**EVALUATION REPORT FORM**-1-

***Bid opening:***

The bids were opened on ***……………* at *……..*** in the Office Room No. 003 in the presence of the bidders and /or their authorized representatives.

All the ………..bids received were opened on time. 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 ***(Annexure …)***

**Table of Bid Prices as read out at the tie of bid opening is a follows:**

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

***Certification obtained***

(Describe the type of clarifications sought from the bidders)

***Arithmetical check:***

All bids were arithmetically checked. Arithmetical errors found in the bill of quantities of the bids submitted by the following bidder:

(Specify bids in which arithmetical errors were found)

***Completeness and legal validity:***

(specify the legal validity of bids forge. All bids are duly signed by the bidder 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 .. ***60 days..*** after the deadline for the submission of the bid.

-2-

The bids were opened on ***…………………….*** and hence the bids should be valid upto ………………….. **.**

***EVALUATION REPORT:***

EVALUATION REPORT FOR THE SUPPLY OF GOODS AND SERVICES (Insert name of the goods to be supplied

/service to be delivered……………………………………………………………………………………………………..

***Scope of contract and estimated cost:***

The goods to be supplied is for *(Insert name of goods, project name)*……………………………………………………………

***Salient points of bidding documents:***

Stipulated period of completion*.(Specify duration and mention whether including or excluding mobilization period and mention whether*

*including or excluding mobilization period and monsoon)……………………………………………*Price adjustment-(*specify whether price adjustment is applicable or not)…………………………………………………………………………..*

Pre-bid meeting- (specify date of pre-bid meeting, if any) ***…..***

***Bid invitation process:***

Bids were invited by the *………………………………………………………………………………………………..*

through national news paper General Kuensel out come date ***………………………..***

A copy of the invitation to bid is enclosed in

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

The following prospective bidders purchased the bidding document.

1……………………………………..………………..

2……………………………………..………………..

Pre-bid conference was held on …. *(if any)*

The copy of minutes of the pre-bid meeting and the addendum was sent immediately to all the bidders who has

purchased the bidding document and was incorporated in the bidding documents. *(if any)*

-3-

A copy of the minutes of pre-bid meeting and the copy of the addendum is enclosed *(if any)*

***Bid response:***

Bids received in time ………….

Bid received late …….……

Total bid received ………….

***Bid Security:***

As per Clause 16 of the Instructions to the Bidders, the bid security should be in the form of a ***Bank Guarantee /Cash Warrant or a Demand draft*** which shall be valid for …….…….. ***days*** after the date of expiry of the validity of the bid.

The bid security furnish by the prospective bidders are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.  No | Name of the Bidder/Company | Bid security amount (Nu) | Bid security type and issuing Bank | Bid validity |
| 1 |  |  |  |  |

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

***Responsiveness to commercial conditions:***

The bidders have (*insert whether bidders have stipulated any conditions).* They have *( signed / Not signed)* the contractor ‘s bid form as well as bidding documents and hence it s taken that they are agreeable to the commercial conditions.

Bids rejected as non-responsive to the bidding documents:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Name of the Bidder/Company | Bid security amount (Nu) | Brief reasons for rejection |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

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

-4-

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 bids substantially responsive bids)*

*1……………………………………………………………………………..*

*2……………………………………………………………………………..*

*3………………………………………………………………………………………………………*

***Comments on the unbalanced bid:***

The following bidders have quoted unbalanced bid prices.

1……………………………………………………………

2…………………………………………………………….

The 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)………………………………………………*

***Evaluation of the substantially responsive bids:***

There are *(state any condition)* 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:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Name of Bidder | Bid Price (NU) | Remarks |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |

(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 quality for award of the Contract, the substantially responsive bidders should meet the minimum qualifying criteria.

-5-

***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 Claus 29 of the instructions to the bidders.

***Signature of the Evaluation Committee:***

***1.*** …………………………………………….  ***2.*** ………………………………

***3.*** …………………………………………….  ***4.*** ………………………………

***5.*** ……………………………………………..

***Enclosures:***

1. Copy of bidding document
2. Copy of bid invitation and press advertisement
3. Copy of Record of Bid Opening and Bid Opening Check List
4. Determination table of responsiveness
5. Comparative statement of offers

**FORWARDED TO TENDER COMMITTEE FOR ENDORSEMENT:**