

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: *(insert number)*
 Late: *(insert number)*
 Total: *(insert number)*

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 lowest bids in the order of above ranking should be evaluated against the following minimum qualifying criteria:

Evaluation table of minimum qualification criteria:

Sl. No.	Clause Ref.	Minimum qualification required	Qualification of the Lowest Bidder	Remarks
1.	4.5 (a)	Turnover/ Annual volume of work done in any one of the last 3-5 years: Nu.	Nu.	Bidder <i>comply/do not</i> comply with this criteria
2.	4.5 (b)	Satisfactory completion of x number of similar works in last 3-5 years		Bidder <i>comply/do not</i> comply with this criteria

3.	4.5 (c)	Availability of critical equipment for the work: i) ii) iii) iv) v) vi)	Available equipments with the firm. O H T - - - - - - - - - - - - - - -	Bidder <i>comply/do not comply</i> with this criteria
4.	4.5 (d)	Availability of 1 Project Manager with minimum <i>x years</i> of experience in similar work		Bidder <i>comply/do not comply</i> with this criteria
5.	4.5 (e)	Availability of Site Engineer with minimum <i>x years</i> of proven experience in works of an equivalent nature & volume		Bidder <i>comply/do not comply</i> with this criteria
6.	4.5 (f)	Liquid assets and/or credit facilities from a reputed financial institute: Nu.	Nu.	Bidder <i>comply/do not comply</i> with this criteria

Important Notes:-

1. Turnover: Highest financial value of work done in any one of the last 3-5 years.

- a. Use calendar year for the purpose of calculating turnover.
- b. The value of A will be taken as the highest value of turnover over the last 3 to 5 years which is reflected in the books of accounts of the business firm verified by the Department of Revenue and Customs.
- c. Agencies in the tendering procedure shall use value of companies past works over the period stated in BDS on pro-rata basis to calculate the annual turnover where audited balance sheets are not available.

Work award order and completion certificate to be attached.

2. Satisfactory completion of similar works in past 3- 5 years (Use calendar year for this purpose).

Work award order and completion certificate to be attached.

3. Availability of critical equipments.

O denotes owned, *H* denotes hired or leased and, *T* denotes total.

Copies of Blue Books for owned, lease agreement for hired or leased and invoices/bills for purchase to be attached.

4 Availability of 1 Project Manager with minimum x years of experience in work. (x years denotes number of years of experience required depending upon the nature & volume of work)

The C.V. in original signed by the Project Manager along with copies of certificates to be attached.

Availability of Site Engineer with minimum x years of proven experience in works of an equivalent nature & volume. (*x years denotes number of years of proven experience required depending upon the nature & volume of work*)

The C.V in original signed by the Engineer along with certificates for qualification and experience to be attached.

5. Liquid assets and/ or credit facilities.

Closing cash and bank balances supported by audited financial statements and bank statement for the last business year end and/or the current overdraft facilities up to a maximum limit issued by a reputed financial institute **for the work being tendered** to be taken into account.

6. **All the above minimum qualification criteria shall not apply to works worth below 2.0 million. For works worth below Nu. 5 million, the clause 4.5 (a) and clause 4.5 (b) shall not apply.**

7. Bid Capacity: **(this is required only for works worth more than Nu. 5 million)**

The assessed Bid Capacity of the lowest responsive bidder is computed as follows:

$$\text{Assessed Available bid Capacity} = (A * N * 2 - B)$$

Where,

A= maximum value of civil engineering works executed in any one calendar year during the last three to five years (updated to the current price level by adding five percent (5%) per year) as indicated in BDS.

N= Number of years prescribed for completion of the works for which bids are invited (period up to 6 months to be half-year and more than 6 months as 1 year).

B= Value, at the current price level, of existing commitments and on-going works to be completed during the period of the completion of works for which bids are invited.

Assessed available Bid Capacity of *(insert name of bidder)* is

$$= (A * N * 2 - B) = \text{Nu. } (insert amount)$$

Sample of calculating Annual Turnover

Projects executed (eg)	Contract Amount	Contract Period	Date of start	Date of comp.
Construction of schools	65	3	Jan-01	Jan-04
Construction of Hospital	40	2	Jul-02	Jul-04
Construction of farm road	50	1.5	Mar-03	Sep-04
Dzong renovation	90	4	Jan-01	Jan-05

Construction work performed for each of the last five years (Annual turnover)

Name of project	2004	2005	2006	2007	2008
Construction of schools	20	25	20		
Construction of Hospital		10	30		
Construction of farm road			20	30	
Dzong renovation	10	20	20	15	25
Total	30	55	90	45	25
Update to current price level by applying 5% per annum			99		

The bidders are required to submit the annual turnover calculation from the audited balance sheet submitted to DRC. If the annual turnover is not audited, the bidder shall calculate their turnover and submit with all the

supporting documents. In the absence of such details, the procuring agencies may calculate turnover on pro-rata basis. However, the procuring agency shall not be responsible for the accuracy.

8. Evaluation Result:

The assessed Bid Capacity of the lowest responsive bidder is *(specify more or less)* than the proposed value of contract to be awarded. Thus the lowest evaluated responsive bidder, *(insert name of bidder)* *(specify whether satisfies or does not satisfy)* the Bid Capacity criteria and thus the contract *(state whether can be or cannot be)* awarded to the lowest responsive Bidder in accordance with Clause 29 of the Instructions to the Bidders.

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)