



Tamil Nadu Public Service Commission

Tender No. 733/2026 , Dated 28.04.2026

Limited Tender for the work of Transportation of Confidential Materials relating to the Examinations Conducted by the Commission at Chennai Centre for a period of one year.

Tender Publishing Date and Time	@ 05.00 pm on 28.04.2026
Tender Document Download-Start Date and Time	@ 05.05 pm on 28.04.2026
Bid Submission- Start Date and Time	@ 10.00 am on 29.04.2026
Clarification on the Tender Document	@ 11.00 am on 30.04.2026
Bid Submission- Closing Date and Time	@ 05.00 pm on 06.05.2026
Bid Opening Date and Time	@ 11.30 am on 07.05.2026

Notice Inviting Tender

Sealed Tenders in the prescribed format are invited from the reputed Travel Agencies for the work of Transportation of Confidential materials whenever required, relating to the Examinations conducted by the Commission at Chennai Centre for period of one year or payment upto Rs.25 lakhs (including GST) whichever is earlier.

For queries relating to the Bid Submission, bidders shall contact either by email: somcda.tnpsc@tn.gov.in or by Ph No: 044-25300305.

I. ABOUT TNPSC

(a) Background:

Tamil Nadu Public Service Commission, as mandated by the Constitution of India, conducts examinations for appointment to the services of the State. Its mission is to ensure a free, 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 well experienced travel agency for transportation of examination materials for the Chennai Centers from the Commission's office / designated place for examinations to be conducted by the Commission.

II. SCOPE OF WORK:

The travel agency to which the contract will be awarded, shall be responsible for the arrangements of vehicles for transportation of confidential materials whenever required, relating to the examinations conducted by the Commission.

III. TERMS AND CONDITIONS:

1. The vehicle to be supplied should be in the model of Maxi cab/Van.
2. The vehicles provided shall be free from all mechanical and structural repairs/defects.
3. The vehicles provided must have the proper RC, FC, valid insurance and other necessary documents.
4. In the event of any breakdown of the vehicle at any point during the period of journey, the agency shall make necessary alternative arrangements to substitute such vehicles immediately and deliver

the question paper bundles as scheduled without loss of time and without any additional expenditure to the Commission. For this purpose, required number of standby vehicles should be kept ready in the location indicated by TNPSC.

5. Maxi cabs / Vans should reach the Tamil Nadu Public Service Commission office/ Designated place on time as mentioned in the work order with sufficient drivers and remain in services of the Tamil Nadu Public Service Commission till the completion of work.
6. The drivers of each van must hold a valid driving license and shall be well acquainted with the routes and addresses in the Chennai city region and they should behave in a well disciplined manner.
7. The confidentiality has to be maintained during the transportation and security measures should be strictly followed.
8. All the vehicles must have secure, properly closing windows and doors, ensuring that they cannot be opened from the outside for safety reason.

IV. ELIGIBILITY CONDITIONS:

1. The bidder should be a company registered under the Indian companies Act 1956/2013
2. The bidder must have completed at least 10 years of operation in the field of transportation.
3. The annual turnover of Rs. 10 lakhs for last three accounting years between 2022-2023, 2023-2024 and 2024-2025.
4. The bidder must have the capability of supplying 150-200 vans /Maxi cab in a single day session.
5. Joint Ventures and Consortium are not allowed to participate in the tender.
6. The bidder should have valid PAN/TAN number and GST number.
7. The bidder should have Registered Office / Operating Branch at Chennai, Tamil Nadu.

8. The company should not have been blacklisted by any State Government / Central Government /PSU for any reason and given necessary certificate from their letter head.
9. All the above eligibility conditions are mandatory and the agencies not fulfilling even any one of the above conditions shall not be considered and the bids received from such bidder shall be summarily rejected. Bidder has to attach relevant required supporting documents as proof for each infra. (as per Annexure-I).
10. Bidder who satisfies all criteria mentioned above and submitted their bid with EMD shall to consider on technically qualified and eligible for opening of financial bid.

V. 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 initially for a period of one year from the date of execution of the Agreement with the Tendering Authority. However, the contract may be renewed for a further period of three months (or) the amount to be paid to the service provider not exceed Rs.6,25,000/- whichever is earlier on the basis of the performance of work of the service Provider, subject to mutual terms and conditions as specified in the contract.
- 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) Only those agencies which in their individual capacity, satisfy the eligibility criteria need to quote for this tender and the bids submitted by the bidders who do not fulfill the eligibility criteria will be summarily rejected.

- 4) TNPSC will award the contract to the Tenderer whose Tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be competent to execute the job satisfactorily. TNPSC shall however not bind itself to accept the lowest or any tender, wholly or in part.⁷
- 5) Entire activities shall be done by the successful bidder themselves and it should not be outsourced.
- 6) Taxes as applicable shall be deducted at source.
- 7) The bidder should enclose copies of documents substantiating their claim in this tender document, failing which the tender will be rejected without any further information.
- 8) Page reference for the enclosed documents shall be made in the respective places of the eligibility conditions and other conditions, wherever necessary.
- 9) The successful bidder shall ensure confidentiality and shall maintain the details (address, antecedent and phone numbers) of Drivers and staff engaged in this work. No staff with prior criminal history shall be engaged for this work by successful bidder.
- 10) No other amount shall be claimed other than that mentioned in the Price Bid for the work.
- 11) If TNPSC desires to modify the terms and conditions after the execution of agreement the same shall be executed by mutual concern after negotiation.

VI. CLARIFICATIONS AND AMENDMENTS TO 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 amend their bids due to such amendments.

VII. SUBMISSION OF BIDS:

The tenders should be submitted in two sealed covers:

Cover-I: It should be superscribed as “**Technical Bid**” and should contain the signed Tender Document and Annexure-I (duly filled in and signed) along with the copies of documentary evidence substantiating the claims in respect of each and every item mentioned in the Annexure-I. **[No price details shall be given in this envelope. Violation of this would result in invalidation of Tender. The EMD shall be enclosed with the envelope marked as “Technical Bid”. A check list for Technical Bid is given in the Annexure-I]**

Cover-II: It should be superscribed as “**Financial Bid**” and contain only Price Bid (Exclusive of Tax) as in Annexure –III

Note: - The above said two covers containing Technical Bid and Financial Bid shall be placed in the main sealed envelope superscribed as “**Sealed Tenders for Transportation of Confidential materials relating to the examinations conducted by the Commission at Chennai Centre for one year.**” This should be addressed to **The Controller of Examinations, TNPSC, Chennai - 600 003**. The tender documents complete in all aspects shall be dropped in the Tender Box kept in the Reception Office of the TNPSC, Chennai – 600003 on or before 06.05.2026 at 05.00 pm.

VIII. OPENING OF BIDS:

The bids received shall be opened at 11.30 am (IST) on 07.05.2026.

IX. EVALUATION OF BIDS:

a) Technical evaluation

- a) The technical eligibility of the bidder will be evaluated against the eligibility criteria, other terms and conditions mentioned herein, before opening of financial bid.
- b) During the process of evaluation of Bids, TNPSC may, at its discretion, ask Bidders for clarifications on their bid through e-mail / fax / telephone / meeting or any other mode of communication. The Bidders are required to respond within the prescribed time frame for any such clarification. In case of noncompliance, their bids will be disqualified and rejected without further notice

b) Financial evaluation

- a) The financial bids 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.
- b) The Bidder with the lowest rate would be awarded with the contract, subject to the fulfillment of tender conditions given in this tender document.

X. VALIDITY OF BIDS:

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

XI. LATE BIDS

Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened. TNPSC shall not be responsible for any postal delay or non-receipt/ non- delivery of the documents. No further correspondence on the subject will be entertained.

XII. EARNEST MONEY DEPOSIT (EMD):

- 1) The bidder should enclose the bid security (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft drawn in favour of **"The Secretary, Tamil Nadu Public Service Commission, Chennai-600 003"**.

- 2) EMD of the successful bidder will be adjusted in the Security Deposit
- 3) 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.
- 4) EMD of all unsuccessful bidders would be released by TNPSC to the bidder being notified as being unsuccessful.
- 5) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- 6) Successful bidder shall accept the work order within 2 days of receipt of work order. Otherwise, the EMD will be forfeited.

XIII. ACCEPTANCE OF BIDS

The bids of only the bidder who has quoted the lowest rate shall be considered for the award of the contract, subject to the conditions that the Tendering Authority reserves the right;

1. To enter into negotiation with such bidders with a view to get the best possible, efficient and cost effective solution.
2. To award this contract either to one or more bidders at the negotiated final rate.
3. To draw and maintain a panel of bidders at the negotiated final rate so as to award this contract to any bidder as the Commission may deem fit and necessary.
4. To reject any tender without assigning any reason whatsoever.

XIV. 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.

XV. SECURITY DEPOSIT

- a. A security deposit amount at 5% of the bid/contract value shall be paid by the successful bidder within a period of 2 weeks after the notification of award of contract.
- 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.
- c. The Security Deposit will be forfeited if the successful bidder fails to deliver the services as per the Request for Quotation (RFQ) or due to the non performance of the contracted obligation during the contract period.

XVI. 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.

XVII. PAYMENT

- i) Payment shall be made on submission of bills on satisfactory completion of the work assigned.
- ii) Only for the Combined Civil Services Examination—IV (Group-IV Services) up to 50% of the total bill amount will be paid as advance.

XVIII. PENALTY

If the delay or non-performance adversely affects the TNPSC in any manner, a penalty at the rate of 5% (Five percentage) shall be imposed from the total bill amount claimed on the work order placed. The TNPSC may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the Selected Bidder.

XIX. 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.

XX. CONFIDENTIALITY

The Selected Bidder and their Personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the TNPSC's business or operations without the prior consent of the TNPSC. The legal liability for breach of confidentiality by the Bidder and its employees solely lies with the bidder.

XXI.FRAUDULENT/CORRUPT/COLLUSIVE/COHESIVE PRACTICES

The Selected Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the process of work assigned to them. Notwithstanding anything to the contrary contained in this Request For Proposal, TNPSC shall reject a proposal without being liable in any manner whatsoever to the Selected Bidder, if it determines that the Selected Bidder has, directly or indirectly or through an agent, engaged in any form of fraudulent/corrupt/cohesive/collusive practices, in the process. In such an event, TNPSC shall, without prejudice to its any other rights or remedies forfeit and appropriate the Performance Security

XXII. ARBITRATION & JURISDICTION

In case of any dispute, the matter will be referred to a sole Arbitrator to be appointed by the Controller of Examinations, TNPSC, under the "Arbitration and Conciliation Act 1996". The arbitration shall be held in Chennai, Tamil Nadu, India and the language of arbitration shall be English. The Courts at Chennai alone shall have jurisdiction in the matter.

Annexure-I

<u>Technical Bid /Eligibility Criteria (Check list)</u>			
SI. No.	Eligibility Condition	Yes/No (If No, Specify Reason)	Remarks/ Page Reference
1.	Is the Firm/ Company registered in India (Proof to be enclosed: (e.g. Certificate of Incorporation of the Company / Firm)		
2.	Whether the bidder has completed at least 10 years of operation in this field? (Proof to be enclosed: (e.g. Copy of Work Order, Bills)		
3.	Annual Turnover of the Company for the past 3 years (2022-2023,2023-2024 and 2024-2025) (Proof to be enclosed: (e.g. Certificate from it's Chartered Accountant)		
4.	Do you have the capability of supplying 150-200 vans / maxicab in a single day session (Proof to be enclosed: (e.g. Self Declaration in Annexure-II)		
5.	Do you have Registered Office / Operating branch at Chennai? (Proof to be enclosed: (e.g. EB Bill, Lease Document, Telephone Bill)		
6.	Do you have valid GST Registration No.? (Proof to be enclosed: (e.g. Copy of GST Certificate)		
7.	Do you have valid PAN /TAN Number? (Proof to be enclosed: (e.g. Copy of PAN /TAN Number)		

8.	Have you ever been black-listed by any Government Organization /Department /PSU any other Agency on the day of bid Proof to be enclosed: (Self Declaration Annexure-II)		
9.	Have you enclosed DD for EMD (DD No. & Date for the amount of Rs.25,000/-)		
10.	Have you submitted Financial Bid in a separate cover (Cover-II)		
11.	All the pages of the tender documents are signed by the authorized signatory?		

Note:

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

Annexure-II
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/ PSU as on the date of bid opening.
3. I/We can supply 150-200 vehicles in a single day session.

Annexure-III
Financial Bid

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

Reference No. :
Date: File No. :

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

Sir,

I / We hereby submit our price bid for the Contract as indicated in the Tender No.733/2026, Dated.28.04.2026. The amount quoted for **one year** is as follows:

Item of Work	Rate in INR (Exclusive of the taxes applicable)	Rate in Words
<u>Scope of Work</u> The agency, to which the contract will be awarded, shall be responsible for the transportation of confidential material whenever required relating to the examinations conducted by the Commission. 1) For 6 Hrs 2) For 8 Hrs 3) For 10 Hrs 4) For 12 Hrs 5) For 15 Hrs 6) For 20 Hrs		

Note :-

The rate in this financial bid shall be quoted in respect of all the activities taken as a whole.

The bidder who has quoted the lowest amount in the all categories may be treated as L1 Bidder.

The rate shall be exclusive of the Taxes applicable. The Taxes Applicable are as follows:-

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

Annexure-IV

BID COVERING LETTER

To:

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

Dear Sir,

Sub: **Transportation of Confidential materials whenever required relating to the examinations conducted by the Commission at Chennai Centre for one year**

1. Terms & Conditions

1.1. I/ We, the undersigned Bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this Tender do hereby propose to provide services as specified in the bidding document.

1.2. I/ We, the undersigned Bidder(s) having submitted the qualifying data as required in your Tender, do hereby bind ourselves to the conditions of your Tender. In case any further information/ documentary proof in this regard before evaluation of our bid is required, I/We agree to furnish the same on demand to your satisfaction.

2. Rates & Validity

All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents.

3. Bid Pricing

I/ We further declare that the rates stated in our proposal are in accordance with your terms and conditions in the bidding document.

4. Earnest Money

I/We have enclosed the earnest money as required incase of default it is liable to be forfeited in accordance with the provisions enumerated therein.

5. Declaration

I/ We hereby declare that my/ our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my/ our knowledge and belief and nothing has been concealed therefrom.

Thanking you,

Yours faithfully,

(Signature)

Date:

Place:

Name:

Designation:

Seal