

**BID EVALUATION CRITERIA**  
**FOR TENDERS 2021-2022**

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.	<b><u>Financial Position / Status</u></b> i. Income Tax registration certificate ii. Sales tax registration certificate iii. Statement worth (min 2.5 million)	<b><u>15</u></b> (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.	<b><u>Firm's Experience In The Relevant Field</u></b> i. 1-3 years experience ii. 4-8 years experience iii. 9-15 years & above experience	<b><u>15</u></b> (09) (12) (15)	Attested copies of relevant documents / certificate on letterhead of the firm / company
3.	<b><u>Overall past performance of the firm/company</u></b> 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	<b><u>15</u></b> (15) (12) (10) (09) (00)	(As ascertained by TAC)  i) Documentary evidence of firm's satisfactory experience with other Govt. institutions.
4.	<b><u>Technical Staff</u></b> i. 01 or more employees / owners holding bachelor degree or above.	<b><u>05</u></b> (05)	i. Attach company profile in respect of permanent staff. ii. Attested photocopies of degrees.
<b>Total Points</b>		<b>Total Points = 50</b>	<b>Qualifying points 30</b>

**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.

**BID EVALUATION CRITERIA**  
FOR TENDERS 2021-2022

**MERIT POINT SYSTEM**  
**EVALUATION OF PRODUCT (GENERAL CRITERIA)**  
(Stationery Items)

## STAGE: 02

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

- 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.

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

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

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- 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.