



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

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

The National Biodiversity Authority (NBA), Chennai, a statutory body established under the Biological Diversity Act, 2002, requires manpower services at Chennai, New Delhi and Hyderabad. Sealed bids are invited from reputed firms/organizations subject to the Terms & Conditions in the tender document. The last date for receipt of tender documents is 29th January, 2018 up to 15:00 hours.

Tender Notification No.	: NBA/2/124/ADMN/OS/17-18/
Name of the Work	: Providing Manpower on outsourced mode
Service Location	: Chennai, New Delhi and Hyderabad.
Estimated cost of Service	: Rs.1,60,00,000 per annum (approximate)
Earnest Money Deposit Amount	: Rs. 3,20,000/-
Period of Contract	: 3 years on year to year basis subject to quality service
Last date / Time of submission	: 29 th January, 2018 up to 15:00 hours
Address for submission of Bids	: The Secretary, 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 & 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***”. **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 22nd January, 2018. The reply will be updated in the website www.nbaindia.org .

5. The last date/time for the receipt of sealed tenders shall be 29th January, 2018 up to 15:00 hours. The Business Bids will be opened on 29th January, 2018 at 17:00 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.

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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, New Delhi and Hyderabad.

2. SCOPE OF SERVICE

2.1 The scope of work generally consists of supplying manpower to perform the following 60 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>Stations</i>		
		<i>Chennai</i>	<i>New Delhi</i>	<i>Hyderabad</i>
1	Liaison Officer	-	01	-
2	Sr. Executive	06	-	-
3	Executive Grade I	10	01	-
4	Executive Grade II	10	01	-
5	Asst. Executive	14	01	01
6	System Administrator	01	-	-
7	Jr. System Administrator	01	-	-
8	Driver	01	01	-
9	Office Attendant	06	01	01
10	Housekeeping Attendant	03	-	-
Total		52	06	02

2.2 Job profile in each category, basic requirement of qualifications/experience and consolidated salary will be as follows. A marginal raise in remuneration to offset/mitigate inflation will be considered every year when a person completes for one year or its multiples in NBA.

NAME, QUALIFICATION, EXPERIENCE NEEDED AND REMUNERATION FIXED FOR EACH CATEGORY

Post Name	Age	Qualification		Experience		Consldt. remuneration
Senior Executive	No Age Limit	Any degree		Retired from Govt. and related organisations in the respective field - 20 yrs		32000
Executive Grade - I	Upto 65 yrs	PG	UG	PG - 5 yrs	UG - 8 yrs	30000
				Retrd Govt Staff in Mid-level		
Executive Grade -II	Upto 65 yrs	PG	UG	PG: - 2 yrs	UG- 4 years.	25000
				Retrd Govt. Staff and related organisations in the respective field		
Assistant Executive	21-65 yrs	UG		Freshers		20000
Liasion Officer, New Delhi	Upto 65 yrs	PG	UG	PG - 5 yrs	UG - 8 yrs	35000
Sr.System Admn	25-40 yrs	PG	UG/Dip. In Comp. Engg.	PG-3 Yrs	UG -5 yrs	30000
Jr.System Admin	23-35 yrs	PG	UG/Dip. in Computer Engg.	PG - NIL	UG - 2 yrs	23000
Librarian	No Age Limit	UG Lib Sc (or) Retrd Govt. staff		PG - 5 yrs	UG-8 yrs	30000
Driver	25-60 yrs	10th		3 - yrs		23000
Office Attendant	21-60 yrs	10th				15000
House keeping Assistant	21-60 yrs	-				14000

Additional Points:

- 1. Education qualification of UG/PG will be in the relevant field for Technical, Legal 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.**
- 3. The NBA will bear all Statutory dues like EPF, ESI, bonus and other obligations notified by Central Government from time to time in addition to consolidated remuneration and GST. Any modification in the rate of statutory dues notified by Government, shall be implemented by the contractor immediately and the same will be reimbursed by NBA subject to extant regulations.**

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 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 2014-15, 2015-16 and 2016-17 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 (2014-15 to 2016-17) of
 - (a) Three similar contracts each of value not less than 40% of Estimated Cost
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 2014-15, 2015-16 and 2016-17 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);
- (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.3,20,000/- (Rupees Three lakhs and twenty thousand only) on any Scheduled Bank along with the bid 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 then be evaluated as per criteria defined in Annexure VI. 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.

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 VII. 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 – VIII.

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/ Hyderabad on the date in the letter of 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.

10.4 Special requirements for Driver(s):

a) The service would include outstation trips at short noticed 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.

12. BID SUBMISSION & REJECTION

12.1 Tender must be submitted in two parts. "Business Bid" containing Annexure II, II (A), III, IV & 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 proformae have not been used; OR
- (v) any miscalculation is made in the financial bid (Annexure V)

**(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	
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?	
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 2014-15	AY 2015-16	AY 2016-17
	# 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.

DATA FOR EVALUATION OF TECHNICAL BID**Qualifying Mark in Business Bid will be 50Marks.**

1	<p>Experience with proof (As per the tender condition no 3.1 (ii) enclose copies of completed work orders during 2014-15 to 2016-17) **</p> <p>For evaluation purpose, the Minimum period of work order of service contract should be at least six months or more.</p> <p>A work order of service contract value for a period of 12 months only, will be taken into account if it exceeds for more than a year.</p> <p style="text-align: center;">Compulsory Qualifying Marks - 40 Marks</p>	128 Lakhs and above	96 to 127 Lakhs	64 to 95 Lakhs
		Each order carries	Each order carries	Each order carries
		40 Marks	20 Marks	14 Marks
		1.	1.	1.
			2.	2.
				3.
This total will be restricted to 40 Marks				
2	<p>Additional marks for each work of similar nature in last three years (completed or continuing) in Central/State Govt. Ministries/Autonomous/statutory/PSU/Govt. undertaking and International Agencies such as world bank/UNPD etc. A work order for a period of less than six months will not be considered here. **</p> <p>Note: work order shown above (in row 1) shall not be considered here for evaluation</p> <p style="text-align: center;">25 Marks (Each order carries 5 Marks)</p>	1.		
		2.		
		3.		
		4.		
		5.		
3	ISO 9001:2008, ISO/IEC 27001:2013 Certified Company **5 Marks			
4	<p style="text-align: center;">Annual Turnover **</p> <p style="text-align: center;">3 years' average</p> <p>Rs. 5 Crs to 10 Crs = 10 Marks</p> <p>Rs.10.01 Crs to Rs.20 Crs = 20 Marks</p> <p>Rs. 20.01 Crs & above = 30 Marks</p> <p style="text-align: center;">Max. 30 Marks</p>	2014-15	Rs.	
		2015-16	Rs.	
		2016-17	Rs.	
		Total	Rs.	
		Average of 3 years	Rs.	

To qualify in Business Bid, a bidder has to score compulsory mark of 40 in 1st row and another 10 marks from the remaining 3 rows put together i.e. a total of 50 marks.

** 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.

ANNEXURE III

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)

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.

(TO BE SUBMITTED ON LETTER HEAD OF FIRM/HEAD OF FIRM/AGENCY UNDER
SIGNATURE OF THE AUTHORISED AGENCY)

To
The Secretary
National Biodiversity Authority
5th Floor, TICEL Biopark
CSIR Road, Taramani
Chennai – 600 113.

I/We wish to submit our TENDER for providing of personnel on job contract/outsourcing basis for
NBA, Chennai on the following service charges in percentage:

- a) The bid amount i.e rate of service charge (in percentage) on actual monthly
remuneration/wages payable to the employees is _____ (in words)

***Note:** 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.

Yours faithfully

Authorised Signatory

BUSINESS BID EVALUATION

<p>Experience with proof <u>(Minimum THREE years in Providing personnel on outsourcing basis of similar contract as per the tender condition no 3(ii))</u></p> <p><i>(Enclose copies of work orders during 2014-15 to 2016-17)</i></p> <p align="center">(1)</p>	<p>Additional marks for each work of similar nature in last three years (completed or continuing) in Govt/Autonomous/statutory/PSU and Institutes</p> <p align="center">(2)</p>	<p>ISO 9001:2008, ISO/IEC 27001:2013 Certified Company</p>	<p>*Turnover of following three years ie., 2014-15, 2015-16, 2016-17.</p> <p align="center">(3)</p>	<p>TOTAL SCORE</p> <p align="center">(4)</p>
<p align="center">40 Marks</p> <p>Computation of qualifying marks: order value (with a service period of 6 month to 12 months)</p>	<p align="center">Max : 25 marks</p>	<p align="center">Max : 5 marks</p>	<p align="center">Max. 30 Marks</p>	<p align="center">100</p>
<p>1. 128 Lakhs and above = 40 Marks 2. 96 to 127 Lakhs = 20 Marks 3. 64 to 95 Lakhs = 14 Marks</p> <p><i>(Minimum qualifying marks of 40 is mandatory for column (1) to consider additional qualifying marks in Column (2) & (3))</i></p>	<p>5 marks for each work order</p>	<p>5 Marks (for ISO certification)</p>	<p align="center">3 years' average</p> <p>Rs. 5 Crs to Rs. 10 Crs = 10 Marks</p> <p>Rs.10.01 Crs to Rs.20 Crs = 20 Marks</p> <p>Rs. 20.01 Crs & above = 30 Marks</p>	

* Overall Minimum Qualifying marks – 50

* Turnover for each year should be certified by a practicing Chartered Accountant indicating his Registration No.

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 5% as service charge is lowest one, it will be given a financial score of 100. Other commercially qualified firms who have quoted above 5% 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” -	6% -	$5/6 \times 100 = 83.33$
Firm “C” -	7% -	$5/7 \times 100 = 71.43$
Firm “D” -	8% -	$5/8 \times 100 = 62.5$

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) x C(s)] + [F(W) X F(S)]

[60/100X50] +[40/100X 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.

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)
		$C(W) \times C(S)$	$F(W) \times F(S)$	$Col(3) + Col(4)$
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.

ANNEXURE – IX

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.	EMD as in clause 3.1.(vi) €	YES/NO*
6.	Proof of Registration ®	YES/NO*
7.	Income Tax Returns as in clause 3.1. (iv) ®	YES/NO*
8.	Certificate from a practicing Chartered Accountant on the Annual Turnover as in Annexure II (A) €	YES/NO*
9.	GST Registration Certificate ®	YES/NO*
10.	PAN Card ®	YES/NO*
11.	Provident Fund Code Certificate ®	YES/NO*
12.	ESI Registration Certificate ®	YES/NO*
13.	Contract Labour Licence ®	YES/NO*
14.	ISO Certificate, if any ®	YES/NO*
15.	Financial Bid as in Annexure-V €	YES/NO*

€ In original, duly signed

® Copies, self-attested

* Strike out whichever is NOT applicable.