



< Enter Name of the Department >

**GOVERNMENT OF KERALA**

# **TENDER NOTIFICATION REQUEST FOR PROPOSAL**

**FOR** < Enter purpose of appointment >

**Place:** < Enter name of place >

**Date:** < Enter Date >

PART I  
**GENERAL INFORMATION**

**1. Background**

1.1 *<Brief introduction of the general conditions in the State relevant to the purpose of the RFP, Project overview and organisation background>*

In this background,        *<Name of the Department>*, Government of Kerala (hereinafter referred to as “the Department”) has the following objectives:-

       *<Enter list of objectives below>*

- (i)
- (ii)
- (iii)

1.2 With a view to meet the above objectives, the Department has decided to appoint a Consultant or Consultancy Firm/Agency (hereinafter referred to as “Consultant”) with experience in the field of        *<Enter field of experience required>* through a competitive and transparent bidding process. **The schedule of selection process is given in Table-1 of Annexure-I**

1.3        *<Name of the Department>*, Government of Kerala represented by        *<Designation of HoD>*,        *<Place of Headquarters>* requests proposals (hereinafter referred to as Request for Proposal or ‘RFP’) from qualified firms interested in providing professional consultancy and advisory services to the Department for        *<State the services required>*. **The details of procuring entity & venue of bid opening are given in Table-2 of Annexure-I**

1.4 Accordingly, bids from Consultants satisfying the following criteria are invited to submit their bids through the E-procurement portal of Government of Kerala:

- i. Should have a minimum of        years' experience in the field of *<State the area of experience required>* consultancy for or on behalf of the State or Central Government / other State Governments/ Government PSEs or PSUs / LSGIs/ non-government organizations or private organization of repute.
- ii. Should have an annual turnover of not less than Rs.        in each of the last *<number of years>* financial years *<Specify the financial year>* or at least Rs.        in total for these years.

## 2. Access to RFP documents

RFP documents can be downloaded from the E-procurement portal of Government of Kerala and the official website of the Department from *<specify date>* onwards, *<with/without>* fee.

## 3. Brief description of the selection process

The Department will adopt a two stage selection process (collectively the “selection process”) in evaluating the proposal comprising technical and financial bids. The selection of the Consultant will be made on the basis of Quality-cum-Cost Based Selection (QCBS) method.

In the first stage, a preliminary technical evaluation will be carried out. Based on this evaluation, a list of short listed bidders shall be prepared. Accordingly the technically qualified bidders shall be called for a presentation and selection interview wherein all the members of the proposed team shall also be present. Performance in the presentation and selection interview will be reckoned in determining the final technical scores. A minimum of % (*<percentage in words>*) of the total technical score of  is required for getting shortlisted for opening the financial bid. The highest technical bid will be assigned a score of 100 (One Hundred) points and the scores of other bids will be proportionately assigned.

In the second stage, a financial evaluation will be carried out. The lowest financial bid will be assigned a score of 100 (One Hundred) points and the scores of other bids will be proportionally assigned. A weightage in the ratio : will be assigned for the technical and financial bids, respectively. Proposals will finally be ranked according to their combined technical and financial scores. The bidder with the highest combined score will be the first ranked bidder (hereinafter referred to as ‘the selected bidder’) who shall be called for negotiation, if necessary, while the second ranked bidder will be kept in reserve.

## 4. Amendment of RFP

If it becomes necessary to revise any part of this RFP or if additional data are necessary for an exact interpretation of provisions of this RFP prior to the due date for receipt of proposals, notification will not be published through newspapers and further changes will be updated only on the website of the Department. If such issuance is necessary, the Department reserves the right to extend the due date for accepting Bids to accommodate such interpretations or additional data requirements.

## 5 Cost of Proposal

The bidder shall be responsible for all the costs associated with the preparation and submission of their proposals and their participation in the selection process including subsequent negotiations, visits to the Department, project site, etc. The Department will not be responsible or in any way be liable for such costs, regardless of the conduct or outcome of the selection process.

## 6. Discussion Format

Department reserves the right to conduct discussions, either oral or written, with those bidders determined by the Department to have submitted reasonably viable proposals for being selected for award. The Department also reserves the right to issue clarifications to resolve minor issues in the RFP and to call for additional information, if required at any stage, for evaluation purposes.

## 7. Length of Contract

The initial term of the contract of engagement/appointment as Consultant is for a period of        years (       *<in words>*), extendable upto        years on mutually agreed terms and shall commence from the date of signing of the agreement. The contract can be terminated by either party with a notice period of        *<number of days>* days        *<in words>*. However, if the Department is of the view that any act of fraudulence or malfeasance has been committed by the bidder selected as the Consultant and it is in public interest to abrogate the contract, then the Department has the right to reduce the above notice period to        *<number of days>* days        *<in words>* within which the Consultant has to wind up its operations and hand over all relevant documents, data, etc. to the Department.

## PART II RESPONSIBILITY

### 8. General Responsibility

#### 8.1 The Consultant shall

8.1.1 act in a fiduciary capacity for the Department within the scope of the work undertaken by it and shall disclose all conflicts of interest as and when they arise;

8.1.2 not receive any consideration by way of remuneration or compensation or in any other form from any person or entity other than designated under the Agreement, in respect of any activity done in relation to the projects and products for which service is provided;

8.1.3 maintain an arms-length relationship between its activities as a consultant and its other activities;

8.1.4 ensure that there is no conflict of interest in all its activities. If the Consultant, its holdings or subsidiary company secure any contract from the Department/Government for any [REDACTED] *<State the services for which engaged>* Services and in such instance shall ensure that in case of any conflict of interest of such activities with other activities of the Consultant, such conflict of interest shall be disclosed to the Department and a written 'no objection' secured from the Department;

8.1.5 not divulge any confidential information which has come to its knowledge about the Department, Government or public or private agencies with which it has to interact pursuant to the Agreement, without taking prior permission except where such disclosures are required to be made in compliance with any law for the time being in force. The data or information generated as part of this assignment shall be the sole property of the Department and the Consultant shall not share, divulge or use it for any other purpose without the prior approval of the Department in writing;

8.1.6 not enter, on its own accord, into transactions which are contrary to its advice given to the Department or any associates, agencies or subsidiaries of the Department for a period of [REDACTED] days from the date of such advice. Provided that, during the period of such [REDACTED] days, if the Consultant is of the opinion that the situation has changed, then it may enter into such a transaction after giving such revised assessment and informing the Department about the situation at least [REDACTED] (*<in words>*) hours in advance of entering into such transaction;

8.1.7 follow Know Your Client procedure as may be specified by Government from time to time;

8.1.8 abide by the code of conduct as may be specified;

8.1.9 provide independent advice and work under the scope of the Agreement, safeguarding the interests of the Government and the Department to the best of its ability;

8.1.10 disclose all material information about itself including its business, relevant disciplinary/regulatory history, the terms and conditions on which it offers advisory/consultancy services, affiliations with other intermediaries and such other information as is necessary to take an informed decision on whether or not to avail its services;

8.1.11 disclose any consideration by way of remuneration or compensation or in any other form whatsoever, received or receivable by it or any of its associates or subsidiaries for any distribution or execution of services or products in respect of which the advice is provided;

8.1.12 before recommending the services of any intermediary disclose any consideration by way of remuneration or compensation or in any other form whatsoever, received or receivable by the Consultant from such intermediary for any purpose pursuant to the implementation under the Agreement, if the Department desires to avail the services of such intermediary;

8.1.13 disclose to the Department its holdings or position, if any, in any intermediary, in *<State the services for which engaged>* Services or products which are subject matter of its advice;

8.1.14 disclose to the Department any actual or potential conflicts of interest arising from any connection to or association with any provider of similar services, including any material information or facts that might compromise its objectivity or independence in the carrying on of the advisory and consultancy services to the Department; and

8.1.15 maintain the core team consisting of *<State the positions/designation of Project Personnel to be provided by the bidder>* during the entire period of contract.

## PART III

# SCOPE OF SERVICES & DELIVERABLES

### 9. Responsibility as Consultant

The Consultant is expected to support in the performance of the following broad functions:-

*<Give detailed list of functions and services to be provided by the Consultant>*

### 10. Project Personnel

10.1 The specification of quantum of service (in person-months) required from the project personnel deployed by the Consultant for the assignment/services to the Department is provided in **Table-3** of **Annexure-I**.

10.2 The specification of required minimum qualification & experience of the project personnel is provided in **Table-4** of **Annexure-I**.

#### 10.3 Assignment specific qualifications and experience

10.3.1 Qualification and Experience of Project Personnel:

Curriculum Vitae (CV) of the Project Personnel shall be submitted in **Form No. 3** given in **Annexure-II**. Regarding the evaluation of the CVs of each individual, it is the responsibility of the bidder to produce sufficient documentary evidence of qualification, relevance of experience, pass attempts, specialisation, etc. as may be required for proper evaluation thereof and assignment of relevant scores. In case of any missing documents, corresponding marks will be awarded based on the best judgement of the Evaluation Committee. Therefore, it is recommended that the bidders shall make themselves fully aware of the evaluation criteria and ensure to produce proper and sufficient supporting documents.

10.3.2 Consultant's Technical Competence:

Project References to demonstrate Consultant's technical qualification and experience in similar assignments shall be furnished in **Form No.4** given in **Annexure-II**.

10.3.3 Management Competence (Please answer each of the following questions in one paragraph of 3-5 sentences)

- i. Describe standard policies, procedures, and practices that your firm has to ensure the quality of interaction with clients and outputs.
- ii. How will your firm handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

iii. How will you ensure the quality of your firm's performance over the life of this assignment?

iv. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel during the assignment and to ensure the continuity of professional services once contracted.

v. Describe the disclosure policy of your firm.

vi. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

10.3.4 Descriptive assessment of the Consultant's competence in rendering the proposed service (Narrative Statement of not more than 3000 words)

10.3.5 Other Information (maximum of 500 words)

10.3.6 Financial Competence:

Average Turnover of the Consultant from *<State the services for which engaged>* Services on the basis of the last *<number of years>* years shall be furnished in **Form No. 6**

## 11. Payment Schedule

11.1 The payment to the Consultant shall be assessed in the form of fixed *<daily/weekly/monthly/yearly\*>* Retainer Fee. The Consultant shall be required to quote a *<daily/weekly/monthly/yearly\*>* Retainer Fee, which shall be payable on a *<monthly/quarter-yearly/half-yearly/yearly\*>* basis and the annual sum of this fee shall form the basis of financial evaluation in the bidding process.

11.2 The Department shall not be responsible for providing any financial support except the Retainer Fee. Any other expenditure like travelling, staying, communication, boarding and lodging etc. for the consulting team stationed at the place of assignment shall be borne by the Consultant itself.

11.3 The payment will be preceded by a performance evaluation by a Sub Committee consisting of designated officers of the Department. The Consultant shall prepare *<monthly/quarterly/half-yearly/yearly\*>* work plan indicating milestones, deliverables and outcomes in consultation with the Department. The performance evaluation will be based on a set of criteria mutually agreed on. In case of non-compliance of contract clauses and poor performance of the team, a penalty of upto      % (*<percentage in words>*) of the Retainer Fee shall be levied on the Consultant. Generally, timelines would be fixed for different assignment and non-completion within time limit will be considered as poor performance.

\* Periodicity to be given in accordance with that specified in the BoQ (Form No.6, Annexure-II)

**PART IV**  
**SELECTION CRITERIA**  
**GENERAL TERMS & CONDITIONS OF SUBMITTING PROPOSALS**

**12. EMD and Tender processing fee / Transaction fee**

12.1 A *<refundable / non refundable>* tender processing fee / transaction fee fixed by the department as per Tender procedure which will be given in the designated E-Tender portal shall be payable *<online / off line>* by the Bidders at the time of submission of bid.

12.2 The Bidder shall furnish non-interest bearing **EMD (Earnest Money Deposit)** of ₹       /- (*<in words>*) which shall be paid in a        *<single transaction / multiple transaction>* using the        *<on-line / off-line>* modes specified in the        *<name of the portal>* portal. The EMD prescribed shall be submitted by each of the bidders. Bids not accompanied by the prescribed EMD shall be disqualified and rejected.

**13. Technical Proposal**

In order to be eligible for Technical qualification, the Proposals should include the following items with sufficient documentary support for the claims made therein:-

1. a write-up detailing the profile of the Consultant with details of ongoing and completed projects of similar nature with cost, contact details of the clients for the assignments undertaken;
2. the curriculum vitae of the Project Personnel proposed to be assigned for the project; and
3. a write up on the manner in which the Consultant proposes to carry out the assignment.

**14. Instructions for submitting Proposals:**

14.1 For Technical Proposals upload scanned copies of all the documents as specified in pre-para.

14.2 The financial bid should be directly entered in E-procurement portal.

14.3 The bidder shall submit the financial proposal in the format given in **Form No. 5.** or in any modified form as appearing in the E-tender portal. The fees quoted in Financial Bid /Bill of Quantities (BoQ) should be in Indian National Rupee. Tax will be deducted at source as per the provisions of Income-Tax Act prevailing at the time of payment.

**15. Evaluation of Bids:**

15.1 The Technical Evaluation will be done on the basis of the Criteria given in **Annexure III.**

15.2 The decision of the Evaluation Committee shall be final with respect to any subjective factor in the assessment of quality of the Bid.

## **15. Other terms and conditions:**

15.1 Conditional Tenders are not acceptable.

15.2 The Department reserves the right to negotiate the bid price with the first ranked bidder.

15.3 Mere issue of RFP Document does not qualify the bidder for appointment. The tenders from the bidders who do not comply with the Eligibility Criteria specified in the RFP document will be rejected.

15.4 The submission of tender implies that Bidder has read the contents of RFP Document and the Letter of Proposal. Submission of a tender shall imply that the Bidder has accepted all the terms and conditions mentioned in this RFP document and the terms and conditions of the appointment.

15.5 Proposals of any Bidder who does not accept the conditions contained in the RFP Documents is liable to be rejected.

15.6 The Department reserves the right to accept / reject any or all of the tenders and cancel the selection process at any stage without assigning any reason.

15.7 The Department at its sole discretion can reject Partial Tenders, Conditional Tenders and other procedurally defective Tenders.

15.8 If required and at its sole discretion, the Department reserves the right to appoint more than one Consultant.

## **16. E-Tendering:**

16.1 All proposals are accepted only through online E-Procurement mode via the E-Procurement portal of Government of Kerala, for which the Bidders should obtain Digital Signature Certificate from any of the Empanelled Certifying Authorities as mentioned in the E-Procurement portal.

16.2 After registering with E-Procurement Portal, in case of any difficulties in downloading RFP document, bidders may contact the persons whose contact details are given in the e-Procurement Portal or the RFP document. For technical assistance regarding E-Tender visit the website <https://etenders.kerala.gov.in> for further guidance.

16.3 Bidders may consider the time involved in payment of Earnest Money Deposit (EMD) and submission of proposals through E-Procurement Portal. The E-Procurement portal screen is unavailable immediately after the last date and time mentioned in the RFP document for submission of proposals. Government / Department shall not be responsible for any delay or technical problems in submission of proposals.

16.4 Bidders may consider the banking transaction time for online transfer of Earnest Money Deposit. Government/Department shall not be held responsible for non-payment/non transfer of Transaction Fee / Earnest Money Deposit on time or for any technical difficulties, bank holiday etc., that may occur during the entire transaction.

### **17. Performance Security:**

The successful / selected bidder shall furnish Performance Security equivalent to       % of the total value of the contract rounded to the nearest rupee in the form of Bank Guarantee from any nationalized/scheduled banks in India within        (*<in words>*) days of signing the contract. The Performance Security should remain valid for a period of        days beyond the date of completion of all contractual obligations.

### **18. Liquidated Damages:**

The Department reserves the right to sue and recover from the Consultant for liquidated damages to the extent of losses and expenses, if any, incurred by the Department/Government, apart from forfeiture of Performance Security, on account of any wrong / illegal / malafide advice given by the Consultant.

### **19. Dispute Settlement:**

Agreement on this assignment shall be governed by, construed and interpreted in accordance with the Laws of India. Any disputes, difference or claim arising out of or in connection with or in relation with this Agreement which is not resolved amicably shall be decided finally by the Government. The venue of such settlement shall be at Thiruvananthapuram. The decision of the Government shall be final and binding on the parties. Civil Courts will have no jurisdiction over the subject matter of this agreement.

## ANNEXURE-I

**Table-1. Schedule of Selection Process**

Sl.No.	Important Dates	Date
1	Issue Date	
2	Pre-Bid conference	
3	Enquiry Due Date	
4	Written Response to questions	
5	Proposal Due Date	
6	Opening of Technical Bids	
7	Presentation & Selection Interview	
8	Opening of Financial Bids	
9	Letter of Award	
10	Signing of Agreement	

**Table-2. Details of procuring entity & Venue of bid opening**

Sl.No.	Item	Particulars
1	Name and Address of the Procuring Entity	<i>&lt;Name of the Department&gt;</i> Government of Kerala
2	Designation and Address of the Tender Inviting Authority	
3	Place of opening Bids	

**Table-3. Service requirement of project personnel (See Clause 10.1)**

Sl. No	Position / List of Project Personnel	No. of positions	Service Requirement *		
			On-site Service (in days per month)	Off-site Service (in days per month)	Total Period of Service (in Person-months)
1					
2					
3					
4					

Note: (\*) excluding travel time.

**Table-4. Requirement of Qualification & Experience of Project Personnel (See Clause 10.2)**

Sl. No.	Position of Project Personnel	Minimum Educational Qualification	Minimum Length of Professional Experience	Additional Desirable Experience and Exposure

## ANNEXURE-II (Bidding Forms)

### Form No.1 : Letter of Proposal

(To be submitted in the letter head of the bidder)

To

*<Designation and Address of bid inviting authority>*

1. Having examined the RFP document we the undersigned herewith submit our response to your RFP notification dated        *<date>* for        *<State the purpose for which engaged>* Consultant for the        *<name of the department>* (hereinafter referred to as the 'Department'), in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us.
3. We fully understand that additional conditions, variations, deviations, if any, found in our response to RFP shall not be given effect to.
4. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all other attachments, for a Period of        *<number of days, weeks, months or years>* from the closing date fixed for submission of proposal stipulated in the RFP document.
5. We hereby declare that we are not involved in any litigation with any Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent Practices.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
7. We fully understand that the Department reserves the right to reject any or all of the proposals received in response to the RFP / Tenders and to cancel the selection process at any stage without assigning any reason thereof.
8. We understand that mere submission of bid does not guarantee that any of the applicants shall be awarded the project/assignment.
9. We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

Signature:

Name: (Applicant's name)

Title/Designation:

(Office seal)

Date:

**Form No.2 : Technical Proposal – Details of Bidder’s Operations**

<b>Sl.No</b>	<b>Information sought by the Department</b>	<b>Details to be given by bidder</b>
1	<b><i>Contact details of the bidder</i></b>	
1.1	Name of the bidder	
1.2	Address	
1.3	Telephone No.	
1.4	Mobile No.	
1.5	Email	
1.6	Fax No.	
1.7	Website details.	
2	<b><i>Business information</i></b>	
2.1	Registration Information	
2.2	Registration Status of the Organisation (Public/Private Ltd Company/Society / Trust/JV)	
2.3	Year of establishment	
2.4	Details of Registration (attach the photocopy of the registration) along with memorandum of association, by law etc.	
2.5	Whether your company is ISO certified. Please furnish details thereof.	
2.6	Details of Board of Directors / Governing Body of firm etc.	
2.7	Details of staff and consultants working with firm	
2.8	Annual Turnover: As revealed in annual financial statement.	
3	Financial Year:	
3.1	<i>&lt;Indicate financial year&gt;</i>	
3.2	<i>&lt;Indicate financial year&gt;</i>	
3.3	<i>&lt;Indicate financial year&gt;</i>	
3.4	<i>&lt;Indicate financial year&gt;</i>	

**Form No. 3 : Technical Proposal - Curriculum Vitae of Project Personnel**  
(Use separate form for each person)

**Name:**

**Proposed position:**

**Date of birth:**

**Nationality:**

**Educational qualification:**

*(Indicate details of specialisation and institutions studied.)*

**Total experience:**

**Number of similar assignments:**

**Total years of experience in similar assignments:**

**Employment record:**

*(Starting with present position, list in reverse order every employment held)*

**List of Similar Assignments in which the Project Personnel worked:**

Sl. No.	Name of Similar Project	Client	Designation in the Assignment	Role and Responsibility	Period ( Start date & end date)	Firm	Brief Description of the Project

**Declaration**

I, .....,the undersigned, hereby declare that the above data truly describes myself, my qualifications and experience to the best of my knowledge and belief. I also solemnly affirm that I shall be available in person for the assignment as required of me.

Place:

**Personnel**

Date:

**Signature of the Project**

**Name, Designation & Signature of the Authorised Signatory of the Firm**

(Office Seal)

**Form No.4 : Technical Proposal - Project references of Consultant**

Name of the Consultant:.....

Sl. No.	Name of Projects	Location	Client	Input in person months	Period (Start &End Dates)	State whether Continuous or Intermittent	Funding Source	Role of the Project Personnel	Description
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

1. Consultant’s Total Years of Experience in Providing Similar Service:.....

2. No. of similar projects undertaken in Central/State Governments or Agencies there under:.....

**Note:** For project references, attach mandate copies of the assignment/award of contract/ completion certificate from client for verification / evaluation.

**Form No. 5 : Technical Proposal - Financial Competence**

**Turnover of the organisation from proposed/relevant services. (component-wise)	Year			Average Turnover (Rs.)
	<Indicate financial year>	<Indicate financial year>	<Indicate financial year>	
<Indicate Component 1>				
<< Indicate Component 2>>				
<< Indicate Component 3>>				
<< Indicate Component 4>>				

**Note:** For the purpose of reckoning Turnover, if the bidder is a parent firm with subsidiary firms, then it may include the Turnover from        <State the services for which engaged> Services rendered by the subsidiaries of the Parent firm.

\*\*Attach Financial Statement, Annual Reports and signed affidavit for verification.

**Form No. 6 : Financial Proposal**

**Tender Inviting Authority:**  
**Name of Work:**  
**Contract No:**

**Bidder Name:**

**Price Schedule /Bill of Quantities (BoQ)**

Sl. No	Position	Quantity ( number of persons required in each category)	Units	Minimum Service (in Days per Month)			Rate per Month (To be entered by Bidder ) Rs P	Total Cost per Month	Total amount in words
				On-Site	Off-Site	Total			
a	b	c	d	e	f	g	h	i (c x h)	j
1			persons						
2			”						
3			”						
4			”						
5			”						
A	<b>Total Remuneration</b>								
B	<b>Other Expenses ( per month)</b>								
C	<b>Taxes including Service Tax ( per month)</b>								
D	<b>GRAND TOTAL (A+B+C)</b>								

**Note:** The BOQ shall be submitted in the template appearing in the E-Tender portal and shall not be modified/ replaced by the bidder. The same should be submitted after filling the relevant columns, failing which, the bid is liable to be rejected. Bidders are allowed to enter the Bidder Name and Values only.

**ANNEXURE III**  
**TECHNICAL EVALUATION**

APPLICATION IDENTIFICATION No.  
NAME OF THE APPLICANT  
ADDRESS OF THE APPLICANT

RFP Ref.

<b>TECHNICAL SCORE</b>						
<b>CRITERIA 1: PERSONNEL COMPETENCE</b>						
I	<i>&lt;Position 1&gt;</i>					
Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Educational Qualification Minimum: <i>&lt;Specify the educational qualification required&gt;</i>	First chance pass with marks above -----%				
		First chance pass with marks above -----%				
		Others				
2	Overall Rating of Educational Institution <i>&lt;Specify the required rating range&gt;</i>	Top __th percentile in current ranking of Indian or internationally top rated institutions				
		Top __th percentile in current ranking of Indian or internationally top rated institutions				
		Others				
3	Years of Specific Experience as <i>&lt;Specify the position &gt;</i>	__ marks for every completed year over __ years				
4	Number of similar projects undertaken	Similar Assignments in last __ years. __ marks for each assignment				
5	Total Service Experience	__ marks for every completed year over __ years				
6	Overall quality of CV					
7	Vision & Strategy	Presentation on strategy & Implementation				
	<b>SUB-TOTAL</b>					
<i>&lt;Insert additional rows for additional positions&gt;</i>						
	<b>GROUP TOTAL</b>	<b>PERSONNEL COMPETENCE</b>				

**TECHNICAL SCORE**

**CRITERIA 2: MANAGEMENT COMPETENCE**

Sl. No.	COMPONENT	CRITERIA	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
1	Firm's years of experience in providing similar services (documented proof and references will be relied on)	Minimum <input type="checkbox"/> years				
		Above <input type="checkbox"/> years ( <input type="checkbox"/> marks will be added for each year)				
2	Policy and procedures	Average ( <input type="checkbox"/> marks)				
		Good ( <input type="checkbox"/> marks)				
		Very Good ( <input type="checkbox"/> marks)				
		Excellent ( <input type="checkbox"/> marks)				
3	Descriptive assessment of the Firm's competence in rendering the proposed service (Narrative Statement not more than ___ words)	Average ( <input type="checkbox"/> marks)				
		Good ( <input type="checkbox"/> marks)				
		Very Good ( <input type="checkbox"/> marks)				
		Excellent ( <input type="checkbox"/> marks)				
	<b>TOTAL</b>	<b>MANAGEMENT COMPETENCE</b>				

TECHNICAL SCORE						
CRITERIA 3: FINANCIAL COMPETENCE						
Sl. No.	COMPONENT	CRITERION	MIN MARK	MAX MARK	MARKS OBTAINED	REMARKS
	Turnover of the organisation from <i>&lt;Enter components given in Form No.5&gt;</i> (Proof from financial statements, annual reports and signed affidavits)	Minimum: Rs. __ as Average turnover on the basis of last -- -----years reported figure. (Rs. __ crore- __ marks)				
		Above Rs. __ to Rs. __ ( __ marks will be added for each additional Rs. __ )				
	<b>TOTAL</b>	<b>FINANCIAL COMPETENCE</b>				

SUMMARY OF TECHNICAL SCORES		
CRITERIA	Total Marks	Marks Obtained
CRITERIA- 1: TECHNICAL COMPETENCE		
CRITERIA -2: MANAGEMENT COMPETENCE		
CRITERIA -3: FINANCIAL COMPETENCE		
<b>GRAND TOTAL</b>		