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**BID EVALUATION CRITERIA**

**FOR TENDERS 2019-20**

 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. | **Financial Position / Status**i. Income Tax registration certificateii. Sales tax registration certificate iii. Statement worth (min 0.2 million) | **15**(04)(04)(07) | i. Attested copies of certificatesii. 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. | **Firm’s Experience In The Relevant Field** i. 1-3 years experienceii. 4-8 years experienceiii. 9-15 years & above experience | **15**(09)(12)(15) | Attested copies of relevant documents / certificate on letterhead of the firm / company |
| 3. | **Overall past performance of the firm/company**a) very goodb) good c) satisfactory d) No past experience with this institution, but firm has satisfactory experience with other Govt. institutions. e) Un-satisfactory/ poor | **15**(15)(12)(10)(09)(00) | (As ascertained by TAC) i) Documentary evidence of firm’s satisfactory experience with other Govt. institutions. |
| 4. | **Technical Staff**i. 01 or more employees / owners holding bachelor degree or above.  | **05**(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.

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**BID EVALUATION CRITERIA**

**FOR TENDERS 2019-20**

**MERIT POINT SYSTEM**

**EVALUATION OF PRODUCT (GENERAL CRITERIA)**

(Stationery Items)

**STAGE: 02**

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

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**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.**