

BID EVALUATION CRITERIA
FOR TENDERS 2022-2023

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

BID EVALUATION CRITERIA
FOR TENDERS 2022-2023

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

STAGE: 02

| SR. NO. | EVALUATION CRITERIA | POINTS | DOCUMENTS / ITEMS REQUIRED |
|---------|--|---|--|
| 1. | <p><u>Product's past experience/ Quality Evaluation (Product)</u></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><u>30</u></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><u>Experience of the product in the market</u></p> <p>i) 1-3 years experience</p> <p>ii) 4-8 years experience</p> <p>iii) 9-15 years (& above) experience</p> | <p><u>20</u></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> |
| | | 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.

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.