



**Advertisement No. 576 /2021 Dated: 30.01.2021**

**TAMIL NADU PUBLIC SERVICE COMMISSION**

**CHENNAI – 600 003**

**Tender Notice**

Sealed tenders are invited up to 03.00 PM on 01.03.2021, from reputed companies / firms with relevant experience, for capturing Aadhaar based bio-metric attendance for validating the identity of the candidates appearing for examination.

Tender document with detailed specifications of terms and conditions, Technical bid and financial bid, can be downloaded from the websites [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in) or [www.tnpsc.gov.in](http://www.tnpsc.gov.in)

SECRETARY,

TAMIL NADU PUBLIC SERVICE COMMISSION

CHENNAI – 600 003

# TNPSC

## Tender Document

**Capturing Aadhaar based bio-metric attendance for validating the identity of the candidates appearing for examination of Tamil Nadu Public Service Commission (TNPSC), Chennai**



**Tamil Nadu Public Service Commission**  
**TNPSC Road,**  
**Park Town, Chennai,**  
**Tamil Nadu 600003**  
[www.tnpsc.gov.in](http://www.tnpsc.gov.in)  
[www.tenders.tn.gov.in](http://www.tenders.tn.gov.in)

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### Fact Sheet

Sl.No	Particulars	Details
1	Tender No.	576/2021
2	Tender notification Date	30/01/2021
3	Selection Method	Tender will be awarded to the Bidder with the highest score based on the QCBS Evaluation Method
4	Request for proposal Issued by	Tamil Nadu Public Service Commission (TNPSC)
5	EMD	Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh only). Demand Draft in favour of details to be filled by TNPSC payable at Chennai from any of the nationalized bank
6	Nodal Officer for Correspondence and Clarifications	Secretary, TNPSC, TNPSC Road, Park Town, Chennai-3. 044-25300305; 044-25300476 tnpsc.mcd@gmail.com
7	Last date for receiving Pre-bid Queries	08.02.2021 @ 5.00 PM
8	Pre-bid Meeting date and Time	10.02.2021 @11.00 AM
9	Issue if addendum / clarification if any and required	22.02.2021
10	Last date for bid submission	01.03.2021 @3.00 PM
11	Opening of Technical bid cover I	01.03.2021 @ 4.00 PM
12	Declaration of qualified bidders as per the details furnished in Questionnaire and Annexure	02.03.2021
13	Presentation & demonstration by Qualified bidders	03.03.2021 @ 10 AM
14	Opening of Financial Bid of technically eligible bidders.	03.03.2021 @ 4 PM
15	Bid validity Period	180 days

Note: The above dates are tentative and subject to change.

## 1. About TNPSC

Tamil Nadu Public Service Commission is a Constitutional body which recruits Civil Servants for the State and Subordinate Services. In addition to the recruitment examination, TNPSC also conducts the Departmental Test examination both in Descriptive and Objective mode.

## 2. Definitions

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

- I. "Contract" means the agreement entered into between the Tendering Authority and the Service Provider, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;
- II. "Aadhaar" is a verifiable 12-digit identification number issued by UIDAI to the resident of India for free of cost.
- III. "UIDAI" means the Unique Identification Authority of India is a statutory authority created with the objective to issue Unique Identification numbers(UID), named as "Aadhaar", to all residents of India.
- IV. "Biometric Attendance" means registering attendance of candidates by simply presenting his/her biometric(finger print). This event will be authenticated online after one to one match with the biometric attributes stored in the UIDAI database against the candidates' Aadhaar number for implementing this.
- V. "Bidder" - The word "Bidder" when used in the pre award period shall be synonymous with "Selected Bidder" which shall be used after award of the contract.
- VI. 'Bid' means the Technical, Commercial and Financial bids

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- VII. "The Contract Rate" means the rate offered by the Service provider and accepted by the Tender accepting Authority under the Contract for the full and proper performance of its contractual obligations.
- VIII. "Services" means services ancillary to the Scope of Work herein-above, transportation, any other incidental services and other obligations of the Service provider covered under the Contract.
- IX. "Service Provider" means the Selected Bidder who becomes the successful bidder after the final evaluation of the tender and to whom this contract is awarded by TNPSC.
- X. "Day" means all the 7 days of the week including Holidays.
- XI. "Tendering Authority" means The Secretary, 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
- XII. "Tender Accepting Authority": The Hon'ble Chairman of TNPSC
- XIII. "Service Level Agreement" or shortly called SLA refers to the minimum performance criteria the service provider promises to meet while delivering and executing the contract entered into with the Commission. It includes service hours, service availability, throughputs and responsiveness, customer support levels, service levels to be provided during contingency and any other services that are related to or incidental to the execution of the contract
- XIV. "Commission" means Tamil Nadu Public Service Commission
- XV. "**TNPSC**" means Tamil Nadu Public Service Commission

### **3. Scope of the work**

The scope of the work is capturing Aadhaar based bio-metric attendance for validating the identity of the candidates appearing for examination. The overall objective of the Aadhaar based biometric attendance is to ensure the trusted verification of candidates appearing for examinations.

The broad objectives of the Project are as follows:-

- a) To reliably identify the individual and prevent impersonation
- b) User-Friendly and Secured Data Submission
- c) Transparency
- d) Provide better Monitoring and control mechanism by TNPSC
- e) Easy upgradation to new technology

The activities related to the above scope of work are carried out as follows:-

- The bidder should install Biometric scanners along with manpower at each and every Examination venues all over in Tamil Nadu at the time of examination.
- The bidder should obtain the finger print of the candidate and validates the identity of the candidate with the UIDAI.
- If any impersonation is found during the verification process, the bidder should immediately intimate the same to TNPSC through dashboard.
- The above scope of work entrusted should strictly adhere to the proviso of the Aadhar act and UIDAI norms.
- Security guidelines for the use of biometric technology of the Government of India, Ministry of Electronics and Information Technology should be followed.

### **4. Eligibility**

1. The Service Provider should be an Indian Registered firm.
2. The bidder should have office in Chennai and operating branches all over in Tamil Nadu.

3. The bidder should participate as a single entity, no consortium or group companies will be allowed.
4. The bidder should not have been black listed / debarred by any Government Organization / Department / PSU / any other agency on the day of bidding.
5. The Service Provider should have atleast **Three years experience** in providing trained manpower and Executed Services to Government Departments, Public Sector Companies, Government Autonomous organizations or reputed private companies.
6. The Service Provider should have executed a minimum of three such contracts during last 3 years.
7. The bidder should have minimum Annual Turnover of Rs.5,00,00,000/- (Rupees Five Crores only) for preceding three accounting years between, 2017-2018, 2018-2019 and 2019-2020.
8. The company should have been enrolled in ESI / EPF and other statutes.
9. The bidder should have rendered service for atleast 3 years in Government Sector or similar work in reputed firms.
10. The Company should be registered with appropriate tax authorities such as Income Tax, GST and should submit valid certificates of registration with these authorities.
11. All terms & conditions of tender are acceptable to agency/firm.
12. The Service Provider should have its own Bank Account.

### **5.1. General Conditions:**

1. The contract period of the project is three years.
2. The list of infrastructure required in cognizance with the scope of work should also be furnished along with the technical bid.
3. All statutory obligations vests with the bidder.
4. The bidder should install STQC certified Biometric machines at all examination with the specifications as mentioned in Annexure – V



5. Data capturing/identification work must be completed within the stipulated time and capturing of the thumb/finger/Photographs by the Bio-metric machines shall not be stopped on any ground.
6. The bidder should ensure that Bio-metric authentication or capture of Bio-metric data should take minimal time of a candidate and he/she should not be distracted in any form. The persons involved in capturing bio-metric attendance should be adequately trained and technically sound.
7. The bidder should have sufficient number of portable devices and man power during the verification process. The entire process of Bio-metric registration should be completed in a smooth way within the specified time frame of examination.
8. The bidder should ensure that no candidate is allowed to appear the examination without biometric authentication.
9. The bidder should take care of Bio-metric attendance and shall not be interrupted because of any technical fault/human error/power failure etc.
10. The bidder should take care of functioning of the process with adequate power backup facilities.
11. The authentication of the candidate should be Aadhaar based.
12. The bidder has to provide a web based dashboard which can be accessed only by TNPSC officials on the day of examination.
13. For candidates whose Aadhaar based authentication couldn't happen, their biometric registration shall involve capturing the digital photo and scanning their indexed fingers. The scanning of the fingers shall be done in the following sequence if the index finger scanning could not be done: Middle finger, ring finger, little finger and thumb of the hand. If required, Toe print/ Iris may be collected.

Or,

if the authentication fails with one finger, Dual finger authentication(use of 2 different fingers) shall be performed.

14. For the candidates whose real time Aadhaar based biometric details couldn't be matched with UID Servers thus making UID based authentication impossible, the agency has to capture the biometric and photograph of the candidate and store it in the database. Also in the comment section of the database it has to be clearly mentioned that due to what reason Aadhaar base authentication couldn't have been done. These details must appear on the on-line dashboard for the examination. For such candidates, the biometric details captured at the exam level will be matched with the data captured at the later stages of the examination. There may be various reasons for that, for example network problem, wrong UID data being provided by the candidate at the time of applying, problem in finger print recognition, any other unforeseen reasons etc. In all such cases agency has to take the action as prescribed above.
15. The work should be carried out within the designated venues.
16. After the completion of capturing thumb/finger impression the bidder should hand-over the entire data captured in a sealed manner to the Commission and the bidder should not carry with them any data either in a hard format or soft format.

## **5.2. Other Conditions:**

1. 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.
2. The bidder should establish the required infrastructure and provide necessary manpower at the examination venues.
3. Incomplete Tenders are liable to be rejected. Conditional bids shall not be considered and will be rejected.
4. Income Tax as applicable shall be deducted at source.
5. The bidding agency must have a relevant ISO certification.
6. The bidder should enclose copies of documents substantiating

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their claims in this tender, failing which the tender will be rejected without any further information.

7. Page reference for the enclosed documents shall be made in the respective places of the eligibility conditions and other conditions, wherever necessary.
8. 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 in corrupt or fraudulent practice(s) while competing for the contract in question.

### **5.3 Security**

#### **The following requirements are mandated**

- Biometric captured must be securely sent to the secured element.
- No copy of biometric should be available outside the secure element post the transaction.
- Matching must be performed within the secure element.
- The bidder shall ensure the confidentiality of stored and transmitted biometric data can be obtained from access control mechanism and various forms of encryption techniques

### **5.4 Integrity**

The bidder shall employ effective data integrity protection. This could be realized through access control mechanism preventing unauthorized access to biometric data or by integrity checking using cryptographic techniques. Integrity protection may be combined with other techniques (such as time stamping).

### **5.5 Audits**

- The Bidder must perform 3rd party IT audit reports to ensure biometrics and PII data is protected securely.

- **IT Act** - Misuse of biometrics and any misuse of PII data including biometrics attract strict legal penalties under IT Act. The system should take measures to align its implementation of the overall system to be compliant with IT Act and mandates that its partners also comply with IT Act when it comes to PII data protection

**Aadhaar Act 2016**–Collection, disclosure or use in contravention of the provisions would attract penalties under the Aadhaar Act.

## 6. 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-VI. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.

### 6.1. Evaluation of Bids:

Technical Evaluation shall be done based on the following items:-

a.	Legal structure of the firm
b.	Financial capability
c.	Staff management
d.	Experience in this field
e.	Number of similar Projects done for government organizations.
f.	Technical proposal
g.	Project plan
h.	Presentation etc.,
i .	Approach and Methodology
j.	Data security
k.	Innovative services proposed in the technical proposal
l.	Other important components of the proposal

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The technical evaluation of the bid will be based on the bidder's response to the requirements as mentioned in the tender document, which will include the Technical Specifications mentioned in the tender document

Minimum Qualifying Technical Score is 60%. If a bidder fails to score 60%, then the bidder is liable for rejection.

The Technical Evaluation Committee has every right to change the scoring model according to the latest developments and requirements.

## **6.2. Financial Evaluation**

- a) 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.
- b) 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.

## **6.3. Evaluation and Comparison of Bids**

- (a) 70 % weightage will be awarded for Technical Evaluation and 30% weightage will be awarded for Financial Evaluation.
- (b) Technical Bid will be assigned a Technical score(TS) out of a maximum of 100 points.
- (c) **Final Evaluation Criteria - Quality and Cost based selection (QCBS)**

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

$$\mathbf{Fn = Fmin/Fb * 100}$$

(rounded off to 2 decimal places) Where,

Fn = Normalized commercial score for the Bidder under consideration

Fb = Absolute financial quote for the Bidder under consideration

Fmin = Minimum absolute financial quote

### **Composite Score(S) = Ts\*0.70 + Fn\*0.30**

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

#### **6.4. Validity of Bids**

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

### **7. EARNEST MONEY DEPOSIT (EMD)**

1. The bidder should enclose the bid security EMD of Rs.1,00,000/- (Rupees One Lakh 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 treated as 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. Incase of a successful bidder, the said bidder fails to sign the Agreement in time

### **8. 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.

### **9. 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

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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. 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.
3. 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.
4. TNPSC will not make any individual communication and will in no way be responsible for any information missed out by the bidders.
5. 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.
6. TNPSC at its discretion may or may not extend the due date and time for the submission of bids on account of any amendments.
7. 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

## **10. Late Bids**

1. 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.

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**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 offices 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.

**11. 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 with the successful bidder.

**11.1. Signing of Contract**

The successful bidder will sign the Contract with TNPSC within 16 working days of the release of notification/Letter of Intent. After signing of the Contract, no variation in or modification of the terms of the Contract shall be made.

**11.2. Period of Contact**

Initially the contract will be for Three years and may be extended for 2 more years depending upon successful completion of the job and performance review.

**12.Payment**

The payment shall be in Indian Rupees and shall be paid only after successful completion of work. The successful bidder has to sign an

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agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over runs etc. The Bidder shall raise the bill after completion of the examination and submission of entire data captured by them to TNPSC. Payment shall be made by TNPSC within 45 days from the bill date. However, the 45 days deadline for payment may go beyond in financial year endings or for want of fund from the Government.

### **13. 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 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.
3. In case of breach of any of terms and conditions mentioned in this tender document or contract, the TNPSC will have the right to cancel the work order without assigning any reason thereof and to impose penalty to the tune of 10% of the tender value (i.e., 10% of the total cost towards the conduct of the particular exam / Test) and the security deposit shall also stand forfeited. An agreement between TNPSC and the vendor shall be signed in this regard.

### **14. Arbitration**

In case of any dispute, the matter will be referred to a sole Arbitrator to be appointed by the Secretary, TNPSC under the "Arbitration and

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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.

### **15. Force Majeure**

Notwithstanding anything contained in the Bid Document, the Selected Bidder shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the Selected Bidder and not involving the Selected Bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive majors for fire breakdown must be followed otherwise will not be applicable here. The decision of the TNPSC, regarding Force Majeure shall be final and binding on the Selected Bidder.

If a Force Majeure situation arises, the Selected Bidder shall promptly notify to the TNPSC in writing, of such conditions and the cause thereof. Unless otherwise directed by the TNPSC in writing, the Selected Bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The TNPSC may, terminate this agreement by giving a written notice of a minimum 15 days to the Selected Bidder, if as a result of Force Majeure; the Selected Bidder is unable to perform a material portion of the services for a period of more than 30 days.

### **16. Suspension**

The TNPSC may, after giving a written notice of suspension to the Selected Bidder, and considering the representation, if any, submitted to him within a period of 15 days from receipt of such notice, suspend all payments to the Selected Bidder, if the Selected Bidder fails to perform any of its obligations

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(including the carrying out of the services) provided that such notice of suspension:

- i. Shall specify the nature of the failure and
- ii. Shall direct the Selected Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Selected Bidder.

The TNPSC may engage some other agency for the completion of suspended work, which will be carried out at the risk, and cost of the Selected Bidder.

## **17. 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.

## **18. Termination of contract**

### **18.1 Termination for Default**

Either Party may, without prejudice to any other course of action for breach of contract, by written notice of 60 days to the other party, terminate the agreement in whole or in part, if:

- The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.
- The quality of the delivery of various tasks is not up to the satisfaction of the TNPSC.
- The defaulting party fails to perform any other obligation under the agreement.
- In the event of the TNPSC terminating the contract in whole or in part, the TNPSC may procure, upon such terms and in such a manner as it

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deems appropriate, items or services similar to those undelivered, and the Selected Bidder shall be liable to the TNPSC for any excess costs for such similar items or services. However, the Selected Bidder shall continue with the performance of the contract to the extent not terminated.

- The Selected Bidder shall stop the performance of the contract from the effective date of termination and hand over all the documents, data, equipment etc. to TNPSC for which payment has been made. The Selected Bidder may withdraw items, for which payment has not been made. No consequential damages shall be payable to the Selected Bidder in the event of termination.
- In case of termination of contract, all Bank Drafts/ FDRs furnished by the Selected Bidder by way of Bid Security / Performance Security shall stand forfeited.
- In case of suspension/termination, the Selected Bidder shall be liable to pay compensation for any direct loss or additional liability, if incurred due to completion of work by another agency.

#### 18.2 Termination for convenience

- a) The TNPSC, by written notice of at least 90 days sent to the Selected Bidder, may terminate the contract, in whole or in part thereof, at any time for its convenience.
- b) The notice of termination shall specify that termination is for the TNPSC's convenience and also the extent to which performance of the Selected Bidder under the contract is terminated, and the date on which such termination becomes effective.
- c) The TNPSC shall accept the items/services, which are completed and ready for delivery within 30 days after the Selected Bidder's receipt of notice of termination, at the contract terms and prices.
- d) For the remaining items/services, the TNPSC may elect:
  - To have any portion completed and delivered at the contract terms and prices; and /or

- To cancel the remainder and pay to the Selected Bidder an agreed amount for partially completed items/services and for services previously accomplished by the Selected Bidder.

### 18.3.Termination for Insolvency

The TNPSC may at any time terminate the contract by giving notice to the Selected Bidder, if the Selected Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the TNPSC.

**ANNEXURE – I**  
**CHECK LIST cum QUESTIONER FOR ELIGIBILITY CRITERIA**  
**(TO BE KEPT IN COVER-I OF TECHNICAL BID)**

Sl.No	Eligibility Condition	Yes / No	Remarks / Page Reference
1.	Is the firm registered in India?		
2.	Completed Number of years of existence in India?		
3.	Is your firm operating in India at least three years with an objective of scope of this project?		
4.	Legal status (Attach copies of original document defining the legal statues). a) An Individual b) A Proprietary/Partnership bidder c) A Private & Public Limited Company or Corporation		
5.	Gross annual turnover of the Company (Profit) 1. 2017 – 2018 2. 2018 – 2019 3. 2019 - 2020		
6.	Gross annual turnover of the Company (loss) 1. 2017 – 2018 2. 2018 – 2019 3. 2019 - 2020		
7.	Do you need to have any consortium in this project / tender? (Consortium is not allowed)		

8.	Do you have an operating branch office at Chennai?		
9.	Will you be the direct agent to deal with TNPSC and shall be solely responsible for the execution and delivery of the work?		
10.	Do you have valid GST Registration Number?		
11.	Do you have valid PAN / IT Number?		
12.	Have you have enrolled the employees in ESI / EPF?		
13.	Is your firm certified; Specify the ISO category		
14.	Do you have infrastructure in all the major cities / towns in Tamil Nadu		
15.	Do you have all relevant facilities and logistics available to execute the work?		
16.	Have you ever been black listed by any Government Organization / Department / PSU / any other agency on the day of bidding?		
17.	Any FIR has been registered against your firm or the employee of the Firm for having involved in any malpractice?		

18.	Any court case is pending against your firm /employee of the firm for having involved in any malpractice?		
19.	Have you ever been imposed any penalty for non-adherence of the tender conditions or fault / delay in execution of work?		
20.	Are you aware that TNPSC may amend the tender by issuing an addendum in writing or by standard electronic means? And TNPSC has right to cancel or modify the tender.		
21.	Are you aware that though you satisfy the eligibility criteria, you may be disqualified for the reason stated in this tender document		
22.	Have you enclosed all supporting document for your claims and eligibilities?		
23.	Are you ready to show the supporting documents to the technical evaluation committee at the time of technical presentation?		
24.	Have you enclosed DD for EMD		
25.	Have you submitted the financial bid in a separate cover? (Cover-II)		
26.	Are all pages of the tender documents signed by the authorized signatory?		
27.	Have you enclosed all forms and annexure required for this tender		
28.	Other relevant information, if any		

(Copy of Supportive Documents to be enclosed, failing which the tender will be rejected)

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**Annexure – II**  
**ORGANIZATIONAL DETAILS**

1.	Name and address of FIRM	
2.	Telephone No. / Fax No./Email address	
3.	Legal status (Attach copies of original document defining the legal statues). a) An Individual b) A Proprietary/Partnership bidder c) A Public Limited Company or Corporation	
4.	Particulars of Registration (attach attested photocopy) A. Registration Number B. Organization/Place of registration C. Date of validity	
5.	GST Number	
6.	PAN Number	
7.	Overall Employee strength (Project Management / Development / Quality Assurance / Implementation / Operation)	
8.	Name and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.	
9.	Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the work? If so,	

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	give the name of the project and reasons for not completing the work.	
10.	Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.	
11.	Have you or your constituent partner(s) been debarred /black listed for tendering in any organization at any time? If so, give details.	
12.	Any other information considered necessary but not included above.	
13.	Other relevant information, if any	

Attach Document proof for all claims and details

**Annexure - III**  
**FINANCIAL INFORMATION**

Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

S. No. (1)	Details (2)	(3) 2017-18	(4) 2018-19	(5) 2019-2020
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Financial Position: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Current Assets</li> <li>• Current Liabilities</li> <li>• Working Capital (b-c)</li> <li>• Current Ratio: Current Assets/Current Liabilities (b/c)</li> </ul>			
iv)	Turn over from similar project			

Up to date Income Tax Clearance Certificate.

Note: Attach additional sheets, if necessary.

(Signature of Bidder)

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**Annexure - IV**  
**DETAILS OF SIMILAR WORKS EXECUTED**

Sr. No.	Name of Work/ Project & Location	Owner of sponsoring organization	Total no of candidates	No of Candidates in single shift	Device used	Date of commencement as per contract	Actual date of completion with proof	FIR /Litigation/ Arbitration pending in progress with details	Name, Designation and Address/telephone number of officer to whom reference may be made	Penalty if any / Other Remarks
1.										
2.										
3.										
4.										
5.										

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## **Annexure - V**

### **Specifications of Biometric Attendance Device**

<b>Hardware Specification</b>		
<b>S.No</b>	<b>Component</b>	<b>Specifications</b>
1	Biometric Sensor and Extractor	All the parameters of Biometric Devices for Authentication should be as per latest STQC scheme for certification of UIDAI Biometric Devices (Authentication) <a href="http://stqc.gov.in/content/bio-metric-devices-testing-and-certification">http://stqc.gov.in/content/bio-metric-devices-testing-and-certification</a> . STQC certified sensor and extractor only.
2	Processor	32-bit,ARM-9/x86 equivalent or higher,400MHz or higher frequency
3	Memory	RAM 128MB or higher, FLASH 256MB or higher Memory Capacity to store fingerprints>=3000 Memory capacity to store transaction logs>=1,00,000 Memory capacity to store device operation logs>=1,00,000
4	Add on Memory	Micro SD Slot Minimum 4GB or more(optional)
5		Minimum16 key alphanumeric keypad with navigation keys key size to be large enough for navigation Or Onscreen keypad or QWERTY Keypad
6	Ports	USB2.0 or higher-1or more, RJ45/(Ethernet)/Wi-Fi
7	Status Indications	Multicolor LEDs/LCD (to indicate network connection, signal strength, to indicate battery charge remaining etc) or onscreen display of all indicators like battery charge, network strength etc.
8	Other indicators	Audio/Visual capability A/V indication either at device level or at application level for Indication various events like: a) Indication for placing finger b) Start of capturing c) End of capturing
9	Connectivity	Two channels of connectivity are mandatory for devices. First connectivity as GRPS is mandatory. Second connectivity can be through WiFi b/g/n/Fixed broadband. E.g. GPRS + broadband, GPRS +Wi-Fi, etc
10	Non-volatile storage	Must be capable of storing audit trails of atleast1000transactions
11	Display	Minimum 2.5 screen or higher, with atleast 262k colors TFT
12	Battery Backup	Minimum 4hours battery backup
13	Speaker	A facility should be provided for voice confirmation of the transaction,1w or more
14	Security	2048-bitPKI,256-bitAES,Base64,SHA-256(optional)

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**Annexure-VI**  
**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 indicated in the Tender document

Activities	Rate in INR		Rate in Words	
	Per candidate	Per session		
Installation of Biometric Scanners and to provide manpower to verify Aadhaar based Bio metric authentication at each and every Examination venues all over Tamil Nadu as per scope of work.				

Single rate should be quoted.

The rate shall be exclusive of the Taxes applicable.

The Taxes Applicable are as follows:-

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

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