



Tamil Nadu Public Service Commission

Limited Tender Notice No. 586 dated 07.05.2021

Limited tender for Development of software for Web-based Counselling (Subject-based) and Post counselling with Annual Maintenance for a period of 3 years

Contents

1. Notice of Inviting tender and Terms and Conditions.
2. Format for Financial Bid (Annexure-I)

Date of Tender Notice	07.05.2021
Last Date for submission of Tender	25.05.2021 4.00 pm
Date of Technical Bid Opening & Date of opening of Commercial Bids of Technically Qualified bidders	25.05.2021
Declaration of Qualified Bidder	26.05.2021

Notice Inviting Tender

Sealed Tenders in the prescribed format under two cover system containing Technical Bid and Financial Bid are invited from the reputed Firms for Development of software for Web-based Counselling (Subject-based) and Post counselling with Annual Maintenance for a period of 3 years

Secretary

I. Scope of the work:

Activity – I

To develop software to conduct the Web based Counselling based on the subject

Activity – II

To develop software for the Post-Counselling along with Annual Maintenance for a period of 3 years

II. Detailed Description of the Scope of Work:

1. Provision to conduct the counselling based on the subject like the following post,
 - a. ASO translation
 - b. Junior Scientific officer
 - c. District Educational Officer
2. Development of Post counselling module with the following requirements,
 - Login creations for the concerned parent file section.
 - Forwarding list has to be generated for the candidates allotted (both final and provisional) in the counselling. The forwarding list should be generated department wise with the respective covering letter.
 - The system has to give provision to the parent section -Section officer to split the forwarding list to deputed Section officer to compare and update the changes with the topslip generated during certificate verification.
 - After Comparing and updating the corrections in the forwarding list, the system has to generate the unit wise fair copy for the candidates who admitted finally with covering letter in the deputed staff login itself.
 - The parent section panel has the following items:-
 - List of selected candidates with the status (Final, Provisional, Conditional, Court case, in which Phase he/she got selected) and date of Communication to the Unit Officer, Document pending if any.
 - Provision to Prepare Note and Draft for calling pending documents from the candidates
 - Provision to update the date of joining of the candidates.
 - Provision to Prepare Note and Draft to the unit officer to inform the joining date and to remove the candidate who fails to join duty from approved list and the same may be informed to the Commission.
3. Modification of the selection/Counselling program for adopting the concept of multiple qualification post in single recruitment/ Rank List which includes post wise substitution and different combination of PSTM based on prescribed qualification.
4. Generalization of Vertical and Horizontal reservation turns for the purpose of including new reservation if any arises in the future.

II. Eligibility:

1. The Service Provider should be an Indian Registered firm from IT and ITES business.
2. The Service Provider should have at least 5 years of experience in providing trained manpower and Executed IT enabled Services to Government Departments, Public Sector Companies, Government

Autonomous organizations or reputed private companies. The Service Provider should have executed a minimum of 3 such contracts during last 3 years.

3. The bidder should have registered office / operating branch at Chennai, Tamil Nadu.
4. The bidder should have minimum Annual Turnover of Rs. 50 Lakh for preceding three accounting years between 2017-2018, 2018-2019 and 2019-2020.

III. General Conditions:

1. Incomplete Tenders are liable to be rejected. Conditional bids will not be considered and be rejected.
2. Successful vendor shall accept the work order within a week of receipt of workorder. Otherwise, EMD will be forfeited.
3. The software development along with the Annual Maintenance for a period of 3 years
4. Only those firms which, in their individual capacity, satisfy the eligibility criteria need to quote for this tender and the bids submitted by the bidders who do not fulfill the eligibility criteria will be summarily rejected.
5. The bidder should have the resources having knowledge in various software platforms (software languages and database handling).
6. The Agency should engage experienced Professional personnel for the development.
7. The bidder should establish the required infrastructure and provide necessary manpower.
8. Sufficient manpower should be deployed in this project and atleast two developers should be deputed and made available in the office of TNPSC till the completion of project.
9. The software shall be in Content Management System (CMS) so as to be user friendly and the Staff of the TNPSC shall change the content as per the requirement from time to time.
10. The bidder should provide all the sourcecode to the TNPSC and training to the staff of TNPSC within 3 months. All material/ product and related codes would be property of TNPSC and bidder should have no claim over the same in future. All content should be stored and kept confidential and bidder should not reuse/ replicate/ transfer the same to anyone else. The bidder should provide all admin/ user manuals. The bidder should also provide support for all future upgrades/ initiatives of TNPSC related to these modules.
11. The bidder should use the licensed, latest and legal software for the development of software modules. TNPSC prefers Open source software for this project.
12. All statutory obligations vests with the bidder. The Employee Provident Fund (EPF) and Employee State Insurance (ESI) contribution in respect of all employees shall be borne by the Service Provider.
13. 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.
14. 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).
15. TNPSC, reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of its action. The decision of TNPSC in this regard would be final and binding.

16. Entire activities shall be done by the successful bidder themselves and it should not be outsourced.
17. Corrupt or Fraudulent Practices: Bidders should observe the highest standard of ethics during the execution of such contracts. TNPSC will reject a proposal if it is found that the Bidder recommended for award has engaged incorrupt or fraudulent practice(s) while competing for the contract in question.
18. The company should not have been blacklisted by any State Government / Central Government Department /PSU for any reason.
19. Income Tax, GST and other taxes as applicable shall be deducted at source.
20. The bidder should enclose copies of documents substantiating their claims in this tender, failing which the tender will be rejected without any further information.
21. Page reference for the enclosed documents shall be made in the respective places of the eligibility conditions and other conditions, wherever necessary.

IV. Submission of Bids:

1. **Cover-I:** The Technical Bid envelop shall contain necessary documentary evidences to substantiate the parameters indicated in the tender document.
2. **Cover-II:** The Financial Bid should contain only Price Bid as in Annexure-I. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.

V. Evaluation of Bids:

1. **Technical** Evaluation shall be done based on the bidder's experience, number of projects executed, technical capabilities understanding of the project etc.

2. Financial Evaluation

- i. The Financial Bid of those Bidders who have been found to be technically eligible will alone be opened. The Financial bids of in eligible bidders will not be opened.
- ii. The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present. Financial bid will be opened on the date and time mentioned in the fact sheet at the office of TNPSC.

VI. Validity of Bids:

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

VII. Earnest Money Deposit (EMD):

1. The bidder should enclose the bid security(EMD)of Rs.10,000/- (Rupees Ten Thousand only)in the form of Demand Draft obtained in favour of The Secretary, Tamil Nadu Public Service Commission.
2. EMD of all unsuccessful bidders would be released by TNPSC within one(1) month of the bidder being notified as being unsuccessful.
3. EMD of the successful bidder will be adjusted in the Security Deposit.
4. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrual of interest over it.
5. 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; or furnish

Performance Bank Guarantee

iii. In case of the bidder could not execute and complete the project in time.

VIII. Right to Terminate the Process

TNPSC reserves the right to annul the Tender Document 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) on the grounds for such decision.

IX. Clarifications and amendments of Tender Document

- i. 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 timeframe for any such clarification. In case of non-compliance, their bids will be disqualified and rejected without further notice.
- ii. TNPSC may, for any reason, modify the Tender Document from time to time. The amendment(s) to the Tender Document would be clearly spelt out posted on the website as provided in the document and the bidders may be asked to amend their bids due to such amendments.

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.

Note:-

- i. Evaluation Committee may, at its discretion, call for additional information from the bidder(s) through e-Mail /Fax/Telephone/Meeting or any other mode of communications. Such information has to be supplied within the setout timeframe as provided by Evaluation Committee; otherwise Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the bidders and the bid is liable to be rejected. Seeking clarifications cannot be treated as Acceptance of the Bid. For verification of information submitted by the bidders, the committee may visit bidder's office at its own cost. The bidders shall provide all the necessary documents, samples and reference information as desired by the Committee. The bidders shall also assist the Committee in getting relevant information from the bidders' references.

XI. Notification of Award of Contract

TNPSC will notify the successful bidder in writing that its bid has been accepted.

XII. Signing of Contract

The successful bidder will sign the Contract within 15 working days from the date of issuing of work order.

XIII. Payment:

50% Payment will be made to the bidder after successful completion of the projects within a period of 3 months. Balance 50% shall be made after completion of full-fledged training to the Staff of the Commission successful execution of the software modules.

XIV. Penalty:

1. If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the Selected Bidder and not in any way attributable to the delay on the part of TNPSC, a penalty @ 1.0% of the bid value of the delayed stage of the item, per day (subject to a maximum of 10%) may be imposed and accordingly the time for the next stage be reduced by the TNPSC, to account for the delay.
2. If the delay adversely affects conduct of examination / selection Processes the Security Deposit and Performance Security will be forfeited and other legal action would be initiated as per terms and conditions of contract. The TNPSC may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the Selected Bidder.

**Annexure - I
Financial Bid**

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

Reference No. : Date:
FILE NO. :

To
The Secretary,
Tamil Nadu Public Service Commission, Park Town,
Chennai- 600003

Sir,

I/ We hereby submit our price bid for the Activities and Annual Maintenance Contract as indicated in the Tender document

Items of work	Rate quoted*	Rate quoted in words
Activities I and II specified in the Tender	Rs.	Rupees

* The above said quote is inclusive of the service and support charges for a period of 3 years

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

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

Authorized Signatory of the Bidder with Office Seal