



Tamil Nadu Public Service Commission

Tender No.582 Dated:02.03.2021.

Open Tender for Purchase of OMR Scanner, OMR Cum Image Scanner and NAS device.

Contents

1. Notice of Inviting Limited Tender and Terms and Conditions.
2. Format for Bidder Details (Annexure-I)

Date of Tender Notice	02.03.2021
Seeking Clarification on the Tender Notice through e-mail / in persons.	09.03.2021 @ 11.00 am
Clarification by TNPSC	12.03.2021
Last Date for submission of Tender	16.03.2021 @ 11.00 am
Date of opening of Commercial Bids	16.03.2021 @ 11.30 am
Declaration of Qualified Bidder	16.03.2021 @ 5.00 pm

Notice Inviting Tender

Sealed Tenders, in the prescribed format containing Financial Bid are invited from reputed Firms for the Purchase of Six (6) number of OMR Scanner, Three (3) number of Scanner Hybrid (OMR Cum Image scanner) and Two (2) number of 40 TB NAS device for the use of Commission as detailed in the Scope of the tender.

Secretary,
Tamil Nadu Public Service Commission

I. Requirement:

Sl.no	Description	Specification (Model)	Quantity
1	OMR Scanner	Scantron Opscan - 6	5
2	Inbuilt Scanner (OMR Cum Image) (Hybrid)	Scantron Insight – 700C	3
3	NAS device (40TB)	Western Digital	2

II. Eligibility:

1. The bidder should be a company / Firm registered under the Indian Companies Act 1956/2013 or firm.
2. The bidder must have a valid website.
3. Should have valid PAN number and GST Numbers for their firms
4. The Tenderer should have the annual turn over of above Rs.50 lakhs in the last three financial years.

III. Conditions:

1. Successful vendor shall accept the work order within 2 days of receipt of work order.
2. All the materials should be covered in warranty for 5 years.
3. Tenderer should attach audited balance sheet of last three years.
4. Successful bidder will have to deposit an amount of Rs.1 lac per machine in form of irrevocable bank guarantee in favour of Secretary, Tamil Nadu Public Service Commission which will be retained till the completion of warranty / AMC period of 5 years.
5. The Tenderer should be a manufacturer/ Supplier/ System Integrator who must have supplied and installed OMR units in the Institutions in India continuously for the last five years.
6. Tender once submitted will not be allowed to be withdrawn, altered, or cancelled in part or in whole. Any deviation from these conditions will be liable to disqualify the tenderer and the earnest money along with security deposit of concerned forfeited of concerned firm will be forfeited.

7. TNPSC will also have the right to claim damages which it may suffer on account of non supply of the material. The Commission reserves the right to reject the lowest tender or all the tenders without assigning any reason.
8. The tenderer should sign all the pages of the tender document with official seal.
9. The vendor should rectify the problems in person only. Remote monitoring /clarification is not allowed.
10. In case of any problem / issue in the scanner or other items, it shall be rectified by the supplier within a period of 2 (Two) days.

IV. Submission of Bids:

The Financial Bid should contain only Price Bid as in Annexure-I.

V. Evaluation of Bids:

1. Financial Evaluation and Comparison of Bids

Financial bid will be opened on the date and time mentioned in the fact sheet at the office of TNPSC .The Bidder with the lowest rate would be awarded with the contract, subject to the fulfillment of tender conditions given in this tender documents.

VI. Validity of Bids:

The bids submitted for this tender shall be valid for 3 (Three) months from the date of submission of tender.

VII. EARNEST MONEY DEPOSIT (EMD):

1. Each tender should be accompanied with earnest money of Rs.1,00,000/- [Rupees One Lakh only] in form of Draft Draft in favour of the Secretary, Tamil Nadu Public Service Commission,Chennai. Other mode of EMD will not be accepted.
2. No concession /exemption regarding deposit of earnest money will be given on any ground what so ever and tenders not accompanied with earnest money will be rejected straightway.
3. EMD of the successful bidder will be adjusted in the Security Deposit.
4. 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.

5. EMD of all unsuccessful bidders would be released by TNPSC within one month of the bidder being notified as being unsuccessful.
6. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

VIII. Right to Terminate the Process

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

IX. Clarifications and amendments of Tender Document

1. During the process of evaluation of Bids, TNPSC may, at its discretion, ask Bidders for clarifications on their bid. The Bidders are required to respond within the prescribed time frame for any such clarification. In case of non-compliance, their bids will be disqualified and rejected without further notice.

X. Late Bids

1. Bids received after the due date and time 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 email / telephone /meeting or any other mode of communication. Such information has to be supplied within the set out time frame 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. 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.

- ii. If any of the queries raised by the supplier regarding the tender conditions or related subject will be clarified before the date specified in the fact sheet. If not answered, the Tender condition provided in the Tender document is final and nothing to be clarified.

XI. Notification of Award of Contract

TNPSC will notify the successful bidder in writing that its bid has been accepted and supply order will be issued within a period of one week.

XII. Payment:

No payment will be given to the supplier as an advance. Complete payment will be made on the successful completion of tender i.e. installation, operation and training etc. in the office of the Commission.

XIII. Penalty:

Supply of goods / machineries as per supply order will have to be made within 15 (Fifteen) days from the date of issue of supply order in respect of all the items, failing which a penalty for the late execution of the job will be levied on the amount payable as under:-

- | | | |
|----|---|--|
| i. | for delay upto seven days of the time limit prescribed in the supply order. | Upto 10% of the value of supply order. |
| i. | For delay more than seven days and supply upto 15 days of the time limit prescribed in the supply order. | Upto 20% of the value of order. |
| i. | If the delay is more than 15 days of the and time limit prescribed in the supply order Earnest Money will be forfeited. | The order may be cancelled |

Annexure - I

Financial Bid

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

Reference No. :
FILE NO. :

Date:

The Secretary,
Tamil Nadu Public Service Commission,
TNPSC Road,
Chennai – 600 003
Sir,

I/ We hereby submit our price bid for the Supply and Installation of Five number of OMR Scanner, Three numbers of inbuilt scanners and Two number of NAS device (40TB) as indicated in the Tender document

Sl. no	Description of materials	Unit Price	Quantity	Rate in INR	Rate in Words
1					
2					
3					

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

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