



**Open Tender for engagement of  
Management Consultancy Firm for  
Manpower Planning, Review of  
Organisation Structure and for  
Preparation of Strategic Training Plan**

## **Disclaimer**

This Tender Document is not an agreement and is not an offer or invitation by SPMCIL to any party other than the one that qualifies to submit the Bid. The purpose of this Tender Document is to provide information to the potential bidders to assist them in responding to this Tender Document. Though this Tender Document is prepared with sufficient care to provide all required information to the potential bidders, they may need more information than what has been provided. In such cases, the potential bidder is solely responsible to seek the information required from SPMCIL. SPMCIL reserves the right to provide such additional information at its sole discretion. In order to respond to the tender, if required, and with the prior permission of SPMCIL, each bidder may conduct his own study and analysis, as may be necessary.

SPMCIL makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations on any claim the potential bidder may make in case of failure to understand the requirement and respond to the Tender document. SPMCIL may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

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## **1. Background**

Security Printing and Minting Corporation of India Limited (SPMCIL) was formed after corporatization of nine units including four mints, four presses and one paper mill which were earlier functioning under the Ministry of Finance. The Company was incorporated on 13.01.2006 under the Companies Act, 1956 with its headquarters at New Delhi. SPMCIL, a Miniratna Category-I CPSE, and wholly owned Schedule 'A' Company of Government of India, is engaged in the manufacture of security paper, minting of coins, printing of currency and bank notes, non-judicial stamp papers, postage stamps, travel documents, etc. The employees strength of SPMCIL is 10354 in all its nine units and Corporate Office as on 31.03.2017. The Company has four Presses, four Mints and one Paper Mill to meet the requirements of RBI for Currency notes and Coins and State Governments for Non-Judicial Stamp Papers and Postal Departments for postal stationery, stamps etc. and Ministry of External Affairs for passports, visa stickers and other travel documents. Other products are commemorative coins, MICR and Non-MICR cheques etc.. The company is under the administrative control of Department of Economic Affairs, Ministry of Finance. It is headed by Chairman and Managing Director. All the 9 units of four production verticals i.e. Currency Printing Presses, Security Printing Presses, Security Paper Mill and India Government Mints headed by General Managers are industrial organizations and are regulated in accordance with the labour laws and directions of Government issued from time to time. The main activities of these units are as under:

### **Currency Printing Presses:**

Currency Note Press, Nashik Road and Bank Note Press, Dewas which are engaged in production of Bank Notes for our country as well as for foreign countries using state of the art technology. More than 40% of Currency Notes circulated in India are printed by these units. These units are equipped with designing, complete Pre-printing and Offset facilities, Intaglio Printing machines, Numbering & Finishing machines etc.

### **Security Printing Presses:**

Security Printing Presses have glorious history of more than 80 years employing specialized technology and multiple printing processes to produce security products under secure operating procedures and manufacturing protocols. These presses have the latest technological facilities for Designing, Pre-printing and Post-printing.

### **Security Paper Mill:**

Security Paper Mill (SPM), Hoshangabad was established in 1968 and notified as non-commercial undertaking under the administrative control of Ministry of Finance, Govt. of India. SPM, an ISO 9001:2000 unit is responsible for manufacturing of different types of

Security Papers. Papers manufactured by this unit are used for printing of Currency Notes by CNP & BNP and for Non-Judicial Stamps being printed by ISP & SPP. SPM, Hoshangabad also has the distinction of incorporating numerous security features.

### **Mints:**

The Mints are situated at Mumbai, Hyderabad, Kolkata and Noida have rich minting heritage and legacy of producing quality products. These mints are carrying out minting of all coins circulated in the country. Mints are also engaged in minting of commemorative coins.

The details of the Units are available at the company website ([www.spmcil.com](http://www.spmcil.com)).

## **2. Organization Vision & Mission**

The vision of the organization is to be the leader in manufacturing of currency, coins and security products through process excellence and innovation.

The mission of the organization is aimed at:

- Developing state-of-art currency, coins and diversified security products in a transparent, cost-effective and efficient manner by leveraging core competency and building design capabilities.
- Constantly focusing on benchmarking, process automation, applied R&D, indigenization and the triple bottom line viz. people, planet and profit.
- Ensuring Employees, Customers and Stakeholders delight.

## **3. Location**

The Company has its headquarters at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi. It has 9 units spread all over the country as per details below and is broadly operating through four production verticals ie.. Currency Printing Presses, Security Printing Presses, Security Paper Mill and India Government Mints.

- India Government Mint (Mumbai)
- India Government Mint (Kolkata)
- India Government Mint (Hyderabad)
- India Government Mint (Noida)
- Currency note Press (Nashik)
- Bank Note Press (Dewas)
- India Security Press (Nashik)
- Security Printing Press (Hyderabad)
- Security Paper Mill (Hoshangabad)

#### 4. Scope of Work

The total scope of work can be divided into following modules:

- a) **Manpower Planning**
- b) **Review of Organisation Structure**
- c) **Development of Strategic Training Plan**

**a) Manpower Planning:** Study of the existing Manpower deployment and making assessment of the requirement for next one decade or so. While assessing the future requirement of manpower, perspective plan of the Company shall be taken into consideration.

- (i) In-depth examination of manpower requirement, of the company at the corporate level, unit wise, and also Dept. wise keeping in view the demographic profile of the organization and the expansion etc..
- (ii) To review the sanctioned strength of executives across all Units and Corporate Office with specific reference to manpower requirements at middle level (i.e from E-4 to E-6 level) and senior level executives (E-7, E-8, E-9 level) considering existing workload as well as futuristic expansion plans in all units of SPMCIL and Corporate Office across departments/ disciplines.
- (iii) To analyse the executive strength department wise in comparison with the strength present in comparable PSUs (comparison with atleast two PSUs to be worked out)
- (iv) To review the standard manpower for all Non-Executives of the Units. (workmen/Supervisors)
- (v) To suggest Corporate Office Setup for Non-Executives.
- (vi) To assess and analyze indent position in hand, expected order position and future perspective plan for manpower in the all categories of employees keeping in view the modernization plan of the company and expansion.
- (vii) To study and identify excess / shortage of manpower – grade/trade wise in Executive Supervisor, Workmen categories and to suggest changes / improvements in existing job profiles.
- (viii) Suggesting ways to bridge the manpower gap in critical areas of functioning and also the gap between individual profile/ job profile.
- (ix) To design Job description of critical posts.

**b) Review of Organization Structure:** The Consultant is required to undertake independent study of the existing organization structure and also to make assessment about re-structuring of the existing set up in line with organizational Vision and Mission.

- (i) To review the existing structure of the organization across various departments.

- (ii) To assess requirement for creation of new departments/functionalities in view of expansion/ technological upgradation / Business Development.
- (iii) To review the functional structures / hierarchy across all departments.
- (iv) Mapping the manpower requirements at each level across departments/units

**c) Development of Strategic Training Plan:** To conduct Training Needs Assessment (TNA) for making the learning events relevant to actual training needs of SPMCIL officials and use the findings of TNA for preparation of Strategic Training Plan. Identify subject areas, training modules and target groups for each training.

- (i) To conduct training need analysis.
- (ii) To identify training courses to be conducted.
- (iii) To identify training modules for each of the training course
- (iv) To suggest institutions that conducts the relevant training programs.
- (v) To design a training plan (including soft skills training) for all Executives, Supervisors and Workmen highlighting the number of days each Executive/Supervisor/Workmen should undergo training in a given Financial Year.
- (vi) To plan for overseas training and suggest institutions abroad for conducting training.
- (vii) To devise a mechanism for evaluation/validation of training programs.

**Note:**

- For the purpose of the entire study, the Consultant may be required to visit different Units of SPMCIL.
- The entire work has to be done with periodical consultation with an Evaluation Committee constituted for this purpose.

**5. Deliverables**

Deliverable from the bidder for the scope of work with time frame from the award of work is mentioned below:

Inception Report	After 30 days from the award of contract
Manpower Planning	After next 30 days
Review of Organisation Structures	After next 30 days
Development of Strategic Training Plan	After next 60 days
Satisfactory submission of final report after discussion and recommendations of the Management	After next 30 days

Three copies (Hard and soft) of each report will be submitted.

## 6. Duration of the Study

Expected duration of the study is 6 (six) months from the date of award of contract as mentioned in the table as per para (5)

## 7. Support from the Client

The Consultant will be given access to all relevant data and documents for effective conduct of the Consultancy assignment. The Consultant will have to make own arrangements of travel. SPMCIL will arrange free Company Guest House accommodation for the Consultants on their outstations visits to Units, wherever available. Professional and support counterpart personnel will be assigned by SPMCIL to coordinate with the Consultant's Team.

## 8. Payment Schedule

Payment will be made on completion of each deliverable as below:

S.No.	Output	Payment (% of Consultancy Total Fee)
1	On submission of Inception Report	30
2	Manpower Planning	15
3	Review of Organisation Structure	15
4	Development of Strategic Training Plan	15
5	Satisfactory submission of final report after discussions and recommendations of the Management	25

## 9. Mandatory Eligibility Criteria for Applicant and Team

The following Eligibility criteria are mandatory, non-fulfillment of which will lead to disqualification of bid:

### A. Mandatory Eligibility Criteria for the Firm

- a) Bidder must be Management consultancy firm with more than INR Five Crore average per year revenue from management consulting practice in India during last three years ending on 31.03.2017.
- b) The Consultancy Company/ Firm should have at least 10 years of experience (year ending as on 31.03.2017) of undertaking similar assignments for Government departments/PSUs/Autonomous bodies related to manpower planning/ review of organization structure/ preparation of strategic training plan.



- c) ISO certification is mandatory for the Consulting Firms.
- d) Applicant shall be a Company or Firm in existence for a minimum period of 15 years as evidenced by their Certificate of Incorporation/ Registration .
- e) Net worth of the bidder shall not have eroded by more than 30% during last three years ending 31/03/2017.
- f) Bidder firm should not have suffered any financial loss for more than one year during the last three years.

**B. Mandatory Eligibility Criteria for the Team**

The Management Consultancy Firm shall be required to form a team for this assignment comprising of the following:

- (i) Team Leader with Engineering Bachelor Degree and MBA / PGDM from Premier Institute (e.g IIMs, FMS, XLRI, ISB etc.) and with at least 15 years of overall experience, should have demonstrable consultancy experience for the past 5 years ending 31.03.2017 in areas of manpower planning/ review of Organization Structure/ conduct of Training needs Assessment, etc. for Government Organizations / PSU.
- (ii) HR Expert(s) with MBA (HR)/PGDM in HR and with at least 10 years of Overall experience in HR Consultancy.
- (iii) Support Staff – MBA with at least 6 years of overall experience in Consultancy

Documentary Evidences need to be submitted as mentioned in **FORM-2 (Part A and B)** pertaining to Mandatory Eligibility Criteria.

**Note:**

There will be minimum one Team Leader, one HR Expert and one Member as Support Staff. Therefore a Team comprising of three members is mandatory. Apart from these three members the bidder will decide own manpower requirements as per the understanding of resource requirement for the scope of work for completion of the assignment in the stipulated time frame.

## 10. Instruction to Bidders

Details of Tender document can be downloaded from the website [www.spmcil.com](http://www.spmcil.com) from 20.11.2017 to 20.12.2017 upto 11.00 AM. The last date for submission of bids is 20.12.2017 upto 3.00 PM. A Pre bid meeting will be held on 05.12.2017 at 3.00 PM at SPMCIL Corporate Office, 1<sup>st</sup> Floor, Jawar Vyapar Bhawan, Janpath New Delhi for any clarification/amendment (if any) to this tender document. The clarification/amendment if any, shall be uploaded on the website for information of all prospective bidders.

The Bidder is required to submit Covering Letter in **Form No. 1**. Following are the guidelines for bidders to submit Eligibility, Technical and Financial Bids under this Assignment.

### **Bid Format:**

The bid would consist of following:

1. Envelop No. 1 to contain the following:
  - i. Covering Letter as per **FORM-1**
  - ii. EMD of Rs1,00,000/- (1Lakh)
  - iii. DD of Rs. 1000/- towards the cost of Tender document
  - iv. Declaration/Information with respect to compliance with Mandatory Eligibility Criteria as per **FORM-2**
2. Envelope No. 2 to contain the Technical Bid as per **FORM-3**.
3. Envelope No. 3 to contain the Financial Bid as per **FORM-4**.

These envelopes (3 no.s) are required to be submitted in separate sealed cover duly marked to identify it e.g “Technical Bid” should be written on the envelope containing Technical bid. These three envelopes in turn should be placed in an envelope duly sealed and marked in bold letters “Proposal for Engagement of Management Consultancy Firm for Manpower Planning, Review of Organization Structure and Preparation of Strategic Training Plan.”

Application not accompanying Tender fee, and EMD would be summarily rejected and their Technical and Financial bids will not be opened. No communication in this regard will be entertained in future.

## 11. Evaluation Criteria for the Proposal

SPMCIL will form a Committee for Evaluation of Proposal. Decision of the Committee will be final. The Evaluation will be done as follows:

## Stage 1: Compliance to Eligibility Criteria

Stage 1 evaluation will be taken up for those bidders who have submitted required EMD cost of Tender documents. The bid will be scrutinized with respect to the mandatory eligibility requirements. Only those bids that meet all the eligibility requirements shall be considered for stage 2 evaluations. The details of these parameters are given in **FORM-2 Mandatory Eligibility Criteria** (which is in two parts a and b).

## Stage 2: Technical Evaluation

Technical evaluation will be done on various parameters in three broad areas. The details of these areas and parameters therein are given in **FORM-3 Technical Bid**. The evaluation Committee shall evaluate the Technical bid on the basis of their responsiveness to the specific tasks to be undertaken and the experience of the Consulting. The weightage will be follows:

- Approach and Methodology – 20 marks
- Credentials of Team (Team Leader, HR Expert(s), and Support Staff ) – 40 marks
- Credentials of the firm – 40 marks

**TOTAL : 100 marks**

The scores for each parameter on Technical Evaluation Criteria will be added to arrive at total technical score of the bidder. Financial bid shall be opened for only those bidders whose Technical Score will be equal to or more than 60 in technical evaluation.

## Stage 3: Financial Bid Evaluation

Bidders who score 60 or more marks in stage 2, only their financial bid as per **FORM-4 – Financial Bid** shall be opened.

**The Consultant will be selected under the Combined Quality Cum Cost Base System (CQCCBS) with weightages of 70:30 (70% for Technical bid and 30% for financial bid).**

## 12. General Terms and Conditions

### i. Timelines:

Milestones	Timeline	Venue
Downloading of tender document from the website	20.11.2017 to 20.12.2017 (till 11.00 AM)	<a href="http://www.spmcil.com">www.spmcil.com</a>
The last date for submission of bids	20.12.2017 upto 3.00 PM	SPMCIL Corporate Office, 16 <sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001 (near Janpath Metro station Gate No. 3)

Pre bid meeting	05.12.2017 at 3.00 PM	SPMCIL Corporate Office, 1st Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001 (near Janpath Metro station Gate No. 3)
Bid opening date	21.12.2017 at 3:00 PM	SPMCIL Corporate Office, 16 <sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001 (near Janpath Metro station Gate No. 3)

**ii. Partial Work Order**

SPMCIL, at its own discretion, may award the whole job (all the modules) or part of it (any one or two modules) to one or multiple vendors as found suitable. The bidders have to execute the whole or part of the job at the rate quoted for the awarded job.

**iii. SPMCIL's right to accept/ reject Bids**

Notwithstanding anything state in the Tender Document or in any related correspondence. SPMCIL reserves the right to accept or reject any Bid. It also reserves the right to cancel/annul the bidding process and reject all Bids at any time before the award of the Contract, without assigning any reason and thereby without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for SPMICL action/decision.

**iv. EMD**

EMD will be Rs. 1,00,000/- i.e. 1 lakh (refundable) in the form of Demand Draft/ Banker's Cheque/ FD or Bank Guarantee in favour of SPMCIL payable at New Delhi. It should be submitted along with bid by interested Management Consultancy firm/agencies.

**v. Performance Security**

The Bidder is required to submit Performance Security @10% of the order value within 21 days after the award of work in the form of DD/Bankers Cheque/ Bank Guarantee from a Scheduled Commercial Bank in favour of SPMCIL and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contract. EMD shall be refunded immediately after receipt of performance security.

## **vi. Signing of the Contract**

Issue of Letter of Intent (LOI)/ Fax of Intent (FOI) shall amount to award of the Contract and the bidder shall initiate execution of the work within the timeframe specified in the Contract. Subsequent to the bidder acknowledging the Letter of Intent (LOI)/Fax of Intent (FOI):

- a) The bidder and SPMCIL will sign the contract within Fifteen (15) working days from the date of the bidder receiving the LOI/ FOI.
- b) SPMCIL retains the right and authority to negotiate certain terms with the bidder before signing the Contract.
- c) The Contract will be prepared in English in two originals, one each for the bidder and SPMCIL.
- d) No deviation will be allowed in the contract from the terms and conditions as mentioned in this tender document.
- e) This tender document, the proposal submitted by the bidder and any other communication in relation to this tender will form a part of the contract document.
- f) The successful bidder shall not engage any Sub-Contractor or transfer the contract to any other person.

## **vii. Return of EMD**

On signing of agreement by the successful bidder, SPMCIL will notify the other bidders of award of the contract and shall discharge their EMD. The EMD submitted by the successful bidder shall be released once Performance Security is submitted by the successful bidder.

## **viii. Failure to abide by the Contract**

The bidder is expected to strictly adhere to the terms specified in this Tender document as well as Contract. Any violation of any of the terms could lead to immediate termination of the Contract at the risk and cost of such bidder without prejudice to the rights of SPMCIL with such penalties as specified in the Tender Document and the Contract.

## **ix. Terms of Payment**

SPMCIL will release payments for execution of the contract based on milestones of work completion as indicated in **Clause No. 8**.

**x. Conflict of Interest**

Neither the selected vendor nor any of the vendor's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to the project.

**xi. Extension Clause**

The scope of this tender may be extended in terms of time and effort and new scope of work may be added for which a separate quote will be sought from the Consultant by the client.

**xii. Validity of Quotation**

The Quotation will remain valid till 120 days from the date of opening of the tender.

**xiii. Validity of EMD**

EMD will remain valid till 45 days beyond the Validity of Tender

**xiv. Please refer to our website for further details**

<http://www.spmcil.com/spmcil/uploaddocument/git.pdf> (GIT contains 32 pages and will form part of this tender document)

and

**Please refer to our website for further details**

<http://www.spmcil.com/spmcil/uploaddocument/gcc.pdf> (GCC contains 28 pages and will form part of this tender document)

**xv. Liquidated damages**

Subject to GCC clause 28, if the supplier fails to perform the services within the time frame(s) incorporated in the contract, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the ½% percent of the delivered price of the until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed services contract price(s). During the above mentioned delayed period of r performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.

**xvi.** For any further update/ information or amendment pertaining to this tender, prospective bidders are required to be in constant touch with the official website of SPMCIL i.e. [www.spmcil.com](http://www.spmcil.com)

## **FORM 1: Covering Letter**

Date:

To

The Dy. General Manager (HR)  
Security Printing and Minting Corporation of India Limited  
16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath  
New Delhi - 110001

**Sub: Proposal for Engagement of Consultant for Manpower Planning, Review of Organisation Structure and Preparation of Strategic Training Plan**

Dear Sir,

1. Having examined the Tender document, we, the undersigned, submit our techno-commercial proposal for the above tender, in full conformity with the said Scope of Work.
2. We have read the provisions of Tender Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. If we are entrusted the consultancy assignment, we undertake to provide a Performance Security in the form and amount prescribed.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification and without prejudice to other remedies available to SPMCIL.

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of [Name of Consultants]

Name of Firm:

Address:

## FORM 2: Mandatory Eligibility Bid

### A. Eligibility Criteria for the Firm

S.No.	Mandatory Criteria	Yes / No (to be filled by Bidder)	Required Documentary Evidence
a.	Bidder must be Management consultancy firm with more than INR Five Crore average per year revenue from management consulting practice in India during last three years ending on 31/03/2017		Documentary proof to be certified by CA in practice
b.	The Firm should have at least 10 years of experience (years ending as on 31.03.2017) of undertaking similar assignments for government departments/PSUs/Autonomous bodies related to manpower planning/ review of Organisation structure/ preparation of Strategic Training Plan.		Submit either of the following client concerned document 1. Work Order OR 2. Agreements OR 3. Completion Certificate
c.	ISO certification for the Consultancy firm is mandatory.		Copy of ISO Certificate
d.	Applicant shall be a Company or firm in existence for a minimum period of 15 years as evidenced by their Certificate of Incorporation/ Registration		Copy of Certificate of Incorporation
e.	Net worth of the bidder shall not have eroded by more than 30% during last three years ending 31/03/2017		Documentary proof to be certified by CA in practice
f.	Bidder firm should not have suffered any financial loss for more than one year during the last three years		Documentary proof to be certified by CA in practice



## B. Eligibility Criteria for the Team

<b>S.No.</b>	<b>Mandatory Criteria</b>	<b>Yes / No (to be filled by Bidder)</b>	<b>Required Documentary Evidence</b>
a.	Team Leader with Engineering background and MBA / PGDM and with at least 15 years of overall experience, should have demonstrable consultancy experience for the past 5 years ending 31.03.2017 in areas of manpower planning/ review of Organization Structure/ conduct of Training needs Assessment, etc. for Government Organizations / PSU.		CV of the Team Leader indicating the desired experience details, duly authenticated.
b.	HR Expert (s) with MBA (HR)/ PGDM in HR and with at least 10 years of Overall experience in HR Consultancy		CV of the HR Expert(s) indicating the desired experience details, duly authenticated
c.	Support Staff -- MBA with atleast 6 years of overall experience		CVs of the Support Staff member (s) , duly authenticated

**FORM 3 – TECHNICAL BID**

<b>S.No.</b>	<b>Criteria</b>	<b>Max. marks</b>	<b>Rating Scale</b>		
1	Approach and Methodology	20	The bidders will be evaluated in following parameters which will be evaluated by the Technical Evaluation Committee		
			<b>Parameters</b>	<b>Score</b>	
			Approach for this project	5	
			Understanding of scope	10	
			Project Scheduling	5	
2	Credentials of Team (Team Leader, HR Expert(s), and Support Staff )	40	Experience of key personnel assigned to this project <b>1. Team Leader</b> a. Overall Experience		
			<b>No. of years</b>	<b>Score</b>	<b>Self Evaluation Score*</b>
			20 years and above	10	
			18-19 years	8	
			16-17 years	6	
			15 years	4	
			b. Experience of HR related Consultancy Assignment undertaken with PSU/Govt. Sector		
			<b>No. of Projects</b>	<b>Score</b>	<b>Self Evaluation Score*</b>
			7 and above	10	
			5 to 6	8	
			3 to 4	6	
1 to 2	4				

			<p align="center"><b>2. HR Expert (s)</b></p> <p align="center">a. Overall Experience (Average experience to be mentioned in case of more than one Expert) in HR Consultancy</p>		
			<b>No. of years</b>	<b>Score</b>	<b>Self Evaluation Score*</b>
			15 years and above	10	
			13-14 years	8	
			11-12 years	6	
			10 years	4	
			<p align="center"><b>3. Support Staff</b></p> <p align="center">a. Overall Experience (Average experience to be mentioned in case of more than one member) in Management Consultancy</p>		
			<b>No. of years</b>	<b>Score</b>	<b>Self Evaluation Score*</b>
			11 and above	10	
			9-10 years	6	
			7-8 years	6	
			6 years	4	
3	Credentials of the Firm	40	Experience in Handling all Consultancy Assignments in Govt./PSU sector in last 10 years		
			<b>No. of Projects</b>	<b>Score</b>	<b>Self Evaluation Score*</b>
			15 and above	40	
			11 to 14	30	
			7 to 10	20	
			3 to 6	10	

**Note:**

**\*The Bidder will mention Self evaluated score against each parameter for point no. 2 and 3 in the table above**

**The Bidder will provide related documentary evidence against each parameters given below:**

For Sl. No. 1 Bidders should submit a write-up / schedules covering each of the parameter separately.

For Sl. No. 2 Bidders should submit the CVs of the Team Leader, HR Expert(s) and HR Support staff member(s), duly authenticated and clearly highlighting the experience in the areas as mentioned.

For Sl. No.3, Bidders should submit copies of Work Orders/ Agreement/ Completion Certificate which ever clearly shows the relevant scope of work.

For experience, in the number of years, no rounding off to the next higher limit will be considered.

### **Evaluation of Proposals**

- The evaluation against the parameters mentioned in point no.1 of the table above will be done by the Evaluation Committee of SPMCIL based on the write ups provided by the bidders.
- Against point no. 2 and 3 of the table above, the self-evaluated scores of the Bidder will be verified by the Evaluating Committee of SPMCIL based on the documentary evidence provided.
- If no supporting document is provided in support of any parameter of clause 1-3, the score of that parameter shall not be considered.
- The scores given by the Committee after verification with the documentary evidences as provided by the Bidder shall be considered final.
- **The Consultant will be selected under the Combined Quality Cum Cost Base System (CQCCBS) with weightages of 70:30 (70% for Technical Bid and 30% for Financial bid).Threshold for shortlisting Consultants in technical evaluation will be 60 marks.**
- The Financial bid of only technically shortlisted consultants will be opened.
- Based on the criteria and the total score, the Technical Scores will have a weightage of 70%. The Financial bid will be allotted a weightage of 30%.
- Bid with the lowest cost (L1) will be given a financial score of 100 and other bids will be given financial score which is inversely proportional to their prices.
  - For e.g. only two bids L1 & L2 are there.
  - L1's financial bid is Rs. 50,000.00 and L2's financial bid is Rs. 60,000.00
  - Then L1's financial score is 100.
  - L2's financial score will be  $100/60000*50000 = 83.33$
- Total Score = (Technical Score x 0.70 + Financial Score x 0.30)
- The consultant securing the highest combined marks (H1) will be considered for award of the contract.

**FORM 4 – FINANCIAL BID**  
**(To be included in Financial Bid Envelope)**

With reference to SPMCIL Tender Enquiry No. CHO(HR)/Manpower/29/16/2015 for Manpower Planning, Review of Organisation Structure and Preparation of Strategic Training Plan of SPMCIL, the Financial Bid (fees) for the assignment proposed by SPMCIL is as follows:

<b>Sl. No.</b>	<b>Parameter</b>	<b>Amount in INR</b>
1.	Lump sum Professional Fees (inclusive of all taxes) for attached Scope of Work and deliverables as detailed in Clause No. 4 and 5 of the tender document.	

**Note:-**

- The amount quoted will include all the expenses including Professional fees and any other charges + all taxes.
- Clause no.7 at page no.8 may please be referred to while making quotation for Financial Bid.