

	PRODUCTION PLANNING AND MATERIAL MANAGEMENT	AIESL/PPMM/HQRS/CIR/03		
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CIRCULAR – 03

Eligibility Criteria in the tender Document/RFP for procurement of Services

It is imperative that the care is exercised while laying down the eligibility criteria with regard to past experience and previous turnover of the bidders in the tender document. The criteria should be commensurate with the proposed tender value, to allow maximum participation from qualitative bidders.

Qualifying criteria to be met by bidders to qualify for award of the Contract may be specified. Although the qualification criteria would depend on the type of service, its complexity and volume, but a sample qualifying criteria is given below:

1. Past Experience of similar contracts:

- a) The bidder must have at least three years' experience (ending month of March prior to the bid opening) of providing similar type of services to Central/State Government/ PSUs/ Nationalised Banks/ Reputed Organisations. Services rendered with list of such Central/State/ PSUs/ Nationalized Banks with duration of service shall be furnished.
- b) The bidder must have successfully executed/completed similar Services (definition of "similar services" should be clearly defined), over the last three years i.e. the current financial year and the last three financial years: -
 - Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost.
 - or**
 - Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost.
 - or**
 - One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

2. Financial Capability:

- a) Average Annual financial turnover of related services during the last three years, ending 31st March of the previous financial year, should be at least 30% (thirty percent) of the **estimated cost**.
- b) Liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the tender.

Please ensure compliance of the above.

Note:

Whatever parameters are fixed/proposed in the tender document, the rationale for the same must be documented and approved by the Competent Authority.


 General Manager (E-PPMM)

Distribution:

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(For further information/clarification, manual for procurement of Goods (updated in June 2022), issued by department of Expenditure, Ministry of Finance, Govt of India may be referred)