

Eligibility Criteria and Evaluation procedure for Empanelment of Consulting Organization

Empanelment process is a two stage process i.e. "Preliminary Scrutiny" and "Detailed Scrutiny" which are explained below:

1. Preliminary Scrutiny:-

Applications are checked for responsiveness i.e. whether application is as per the format, non-refundable processing fee submitted along with application, all supporting documents enclosed etc.

Non-responsive applications shall not be considered for further detailed scrutiny and shall be rejected and PFCCCL would not be obliged to assign any reason for the same. Only those firms Short-listed after preliminary scrutiny would be considered for further detailed scrutiny.

2. Detailed scrutiny:-

Under the detailed scrutiny, the following factors as asked for in the advertisement shall be considered for evaluating the firms in the following manner:-

(a) **Number of professional consultants** employed on permanent basis:-

- Greater than 25 Professionals - **maximum: 25 marks**
- Minimum 4 Professionals - **minimum: 10 marks.**

For all firms having numbers in the above range, the marks would be proportionately allocated.

(b) **Qualification and Experience of the personnel** suitable for the area in which expertise is placed.
Maximum marks: 20.

To be judged on the qualification and experience of the personnel permanently employed with respect to the sub-area/ area to which empanelment has been sought.

(c) **Turn-over** of the company in any of the past three years, unless it is a new company having started the operations recently, in which case it could be given the minimum **marks i.e. 8 marks**

- Firms with Turnover greater than or equal to Rs. 25 Crore - maximum: 20 marks
- New company or Turnover up to Rs. 2 Crore - minimum: 8 marks.

For all firms having Turnover in the range of Rs. 2 Crore to Rs. 25 Crore, the marks would be proportionately allocated.

(d) **Experience of the firm** as a whole in consultancy assignments and the size and nature and importance of the assignments handled. **Maximum marks: 35.**

While allocating marks for this criterion, the number of assignments completed in the past two or three years in the relevant areas, and or under execution shall be considered specifically.

Total of Maximum Marks for all the four criteria would be 100. Firms getting not less than 40% of the maximum marks in each criteria and overall not less than 50 marks total would only be considered for being recommended for being empanelled.