

## BID EVALUATION CRITERIA

Name of work: - **Supply of Stationery Items (with & without printing).**

**NOTE: This Bid Evaluation Criteria over-rides all other similar clauses operating anywhere in the Bid document.**

### **A. ESSENTIAL ELIGIBILITY CRITERIA (EEC):**

Relevant documentary proofs, should be submitted.

1. The Bidder should be a Legal Entity i.e. Legal Entity of the firm i.e. Sole Proprietorship, Private Limited/ Public Sector Undertaking/ Limited Company/Joint Venture/ Partnership firm/ LLP..
2. The bidder must have an office/shop/store with regular Telephone connection at NEW DELHI (NCR). (Documentary proof, stating the address, contact person, phone number etc. should be submitted along with the bid).
3. The bidder should submit a declaration to the effect that neither the bidder themselves, nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently serving any banning orders debarring them from carrying on business dealings in India.
4. The Bidder should not have incurred loss in previous three financial years. Documentary proof in the form of Profit & loss statement should be submitted.
5. Experience of the bidder: - Bidder must have minimum of Five Years operational experience in supplying Stationery Items (with & without printing) to any State government / Central government / Public Sector undertaking company / Reputed Limited Company during the period of last 5 years as on the date of invitation of bid.

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### **B. PRICE BID : EVALUATION CRITERIA:**

1. As per the **Scope of Supply, Specifications & Price Format for Stationery Item** given at Annexure III, the bidder have to quote against **each Item & Brand**
2. The **Scope of Supply, Specifications & Price Format for Stationery Item** is divided into two sections **1. General Stationery Items (Non Printed) & 2. Stationery Items (Printed)**
3. The Bidder must give Subtotal of Section 1 in the end of the Section 1 as: **Sub Total (A)** & Subtotal of Section 2 as : **Sub Total (B)**
4. The Total of (A) & (B) will then be done in the end, as given **Total (A) + Total (B)**
5. The Lowest quote arrived on the basis of the above will then be considered as L1 and the work will be awarded accordingly.

Note: (a) If there is any discrepancy in the unit price & total price, the unit price will prevail and the total price will be corrected accordingly.

(b) If there is any discrepancy between words and figures the amount in words shall prevail.

**(c) SPECIAL CONSIDERATIONS FOR MSME**

If the bidding entity is registered under Micro & Small Enterprises at District Industry centre or Khadi and Village Industry Board or Coir Board or National Small Industry Corporation or Directorate of Handicrafts and Handlooms or any other body specified under “Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012”. Similar concessions will also be given to Micro and Small Enterprises owned by Scheduled Castes or Scheduled Tribes as stated above.

The participating Bidders who qualifies above aspect shall be allowed **10%** relaxation in the Price Bid for the purpose of evaluation. After giving such relaxation, if more than one Bidder stand on equal Price Quote, then the Bidder satisfying the above criteria will be given preference.

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**C. REJECTION CRITERIA :-**

The Full vital conditions should be strictly complied with, failing which the bids will be liable for rejection.

- 1.** Bids should be complete in all aspects covering SoW/Supply and should conform to specifications. Incomplete and non-conforming bids will be rejected outrightly.
- 2.** Bids submitted beyond the specified date and time shall not be accepted.
- 3.** Acceptance of Terms and Conditions – The Bidders must confirm unconditional acceptance of “Instructions to Bidders (Annexure I)” and General Terms and Conditions (Annexure II) by enclosing (attaching) a copy of the BID Document duly signed by the bidder on all pages.
- 4.** Bids that are not signed manually.
- 5.** Offers which do not conform to BIRACs Price Bid Format
- 6.** Offers indicating/disclosing prices in Price bid or at any stage before opening of price bid.
- 7.** A bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price quotations are to be strictly in accordance with bid. Conditional bid is liable to be rejected.
- 8.** Bidder must quote against each and every Item (Material Description) & Brand cited below, for due evaluation. Omission to quote against any Item (material description) & Brand will result in rejection of the bid.