tender schedule. It is bidder responsibility to keep checking the website for any changes or clarifications or corrigendum to the tender document.
- (e) TNPSC at its discretion may or may not extend the due date and time for the submission of bids on account of any amendments.
- (f) TNPSC is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidder failure to update the Bid documents on changes announced through the website.

29. TNPSC RESERVES THE RIGHT TO:

- (a) Negotiate with Successful (L1) Bidder whose offer is the lowest evaluated price for further reduction of prices.
- (b) Insist on quality
- (c) Reallocate the Project to other Bidder /Bidders if the performance of the Bidder is not as per the Tender Schedule.

- (d) Inspect the Bidders' Premises/ Company before or after placement of orders and based on the inspection.
- (e) Withhold any amount for the deficiency in Quality /Service aspect of the ordered items.

30. EXECUTION OF CONTRACT

- (a) The Successful Bidder should execute a Contract in the INR 20 non-judicial Stamp Paper bought in Tamil Nadu only in the name of the Bidder within 10 working days from the date of Letter of Acceptance issued by TNPSC with such changes/modifications as may be indicated by TNPSC at the time of execution on receipt of confirmation from TNPSC.
- (b) The Successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof without the prior written consent of TNPSC.
- (c) TNPSC reserves its right to cancel work order either in part or full, if this condition is violated. If the Successful Bidder fails to execute the agreement within the stipulated period of 10 days, the EMD/ Security deposit of the Successful Bidder will be forfeited and their tender will be held as non-responsive.
- (d) The expenses incidental to the execution of the agreement should be borne by the Successful Bidder.
- (e) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of TNPSC and also TNPSC have the right to recover any consequential losses from the Successful Bidder.

31. RELEASE OF WORK ORDER

After execution of the Contract and payment of Security Deposit, TNPSC will issue the Award of Contract to the Successful Bidder

either through online mode or any other mode as decided by the Commission.

32. RELEASE OF SECURITY DEPOSIT (SD)

The Security Deposit will be refunded to the Successful Bidder on completion of 3 months after the Contract Period 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.

33. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD) AND SECURITY DEPOSIT (SD)

- (a) If the successful Bidder fails to act according to the tender conditions or backs out, after the tender has been accepted, the EMD will be forfeited.
- (b) If the Successful Bidder fails to remit the SD, the EMD remitted by him will be forfeited to TNPSC and the tender will be held void.
- (c) If the Successful Bidder fails to act upon to the tender conditions or backs out from the contract, the SD mentioned above will also be forfeited by TNPSC.

Note: The rates quoted by the Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract, which may indicated with appropriate break-up.

Annexure-I

SI. No.	Eligibility Condition	Yes/No (If No, Specify Reason)
1.	Is the Firm/ Company registered in India?	
2.	Is Your Company ISO 9001 / ISO 27001/ISO 20000 or CMMI3/ CMMI 5 Certified?	
3.	Whether the company has overall turn over of Rs.2,00,00,000 (Rupees Two Crore) and also has possessed an annual turnover of at least Rs.1,00,00,000/- (Rupees One Crore) from printing and supply of OMR Sheets during each of the last 3 years for the period 2022-2023, 2023-2024, 2024-2025.	
4.	Whether the firm has done the projects related to Printing, Packing, Supply scanning of OMR answer sheets and Data Processing work to the other Public Service Commissions / Recruitment Boards / reputed Universities with minimum of 10,00,000 OMR sheets for the period 2023-2024, 2024-2025, 2025-2026.	
5.	Do you have valid GST Registration Number?	
6.	Do you have valid PAN Number?	
7.	Whether the bidder has at least 5 years of experience in the Designing, Printing, Packing and Supply of OMR answer sheets and Other Pre-printed stationeries & Scanning of used OMR answer sheets and Data Processing work to other Public Service Commission / Recruitment Boards / Reputed Universities	
8.	Whether the bidder has executed a minimum of Three (3) such projects during last 3 years [2023-2026].	
9.	Whether the bidder has trained manpower?	
10.	Whether the bidder has Registered office / Operating branch at Chennai?	
11.	Have you ever been black-listed by any Government Organization /Department /PSU or any other Agency?	
12.	Have you uploaded all documents and Annexure- I, II & III required for this Tender?	

Annexure-II

Documentary Evidences in support of Eligibility Criteria and QCBS data (Check list)			
SI. No.	Documentary Evidences	Uploaded Yes/No	Remarks/ Page Reference
1.	Bidder's authorization certificate		
2.	Copies of Certificate of incorporation of the company / Firm (e.g. Registration as Partnership Firm, Proprietary concern, Company etc.)		
3.	Authorized and globally accepted software certifications (e.g. ISO 9001 / ISO 27001 / ISO 20000 and / or CMMI Level 3 / CMMI Level 5)		
4.	Certificate from its Chartered Accountant for the annual turnover of Rs.2 Crore for the preceeding three financial years between 2022-2023, 2023-2024 and 2024-2025		
5.	Certificate from its Chartered Accountant for the annual turnover of at least Rs.1,00,00,000/- (Rupees One Crore) from printing, supply and Scanning of OMR Sheets during each of the last 3 financial years 2022-2023, 2023-2024 and 2024-2025		
6.	Proof for Registered Office / Operating branch at Chennai (e.g. EB Bill, Telephone Bill, Lease Agreement)		
7.	Certified copies of GST Registration and Income Tax PAN		
8.	Proof for the company / firm have at least Rs.10,00,000/- Printing, supply and scanning of OMR sheets during last 3 years for the period 2023-2024, 2024-2025, 2025-2026.		

9.	Proof for 5 years of operation for Designing, Printing, Packing and supply of OMR answer sheets and other pre-printed stationeries & scanning of used OMR answer sheets and data processing works in other Public Service Commission / Recruitment Boards / Reputed Universities (e.g: Work Order, Bills, Letter of Acceptance)		
10.	Proof for execution of minimum of three such projects during last three years [2023 to 2026]		
11.	Proof for Staff Strength in your organization (e.g., Payroll / Pay register)		
12.	Proof for number of Technical persons to be deputed exclusively for the project. (Annexure-III A of this Tender Document)		
13.	Self Declaration Certificate for not been blacklisted by any State Government / Central Government / PSU or central / state Universities / National Testing Agency or Central / state recruiting agency for any reason.		

Note

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

Annexure-III
Certificate of Undertaking

[On the Letter head of Bidder duly signed by the Authorized Signatory with seal]

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, Central/State recruitment agencies state/central Universities as on the date of Submission of bids.

Annexure-III A

SI. No	Designation	Qualification	Professional Experience and details of project carried out	Remarks

ANNEXURE-IV
FINANCIAL BID

Reference No.:

Date:

File No. :

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

Sir,

I/ We hereby submit our price bid for **Designing, Printing, Packing and supply of OMR answer sheets, other pre-printed stationeries, scanning of used OMR answer sheets and Data processing work for various recruitments related examinations and Departmental examinations conducted by the Tamil Nadu Public Service Commission, Chennai** after clearly understanding scope of Work, the terms and conditions of the tender document and due clarification obtained from TNPSC.

SL. No	Particulars	Rate in INR (in figure)	Rate in INR per (in words)
1.Designing, Printing, Packing & supply Charges per Sheet			
1.1	OMR Answer Sheet (Personalized)		
1.2	OMR Answer Sheet (Non-Personalized)		
1.3	OMR Format for statement of qualification relating to Interview		
1.4	Table stickers		
1.5	Number Statement		
1.6	Attendance Sheets (Various recruitments related Examinations & Departmental Examination)		
2. Scanning/Tabulation/Evaluation/Data processing Charges per Sheet			
2.1	OMR Answer Sheet (For Various recruitments related Examinations)		
2.2	OMR Answer Sheet (For Departmental Examinations)		
2.3	Attendance Sheet for Various recruitments related Examinations & Departmental Examination		

The above rate quoted is **excluding** the taxes applicable. The Taxes applicable are as follow:-

Sl. No.	Name of the Tax	%applicable
1	CGST	
2	SGST	
3	 (specify)	
4	 (specify)	

Document status: Confidential between TNPSC and Bidder