

ANNEXURE – A**TECHNICAL EVALUATION CRITERIA**

Tender for Running and Operation of Canteen Services at Meghalaya House-I, Russell Street, Kolkata and Meghalaya House-II, Kasba, Kolkata

Total Marks: 100

Minimum Qualifying Marks: 70

Sl. No.	Criteria	Maximum Marks	Evaluation Method
1	Experience in running canteen/catering services	20	4–5 years: 10 Marks; >5–8 years: 15 Marks; >8–10 years: 18 Marks; Above 10 years: 20 Marks
2	Experience in Government Departments/PSUs/Universities/Reputed Institutions	20	1 Institution: 5 Marks; 2 Institutions: 10 Marks; 3 Institutions: 15 Marks; 4 or more Institutions: 20 Marks
3	Average Annual Turnover during last 3 Financial Years	20	₹30 lakh–₹50 lakh: 10 Marks; ₹50 lakh–₹1 crore: 15 Marks; Above ₹1 crore: 20 Marks
4	Availability of Qualified Kitchen & Service Staff	20	Based on documentary evidence submitted
5	Knowledge and Capability to Serve Meghalaya Cuisine along with Multi-Cuisine Menu	20	Evaluation based on proposed menu and supporting experience

Total Marks: 100

Documents Required:

1. Experience Certificates/Work Orders.
2. Audited Financial Statements for the last three financial years.
3. GST Registration Certificate.
4. FSSAI Licence.
5. PAN Card.
6. Income Tax Return Acknowledgements.
7. List of Existing/Previous Clients.
8. Details of Kitchen and Service Staff.
9. Proposed Menu including Meghalaya Cuisine.
10. Self-Declaration regarding Non-Blacklisting (**Annexure C**)

Note:

1. Bidders securing less than 70 marks in the Technical Evaluation shall not be considered for Financial Evaluation.
2. The decision of the Evaluation Committee shall be final and binding.