Tamil Nadu Public Service Commission

Tender No.748/2026 , Dated.16.10.2026

Limited Tender for Videographing the conduct of examination in all the venues at Chennai and at TNPSC office premises as required by the TNPSC from time to time on a rental basis for a period of two years or for value of Rs.25 Lakhs whichever is earlier.

Tender Publishing Date and Time	**03.00 pm on 21.10.2026**
Tender Document Download-Start Date and Time	**03.00 pm on 21.10.2026**
Bid Submission- Start Date and Time	**10.00 am on 22.10.2026**
Clarification on the Tender Document	**23.10.2026**
Bid Submission- Closing Date and Time	**04.00 pm on 29.10.2026**
Bid Opening Date and Time	**04.30 pm on 29.10.2026**

Notice Inviting Tender

Sealed Tenders in the prescribed format are invited from the reputed firm for Videographing the conduct of examination in all the venues at Chennai and at TNPSC office premises as required by the TNPSC from time to time on a rental basis for value of Rs.25 lakhs (including GST) or for a period of two years whichever is earlier.

For queries relating to the Bid Submission, bidders shall contact either by email: menaga1210@tn.gov.in or by Ph No: 044-25300305, 044-25300536.

Authorized Signatory of the Bidder with Office Seal

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 firm for Videographing the conduct of examination in all the venues at Chennai and at TNPSC office premises as required by the TNPSC from time to time on a rental basis for value of Rs.25 lakhs (including GST) or for a period of two years whichever is earlier.

II. SCOPE OF WORK:

Video Coverage Work Chennai district examinations venues and Receiving of Confidential Examination Materials at Chennai Centre.

1. Objective:

To provide uninterrupted videography for:

a) Recording the examination proceedings at the Chennai District Examination Centres; and

b) Recording the receipt, unloading, handling, movement, and deposit of confidential examination materials received from the Chennai Examination Centres and the mofussil examination centres at the Office of the Tamil Nadu Public Service Commission, Chennai.

2. Scope of Services:

2.1 One videographer, equipped with one professional video camera and one original memory card, shall be deployed at each examination venue in Chennai District.

2.2 The videographers deployed for this purpose shall report to the allotted examination venue at 06.30 a.m. on the day of examination without fail and remain on duty until the conclusion of the examination proceedings.

2.3 In addition, one videographer shall be deployed to record the offloading of confidential examination materials received from the Chennai Examination venue and to continue the videography until the materials are deposited at the Commission's Office. The videographer's access shall be restricted up to the lift entry point only. For this purpose, the videographer shall report to the Commission's Office at 12.30 p.m. on the day of examination without fail and remain on duty until the completion of the receiving process.

2.4 One videographer shall be deployed at the Commission's Office to record the offloading of confidential examination materials received from the mofussil examination centres through chartered trucks. The videography shall cover the unloading, handling, movement, and deposit of the confidential examination materials up to the lift entry point. The videographers shall report to the Commission's Office at 12.30 p.m. on the day of examination and remain on duty until the completion of the receiving process.

2.5 The videography shall include the recording of:

i. Arrival of vehicles carrying confidential examination materials.

ii. Unloading of confidential examination materials.

iii. Verification of confidential examination materials.

iv. Movement of confidential examination materials within the Commission's premises.

v. Deposit of confidential examination materials at the designated location.

2.6 Continuous videography shall be ensured without interruption until the completion of the assigned work.

2.7 All activities shall be recorded from appropriate angles to avoid blind spots.

2.8 The recording shall display the date and time continuously throughout the videography.

3. Deployment Schedule:

- Videographers shall report at the time specified by TNPSC.
- Remain until completion of all receiving activities.
- Provide additional deployment if work extends beyond schedule.

4. Equipment Requirements:

- Professional Full HD/4K video cameras.
- High-quality original memory cards.
- Fully charged batteries and backup camera.
- Tripod/monopod wherever required.

5. Technical Requirements:

- Continuous recording without gaps.
- Clear identification of persons, vehicles and confidential material boxes.
- No editing or deletion of recorded files.
- Standalone cameras without communication facilities unless permitted.

6. Instructions to Videographers appointed at Examination Centre:

- Visit every examination hall/classroom allotted by the Commission and record every candidate without omission.

- Clearly capture each candidate's face along with the Register Number written on the desk/table. If the Register Number is not clearly visible, capture the candidate's face along with the Hall Ticket showing the Register Number clearly.
- Carry out videography systematically without disturbing the candidates or examination process.
- Use only standalone video cameras without Wi-Fi, Bluetooth, SIM card or any communication facility.
- Videographers shall be frisked by the Police before entry and shall not carry any mobile phone or communication device. The Chief Invigilator shall ensure compliance.
- Use only high-quality genuine memory cards. Blank, corrupted or unreadable recordings will be treated as a serious lapse and may lead to blacklisting and other action by the Commission.
- Failure to comply with these instructions shall attract suitable penalty, including blacklisting, as decided by the Commission.

7. Data Submission:

- Submit original video files in the prescribed format.
- Hand over memory cards/USB devices as instructed by TNPSC.
- Submit a certificate confirming recordings are complete and unedited.

8. Confidentiality:

- Maintain strict confidentiality.
- No copies of recordings shall be retained by the vendor.

9. Penalty Clause:

- Failure to comply with the scope of work , delayed deployment, incomplete recording, poor quality, corruption of data or breach of confidentiality shall attract penalty and other action as decided by the Commission.

III. TERMS AND CONDITIONS:

1. The company should have capacity of a minimum of 700 video cameras in good condition and 700 skilled videographers.
2. The company should have previous experience of minimum 3 years in the field of videography of examination conducted by any educational institution any other recruiting agencies.
3. Videographer should be shuffled and deputed in difference venues same videographer should not be posted in the same venue time and again. Record should be maintained to ensure this shuffling.
4. Videographer shall maintain a dairy with reference to work, during the videographing time.
5. Videographer shall ensure that the video camera is in good working condition before leaving the Videography work.
6. The company shall quote the rate on the basis of FN wise, FN & AN wise and along with one SD Card wise. Apart from that no additional claims in the bill shall be taken in to be account.
7. Videographer shall always be present in the allotted examination venue from 7.00 A.M to till the completion of examination process.
8. In case of any non-functioning of video cameras, should be attended immediately without any additional cost and without any major delay in schedule. To avoid such contingency, all the cameras deputed for this work shall be thoroughly services and deputed.
9. Total Number of venue at Chennai centre have to be videographed for Examination. The examinations may be conducted either in FN session only or in both FN & AN sessions.
10. The company shall provide a single Video Camera with memory card for FN or FN & AN. After the videography has been completed the memory card which was used for recording shall be handed over immediately to Commission's staff.
11. During the conduct of mass examinations viz, Group-IV, Group-II etc., some venues are likely to be allotted in near and close to the area of Tiruvallur, Chengalpet and Kanchipuram

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districts. For the Videographing works at said venues, no extra payment shall be sanctioned.

12. The entire examination process should be videographed. The Videographer shall keep moving in all rooms in examinations venue till completion of the examination.
13. All video shall be recorded in memory card only and it should be handed over immediately after the examination is over.
14. The bill amount for providing Video Cameras and memory cards will be sanctioned after deduction of 2% of TDS and other taxes.
15. Any complaints regarding late arrival, absence in taking video recordings, leaving the venue before the completion of examination will be viewed seriously. It may lead to termination of the contract immediately, without any notice.
16. On the day of examination, after completion, the materials received from the Chennai centre is to be videographed on the premises received from the mofussil centres in chartered trucks also to be videographed on the early morning. The memory card should be handed over to the Commission staff immediately after the completion of videography.

IV. ELIGIBILITY CONDITIONS:

1. The bidder must have completed at least one single /multiple orders in the last 3 years as on 30.09.2026 for the value of Rs.5 lakhs for services of Videographing the conduct of examination for any Education Department /Central Government / State Government / ECI / Local Bodies
2. The bidder should have valid PAN and GST number.
3. The bidder should have Registered Office / Operating Branch at Chennai, Tamil Nadu.
4. 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.

5. 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).

6. 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.

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.

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) Further, the Service Provider shall continue the work for a specific period as required by the TNPSC, till the engagement of the next vendor after completion of the contract period.

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 super scribed 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 super scribed 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 super scribed as **"Sealed Tenders for Videographing the conduct of examination in all the venues at Chennai and at TNPSC office premises as required by the TNPSC from time to time on a rental basis**." 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 of Office of the TNPSC, Chennai – 600 003 on or before 22.10.2026 at 10 am.

VIII. OPENING OF BIDS:

The bids received shall be opened on 29.10.2026 at 4.30 pm.

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 / 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 non compliance, 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 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. 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.PAYMENT

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

ii) No advance payment will be made.

iii) Penalty amount if any for delayed completion of work order will be adjusted in the payment due to the successful bidder.

iv) All taxes and other levies imposed by Governments in India will be paid at actual as applicable.

v) Bidders shall have exclusive liability for remittance of Taxes to State and Central Governments as per the Statutes/ Act ruling now or hereinafter enforced.

XVII. PENALTY

1. If the delay or non-performance adversely affects the TNPSC in any manner, a penalty at the rate of 10% (Ten 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.
2. The delivery period will be effective from the date of receipt of confirmed site address with vehicle details. If there is such failure happens on more than two occasions, apart from forfeiting the Security Deposit paid, such performance may entail the black listing of the bidder.
3. A penalty may be levied at the rate of 10% per day on the work order value and may be blacklisted based on the nature of the event of non fulfillment or non observance of any of the conditions stipulated in the terms and conditions.

XVIII. 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.

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

Technical Bid/Eligibility Criteria (Check list)			
SI. No.	**Eligibility Condition**	**Yes/No (If No, Specify Reason)**	**Remarks/ Page Reference**
1.	Whether the bidder has completed at least one single/multiple order in the last 3 years of operation for value of Rs. 5 lakhs for services of Videographing the conduct of examination for any Education Department / Central Government / State Government / ECI / Local Bodies? (Proof to be enclosed: Copy of Single / Multiple work order completion issued in the name of the bidder along with the related Invoice to be submitted)		
2.	Do you have Registered Office / Operating branch at Chennai? (Proof to be enclosed: (e.g. EB Bill, Lease Document, Telephone Bill)		
3.	Do you have valid GST Registration No.? (Proof to be enclosed: (e.g. Copy of GST Certificate)		
4.	Do you have valid PAN Number? (Proof to be enclosed: (e.g. Copy of PAN Number)		
5.	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)		

6.	Have you enclosed DD for EMD (DD No. & Date for the amount of Rs.25,000/-)		
7.	Have you submitted Financial Bid in a separate cover (Cover-II)		
8.	All the pages of the tender documents are signed by the authorized signatory?		

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

3. I certify that neither the firm nor its proprietors/directors is under any enquiry, investigation, vigilance proceeding, or disciplinary proceeding by any competent authority as on the date of submission of the bid.

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 hereby submit our price bid for the Contract as indicated in the Tender No.748/2026, Dated.16.10.2026. The amount quoted as follows:

Sl. No	Description	Qty in. nos	Rental Charges per Videography without Taxes Rs.	Appli cable GST in%	Appli cable GST in Rs.	Total Rental charges per Videography inclusive of GST (4+6)
1	2	3	4	5	6	7
1	Single video Camera with memory card for single session (FN only)					
2	Single video Camera with memory card for Both session (FN & AN only)					

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.

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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: **Videographing the conduct of examination in all the venues at Chennai and at TNPSC office premises as required by the TNPSC from time to time on a rental basis**

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 in case 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