

[D]PREQUALIFICATION CRITERIA

Sl No	Basic requirement	Particulars	Mandatory/ Maximum Points	Supporting Documents
1	Legal Entity	The Bidder must be a registered entity / firm/LLP (Limited Liability partnership).	Mandatory requirement	Copy of Registration certificate
2	Registration with professional bodies.	The firm or any of the partners of the firm should have registered with professional bodies such as Institute of Chartered Accountant of India/Cost Accountants of India, or Bar Council of India.	Mandatory requirement	Copy of Registration certificate of relevant authority.
3	Past performance	The bidder should be in practice and should have experience of at least 5 years to clients such as Central/State/Govt./PSU/ Bank or large Private Organization.	Mandatory Requirement	Copy of Supply order/work completion certificate of the client(s)
4	Financial Standing	Average Annual turnover of the Bidder firm during last three financial years should be Rs. 50 Lakhs or higher	Mandatory Requirement	Annual audited financial statement for the past three completed financial years
5	Insolvency	The firm should not have faced Insolvency proceedings or declared Insolvent or under liquidation/ court receivership or any such similar proceedings.	Mandatory Requirement	Self-Declaration to be submitted in firm's letter head duly signed and sealed
6	Debarred/ Black listed	The firm should not have been debarred/ blacklisted by any of Govt/PSUs or any other legal entities for consultancy services. The firm should not have been convicted by a court of Law or indicted by a regulatory authority for any offence against it. The firm should also not have any Criminal/civil investigation pending against it, by enforcement or Prosecution Authorities.	Mandatory requirement	Self-Declaration to be submitted in firm's letter head duly signed and sealed.
7	Firm's Location for rendering service to AVNL Corporate Office through their Office	The firm should have registered office or branch office located in Chennai and the project shall be handled from Chennai only.	Mandatory Requirement	Documentary evidence in support of office in Chennai along with contact details.

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[E] SELECTION MATRIX

The short listing of the GST Consultant Services shall be based on the following technical evaluation for QCBS:

Sl. No.	Particulars	Allocation of Marks	Maximum Marks	Supporting Documents
1)	Number of years of experience		20	Registration Certificate of the firm issued by the Institute of Chartered Accountants of India and /or Institute of Cost Accountants of India. Information related to year of establishment of Head office(s) & branch offices, addresses, details of partners and membership nos.etc.as indicated in the certificate.
	5 Years –7 years	10		
	> 7 Years –10 years	15		
	> 10 Years (from the year of establishment of the firm/limited liability Partnership firm)	20		
2)	Experience of handling Central/State Govt./PSU/ Bank or large private organization during last five (5) years		20	Copy of Supply order/work completion certificate of the clients
	5 marks for each organization subject to maximum of 20(with in a period of preceding 5 years)	5 each		
3)	No. of CA/ICWA/CS/LLB/LLM/B-Tech(C.S) employed in taxation	2 each	10	Copies of Qualification Certificates from recognized Institute / University and copies of letter of engagement as employee.
4)	Number of Full Time staff on the roll of Establishment		10	Copy of details filed with any recognized Institute or Copies of their Letter of engagement as employee
	5- 10 Staff	0		
	>10-20 Staff	5		
	>20 Staff	10		
5)	Average Turnover of the firm for the last 3 years		20	Annual audited financial statement
	50 Lakh but ≤ 1 crore	5		
	≥ 1crore but ≤ 2 crore	10		
	≥ 2 crore but ≤ 5 crore	15		
	> 5 crore and above	20		
6)	Turnover of clients handled by the Firm/Partnership Firm		20	Copies of relevant pages of audited financial for all the clients to be enclosed. The service bill & realization of such bill / work order copy & job Completion certificate to be enclosed
	100Cr. but ≤ 500 Cr. per client per year	2		
	≥ 500Cr but ≤ 1000Cr. per client per year	4		
	> 1000Cr. per client per year	6		
Total Marks of Technical Evaluation			100	

[F] Method of Selection for Hiring of GST consultant of Services firm for AVNL

1. Evaluation will be done on total value wise through QCBS system. Based on QCBS system, contract will be concluded on H1. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1
2. **The ratio of quality to cost weightage in the present case for QCBS evaluation is 70:30**
3. **The price bid of vendors obtaining the qualifying marks of 70 and above in technical evaluation will be opened for further evaluation.**
4. The details and example of QCBS system of evaluation is given below:

In QCBS system of selection, minimum qualifying marks (normally 70 to 80 (Seventy – Eighty) out of maximum 100 (Hundred) marks) as benchmark for quality of the technical proposal will be prescribed and indicated (at para 2. in this case) along with a scheme for allotment of marks for various technical criteria/attributes (given in Prequalification and Selection Criteria Matrix in this case).

During evaluation of technical proposal, quality score is assigned out of the maximum 100 (Hundred) marks, to each of the responsive bids, as per the scheme laid down in the RFP. The consultants/service providers who are qualifying as per the technical evaluation criteria are considered as technically responsive and the rest would be considered technically non-responsive and would be dropped from the list.

Financial proposals are then opened for only eligible and responsive offers and other financial offers are returned unopened to bidders. The financial proposals are also given cost-score based on relative ranking of prices, with 100(Hundred) marks for the lowest and pro-rated lower marks for higher priced offers. The total score shall be obtained by weighting the quality and cost scores and adding them. The weight given to the technical score may not be confused with the minimum qualifying technical score (though they may in some case be equal).



In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B = (C_{\text{LOW}}/C) * X + T / T_{\text{HIGH}} (1 - X)$$

Where,

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{HIGH} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weightage for the Price as specified in the BDS (Bid Data Sheet)

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid

An example of procedure followed in QCBS method for finalisation of the bid

In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 75(Seventy five) and the weightage of the technical bids and financial bids was kept as 70: 30(Seventy: Thirty). In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

A: 75 Marks

B: 80 Marks

C: 90 Marks

The minimum qualifying marks were 75 (Seventy five) thus, all the three proposals were found technically suitable. Using the formula T/Thigh, the following technical points are awarded by the evaluation committee

- A: $75/90 = 83$ points
B: $80/90 = 89$ points
C: $90/90 = 100$ points

The financial proposals of each qualified consultant were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

- A: Rs.120.
B: Rs.100.
C: Rs.110.

Using the formula C_{low}/C , the committee gave them the following points for financial proposals:

- A: $100/120 = 83$ points
B: $100/100 = 100$ points
C: $100/110 = 91$ points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

- Proposal A: $83 \times 0.30 + 83 \times 0.70 = 83$ points.
Proposal B: $100 \times 0.30 + 89 \times 0.70 = 92.3$ points
Proposal C: $91 \times 0.30 + 100 \times 0.70 = 97.3$ points.

The three proposals in the combined technical and financial evaluation were ranked as under:

- Proposal A: 83 points: H-3
Proposal B: 92.3 points: H-2
Proposal C: 97.3 points: H-1

Proposal C at the evaluated cost of Rs.110 (Rupees One hundred and ten) was, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.