

## I. EVALUATION OF BIDS AND AWARD CRITERIA

1. The criteria for evaluation of the bids received would be a Quality cum Cost Based System (QCBS) as follows:

S. No.	Item	Percentage (Weightage)
1	Technical Evaluation	70%
2	Commercial Bid	30%
	<b>Total</b>	<b>100%</b>

2. The bidder should score more than or equal to 60 out of 100 in the technical bid evaluation process to be qualified for commercial evaluation. Further, the bidder should also satisfy the eligibility criteria of the technical/administrative parameters to be eligible for commercial evaluation.
3. The score of the bidder, as per the documents submitted, shall be allotted by Evaluation committee constituted by ICMR-NIE and its decision will be final. ICMR-NIE will enter the marks and upload the same in the GeM portal.
4. After opening and evaluating the financial proposals of technically qualified bidders, a final combined score shall be arrived based on the above mentioned weightage.

### Marking Scheme for Technical and Financial Bid

Technical bid will be given weightage of 70% while 30% weightage will be given for financial bid. Marking system for Technical Bid will comprise of the following criteria:

S. No.	Criteria	Conditions & Score	Max. marks	Remarks/ Documents for submission of technical bid										
1	Firm Turnover	Average Turnover Rs.50 Cr – 2 Marks (Mandatory)  Additional every turnover of Rs.10 Cr – 1 mark each capped at 80 Cr.	05	Firm turnover is defined as the average turnover of firm over the last 3 years. Chartered Accountant verified/audited turnover statements to be furnished as proof for the same.										
2	Manpower on Payroll	Minimum 1000 manpower – 10 Marks  Additional every 200 manpower – 1 mark each, capped at 2000	15	Manpower on roll will be all employees on the books of the firm on the date of the release of the tender. Duly CA audited statement of labour wages/ labour roll for the previous one year to be submitted as part of the technical bid.										
3	No. of Projects for supply of Manpower (currently running)	<table border="1"> <thead> <tr> <th>No of Projects</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>02</td> </tr> <tr> <td>2-3</td> <td>03</td> </tr> <tr> <td>4-7</td> <td>04</td> </tr> <tr> <td>8 or above</td> <td>5</td> </tr> </tbody> </table>	No of Projects	Marks	01	02	2-3	03	4-7	04	8 or above	5	05	Definition of projects – supply of manpower with at least 1-year duration. <i>Work can be completed work/ on-going work and should have at least 1 year of work executed and should have been performed over the last 3 years</i>
No of Projects	Marks													
01	02													
2-3	03													
4-7	04													
8 or above	5													
4.	Experience in years for Outsourcing Manpower supply	Minimum 05 years (Mandatory) – 05 Marks  For additional every 1-year experience – 1 mark will be awarded capped up to 10 years only	10	Experience means: Firm has working experience in Manpower Outsourcing <i>in Government/ PSU Clients/International organization/Corporate Organizations</i>										

5.	Currently running projects in consignee location (Chennai)	No. of Clients	Marks	05	Experience of working as Manpower outsourcing agency at Reputed State/ Central Govt. Institutions in consignee location (Chennai)
		1-2	2		
		3-5	3		
		6-7	4		
		More than 7	5		
6.	Scientific/ Research organization experience in supplying manpower in Scientific/Technical/Admin and Support Staff	No. of Clients	Marks	05	Number of projects involving Scientific/Research Organizations provided in past 7 years (as on Proposal Submission Start Date)
		1-2	2		
		3-5	3		
		6-7	4		
		More than 7	5		
7.	Service Network of the Scientific/Technical/Administrative manpower outsourcing	Copy of work order clearly indicating value of contract relating to Scientific/Technical/ Admin and Staff engaged in Project  Net Contract value Worth Rs. 20 Cr – 10 Marks  Additional net worth of every 10 Cr. – 1mark each capped at 70 Cr.	15	Manpower outsourcing for Scientific/Technical/Admin and support staff in Government Research Organizations like DBT, DST, CSIR, JIPMER, AIIMS,etc.  <i>*one contract of 20 Cr worth or two contracts of 10 Cr worth in last 3 years</i>	
8.	Timely Payment of Statutory deductions	Timeliness of payment of EPF and ESI – 10 marks	10	The firm/Service provider has made timely payment of salary and timely deposition of statutory contribution like EPF, ESI etc., There should not be any delay in payment to staff or in depositing statutory dues (Proof of Remittance to be attached)	
9.	ISO Certification	ISO Certification – 5 marks	05	Latest valid certificate to be submitted (Having atleast 6 months validity)	
10	Awards/ Recognitions	Awards/ Recognitions from Govt./Govt. Undertakings/ Institutes/ Organizations/ PSUs	05	Proof to be submitted	
11.	Software applications in managing Manpower Outsource	Vendor should have software application/support in managing attendance, project allotment, salary details, etc.,	05	Evidence of software being used to be submitted / proved and presentation should be made to this effect.	
12.	Appreciation letter from the existing clients	Appreciation letters/ Certificates from the existing clients (Govt./ International Organization etc.,)	05	To be furnished	

13.	GeM Star Rating	Performance Star Rating in GeM –4 & above	05	Screenshot to be submitted
14.	Presentation	Bidder should present to the Technical Evaluation Committee during interaction arranged by the buyer, with an objective to discuss/clarify and the scope of work	05	Resource/ details to be present by the bidder. The quality of the technical proposals will be evaluated as per buyers requirement <ul style="list-style-type: none"> <li>• Understanding of the Business Domain of Client – 1 Mark</li> <li>• Proposed Methodology/Approach – 1 Mark</li> <li>• Proposed Deployment Architecture –1 Mark</li> <li>• Proposed Resources and Technology – 1 Mark</li> <li>Demo of the proposed model – 1Mark</li> </ul>

**Minimum cut-off Marks for qualifying in Technical Bid – 60 marks out of 100 marks**

The proposal with the highest weighted combined score (quality and cost) as per the predefined formula integrated in GeM portal shall be selected.

After filing the technical score, the system will open financial bid of all qualified Service Provider’s and compute QCBS score as given below:

QCBS calculation Logic (eg. 70:30 weight-age)

**Example of GeM QCBS calculation:**

Weight-age	Technical Evaluation		Financial Evaluation		Result	
	Marks	Score Calculated	Marks	Score Calculated		
70%			30%			
Service Provider 1	75	83	3.6	97.2	87.26	
Service Provider 2	80	89	3.5	100	92.3	H1
Service Provider 3	90	100	6.5	53.84	86.15	

**a) Technical Eligibility Criteria**

1. The Outsourcing Agency (Service Provider) must be a registered legal entity like a company, society, LLP etc. **registered with Registrar of Companies (ROC)/ Registrar of Firms.** A copy of registration certificate should be submitted. Either the Registered Office or one of the Branch Offices of the bidder should be located in Chennai (Consignee Location).
2. Self-Attested copy of CA certificate with **last three-year balance sheet, Income Tax Returns** i.e., 2020- 21, 2021-22 & 2022-23. CA certified copy of **last three-year annual turnover** should be submitted.
3. The bidder must have an **Annual Turnover of not less than of Rs. 50 Crore** during the last three consecutive financial years 2020-21, 2021-22 & 2022-23 certified by a Chartered Accountant, copy of Profit & Loss account, audited accounts/ balance sheet and IT Return and IT clearance certificate also to be attached along with. The bidder should not have incurred loss in any two years during the last three years.

4. Detailed company profile with **at least 5 (Five) years' experience in providing manpower services** to Central Government/ State Government organizations/ Government of PSUs/ Undertaking/ Organizations with documentary evidence. The experience shown should be for providing continuous manpower service for at least one year for each client. Satisfactory document proof from end users must be submitted.
5. *The bidder should have at least a minimum strength of 1000 for the financial year 2022-23 on their rolls.*
6. The bidder should possess **ISO 9001:2015 or latest** updated version of the certification in providing Manpower services and the certificates should be enclosed along with the bid.
7. The bidder should have **valid registration from the ESI, EPF and under GST** (proof to be enclosed).
8. Copy of **up-to-date remittance to ESI, EPF and GST** authorities for the financial year.
9. Copy of **PAN/TAN/GST Registration**.
10. A company, firm or agency should be registered with/ have requested **Labour License** and should be valid at least 3 months as on date of opening of bids.
11. The firm **should not have been black-listed** by any Central Govt./ State Govt./ Govt. PSUs/ Undertaking/Organizations or allies' agencies. No Vigilance/ CBI case should be pending against the bidder. A certificate to be given to this effect on own letterhead.

