**SINGLE-BID System *TENTATIVE* (Editable) Annexure-11**

**Tender Committee Minutes**

*(Refer Para 7.4.3 and 7.5.12)*

(For Techno-Commercial Bids)

Division/Discipline:

Tender Reference No./ ID :

**Attempt No……….**

**Technical & Financial Evaluation Sheet for the purchase of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The technical quotations, opened by Purchase Section FRI, have been examined by the Purchase Committee on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the details are gigen below:

**Technical Evaluation against each technical parameter is placed below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Technical Parameters as per NIT** | **M/s …**  **1/4** | **M/s…**  **2/4** | **M/s…**  **3/4** | **M/s…**  **4/4** | **Remarks** |
| Tech. Parameter 1 | Y | Y | Y | Y |  |
| ……. Parameter 2 | Y | N | N | Y | 1/4 does not qualify since ……………. |
| ……. Parameter 3 | Y | Y | Y | Y | 2/4 doest not qualify since …………. |
| ……. Parameter 4 | Y | Y | Y | Y |  |
| ……. Parameter 5 | Y | Y | Y | Y |  |
| ……. Parameter 6 | Y | Y | N | Y |  |
| ……. Parameter 7 | Y | Y | Y | Y |  |
| Technically Qualified/ Dis-qualified | Dis-qualified | Dis-qualifed | Qualified | Qualified |  |
| Cost of Item (Rs.) | × | × |  |  |  |
| Tax (Rs.) | × | × |  |  |  |
| Other Charges (Rs.) | × | × |  |  |  |
| Total Amount (Rs.) | × | × |  |  |  |
| Rank | × | × | L1 | L2 |  |

On the basis of above table, two bids (1/4 and 2/4) technically disqualified on the basis of technical specifications requirement. Out of the other bidders, M/s … meets the technical specification requirements and quoted lowest rates (L1). Hence, the purchase order may be placed it against the quoted price i.e. Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees …..in words).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  |  |  |
| **Members:** | **Indenter** | **Expert** | **Account Officer** | **GCR** |
| Name: |  |  | (H.S.Rawat) | (Dr.N.K.Upreti) |
| Designation |  |  |  |  |
| Seal |  |  |  |  |

**TWO-BID System *TENTATIVE* (Editable) Annexure-11**

**Tender Committee Minutes**

*(Refer Para 7.4.3 and 7.5.12)*

(For Techno-Commercial/Financial Bids)

Division/Discipline:

Tender Refrence No./ID :

**Attempt No………..**

**Technical Evaluation Sheet for the purchase of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The technical quotations, opened by Purchase Section FRI, have been technically examined by the Technical Evaluation Committee (TEC) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the details are given below:

**Technical Evaluation against each technical parameter is placed below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Technical Parameters as per NIT** | **M/s …**  **1/4** | **M/s …**  **2/4** | **M/s …**  **3/4** | **M/s …**  **4/4** | **Remarks** |
| Tech. Parameter 1 | Y | Y | Y | Y |  |
| ……. Parameter 2 | Y | N | N | Y | 2/4 & 3/4 do not qualify since ……………. |
| ……. Parameter 3 | Y | Y | Y | Y |  |
| ……. Parameter 4 | Y | Y | Y | Y |  |
| ……. Parameter 5 | Y | Y | Y | Y |  |
| ……. Parameter 6 | Y | Y | N | Y | 3/4 do not qualify since ……………. |
| ……. Parameter 7 | Y | Y | Y | Y |  |
| ……. Parameter 8 | Y | N | Y | Y | 2/4 do not qualify since ……………. |
| ……. Parameter 9 | Y | Y | N | Y | 3/4 do not qualify since ……………. |
| ……. Parameter 10 | Y | Y | Y | Y |  |
| Final Remark | Technically qualified | Non-qualified under clause 2 & 8 | Non-qualified under clause 2, 6 & 9 | Technically qualified |  |

On the basis of above table, only Company M/s … & M/s … qualify for the financial bid opening therefore recommended to open the financial bids of these technically qualified firms. The financial bids have to be opened by Purchase Section at the earliest so that the Purchase Committee can recommend the final recommendation on the basis of financial bids.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  |  |  |
| **Members:** | **Indenter** | **Expert-1** | **Expert-2** |
| Name: |  |  |  |
| Designation: |  |  |  |
| Seal: |  |  |  |

**Tender Committee Minutes**

*(Refer Para 7.4.3 and 7.5.12)*

(For Techno-Commercial/Financial Bids)

Division/Discipline:

Tender Refernce No./ID :

**Financial Evaluation Sheet for the purchase of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Based on Technical Evaluation only two companies, M/s … (1/4) and M/s … (4/4) qualify for the financial bid opening. The financial comparative chart is as under:

|  |  |  |  |
| --- | --- | --- | --- |
| **Specifications** | **M/s…**  **1/4**  (Amt. in Rs.) | **M/s …**  **4/4**  (Amt. in Rs.) | **Remarks** |
| Cost of Item 1 |  |  |  |
| ……. of Item 2 |  |  |  |
| ……. of Item 3 |  |  |  |
| ……. of Item 4 |  |  |  |
| Sub Total |  |  |  |
| Tax |  |  |  |
| Other charges (if any) |  |  |  |
| Total |  |  |  |
| **In case of Foreign Currency**  **Total Amount (after conversion in INR)** |  |  |  |

The Committee noted that company M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(1/4) has quoted the lowest price. Hence, the purchase order may be placed it against the quoted price i.e. Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in words).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  |  |  |
| **Members:** | **Indenter** | **Expert-1** | **Account Officer** | **GCR** |
| Name: |  |  | (H.S.Rawat) | (Dr.N.K.Upreti) |
| Designation |  |  |  |  |
| Seal |  |  |  |  |