

महा प्रबंधक का कार्यालय
सुविधा प्रबंधन प्रभाग
हिन्दुस्तान एरोनाटिक्स लिमिटेड
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FMD/GM/060/14

Date: 10th Oct. 2014

Sub: - Amendment to HAL Works Manual 2011 for Qualifying Criteria for Service Contract (Works) in line with Terms & Conditions adopted by CAG.

Ref: - (i) FMD/GM (Offg.)/102/12 dated 19.01.2012
(ii) FMD/GM (Offg.)/114/12 dated 18.02.2012
(iii) FMD/GM/209/2012 dated 20.11.2012

The Comptroller & Auditor General (C&AG) of India had issued Tender / Bid Document for Housekeeping and Manpower Deployment Service Contract containing criterion for evaluation of Bids, etc. The matter was discussed in the 28th Directors Meeting held on 10th April 2014, wherein the Format of C&AG prescribed Bid Document was noted for adoption by all concerned in the Company.

2. The C&AG Document has prescribed 70% weightage for Technical Evaluation and 30% weightage for Financial Evaluation for finalization of the contract with the Bidders.

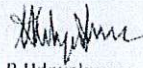
3. The decision taken in the 28th Directors Meeting held on 10th April 2014 to adopt the C&AG prescribed Bid Document for Housekeeping and Manpower Deployment / Service Contract in all the Divisions / Offices of HAL, was ratified by the Management Committee at its 274th Meeting held on 01.10.2014.

4. Further, the Management Committee at its 274th Meeting on 1st October 2014 has approved amendment to HAL Works Manual, by adding the following new Clause No.6.5.7 in the Manual :-

"6.5.7:- The Service Contracts shall be executed by adopting two bid system by providing 70% weightage for Technical Evaluation and 30% weightage for Financial Evaluation to determine the most suitable bidder for finalization of Contract. The procedure for awarding Service Contracts on weightage basis shall be as indicated in Annexure-AC"

Copy of Annexure AC is enclosed.

5. Divisions / Offices may take necessary action for finalization of contracts as indicated at Paras 1, 2, & 4 above.


M.R. Udayakumar
General Manager (FMD)

Encl: As Above

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Annexure - AC

6.5.7.1 TECHNICAL BID EVALUATION.

The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids and qualification of the bidders, HAL may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by HAL shall not be considered. HAL's request for clarification and the response shall be in writing.

6.5.7.2 TECHNICAL BID EVALUATION (SEGREGATED TYPE)

- A. Two bid system shall be followed where the technical bid and financial bid shall be evaluated separately.
- B. The tendering evaluation shall be done on weightage with 70% for Technical Evaluation based on resources capability/ skill expertise on work/ Assessment of previous experience in similar type of work, and 30% for financial evaluation.
- C. The agency would be required to Submit the Presentation on deployment of Manpower Material and Machinery proposed to be deployed in the Contract.
- D. The technical bid evaluation shall be done based on the following criteria:-
- a. During the technical evaluation, each bidder shall be assigned marks, out of total of 100 marks, as per the criteria specified below:

i) Number of Years in Operations	Max 25 Marks	
a) Upto 5 years	10 Marks	
b) than 5 years and upto 10 years	15 Marks	More
c) More than 10 years and upto 15 years	20 Marks	
d) More than 15 years	25 Marks	
ii) Turnover (Last Financial Year)	Max 25 Marks	
a) Upto 5 Crores	10 Marks	
b) More than 5 Crores and Upto 50 Crores	15 Marks	
c) More than 50 Crores and Upto 100 Crores	20 Marks	
d) More than 100 Crores	25 Marks	
iii) Number Of Manpower on Rolls	Max 25 Marks	
a) Upto 5000	10 Marks	
b) More than 5000 and upto 10000	15 Marks	

c) More than 10000 and upto 15000	20 Marks
d) More than 15000	25 Marks
iv) Quality Related Marks	Max 25 Marks
a) ISO (Less than 5 Years)	05 Marks
b) ISO(5-10 Years)	10 Marks
c) SA 8000	05 Marks
d) OHSAS 18001	05 Marks
e) Any other International Accreditation Certificate	05Marks

The above Parameters Shall be evaluated by Screening Committee as per the Provisions indicated in Clause No. 8.1 of Works Manual.

- b. **A Bidder should mandatorily secure a minimum of 70% marks [i.e. 70 marks out of total 100 marks as per para (a)] in Technical Evaluation in order to be a qualified bidder for being eligible for Technical Weightage and subsequently for opening of financial bids.**
- c. The total marks obtained by a Bidder in the technical bid shall be allocated 70% of technical weightage and the financial bids shall be allocated 30% of financial weightage, and there by making a total of 100 % weightage for the complete bidding.

Illustration 1 (for Technical Weightage)

If a Bidder has secured 80 marks out of the total 100 marks in technical evaluation after following Para(a), his technical evaluation value shall be:56 i.e. {80 x 70%}

- d. The Bidder shall be required to produce self attested copies of the relevant documents in support of the parameters at Para-(a) above, in addition to documentary evidences of other parameters, for being considered during technical evaluation.
- e. A substantially responsive bid shall be one that meets the requirements of the bidding document totally, i.e., by following the procedure as above. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.
- f. The bidders who qualified in the technical evaluation stage shall only be called for opening of financial bids.

6.5.7.3 FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER

- a. The financial evaluation shall be carried out and financial bids of all the bidders shall be given weightage out of 30%.
- b. The Bidder with the lowest bid price (L-1) shall be assigned full 30 marks (i.e. 30% x 100) and his total scores of the bid shall be as per illustration 2 below:

Illustration 2

If Bidder at Illustration 1 is L-1 Bidder and quoted Rs 100/- for being L-1, then his total value shall be 86 i.e. [56-(Technical Value) +30-(Financial Value)]

- c. The financial scores of the other bidders (i.e. L- 2,L-3and so on) shall be computed as under and as explained at Illustration -3 below:

$$30 \times \text{Lowest Value (L-1Price)}/\text{Quoted Value (L-2 OR L -3.....)}$$

Illustration -3

If Bidder at Illustration 1 is L-2 Bidder (in Price bid) and he quoted Rs.125, therefore 30% being the weighted value, the financial scores for L-2 shall be computed as under:

$$30 \times 100(\text{lowest prices-L1})/125 (\text{quoted prices-L2})=24 (\text{ financial score})$$

Therefore L-2 Bidder shall have total value of 80(56 Technical Value +24 Financial Value)

- d. The Bidders' rankings shall be arranged depending on the marks obtained by each of the bidders in the Technical Evaluation and Financial Evaluation together.
- e. The Bidder meeting the minimum eligibility criteria and with **the highest marks/rank** (i.e., the **total** of technical evaluation marks and financial evaluation marks) shall be deemed as the **successful Bidder** and shall be considered eligible L-1 Bidder for further processing.

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