

Prototype Document
For
QCBS / QBS Template

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Table of Contents

1	Purpose.....	3
2	Methods for Selecting the Bidder.....	3
2.1	Quality and Cost Based Selection.....	3
2.2	Quality Based Selection.....	3
3	Evaluation of Technical Proposals.....	3
3.1	Receipt of Proposals.....	3
3.2	Opening of Technical Proposals.....	4
3.3	Evaluation of Technical Proposals.....	4
3.3.1	Experience of the Bidder.....	6
3.3.2	Adequacy of Methodology and Work Plan.....	6
3.3.3	Qualifications and Competence of Staff.....	7
3.3.4	Scoring System and Minimum Technical Score.....	7
3.3.5	Setting the Grades for Experience of the Bidder.....	9
3.3.6	Setting the Grades for Adequacy of Methodology and Work Plan.....	10
3.3.7	Setting the Grades for Qualifications and Competence of Staff.....	12
3.3.8	Completion of Evaluation of Technical Proposals.....	14
3.4	Results of Evaluation of Technical Proposals.....	18
4	Evaluation of Financial Proposals.....	18
4.1	Public Opening of Financial Proposals.....	18
4.2	Evaluation of Financial Proposals and Determination of Financial Score.....	18
4.3	Determination of Total Score and Ranking of Proposals.....	19
4.3.1	Ranking of Proposals.....	20
4.4	Final Results of Evaluation of Proposals.....	22
5	Screen Shots.....	22
5.1	QCBS Template Creation.....	22
5.2	Tender Creation with QCBS Flow.....	25
5.3	Bid Submission for QCBS Flow.....	27
5.4	Technical Evaluation for QCBS Flow.....	29
5.5	Financial Evaluation for QCBS Flow.....	30

1 Purpose

Purpose of this document is to explain the features of Quality and Cost Based Selection (QCBS) process. This document discusses the flow of the new QCBS process.

2 Methods for Selecting the Bidder

The methods that are used for selecting the bidder are as follows:

2.1 Quality and Cost Based Selection

Quality and Cost Based Selection, a method that takes into account the quality of the proposal and the cost of the services, is the commonly recommended method for the selection of bidder. However, for cases where QCBS is not the most appropriate, other methods of selection are applied.

2.2 Quality Based Selection

Quality Based Selection (QBS) is a method based on evaluating only the quality of the technical proposals and the subsequent negotiation of the financial terms and the contract with the highest ranked bidder. QBS should be applied only for the following types of assignments:

- Complex or highly specialized assignments for which it is difficult to define in the tender documents and the required input from the bidder
- Assignments where the downstream impact is so large that the quality of the service is of overriding importance for the outcome of the project (for example, engineering design of major infrastructure)
- Assignments that can be carried out in substantially different ways such that financial proposals maybe difficult to compare
- Assignments including supervision of large and complex construction works for which it is particularly important to take safety measures

3 Evaluation of Technical Proposals

Technical evaluation process includes the following steps:

3.1 Receipt of Proposals

The technical and financial proposals shall be submitted in separate sealed envelopes at the same time. The financial proposals shall remain sealed until evaluation of the technical proposals is completed.

3.2 Opening of Technical Proposals

The technical proposals shall be opened on the bid opening date. Any proposal received by the tender inviting authority after the deadline for submission shall be returned unopened.

3.3 Evaluation of Technical Proposals

The evaluation of technical proposals is summarized in this Chapter. The criteria for the evaluation of technical proposals shall normally include the following items:

- Experience of the bidder: Bidder's general experience and record in the field covered by the tender document
- Adequacy of methodology and work plan: Adequacy of the proposed approach, methodology and work plan
- Qualifications and competence of staff: Experience and records of the staff members to be assigned to the work.

The criterion shall be further divided into the following sub-criteria:

- General qualifications: This includes education, length of experience, types of position held, and length of service with the firm, etc
- Suitability for the project: This includes experience of performing the duties which will be assigned to them in the project
- Familiarity with the language and the conditions of the country: Familiarity with the language and the conditions of the country in which the work is to be performed or experience in similar environments.

The technical evaluation report shall normally give detailed information on the following items, supplementing the summary evaluation sheet:

- Evaluation Committee or other similar organization, if any, responsible for the evaluation, and the domestic laws, ordinances or orders which govern the establishment and/or functioning of the Committee or other similar organization
- Evaluation criteria and relative weight distribution, with reasons for adopting each criterion and the basis for deciding the weight distribution
- Rating: Reason for arriving at the rating given for each item for each firm

A proposal shall be rejected at the stage of evaluation of the technical proposals, if the technical proposal fails to achieve the minimum technical score or is considered non-responsive to the invitation requirements.

Additional criteria may be applied depending on the nature of the assignment. In such case, additional criteria may include, but not limited to, the following:

- Suitability of transfer of knowledge: Suitability of the transfer of knowledge (training) programs

- Support facilities and organization: Support facilities and organization of the bidder including support resources at Head office
- Proposal presentation: Overall quality of the presentation of the proposal

The weight distribution of additional criteria should be determined by taking into account their relative importance to the criteria Experience of the bidder, Adequacy of methodology and work plan, and Qualifications and competence of staff, and each additional criterion should normally not exceed 10 points out of 100 points.

Table below shows the general examples for the range of points allocated to the criteria on a scale of 1 to 100. The actual weight may be adjusted to the characteristics of the specific project. The points allocated to each evaluation criterion and sub-criterion should be specified.

Table 1: Point Distribution of Evaluation Criteria for Technical Proposals

<i>Evaluation Criteria</i>	<i>Points (weights)</i>
a. Experience of the bidder	10 to 20
b. Adequacy of methodology and work plan	20 to 50
c. Qualifications and competence of staff	30 to 60
d. Suitability of the transfer – optional	Normally not exceed 10
e. Support facilities and organization – optional	Normally not exceed 10
f. Proposal presentation – optional	Normally not exceed 10
Total	100

The evaluation criteria other than (c), i.e., (a), (b), (d), (e) and (f) may also be divided into sub-criteria, but such division should be limited only to the essential factors. The use of excessively detailed lists of sub-criteria may render the evaluation a mechanical exercise more than a professional assessment of the proposals. It is recommended that the number of sub-criteria be kept to a minimum (typically no more than three for each criterion) and that no fewer than three points be allocated to each sub-criterion. Table below summarizes the evaluation criteria and sample sub-criteria.

Table 2: Evaluation Criteria and Sample Sub-criteria for Technical Proposals

<i>Evaluation Criteria</i>	<i>Evaluation Sub-criteria (select a maximum of three)</i>
a. Experience of the bidder	<ul style="list-style-type: none"> i. Experience of projects of comparable size, complexity and technical specialty ii. Experience in developing projects under comparable conditions

Evaluation Criteria	Evaluation Sub-criteria (select a maximum of three)
	iii. Experience in similar projects
b. Adequacy of methodology and work plan	i. Technical Approach and methodology ii. Work plan iii. Organization and staffing
c. Qualifications and competence of staff	i. General qualifications ii. Suitability for the project iii. Certifications etc
d. Suitability of the transfer – optional	i. Relevance of program ii. Training approach and methodology iii. Qualifications of experts and trainers
e. Support facilities and organization – optional	i. Relevance of support facilities and organization ii. Support approach and methodology iii. Qualifications of support specialists
f. Proposal presentation – optional	i. Intellectual and technical soundness ii. Organization and completeness

3.3.1 Experience of the Bidder

The relative importance of the criterion on bidder's general experience and record in the field covered by the tender documents will vary according to the type of consulting services to be performed. In general, points allocated to the criterion should be 20 points at a maximum.

3.3.2 Adequacy of Methodology and Work Plan

The criterion on adequacy of the proposed approach, methodology and work plan should be evaluated carefully as it is the key factors for evaluating the proposals. Sub-criteria for evaluating this component of the proposal should include the following:

- Technical approach and methodology
- Work plan
- Organization and staffing

3.3.3 Qualifications and Competence of Staff

Concern authority should evaluate the experience and record of the staff members proposed to the assignment based on the qualifications and experience stated in their curriculum vitae (CV).

When evaluating staff members, only those conducting essential part of the assignment are recommended to be evaluated. Evaluating staff members with relatively low importance is not recommended, because the relative importance of the essential members will decrease.

The qualifications and competence of staff shall be evaluated using the following three sub-criteria to be set up according to the required qualifications and tasks for each position:

- General qualifications: This includes education, length of experience, types of position held, and length of service with the bidder, etc.
- Suitability for the project: This includes experiences of performing the duties which will be assigned to them in the project
- Familiarity with the language and the conditions of the country: Familiarity with the language and the conditions of the country in which the work is to be performed or experience in similar environments

A sample range of percentage for the above sub-criteria is shown in table below.

Table 3: Sample Range of Percentage in Point Distribution of Staff Qualification and Competence Sub criteria

Sub-criteria	Range of percentage
General qualifications	20 – 30
Suitability for the project	50 – 60
Familiarity with the language and the conditions of the country	10 – 20
Total	100

The weight or percentage of the points allocated to each member of staff should be determined by examining its expertise and/or role in the assignment. In general, the Team Leader should be given more weight than any other experts.

3.3.4 Scoring System and Minimum Technical Score

3.3.4.1 Scoring System

The detailed scoring method is illustrated in figure below, by giving a sample evaluation for adequacy of methodology and work plan.

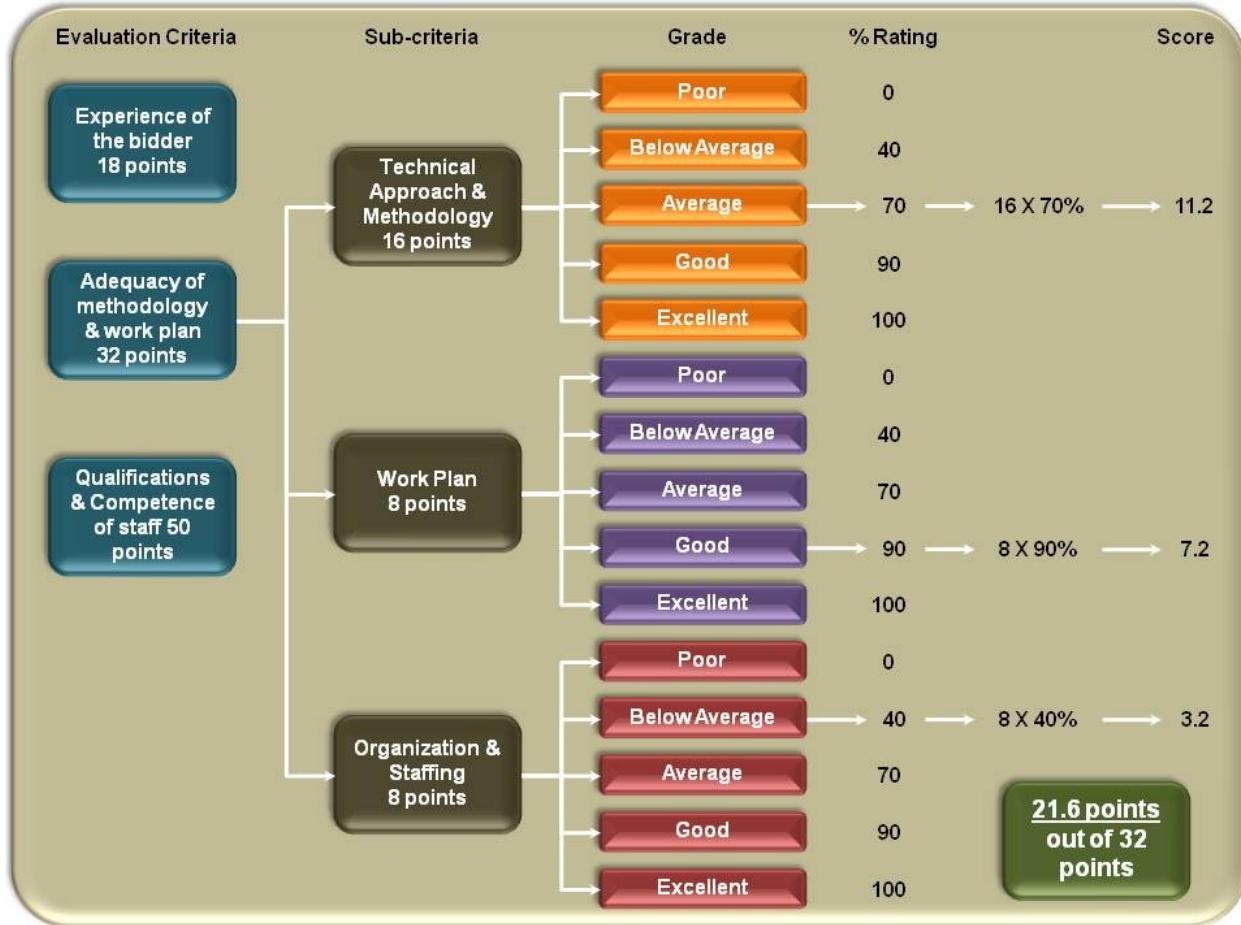


Figure 1: Scoring System

As mentioned earlier, each criterion has been allocated the points in the range of 1 to 100. Each percentage rating is multiplied by the points assigned to the relevant criterion or sub-criterion to obtain the final score.

An example is shown below:

Points of experience of the bidder: 10 points (out of 100 points)

Grade (% rating) of bidder A's proposal: Good level (90%)

Score of bidder A's experience of the bidder: $10 \text{ points} \times 90\% = 9 \text{ points}$

It is recommended that the rating scale of the level of responsiveness be divided into a number of discrete grades. While scoring, it is a good practice to estimate the responsiveness on a percentage scale based on the following grades:

Grade (level of responsiveness)
Poor
Below Average
Average
Good
Excellent

3.3.4.2 Minimum Technical Score

Minimum technical score is normally recommended that a minimum technical score be determined in the range of 70 to 80 points out of 100 points for each case depending on the nature of the assignment. Any change of the minimum technical score during the evaluation process shall not be allowed. When QCBS is applied, moreover, it is important to secure that financial proposals must be compared only among the proposals achieving the minimum qualifying technical score in order to maintain the acceptable level of quality.

3.3.5 Setting the Grades for Experience of the Bidder

Since all bidders are on the Short List based on their experience, they are not normally rated at less than "**Average**", that is not less than 70%. The recommended grades and percentage rating for the bidders' general experience and record in the field covered by the tender documents are shown in table below.

Table 4: Recommended Grades and Percentage of Rating for the Experience of the Bidder

Grade	Percentage rating
Average	70%
Good	90%
Excellent	100%

3.3.5.1 Defining the Grades

Sample definitions of each grade are given below.

Note 	Sample definitions are examples and introduced for reference purpose only.
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- Excellent: The bidder has outstanding experience in respect of:

- Projects of a similar nature with the complexity and technical specialty of the assignment
- Projects of a comparable in size (e.g. volume of man-months, volume of contract amount, etc.)
- Projects in a region or a country with physical and institutional conditions similar to those of the project location
- Good: The bidder has experience in respect to all three aspects mentioned above but experience in one aspect could be considered insufficient.
- Average: The bidder has experience in respect to all three aspects mentioned above but experience in two or more aspects could be considered insufficient.

3.3.6 Setting the Grades for Adequacy of Methodology and Work Plan

The recommended grades and percentage rating for the adequacy of the proposed approach, methodology and work plan are shown in table below.

Table 5: Recommended Grades and Percentage Rating for the Adequacy of Methodology and Work Plan

Grade	Percentage rating
Poor	0%
Below Average	40%
Average	70%
Good	90%
Excellent	100%

3.3.6.1 Defining the Grades

The sub-criteria for evaluating this component of the proposal should usually include the following:

- Technical Approach and methodology
- Work plan
- Organization and staffing

Sample definitions of each grade are introduced below:

Note  :	Sample definitions are examples and introduced for reference purpose only.
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- Technical approach and methodology
 - Excellent: The bidder properly understands the current situation, draws attention to all main issues related to the assignment and raises other

important issues that have not been considered in the tender documents. The proposal details ways to solve all issues by using advanced and innovative approach and methodology.

- Good: The bidder properly understands the current situation and the main issues related to the assignment. The approach and methodology to solve the issues are discussed in detail.
- Average: The bidder understands the requirement indicated in the tender documents. The approach and methodology to solve the issues are consistent. However, the approach and methodology are standard and not discussed in detail or not specifically tailored to the assignment.
- Below Average: The bidder does not have a proper understanding of the points given in the tender documents and the issues are not appropriately discussed. The approach and methodology do not have consistency and are inappropriately presented.
- Poor: The bidder misunderstands the requirement indicated in the tender documents and important aspects of the scope of consulting services. Approach and methodology do not comply with the requirement in the tender documents.
- Work plan
 - Excellent: In addition to the requirements stated below under "**Good**", the proposal includes an impressive presentation of the work plan for efficient execution of the assignment. The proposed work plan is consistent with the approach and methodology.
 - Good: The work plan responds well to the points given in the tender documents. The timing and duration of all activities are appropriate and consistent with the assignment output, and the interrelation between various activities is realistic and consistent with the proposed approach and methodology.
 - Average: The work plan responds to the tender document and all required activities are indicated in the activity schedule, but they are not detailed.
 - Below Average: Some activities required in the tender documents are omitted in the work plan or the timing and duration of activities are not appropriate. There are minor inconsistencies between timing, assignment output, and proposed approach and methodology.
 - Poor: There are major inconsistencies between the requirements in the tender documents and the proposed work plan.
- Organization and staffing
 - Excellent: In addition to the requirements stated below under "**Good**", the proposal includes an impressive presentation of a well thought out organization and staffing plan. The proposed team is well integrated and has good support organization.

- Good: The organization chart and staffing schedule is complete and detailed, and the technical level and composition of the staffing arrangements are very well balanced. The definition of duties and responsibilities are very clear. The staffing schedule is consistent with the work plan and the timing and duration of each staff's assignment are adequate.
- Average: The proposed organization and staffing arrangement is complete and detailed enough to meet all the requirements of the tender document.
- Below Average: The proposed organization and staffing arrangement is not detailed and the assignment schedule of each staff is not adequate. For instance, there are inconsistencies between the staffing schedule and the required output. The organization and staffing arrangement is not tailored to the proposed approach, methodology and work plan.
- Poor: The organization and staffing arrangement is not responsive to the requirement of the tender document at all. It is assumed that the required output cannot be appropriately prepared within the period of the assignment.

3.3.7 Setting the Grades for Qualifications and Competence of Staff

The recommended grades and percentage rating for the experience and records of the staff members to be assigned to the work are shown in table below.

Table 6: Recommended Grades and Percentage Rating for the Qualifications and Competence of Staff

Grade	Percentage rating
Poor	0%
Below Average	40%
Average	70%
Good	90%
Excellent	100%

3.3.7.1 Defining the Grades

The sub-criteria for evaluating this component of the proposal shall include the following:

- General qualifications (education, length of experience, types of position held, length of service with the firm, etc.)
- Suitability for the project (experiences of performing the duties which will be assigned to them in the project)
- Familiarity with the language and the conditions of the country in which the work is to be performed or experience in similar environments.

Sample definitions of each grade are enumerated below:

Note  :	Sample definitions are examples and introduced for reference purpose only.
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- General qualifications
 - Excellent: The proposed expert has 20 years or more of professional experience and an educational background or a professional qualification in the field of assignment.
 - Good: The proposed expert has 15 years or more of professional experience and an educational background or professional qualification in the field of assignment.
 - Average: The proposed expert has 10 years or more of professional experience and educational background or a professional qualification in the field of assignment.
 - Below Average: The proposed expert has less than 10 years of professional experience but has an educational background or a professional qualification in the field of assignment.
 - Poor: The proposed expert has less than 3 years of professional experience and does not have an educational background or a professional qualification in the field of assignment.

Note  :	Required years of professional experience will be determined for each case depending on the nature of the assignment.
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- Suitability for the project
 - Excellent: In addition to the requirements stated below under "**Good**", the majority of the proposed expert's experience on previous assignments in the past 10 years has been in positions similar to the one proposed for the assignment.
 - Good: The proposed expert has held positions similar to the one proposed for the assignment in more than 3 projects of a similar nature in the past 10 years.
 - Average: The proposed expert has held positions similar to the one proposed for the assignment in 2 projects of a similar nature in the past 10 years.
 - Below Average: The proposed expert has held positions similar to the one proposed for the assignment in at least 1 project of a similar nature in the past 10 years.
 - Poor: The proposed expert does not have any experience in holding positions similar to the one proposed for the assignment in the past 10 years.
- Familiarity with the language and the conditions of the country
 - Excellent: The proposed expert has experience working in the country of the assignment or the surrounding countries with cultural, administrative, and

governmental organizations similar to the ones of the country of the assignment for more than 3 years in total.

- Good: The proposed expert has experience working in the country of the assignment or the surrounding countries with cultural, administrative, and governmental organizations similar to the ones of the country of the assignment for 2 years or more but less than 3 years in total.
- Average: The proposed expert has experience working in the country of the assignment or the surrounding countries with cultural, administrative, and governmental organizations similar to the ones of the country of the assignment for 1 year or more but less than 2 years in total.
- Below Average: The proposed expert has experience working in the country of the assignment or the surrounding countries with cultural, administrative, and governmental organizations similar to the ones of the country of the assignment for less than 1 year in total.
- Poor: The proposed expert does not have any experience working in the country for the assignment or the surrounding countries with cultural, administrative, and governmental organizations similar to the ones of the country of the assignment.

3.3.8 Completion of Evaluation of Technical Proposals

The evaluation results of technical proposals are detailed in an evaluation report including a summary technical evaluation sheet and evaluation sheets for staff members of each bidder.

After the technical quality is evaluated, bidders whose technical proposals did not meet the minimum qualifying score, or were considered non-responsive to the invitation requirements, will be advised and their financial proposals will be returned unopened.

An example of a completed summary technical evaluation sheet is shown in table below.

Table 7: Summary Technical Evaluation Sheet

Bidder		XXX		YYY		ZZZ	
Evaluation Criteria		Points (P)	Rating (R)%	Score (P X R)	Rating (R)%	Score (P X R)	Rating (R)%
I	<i>Bidder's general experience and record in the field covered by the tender documents</i>	20		14.40		19.20	
	i. Experience of projects of comparable size, complexity and technical specialty	8	70	5.6	90	7.2	100
	ii. Experience in the projects under comparable conditions	8	90	7.2	100	8.0	7.2

Bidder		XXX		YYY		ZZZ		
Evaluation Criteria		Points (P)	Rating (R)%	Score (P X R)	Rating (R)%	Score (P X R)	Rating (R)%	Score (P X R)
	iii. Experience in local projects	4	40	1.6	100	4.0	90	3.6
II	Adequacy of the proposed approach, methodology and work plan	30		19.20		25.80		23.40
	i. Technical Approach and Methodology	12	70	8.4	90	10.8	70	8.4
	ii. Work plan	12	70	8.4	90	10.8	90	10.8
	iii. Organization and staffing	6	40	2.4	70	4.2	70	4.2
III	Experience and records of the staff members to be assigned to the work	50		35.30		43.48		39.52
	Client Location							
	i. Team leader	15		11.10		13.80		12.90
	ii. Road engineer	7		6.02		7.00		6.30
	iii. Transport economist	5		3.20		4.10		3.50
	iv. Environment specialist	5		3.50		4.10		3.70
	Bidder location							

Bidder		XXX		YYY		ZZZ		
Evaluation Criteria		Points (P)	Rating (R)%	Score (P X R)	Rating (R)%	Score (P X R)	Rating (R)%	Score (P X R)
	i. Road engineer	6		4.44		5.52		4.80
	ii. Transport economist	4		2.96		2.96		3.12
	iii. Environment specialist	4		2.24		2.96		2.96
	iv. Social specialist	4		1.84		3.04		2.24
Total		100		68.90		88.48		81.72

Notes 	<ul style="list-style-type: none"> The rating and score of each member of staff based on the three sub-criteria are shown in the technical evaluation sheet for staff members, and the relevant scores are transferred to the summary technical evaluation sheet. The minimum technical score is 70 point, in this example.
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- Bidder **XXX**, who fails to achieve the minimum technical score, is rejected at the stage of evaluation of the technical proposals.
- Evaluation sheets for staff members are prepared for each bidder to show the evaluation results based on the three sub-criteria on qualifications and competence of staff. The score of each expert in the evaluation sheet for staff members of each bidder is transferred to the summary technical evaluation sheet.

An example of a completed evaluation sheet for staff members of Bidder **YYY** is shown in table below.

Table 8: Evaluation Sheet for Staff Members

Bidder YYY											
Sub-criteria		General qualifications (20%)			Suitability for the project (60%)			Familiarity with the language and the conditions of the country (20%)			Sub total
Position	Total Points	Points (P)	Rating (R) %	Score (PXR)	Points (P)	Rating (R) %	Score (PXR)	Points (P)	Rating (R) %	Score (PXR)	
Client Location											
i. Team leader	15	3.0	100	3.00	9.0	90	8.10	3.0	90	2.70	13.80
ii. Road engineer	7	1.4	100	1.40	4.2	100	4.20	1.4	100	1.40	7.00
iii. Transport economist	5	1.0	70	0.70	3.0	90	2.70	1.0	70	0.70	4.10
iv. Environment specialist	5	1.0	70	0.70	3.0	90	2.70	1.0	70	0.70	4.10
Bidder location											
i. Road engineer	6	1.2	90	1.08	3.6	90	3.24	1.2	100	1.20	5.52
ii. Transport economist	4	0.8	70	0.56	2.4	70	1.68	0.8	90	0.72	2.96
iii. Environment specialist	4	0.8	70	0.56	2.4	70	1.68	0.8	90	0.72	2.96
iv. Social specialist	4	0.8	70	0.56	2.4	70	1.68	0.8	90	0.72	2.96
Sub total	50			8.56			25.98			8.94	43.48

3.4 Results of Evaluation of Technical Proposals

The results of evaluation of the technical proposals shall be reviewed and concurred by the concern authority. In the case of QCBS, review and concurrence shall be given before public opening of the financial proposals.

4 Evaluation of Financial Proposals

Financial evaluation process includes the following steps:

4.1 Public Opening of Financial Proposals

The bidders who have secured the minimum qualifying technical score will be advised of the location, date, and time for opening of the financial proposals. The financial proposals shall be opened publicly in the presence of the bidders who choose to attend. The name of the bidders, the technical quality scores, and the proposed prices shall be announced and recorded.

4.2 Evaluation of Financial Proposals and Determination of Financial Score

In determining the financial score, the evaluator shall review the congruency of the technical and financial proposals, make adjustments as appropriate, and correct arithmetical or computational errors. The lowest evaluated financial proposal will receive the maximum score of 100 points. The score for each other financial proposal is inversely proportional to its evaluated total price.

With regard to the issues of local taxes, for the purpose of evaluation, “**cost**” shall exclude local identifiable indirect taxes (all indirect taxes levied on the contract invoices, at National, State (or Provincial) and Municipal levels) on the contract and income tax payable to the country of the concern authority on the remuneration of services rendered in the country of the concern authority by non-resident staff of the bidder, as indicated in the Guidelines.

During the verification process, financial proposals are first checked for compliance with the Data Sheet. Each financial proposal must include provisional sums and contingencies in the amounts specified on the Data Sheet and must be exclusive of local taxes, and the validity period of the proposals must accord with the validity period set down in the Data Sheet.

A review is then made to ensure that the figures provided in each financial proposal are consistent with the details of the corresponding technical proposal (e.g., personnel schedule inputs, number and duration of field trips, applicable per Diems, etc.). The following are taken into account to ensure a fair competition among price proposals:

- If the inputs shown in the financial proposal for any expert do not match those shown on the personnel schedule in the technical proposal, the personnel schedule inputs shall prevail and adjustments will be made to the financial proposal accordingly.

- If an expert included in the technical proposal is omitted from the GFP, then the cost of that expert is included in the bidder's financial proposal at the highest rate for that position among all the financial proposals.
- When QCBS is applied, a minimum of man-months required for bidders at client place and bidders place is included in the Data Sheet. If the total client and/or bidder inputs shown on the personnel schedule are below those indicated in the Data Sheet, an adjustment will be made for the missing man-months using the highest remuneration rate per month.
- If the number of trips and per diems calculated from the personnel schedule does not match the quantities for these items shown in the GFP, adjustments will be made to the GFP inputs in accordance with the personnel schedule.

Finally, a review is made for computational errors, and the final amount is considered as the **“gross evaluated financial proposal” (GEFP)**.

GEFPs will be converted into **“net evaluated financial proposals” (NEFPs)**. NEFPs include only variable cost items such as remuneration and reimbursable expenses. Fixed cost items such as provisional sums and contingencies are not included. NEFPs are calculated by subtracting the provisional sums and contingencies (non-competitive components) shown in the Data Sheet from the GEFPs, and by converting to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

4.3 Determination of Total Score and Ranking of Proposals

The lowest NEFP is then given a maximum score of 100 points. This is then used as a basis to calculate the score of the other financial proposals. The financial score for each proposal is inversely proportional to its NEFP, that is, the higher the NEFP, the lower the financial score.

The financial score is computed as follows:

Financial Score

- NEFP of the lowest priced proposal = 100 points
- Each other NEFP = $100 \times \frac{\text{NEFP of the lowest priced proposal}}{\text{NEFP of the proposal under considerations}}$

An example is shown below:

NEFP of lowest priced proposal = INR 80 Lakhs

NEFP of second lowest priced proposal = INR 85 Lakhs

Financial score of the lowest priced NEFP = 100 points

Financial score of the second lowest priced NEFP	= 100 Points X	INR 80 Lakhs	= 94.12 points
		INR 85 Lakhs	

Using this methodology, all proposals are given a financial score.

4.3.1 Ranking of Proposals

The total score shall be obtained by weighting and adding the technical and financial scores; this will determine the overall ranking of the bidders' proposals. The weight for the "**cost**" shall be chosen, taking into account the complexity of the assignment and the relative importance of quality. It shall normally be 20%.

If financial proposals contain unreasonably low price, the authority should ask the concerned bidder for clarification of such an offer and should receive answers from the bidder to ensure appropriate execution during the contract stage, before concluding the evaluation.

The total score is computed as follows:

Total Score

Technical score x Weight + Financial score x Weight

An example is shown below:

- Weight for quality: 80%, Weight for cost: 20%
- Minimum qualifying technical score: 70 points

Technical score

Bidder XXX: [Technical score] **68.90** points ==> disqualified

Bidder YYY: [Technical score] **88.48** points, [NEFP] INR 85 Lakhs

Bidder ZZZ: [Technical score] **81.72** points, [NEFP] INR 80 Lakhs

In this case, the total score of Bidder No. 2 and Bidder No. 3 are computed as follows:

Financial Score

Bidder YYY: **94.12** points

Bidder ZZZ: **100.00** points

Total Score

Bidder YYY: **88.48** points x 80% + **94.12** points x 20% = **89.61** points

Bidder ZZZ: **81.72** points x 80% + **100.00** points x 20% = **85.38** points

Once the final scores for each proposal have been calculated, they can be ranked from highest to lowest. In the event two or more proposals have the same scores in the final

ranking of proposals, the proposal with the highest technical score will be ranked higher and the next highest technical score will be ranked lower. After the final ranking, the highest-ranked bidder will be invited for contract.

The final evaluation results are summarized in an evaluation sheet. An example of a completed summary evaluation sheet is shown in table below.

Table 9: Summary Evaluation Sheet

Bidde r	Technica l Score (T)	Weigh t (W)	T x W	Pric e	Financia l Score (F)	Weigh t (W)	F x W	Total Scor e	Rankin g
XXX	68.90	0.8		-	-	-	-	-	-
YYY	88.48	0.8	70.7 8	INR 85 Lakh s	94.12	0.2	18.8 2	89.61	1
ZZZ	81.72	0.8	65.3 8	INR 80 Lakh s	100.00	0.2	20.0 0	85.38	2

Note  :	Bidder XXX who fails to achieve the minimum technical score is rejected at the stage of evaluation of the technical proposals.
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4.4 Final Results of Evaluation of Proposals

The final results of evaluation of proposals shall be reviewed and concurred by the concern authority before initiating contract with the highest-ranked bidder.

5 Screen Shots

Proposed and modified screen shots for the QCBS process changes are as follows:

5.1 QCBS Template Creation

Proposed and modified screen shots for the QCBS template creation are as follows:

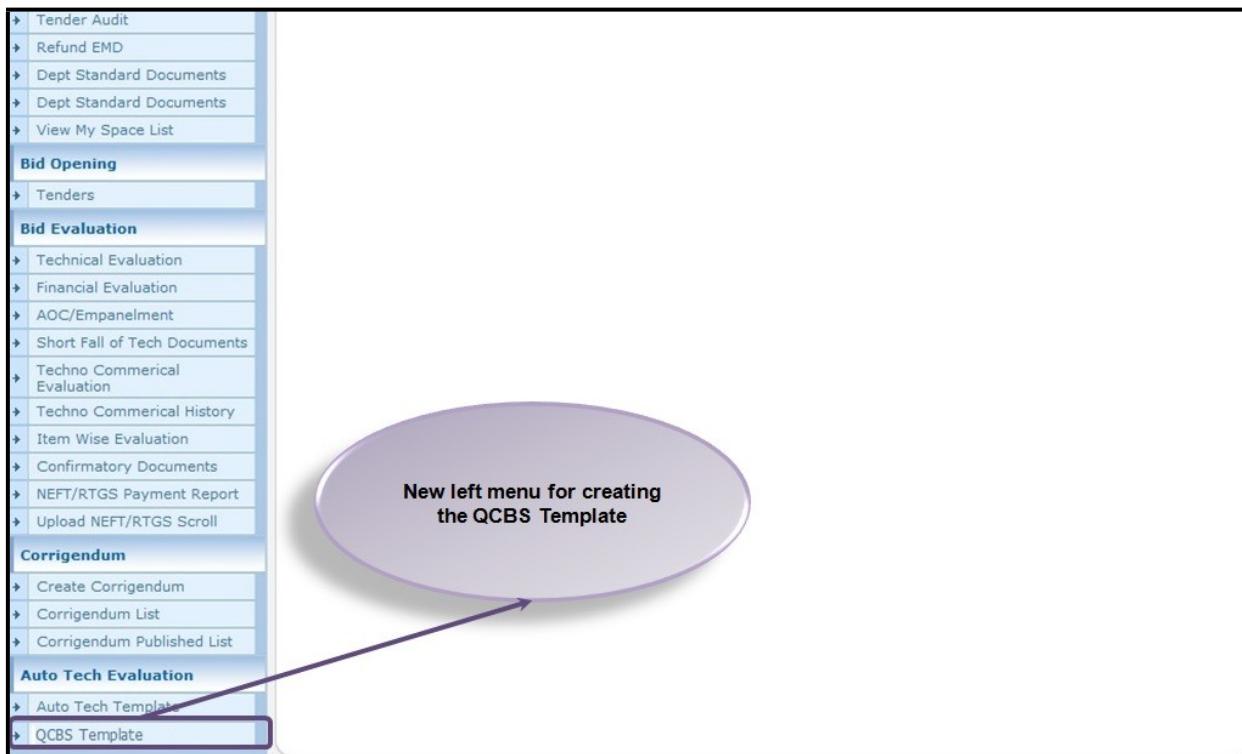


Figure 2: Dashboard screen with QCBS Template tab

In the dashboard screen, user needs to click the newly introduced '**QCBS Template**' tab on the left pane of the dashboard screen to fill the QCBS template details. When user clicks this tab, application displays the Master Template screen with fields to fill QCBS template details.

The screenshot shows the 'MASTER TEMPLATE' interface. On the left, a sidebar lists 'User Management' (Tenderer User, Corporate User) and 'Tender Management' (Tender List, Publish Tender, Published Tenders, Clarifications, Archived Clarifications, Pre-bid Meeting, Downloaded Tenders, Bids Submitted, Bid Document Download, Tender Status, Archive Tenders, Tender Audit, Refund EMD, Dept Standard, Dept Specific, VAT Details, Bid, Tenders, Bid Evaluation, Technical Evaluation, Financial Evaluation, AOC/Empanelment). The main area is titled 'Master Template' and contains fields for 'Template Name *' and 'Description *'. Below these are 'Minimum Technical Score' and 'Technical Financial Ratio' fields, both highlighted with a red box. A note states '(Description should not be more than 255 characters.)'. A 'View Template' button is in the top right. The 'Bid Evaluation' section is expanded, showing a table with columns: S.No, Particulars, Select, Mandatory, Expected Value, and Points (Weights). The table lists items like 'EMD/ Exemption Certificate', 'IT Certificate', and 'item without subtitle and title'. A purple callout bubble points to this table with the text 'New fields introduced as a part of QCBS Template'.

Figure 3: Master Template screen with the newly introduced QCBS fields

In the master template screen, user needs to fill the following fields as a part of QCBS flow:

- **Minimum Technical Score:** Minimum technical score be determined in the range of 70 to 80 points out of 100 points for each case depending on the nature of the assignment. Any change of the minimum technical score during the evaluation process shall not be allowed. It is important to secure that financial proposals must be compared only among the proposals achieving the minimum qualifying technical score in order to maintain the acceptable level of quality. A proposal shall be rejected at the stage of evaluation of the technical proposals, if the technical proposal fails to achieve the minimum technical score
- **Technical and Financial Ratio:** This is the ratio between the technical and financial scores to conclude the final score. For example if the technical and financial ration is 80:20, then the weight for quality is 80% and weight for cost is 20%. The total score shall be obtained by weighting and adding the technical and financial scores; this will determine the overall ranking of the bidders' proposals. The weight for the "cost" shall be chosen, taking into account the complexity of the assignment and the relative importance of quality. It shall normally be 20%.
- **Points (Weights):** The weight distribution of criteria should be determined by taking into account their relative importance to the various criteria like Experience of the bidder, Adequacy of methodology and work plan, and Qualifications and competence of staff, and each additional criterion should normally not exceed 10 points out of 100 points.

After filling the required fields and saving the details, application displays the View Detail Template screen.

VIEW DETAIL TEMPLATE

View Detail Template

Template Name :	Test template
Description :	Test template
Minimum Technical Score :	70
Technical Financial Ratio :	80:20

S.No	Particulars	Points (Weights)	Expected Value	Mandatory
1.0	EMD/ Exemption Certificate	30	Yes	No
2.0	IT Certificate	50	Yes	No
3.0	T	20	1,23,456	No

New fields introduced as a part of QCBS Template

Figure 4: View Detail Template screen with the newly introduced QCBS fields

In the view detail template screen, application auto populates **Minimum Technical Score**, **Technical Financial Ratio**, and **Points (Weights)** along with the other details displayed in the screen.

5.2 Tender Creation with QCBS Flow

Proposed and modified screen shots for creating the tender with QCBS flow are as follows:

The screenshot shows the 'TENDER MANAGEMENT' interface. The left sidebar contains a navigation menu with sections like 'User Management', 'Tender Management', 'Bid Opening', and 'Bid Evaluation'. The main area is titled 'Basic Details' and shows a form for tender creation. A callout bubble points to the 'Form of Contract' dropdown menu, which includes 'QCBS' as an option. Another callout bubble points to the 'Should allow General Technical Evaluation' field, which is set to 'Yes'.

Figure 5: Basic Details tab with the newly introduced QCBS fields

In the basic details screen of tender creation, as a part of QCBS flow user needs to select the **'Form of Contract'** as '**QCBS**' from the drop down menu.

Note  :	Ensure that you select the 'Yes' option for the 'Should allow General Technical Evaluation' field to proceed with QCBS flow.
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The next screen modified as a part of QCBS flow is Tender List > Work Item Details as shown below.

User can select only QCBS templates for this option

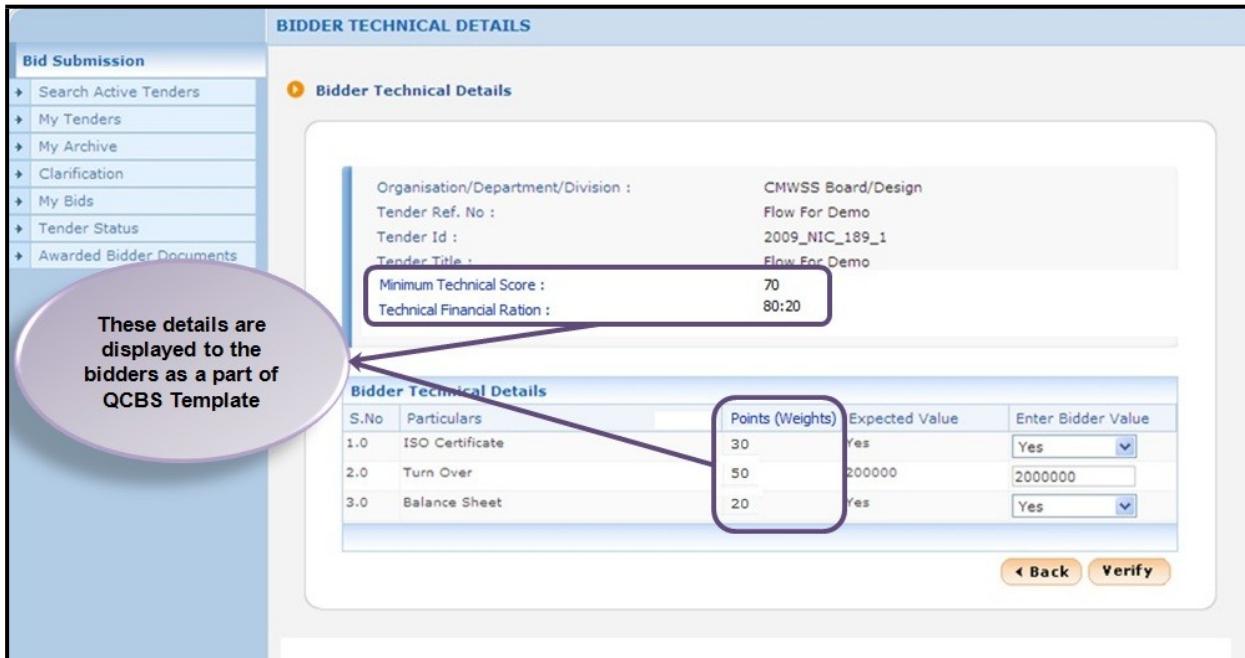
Template Name * QCBS Add

Figure 6: Work Item Details tab with the newly introduced QCBS fields

In the tender list > work item details screen, for the '**Template Name field**', user need to click the '**Add**' button corresponding to it. Application displays all the QCBS templates in a pop up window. Select the required QCBS template.

5.3 Bid Submission for QCBS Flow

Proposed and modified screen shots for bid submission with QCBS flow are as follows:



The screenshot shows the 'Bidder Technical Details' screen. On the left, a sidebar lists 'Bid Submission' options: Search Active Tenders, My Tenders, My Archive, Clarification, My Bids, Tender Status, and Awarded Bidder Documents. A purple oval highlights this sidebar with the text: 'These details are displayed to the bidders as a part of QCBS Template'. The main area is titled 'Bidder Technical Details' and contains fields for Organisation/Department/Division (CMWSS Board/Design), Tender Ref. No (Flow For Demo), Tender Id (2009_NIC_189_1), Tender Title (Flow For Demo), Minimum Technical Score (70), and Technical Financial Ratio (80:20). Below this is a table titled 'Bidder Technical Details' with columns: S.No, Particulars, Points (Weights), Expected Value, and Enter Bidder Value. The table data is as follows:

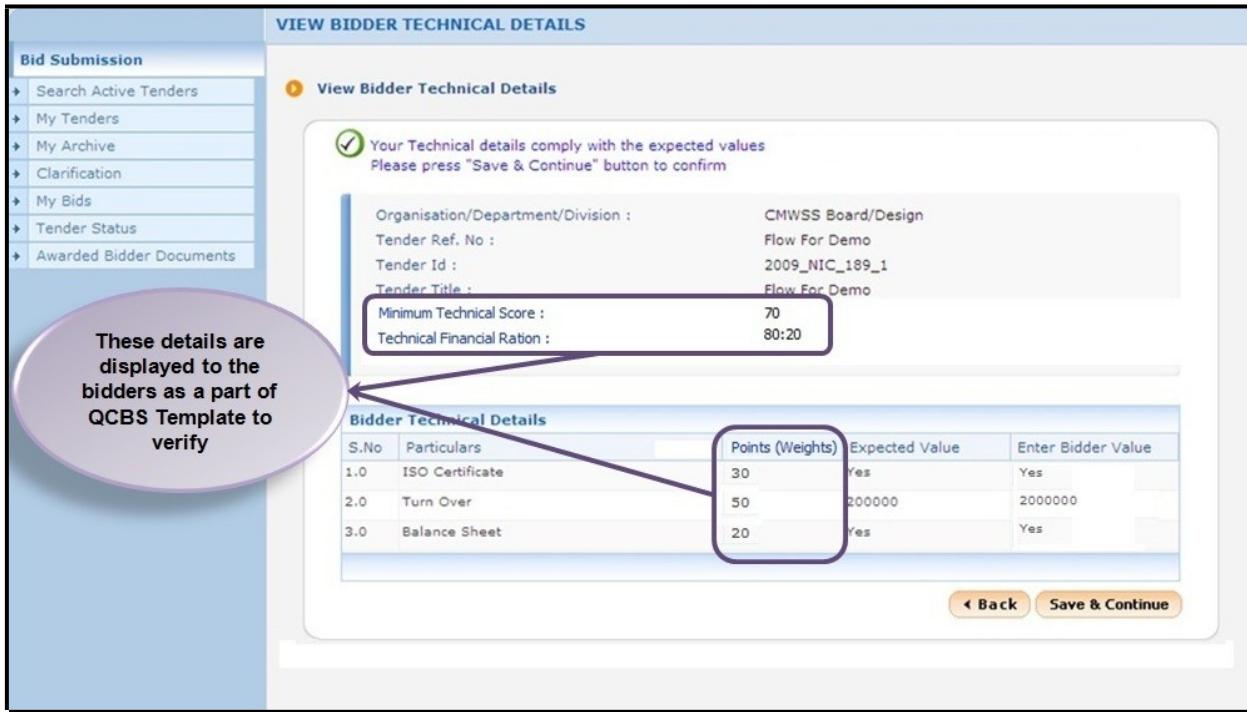
S.No	Particulars	Points (Weights)	Expected Value	Enter Bidder Value
1.0	ISO Certificate	30	Yes	Yes
2.0	Turn Over	50	200000	200000
3.0	Balance Sheet	20	Yes	Yes

At the bottom right are 'Back' and 'Verify' buttons.

Figure 7: Bidder Technical Details screen with the newly introduced QCBS fields

In the bidder technical details screen, application auto populates **Minimum Technical Score**, **Technical Financial Ratio**, and **Points (Weights)**, user cannot modify these fields. User can only fill the existing editable fields.

The next screen modified as a part of QCBS flow is View Bidder Technical Details as shown below.



VIEW BIDDER TECHNICAL DETAILS

1 View Bidder Technical Details

Your Technical details comply with the expected values
Please press "Save & Continue" button to confirm

Organisation/Department/Division :	CMWSS Board/Design
Tender Ref. No :	Flow For Demo
Tender Id :	2009_NIC_189_1
Tender Title :	Flow For Demo
Minimum Technical Score :	70
Technical Financial Ratio :	80:20

Bidder Technical Details

S.No	Particulars	Points (Weights)	Expected Value	Enter Bidder Value
1.0	ISO Certificate	30	Yes	Yes
2.0	Turn Over	50	200000	2000000
3.0	Balance Sheet	20	Yes	Yes

Back **Save & Continue**

Figure 8: View Bidder Technical Details screen with the newly introduced QCBS fields

In the view bidder technical details screen, application auto populates **Minimum Technical Score**, **Technical Financial Ratio**, and **Points (Weights)** along with the other details displayed in the screen.

5.4 Technical Evaluation for QCBS Flow

Proposed and modified screen shots for technical evaluation of QCBS flow are as follows:

Figure 9: Auto Technical Evaluations Details screen with the newly introduced QCBS fields

In the auto technical evaluation screen, application auto populates **Minimum Technical Score**, **Technical Financial Ratio**, and **Points (Weights)**, user cannot modify these fields, whereas user can select the '**Marks**' for the details submitted by the bidder.

- **Marks:** Marks are also known as rating. Marks are given by the evaluator based on various criteria like education, length of experience, types of position held, and length of service with the firm, etc. It is recommended that the rating scale of the level of responsiveness be divided into a number of discrete grades.

The next screen modified as a part of QCBS flow is View Auto Technical Evaluation Details as shown below.

Figure 10: View Auto Technical Evaluation Details screen with the newly introduced QCBS fields

In the view auto technical evaluation details screen, application auto populates **Minimum Technical Score**, **Technical Financial Ratio**, and **Points (Weights)** along with the other details displayed in the screen.

5.5 Financial Evaluation for QCBS Flow

Proposed and modified screen shots for financial evaluation of QCBS flow is as follows:

Notes : 	<ul style="list-style-type: none"> ▪ In QCBS flow, system accepts all bidders who have scored minimum technical score. ▪ In case of QBS flow, system will accept only the highest technical scorer. System will reject others though they crossed the minimum tech score. ▪ In case of multiple highest technical scorers, system will accept those scorers for financial opening.
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BID OPENING

1 DECRYPTION > 2 VIEW DOCUMENTS > 3 SUMMARY > 4 PROCESS CONFIRMATION

Bid Opening > Bids List

05 : 13 PM

Tender ID : 2009_NIC_1011
Tender Reference Number :
Tender Name :
Bid Opening Date & Time :
No. of Bids : 2

Bid List

S.No	Bid No	Bidder	Opened By	Opened Date	Type	Status
1	301	Anto Tony	dept user	25-04-2009 05:08 PM	Online	Accepted
2	302	antonycorp	dept user	25-04-2009 05:11 PM	Online	Accepted

Generate QCBS Chart **View BOQ Chart**

BOQ comparative chart generated successfully for 2 bidders.

Click next to go to Bid opening summary **Next >**

Figure 11: Bid Opening (Financial) screen with the newly introduced QCBS fields

In the bid opening > bids list screen, as a part of QCBS flow, new link called '**Generate QCBS Chart**'. User needs to click this new link to generate the QCBS chart.

System generates the QCBS comparative chart as shown in the below figures.

Note 	The ' Generate QCBS Chart ' link is enabled / displayed only after clicking the ' Generate BOQ Comparative Chart ' link.
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Bidder		XXX		YYY		ZZZ		
Evaluation Criteria		Points (P)	Rating (R)%	Score (P X R)	Rating (R)%	Score (P X R)	Rating (R)%	Score (P X R)
	<i>Bidder's general experience and record in the field covered by the tender document</i>	20		14.40		19.20		18.80
I	i Experience of projects of comparable size, complexity and technical specialty	8	70	5.6	90	7.2	100	8.0
	ii Experience in the projects under comparable conditions	8	90	7.2	100	8.0	90	7.2
	iii Experience in local projects	4	40	1.6	100	4.0	90	3.6
	<i>Adequacy of the proposed approach, methodology and work plan</i>	30		19.20		25.80		23.40
II	i Technical Approach and Methodology	12	70	8.4	90	10.8	70	8.4
	ii Work plan	12	70	8.4	90	10.8	90	10.8
	iii Organization and staffing	6	40	2.4	70	4.2	70	4.2
	<i>Experience and records of the staff members to be assigned to the work</i>	50		35.30		43.48		39.52
	Client Location							
III	i Team leader	15		11.10		13.80		12.90
	ii Road engineer	7		6.02		7.00		6.30
	iii Transport economist	5		3.20		4.10		3.50
	iv Environment specialist	5		3.50		4.10		3.70
	Bidder location							
	i Road engineer	6		4.44		5.52		4.80
	ii Transport economist	4		2.96		2.96		3.12
	iii Environment specialist	4		2.24		2.96		2.96
	iv Social specialist	4		1.84		3.04		2.24
	Total	100		68.9		88.48		81.72

Figure 12: QCBS comparative chart - 1

Summary Evaluation Sheet									
Bidder	Technical Score (T)	Weight (W)	T x W	Price	Financial Score (F)	Weight (W)	F x W	Total Score	Ranking
XXX	68.90	0.8		-	-	-	-	-	-
YYY	88.48	0.8	70.78	INR 85 Lakhs	94.12	0.2	18.82	89.61	1
ZZZ	81.72	0.8	65.38	INR 80 Lakhs	100.00	0.2	20.00	85.38	2

Bidder XXX who failed to achieve the minimum technical score is rejected at the stage of evaluation of the technical proposals.

Figure 13: QCBS comparative chart - 2