

Bid Evaluation Form

Procurement of Works (NCP – Two-Envelope, E-procurement)

[Note¹: this bid evaluation form is for use in the evaluation of bids, in accordance with the provisions of World Bank's "Procurement Regulations for IPF Borrowers, July 2016" referred to hereafter as "Procurement Regulations". This document is intended for assisting in the evaluation of bids procured through National Open Competitive Procurement following single stage two-envelope bidding process, with e-procurement.

If bids are invited for individual lots (contracts) or for any combination of lots (packages), which may be awarded as a package to one bidder, or as sub-packages of one or more lots to several bidders, the bid evaluation is to be done separately, for each lot, subject to any cross-discounting.

This BER format is for both the first envelope evaluation and for the second envelope evaluation, for the following documents for procurement of works:

SPD W-2 Medium (two cover e-GP)

SPD W-2 Large (two cover e-GP)]

¹ This note is for guidance and shall not be included in the final TER/BER.

Bid Evaluation Report

(NCP, Single Stage, Two-envelope Bidding Process using E-procurement,)

Name of Project: _____

IBRD Loan or IDA Credit No.: _____

Contract Name: _____

Contract Number: _____

Date of Submission: _____

Purchaser (or Borrower): _____

Section 1: Technical Evaluation Report

Format for Technical Evaluation Report for Civil Works

1. Scope of contract and approximate cost:

- Outline brief description of works covered by invitation.
- Package Reference procurement plan in STEP, Estimated cost, and actual cost for the proposed contract(s).

2. Bidding document:

Furnish the following details with brief explanations:

- Date of approval by World Bank (for prior review cases)/Govt.
- Variations from the approved document, if any.
- Specifications and drawings (approval date).
- Implementation schedule and stipulated time for completion.
- Important bidding conditions, such as, price adjustment, standstill period, Environmental, Social, Health and Safety (ESHS) issues, abnormally low bids, if any, etc.

(Enclose copy of final bidding document with amendments if any, if not sent earlier, **Annexure I**).

3. Bid invitation process:

Furnish the following details with brief explanations:

- Bid invitation advertisement in
 - (a) national press, names of newspapers and dates of publication;
 - (b) e-portal, if applicable and its URL with date of publication; and
 - (c) Borrower's website with free-access, if available and its URL with date of publication.
- Dates the bidding document was made available for sale or downloading from e-portal/ other website(s), as applicable.
- Number of bidders who purchased the bidding documents and their nationality (if documents were to be downloaded from a website or through e-portal, provide corresponding information, as available).
- Prebid conference, minutes of meeting and resulting amendments, if any. Date of approval by World Bank (for prior review cases), wherever applicable.

- Deadline for submission of Bids (date and time):
- Deadline for submission of original documents like bid security, cost of bid document etc. (date and time): (applicable only under e-procurement).
- Date and time of public opening of technical bids (first envelope), attendance, highlights of the bid opening meeting, etc.

(Enclose copies of Bid invitation & Press advertisement (**Annexure II**), Prebid minutes and addenda, if any (**Annexure III**), Minutes of technical bid opening (**Annexure IV/1**).

4. Bid response:

- State number of offers received and the nationality:
- Furnish details of offers received:
 - (i) In time
 - (ii) Late²

Total

- Furnish table of details of bidders (separately for each lot, if applicable):

Table 1: Bids as Received

Sl. No.	Name of Bidder	Nationality	Whether technical bid opened/ not opened	Remarks
1				
2				
3				

5. Clarifications obtained after opening of bids, if any.

6. Preliminary examination of bids:

- Discuss preliminary examination for eligibility (ITB Clause 4), completeness, legal validity (has been properly signed and has submitted power of attorney etc.), bid validity, bid security and substantial responsiveness to commercial and technical aspects of bidding documents.

² E-procurement system will not allow uploading of bids after the deadline for submission of bids. There will therefore be no late bids in an e-procurement system.

- Furnish details of all bids in **Annexure V/1 and V/2**.
- List the bids rejected as non-responsive.

<u>Sl. No.</u>	<u>Name of bidder</u>	<u>Bid Price</u>	<u>Brief reasons for rejection</u>
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7. Post-qualification/Verification for prequalified bidders:

- State criteria if any outlined in the bid document.
- Furnish actual qualification of all bidders that have been determined to be substantially responsive to the commercial and technical aspects of bidding documents (para 6 above), and determine whether these bidders are qualified to satisfactorily perform the contract. (**Annexure VII**)
- This determination shall also include compliance to Environmental, Social, Health and Safety (ESHS) issues, if applicable.
- Discuss the proposed construction methodology of the selected bidder and comment on its acceptability.
- A negative determination of bidder's capability to perform satisfactorily shall lead to rejection of its bid. List of bids rejected, as technically non-responsive for not meeting the requirements set for the technical bids.

<u>Sl. No.</u>	<u>Name of bidder</u>	<u>Bid Price</u>	<u>Brief reasons for rejection</u>
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8. Complaints: describe the Complaints/Representations received during the bidding process, if any (including how each of these was resolved).

9. Fraud & Corruption³: indicators of Fraud & Corruption/ Collusion observed, if any (for example, similar bid price offered by multiple bidders, common ownership/address/phone number/representative of multiple bidders, sequential bid security numbers, similarity in language/similar typographical mistakes in the bids, participation of bidders involved in fraudulent activities in the past etc. and how the

³ F&C Check shall be done during technical evaluation as also during price bid evaluation, to the extent feasible with/ without price information as available at the two stages. At this stage bid price is not available, and F&C review shall be done for other than price related factors.

same was addressed. Check the genuineness of Client certificates (on sample basis) with the issuing authority).

10. Technical Evaluation – Conclusions and Recommendations: Based on the above analysis of the Technical Proposals, list the bidders⁴ that are considered “**Responsive**” to the requirements of the bidding documents, and are recommended to be invited for opening of their price bids (2nd envelope) for further evaluation of the Most Advantageous Bid.

Table 2: bidders considered technically responsive for opening of their price bids (2nd envelope)

Sl. No.	Name of Bidder (including list of all members in case of JV)	Nationality	Lots (individual or combinations) for which considered technically responsive	Remarks
1				
2				
3				

We have checked the list of debarred firms/individuals (available on the website of the World Bank) as well as temporary suspended firms/individuals (available on Client Connection website of the World Bank) and we confirm that the recommended bidder(s) is/ are not included in these lists. We have also ascertained that there is no conflict of interest involved in current case. *[to be forwarded to the World Bank for no-objection along with enclosures and checklist, for prior review cases]*

Signature of Evaluating Officer(s)

⁴ In cases of invitation of bids simultaneously for multiple lots, the list will also identify the individual and combination of lots for which the bidder qualifies.

NOTE:

Contracts subject to prior review of the Bank, require the Bank's no-objection of the technical evaluation report, and financial bids must not be opened before the Borrower has received such no-objection. The technical evaluation shall not be changed following the opening of the financial bids.

Section 2: Financial Evaluation Report – Award Recommendation

11. Financial Bid Opening:

Furnish the following details with brief explanations:

- Date of approval of TER by World Bank (for prior review cases)/Govt.
- List of Bidders that were invited for opening of their price bids (2nd envelope)
- Date the technical evaluation results were communicated to all Bidders (both successful and unsuccessful)
- Date the bidders that met the requirements set for technical bids were invited for opening of their price bids, and mode of invitation
- Date and time fixed for public opening of price bids (2nd envelope)
- Requests, if any received for postponing the date fixed for opening of price bids

(Enclose Minutes of price bid opening - **Annexure IV/2**)

12. Evaluation of substantially responsive bidders:

- State evaluation criteria and methodology for price bids cross-referencing to bid document clauses.
- Discuss arithmetical errors⁵, and other conditions, if any, and loading of bid prices.

(Furnish details as in **Annexure V/3**)

- Prepare evaluation table showing the rankings as under:

<u>Rank</u>	<u>Bidder</u>	Evaluated <u>Bid price</u>
1		
2		
3		

(Furnish details as in **Annexure VI**)

⁵ If the e-procurement system automatically calculates the total amount from unit rates and quantities, and if the system also automatically populates the amount in words from the amount in figures, there may be no scope of discrepancy and no need for arithmetic corrections.

- Discussion of offers:
 - Determination of the lowest evaluated responsive bid.
 - Comments on unbalanced item bids, if any.
 - Comments on abnormally low bids⁶, if any.
- If the determination is negative, bid of the lowest bidder will have to be rejected and the next lowest evaluated bid considered to make a similar determination of bidder's capability to perform satisfactorily.
- Comments on compliance to Environmental, Social, Health and Safety (ESHS) issues, if applicable

13. Complaints: describe the Complaints/Representations (including requests for debrief during standstill period, if applicable) received during the bidding process, if any (including how each of these was resolved).

14. Fraud & Corruption⁷: indicators of Fraud & Corruption/ Collusion observed, if any (for example, similar bid price offered by multiple bidders, common ownership/address/phone number/representative of multiple bidders, sequential bid security numbers, similarity in language/similar typographical mistakes in the bids, participation of bidders involved in fraudulent activities in the past etc. and how the same was addressed. Check the genuineness of Client certificates (on sample basis) with the issuing authority).

15. Documents Submitted: whether the bid security instruments, manufacturer's authorization letters and the Experience certificates submitted by the recommended bidder were checked from issuers on random basis or in case of any doubt?

16. Price Reasonableness: comments on reasonableness of the bid price quoted by the recommended bidder:

17. Recommendations for Award:

- Furnish important features of the Most Advantageous Bid (details in **Annexure VIII**) for award such as:
 - Advances
 - Price adjustments, if any
 - Performance security
 - ESHS Performance security, if applicable

⁶ Delete if provisions related to Abnormally Low Bids do not apply to the bidding process.

⁷ F&C Check shall be done during technical evaluation as also during price bid evaluation, to the extent feasible with/ without price information as available at the two stages. At this stage bid price is available, and F&C review shall be done mainly for price related factors.

- Additional security proposed for unbalanced bids, if any
- Bid validity
- Stipulated period of completion
- Other important terms and conditions

18. Value of contract(s)⁸ proposed for approval:

Bidders(s) proposed for contract award	<u>Contract(s)</u>	<u>Amount in Rupees</u>
	1.	
	2.	
	3.	
	Total in Rupees	

(Enclose checklist duly filled)

We have checked the list of debarred firms/individuals (available on the website of the World Bank) as well as temporary suspended firms/individuals (available on Client Connection website of the World Bank) and we confirm that the recommended bidder(s) is/ are not included in these lists. We have also ascertained that there is no conflict of interest involved in current case.

19. Notice of Intention to Award⁹: (applicable only if a Standstill Period applies)

Furnish the following details with brief explanations:

1. Date when the Employer transmitted to each Bidder (that has not already been notified that it has been unsuccessful), the Notification of Intention to Award the Contract to the successful Bidder.
2. Start date and the Last date (original and extended, if any) of the Standstill Period.
3. Requests for debriefings received during the standstill period, and debriefings provided along with the respective dates and reasons for delayed debriefings, if any.
4. Number of complaints received during the standstill period. Provide the dates of receipt and resolution of each complaint along with brief summary of the complaint and its resolution.

20. Notification of Award:

⁸ Multiple contracts may result only if works were bid as individual contracts under a slice and package procedure

⁹ Delete the box of points 19 and 20, if this submission is before the start of the standstill period or if the standstill period does not apply to this bidding process, or if only one bid was submitted.

The Employer proposes to transmit the letter of acceptance to the successful bidder(s) as per recommendation for award in Paras 17 & 18 above

OR

The Employer proposes to modify the recommendation for award as under: (details in **Annexure IX**). Give details of fresh recommendations for award, and reasons thereof.

We have re-checked the list of debarred firms/individuals (available on the website of the World Bank) as well as temporary suspended firms/individuals (available on Client Connection website of the World Bank) and we confirm that the now recommended bidder(s) is/ are not included in these lists.

Signature of Evaluating Officer(s)

Enclosures (enclose only those which were not forwarded earlier):

1. Copy of bidding document (Annexure I)
2. Copy of bid invitation and press advertisement (Annexure II)
3. Prebid minutes and Copies of Amendments, if issued (Annexure III)
4. Minutes of bid opening (Annexure IV/1 and Annexure IV/2)
5. Assessment of bids (Annexure V/1, Annexure V/2 and Annexure V/3)
6. Comparative Statement of Offers (Annexure VI)
7. Details of post-qualification/verification of prequalified bidders (Annexure VII)
8. Details of Recommended Offer (Annexure VIII)
9. Details of Revised Recommended Offer (Annexure IX)

Annexure I

Final Bidding document with amendments, if any (enclose a copy if not sent earlier)

Annexure II

Copies of bid invitation and advertisement in the press

Annexure III

Prebid minutes and addenda, if any

Annexure IV/1

Minutes of Technical Bid Opening¹⁰

Loan/ Credit Number: _____

Package Number: _____

Description of Item/Work: _____

The following bids were received by closing date and time for submission of bids, i.e., _____ hours on _____, original documents were received by closing date and time for their submission¹¹ i.e., _____ hours on _____, and were publicly opened in the presence of the bidders' representatives listed below at _____ hours on _____ (date).

S.No.	Name of Bidder	Bid Security In Rupees		Original document, as applicable received or not	Bid Opened Yes/ No	Any other information readout at opening	Signature of Bidder's Representative
		Amount & Instrument (DD/BG/FDR)	Validity	Payment for cost of bid document, registration on e-portal, Affidavit regarding correctness, any other (please specify)			
1.							
2.							
3.							
4.							
5.							

Complaints, if any:

¹⁰ In case of e-procurement, Minutes of Bid Opening, shall include apart from other information, the information in the electronic summary of bid opening that was generated and uploaded by the system.

¹¹ Original documents are required to be submitted separately upto a specified date and time only under e-procurement. Mark as 'not applicable' if original documents are not required to be submitted separately upto a date and time other than the deadline for submission of bids.

2. The following representatives of bidders are present during the bid opening:

S. No.	Name of Representative	Designation	Name of Bidder/ J V Partners

Complaints, if any:

Signature, Name and Designation of the Bid Opening Officers:

1. _____
2. _____
3. _____
4. _____

Annexure IV/2

Minutes of Price Bid Opening¹²

Loan/ Credit Number: _____

Package Number: _____

Description of Item/Work: _____

The following price bids were publicly opened in the presence of the bidders' representatives listed below at _____ hours on _____ (*date*).

S. No.	Name of Bidder	Bid Amount (CIP Destination/ in Rupees) ¹³	Discount offered, if any ¹⁴ (modifications or withdrawals)	Alternative offer, if any	Signature of Bidder's Representative
1.					
2.					
3.					
4.					
5.					

¹² In case of e-procurement, Minutes of Bid Opening, shall include apart from other information, the information in the electronic summary of bid opening that was generated and uploaded by the system.

¹³ Modify as required for each case

¹⁴ Any discount received after bid opening shall not be accepted either for bid evaluation or contract award purpose.

2. The following representatives of bidders are present during the bid opening:

S. No.	Name of Representative	Designation	Name of Bidder/ J V Partners

Complaints, if any:

Signature, Name and Designation of the Bid Opening Officers:

1. _____
2. _____
3. _____
4. _____

Annexure V/1

Assessment of Bids

Sl. No.	Particulars	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
1.	Name of Bidder					
2.	Country of Origin					
3.	Eligibility					
4.	Credentials ----- Letter of Authorization					
5.	Commercial Assessment*					
6.	Technical Assessment*					
7.	Decision on Responsiveness					
8.	Capacity cum Capability* Assessment (Post/ Prequalification)					

* For details see attachments V/2 and VII.

EVALUATION OF THE BIDS

Analysis for Responsiveness of Bids:

<u>Sl. No</u>	<u>Particulars and Clause Reference</u>		<u>Name of Bidder1</u>	<u>Name of Bidder 2</u>	<u>Name of Bidder 3</u>
1.	Validity of Bid	ITB			
2.	Cost of the Bid Document & of Registration on e-procurement website (if applicable)				
3.	Bid Security Form of Bid Security Bank and Branch Expiry Date Amount	ITB			
4.	Letter of Authorization	ITB			
5.	Bid Form	ITB			
6.	Exceptions to Clauses, if any:				
7.	ESHS Requirements, if any				
8.	Price	ITB			

	Adjustment, if suggested					
9.	Technical Deviations, if any					
10.	Decision on Commercial Responsiveness					

Note: Add parameters as required to suit the item under procurement and as specified in your bidding document.

EVALUATION OF THE PRICE BIDS

Analysis for Responsiveness of Price Bids:

<u>Sl. No</u>	<u>Particulars</u>	<u>Name of Bidder1</u>	<u>Name of Bidder 2</u>	<u>Name of Bidder 3</u>
1.	Bid Price			
2.	Arithmetic Check and Corrections (ITB)			
3.	Payment Terms (ITB)			
4.	Loading of bid prices (ITB)			
5.	Evaluated Bid Price			
6.	Unbalanced Bids (ITB)	<i>[to be carried out only for the selected lowest evaluated bidder(s) through to the determination of the Most Advantageous Bid]</i>		
7.	Abnormally Low Bids (if applicable to the bidding process) (ITB)	<i>[to be carried out only for the selected lowest evaluated bidder(s) through to the determination of the Most Advantageous Bid]</i>		

Note: Add parameters as required to suit the item under procurement and as specified in your bidding document.

Annexure VII

Post Qualification

	<u>Criteria as specified in the bidding document*</u>	<u>Bidder 1</u>	<u>Bidder 2</u>	<u>Bidder 3</u>
1.				
2.				
3.				
4.				

Note: 1(). List all criteria specified in the bidding document and give comments on how bidder meets or fails in criteria.*

2. Give details for all bidders except those rejected during preliminary examination

Details of Recommended Offer

1. Name and address of the Bidder with the Most Advantageous Bid
2. Total Value of the proposed Award (Rs) :
3. Advances: Mobilization / Equipment :
4. Performance Security :
5. ESHS Performance Security :
6. Additional Performance Security for Unbalanced Bids, if any :
7. Retention Money :
8. Completion Period, Milestones to be Achieved :
9. Liquidated Damages for different milestones :

Details of Revised Recommended Offer

1. Name and address of the Bidder with the Most Advantageous Bid
2. Total Value of the proposed Award (Rs) :
3. Advances: Mobilization / Equipment :
4. Performance Security :
5. ESHS Performance Security
6. Additional Performance Security for Unbalanced Bids, if any :
7. Retention Money :
8. Completion Period, Milestones to be Achieved :
9. Liquidated Damages for different milestones :