



Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of **UK Research and Innovation (UKRI)**

Subject: **LIQUID NITROGEN SUPPLY DESIGN**

Sourcing Reference Number: **UK SBS PR19092**

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																								
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																								
Scoring criteria	For information only																								
Answer Type	<table border="1"> <tr> <td colspan="2">Text</td> </tr> <tr> <td>(a)</td> <td>Bidders full legal name</td> </tr> <tr> <td>(b)</td> <td>Address line 1</td> </tr> <tr> <td>(c)</td> <td>Address line 2</td> </tr> <tr> <td>(d)</td> <td>Address line 3</td> </tr> <tr> <td>(e)</td> <td>Address line 4</td> </tr> <tr> <td>(f)</td> <td>Town / City</td> </tr> <tr> <td>(g)</td> <td>Country</td> </tr> <tr> <td>(h)</td> <td>Post code (or equivalent)</td> </tr> <tr> <td>(i)</td> <td>Bidder contact</td> </tr> <tr> <td>(j)</td> <td>Telephone No.</td> </tr> <tr> <td>(k)</td> <td>Email</td> </tr> </table>	Text		(a)	Bidders full legal name	(b)	Address line 1	(c)	Address line 2	(d)	Address line 3	(e)	Address line 4	(f)	Town / City	(g)	Country	(h)	Post code (or equivalent)	(i)	Bidder contact	(j)	Telephone No.	(k)	Email
Text																									
(a)	Bidders full legal name																								
(b)	Address line 1																								
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SEL1.2	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>																								
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1</p> <p>*If you have answered “yes” please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>																								
Scoring Criteria	Mandatory Pass / Fail																								
Answer	Yes – Fail – Please provide details within SEL1.2.1																								

Type	No – Pass – No response required to SEL1.2.1
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SEL1.2.1	Supporting Documentation for SEL1.2.1 - Unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? In the last 3 years
Bidder guidance	<p>Where a bidder has responded 'Yes' to SEL1.2 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL1.2 but not providing evidence may not be considered.</p>
Scoring criteria	For Information Only
Answer Type	Document Upload

SEL1.3	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. N/A – our turnover is less than £36M B. Yes – information attached C. No (with justification) – we are not compliant but will be prior to commencement of a contract D. No – we are not and will not be compliant at the time of award of the contract <p>Bidders selecting option 'D' will be considered non-compliant for this Procurement.</p>
Scoring Criteria	Mandatory Pass/ Fail
Answer Type	Multiple Choice Dropdown

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Pass No – Fail</p>

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1 If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004; therefore, you will not be approached for consent.</p> <p>Bidders are required to download and complete and reattach the table highlighting your proposed exemptions to this question</p>
Scoring	For information only

criteria		
Answer Type	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1	<p><u>FORM OF BID</u></p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the ITQ, and any contract entered into by the Contracting Authority or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks necessary, having</p>
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	regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority</p>
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	during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW3.1	In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the validation check that can be seen within Stage One: Overview Section prior to the award of any Contract. If the Bidder fails to meet the Contracting Authority’s expectations, we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.
Bidder guidance	The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority’s against a procurement requirement. Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW4.1	Please confirm your acceptance of the Contract Terms that can be found within the Stage One: Overview section.
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes , we accept the terms and condition in their entirety – Pass No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. No – Fail For absolute clarity should a bidder select ‘Yes’ or ‘No’ you are not required to respond to AW4.2, however if you select ‘No with Justification’ you will be required to complete AW4.2 in order to be considered.
Scoring criteria	Mandatory Pass / Fail
Answer Type	Multiple Choice Dropdown Yes, we accept the terms and condition in their entirety – Pass

<p>No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. No – Fail</p>

AW4.2	<p>Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause.</p> <p>Where a bidder has responded ‘Yes’ or ‘No’ to AW4.1 you are not required to respond to this question.</p>
Bidder guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> • the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and • the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Any bidder selecting ‘No with Justification’ to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring criteria	Mandatory Pass / Fail
Answer Type	Document Upload

PRICE QUESTIONNAIRE

<p>AW5.2</p>	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>
<p>Bidder guidance</p>	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80</p> <p>Bid price - £140,000 Differential - 40% Score - 60</p> <p>Bid Price - £150,000 Differential - 50% Score - 50</p> <p>Bid Price - £175,000 Differential - 75% Score - 25</p> <p>Bid Price - £200,000 Differential - 100% Score - 0</p> <p>Bid Price - £300,000 Differential - 200% Score - 0</p>
<p>Scoring criteria</p>	<p>Maximum Marks 30.00 %</p>

Answer Type	Document Exchange
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AW5.4	<p>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the FAQ documentation that can be found within Stage One: Overview. Please confirm your acceptance of e-payment.</p> <div style="text-align: center;">  AW5.4 iSupplier.pdf </div>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – we will utilise an e-invoicing option - Pass No – we will not utilise an e-invoicing option – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – we will utilise an e-invoicing option - Pass No – we will not utilise an e-invoicing option – Fail</p>

AW5.5	<p>Please confirm if you are successfully awarded this contract your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes –Pass No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Answer Type	<p>Yes - Pass No - Fail</p>

QUALITY QUESTIONNAIRE

AW6.1	COMPLIANCE: Please confirm your full compliance with all mandatory requirements contained in “UKSBS PR19092 ITQ” and “UKSBS PR19092 Specification”.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes – Pass No – Fail

AW6.2	Variable Bids The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.
Bidder guidance	The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass
Scoring criteria	Mandatory Pass / Fail
Answer Type	Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass

PROJ1.1	TECHNICAL COMPLIANCE: Bidders are required to complete the UK SBS PR19092 Technical Compliance spreadsheet attached.
Bidder guidance	Bidders shall confirm they have completed and attached the Technical Compliance spreadsheet.
Scoring criteria	Maximum Marks 25% Note: Shall be marked in accordance with the stated methodology in the Technical Compliance spreadsheet.
Bidder response	Document Exchange

PROJ1.2	RESPONSE/PROPOSAL: Bidders are required to provide a comprehensive response/proposal document to support their compliance responses which includes paragraph/point reference numbering that is cross-referenced with responses supplied to Questions PROJ1.1
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Bidder guidance	Bidders shall confirm they have attached their response/proposal document. Note: All information relevant to your response must be included in this attachment, with no references or URLs to information contained elsewhere. Format should be A4, 12pt text and images.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No

PROJ1.3	INSTALLATION TIMING: The bidder must design a supply system to ensure all designed equipment could be procured in time to meet the project installation timing planned to be between April 2020 and March 2021.
Bidder guidance	Bidders shall confirm they can meet this delivery and have attached their supporting project schedule document.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No

PROJ1.4	DELIVERY: The Final Design Report must be submitted no later than end of April 2020.
Bidder guidance	Bidders shall confirm they can meet this delivery and have attached their supporting project schedule document.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No

PROJ1.5	PRELIMINARY DESIGN : Please provide a preliminary design concept with sufficient detail to demonstrate that you have understood the requirements.						
Bidder guidance	Bidders must provide a preliminary design concept with sufficient details including the following <ul style="list-style-type: none"> - P&ID with system pressures and details of pressure relief valves - Initial design of the exhaust stack along with supporting flow calculations - Details of the GN2 generator - Details of transfer lines along with supporting calculations - Details of re-fill strategy <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Description</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>No design concept provided</td> <td style="text-align: center;">0 = Fail</td> </tr> <tr> <td>Design concept is very basic and does not include any details such</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Description	Marks	No design concept provided	0 = Fail	Design concept is very basic and does not include any details such	25
Description	Marks						
No design concept provided	0 = Fail						
Design concept is very basic and does not include any details such	25						

	as system pressures or supporting design justification.	
	Design concept has a reasonable level of detail. A P&ID is included for the LSTC but does not show system pressures or details of pressure relief valves (PRVs).	50
	Design concept has good level of detail. System pressures and PRV relief pressure included. Details of the GN2 generator are included. Exhaust stack design concept is included, but limited supporting flow calculations to justify design. Some details of the transfer line are included. No details of re-fill strategy.	75
	Design concept is very comprehensive and includes details of tanks sizes and part numbers from potential suppliers. Design of the GN2 generator is clearly explained along with some supporting calculations. P&ID included that identifies pressures within the system. P&ID also shows pressure relief valves with their relief pressures clearly stated. An initial design of the exhaust stack is also included along with supporting flow calculations. Details of the transfer lines are included along with supporting calculations to justify its design. Details of re-fill strategy included.	100
Scoring criteria	Maximum marks = 20.00 %	
Bidder response	Document Upload	

PROJ1.6	METHODOLOGY FOR HAZID and HAZOP : Please include a methodology for how the HAZID and HAZOP studies will be conducted.	
Bidder guidance	Bidders must provide a detailed report presenting the inputs and outputs of the methodology including : <ul style="list-style-type: none"> - The technique for identifying the hazards applicable to this system - An initial list of potential hazards, along with possible mitigation measures. - An example of a previous study 	
	Description	Marks
	No methodology provided.	0 = Fail
	A statement saying that these studies will be performed after contract award	25
	Methodology includes sufficient information to demonstrate why these studies are needed, and the expected use of the study results on the system design.	50
	Methodology is comprehensive and report and inputs and outputs	75

	<p>to the study are clearly defined. The technique for identifying the hazards applicable to this system is clearly stated. An initial list of potential hazards has been included, along with possible mitigation measures.</p>	
	<p>Methodology is comprehensive and inputs and outputs to the study are clearly defined. The technique for identifying the hazards applicable to this system is clearly stated. An initial list of potential hazards has been included, along with possible mitigation measures. An example of a previous study is included.</p>	100
Scoring criteria	Maximum marks = 20.00 %	
Bidder response	Document Upload	

PROJ1.7	CAD SOFTWARE : Bidders are required to list which CAD systems will be used to produce the design documentation.							
Bidder guidance	Bidders shall list the CAD software systems to be used to produce the design documentation.							
	<table border="1"> <thead> <tr> <th>Description</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>No list of CAD software supplied</td> <td style="text-align: center;">0</td> </tr> <tr> <td>CAD software detailed that can generate AutoCAD 2018 (for drawings) and Autodesk Revit (for 3D models) compatible files.</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>	Description	Marks	No list of CAD software supplied	0	CAD software detailed that can generate AutoCAD 2018 (for drawings) and Autodesk Revit (for 3D models) compatible files.	100	
Description	Marks							
No list of CAD software supplied	0							
CAD software detailed that can generate AutoCAD 2018 (for drawings) and Autodesk Revit (for 3D models) compatible files.	100							
Scoring criteria	Maximum marks = 5.00 %							
Bidder response	Document Upload							