

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
(Linen 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. Bank 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 letter head of the firm / company |
| 3. | <u>Overall past performance of the firm/company</u> a) very good b) good c) satisfactory d) unsatisfactory / poor | <u>15</u> (15) (12) (10) (00) | (As ascertained by TAC) |
| 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 knock out.

BID EVALUATION CRITERIA
FOR TENDERS 2022-2023

MERIT POINT SYSTEM
EVALUATION OF PRODUCT (GENERAL CRITERIA)

(Linen Items)

STAGE: 02

| SR. NO. | EVALUATION CRITERIA | POINTS | DOCUMENTS / ITEMS REQUIRED |
|---------|--|--|---|
| 1. | <u>Physical Report</u> i. Product complies with required specifications as per sample / as per requirement. | <u>20</u> (20) | Fresh sample of linen items from most recent batch of the relevant linen item / store |
| 2. | <u>Product's past experience / Quality Evaluation (Product)</u> i) very good & product complies to required specifications ii) good & product complies to required specifications iii) satisfactory & product complies to required specifications iv) No past experience but product complies to required specifications v) Poor quality of the product / product does not complies to required specification (Technically rejected) | <u>20</u> (20) (15) (12) (10) (00) | As ascertained by TAC in consensus with end users |
| 3. | <u>Experience of the product in the market</u> i) Less than 1 year experience ii) 1-3 years experience iii) 4-8 years experience iv) 9-15 years (& above) experience | <u>05</u> (00) (03) (04) (05) | i) Attested copies of relevant documents ii) Documentary evidence of product availability in the market (not less than one year) iii) Attested copy of product registration. Note: At least one year market availability of the product is necessary, otherwise the product will be automatically technically rejected. |
| 4. | <u>Market availability of the product As ascertained by the TAC</u> i) Freely available in open market ii) Available in open market at specific stores/shops iii) No evidence of availability of the product in open market | <u>05</u> (05) (03) (00) | Attach relevant list of clients where the product is available. |
| | | 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

LINEN 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 (LINEN 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.