

3- Development of Human Resources, Financial & Accounting Policy Manual

Annexure-III

S#	Name of Firms	Registration with Government	Logistical/Financial Status			Relevant Experience					Organogram and Brief Profile of Key Staff			Total	Rank
		Availability of Document	Office setup, staff strength and equipments	Availability of last two years audited financial statements	No of Projects undertaken by Organization	Overall Firms's relevant experience	Knowledge of concepts, principles, and approaches relevant to public procurement systems	Development of HR , Financial & Accounting Policy Manual	Experience of HR , Financial & Accounting - focused activities in Development Sector	Experience in use /work/capacity building in HR, Finicial/Accountin & solutions/software es	Organogram	Qualification of key staff	Relevant experience of key staff		
		Yes/No	5	6	7	12	10	10	10	10	10	10	10		
			Office space of 15 staff with all requirements= 5 marks, Office space of less than 30 staff with all requirements= 2 marks	03 marks per audited financial statement	1 mark per project	02 marks per year max. 12 marks	Highly relevant=6-10 marks, relevant=1-5 marks	Highly relevant=6-10 marks, relevant=1-5 marks	Highly relevant=6-10 marks, relevant=1-5 marks	Highly relevant=6-10 marks, relevant=1-5 marks	Highly aligned and well structured 6-10 marks. aligned and stuctured= 1-5 marks	Master Degree =10 marks, Bachelor Degree=1-5 marks	Highly relevant =6-10 marks, relevant=1-5 marks		