

PM`s TROPHY SCHEME FOR THE ASSESSMENT YEAR 2014-15

ASSESSMENT OF ENABLING PARAMETERS

INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS

1.0 JOB TITLE

1.1 ASSESSMENT OF ENABLING PARAMETERS OF PRIME MINISTER'S TROPHY FOR THE ASSESSMENT YEAR 2014-15 FOR PARTICIPATING INTEGRATED STEEL PLANTS IN INDIA.

2.0 SCOPE OF WORK

2.1 A copy of the part of the PM`s Trophy Scheme, 2014 -15 defining the Enabling Parameters , Guidelines for coverage of Enabling Parameters and Scheme for assessing the level & score are enclosed as **Enclosure-1** for reference.

2.2 Ten Integrated Steel Plants of India are eligible to participate in PM`s Trophy Scheme. However the actual number of participating Steel Plant may vary. The final number will be made known prior to start of the assignment.

2.3 A copy of the Application of participating Steel plants highlighting the actions / achievements against each Enabling Parameter will be provided to each team member of the Assessors prior to start of assessment work. The team members are expected to go through these applications and prepare their preliminary assessment and queries to be raised during Steel Plant visits. The composition of the Assessors Team is explained under para 3.0 below.

2.4 The Assessors Team will visit each participating Steel Plant for two working days and interact with the Management teams of the Plant for seeking answers / evidence to the queries raised by the Assessors. Site visits and visits to important Departments / units will also be organized by the visiting Steel Plant for first hand information / assessment of Enabling Parameters. The schedule for each Steel Plant visit will be prepared by Nodal Officer, PM`s Trophy Secretariat and provided to Assessors team.

2.5 After visiting each Steel Plant , the Assessors team will prepare report for each Enabling Parameter and record level of performance / score as per the Scheme referred in 2.1 above.

- 2.6 After visiting all participating Steel Plants, The Consultant will prepare consolidated Report of assessment of Enabling Parameters for all Plants, Enabling parameter wise / Steel Plant wise scoring sheets and consolidated comparative statement of scores. Statistical analysis of the observations made for all Steel Plants will be made part of the final report of the Consultant.
- 2.7 The Consultant will submit final Report within one month after completion of visits to all participating Steel Plants.

3.0 COMPOSITION OF ASSESSORS TEAM

- 3.1 The Consultant will provide services of two senior regular employees of his Organization / institution with following minimum qualifications and experience as part of the Assessors Team:
- At least one of the two proposed team members is Engineer and the other is professionally qualified Post Graduate.
 - Both the members have at least 15 years of over- all service experience
 - Both should have at least one year service experience in consultancy.
- 3.2 The Team of the Consultant will be joined by one Industry Expert and one cross plant representative appointed/ nominated by the Nodal Officer, PM`s Trophy Secretariat. This four members Team will form ASSESSORS TEAM to visit jointly all participating Steel Plants to assess Enabling Parameters.
- 3.3 The members of the Consultant`s team and Industry Expert will remain the same for visits to all participating Steel Plants. However, in case of unavoidable circumstances , the Consultant can provide a substitute possessing minimum qualifications & experience as mentioned in 3.1 above with the consent of Nodal Officer, PM`s Trophy Secretariat.

4.0 SUBMISSION OF BIDS

- 4.1 The bidders will submit their bids in two parts:
- PART-1 : PRICE BID
 - PART-2 : TECHNICAL BID

Both the bids should be enclosed in separate sealed and properly identified envelopes. Reference number & date of NIT and name & address of the bidder should be mentioned on both the envelopes. Any deviation from above instructions may lead to

disqualification of the bidder from participating in entire bidding process.

4.2 For submission of PART-1 : PRICE BID, proforma given as **Enclosure-2** shall be filled in by the bidders. The quoted price should be for assessment of 10 integrated Steel Plants.

4.3 For submission of PART-2: TECHNICAL BID, the bidders will prepare and submit the following:

- PRESENTATION to be by the authorized representative(s) before the nominated Tender Committee.
- RESUME of the proposed Team Members of Assessors Team.
- CONSULTANCY ASSIGNMENTS & REVENUE EARNED during last three years 2014-15 , 2013-14 and 2012-13.

The instructions to prepare above components of Technical Bid are explained below.

4.3.1 For the PRESENTATION before the nominated Tender Committee , the bidder will cover following areas :

- Business Profile, Organizational Strengths / Expertise and Total Experience with specific reference to Consultancy Assignments.
- Understanding / competency to assess the Enabling Parameters of PM`s Trophy Scheme.
- Proposed analytical approach for assessment work and preparation of results, statistical analysis of assessments to be made and the final report.

The above presentation should be made by at least ONE OF THE TWO PROPOSED TEAM MEMBERS OF THE BIDDER. After the presentation , the bidder will submit hard copy of the presentation to the Tender Committee.

4.3.2 The RESUME of each member of the proposed two team members should cover:

- Name, Designation and length of service in present job.
- Basic Graduation / Post Graduation and professional qualifications along with the name of institutions and year of graduation.
- Memberships of Professional Institutions, if any.
- Employer wise total length of service.

- Employer wise total length and nature of experience in consultancy assignments.

The RESUME duly signed by the individual concerned will form part of the TECHNICAL BID.

4.3.2.1 Higher length of overall service career as well as consultancy experience over and above the minimum qualifications as detailed in 3.1 above will have added weightage / advantage for RESUME of the proposed team members.

4.3.3 For submission of CONSULTANCY ASSIGNMENTS & REVENUE EARNED, the bidders will use proforma attached as **Table / Enclosure - III**. The instructions to be followed while preparing this enclosure are:

- Include only the assignments which are related to Improvement / Feasibility Studies, Management Studies, Technical Audits (excluding Financial Audits), Employees Engagement Studies, Competency Mapping of Employees etc.
- Consultancy Assignments completed during last three years 2014-15, 2013-14 and 2012-13.
- The value of each consultancy assignment should be Rs. 3 lakhs & above excluding taxes and reimbursable expenses, if any.

The consultancy assignments which fail to adhere to above criteria will be excluded from the list while assessing this technical parameter.

5.0 EVALUATION OF BIDS

5.1 The Technical Bid shall be evaluated as per approved Scheme. The Scheme envisages weightage of 40% for Presentation, 30% for Resume of Assessors' Team Members, 15% for number of Consultancy Assignments and 15% for Revenue Earned to evaluate the total score for each Bidder.

5.1.1 The Bidders who fulfill 3.1 above and whose total score as per 5.1 above is $\geq 55\%$, shall be declared "Technically Qualified".

5.2 The Price Bid of only "Technically Qualified" Bidders as per 5.1.1 above shall be opened. The Bidder with lowest Price Bid (L-1) shall be given 100% marks while the remaining Bidders shall be given marks in direct proportion to their Price Bid over L-1 price.

5.3 The final comprehensive evaluation of bids on cost and quality shall follow steps 5.1 and 5.2 above. The total marks for comprehensive cost (Price Bid) and Quality (Technical Bid) of all qualified bidders shall be computed by assigning 70% weightage to the marks

secured for Technical Bid (Reference 5.1 above) and 30% weightage with the marks secured for Price Bid (Reference 5.2 above).

5.3.1 The total marks secured by qualified Bidders for comprehensive evaluation of Cost & Quality Basis (Reference 5.3 above) shall be given ranking (R). The Bidder with maximum marks shall be ranked as R-1. The remaining Bidders shall be ranked R-2, R-3, etc. in descending order of their secured marks. In case of tie up in a rank, the Bidder with the higher score in Technical Bid will be placed in a higher position in that rank.

5.4 THE R-1 RANK BIDDER (IN CASE OF TIE UP, THE R-1 RANK BIDDER WITH HIGHEST MARKS IN THE TECHNICAL BID) AS EXPLAINED IN 5.3.1 ABOVE SHALL BE DECLARED AS FIRST CHOICE FOR ENGAGEMENT AS CONSULTANT.

6.0 PAYMENT TERMS

6.1 Based on the actual number of participating Steel Plants, the quoted price of the appointed Consultant will be adjusted on pro-rata basis. The payment schedule will be as under:

- 40 % of the total amount with the written confirmation of acceptance of offer,
- 40 % of the total amount on completion of visits to all participating Steel Plants and completing their assessment reports.
- 20 % of the total amount on submission of final report and its acceptance by the competent authority.

The consultant will have to submit demand letter / bill to the Nodal Officer, PM's Trophy Secretariat for processing the payment to be made.

6.2 The expenses for local travel as well as Air Travel by economy class / 1st class A/C fare for journey by Railways for both the Team Members for visits to participating Steel Plants will be reimbursed by the PM's Trophy Secretariat. Lodging/ boarding of all the members of the Assessors Team will be arranged by the visiting Steel Plant.

7.0 GENERAL TERMS & CONDITIONS

7.1 The Assessors Team will adhere to the time schedule for visit to the participating Steel Plants as provided by the Nodal Officer, PM's Trophy Secretariat.

7.2 The application documents of the participating Steel Plants and data / documentary evidence collected by the Assessors Team during the Steel Plant visits shall be considered as confidential and not used for any other purpose. For this a written

undertaking shall be given by the Consultant.

- 7.3 The quoted price shall remain firm for the entire period of assignment. No demand for additional payment either over and above the final contract fee or for any other unapproved expenses will be entertained.
- 7.4 Disputes of any nature during execution of the contract shall be mutually resolved by the Nodal Officer, PM's Trophy Secretariat and Consultant. However, jurisdiction for any kind of litigation shall be limited to the Courts in Delhi / New Delhi.