Page: 18

**BID EVALUATION CRITERIA**

**FOR TENDERS 2019-20**

For the purpose of determining the lowest evaluated bid, facts other than prices such as past performance, test/ analysis reports, financial soundness & other details as the procuring agency, at its discretion, may consider appropriate, shall be taken into consideration. The following merit point system for weighing evaluation factors / criteria can be applied for the “TECHNICAL PROPOSALS”. The point score shall be mentioned in the “BID EVALUATION REPORT”.

**MERIT POINT SYSTEM**

Evaluation of firms/ companies

(Stationery Items)

**STAGE: 01**

|  |  |  |  |
| --- | --- | --- | --- |
| **SR. NO.** | **EVALUATION CRITERIA** | **POINTS** | **DOCUMENT REQUIRED** |
| 1. | **Financial Position / Status**  i. Income Tax registration certificate  ii. Sales tax registration certificate  iii. Statement worth (min 0.2 million) | **15**  (04)  (04)  (07) | i. Attested copies of certificates  ii. Attested copy of bank statement & audited balance sheet of last 2 years.  Note: Firms not registered for sales tax & income tax with relevant authorities will be automatically dis-qualified. |
| 2. | **Firm’s Experience In The Relevant Field**  i. 1-3 years experience  ii. 4-8 years experience  iii. 9-15 years & above experience | **15**  (09)  (12)  (15) | Attested copies of relevant documents / certificate on letterhead of the firm / company |
| 3. | **Overall past performance of the firm/company**  a) very good  b) good  c) satisfactory  d) No past experience with this institution, but firm has satisfactory experience with other Govt. institutions.  e) Un-satisfactory/ poor | **15**  (15)  (12)  (10)  (09)  (00) | (As ascertained by TAC)  i) Documentary evidence of firm’s satisfactory experience with other Govt. institutions. |
| 4. | **Technical Staff**  i. 01 or more employees / owners holding bachelor degree or above. | **05**  (05) | i. Attach company profile in respect of permanent staff.  ii. Attested photocopies of degrees. |
| **Total Points** |  | **Total Points = 50** | **Qualifying points 30** |

**NOTE:**

i) Only those firms / companies will be eligible for product evaluation by TAC, who will qualify as per above mentioned criteria / merit point system.

ii) At least one year market experience of the firm is necessary, otherwise the firm will be considered technically knocked out.

Page: 19

**BID EVALUATION CRITERIA**

**FOR TENDERS 2019-20**

**MERIT POINT SYSTEM**

**EVALUATION OF PRODUCT (GENERAL CRITERIA)**

(Stationery Items)

**STAGE: 02**

|  |  |  |  |
| --- | --- | --- | --- |
| **SR. NO.** | **EVALUATION CRITERIA** | **POINTS** | **DOCUMENTS / ITEMS REQUIRED** |
| 1. | **Product’s past experience/ Quality Evaluation (Product)**  i) very good past experience and product complies to required specifications/ requirement  ii) good past experience and product complies to required specifications/ requirement  iii) satisfactory past experience and product complies to required specifications/ requirement  iv) No past experience with the institution, but product complies to required specifications/ requirement  v) Poor past performance / Poor quality of the product / product does not complies to required specification (Technically rejected) | **30**  (30)  (25)  (18)  (16)  (00) | As ascertained by TAC in consensus with end users  Fresh sample from most recent batch of the relevant item / store |
| 2. | **Experience of the product in the market**  i) 1-3 years experience  ii) 4-8 years experience  iii) 9-15 years (& above) experience | **20**  (14)  (16)  (20) | i) Attested copy of relevant documents/ documentary evidence of more than 1 year availability of firm’s product in the market/ institution.  ii) Attested copy of product registration (if any)  Note:  At least one year market availability of the product is necessary, otherwise the product will be automatically technically rejected. |
|  |  | **Total points = 50** | **Qualifying points = 30** |

**NOTE:**  i). The product / item will be technically rejected if found of poor quality on the basis of past experience.

ii). If a product is technically rejected by the TAC, it will not be considered for opening of Financial Bid even qualified as per yard stick of merit point system.

Page: 20

**SPECIMEN FOR TECHNICAL PROPOSAL**

**STATIONERY ITEMS**

**Name of bidder/Firm:-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tender Item SR. #**  **(As per tender enquiry)** | **NAME OF ITEMS** | **SPECIFICATION** | **BRAND NAME** | **MANUFACTURER** | **COUNTRY OF ORIGIN** |

**SIG. & OFFICIAL STAMP OF BIDDER**

**Note: The bidders must submit their technical proposals on letter head (letter pad) of the firm which must be duly signed & stamped by**

**an authorized person.**

**SPECIMEN FOR FINANCIAL PROPOSAL**

**PRICE SCHEDULE (STATIONERY ITEMS)**

**Name of bidder/Firm:-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tender Item SR. #**  **(As per tender enquiry)** | **NAME OF ITEM** | **SPECIFICATION** | **ACCOUNTING UNIT** | **TOTAL QUANTITY REQUIRED** | **UNIT PRICE**  **(OFFERED)** | **TOTAL PRICE**  **(OFFERED)** | **BID SECURITY 2% OF THE TOTAL PRICE** |

**SIG. & OFFICIAL STAMP OF BIDDER:-**

**NOTE:** **i) In case of discrepancy between unit price & total price, the unit price shall prevail.**

**ii)** **The bidders must submit their financial proposals on letter head (letter pad) of the firm which must be duly signed &**

**stamped by an authorized person.**