**EVALUATION SHEET**

**Form -3**

**FOR EVALUATION FOR EMPANELMENT OF AGENCIES**



**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**M. P. State Cooperative Union Ltd., Bhopal**

**Name of the Agency :-----------------------------------------------------------**

**Instructions:**

1. An applicant agency would be evaluated on the basis of Total 100 marks (Common Criteria - Maximum- 40 marks as well as Specific Criteria maximum - 60 marks).
2. An agency would only be declared qualified for empanelment if it secures a minimum of 70 marks .

---------------------------------------------------------------------------------

1. **Common Criteria ( Maximum- 40 marks)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Maximum-Marks** | **Marks** | **Marks obtained** |
| No. of Years of the registration of the agency | 12 | Less than 3 years -0 Mark  Total 3 Years - 5 Marks  For every one extra year-1 Marks |  |
| Average annual Turnover of last 3 years | 12 | Less than 25 lakhs -0 Mark  Rs. 25lakhs -5 Marks  For every 5 lakh beyond 25 lakhs-1 Mark |  |
| No. of Staff | 10 | Less than 5 staff -0 Mark  5 staff -5 Marks  For Every 2 Nos. Beyond 5 Nos.-1 Mark |  |
| Geographical Location of Office | 06 | Anywhere - 4 Marks  In MP-2 Marks |  |
| Total | 40 |  |  |

**2. Specific Criteria (Max- 60 marks)**

**2(a). Training Empanelment:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Maximum-Marks** | **Marks** | **Marks obtained** |
| No. of years of Experience in Training Sector. | 10 | Less than 3 years - 0 Mark  3 years- - 5 Marks  For every one extra year- 1 Mark |  |
| Work Orders (last 3 years) | 15 | worth Less than 10 lakh - 0 Mark  worth 10lakh- 5 Marks  Work order above 10 lakh for each work order worth 5 lakh -1 Mark |  |
| No. of Candidates Trained  (in last 3 years) | 15 | Less than 100 – 0 Mark  Above 100 &upto 500 –  5 Marks  Above 500 For every 100 trained - 1 Mark |  |
| Familiarity with Madhya Pradesh in execution of training assignments | 10 | training - 0 Mark  1 training - 5 Marks  Above 1 training For every 1 training - 1 Mark |  |
| Training Infrastructure ( No. of Training Centres, own or rented) | 10 | Less than 1 Centre - 0 Mark  1 Centre – 5 Marks  For each additional centre - 1 Mark |  |
| Total | 60 |  |  |

1. (b). Consultancy Empanelment (other than training)

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Maximum-Marks** | **Marks** | **Marks obtained** |
| No. of years of Experience in Specific Sector.(Name the Sector) | 10 | Less than 3 years- 0 Mark  3 years- 5 Marks  For every one extra year - 1 Mark |  |
| CV of Professionals in specific domains of expertise | 20 | Less than 3 CV – 0 Mark  3 CVs - 5 Marks  For each CV above 3-1 Mark |  |
| Work Orders (last 3 years) | 20 | worth Less than 10 lakh - 0 Mark  worth 10 lakh - 5 Marks  Work order above 10 lakh for each work order worth 5 lakh -1 Mark |  |
| Familiarity with Madhya Pradesh in execution of assignments | 10 | Less than 1 assignment in MP – 0 Mark  1 assignment in MP –5 Mark For every 1 additional assignment - 1 Mark |  |
| Total | 60 |  |  |

**Signatures of the members of the evaluation committee**

1.

2.

3.