



**NATIONAL BIODIVERSITY AUTHORITY
GOVERNMENT OF INDIA
Chennai – 600 113.**

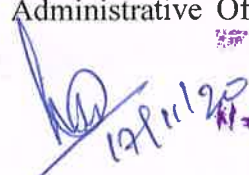
**NOTICE INVITING OPEN TENDER FOR PROVIDING MANPOWER ON
OUTSOURCING BASIS**

The National Biodiversity Authority (NBA), Chennai, a statutory body established under the Biological Diversity Act, 2002, requires manpower services at Chennai and New Delhi. Sealed bids are invited from reputed firms/organizations subject to the Terms & Conditions in the tender document. The last date for receipt of tender document is 8.12.2020 up to 15:00 hours.

Tender Notification No.	: NBA/2/124/ADMN/OS/17-18/ 2831
Name of the Work	: Providing manpower in outsourced mode
Service Location	: Chennai & New Delhi
Estimated cost of Service	: Rs.1,00,00,000 per annum (approximate)
Earnest Money Deposit Amount	: Rs. 2,00,000/-
Period of Contract	: One year (Extendable up to three years on year to year basis subject to satisfactory performance)
Last date / Time of submission	: 8.12.2020 up to 15:00 hours
Address for submission of Bids	: Administrative Officer, National Biodiversity Authority, 5 th Floor, TICEL Bio Park, CSIR Road, Taramani, Chennai – 600 113.

1. Interested bidders should ensure that they fulfil all the terms and conditions mentioned in the tender before sending their bids.

2. Interested bidder/s may prepare tender in two parts. “Business Bid” containing Annexure II, II (A), III, IV, VIII, IX & EMD (in favour of “National Biodiversity Authority payable at Chennai) with supporting documents must be placed in a sealed cover named “**Business Bid**”. The financial bid in Annexure V should be in another sealed cover marked “**Financial bid**”. Both the covers containing Business and Financial Bids should be enclosed in another envelope addressed to the Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road,


Administrative Officer,
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Govt. of India
Chennai - 113.

Taramani, Chennai-600 113 superscribed as ***“Open Tender for Manpower on Outsourcing Basis”***.
THE EMD SHOULD NOT BE PUT IN THE COVER CONTAINING “FINANCIAL BID”.

3. The weightage for “Business Bid” and “Financial Bid” will be 60% and 40% respectively.
4. If any clarification is required with regard to tender conditions, technical/financial bids they may seek clarification through post addressed to The Administrative Officer, National biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113 or email (admin@nbaindia.in) on or before 4.12.2020. The reply will be updated in the website www.nbaindia.org.
5. The last date/time for the receipt of sealed tenders shall be 8.12.2020 up to 15:00 hours. The Business Bids will be opened on 8.12.2020 at 16:00 hours in the presence of the bidders or their authorized representatives. The date of opening of financial bids will be notified later. If the office happens to be closed on the last date of receipt of the tender as specified, the tenders will be received and opened on the next working day at the same time and venue.
6. NBA reserves the right to relax, modify & expand the conditions, restrict, scrap, refloat or cancel in whole/part, the tender process at any stage without assigning any reasons. Decision of NBA in this regard shall be final and binding. Delivery of the responses to this notice inviting tender (along with documents) at the prescribed address will be the sole responsibility of the bidder.
7. Conditional bids being not permissible shall be summarily rejected.

**Administrative Officer
National Biodiversity Authority, Chennai.**


**Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.**

GENERAL CONDITIONS OF THE TENDER AND SCOPE OF SERVICE**1. GENERAL**

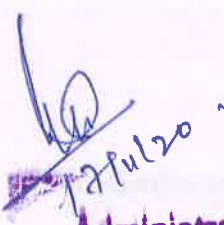
1.1 The National Biodiversity Authority (NBA), Chennai, a statutory body established under the Biological Diversity Act, 2002, requires outsourced manpower services in the following categories at Chennai and New Delhi.

2. SCOPE OF SERVICE

2.1 The scope of work generally consists of supplying manpower to perform the following 41 technical, skilled, ministerial and unskilled jobs for 26 days per month. The job profiles which are merely indicative but not exhaustive are likely to vary and/or added depending upon need, tasks on hand and location of work. In case of more requirements, the contractor shall supply additional services on prior notice at the quoted rates.

<i>Sl</i>	<i>Categories</i>	<i>Station</i>	
		<i>Chennai</i>	<i>New Delhi</i>
1	Highly Skilled Clerical/Technical – 1	8	1
2	Highly Skilled Clerical/Technical – 2	6	3
3	Highly Skilled Clerical/Technical – 3	8	-
4	Highly Skilled Clerical/Technical – 4	3	1
5	Highly Skilled / Driver	1	-
6	Office Attendant	6	1
7	Housekeeping Attendant	3	-
Total		35	6

2.2 Job profile in each category, basic requirement of Educational qualifications and experience will be as follows.


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Govt. of India
Chennai - 113.


QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR EACH CATEGORY				
Category	Age	Qualification		Experience
Highly Skilled Clerical/Technical/Legal – 1	20 – 28 yrs	UG		Nil.
Highly Skilled Clerical/Technical/Legal – 2	24 – 60 yrs	PG	UG	PG - 2 yrs UG - 4 yrs
				Retrd. Govt. Staff and related organisations in the respective field – up to 65 years
Highly Skilled Clerical/Technical/Legal – 3	28 - 60 yrs	PG	UG	PG: - 5 yrs UG- 8 years.
				Retrd Govt. Staff and related organisations in the respective field -up to 65 years
Highly Skilled Clerical/ - 3 (Librarian)	28 – 60 yrs.	UG Lib Sc / PG Lib Sc.		UG – 8 yrs. PG – 5 yrs. Retrd Govt. staff – up to 65 yrs.
Highly Skilled /Technical - 3 (System Administrator)	25 – 60 yrs	PG	UG	PG - 3 yrs UG - 5 yrs
Highly Skilled Clerical/Technical - 4	Upto 65 yrs	Any degree		Retired from Govt. and related organisations in the respective field - 20 yrs
Driver	25-60 yrs	10th		3 - yrs
Office Attendant	20-50 yrs	10th		
Housekeeping Assistant	21-50 yrs	-		
Additional Points: 1. Education qualification of UG/PG will be in the relevant field for Technical, Legal , Administration and Accounts. 2. Having a qualification of M.Phil. and Ph.D in the relevant field may be considered as experience of one year and three years respectively. Similarly, in case of Inter CA/ICWA/CS and MBA may be considered as one-year experience and Final of CA/ICWA/CS may be considered as three years' experience.				

2.3 JOB DESCRIPTION FOR EACH SECTION:

The nature of work described below for each section is only indicative and not exhaustive:

1) Administrative Section:

The work in Administrative section involves, clerical original work, review work and supervisory work. All administrative and establishment related works of a Government organization which include but not limited to, handling of files, drafting, typing, purchase, maintenance of records, facility management, staff recruitment, Leave management, event management, contract


Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.

management, logistic arrangement etc. The work at various levels include a fair understanding of Government rules and regulations.

2) Accounts Section:

The work in Accounts section involves, preparation of various claims of staff, preparation of Pay Bills, Processing of grants-in-aid, pre-check of Bills, Cheque writing, Compilation of Accounts in manual mode and through Tally, maintenance of National Biodiversity Fund and related ledgers, preparation of IT returns reconciliation with Bank and maintenance of cash books.

3) Technical Section:

Work in Technical Section involves original and supervisory work related to noting, drafting, correspondences, maintenance of files and registers, data base maintenance, etc. Other primary functions involve, scrutiny of applications received from researchers, utilizers of bio-resources to ensure the compliance to the Biodiversity Act and Rules and making agenda for the Governing Board (Authority) and expert committee meetings and follow up for the purpose of granting approvals under the law.

4) Legal Section:

Involves original and supervisory work of the following nature:
Assisting counsels of NBA in Court / Tribunal for preparation of petitions, counter statements, appeals; preparing notes and reports on alleged violations; drawing up draft agreements, follow up for review and monitoring; issuing rejection notices and orders; opinions and comments on BD Act, Rules, and other laws; legal vetting of Applications received under BD Act; draft reply to queries of general public and SBBs on legal issues; Verification of Agreement for the project proponents; Preparing Agreements with accessors of bio-resources.

5) System Section:

Database Designing & Schematic Data Flow for Web Applications; assisting in Development of Architecture Diagram and Data Flow Diagrams; maintenance of computer systems and hardware, troubleshooting network issues and printers; co-ordinating hardware and software installations and upgrades to ensure smooth performance of all systems; performing Backup and Recovery of system data on need basis; maintenance of all electronic equipments; maintenance of website, etc.


3. QUALIFYING CRITERIA

The criteria to be fulfilled for qualifying in Business bid will be as follows:

3.1 The bidder should: -

- (i) be a profit making reputed firm /company or society having proven experience in financial years 2017 – 18, 2018 – 19 and 2019 - 20 for providing manpower services for Central Govt. Ministries/ Departments/ PSU/Autonomous bodies/ Statutory bodies of GOI/ International agencies like World Bank, UNDP etc without being blacklisted by any such organisation;
- (ii) have satisfactorily executed during the last three completed financial years (2017 – 18, 2018 – 19 & 2019 - 20) of

(a) Three similar contracts each of value not less than 40% of Estimated Cost


17/11/20
Administrative Officer
National Biodiversity Authority
Govt. of India

OR

(b) Two similar contracts each of value not less than 60% of Estimated Cost

OR

(c) One similar contract of value not less than 80% of Estimated Cost.

("Similar Contract" means supply of manpower with work nature of Clerical, Administrative, Scientific, Technical, Legal, Accounting and Managerial. Supply of manpower other than the above work nature shall not be considered as similar work.)

Self-attested copies of orders/contracts and completion certificate(s) from client(s) must be attached in support of the claim. Supporting documents indicating the value of each contract should be attached.

- (iii) have valid PAN/TAN/GST Number as well as Employees' Provident Fund and ESI registrations;
- (iv) be an Income Tax assessee consecutively during three **assessment years** i.e. FYs of 2017 – 18, 2018 – 19 & 2019 – 20 based on final accounts duly audited and certified by Chartered Accountant;
- (v) not have any pending litigation with any Government institution on account of similar services (attach self-certificate); (Refer Form 3)
- (vi) give an Earnest Money Deposit (EMD) in the form of Account Payee Demand Draft/Banker's Cheque, Fixed Deposit Receipt or Bank Guarantee in favour of "National Biodiversity Authority" for an amount of Rs.2,00,000/- (Rupees Two Lakhs only) on any Scheduled Bank along with the bid (**EMD Exemption is considered on submission of valid MSME Registered Certificate**) and
- (vii) produce proof of fulfilling the requirements (i) to (vi) above with other required certificates.

3.2 The EMD will stand forfeited if a bidder, after emerging the winner does not sign the contract within a fortnight of delivery of letter of intent or withdraws his bid during the period of bid validity and/or submits false/forged/counterfeit documents/ undertaking.


4. EVALUATION OF BUSINESS BID

4.1 The bidder is precluded from contacting any official of NBA after opening the tender until the contract is awarded. Any effort to influence may lead to rejection of the bid of the company/firm.

4.2 NBA will constitute a Tender Evaluation Committee (TEC) to carry out the entire evaluation

4.3 TEC will have no access to the Financial Bids till the competent authority accepts its recommendations on the Business Bid.

4.4 The Business Bids will be first evaluated based on responsiveness to the terms and conditions of tender. Only responsive bids will be taken up for detailed qualifying evaluation. Business Bids will


Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai

then be evaluated as per criteria defined in Annexure II (A). At this stage, the financial bids will remain unopened.

5. FINANCIAL BID

5.1 The rates should remain firm for three years except for statutory levies. The service charges should be quoted in percentage basis in figures and words in Financial Bid (Annexure – V). Any overwriting / Correction should be attested by the Bidder. The Service Charges (%) shall not be less than the percentage of TDS to be levied. Non- conformity to this condition, will lead to rejection of bid. The bidders quoting rates below the minimum wages fixed by Govt. of India will be REJECTED summarily.

6. EVALUATION OF FINANCIAL BID

6.1 Financial Bids of only those accepted by the competent authority to be 'qualified' will be opened. The bidders who are declared 'qualified' in the first level evaluation will be notified on the date and time of opening of financial bid at least one week in advance. Such bidders or an authorised representative may choose attend the bid opening at the appointed time. The qualifying score and rates in the financial bid will be read aloud.

6.2 TEC shall conduct evaluation of Financial Bids and assign score as in Annexure VI. Computational errors, if any will be corrected by the TEC. On such correction, if there is variation between a partial amount and the total amount or words and figures, the former will prevail.

7. FINAL EVALUATION

7.1 After opening and evaluation of Financial Bids, final evaluation will be made based on the maximum scores obtained in Business and Financial bids. For this purpose, 60 % weightage will be assigned for Business Bids and 40 % for Financial Bids as shown in Annexure – VII.

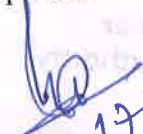
7.2 In the event of tie in final score, the bidder who has a higher score in the Business bid will be taken as L1.

8. TERMS & CONDITIONS OF THE CONTRACT

8.1 The Successful Bidder/ Manpower Contractor shall have its registered office or branch in Chennai. (Proof of existence such as rent agreement, certificate of incorporation etc should be furnished by the successful bidder).

8.2 An agreement with detailed terms and conditions as prescribed shall be executed by the bidder within 10 days of receipt of the letter of intent from NBA. All the terms and conditions in the TENDER document and its annexures will constitute part of the contract between the chosen Contractor and NBA.

8.3 The offer should remain firm for 90 days from the last date of submission of tenders. The selected is expected to commence the assignment at Chennai / New Delhi on the date in the letter of


17/01/20
Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.

intent to be issued on the terms and conditions specified therein.

8.4 The term of contract will be for three years in such a way that the work will be awarded initially for one year extendable on year-to-year basis up to three years subject to the NBA being satisfied of the quality of performance of the Contractor.

8.5 The Manpower contractor may provide a list of candidates along with CV/Biodata for each position requisitioned and an evaluation and/or an interview may be conducted by NBA, if required to select the suitable candidate for each position.

8.6 In case of any exigency to the NBA, the Contractor must provide required personnel for shorter durations also. The Contractor shall remain contactable all times for messages by phone/ E-mail/ Fax/ Special Messenger by acknowledging them the same day.

8.7 NBA does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract. The Contractor shall provide and insist on bearing Identity cards on the person of all its employees posted in NBA, the cost of which will be reimbursed. While joining NBA, any employee of the Contractor must deposit with NBA over a copy of the appointment issued to him/her by it.

8.8 NBA reserves the right, if necessary in the interest of the organization, to relax any of the conditions prescribed.

9. INDEMNITY

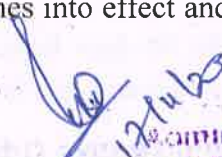
9.1 The Contractor should agree to keep NBA indemnified and hold harmless against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of the Contract or arising from any breach or non-compliance whatsoever by the Contractor or any of the persons deployed by it pursuant thereof or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether within or outside the premises.

10. CONDITIONS OF ENGAGEMENT

10.1 Services are to be provided for 26 days a month including Saturday with eligibility to leave @ one day per completed month which can be accumulated/availed of until the close of the calendar year with no provision for encashment or carry forward.

10.2 The Outsourcing contractor shall be responsible for any commissions or omissions of the persons employed through him.

10.3 Any revision/modification in the employer's contribution towards EPF, ESI and other regulations notified by Central government from time to time shall be borne by the contractor immediately after the notification comes into effect and the same will be reimbursed by NBA subject to extant regulations.


Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.

10.4 Special requirements for Driver(s):

- a) The service would include outstation trips at short notice. Prior information would be given to the Contractor wherever services are required on holidays. On receiving such information, it shall be ensured that chauffeur(s) is/are provided on notified days on payment of pro-rata additional charges.
- b) The Contractor must ensure accident free safe driving antecedents of the driver employed by him and outsourced to NBA. The vehicles should be driven only by a person holding HV Licence, as per instructions of a competent officer without being put to misuse or disuse. Penalty, if any, for rash driving or traffic violations will not be borne by NBA.
- c) The driver must possess valid Light Motor Vehicles driving license and PSV Badge with at least 3 years experience in driving Light Vehicles. He shall always carry all the necessary documents with him while on driving duty. The driver should wear full uniform with cap/ shoes etc., and behave well with pleasing manners. He should have fair knowledge of Tamil/English and knowledge of Hindi will be an advantage. In case any of the personnel so engaged by the Manpower Contractor / Service Contractor is not found suitable by the NBA, the NBA shall have the right to ask for replacement without giving any reason thereof and the contractor shall, on receipt of a written communication in this regard, replace such persons immediately. Driver should be familiar with all important routes in Chennai/New Delhi and outstations.
- d) The Contractor will be wholly responsible for payment of damages due to accidents to life or property caused by its driver and shall keep NBA fully indemnified against any claims in this regard.
- e) The chauffeur engaged by the Contractor shall maintain records in trip sheet/log book on day-to-day basis and make available the same for verification by NBA whenever required.

11. PERFORMANCE GUARANTEE

11.1 The successful bidder must submit performance security deposit irrespective of status of company/firm/Contractor equal to 5% of the value of the contract in the form of bank guarantee/fixed deposit receipt (FDR)/Banker's Cheque/Demand Draft made in from a Scheduled Bank favouring of National Biodiversity covering the entire period of the contract.

11.2 The Performance Security Deposit must remain valid for a period of 60 days beyond the stipulated date of completion of the contract. In the event of further extension of contract, a revised PSD @ 5% of contract value must be given within two weeks of communication of decision.

11.3 The performance security deposit will be forfeited in case of non compliance of the terms of the agreement by the service provider.



Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai: 3.

12. BID SUBMISSION & REJECTION

12.1 Tender must be submitted in two parts. "Business Bid" containing Annexure II, II (A), III, IV, VIII, IX & EMD with supporting documents must be placed in a sealed cover named "**Business Bid**". The financial bid in Annexure V should be in another sealed cover marked "**Financial bid**". Both the covers containing Business and Financial Bids should be enclosed in another envelope addressed to the Secretary, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113 superscribed as "**Open Tender for Manpower on Outsourcing Basis**".

12.2 Tenders are liable to be rejected if

- (i) received after the stipulated date;
- (ii) complete requisite information is not provided;
- (iii) not accompanied by prescribed documents;
- (iv) the prescribed proformas have not been used; OR
- (v) any miscalculation is made in the financial bid (Annexure V)

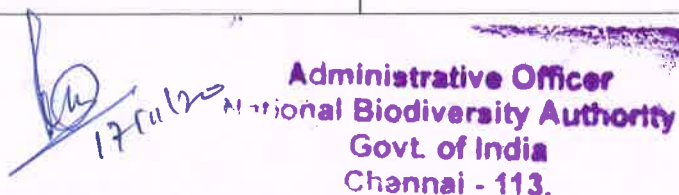

Administrative Officer
National Biodiversity Authority
Govt of India
Chennai - 113.

**(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/CONTRACTOR UNDER
SIGNATURES OF THE AUTHORISED SIGNATORY)**

**ANNEXURE II
BUSINESS BID**

NAME OF THE WORK :

Name of the Bidder	
Name of the contact person (s)	
Address of Registered office	
Chennai Branch address	
Telephone number	
Fax number	
Mobile number	
E-mail	
Constitution (whether Firm/Company Govt./Public/Society/Partnership/ Proprietorship) and year of constitution. **	
GST Registration No.**	
P.F Code No.**	
PAN No.**	
TAN No.**	
Contract Labour Licence No. **	
ESI Registration No.	
Whether the Contractor or its Sole Proprietor/ Partner/Director has been convicted in any criminal case?	


Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.

ISO Certificate No. **			
Whether any litigation is pending against Government Institution(s)	# Yes / No		
Earnest Money	D.D No. & Date	Bank & Branch	Amount
Income Tax Return Enclosed	AY 2017 - 18	AY 2018 - 19	AY 2019-20
	# Yes / No	# Yes / No	# Yes / No

** Attach proof

Delete whichever is not applicable

Date :

Authorised Signatory

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the Business proposals.

[Handwritten Signature]
[Handwritten Date: 14 Jul 2019]
Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.

EVALUATION OF TECHNICAL BID


S. No.	Parameter	Max. Marks	Please fill up
1.	Average financial turnover of bidder for last 3 completed financial years. (25 marks will be given to bidder with highest turnover, rests are to be scored in proportion to bidder with highest turnover) Certificate by a Chartered Accountant to this effect has to be submitted in Annexure - IX	25	(Amt in Rs.)**
2.	Experience of similar works (25 marks will be given to bidder with highest number work order secured during the last three completed Financial Years – each value not less than 40% the estimated cost - rests are to be scored in proportion to bidder with highest number of orders.) (Similar work means – work carried out in Govt. and Govt. related organizations.)	25	(No. of similar Work Orders)**
3.	Total No. of Employees engaged by the bidder in the last 3 years. (25 marks will be given to bidder with highest number of employees, rests are to be scored in proportion to bidder with highest number of employees.)	25	(Total No of employees)**
4.	No. of other outsourced contracts (other than Govt. and Govt related organizations) handled by the bidders in the last 3 years. (25 marks will be given to bidder with highest number of contracts, rests are to be scored in proportion to bidder with highest number of contracts)	25	(No. of other contracts)**
	Total Score	100	

** Attach proof

Date :

Authorised Signatory

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the Business proposals.


Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.

UNDERTAKING

I, _____ son/daughter of _____ aged _____ years and residing at _____ State and sole proprietor/managing partner/director of _____, after having read and understood the tender document No..... dated..... floated by the NBA, hereby undertake that I agree to and shall abide by the terms and conditions prescribed in the said tender document for supply of manpower for NBA, Chennai.

Date:



Authorised Signatory
(with name & full address)

**Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.**

DECLARATION

\$\$ I, _____ son/daughter of _____ aged _____ years residing at _____ State and sole proprietor/managing partner/director of _____, declare that no person vested with ownership rights of the firm is related by blood or marriage with any employee currently serving NBA.


OR

\$\$ I, _____ son/daughter of _____ aged _____ years residing at _____ State and sole proprietor/managing partner/director of _____, declare that Shri./Smt. _____ who is vested with ownership rights of the firm is related by blood/marriage with _____, a currently serving employee of NBA.

Date:

Authorised Signatory
(with name & full address)

\$\$ Delete whichever is not applicable.


17/11/20
**Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.**

FINANCIAL BID

Duly accepting the laid down terms and conditions, we quote the following rates for providing the services on contractual basis at NBA, Chennai and its liaison Office, New Delhi for all days of each month when contract will be in force:

Sl. No.	Man power Requirement	No. of manpo wer	Rate per month/ person (Rs.)	Total rate for one for each category (Rs.)	Total Amt per year (Rs.)
(a)	(b)	(c)	(d)	(e) = (c)*(d)	(f) = (e) * 12
1	Housekeeping Assistant	3			
2	Office Attendant	7			
3	Highly Skilled Clerical/Technical/Legal – 1	9			
4	Highly skilled -Driver	1			
5	Highly Skilled Clerical/Technical/Legal – 2	9			
6	Highly Skilled Clerical/Technical/Legal – 3	8			
7	Highly Skilled Clerical/Technical - 4	4			
Total Annual Wages (Rs.)					
Service charges - % (per annum)					
Total Financial Bid Value (Rs.)					


(Total Financial Bid value (in words)... Rs.....)

Note 1: All statutory dues, EPF, ESI, Bonus, GST etc are as per Government Order and will be payable as applicable.

Note 2: The wages rate for Housekeeping Assistant (Sweeping and Cleaning), Highly Skilled Clerical/Technical/Legal -1 personnel should not be below the minimum wages prescribed by the Govt. of India (Ministry of Labour and Employment). The rates quoted for all the above manpower should normally be in the ascending order (since the qualification, skill, experience are in the ascending order) i.e. wages rate for Sl.No.1 should be the lowest one and rates for other Sl.Nos. should normally be higher than the previous Sl.No. Total Financial Bid value should be quoted in figures and in words. In case of discrepancy between the figures and words the amount in words shall be taken as final.

Note 3: The Service Charges (%) shall not be less than or equal to the percentage of TDS (at present 2 %) to be levied. Non- conformity to this condition, may lead to rejection of tender.

Note 4: The quoted wages shall be fully payable to the employed persons and no amount on any account shall be recovered from the wages, except statutory dues.


17/1/20

Administrative Officer
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Govt. of India
Chennai - 113.

(Signature of the Bidder)
Name
Designation
Business Address: Seal

FINANCIAL BID EVALUATION

Bid evaluation Criteria and selection procedure

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using **Quality cum Cost Based Selection (QCBS)** process. 60% weightage would be given to the Business evaluation and 40% weightage would be given to the financial bid.

Evaluation Criteria for Financial Proposal

The price bids of only those Firm/Agencies who qualify will be opened. The viability of satisfactory performance of contract at the rate of consideration on offer will then be assessed depending upon contributing factors like TDS, overheads and profitability. The viable proposals having the lowest acceptable cost bid will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids.

For e.g. assuming that out of qualified bids, a firm “A” who has quoted lowest financial bid “X” value, it will be given a financial score of 100. Other commercially qualified firms who have quoted greater than “X” value, such as “Y” and “Z” will be given the financial score as worked out in the following examples

<u>Firms</u>	<u>Bid rate</u>	<u>Financial score</u>
Firm “B” -	“Y” -	X/Y x 100
Firm “C” -	“Z” -	X/Z x 100

For working out the combined score, the NBA will use the following formula:


Total points = [C (w) x C (s)] + [F (w) x F(s)] where
C (w) stands for weight of the commercial proposal
C (s) stands for commercial score
F (w) stands for weight of the financial proposal
F (s) stands for financial score as worked out above

For e.g. if a firm scores 50 marks in Commercial bid and 70 marks in Financial bid the total points will be worked out as follows:-

$$[C(W) \times C(s)] + [F(W) \times F(S)]$$
$$[60/100 \times 50] + [40/100 \times 70]$$

Total = 30+28 = 58 points.


The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract.


17/11/20
Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.

FINAL EVALUATION

Sl.No	Name of the Firm/Contractor	Weightage of Business Bid (60% of qualifying scores)	Weightage of financial Bid (40% of financial scores)	Total Points
(1)	(2)	(3)	(4)	(5)
		C(W) X C(S)	F(W) X F (S)	Col(3) + Col(4)
1				
2				
3				
4				
5				
6				

- (i) Evaluation will be done by clubbing the weightage assigned for both Business and financial bids and the highest mark scorer (H1) will be awarded the contract.
- (ii) If more than one bidder score the same as H1, the winning bidder will be considered based on the marks scored on Business bid.


17/11/20
Administrative Officer
Biodiversity Authority
Govt. of India
Chennai - 113.

Self-certification in the form of affidavit

To
The Administrative Officer
National Biodiversity Authority,
5th Floor, TICEL Bio Park,
CSIR Road, Taramani,
Chennai – 600 113.

Dear Sir,

I / We the company/Firm, M/s _____, hereby declare that “neither the Company/Firm nor any of its director/s or partner/sole proprietor have been convicted by any court of law nor any criminal case is pending against them before court of law. Our Company/ Firm had not been blacklisted / barred / disqualified by any Government organisation / regulatory / statutory body from future participation in any such tender in any manner whatsoever on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:


Bidder's Company Seal:

Signature of Company Secretary / Managing Director of firm

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Bid.


Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.

**Company's Financial Information
(To be submitted on Firm's Letter Head)**

1. Name of the Firm:
2. Average annual turnover for last three financial years i.e. FY 2017-18, 2018-19 & 2019 - 20 from the business based on Audited Accounts (duly certified by a Chartered Accountant)

Financial Year	Audited Annual Turnover (Amount in Rs.)
2017-18	
2018-19	
2019 - 20	

Annual Average – Rs.....

Signature of the Chartered Accountant (Statutory Auditor): Seal

Full Name:

Name of the CA Firm:

Membership No:

Address:

Phone No:

E-mail Id:

Note: Consolidated Audited Annual Reports/Financial Statements for last three financial years have to be provided as proof for turnover. The above certificate should be obtained from the Statutory Auditor of the Company/Firm.



**Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113.**

ANNEXURE – X

CHECK LIST FOR SUBMISSION OF TENDER DOCUMENT

Please Check and answer appropriately for each of the items below to ensure furnishing of complete documents:

Sl.No	DESCRIPTION	Whether Attached
1.	Business Bid – As in Annexure- II	YES/NO*
2.	Data for Technical Evaluation - as in Annexure – II (A)	YES/NO*
3.	Undertaking as in Annexure- III	YES/NO*
4.	Declaration as in Annexure-IV	YES/NO*
5.	Financial Bid Annexure - V	YES/NO*
6.	Self-certification in the form of affidavit in Annexure VIII	YES/NO
7.	Certificate by a Chartered Accountant in Annexure IX	YES/NO*
8.	EMD	YES/NO*
9.	Certificate of Incorporation / Proof of Registration	YES/NO*
10.	Income Tax Returns as in clause 3.1. (iv)	YES/NO*
11.	GST Registration Certificate	YES/NO*
12.	PAN Card	YES/NO*
13.	Provident Fund Code Certificate	YES/NO*
14.	ESI Registration Certificate	YES/NO*
15.	Contract Labour Licence	YES/NO*
16.	ISO Certificate, if any	YES/NO*

SI. No. 1 to 8 In original, duly signed and SI. No. 9 to 16 copies, self-attested

*** Strike out whichever is NOT applicable.**


Administrative Officer
National Biodiversity Authority
Govt. of India
Chennai - 113

