

5. **Minimum Eligibility Criteria :-**

Agencies (referred as the Agency hereinafter) meeting the following minimum qualifying criteria are eligible to apply. Agencies, which do not meet the following qualifying criteria will be rejected at the first stage.

| S. No. | Eligibility Criteria | Supporting Document Required |
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| 1 | The “Bidder” as used in the tender document shall mean the sole firm or lead bidder which may be Company / Society /Proprietor /Partnership Firm, which has responded to the RFP. | Authentic address proof in case of existing office / self declaration in case the agency do not have an office in Ranchi promising that the office will be established within two weeks time from the date of announcement of its empanelment. |
| 2 | The agency should have average annual turnover of Rs. One crore in three financial years. 2016-17, 2017-18 and 2018-19. | Attested copy of Chartered Accountant’s Certificate / copies of Audited Balance Sheet, P&L Accounts and IT Return Statement for preceding financial years. |
| 3 | Bidder should have at least three years (from Tender date) of experience in some relevant capacity & should have worked in past with any dept. of Jharkhand Govt./other State/Central govt. The agency should be currently running the relevant capacity project and Online Management System Portal as on date of tender for Central/State Govt. | The bidder should furnish copy of work order and a certificate from its clients to whom services have been provided in the past. |
| 4 | The agency’s office should be in Ranchi / or the office to be established after the finalization of empanelment. It must have a minimum of 5 or more staff to support timely service for activities or as per requirement in cluster approach within the scope of work. | The agency with office in Ranchi must provide proof of its office / the agency to establish office within two week’s time of empanelment must provide a self-declaration letter from the head of the organization or authorized representative (in case authorized representative signing the letter, the agency must include proof of authorization in the name of the signatory) |
| 5 | The bidding agency should not have been blacklisted/ debarred/contract terminated by any Central /State Government / Public Sector Undertaking. | Attested written declaration to this effect by the authorized signatory. |
| 6 | The bidding agency should have never been indicted by any court of law or any regulatory body or any State/ Central Government agencies. | Attested written declaration to that effect from the authorized signatory. |