

SAMPLE EVALUATION REPORT

EVALUATION REPORT FOR THE CONSTRUCTION OF *(insert name of work)*

1. Scope of contract and estimated cost:

The works covered under this bid is for the construction of *(insert name of work, project name)*

2. Bidding document:

Salient points of bidding document:

- i) Stipulated period of completion- *(specify duration and mention whether including or excluding mobilization period and monsoon)*
- ii) Price adjustment – *(specify whether price adjustment is applicable or not)*
- iii) Pre-bid meeting- *(specify date of pre-bid meeting, if any)*

3. Bid invitation process:

Bids were invited by the *(insert name of Employer, Department, Ministry and date of invitation)* in *(insert media of invitation, generally Kuensel and date of publication)*. A copy of the invitation to bid is enclosed in Annexure II.

The bidding documents were made available for sale from *(specify date)* to *(specify date)*. The date of bid opening was *(specify date)*. Thus, a minimum bidding period of *(specify number of days)* days was provided.

The following prospective bidders purchased the bidding document. *(give the list of prospective bidders who purchased the bidding document)* Pre-bid conference was held on *(specify date)* as scheduled. The copy of minutes of the pre-bid meeting and the addendum was sent immediately to all the bidders who had purchased the bidding document and was incorporated in the bidding documents. A copy of the minutes of pre-bid meeting and the copy of the addendum is enclosed in Annexure III.

4. Bid response:

In all *(insert number of bids)* bids were received.

In time:	<i>(insert number)</i>
Late:	<i>(insert number)</i>
Total	<i>(insert number)</i>

5. Bid opening:

The bids were opened on *(insert date)* at *(insert time)* in the *(insert venue)* in the presence of the bidders and /or their authorized representatives. All the *(insert number)* bids received were opened one by one. The quoted bid price, bid securities furnished by the bidders and discounts offered by the bidders were read out at the meeting. The minute of the bid opening was prepared and a copy of the minutes is enclosed in Annexure IV.

Table of Bid Prices as read out at the time of bid opening is as follows:

Sl.No.	Name of Bidder/Company	Bid Price (Nu.)	Discount/ Rebate offered	Remarks

6. Clarification obtained:

(Describe the type of clarifications sought from the bidders)

7. Arithmetical check:

All bids were arithmetically checked. Arithmetical errors were found in the bill of quantities of the bid submitted by the following bidders:
(Specify bids in which arithmetical errors were found)

Table of Bid Prices after the arithmetical check is as follows:

Sl.No.	Name of Bidder/Company	Corrected Bid Price (Nu.)	Discount/ Rebate offered	Remarks

Completeness and legal validity:

(Specify the legal validity of bids for eg. All bids are duly signed by the bidders or by persons holding proper power of attorney and hence are legally valid. They have quoted for all the items and are thus complete etc.)

Bid validity:

As per clause 15.1 of Instructions to the Bidders the bids shall remain valid for a period not less than *(insert number of days)* days **after** the deadline for the submission of the bid. The bids were opened on *(insert date)* and hence the bids should be valid up to *(insert date)*.

Bid Security:

As per Clause 16 of the Instructions to the Bidders, the bid security should be *(insert amount)* in the form of a Bank Guarantee or a Demand draft which shall be valid for 30 days after the date of expiry of the validity of the bid i.e. up to *(specify date)*. The bid security furnish by the prospective bidders are as follows:

Sl.No.	Name of Bidder/Company	Bid security amount (Nu.)	Bid Security type & issuing bank	Bid validity

(Describe whether the bid securities were in the prescribed format and state whether they are valid or not. Give reasons for invalid bids)

Responsiveness to commercial conditions:

The bidders have *(state whether bidders have stipulated any conditions)*. They have *(state whether the bid form has been signed)* the contractor's bid form as well as bidding documents and hence it is taken that they are agreeable to the commercial conditions.

8. Bids rejected as non-responsive to the bidding documents:

Sl.No.	Name of Bidder/Company	Bid Price (Nu.)	Brief reasons for rejection

The details of determination of responsiveness of bids are furnished in Annexure V.

9. Substantially responsive bids:

In view of the above the bids of the following bidders are determined as substantially responsive to the provisions of the bidding documents.

(List the substantially responsive bids)

10. Comments on the unbalanced bid:

The following bidders have quoted unbalanced bid prices.

(List the bids with unbalanced bid prices for major items of works only)

The above bidders were requested to furnish the analysis of rates with detailed estimate and breakdown of cost for each unbalanced rates. The information were

(Specify whether received and scrutinized).

11. Evaluation of the substantially responsive bids:

There are *(state any conditions)* which warrant loading of the bid prices. No other specific evaluation criteria have been stipulated in the bidding document. The loading of the prices is therefore *(specify the loading factor if none specify as NIL)*.

Evaluation table showing ranking of the bids:

Rank	Name of Bidder	Bid Price (Nu.)	Remarks

(The bid ranking is done in ascending order of bid prices)

As per Clause 4.5 of the Instructions to the Bidders, in order to qualify for award of the Contract, the substantially responsive bidders should meet the minimum qualifying criteria. Therefore the substantially responsive bids are evaluated against the following minimum qualifying criteria and scores assigned as follows:

Sl.No	Parameters	Level of Achievement	Score	Bidder A		Bidder B		Bidder C	
1	BIDDER QUALIFICATION			Value	Score	Value	Score	Value	Score
1.1	CAPACITY								
a)	Similar Work Experience(0-10) Aggregate size of similar contracts (max 3) in the last 5 calendar yrs <p style="text-align: center;">OR</p> Size of the largest similar contract executed in the last 5 calendar yrs	<ul style="list-style-type: none"> ▪ ≥ 175% of current project size ▪ 125 – 175% of current project size ▪ 75 – 125% of current project size ▪ < 75% of current project size ▪ ≥ 100% of current project size ▪ 70 – 100% of current project size ▪ 50 – 70% of current project size ▪ < 50% of current project size 	<ul style="list-style-type: none"> ▪ 10 ▪ 8 ▪ 4 ▪ 0 ▪ 10 ▪ 8 ▪ 4 ▪ 0 						

Sl.No	Parameters	Level of Achievement	Score						
1	BIDDER QUALIFICATION			Bidder A		Bidder B		Bidder C	
1.1	CAPACITY			Value	Score	Value	Score	Value	Score
b)	Access to equipment (0-25)	Total score for equipments out of a score of 100 to be scaled down to 25							
c)	Availability of skilled manpower (0-25)	Total score for skilled manpower out of a score of 100 to be scaled down to 25							
d)	Average performance score from previous work (past 5 calendar years)	<ul style="list-style-type: none"> ▪ 100% ▪ 1 mark lesser for every 5% point decrease in score rounded off to lower 5% ▪ < 50% 	<ul style="list-style-type: none"> ▪ 10 ▪ 0 						
1.2	CAPABILITY								
a)	Bid Capacity (0-10) $*BC = 2 * A * N - B$	<ul style="list-style-type: none"> ▪ Bid Capacity \geq quoted bid ▪ Bid Capacity is between 80 – 100% quoted bid ▪ Bid Capacity is between 60 – 80% quoted bid ▪ Bid Capacity is between 40 – 60% quoted bid 	<ul style="list-style-type: none"> ▪ 10 ▪ 8 ▪ 6 ▪ 4 						

		▪ Bid Capacity < 40% quoted bid	▪ 0						
b)	Credit line available (unused)(0-20)	<ul style="list-style-type: none"> ▪ ≥ 100% of estimated 3 month project cash flow ▪ 80 – 100% of estimated 3 month project cash flow ▪ 60 – 80% of estimated 3 month project cash flow ▪ <60% of estimated 3 month project cash flow 	<ul style="list-style-type: none"> ▪ 20 ▪ 16 ▪ 8 ▪ 0 						
	END OF STAGE 1 out of a score of 100	TOTAL							

* Where A = Average turnover of the contractor over the last 3 calendar years
 N = Estimated duration of the project to be tendered
 B = Portion of other ongoing works to be completed in the period that overlaps with the current project’s duration (that is, N)

Following are the bidders who have scored a minimum of 65 or more out of 100 in the Stage 1 Evaluation and will be considered for further evaluation:

1. X
2. Y
3. Z

Sl.No	Parameters	Level of Achievement	Score	Bidder X		Bidder Y		Bidder Z	
				Value	Score	Value	Score	Value	Score
2	BID EVALUATION								
a)	Status (incorporated, JV, proprietorship)	<ul style="list-style-type: none"> ▪ Incorporated company bidding alone ▪ Incorporated company as the lead partner (>50% stake) in a bid by a joint venture ▪ Incorporated company as a non-lead partner (<50% stake) in a bid by a joint venture ▪ Any other (proprietorship, partnership etc.) 	<ul style="list-style-type: none"> ▪ 40 ▪ 20 ▪ 10 ▪ 0 						
b)	Employment of VTI Graduates/local skilled labourers	<ul style="list-style-type: none"> ▪ ≥ 50% project skilled workforce to be VTI ▪ 30 – 50% project skilled workforce to be VTI ▪ 15 – 30% project skilled workforce to 	<ul style="list-style-type: none"> ▪ 40 ▪ 30 ▪ 15 						

		be VTI							
		▪ ≤ 15% project skilled workforce to be VTI	▪ 0						
c)	Commitment for internships to VTI graduates	<ul style="list-style-type: none"> ▪ Internship opportunities for VTI graduates equivalent to ≥ 10% of project workforce ▪ Internship opportunities for VTI graduates equivalent to 5-10% of project workforce ▪ Internship opportunities for VTI graduates ≤ 5% project skilled workforce 	<ul style="list-style-type: none"> ▪ 20 ▪ 10 ▪ 0 						
		TOTAL PRICE PREFERENCE PARAMETER SCORE OUT OF 100							

The overall price preference – financial score is obtained by using the following formula for any qualified contractor (x):-

$$\begin{aligned}
 & \text{90 X } \frac{\text{(Lowest quoted bid among qualifying bids)}}{\text{Financial bid quoted by x}} + 10\% \text{ of the Preference Score of x}
 \end{aligned}$$

Sl.No	A. Name of bidder	B. Financial Bid	C. Financial Score (90* Lowest quoted bid/ B)	D. Price preference Score	E. 10% of D	F. Total price preference-financial score= (C+D)	Remarks
1	X						
2	Y						
3	Z						

12. Evaluation: In accordance with the Instruction to Bidders ITB 29, the work can be awarded to (*insert name of Bidder*) who has scored the maximum price preference –financial score as shown in the above table.

Signature of the Evaluation Committee:

- 1.
- 2.
- 3.

Enclosures:

- Copy of bidding document (Annex I)
- Copy of bid invitation and press advertisement (Annex II)
- Copies of amendment issued (Annex III)
- Minutes of bid opening (Annex IV)
- Determination table of responsiveness (Annex V)
- Minutes of pre-bid meeting (Annex VI)
- Comparative statement of offers (Annex VII)