

Section I

PROCUREMENT WORKSHOP

Malaria Control Project

General

- 1) The Articles of agreement require the Bank to ensure that the proceeds of Loan/Credit are used for the purposes intended with due attention to economy and efficiency.
- 2) Accordingly, Bank has developed Guidelines for procurement of Goods, Works, and Consultancy. Bank Guidelines explain the various procedures acceptable and these are applicable only to the extent provided in the Legal Agreements for specific projects.
- 3) Bank is a co-operative institution and equal business opportunities have to be provided to all the member countries of the Bank. Impartial administration of procurement among all eligible bidders is essential to maintain Bank's ability to raise financial resources from it's member countries and in the Capital Markets.
- 4) Procurement is an important aspect of Bank's operation. It is a critical element in Project Implementation and unless it is carried out efficiently and promptly, the full benefits of the Project cannot be realized. Bank loans/credits are normally disbursed as expenditures are incurred. Since, delays in procurement delays disbursements, every effort should be made to ensure prompt handling of procurement.
- 5) Good procurement practices alone cannot assure that the Bank assisted Projects will achieve their developmental goals. But poor procurement practices virtually guarantee that these goals will not be fully achieved.
- 6) The responsibility for the execution of the Project and therefore for the award and administration of the contracts under the Project rests with the Borrower.
- 7) Role of Procurement

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- It is critical for:
- ensuring satisfactory implementation;
- ensuring speedy transfer of resources by way of disbursement;
- achieving economy and efficiency; and
- ensuring success of the Project.

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- 8) Four considerations generally guide procurement in Bank financed projects:
 - the need for economy and efficiency in the execution of the project;
 - Bank's interest as a co-operative institution in giving all eligible bidders from developed and developing countries an opportunity to compete;
 - Bank's interest as a development institution in encouraging the development of domestic contracting and manufacturing industries; and
 - the importance of transparency in the procurement process.
- 9) Features of Bank's Model Procurement Documents
 - sharing of risks between the parties of the contract;
 - incorporation of suitable qualification criteria;
 - incorporation of precise and fair evaluation criteria;
 - incorporation of minimum technical specification;
 - ensure transparency by public bid opening, disclosure of qualification and evaluation criteria, absence of negotiations;
 - adequacy of price; and
 - dispute resolution mechanism.
- 10) Specific Concerns in India
 - delays in finalization of bidding documents;
 - delays in bid evaluation and award of contracts;
 - delays in signing of contracts after obtaining no objection from Bank;
 - inadequate engineering leading to wide variations at the time of implementation and consequent disputes; and
 - weak contract administration.
- 11) Methods of Procurement
 - International Competitive Bidding;
 - Limited International Bidding;
 - National Competitive Bidding;
 - Shopping International/National;
 - Direct contracting; and
 - Force Account.

Section II

Bank Guidelines, Procurement Procedures and Bidding Documents

(a) Bank Guidelines

The following guidelines are applicable:

- Bank Guidelines for Procurement of Works and Goods (January 1995); and
- Bank Guidelines for Use of Consultants by World Bank Borrowers (August 1981).

(b) **Procurement Procedures**

Detailed instructions on procedures to be followed alongwith the suggested formats for preparation of evaluation reports, and other procurement documentation are given in the following brochures :

- Procurement of Civil Works and Goods under NCB procedures in Bank-financed Projects;
- Procurement of Civil Works and Goods under ICB procedures in Bank-financed Projects.

(c) **Procurement Planning** :

Methods of procurement and procurement arrangements are explained in attached **Annexure I**.

Prior to the issuance of any Invitation to pre-qualify- for bidding or to bid for contracts, the proposed Procurement Plan (Procurement Schedules) for the Project should be furnished to the Bank for it's review and approval in accordance with the provisions of Paragraph 1 of Appendix 1 of the Guidelines. Procurement of all Goods and Works should be undertaken in accordance with the approved Procurement Plan. [Annexure II]

Some of the important points to be noted in Bank-financed contracts are attached (Annexure III).

A note on the Procedures for Hiring of Consultants is also attached (Section IV).

(d) Bidding Documents:

(i) Works/Goods/Equipment

Model documents for the following are available. These have to be invariably used irrespective of the agency procuring the Works/Goods/Equipment etc.

- Civil Works costing more than equivalent of US \$10 Million (ICB):
- Civil Works costing equivalent of US \$10 Million and below (ICB):
- Civil Works costing more than Rs. 3 Million (NCB);
- Civil Works costing Rs. 3 Million and below (NCB);
- Prequalification (Procurement of Works including Major Equipment and Industrial Installation);
- Supply of Goods and Equipment (ICB);
- Supply of Goods and Equipment (NCB);
- Supply and Installation of Plant and Equipment (ICB);
- Pharmaceuticals and Vaccines (ICB);
- Pharmaceuticals and Vaccines (NCB); and
- Supply of Kits (containing durg/non-drug items) (NCB).

For Procurement of specialized equipment such as computers etc., appropriate modifications have to be made in the document.

(ii) <u>Hiring of Consultants</u>

Models for the following are available and can be obtained as and when required:

- International/National Consultants Time based;
- International/National Consultants Lumpsum Simple Assignments;
- Selection of Consultants Simple Assignments Lumpsum;
- Small Assignments (Firms Selection through shortlist)
 Lump sum upto US \$ 15,000;
 - Small Assignments (Individuals) Lumpsum Upto US\$ 15,000;

- Small Assignments (Firms local, Sole source selection) - Lumpsum - upto US \$15,000;
- Short Term Assignments (Individuals) Time Based Upto US \$15,000;
- Long Term Assignments (Individuals) Time Based; and
- Single Source Lumpsum Simple Assignments (Less than US\$ 200.000)

The above models should only be used for inviting proposals from short-listed firms (including sole source).

Note: The particular method of Procurement and the categories of Goods and Works to which they apply are determined by agreement between the Bank and the Borrower and are specified in the loan agreements which govern the legal relationships between the Borrower and the Bank. Procurement guidelines are made applicable to Procurement of Goods and Works for the Project, only to the extent provided in that agreement.

Section - II Annexure - I



Methods of Procurement

1. International Competitive Bidding (ICB):

Affords opportunity to all eligible prospective bidders from member countries of the Bank and Taiwan, China to bid.

To be Adopted:

- For Goods and Equipment costing more than the equivalent of US\$ 200,009.
- Irrespective of value, where supplies need import and entail payment in foreign currency.

Requirement:

- Publication of Invitation for Bid (IFB) in United Nations' Development Business (UNDB) published fortnightly from Washington Bank will arrange this minimum period required 30-35 days;
- Transmission of IFB to embassies and trade representatives of countries of likely suppliers/contractors of the Goods and Works required and also to those who have expressed interest in response to the General Procurement Notice;
- Publication of IFB in national newspapers having wide circulation in all regions of country;
- Use of Bank's standard bidding document;
- Sale of bidding document to start only after publication of IFB in UNDB and national newspapers; and
- Bidding period 45 to 90 days from date of start of sale of bidding documents.

Steps:

- Notification/Advertising;
- Issue of Bidding Documents;
- Submission of Bid;
- Public opening of bids;
- Evaluation;
- Selection of lowest evaluated responsive bid based on post qualification:
- Contract Award; and
- Contract Performance.

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2. National Competitive Bidding (NCB):

Competitive bidding advertised nationally for procuring Goods or Works which by their nature or scope are unlikely to attract foreign competition. Currency specified is Indian Rupees for bidding as well as for payment. However, foreign bidders are not to be precluded from participation, if they wish to bid but they are also to be paid only in Indian Rupees.

To be adopted where :

- the contract values are small;
- works are scattered geographically or spread over time;
- works are labour intensive; or
- the goods and works are available at prices below international market.

Requirement :

- Publication of IFB in newspapers having a wide circulation in the country;
- Use of Bank's standard bidding document;
- Sale of bidding documents to start only after publication of IFB in newspapers;
- Bidding period 30 days to 60 days from date of start of sale of bidding documents;
- Payment in local currency; and
- If foreign firms wish to participate, they shall be allowed to do so.

Steps :

- Same as in ICB

3. Shopping : International / National

Shopping is a Procurement method based on comparing price quotations obtained from several foreign or National suppliers, usually atleast three, to ensure competitive prices. It requires no formal bidding documents and is an appropriate method for procuring readily available off-the-shelf goods or standard specification commodities that are small in value. Rate Contracts of Directorate General of Supplies and Disposals (DGS&D) are acceptable under National shopping (Rate Contracts of State Governments are not acceptable, but they can be considered as one quotation).

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4. Direct Contracting

Direct contracting without competition may be an appropriate method under the following circumstances:

- Extension of existing contracts for Works or Goods awarded with procedures acceptable to Bank, justifiable on economic grounds;
- Standardization of equipment or spare parts to be compatible with existing equipment:
- Proprietary equipment;
- Need for early delivery to avoid costly delays; and
- In exceptional case, such as in response to natural disasters.

5. Force Account

Force Account is construction by the use of borrower's own personnel and material (generally limited to 10% of the cost of Civil Works) where:

- Quantities of work involved cannot be defined in advance;
- Works are small and scattered or in remote locations where mobilization costs for contractors would be unreasonably high;
- Work must be carried out without disrupting on going operations;
- The risk of unavoidable work interruption are better borne by the borrower than by a contractor; or
- There are emergencies needing prompt attention.

Procurement Arrangements

(As per Schedule 1 of the Project Agreement)

Prior to the issuance of any invitations to prequalify for bidding or to bid for contracts, the proposed procurement plan for the Project shall be furnished to the Association for its review and approval, in accordance with the provisions of paragraph 1 of Appendix 1 to the Guidelines. Procurement of all goods and works shall be undertaken in accordance with such procurement plan as shall have been approved by the Association, and with the provisions of said paragraph 1.

To the extent practicable, contracts for goods shall be grouped in bid packages estimated to cost the equivalent of US \$ 200,000 or more each.

Category

Procedure to be followed

1. Civil works

(a) National Competitive Bidding (NCB)

except as provided in (b) below

- (b) For works estimated to cost the equivalent of US \$ 45,000 or less per contract up to an aggregate amount not to exceed the equivalent of US \$ 18 million* as under :
- (i) under quotations obtained from three qualified domestic contractors on lumpsum fixed price basis; or
- (ii) direct contracting in accordance with procedures acceptable to the Association; or
- (iii) under Force Account upto an aggregate amount not to exceed the equivalent of US \$ 10 million*.
- (a) International Competitive Bidding (ICB)

except as provided in (b) and (c) below

(b) National Competitive Bidding (NCB)

Items estimated to cost less than the equivalent of US \$ 200,000 but more than the equivalent of US \$ 50,000 per contract up to an aggregate amount not to exceed equivalent of US \$ 12.7 million*.

2. Goods & Equipment

(c) Shopping

Items estimated to cost the equivalent of US \$ 50,000 or less per contract as under:

(i) International Shopping (Soliciting quotations from at least three suppliers in two different countries)

upto an aggregate amount not to exceed equivalent of US \$ 4.2 million*; and

(ii) <u>National Shopping (under quotations from at least</u> three suppliers)

upto an aggregate amount not to exceed equivalent of US \$ 12.7 million*.

(a) International Competitive Bidding (ICB)

except as provided in (b) below

(b) National Shopping (under quotations from at least three suppliers)

upto an aggregate amount not exceeding equivalent of US \$ 300,000*

(a) International Competitive Bidding (ICB)

except as provided in (b) and (c) below

(b) National Competitive Bidding (NCB)

Items estimated to cost the equivalent of less than US \$ 200,000 per contract up to an aggregate amount not to exceed the equivalent of US \$ 2.7 million*.

- (c)
- (i) International Shopping (Soliciting quotations from at least three suppliers in two different countries)

Items estimated to cost the equivalent of less than US \$ 200,000 per contract upto an aggregate amount not to exceed the equivalent of US \$ 0.4 million*; and

3. Vehicles

Medical Laboratory

Supplies

(ii) <u>National Shopping (under quotations from at least</u> three suppliers)

Items estimated to cost less than the equivalent of US \$ 50,000 per contract upto an aggregate amount not to exceed the equivalent of US \$ 2.3 million.*

(a) National Competitive Bidding (NCB)

except as provided in (b) below

(b) National Shopping

Items estimated to cost less than the equivalent of US \$ 50,000 per contract for :

- (i) Medicines upto an aggregate amount not to exceed equivalent of US \$ 3.7 million.*
- (ii) Furniture upto an aggregate amount not to exceed equivalent of US \$ 2.8 million.*
- (iii) MIS/IEC materials upto an aggregate amount not to exceed equivalent of US \$ 1.7 million.*
- (iv) Other supplies up to an aggregate amount not to exceed equivalent of US \$ 11.1 million.

International Shopping

Medicines estimated to cost less than the equivalent of US \$ 50,000 per contract upto an aggregate amount not to exceed the equivalent of US \$ 1.5 million.*

(a) National Shopping

except as provided in (b) below.

- (b) <u>Direct Contracting or Force Account</u> Costing in the aggregate less than the equivalent of :
- (i) US \$ 31. million*for Buildings; and
- (ii) US \$ 7.0 million* for Vehicles and Equipment.

* these thresholds are for all the three states. Share of each state will be as per cost tables given in Appendix 18 (Pages 12-15)

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Procurement Workshop

7. Maintenance of Buildings, Vehicles and Equipments

5. Medicines, Furniture, MIS/IEC materials and other supplies

6. Medicines

8	Consultancy	Bank's Consultancy Procedures.
9.	Review	
9.1	Goods and Works	
	a) Prior Review	All contracts valued more than the equivalent of US \$ 300,000 for civil works and US \$ 200.000 for goods/equipment
	b) Post Review	Rest
9.2	Consultancy	
	a) Prior Review	Prior review is necessary for the following :
		- Terms of Reference regardless of value;
		- All Single Source Selection of consulting firm;
		- All Consultant Contracts for assignment of a critical nature, regardless of value;
		- Contracts for Consultancy Services valued equivalent of:
	c.	 US \$ 100,000 and above for Consulting Firms; US \$ 50,000 and above for Individuals;
	90. 	 Amendments to contracts for the employment of consulting firms raising the contract value to US \$ 100,000 equivalent or above; and
		- Amendments to contracts for employment of individuals raising the contract value to US \$ 50,000 equivalent or above.
		Prior review would be at every stage as follows:
		- Terms of Reference
	2. 	- Shortlist
	a a	- Documents containing Letter of Invitation, Supplementary Information to Consultants and Conditions of Contract;
		- Evaluation Report of the technical proposals;
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- Negotiated draft contract (with a copy of the winning proposal);
- Final contract (to be accompanied by Checklist)

b) Post Review

All other cases;

Post review covers the final contract along with appendices and copy of evaluation note/award recommendations, which should be submitted alongwith the Checklist.

Note: First 1/2 contracts, irrespective of value, may be got prior reviewed by the Bank to ensure adherence to the Bank guidelines.

<u>Section-II</u> <u>Annexure-II</u>



PROCUREMENT

1. Objectives

- to firm up procurement arrangement for the project;
- to frame the bidding strategy and initiate preparation of procurement plan indicating the bid packages and schedule for procurement;
- to familiarize borrower on the Bank's procurement guidelines, bidding procedures, Bank's standard bidding documents; and
- Preparation of specific bidding documents for the project after completion of detailed engineering, finalization of specifications for the packages planned to be taken up in the first two years of implementation of project.

2. Procurement Arrangement

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Steps:

- list out all the identifiable items (similar items should be aggregated for one state/organization) for each main category such as Civil Works, Goods, Equipment, Vehicles, Supplies, Consultancies etc. in the format enclosed (Annexure II);
- work out the number, estimated cost, source of supply, requirement, year wise over the project period in the format enclosed (Annexure II);
- identify the procurement method best suited for the items and enter in the format enclosed (Annexure II). The methods of procurement are:
 - International Competitive Bidding;
 - Limited International Bidding;
 - National Competitive Bidding;
 - Shopping, National/International;
 - Direct Contracting ; and
 - Force Account.

[Methods of procurement will apply as may be provided in the Project Agreement]

The various methods of procurement are discussed in the Bank procurement guidelines. However a brief note detailing the salient points on methods of procurement is enclosed -Annexure I.

Identify the agency/agencies responsible for the procurement in the project. The agency should be well versed in the Bank procurement procedures. <u>Good</u> procurement practices alone cannot assure that the Bank assisted projects will achieve their developmental goals. But poor procurement practices virtually guarantee these goals will not be fully achieved; hence the need for good, knowledgeable, efficient procurement agency. If the State/Organization does not have the requisite expertise, employment of procurement agents is suggested. Fees paid to such agents is reimbursable under the credit (as consultant fee). RITES, NTPC, HSCC (Hospital Services Consultancy Corporation) (GOI undertakings), TCE, CONSINDIA (Private) etc. are working as procurement agents for some of the projects (The Consultant Guidelines shall apply for the selection of procurement and inspection agents).

3. Preparation of Procurement Plans

Steps:

- Review by Bank and finalization of the lists prepared, the packages and method of procurement proposed as per Annexure II/1, II/2 & II/3.
 - Compilation of the procurement schedule for the finalized packages. (Annexure II/4 & II/5)

Annexure II/1

LIST OF WORKS TO BE PROCURED

Name of State/Department/Organization

Name of Work Location Number Est.

Cost (Rs. M) Year wise Procurement I II III IV

v

Remarks (Method of Procurement)

(Brief Description of Work)

- 1. 2. 3. 4. 5.
- 6.

LIST OF GOODS /EQUIPMENT /YEHICLES /FURNITURE /DRUGS ETC. TO BE PROCURED

ame of Item	Number		Mode of Tendering *	Est.Cost (Rs. M)	<u>Yea</u>	ir wise F II	rocuremo III	ent IV	Y	Remarks (Method of
Brief Description)					-	-				Procurement)
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- Furniture:		×								
2.										
3.										
Drugs etc,										

Turnkey.

Annexure II/3

Remarks

(Method of

(Procurement)

LIST OF CONSULTANCY SERVICES TO BE HIRED

Name of State/Department/Organization Name of Consultancy Est. Year wise Procurement Man 1 П ш IV V Months (Brief Description) International: 1. 2. 3. 4. 5. 6. National: 1. 2. 3. 4. 5. 6. Individual: 1. 2. 3.

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PROCUREMENT SCHEDULE FOR CIVIL WORKS

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Section - II Annexure III



Important Points to be noted in

Bank Financed Contracts

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IMPORTANT POINTS TO BE NOTED IN BANK FINANCED CONTRACTS

- 1. Principal criteria followed in Bank procurement procedures is transparency, economy and efficiency, opportunity to all eligible bidders of member countries, and encouraging development of domestic contracting and manufacturing industries.
- 2. Bank approved model bidding documents for procurement of Works and Equipment (ICB/NCB) should be used;
- 3. Detailed design and engineering, including soil investigation, acquisition of land for works and preparation of technical specification for equipment, to be completed before invitation of bids.
- 4. (a) <u>Bid Security:</u>

2 to 5% for Goods and 1 to 3% for Works

(b) <u>Performance Security:</u>

Works

5% of contract price (Valid till 28 days from the date of issue of certificate of completion)

<u>Goods</u>

5 to 10% of contract price (Performance Security could be reduced to 2% after delivery & acceptance of goods to cover suppliers obligations during period of warranty)

(c) <u>Retention Money:</u>

Works

<u>Goods</u>

Nil

5% of contract price (50% to be retained till completion of the whole of the works and 50% to be retained till the end of defects liability period)

5. No filtration in the sale of bidding document. It should be sold to all whosoever requests for it and made available by mail as well.

- 6. Where Bidders are not prequalified, minimum post qualification criteria to be clearly specified in the bidding document and enforced.
- 7. Contractors should be made responsible to provide all materials including Cement and Steel etc.
- 8. Minimum bidding period for NCB -30 days and ICB -45 days (from the date of publication of IFB in press /UNDB or the date the documents are made ready for sale, whichever is later).

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9. Bidding documents should be made available for sale till a day prior to the last date of receipt of bids. The time for the bid opening should be the same for the deadline for receipt of bids or promptly thereafter (to allow only sufficient time to take the bids to the place announced for public bid opening).

10. Publicity of Bid Notices

<u>ICB</u>

NCB

- UNDB insertion (mandatory for all cases over \$ 10 M & encouraged for others) [Bank will arrange this].
- Copies to local representatives of eligible countries (encouraged).
- Copies to bidders who have expressed interest in response to the General Procurement Notice.
- Publicity in the national press having a wide circulation in all regions of the country.
- For large, specialized or important contracts, publicity in well known technical magazines, newspapers and trade publications of wide international circulation.

Copies to bidders who have expressed interest.

Publicity in the press having a wide circulation in the country.

- 11. No preference to any bidder or class of bidders, either for price or for other terms and conditions.
- 12. Two or three envelope system is un-acceptable.
- 13. All bids received should be opened and read out at the time of bid opening. No bid should be rejected at bid opening except for late bids, which shall be returned unopened to the Bidder.
- 14. No negotiations.
- 15. Evaluation of bids should be made strictly in terms of the provisions in the bidding document. Evaluation report should be drafted on the suggested format.
- 16. Award should be in favour of the lowest evaluated responsive bidder, who is determined to be qualified to perform the contract satisfactorily.
- 17. Evaluation and award decision of bids should be completed within the initial period of bid validity. An extension of bid validity, if justified by exceptional circumstances shall be

requested in writing from all bidders <u>before the expiration date</u>. The extension shall be for the minimum period required to complete evaluation, obtain necessary approvals and award of contract. The bid validity period may be extended a second time only if the bidding documents or the request for extension shall provide for appropriate adjustment of the bid price to reflect changes in the cost of inputs for the contract over the period of extension. Such an increase in the bid price shall not be taken into account in the bid evaluation. In the case of prior review contracts, Bank's prior approval will be required for (i) a first extension of the bid validity period if the period of extension exceeds (60) sixty days; and (ii) any subsequent extension of bid validity period.

If there is undue delay in awarding the contract, Bank may consider declaring the same as misprocurement.

- 18. Rejection of all bids, irrespective of value, to be referred to the Bank for review and issue of no objection. Format for seeking no objection of Bank circulated separately.
- 19. During execution of contracts, all material modification or waiver of the terms and conditions of contract or material extension of stipulated time or change order which would increase the contract cost by over 15% should be reported to the Bank in the prescribed format as per Paragraph 3, Appendix I of the Procurement Guidelines (format included in the Procurement Procedures brochures). bur curicul cases
- 20. Review of Contracts (thresholds will be fixed in SAR/LEGAL Agreements)

Prior Review:

It consists of review of:

- invitation for bids;
- bidding documents;
- minutes of pre-bid conference;
- bid evaluation report (suggested format included in the Procurement Procedures brochures); and
- final contract(s) with checklist (format of checklist included in the Procurement Procedures brochures)

Post Review:

Review of final concluded contract(s) with checklist and supporting documents for all contracts each valued US \$100,000 equivalent and above upto US \$200,000 equivalent for goods/equipment and upto US \$300,000 equivalent for civil works (format for checklist included in the Procurement Procedures brochures).

Field Review:

For Contracts of value less than US \$100,000 equivalent, Statement 1A, B and C should be submitted quarterly (Formats 1A, 1B and 1C included in Procurement Procedures brochures).

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Section - IV

Procedures for Hiring of Consultants in Bank-Financed Projects

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Procedures for Hiring of Consultants in Bank-financed Projects

Quality consideration will be the over-riding factor in consultant's selection in Bank-financed projects. The responsibility for the selection of consultants clearly remaining with the borrower, the Bank's objectives are to ensure that the consultancy services to be provided are appropriate for the assignment and that consultants are treated in an equitable manner. To help achieve these objectives, the Bank requires that it be given an opportunity to review and comment at several stages in the selection process. The procedures to be followed in selection are given below in brief.

1. Steps:

- 1. Preparing the terms of reference;
- 2. Preparing the cost estimate;
- 3. Preparing the short list of firms;
- 4. Determining the selection procedure;
- 5. Sending the Letter of Invitation;
- 6. Evaluating proposals; and
- 7. Negotiating a contract.

2. The Terms of Reference should include:

- A precise statement of objectives;
- An out line of the tasks to be carried out;
- A schedule for completion of tasks;
- The support/inputs provided by the client;
- The final outputs that will be required of the Consultant;
 - Composition of Review Committee (not more than three members) to monitor the Consultant's works and procedures for :
 - Mid term review and Progress Reports required from Consultant;
 - Review of the final draft report; and
 - List of key positions whose CV and experience would be evaluated.

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- 5. There are two basic types of selection procedures. The first, those which rely solely on an evaluation of the technical competence of the firm, the personnel undertaking the assignment and the suitability of the proposal. The second, those that involve both a technical evaluation and consideration of the offered price of the services. Since quality of services is of paramount importance, the Bank strongly recommends that consulting firms should be selected on technical grounds alone and price and contract should be then negotiated with the best technically ranked firm. If prices should be considered for certain types of services, it should not dominate the process of selection and can best be a factor with a nominal weightage (usually 10 to 20% only). (No negotiations on unit rates including man-month rates will be permitted if price is taken as a factor in the evaluation of proposals).
- 6. The evaluation of the technical proposals should done as per criteria specified in the Letter of Invitation. The evaluation report should be compiled as per Bank's format attached and forwarded to Bank for review and comment for all prior review cases only, before price envelopes are opened and contract negotiated with selected consultant.
- 7. During negotiations, the Bank recommends that discussion of the work plan. staffing, borrower's input and form of proposed contract should be completed prior to the financial negotiations. Paras 2.45 to 2.47 of the Guidelines may be referred to for further details.

8. The Model Documents are available as follows:

- International/National Consultants Time based;
- International/National Consultants Lumpsum;
 Simple Assignments
- Selection of Consultants Simple Assignments Lumpsum;
- Small Assignments (Firms Selection through short list)
 Lump sum upto US\$ 15,000;
- Small Assignments (Individuals) Lumpsum Upto US\$ 15,000;
- Small Assignments (Firms local, Sole source selection)
 Lumpsum upto US\$ 15,000;
- Short Term Assignments (Individuals) Time Based Upto US \$15,000:
- Long Term Assignments (Individuals) Time Based; and
- Single Source Lump sum; Simple Assignments (Less than US \$ 200.000)

The above models should only be used for inviting proposals from short-listed firms (including sole source).

9. NGOs (Non Government Organization)

In these cases as well, the above procedures should be followed except, when agreed otherwise specifically for the project.

10. Prior Review

Prior review is necessary for the following:

- Contracts for Consultancy Services valued:
 - US \$ 100,000 and above for Consulting Firms;
 - US \$ 50,000 and above for Individuals.
- Terms of Reference for Consultants' Contracts, regardless of value;
- All Single Source Contracts, regardless of value (not applicable to Contracts for Individuals upto US \$ 50,000);
- All Consultant Contracts for assignment of a critical nature regardless of value;
- Contract amendments valued at more than equivalent of US \$100,000 and US \$.50,000 for Firms and Individuals, respectively, or those that raise the total contract value above these thresholds;
- Any standard document that the Borrower intends to develop and use repeatedly; and
- First few contracts (say one or two), irrespective of value in the case of all new projects.

Prior review would be at every stage as follows:

- Terms of Reference
- Short List;
- Documents containing Letter of Invitation, Supplementary Information to Consultants and Conditions of Contract;
- Evaluation report of the technical proposals;
- Negotiated draft contact (with a copy of the winning proposal);
- Final Contract (to be accompanied by Checklist)

Procurement Workshop

11. Post Review

All other cases.

- Post review cover the final contract alongwith appendices and copy of evaluation note/award recommendations, which should be submitted alongwith the Checklist. (However, Terms of Reference and Consultants contracts of critical nature will be reviewed in all cases, regardless of value).

Force Account

Name of Project:	Year	:	19
Credit No.:	Month		
Value permissible under Force Account as per Project Agree	ement: Rs		lakhs

VALUE OF WORKS ENECUTED ON FORCE ACCOUNT

hame of Sub-project	From the beginning of Credit upto the end of previous	During the month under reporting	Total to the end of month under reporting month (Col 2+3)		
	(Rs.)	(Rs.)	(Rs.)		
(1)	(2)	(3)	(4)		
1					
2.					
3.					
4.					
5.	* 8				
6.					
TOTAL FOR PRO	DJECT	e de la como			
		Signature			
Date:		Name and Designation			

Note: Itemwise details should be included in Form 1A only

/sk Form I-B/LCB , December 23, 1992 PROCUREMENT CHECKLIST FOR PREAWARD REVIEW OF CONTRACTS FOR CIVIL WORKS

1.	Name of the Project	:	
2.	Procurement Package Number	:	
3.	SAR reference	;	
4.	Description of works		
5.	Estimated cost of works	:	
6.	Stipulated time of completion		Rslakhs
	(including non-working season)	:	(in months)
7.	Type of contract	:	ICB / LCB
8.	Whether the bidders were prequalified, and, if so, attach details as per Annexure 1.	:	Yes / No
9.	Date of clearance of bidding document by the Bank	:	
10.	Date of invitation of price bids	•	
11.	 When was the bid notice sent to representatives of member- countries? 	:	
12.	 When the bid notice was published in UNDB? 	:	
13.	Publicity (National press - Name and Date of publication)	:	1 2 3
14.	Dates when the bidding documents were made available for sale (ICB - 45 to 90 days/LCB - 30 to 90 days)	:	Fromto
15.	Number of bidding documents purchased by prospective bidders a) Domestic b) Foreign		
16.	Prebid conference held on (Schedule it at about 2/3rd of bidding time)	:	•
17.	Date of clearance of prebid conference minutes by the Bank	:	
18. N	Last date of receipt and date of opening of bids (both should be the same)	:	

23

19.	a) E	er of bids received Comestic Foreign	:			
20.		of clearance of award by the Bank bjection cable)	:			
21.	Awan	d amount as cleared by the Bank	4	Currency	Amount	
22.	Amou	unt of contract *		Сиптепсу	Amount	
23.	Date	of signing of the agreement	:			
24.	Contr	act number	:			•••••••••••••••••••••••••••••••••••••••
25.	Namo	and nationality of the contractor	•			
26.		her the contract includes price tment clause?	:		Yes / No	
27.	Date	of start of work	:			
28.	Stipu	lated time of completion	:			
29.	Perío a)	rmance security Amount and currencies in proportion to the currencies of payment	:	Percentage Initial (Value M)	Deduction from bills	Total not exceeding (%)
	b)	Additional Security for unbalanced bids if any	:			
	c)	Defects liability period	•			months
	¢)	Stipulated time of completion plus defects liability period	1			months
•:	c)	Has the successful bidder furnished the performance security in various currencies in an acceptable form as stipulated in the bid document valid upto the end of defects liability period? Indicate				×
		i) Form ii) Amount iii) Validity	::			

* Clarify reasons for variations if any from the value as cleared by the Bank vide S.No.21

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- 30. Reasons for delay, if any, in forwarding the conformed copy of the contract. (Contracts along with the checklist, should be forwarded to the Bankwithin ten days of signing of agreement)
- 31. Any other remarks (attach sheet, if necessary)

•	•	•	•	•	1	•	•	•	•	•					ŝ		•	•	•	•	•	•	•	0		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
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Signature	
Name	
Designation	

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Date

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ANNEXURE 1

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PREQUALIFICATION DETAILS

1.	Date of clearance of prequalification document by the Bank	ŝ	
2.	Date of invitation of prequalifiction	:	
3.	• When the prequalification notice was sent to representatives of member countries?	:	
4.	• When the prequalification notice was published in UNDB?	:	
5.	Publicity: (National press - Name and Date of publication)	:	1 2 3
6.	Dates when prequalification documents were made available for sale (ICB - 45 to 90 days/ LCB - 30 to 60 days)	:	Fromto
7.	Last date of receipt of prequalification application and date of opening	:	
8.	Date of prequalification conference (Schedule it at about 2/3rd of the time given to applicants)	:	
9.	Date of clearance of prequalification conference minutes by the Bank?	:	
10.	 No. of applicants who a) purchased the prequalification documents Domestic Foreign b) submitted the prequalification applications Domestic Foreign c) are prequalified Domestic Foreign d) Date of clearance of prequalification by Bank 		Signature
			Name Designation

Date

To be filled for ICB contracts only

jjNov 30, 1993

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PROCUREMENT CHECKLIST FOR POST-AWARD REVIEW OF CONTRACTS FOR CIVIL WORKS

1.0	GENERAL :	
1.1	Name of Project	
1.2.	Procurement Package Number or SAR Reference	
1.3	Description of works	
1.4.	Estimated cost of works	: Rslakhs
1.5.	a to be designed of completion	(in months (including non-working season) from the date of award)
1.6	Whether the method of procurement adopted is in accordance with the Project Agreement	: i) Ycs/No ii) ICB/LCB
2.	BIDDING DOCUMENT :	
2.1	Whether bidding document used for this work is according to the standard model cleared with the Bank for the project	: Ycs/No
• ^{2.}	2 If no, list the deviations from standards:	: 1 2 3
2	.3 Whether Package and Slices procedure has been adopted? If so, have you suitably modified the clauses for submission and evaluation of bids	
	2.4 Whether price adjustment clause provided? (Provide when period of completion is more	: Ycs/No
	than 12 months) Ensure that total percentage of labour contractor's materials and . OL equals 100, if 'R' in the formula represents net value of work done.	: <u>Percentage</u> Labour Materials POL
	 2.5 Whether bill of quantities and specifications properly checked? (Provide schedule of quantity for each slice separately and also one schedule for the combined work, i.e., for the package in the same bidding document). 	: Yes/No

2.6	 Bid Security: a) Whether the guidelines have been followed in fixing the Bid Security? If not, give reasons. b) What is the percentage/amount? (No exemption should be permitted to any bidder or any class of bidders) 	n : :		Rs	
2.7	Whether any preference on price or other condition allowed in the bidding document/award for any bidder or class of bidders? If yes, list the preference (No preferential treatment should be given to any bidder or class of bidders either for price or for conditions unless specifically cleared with the Ban and stipulated in the Project Agreement.)	CS.	Yes/No		
2.8	Does the bidding document provide for advances? If so, give details. What is the interest rate on advances?	:	Ycs/No		
2.9	What is the performance security specified in the bidding document		Initial (%)	Percentage Deduction from bills (%)	Tou not excess, (%)
2.10	Cost of bidding documents	:	R s		
3.0	BID INVITATION AND ISSUE OF BIDI	DIN	G DOCUMENT	S:	
3.1	Whether the bids for this work were rejected previously and are being reinvited? If yes, whether Bank's clearance was obtained? Give reference (Bids should not be rejected without Bank's prior consultation - ref. para 2.60 of Procurement Guidelines)	:	Yes/No		•••••
3.2	Date of invitation of bids	:		2	
3.3	Publication of NIT. (give names of national newspapers and date of publication)	:	1 2 3		·····
3.4	 (a) Dates when bidding documents were made available for sale; (b) Sale period should generally be 30 to 90 days; if not, specify reasons. 		from		
4.0	PRE-BID CONFERENCE				
4.1 1 ·	Date of pre-bid conference (Schedule it at about 2/3rd of bidding time)	:			

4.2	Whether prè- the Bank? W	bid minutes were cleared with hen?	:	Yes/No		
4.3	Was any americonference?	ndment issued after pre-bid	;	Yes/No		
4.4	Whether mini amendments bidders?	utes of prebid conference & transmitted to all prospective	:	Ye:/No		
5.0	SALE ANI	D RECEIPT OF BIDDING	DOCU	MENTS:		
5.1	Last date of r opening of b	receipt of bids and the date of ids. (Both should be the same)				
5.2	No. of docur	nents purchased by prospective bio	dders :			
5.3	No. of bids r	eccived	:			
6.0	EVALUAT	TION :				
6.1	bidder who criteria spec	een made to the lowest responsive satisfies the minimum qualification ified in the bidding document? lowest, or second lowest vest, etc.)	c : on		Yes / No	
6.2	Give reason lowest resp	ns for ignoring lower offers if the onsive bidder is not awarded.	:			
٠					22 C	
6.3	appropriate and financi the work a	usfied that he has the standards of capability ial resources to execute s required on the basis of n furnished? Comment Briefly.		 		•
6.4	Is the away conditiona Guidelines	rd to the lowest responsive bidder 12 (Refer para 2.58 of Procurements)	nt	: Yc::/ľ	<i>ι</i> ο	
6.	opening o was obtain when ? If	negotiations held with the bidders f bids? If yes, whether Bank's clear ned before holding negotiations at Bank's clearance was not obtaine es not favour negotiations)	arance nd	: Ycs/I	No	
6.		the award was made within the in bid validity?	itial	: Yes/	No	
Y	i) if no a) b)	date of award		: :		

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C

Yes/No

ii) if extension of bid validity was sought, was that from all bidders and not from the lowest alone?

7.0 AWARD OF CONTRACT :

1.1	Name of contractor	:	
1.2	Date of award of contract		
7.3	Date of signing of contract	:	
7.4	Contract value as awarded	:	Rs
7.5	Contract number and date	:	
7.6	Date of start of work	:	
7.7	Stipulated time of completion of work	:	

8.0 PERFORMANCE SECURITY :

8.1	Defects liability period		months
8.2	Stipulated time of completion plus defects	:	months
	liability period		
8.3	Amount of Performance Security	:	
	Initial	:	
	Additional Security for unbalanced bids	:	······································

8.4 Has the successful bidder furnished performance : security in an acceptable form in various currencies, valid until the end of defects liability review in accordance with conditions of contract : If so, indicate

Ycs/No		

,

 a) Amount and currencies in proportion to the currencies of payment
 b) Form

c) Validity

(Auach copy of instrument)

9.0 ENCLOSURES :

9.1	Have	the	following	been	enclosed?
			10.10 415		0

- i) Minutes of pre-bid meeting
- ii) Complete item rate comparative statement
- iii) Note leading to recommendations for the award (evaluation report)
- iv) One conformed copy of agreement
- 10. Reasons for delay, if any, in forwarding the contract agreement. (The agreement should be forwarded for post review by the Bank
 within top days of signing of the agreement.)
 - b. within ten days of signing of the agreement with all the enclosures.)

Yes/No

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Yes/No

: Ycs/No : Yes/No

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11. General :

(Any other relevant information concerning the above procurement)

Signature
Name
Designation
•

Date

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10c:oper 3, 1994

CL/Post-Award/Cw

MODEL EVALUATION REPORT FOR CIVIL WORKS Post Review

Note: The text and figures in Italics vary from bid to bid and are to be suitably incorporated. This is a hypothetical case for illustration only.

1. Scope of contract and estimated cost

The works covered under this bid is for the construction of X kilometers of approach road to Agriculture marketing centers in Y District of Z State (Package 12). The estimated cost of the work is Rs.32,03,000. The packaging of the work has been cleared with the Bank.

2. Bidding document:

The bidding document is as per the model cleared with the Bank. Since the value of the work (as also the likely value of the contract) is less than the equivalent of US\$200,000 (say Rs.60,00,000) the bidding document was not got prior reviewed by the BanK. A copy of the bidding document as sold to the prospective bidders is enclosed. (Annexure I)

Salient points of bidding document:

(a.)	Stipulated period of completion:	9 months including rainy seasons.
(b)	Price adjustment:	Not provided since the period of completion

- Price adjustment: Not provided since the period of completion of work is less than 12 months.
- (c) Prebid conference:
- Not provided.
- 3. Bid invitation process:

SI.No.	Name of Ne	ewspaper	Level	Date of publication
1	CCCCCCCCCCCC	(English Daily)	National	31-05-1994
2	ННННН	(Hindi Daily)	National	02-06-1994
3	ншш	(Hindi Daily)	State	02-06-1994
4.	111111	(Hindi Daily)	Local	01-06-1994
• • • • •				

-1-

Model ER/ CW-POST

[X]

The bidding documents were made available for sale from June 10 to July 15, 1994. The date of bid opening was July 16, 1994. Thus a minimum bidding period of 35 days (lower of the period from the date of publication of the notice inviting bids in the press or from the date of making available the bidding documents for sale) was provided, which is more than the stipulated minimum period of 30 days.

The following prospective bidders purchased the bidding document.

- (1) M/s. A and Company;
- (2) M/s. B and Company;
- (3) M/s. C and Company;
- (4) M/s. D Construction Company;
- (5) M/s. E Construction Company;
- (6) M/s. F Construction Company;
- (7) M/s. G Constructions;
- (8) M/s. H Engineers and contractors;
- (9) M/s. J Construction Company; and
- (10) M/s. K Enterprises Ltd.

All the above purchasers are of Indian nationality.

4. Bid response:

In all ten bids were received. All are Indian. Details are as follows:

In time:	9	
Late:	1 (Bid of M/s E Const. C.	
Total	1(Bid of M/s. E Const. Co. r 10	eceived 15 minutes late)

In addition to the above, one'Withdrawal' envelope from M/s. H. Engineers and Contractors and one 'Modification" envelope from M/s. J. Construction Company were received. The bid of M/s. E Construction Company which was received late, was returned unopened in terms of Clause 21.1 of ITB.

5. Bid opening:

The bids were opened on July 16, 1994 at 1530 hours as stipulated. The bidders or their representatives attended the bid opening. The envelope marked 'Withdrawal' received from M/s. H. Engineers and Contractors was opened and read out first as per Clause 23.2 of ITB. Since the withdrawal notice was received before the date and time for submission of the bids, the bid of M/s. H. Engineers and Contractors was not opened as per Clause 23.2 of ITB. The balance eight bids as well as the 'Modification' envelope were opened one by one. The bid security furnished by the bidders, rates of the bidders, the discounts offered by them, the corrections and conditions if any, were read out at the meeting. The minutes of the bid opening were prepared (Copy of the minutes is enclosed. Annexure III).

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

-2-

Model ER/ CW-POST

Name of Bidder	Nationality	<u>Bid Price</u> as read out(R	<u>Remarks</u> (s.)
M/s. B and Company	Indian	46,89,345	
M/s. F Construction Co.	Indian	49,82,416	
M/s. G Constructions	Indian	51,24,221	
M/s. A and Company	Indian	52,64,492	
M/s. D Construction Co.	Indian	52,56,267	Offered a discount of One percent if the award is made within a period of 60 days
M/s. K Enterprises Ltd.	Indian	53,89,527	
M/s. C and Company	Indian	55,32,119	Offered a discount of Five percent of the bid amount if the award is made within 45 days of opening of bid
M/s. J Construction Co.	Indian	61,46,651	Offered an unconditional discount of Ten percent of offered price in the 'Modification ' envelope
	M/s. B and Company M/s. F Construction Co. M/s. G Constructions M/s. A and Company M/s. D Construction Co. M/s. K Enterprises Ltd. M/s. C and Company	M/s. B and CompanyIndianM/s. F Construction Co.IndianM/s. G ConstructionsIndianM/s. A and CompanyIndianM/s. D Construction Co.IndianM/s. K Enterprises Ltd.IndianM/s. C and CompanyIndian	M/s. B and CompanyIndian46.89,345M/s. F Construction Co.Indian49,82,416M/s. G ConstructionsIndian51,24,221M/s. A and CompanyIndian52,64,492M/s. D Construction Co.Indian52,56,267M/s. K Enterprises Ltd.Indian53,89,527M/s. C and CompanyIndian55,32,119

M/s. K Enterprises Ltd vide its letter of July 18, 1994 offered an unconditional suo-moto discount of 6 % on their quoted price.

6. Clarifications obtained:

M/s. C and Company had not submitted the details of outstanding works with them. They were asked to produce the same duly authenticated by the Employer/Engineer within 10 days, which was promptly submitted by them. Similarly M/s. F Construction and Company had submitted the quantitles of work done calendar year-wise and not financial year-wise. The financial year-wise breakup was obtained to facilitate evaluation with reference to the stipulated post qualification criteria. [Copies of letter requesting for the clarification/ information and replies received from the bidders are enclosed (Armexure IV)]

7. Preliminary examination of bids:

7.1 Arithmetical errors :

The following are the arithmetical errors found in the bids:

· ·	As quoted(Rs.)	As calculated (Rs.)
(i) Bid of M/s. A and Co.	52,64,492	46,24,776

-3-

Model ER/ CW-POST

(by taking the rate expressed in words as correct for item no. 16)

(II) Bid of M/s. F Const. Co.

49,82,416

50,81,697 (by correcting the total)

The concurrence of the bidders were requested in writing for the above corrections in terms of Clause 27.2 of Instructions to Bidders. M/s. F Construction Company gave the concurrence for the correction in writing. M/s. A and Company did not accept the corrected amount of the bid. Hence its bid is rejected and the Bid Security submitted by it has been forfeited in accordance with Sub-Clause 16.6 and Clause 27.2 of ITB.

7.2 Completeness and Legal validity :

All the bids are duly signed by the bidders. They have quoted for all the items and are thus complete. Bids are signed by persons holding proper power of attorney and hence are legally valid.

7.3 Bid Validity :

As per Clause 15.1 of Instructions to the Bidders (ITB) bids shall remain valid for a period not less than 90 days after the deadline for the submission of the bid. The bids were opened on July 16, 1994 and hence the bids are to be valid upto October 14, 1994.

M/s. C and Company has stated in the bid that its bid is valid for 60 days after the date of bid opening.

No condition has been given by any of the other bidders nor have they stated specifically that their bid is valid for 90 days after the bid opening. Since they have signed the bidding document and not given any condition, it is taken that all these bids are valid for 90 days after the bid opening ie. valid upto October 14, 1994.

7.4 Bid Security :

-

As per Clause 16.1 and 16.3 of ITB, the bid security should be Rs.64,000 and Bank guarantees and other instruments of fixed validity shall be valid for 45 days after the validity of the bid ie. upto November 28, 1994. The bid security furnished by the various bidders are as follows:

	<u>S.No.</u>	Name of Bidder	<u>Amount of</u> <u>security(Rs.)</u>	Type	Bank	<u>Validity</u>
•	1 2 3 4. 5. 6.	M/s. A and Company M/s. B and Company M/s. C and Company M/s. D Const. Co. M/s. F Const. Co. M/s. G Cons. Co.	64,000 65,000 70,000 64,000 50,000 65,000	F.D. B.G. B.G. B.G. B.G. B.G.	Bank of Baroda Canara Bank Citi Bank Canara Bank Vysya Bank Punjab National	Nov.30, 94 Dec. 31, 94 Oct.14, 94 Nov.30, 94 Oct.31, 94 Nov.29, 94
	7.	M/s. J Con. Co.	65,000	B.G.	Bank Union Bank of	Dec.10, 94
	8.	M/s. K Enterprises Ltd.	70,000	F.D.	India State Bank of India	Mar15, 95

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Bank guarantees are in prescribed format and there are no additional remarks making them conditional and unacceptable.

7.5 Responsiveness to commercial conditions:

M/s. B and Company has stipulated that the department has to supply bitumen, cement and steel at fixed rates. The other bidders have not stipulated any condition. They have signed the contractor's bid form as well as bidding documents stipulating no reservations and hence it is taken that they are agreeable to the commercial conditions.

7.6 Responsiveness to technical aspects:

None of the bidders have stipulated any condition regarding the technical aspects.

8.	Bids r	ejected as non-	responsive to the	bidding documents:
	SI.No.	Name of Bidder	Bid Price(Rs.)	Brief reasons for rejection
	1.	M/s. B and Co.	46,89,345	 Requires departmental supply of bitumen, cement and steel at fixed rates, contrary to bidding document stipulations;
	2.	M/s. C and Co.	55,32,119	 (i) Bid valid for only 60 days and hence non-responsive in terms of Clause 15.1 of ITB;
				ii) Bank Guarantee of bid security is not secured 45 days beyond the validity of the bid and hence non- responsive in terms of Clause 16.2 &16.3 of ITB.
	3.	M/s. F Const. Co.	50,81,697	 (i) Inadequate bid security and hence non-responsive in terms of Clause 16.3 of ITB;
		8		(ii) Bank Guarantee of bid security is not secured 45 days beyond the Bid opening and hence non-responsive in terms of Clause 16.3 of ITB.

The details of all the 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 in the bidding documents.

(i) M/s. D Construction Company;

(ii) M/s. G Constructions;

(iii) M/s. J Construction Company; and

(iv) M/s. K Enterprises Ltd.

10. Evaluation of the substantially responsive bids:

There are no conditions which warrant loading of the bid prices. No other specific evaluation criteria has been stipulated in the bidding document. The loading of the prices is therefore NIL.

Evaluation table showing ranking of the bids is as follows:

<u>Rank</u>	Name of Bidder	Bid Price	Remarks
1	M/s. G Constructions	51,24,221	Lowest responsive bidder
2	M/s. D Construction Co.	52,56,267	Second lowest responsive bidder. Since the bidder has offered a conditional discount of one percent for award of the contract within a period of 60 days, the discount has not been taken into consideration for evaluation
3	M/s. K Enterprisés Ltd.	53,89,527	Third lowest responsive bidder: Since the under has offered the discount of 6% after the deadline for submission of the bids, the discount has not been taken into consideration for evaluation of the bids.
4	M/s. J Construction Co.	55,31,986	Fourth lowest responsive bidder After taking into account the unconditional discount of 10% offered in the 'Modification' envelope received before the deadline for submission of the

Detailed item-wise comparative statement is furnished in Annexure VI.

The lowest evaluated responsive bid is that of M/s. G Constructions and the bid price is Rs.51,24,221/-

bids.

11. Comments on the unbalanced item bids.

M/s. G Constructions has quoted unbalanced rates for BOQ item numbers 3 and 4. The bidder was requested to furnish breakdown of unit rates for these items. It has been scrutinised and found that the information furnished is not convincing. Additional performance security of Rs.45,870 is proposed to protect against the financial loss in the event of default of the successful bidder, in terms of Clause 29.5 of the ITB. The bids of other bidders are balanced and no additional security is required.

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Post-qualification/verification of the lowest evaluated responsive bidder:

The qualification criteria to be satisfied for the award of this particular contract, Package 12 is stipulated in Clause 4.5 of the ITB. In this IFB bids were invited for two Packages 12 and 14. M/s. G Constructions is lowest responsive bid for Package 12 and M/s. D Construction Company is lowest responsive bidder for Package 14. The following check is made for the post qualification of the lowest responsive bidder for Package 12.

SI.No.	<u>Clause No.</u> Reference	Minimum gualification reguired for Package 12	Qualification of the lowest bidder	<u>Remarks</u>
1	4.5 A(a) •	Annual financial turnover: Rs.4.0 M	Rs.4.5 M at 90-91 price level ie. Rs.6.5 M at 94-95 price level	Bidder <i>satisfies</i> this criteria.
2.	4.5 A(b) •	Satisfactory completion of one similar work Rs. 1.6 M	Works completed 95% Rs.2.8 M (92-93) Value of works Completed at 94-95 rates Rs.3.4 M	Bidder <i>satisfies</i> this criteria.

The illustration is for a work valued less than Rs. 3 million where only two criteria is specified. In cases of works valued over Rs. 3 million where additional criteria is specified, similar assessment should be due for all the criteria specified in the document.

The experience of the Bidder in his name has only been considered. Sub-contractors' experience have not been taken into account in determining the Bidder's compliance with the qualifying criteria.

13. Check for Bid capacity:

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

Assessed available Bid Capacity = (A*N*2 - B)

- A = Maximum value of civil engineering works executed in any one of the last five years ie.Rs.6.5 M at 1994-95 rates;
- N = Number of years prescribed for the completion of works of this package ie. 9 months- 0.75 years;
- B = Value at 1994-95 price level of existing commitments and on-going works to be completed in the next 0.75 years ie. Rs.9 M

Assessed available Bid Capacity of M/s. G Constructions is = $6.5^{\circ}0.75^{\circ}2 - 9 = Rs$.

The proposed contract value of the Package 12 is Rs.5.1 M.

The assessed Bid Capacity is less than the proposed value of the contract to be awarded. Thus the lowest evaluated responsive bidder for Package 12 M/s. G Constructions does not satisfy the Bid Capacity criteria and thus cannot be awarded the contract in terms of the Clause 31.1 (b) of ITB.

14. Post qualification verification of the next lowest evaluated responsive bidder:

Since the lowest evaluated responsive bidder does not meet the qualification criteria verification is made for the next lowest evaluated responsive bidder M/s. D Construction Company, who is incidentally the lowest evaluated responsive bidder in Package 14. Hence as per Clause 4.5 C of ITB, the lowest evaluated responsive bidder for this Package (12) must demonstrate having experience and resource officient to meet the aggregate of the qualifying criteria for the individual contracts ie. (Packages 12 and 14)

<u>SI.No.</u>	<u>Clause No.</u> Reference	Minimum_ gualification_ required_for Package_12 & 14	Qualification of the lowest bidder	Remarks
1	4.5 A(a)	Annual financial turnover: Pkg. 12: 4.0 M Pkg. 14: 4.4 M Total : 8.4 M	Rs.7.7 M at 90-91 price level ie. Rs.11.3 M at 94-95 price level	Bidder <i>satisfies</i> this criteria.
2.	4.5 A(b)	Satisfactory completion of one similar work: Pack. 12: 1.6 M Pack. 14: 2.2 M Total : 3.8 M	Works completed 1. Rs.1.8 M 92-93 2. Rs.2.7 M 93-94 Value of works completed at 94-95 rates:	Bidder <i>satisfies</i> this criteria.

NOTE: The above illustration is for a work valued less than Rs. 3 million where only two criteria is specified. In cases of works valued over Rs. 3 million where additional criteria is specified, similar assessment should be due for all the criteria specified in the document.

Rs. 5.2 M

The experience of the Bidder in his name has only been considered. Sub-contractors' experience have not been taken into account in determining the Bidder's compliance with the qualifying criteria.

15. Check for Bid capacity:

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

Assessed available Bid Capacity = (A*N*2 - B)

A = Maximum value of civil engineering works executed in any one of the last five

Model ER/ CW-POST

years ie.Rs.11.3 M at 1994-95 rates;

- N = Number of years prescribed for the completion of works of this package ie. 9 months- 0.75 years;
- B = Value at 1994-95 price level of existing commitments and on-going works to be completed in the next 0.75 years ie. Rs.62 M

Assessed available Bid Capacity = 11.3*0.75*2 - 11 = Rs.12.75 M

The proposed contract value of the Packages 12 and 14 is Rs.5.2+5.6 = 10.8 M.

Hence the assessed Bid Capacity is more than the proposed value of the contracts to be awarded. Thus the second lowest evaluated responsive bidder for Package 12 -M/s. D. Construction Company satisfies the Bid Capacity criteria also.

The bid of M/s. D Construction Company is thus determined to be substantially responsive to the bidding document and has offered the second lowest evaluated bid price. It is eligible in accordance with Clause 2 of ITB and meets the qualification requirements prescribed in Clause 4 of ITB

16. Recommendation:

The Government of XXX has awarded the contract for Package 12 to the second lowest evaluated responsive bidder M/s. D Construction Company. The bid amount is Rs.52,56,267. He has offered a discount of one percent if the bid is awarded within a period of 60 days. The award has been made well within the period of 60 days. Though the discount was not considered for evaluation, being conditional, it has been availed as the bidder happens to be the lowest responsive qualified bidder. The bid amount is Rs.52,03,705 (after availing of the discount of one percent offered by the bidder) with the following important features of the bid.

- Mobilization advance (5% of contract value) - Rs.58,797;

- Equipment advance (10% of contract value) - Rs.1,17,594;

Initial Performance security

(5% of contract value plus additional security for unbalanced bids) -Rs.2,60,185+45,870=3.06.055:

6% of the gross amount of each running bill subject to a maximum of 5% of the contract amount.

- Stipulated period of completion
- 9 months inclusive of rainy season; and
- Bid validity

Retention money

• October 14,1994.

We seek the no-objection of the Bank or the final Contract as awarded.

Signature of the Evaluating Officer

encl: Annexures I to VI

-9-

Model ER/ CW-POST

5

FORMAT FOR SEEKING BANK'S CLEARANCE FOR REJECTION OF BIDS AND REINVITATION

1	Credit/Loan Number	:		
2	Name of the Project	:		
3	Name of the sub-Project	:		
4	Package No.	:		
5	Description of works	:		
6	Estimated cost (State also the year of Schedule of	:	······	
	Rates on which the estimate is based)			
7	Publication of IFB	:	Name of Paper Date of Publication	
,	(Give names of News papers and dates of Publication)	:	1 2 3	
8	Date the documents were made available for sale	:	FromTo	
9	Date of bid opening	• :		
10	Number of bids received	1		
11	Bids rejected as non-responsive	:	:	
	S1. No. Name of Bidder Bid Price 1 2			
	3			
12	List of substantially responsive bids showing		: Name Bid Pric	
	ranking		1 2 3	••
13	List of bids which meet the specified minimum qualification criteria	en a	: Name Bid Pri 1 2	•••
·* .			3	•••

If all bids are non-responsive as per Sl. No. 11 & 13, skip to Sl. No. 16.

14		e bids are being proposed for rejection due to her rates, furnish the following information:				
	(a)	Did you update the estimates for the current market rates for labour and materials (cement/ steel etc.) and actual leads of materials?	;			•
	(b)	If yes, indicate the updated cost along with break-up for each factor considered.	:			•
	(c)	Did you identify the item or items which contributed to the major variation over the updated estimates?	:			•
	(d)	Did you seek clarification including breakdowns of unit rates for the items so identified? If yes, what are the reasons indicated by the bidder and what is your determination on them?	:			
15		there any other reason for rejection/reinvitation? o, state in brief:				
16	RE	COMMENDATION FOR REJECTION/REINVIT	ATIO	N	OF BIDS	
	(a)	In your view what are the reasons for high bid prices? (Please list.)	:		· · · · · · · · · · · · · · · · · · ·	••
	(b)	What measures you propose to take to ensure better competition and receive competitive bid prices in such reinvitation?	- 	:		
8	(c)	Do you propose any revision in the scope of work/change of specification/size of bid Package for such reinvitation? If yes, please list your proposal along with reasons.	;	:		••
17	GE	INERAL	i.			
	(A	ny other refevant information in support of your		•		•••
	rec	ommendation)				•••
		·				
					Signature	•••
					Name	•••
					Designation	••

- 2 -

14

Date

•

.....

SUGGESTED FORMAT OF BID EVALUATION REPORT FOR GOODS & EQUIPMENT (ICB)

- 1. Scope of contract and approximate cost:
 - Outline brief description of Goods and Services covered by the bid invitation.
 - Compare the project cost estimate with the actual cost of the proposed contract with explanation for difference.
- 2. Bidding document:

Briefly discuss and indicate:

- Details of approval by World Bank/Government
- Variations from the approved document, if any
- Specifications (Approval reference, if any)
- Requirement of accessories/spares, if any
- Delivery requirements
- Important bidding conditions such as:
 (Do not repeat the condition; briefly refer to them.)
 - price adjustment
 - Ioading for:
 - (a) delivery schedule
 - (b) payment schedule
 - (c) performance and productivity
 - (d) operating and maintenance costs
- domestic preference

[Enclose copy of bidding documents and amendments if any, if not sent earlier (Annex I)]

3. Bid invitation process:

Furnish the following details:

- Date of publication of General and Specific Procurement Notice in UN Development Business
- Bid invitation advertisement in national News papers and dates of publication
- Date of issue of bid invitation to embassies
- Period in which the bidding documents were made available for sale
- Number of firms who purchased the bidding documents and their nationality
- Date of closing and extensions, if any
- Pre-bid conference (date, place and attendance), minutes of meeting and resulting amendments, if any and
- Date and time of public bid opening, attendance, highlights of the bid opening meeting etc.

[Enclose copies of Bid Invitation, Prebid minutes, copy of amendments issued and minutes of bid opening (Annexes II, III, IV and V).]

4. Bid response:

- State number of offers received and the nationality
- Furnish details of offers received along with comments on bidder's classification of bids :

Group	In Time	Late	<u>Total</u>	Comments	
A B C	,				
Total :					

- Comment on the response (too few, expected number, more than expected, and reasons thereof)
- Convert bid prices to Indian Rupees (indicate exchange rates used and source — Annex VI)
- Furnish Table of bid prices as read out at bid opening:

SI.No	Name of bidder	Nationality	Bid price	Bid price	<u>Remarks</u>
			as quoted	in Rupees	
			and read out		

5. Clarifications sought and responses received, if any, after bid opening:

- 6. Preliminary examination of bids:
 - Discuss preliminary examination for eligibility, arithmetical errors, completeness, legal validity, bid security and substantial responsiveness to commercial and technical aspects of bidding document
 - List arithmetical errors and corrected bid prices
 - List reservations if any of Group A bids to the note on deemed export benefits (Clause 11.2 of ITB) and discuss responsiveness of such offers.
 - Furnish details of all bids in Annexure VII.
 - List the bids rejected as non-responsive at this stage.

SI. No. Name of bidder

Bid price

Brief reasons

. 7. Evaluation of substantially responsive bids:

State evaluation criteria, methodology cross referencing to bid documents, assumptions, if any, made in evaluation (Annex VIII).

Discuss briefly offers and adjustments, if any:

- commercial aspects:
 - omissions
 - inland transportation
 - delivery schedule
 - deviation in payment schedule
 - spare parts
 - operation and maintenance
 - performance and productivity etc.

Technical aspects:

- efficiency
- productivity
- training etc.

Prepare evaluation table showing all adjustments and ranking as under:

<u>Group</u>	Rank	<u>Name of bidder/</u> Manufacturer/Agent	Evaluated For destination price in Rupees
Α	1		
	2		
	3		
В	I		
	2		
	3		
С	I		
•	2		
	3		
aile in Ann	(VIT v)		

(Details in Annex IX)

Brief discussion of offers:

Group A
Group B
Group C

Determination of the lowest evaluated responsive bidder from Groups A and B.

Discuss application of domestic preference with justification of domestic bids' eligibility for preference and the level of prevailing import duties on the goods.

- Determination of the lowest evaluated responsive bid from Groups A, B and C for award by taking into account domestic preference.
- 8. Post qualification:
 - State criteria, if any, outlined in the bid document.
 - Discuss actual qualification of selected bidder to demonstrate whether the selected lowest evaluated responsive bidder is qualified to satisfactorily perform the contract. (If the determination is regative, lowest bid will have to be rejected and the next lowest evaluated bid considered for a similar determination of bidder's capability to perform satisfactorily.)
 (Details in Annex X)

9. Recommendations:

- Furnish important features of recommended bid such as:
 - Bidders name
 - Model, quantity and total bid price for:
 - basic machine
 - list of tools
 - list of special accessories
 - list of 2 years maintenance spares
 - Source of origin
 - Payment terms
 - Agency commission
 - Delivery
 - Inspection
 - Insurance
 - Freight
 - Performance security
 - Specifications
 - Other important terms and conditions
 - Date of expiry of validity of the selected bid.

(Enclose contract information sheet of selected bidder, Annex XI)

Signature of Evaluating officer

Approval of competent Authority

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

- 1. Copy of bidding document (Annex I)
- 2. Copy of bid invitation and press advertisement (Annex II)
- 3. Prebid minutes (Annex III)
- 4. Copies of amendments issued (Annex IV)
- 5. Minutes of bid opening (Annex V)
- 6. Currency exchange rate as published by competent authority (Annex VI)
- 7. Details of assessment of bids (Annex VII)
- 8. Assumptions made in evaluation (Annex VIII)
- 9. Evaluated bid prices of offers (Annex IX)
- 10. Details of post-qualification (Annex X)
- 11. Contract information of selected bidder (Annex XI)

Annex VII

Assessment of Bids

S.No.

Name of bidder

Manufacturer/Agent

Indian Agent

Classification A/B/C (value added details to be mentioned here)

Model offered

Bid price	FOB
and	C & F
currency	CIF
	FOR

Credentials

Commercial assessment

Technical assessment

Decision on responsiveness with reasons

(repeat for each bid serially)

:

•

Brief details of Assumptions made in Evaluation

b)

c)

d)

Annex IX Page 1 of 2

Comparative Statement of Responsive Offers

Items	Bidder's Name	Price Bidder's Name	Bidder's Name
Groups A and B separately)			
Cost per unit (in Rs.)			
i) <u>Ex-factory price</u> CIF price			
ii) Excise duty, if any			
iii) Packing & forwarding charges			
iv) Inland freight			
v) Insurance		ar K	
vi) Other charges, if any	2		
vii) FOR destination as quoted			
viii) No. to be supplied	6		а 95
ix) Total FOR destination cost as quoted			
x) Delivery time loading			
xi) Payment terms loading			
xii) Other-loading			9 .
xiii) FOR Destination final price as evaluated			8
xiv) Ranking			

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Annex XI

Details of Recommended Offer

	Name of Bidd	cr				
<u>S.No.</u>	Name of Item	Specification or Part No.	Unit	Qly.	Rate	Value
1.	Basic item					
2.	List of Tools					
3.	List of special accessories & spares	5				
4.	List of spares for 2- year maintenance	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		12		

Total Cost

/jj: BER/G&E/ICB

۰.

BER/G&E/ICB

SUGGESTED FORMAT OF BID EVALUATION REPORT FOR GOODS & EQUIPMENT (LCB)

- Scope of contract and approximate cost:
 - Outline brief description of Goods and services covered by the invitation.
 - Furnish estimated cost at the time of appraisal and the actual cost for the proposed contract.
- 2. **Bidding document:**

1.

Briefly discuss and indicate:

- Details of approval by World Bank/Govt.
- Variations from the approved document, if any
- Specifications (approval referrence, if any)
- ۱_ Requirement of accessories/spares, if any
- Delivery requirements
- Important bidding conditions such as:
 - price adjustment
 - loading for
 - (a) delivery schedule
 - (b) payment schedule
 - (C) performance and productivity
 - (d) operating and maintenance costs

[Enclose copy of bidding documents and amendments if any, if not sent earlier (Annexure I)]

- 3. Bid invitation process: Furnish the following details:
 - Date of publication of general procurement notice
 - Bid invitation advertisement in national News papers and dates of publication
 - Period in which the bidding documents were made available for sale
 - Number of firms who purchased the bidding documents and their nationality
 - Date of closing and extensions, if any
 - Pre-bid conference, minutes of meeting and resulting amendments, if any
 - Date and time of public bid opening, attendence, highlights of the bid opening meeting

- B. C. M. [Enclose copies of Prebid minutes(Annexure II) and minutes of bid opening (Annexure III)]

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- 4. Bid response:
 - State number of offers received and the nationality

Furnish details of offers received:

BER/G&E/LCB

- (i) In time
- (ii) Late

Total

Furnish Table of bid prices as read out at bid opening:

SI.NO.	Name of bidder	Nationality	Bid price as read out	Remarks
		Manohanny	Bid price as read out	Remail

- 5. Clarifications obtained, if any
- 6. Preliminary examination of hids.
 - Discuss preliminary examination for arithmetical errors, completeness, legal validity, bid security and substantial responsiveness to commercial and technical aspects of bidding document
 - List arithmetical errors and corrected bid prices

Name of bidder

- Furnish details of all bids in Annexure IV.
- List the bids rejected as non-responsive

<u>SI. No.</u>

Bid price

Brief reasons

- 7. Evaluation of substatially responsive bidders:
 - State evaluation criteria, methodology cross referencing to bid documents, assumptions, if any, made in evaluation (Annexure V).
 - Discuss briefly offers and adjustment, if any, for:
 - Commercial aspects:
 - o omissions
 - inland transportation
 - o delivery
 - o deviation in payment schedule
 - o spare parts
 - o operation and maintenance
 - o performance and productivity etc.
 - Technical criteria:
 - o efficiency

o productivity

BER/G&E/LCB

3

o training etc.

Prepare evaluation table showing all adjustments and ranking as under:

Rank	Name of bidder/ Manufacturer/Agent		Evaluated FOR destination price
1			
2			
3			

(Details in Annexure VI)

- Brief discussion of offers
- Determination of the lowest evaluated responsive bidder
- 8. Post qualification:
 - State criteria, if any, outlined in the bid document.
 - Discuss actual qualification of selected bidder to demonstrate whether the selected lowest evaluated responsive bidder is qualified to satisfactorily perform the contract. (If the determination is negative, lowest bid will have to be rejected and the next lowest evaluated bid considered for a similar determination of bidder's capability to perform satisfactorily.)

(Details in Annexure VII)

9. Recommendations:

- Furnish important features of recommended bid such as:
 - o Bidders name
 - o Model, quantity and total bid price for:
 - basic machine
 - list of tools
 - list of special accessories
 - list of 2 years maintenance spares
 - o Source of origin
 - o Payment terms
 - Agency commission
 - o Delivery
 - o Inspection
 - o Insurance
 - o Freight
 - Performance security
 - o Specifications
 - o Other important terms and conditions

BER/G&E/LCB

Date of expiry of validity of the selected bid

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(Enclose contract information sheet of selected bidder, Annexure VIII)

Signature of Evaluating officer

Signature of competent Authority

HER/GAE/LCB

Assessment of Bids

5

S.No.

1

Name of bidder

Manufacturer/Agent

Model offered

Bid price

Credentials

Commercial assessment

Technical assessment

Decision on responsiveness with reasons

(repeat for each bid serially)

di,

BER/G&E/LCB

BER/G&E/LCB

Brief details of Assumptions made in Evaluation

6

a)

b)

C)

d)

1

Annexure VI

Comparative Statement of Responsive Offers

licins

Bidder's Name

Price Bidder's Name

Bidder's Name

Cost per unit (in Rs.)

- i) Exfactory price
- ii) Excise duty, if any
- iii) Packing & forwarding charges
- iv) Intand freight
- v) Insurance
- vi) Other charges, if any
- vii) FOR destination as quoted
- viii) No. to be supplied
- ix) Total FOR destination cost
- x) Delivery time loading
- xi) Payment terms loading
- xii) Other loading
- xiii) FOR Destination final evaluated price
- xiv) Ranking

BER/G&E/LCB

Details of Recommended Offer

Name of Bidder_ Value Unit QIX Rate Name of item Specification or SI.No. Paul No. **Basic** item 1. 2. List of Tools List of special 3. accessories & spares 4. List of spares for 2year maintenance **Total Cost :** :jj/ BER/GLE/LCB

BER/G&E/LCB

PROCUREMENT

CHECKLIST FOR PREAWARD REVIEW OF CONTRACTS FOR GOODS AND EOUIPMENT

1.	Name of the Project	;	
2.	Procurement Package Number		
3.	SAR reference	•	
4.	Description of Goods		
5.	Estimated cost of Goods		
6.	Stipulated time of completion		Rslakhs
		•	(in months)
7.	Type of contract	:	ICB / LCB
8.	Whether the bidding document was	:	Yes / No
	cleared by the Bank? If yes, When? Give reference		
	a yes, when Give releasing	:	
9.	Date of invitation of bids	:	
10.	*When the bid notice was sent to representatives		
	of member countries?	:	
11.	*When the bid notice was published in	:	
	UNDB?		
12.	Publicity :		
	(National press - name and date of	:	1
	publication)		2
			3
13.	Dates when the bidding documents were made		
	available for sale (ICB - 45 to 90 days/ LCB - 30 to 90 days)		F
		:	Fromto
14.	Number of bidding documents purchased		
	by prospective bidders Domestic	:	
	- Foreign	:	
15.	Prebid conference held on	:	
	(Schedule it at about 2/3rd of bidding time)		
16.	Date of clearance of prebid conference	:	
	minutes by the Bank		
17.	Last date of receipt and date of opening of bids		
	(both should be the same)		
18.	Number of bids received	:	
	- Domestic	·	······
	- Foreign		
19.	Date of clearance of award by the Bank		
	(No objection cable)	:	
			-

* To be filled for all ICB contracts only.

20.	Award amount	as cleared by the Bank	:	Currency	Amount
21.	Amount of con	tract *	:	Currency	Amount
22.	Date of signing	of the agreement	:		
23.	Contract number	a	:		
24.	Name and natio	onality of the supplier	:		
25.	Whether the con	ntract includes price			
	adjustment cla	use?		v.	1.51
• ·			•	Ĩ	es / No
26.	Date of start				
27.	Stipulated time	of completion	:		
20	D (-	•••••••••••••••••••••••••••••	
28.	Performance see	Curity	:		%
	a) Amount in the	he currency of contract	:		
	b) Warranty pe	riod	:		months
	c) Stipulated ti	me of completion plus			months
	warranty per d) Has the succ	iod essful bidder furnished the	•		
	performance	security in an acceptable form			
	in the specif	ied currency as stipulated in the			
	bidding doci	ment valid up to the end of			
	warranty per	iod? Indicate	•		
	i)	Form	:		
	ii)	Amount	:		
	iii)	Validity	:		
29.	Reasons for dal				
-/.	conformed copy	ay, if any, in forwarding the	:		
	(contract, along	with the checklist, should			
	be forwarded to	the Bank within ten days		•••••	
	of signing of ag	reement)			
1 Martinee 1	-			••••••••••••••••••••••••••	
30.	Any other remain	rks (attach sheet, if necessary)	:	·····	
	• •				
				Signature	
				Name	
Date			1		

* Clarify reasons for variations if any from the value as cleared by the Bank vide S.No.20

2

PROCUREMENT

CHECKLIST FOR POST-AWARD REVIEW OF CONTRACTS

FOR GOODS AND EQUIPMENT

1.0	GENERAL :		
1.1	Name of Project	:	
1.2.	Procurement Package Number or SAR Reference	:	
1.3	Description of Goods	:	
1.4.	Estimated cost of Goods	:	Rslakhs
1.5.	Stipulated period of completion	:	(in months from the date of award)
1.6.	Whether the method of procurement adopted is in accordance with the Project Agreement	:	i) Yes / No ii) IC ^D / LCB
2.0	BIDDING DOCUMENT :		
2.1	Whether bidding document used for this work		
	is according to the standard model? :		
	Cleared with Bank?	:	Yes / No
2.2	If no, list the deviations from standards:	:	1 2 3
2.3	Whether price adjustment clause provided?	: '	Yes / No
	(Provide when period of completion is more		•
	than 12 months)		
2.4	Bid Security		
	 a) Whether the guidelines have been followed in fixing the Bid Security ? If no, give reasons. 	:	Yes / No
	b) What is the percentage/amount?		Rs
	(No exemption should be permitted to any bidder or any class of bidders)		Rupees
2.5	Whether any preference on price or other conditions allowed in the bidding document/award to any bidder or class of bidders? If yes, list the preferences. (No preferential treatment should be given to any bidder or class of bidders either for price or for conditions unless specifically cleared with the Bank and stipulated in the Project Agreement)		Yes / No
2.6 ·	Does the bidding document provide for advances? If so, give details.	4	Yes / No
	What is the interest rate on advances?	:	%

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		2	
2.7	Specified performance security in the bidding document		
	- Percentage	:	%
2.8	Cost of bidding documents	:	Rs
3.0	BID INVITATION AND ISSUE OF BI	DDING D	OCUMENTS:
3.1	Whether the bids for this item(s) were previously rejected and are being reinvited? If yes, whether Bank's clearance was obtained? Give reference (Bids should not be rejected without Bank's prior consultation - ref. para 2.60 of Procurement Guidelines)	:	Yes / No
3.2	Date of invitation of bids	:	
3.3	Publication of NIT. (give names of national newspapers and date of publication)	:	1
			3
3.4	Dates when bidding documents were made available for sale: (should generally be 30 to 60 days; if not, specify reasons?)	:	fromto
4.0	PRE-BID CONFERENCE	ı I	
4.1	Date of pre-bid conference (Schedule it at about 2/3rd of bidding time)		
4.2	Whether pre-bid minutes were cleared with the Bank? If yes, when?	:	Yes / No
4.3	Was any amendment issued after pre-bid conference?	:	Yes / No
4.4	Whether minutes of prebid conference and amendment transmitted to all the prospective bidders	:	Yes/No
5.0	SALE AND RECEIPT OF BIDDING	DOCUME	ENTS:
5.1	Last date of receipt of bids and the date of opening of bids. (Both should be the same)	:	
5.2	No. of documents purchased by prospective bi	dders	
5.3	No. of bids received	:	

6.0 EVALUATION :

6.1	bidder w criteria s	vho satisf	nade to the lowest responsive fies the minimum qualification in the bidding document (Give rank lowest or third lowest, etc.)	:	Yes / No	
6.2	Give reasons for ignoring lower offers if the lowest bidder is not awarded		:			
6.3	appropri and fina the supp	iate stand ncial reso oly as req	that he has the ards of capability burces to execute uired on the basis of ished? Comment Briefly.	:		
6.4	Is the av conditio Guidelir	nal? (Re	e lowest responsive bidder fer para 2.58 of Procurement	:	Yes / No	
6.5	Were any negotiations held with the bidders after opening of bids? (If yes, was Bank's clearance obtained before negotiations and When? If Bank's clearance was not obtained, Why?) (Bank does not favour negotiations)		(If yes, was Bank's clearance negotiations and When? If Bank's t obtained, Why?)	I	Yes / No	
6.6	Whether period o	r the awa	rd was made within initial idity?	2	Yes / No	
	i)	If no, li	st all reasons for delay and give	:		
		a)	date of opening	:		
		b)	date of award	:		
	ii)	was that	ision of bid validity was sought, it done from all bidders and not e lowest alone?	:	Yes / No	
7.0	AWAR	D OF	CONTRACT :			
7.1	Name o	of Supplie	er	:		
7.2	Date of award of contract		:			
7.3	Date of signing of contract		:			
7.4	Contract value as awarded		:			
7.5	Contrac	t number	and date	:		
7.6	Date of	start		: _x		
7.7	Stipula	ted time	of completion	:		

C

8.0 PERFORMANCE SECURITY :

8.1 Specified warranty period

- 8.2 Stipulated time of completion plus warranty period
- 8.3 Has the successful bidder furnished performance security in an acceptable form in specified currency as per conditions of contract valid until the end of the warranty period?

If so, indicate

a)	Amount in the currency
	of the contract
b)	Form

c) Validity

(Attach copy of instrument)

- 9.0 ENCLOSURES :
- 9.1 Have the following been enclosed?
 - i) Minutes of pre-bid meeting Yes / No ii) Complete item rate comparative statement Yes / No , iii) Note leading to recommendations for the award (evaluation report) Yes / No iv) One conformed copy of signed agreement : Yes / No
- Reasons for delay, if any, in forwarding the contract agreement. (The agreement should be forwarded for post review of the Bank within ten days of signing of the agreement with all the enclosures)
- 11. General :

(Any other relevant information concerning the above procurement)

 months
 months

Yes / No

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¹October 3, 1994

CL/Post-Award/G&E

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HIRING OF CONSULTANCY SERVICES CHECK LIST FOR PRIOR REVIEW OF CONSULTANCY CONTRACTS

1.	Name of Project		:	
2.	Credit/Loan Number		:	
3.	Type of Consultancy Assignment		:	Preinvestment Studies/ Preparation Services/Implementation Services
4.	Whether the terms of reference have been reviewed and cleared with the Bank? If yes, give reference	æ		Ycs/No
5.	Whether a short list of the consultants/ consultant firms has been drawn and cleared with the Bank? (The short list should indeed be short and prepared through clients knowledge of consultant/ consultant firms either from various working experience, from meeting their representatives or from references from other clients, Bank, etc. Normally this should not be less than three and more than six .)		:	Yes/No
	Give the names of shortlisted consultants.			
6. •	Whether the draft letter of invitation along with draft contract is as per standard model and was reviewed and cleared with the Bank? If yes, give reference		:	Ycs/No
7.	Date of invitation of proposals	380	•	
8.	Last date of receipt of technical proposals (45 to 60 days from date of invitation)		:	
9.	Whether the technical proposals were evaluated and cleared with the Bank? If yes, give reference.		:	Ycs/No
10.	What is the result of evaluation . Give		:	
	list of consultants with ranking	6 A		
		8		
11.	Whether the negotiations were held with the best technically ranked firm		:	Ycs/No

"and draft contract finalized? If yes, When? Give dates. If the contract is not finalized with the best technically ranked firm, with whom has the contract finalized? Give reasons.

12. Whether the draft contract negotiated with the selected firm was reviewed and cleared with the Bank. If yes, When? Give date

13. Name of consultant/consultant firm

14. Date of Award of the contract

15. Date of signing of the contract

16. Contract value as awarded :

17. Contract number and date :

18. Stipulated period of completion

19. Enclosure: (one copy of the final contract with Appendices)

:	Yes/No
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:	
:	Currency/ Amount
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Signature: Name: Designation:

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Date:

Scptember 1994

HIRING OF CONSULTANCY SERVICES CHECK LIST FOR POST AWARD REVIEW OF CONSULTANCY CONTRACTS

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1.	Name of Project	:	
2.	Credit/Loan Number	:	
3.	Type of Consultancy Assignment	:	Preinvestment Studies/ Preparation Services/Implementation Services
4.	Whether the terms of reference include the following? (answer each of the following separately)	:	Yes/No
ż	 i) Concise statement of objectives ii) Outline of tasks to be carried out iii) Schedule for completion of tasks iv) Support/inputs to be provided by the employer v) Final outputs required from the consultant vi) Review procedures 	::	
5.	Whether the terms of reference have been reviewed and cleared with the Bank? If yes, give reference	:	Yes/No -
6.	Whether the cost estimate has been prepared and advised to the Bank? If yes, indicate value, (Cost estimate, or budget, should be based on borrower', perception of the assignment requirements in terms of level and type of personnel, period to be spent in the field and in the home office, physical inputs and other items required for the services.)	. :: ,	Yes/No
7.	Whether a short list of the consultants/ consultant firms has been drawn and cleared with the Bank? (The short list should indeed be short and prepared through clients knowledge of consultant/ consultant firms either from various working experience, from meeting their representatives or from references from other clients, Bank, etc. Normally this should not be less than three and more than six)		Yes/No

Give the names of shortlisted consultants.

8.	Whether the draft letter of Invitation with draft or contract according to the Standard cleared with the Bank?	:	Yes/No		
	If not/reasons thereof				
9.	Date of invitation of proposals	:	Yes/No		
10.	Last date of receipt of technical proposals (30 to 60 days from date of invitation)	:	Yes/No		
11.	Whether the technical proposals were evaluated as per criteria set out in the Letter of invitation.	:	Yes/No		
12.	What is the result of evaluation? Give the list of consultants with ranking.			5	
13.	Whether the negotiations were held with the best technically ranked firm and draft contract with Appendix finalized? If yes, When? Give dates. If the contract is not finalized with the best technically ranked firm, with whom has the contract finalized? Give reasons.	:	Yes/No		
14.	Name of consultant/consultant firm	:			
15.	Date of Award of the contract		•••••	•••••••••••••••••••••••••••••••••••••••	
16.	Date of signing of the contract	° :		•••••••••••••••••••••••••••••••••••••••	
17.	Contract value as awarded :	:	Currency/ A	mount	
	a.		•••••	••••••	
18.	Contract number and date :	:		•••••	•
19.	Stipulated period of completion	:	••••••	•••••••••••••••••••••••••••••••••••••••	•
20.	Enclosure: (one copy of the final contract with Appendices)				

C '	•
Signature:	
Name:	
Designation:	

Date:

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Date:

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