

जी वी राव  
अधिशाली निदेशक  
**G V RAO**  
Executive Director



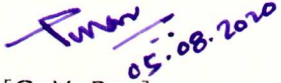
सुविधा प्रबंधन प्रभाग  
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**FACILITIES MANAGEMENT DIVISION**  
**HINDUSTAN AERONAUTICS LIMITED**  
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Ph. (दूरभाष) : 91 - 80 - 22311514, 2232 3555  
DATE: 05/08/2020

ED/FMD/070/2020

Sub : Amendment to clause no 6.5.7 and 8.1.3 of Works Manual 2011.

Reference is made to the minutes of 320<sup>th</sup> Management Committee meeting held on 24<sup>th</sup> June 2020. Management Committee has accorded approval for amendment of Clause no. 6.5.7 related to qualifying and evaluation criteria for service Contracts adopted from C & AG Tender Terms & Conditions and also for amending the Clause no 8.1.3 of Works Manual 2011.

2. Accordingly, clause no 6.5.7 of Works Manual 2011 inserted vide letter no. FMD/GM/060/14 dated 10<sup>th</sup> October 2014 is amended as per Annexure-1.
3. Clause no 8.1.3 of Works Manual 2011 is amended as per Annexure-2.
4. Divisions / offices may accordingly take necessary action while putting up the proposals / Tender Notices/Tender Documents.

  
[G. V. Rao]  
Executive Director [FMD]

Encl: As stated

**To: Divisional Heads, Heads of Plant Maintenance, Heads of Finance:**  
Aircraft/Engine/Overhaul/F&F/Aerospace/IMGT/LCA-TD/IJT-LSP/ASC/Helicopter/  
Helicopter-MRO/ACD/RWRDC/Barrackpore/ARDC/AERDC/MCSRDC/AMD-Nasik  
/AOD-Nasik/AURDC-Nasik/ED-Kpt/SED-Kpt/AD-Lkw/ASERDC-Lkw/AD-Hyd/  
SLRDC-Hyd/AD-Korwa/TAD-Kanpur/FMD/M&H/HMA/LO-Delhi.

**Copy to:**

CEO(HC)/CEO(MC)/CEO(AC)/CEO(BC),  
ED(F)-DC/GM(F)-BC/GM(F)-MC/AGM(F)-AC/AGM(F)-HC.

**Corporate Office:**

ED(Plg.&Proj.)/ED(HR)/GM(JV&OS)/GM(IMM)/GM(I)/GM(HR)/GM(QA)/GM(F)-M/  
GM(F)-B/GM(F)-C/GM(SYA)/GM(Vig)/AGM(Works)/AGM(IT)

SO to CMD, SO to D(E,R&D), SO to D(F), SO to D(Ops), SO to D(HR)

पंजीकृत कार्यालय : 15 /1, कब्बन रोड, बेंगलूरु - 560 001, भारत

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**Amendment to Clause No.6.5.7 of Works Manual 2011**

6.5.7 - Tenders for Manpower based Service Contracts shall be invited in the two bid system and award of work shall be based on technically acceptable L-1 offer. The Bidder shall necessarily be a legally valid entity, in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956/2013. Bidders in the form of JV/Consortium, Proprietorship or Partnership shall not be eligible to bid. Documentary proof for supporting the legal status of the Bidder shall be submitted along with the bid.

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 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 technical bid evaluation shall be done based on the following criteria:

I. During the technical evaluation, each bidder should qualify in the parameters specified below:

i) **Number of Years in Operation:-**

- The bidder shall be in operation at least for the last 5 years in the area of man power supply / service provider business.
  
- The bidder should have completed at least one of the following Works of similar nature:
  - a. Three similar completed Works costing not less than the amount equal to 40% of the estimated cost

**or**

  - b. Two similar completed Works costing not less than the amount equal to 50% of the estimated cost.

**or**

  - c. One similar completed Work costing not less than the amount equal to 80% of the estimated cost.

ii) **Turnover:-**

Average annual financial turnover during the last 3 financial years ending 31st March should be at least 30% of the estimated cost.

iii) **Number of Manpower on Rolls:-**

The bidder should have been currently dealing with deployment of contract workers equal to at least 50% of the daily average strength of manpower required to carry out the work indicated in the tender.

X

Finer



**Note:-**

Approximate average manpower required daily to carry out the work, should be assessed and shall be indicated in the Tender Notice by the Division! Office against this parameter.

**iv) Quality Related Certificate:-**

The bidder should have at least one of the following Quality Related Certificates:

- a) ISO 9001  
or
- b) ISO 14001  
or
- c) SA8000  
or
- d) OHSAS 18001

The above parameters shall be evaluated by the Screening Committee as per the provisions indicated in Clause No.8.1 of the Works Manual-2011.

- II) The Bidder shall be required to produce self-attested copies of the relevant documents in support of the parameters at Clause-(I) above, in addition to documentary evidences of other parameters, for being considered during the technical evaluation.
- III) A Bidder should qualify in all the parameters as per clause (I) above in the Technical Bid Evaluation, in order to be a qualified bidder for being eligible for opening of Financial Bid.
- IV) A substantially responsive bid shall be one that meets the requirements of the bidding document totally, i.e., by following the above procedure. Technical Bid not meeting the. Minimum requirements as per the tender documents shall be rejected and their Financial Bid will not be opened.

6.5.7.3 Financial Bid Evaluation And Determination Of The Successful Bidder.

- a) The financial evaluation shall be carried out on L-1 Basis.
- b) The financially lowest offer of technically qualified bidder shall be deemed as successful bid and shall be considered L-1 (Lowest Offer) for further processing.

*Amur*

*X*



**AMENDMENT TO CLAUSE NO. 8.1.3 OF WORKS MANUAL 2011**

<b>For</b>	<b>Read as</b>
<p>In case of tenders above Rs.50.00 Lakhs, where the tender document has been loaded in the website and the agencies have submitted the downloaded document, the above screening committee shall scrutinize the requirements and put-up to Head of the Division for approval through associated finance for those agencies who are found eligible for opening of price bids.</p>	<p>In case of tenders above Rs.50.00 Lakhs, where the tender document has been loaded in the website and the agencies have submitted the downloaded document, the above screening committee shall scrutinize the requirements and put-up to Head of the Division for approval through associated finance for those agencies who are found eligible for opening of price bids.</p> <p><b>However, where the Head of Division holds views different from that of the screening committee, the Head of the Division may refer the matter to the High Level Screening Committee (HLC), which may be constituted with the approval of Complex / Functional Head, for its report on the matter.</b></p> <p><b>Based on the recommendation of HLC, Head of the Division shall proceed for opening of price bid, as per the existing laid down procedure.</b></p>

*Amas*

*X*