



नेपाल सरकार
भौतिक पूर्वाधार तथा यातायात मन्त्रालय

फोन नं. ४२१८६०९
फ्याक्स नं. ४२१८६०९
बबरमहल, काठमाण्डौ

सडक विभाग
संपत्ति व्यवस्थापन, टेक्निकल व्यवस्थापन तथा
गुणस्तर नियन्त्रण आयोजना

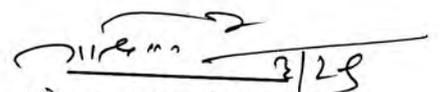
प.सं :- ०७१/७२
च.नं. :- ४४४

मिति : २०७२।०३।२९

विषय : "Guidelines on Preparation and Evaluation of Qualification
Criteria परिमार्जन सम्बन्धमा

- श्री योजना तथा डिजाइन महाशाखा, चाकुपाट
- श्री पुल महाशाखा, चाकुपाट, ललितपुर
- श्री संभार महाशाखा, चाकुपाट, ललितपुर
- श्री यान्त्रिक महाशाखा, चाकुपाट, ललितपुर
- श्री वैदेशिक महाशाखा, चाकुपाट, ललितपुर
- श्री ताप्लेजुङ्ग-ओलाङ्गचुङ्गोला सडक योजना, ताप्लेजुङ्ग
- श्री उत्तर-दक्षिण (कोशी) सडक योजना, खाँदवारी
- श्री उत्तर-दक्षिण (कालीगण्डकी करिडोर) सडक योजना, पाल्पा
- श्री उ.द. हिल्सा-सिमिकोट सडक योजना, सिमिकोट
- श्री दार्चुला-टिडकर सडक योजना, दार्चुला
- श्री सगरमाथा लोकमार्ग (गाईघाट-दिक्तेल खण्ड) सडक योजना, गाईघाट
- श्री कान्ति लोकपथ सडक योजना, कुपण्डोल, ललितपुर
- श्री सालभण्डी-सन्धिखर्क-ढोरपाटन सडक योजना, सन्धिखर्क, अर्घाखाँची
- श्री ११ किलो-छेपेटार-भालुस्वार-वारपाक सडक योजना, गोरखा
- श्री शहिद मार्ग (घोराही-होलेरी-तिला-घर्तीगाँउ-थवाड-मुसीकोट) सडक योजना, रोल्पा
- श्री धरान-चतरा-गाईघाट-कटारी-सिन्धुलीवजार-हेटौडा सडक योजना, हेटौडा
- श्री व्यापारिक मार्ग विस्तार अयोजना (वेलहिया-बुटवल सडक), मणिग्राम, रुपन्देही
- श्री व्यापारिक मार्ग विस्तार अयोजना (रानी-विराटनगर-इटहरी-धरान सडक), विराटनगर
- श्री व्यापारिक मार्ग विस्तार अयोजना (जनकपुर-जटही सडक), बर्दिवास

प्रस्तुत विषयमा मिति २०७२।०३।१० को विभागीय निर्णय वमोजिम "Guidelines on Preparation and Evaluation of Qualification Criteria" अन्तर्गत Bridge Construction Works मा मिति २०७२।०३।२७ को विभागीय निर्णय वमोजिम केही परिमार्जन भएको हुँदा सो परिमार्जित Document DOR को website भित्र Circulars/Paripatra मा upload गरीएको व्यहोरा जानकारीको लागि अनुरोध छ।


(गोपाल प्रसाद सिग्देल)
आयोजना प्रमुख



Government of Nepal

Ministry of Physical Infrastructure and Transport

Department of Roads

GUIDELINES ON PREPARATION AND EVALUATION OF POST- QUALIFICATION CRITERIA

IN

PROCUREMENT OF WORKS

June, 2015

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GUIDELINES ON PREPARATION AND EVALUATION OF QUALIFICATION CRITERIA

Bid Document requires bidders to be qualified by meeting predefined, precise minimum requirements. The method entails setting pass-fail criteria, which, if not met by the bidder, results in disqualification. It will therefore be necessary to ensure that a bidder's risk of having its bid rejected on grounds of qualification is removed if due diligence is exercised by the bidder during bid preparation. For that purpose, clear-cut, fail-pass qualification criteria need to be specified in order to enable bidders to make an informed decision whether to pursue a specific contract and, if so, either as a single entity or in joint venture. The criteria adopted must relate to characteristics that are essential to ensure satisfactory execution of the contract, and must be stated in unambiguous terms.

This guide contains the issues to be considered on fixing the criteria that the Employer has to specify in the bidding document and have to use to evaluate bids and qualify Bidders.

Always keep the requirement simple. Do not be restrictive in specifying requirements (e.g., surface dressing etc.) as the wordings being used may not be universally used terminology.

1. Eligibility Criteria

1.1 Setting up the Criteria

Only the bids of bidders that meet the eligibility requirement are considered for further evaluation. The following eligibility criteria have been specified in Section III Qualification Requirements as per ITB 4.1 (a) of the bidding document.

Bidder's Eligibility Requirements are:

- i. Company Registration Certificate
- ii. VAT and PAN Registration Certificates (For Nepalese Bidders only)
- iii. Tax Clearance Certificate (For Nepalese Bidders only) or Submissions of Tax Returns
- iv. Joint Venture Authorization/ Agreement (if any)
- v. Power of Attorney
- vi. Other documents as needed

Although most of the eligibility criteria specified above are straightforward, care must be taken in specifying the fiscal year in criteria (iii) above. Income Tax Act, 2058 (2002) requires income tax return to be submitted to the Inland Revenue Office within three month of the end of fiscal year. Furthermore, the department may extend the time-limit for submission of the income return not exceeding three months, if the reasons are reasonable.

Therefore, if the invitation for bids are being advertised within the first quarter of the fiscal year, instead of the immediate past fiscal year previous fiscal year be specified (i.e., if the advertisement is being published in Bhadra 2070, the fiscal year to be specified would be 2068/69).

1.2 Evaluation Method

The bidder has to satisfy all the eligibility criteria specified above are to be considered for further evaluation. A bidder not meeting any of the criteria has to be treated as non-responsive.

Financial Comparison chart will be prepared only for those bidders who meet the eligibility criteria, Bid validity/Bid Security requirement and whose bids are substantially responsive. All adjustment will be made and the lowest bidder will be determined. The lowest evaluated substantially responsive bidder will then be checked against the qualification criteria specified in the bidding document to find out whether it fulfills the criteria or not. If the bidder fulfills the qualification criteria then it will be recommended for award of the contract. If not, the next ranked bidder will be checked whether it meets the criteria or not and so on.

The criteria are to be fulfilled by a bidder submitting a substantially responsive bid in order to be qualified to be awarded a contract are described here in subsequent sub-heads.

2. Litigation

Litigation is the term used to describe proceedings initiated between the employer and contractor to enforce a claim arose during the execution of the contract. Litigation is typically settled by agreement between the two parties, but may also be heard and decided by a jury or judge in court.

Contrary to popular belief, litigation is not simply another name for a lawsuit. Litigation includes any number of activities before, during, and after a lawsuit to enforce a legal right. In addition to the actual lawsuit, pre-suit negotiations, arbitrations, facilitations and appeals may also be part of the litigation process.

2.1 Setting up the Criteria

All pending litigation shall be treated as resolved against the Bidder and so shall in total not represent more than 50% percent of the Bidder's net worth. Normally, all pending litigation shall not exceed 100% of bidder's net worth.

Criteria		Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
<i>2.1.1 Pending Litigation</i>					
All pending litigation shall be treated as resolved against the Bidder and so shall in total not represent more than 50% percent of the Bidder's net worth.	must meet requirement by itself or as partner to past or existing JV	not applicable	must meet requirement by itself or as partner to past or existing JV	not applicable	Form LIT - 1

2.2 Evaluation Method

Bidder should declare the all pending Litigation in Form Lit-1. The total Litigation amount thus declared shall not exceed the limit specified.

3. Financial Situation

3.1 Historical Financial Performance

3.1.1 Setting up the Criteria

Under this criterion, the Bidder must demonstrate its net worth positive. Generally, the bidder is asked to provide the audited Balance Sheet of last 3 to 5 years.

Criteria		Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
<i>2.3.1 Historical Financial Performance</i>					
Submission of audited balance sheets and income statements, for the last 3 years to demonstrate the current soundness of the Bidder's financial position. As a minimum, a Bidder's net worth calculated as the difference between total assets and total liabilities should be positive.	must meet requirement	not applicable	must meet requirement	not applicable	Form FIN - 1 with attachments

3.1.2 Evaluation Method

The financial information provided by a Bidder should be reviewed in its entirety to allow a truly informed judgment, and the pass-fail decision on the financial position of the Bidder should be given on this basis. Balance sheet of the past three to five year's period which shall be decided according to the nature of the work.

3.2 Average Annual Construction Turnover

3.2.1 Setting up the Criteria

The Annual Construction Turnover (AACT) is the total certified payment received by the firm for construction contracts in progress or completed in a year. Bidding data specifies that the annual turnover of best three years out of the turnover of ten years is to be considered. The standard bid document requires the turnover and specific experience to be brought to the current value using the **National Wholesale Price Index – Overall Index** published by Nepal Rastra Bank.

The amount stated should normally not be less than $1.5 * V/T$, the estimated annual turnover in the subject contract based on a straight-line projection of the Employer's estimated cost (V), over the contract duration (T) in year. When the contract duration is less than one year, the contract duration (T) is to be considered one year for the calculation of AACT requirement. It means that for a contract of duration less than one year, the AACT to be specified in the bidding data will be 1.5 times the Employer's Estimate only.

For example:

Case 1

Estimate = NRs. 30 million; Contract Period = 15 months = 15/12 years = 1.25 Years. Average Annual Construction Turnover = $1.5 * V/T = 1.5 * \text{NRs. 30 million}/1.25 = \text{NRs. 36 million}$. Therefore, in Case 1 scenario the amount to be specified for AACT is NRs. 36 million.

Case 2

Estimate = NRs. 18 million; Contract Period = 9 months = 9/12 years = 0.75 Years. AACT = $1.5 * V/T = 1.5 * \text{NRs. 18 million}/0.75 = \text{NRs. 36 million}$. However, as the contract period is less than one year, T should be taken as 1 year as mentioned above. Now, the requirement of AACT will be = $1.5 * \text{NRs. 18 million}/1 = \text{NRs. 27 million}$. Therefore, in Case 2 scenario the amount to be specified for AACT is NRs. 27 million.

3.2.2 Criteria specified in the Section III Qualification Requirements

Criteria		Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
<i>2.3.2 Average Annual Construction Turnover</i>					
Minimum average annual construction turnover of NRS calculated as total certified payments received for construction contracts in progress or completed, within best three years out of last ten years.	must meet requirement	must meet requirement	must meet 25% of the requirement	must meet 40% of the requirement	Form FIN -2

Note:

1. While calculating turnover amount, only the net amount worked out after deducting the amount for VAT shall be computed and such amount shall be adjusted to the present value by applying wholesale price index of Nepal Rastra Bank.
2. The evidence of audit report and respective tax clearance certificate may be needed for verification and consideration in evaluation of turnover along with respective J/V agreement.

3.2.3 Evaluation Method

Annual turnover of a firm is obtained from the audit report of the firm for a particular year. If the firm has also worked in joint venture with other firm, then the firm's turnover is to be calculated based on its share in that work. All such turnovers are to be added together to get its annual turnover. Each year's turnover are to be brought to the current value using the Wholesale Price Index – Overall Index published by Nepal Rastra Bank. Then, best three years turnover are to be taken in arriving at the Average Annual Construction Turnover. The turnover calculation should exclude VAT. It should be remembered that turnover from construction works is only to be considered.

The bidder, as an individual, has to meet the specified requirement to qualify. However, if the bidder is a joint venture, it has to meet the total requirement and one of the partner has to meet 40% of the specified requirement. In addition, each partner is also required to meet 25% of the specified requirement. If anyone fails to meet this criterion, the bidder shall be disqualified.

3.3 Financial Resources

3.3.1 Setting up the Criteria

Under this criterion, the Bidder must demonstrate the capacity to meet the financial resource requirements of the contract. The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of other contractual commitments and exclusive of any contractual advance payments, to meet the financial resource requirements of the contract. Liquid Assets mean cash and cash equivalents, short-term financial instruments, short term available-for-sale securities, marketable securities, trade receivables, short-term financing receivables and other assets that can be converted into cash within one year.

The liquid assets and/or credit facilities requirement is calculated in the following manner:

Total time needed by the Employer to pay a contractor's invoice, allowing for (a) the actual time consumed for construction, from the beginning of the month invoiced, (b) the time needed by the Engineer to issue the monthly payment certificate, (c) the time needed by the Employer to pay the amount certified, and (d) a contingency period of one month to allow for unforeseen delays.

The total period should not exceed six months. The assessment of the monthly amount should be based on a straight-line projection of the estimated cash flow requirement over the particular contract period, neglecting the effect of any advance payment and retention monies. The period is generally 4 to 6 months.

For example:

Estimate = NRs. 30 million; Contract Period = 15 months, Liquid Asset and/ Credit Facilities Requirement per month = NRs. 30 million/15 = NRs. 2 million/month (based on straight line projection).

According to the guideline given above the minimum Liquid Asset and/ Credit Facilities Requirement to be specified is between NRs. 8 million to NRs. 12 million. For projects where there is no Project Manager (Engineer), the time required for payment of interim payment certificate will be less. Therefore, specifying a minimum requirement of NRs. 8 million is reasonable.

The Qualification Requirements requires the one partner to meet a minimum of 40% and each partner to meet a minimum of 25% of this criterion.

3.3.2 Criteria specified in the Section III Qualification Requirements

Criteria		Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
<i>2.3.3 Financial Resources</i>					
Using Forms FIN - 3 and FIN - 4 in Section IV (Bidding Forms) the Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet : <input type="checkbox"/> The following cash-flow requirement, NRs.	must meet requirement	must meet requirement	must meet 25% of the requirement	must meet 40% of the requirement	Form FIN - 3 and Form FIN - 4

3.3.3 Evaluation Method

Normally the working capital, which is the difference between the current asset and the current liabilities, and line of credit is added together to arrive at the bidder's resource in meeting the requirement. The Working Capital (latest) is to be calculated from the audit report.

The bidder, as an individual, has to meet the specified requirement to qualify. However, if the bidder is a joint venture, it has to meet the total requirement and the partner in charge has to meet 40% of the specified requirement. In addition, each partner is also required to meet 25% of the specified requirement. If anyone fails to meet this criterion the bidder will be disqualified.

4. Experience

4.1 General Work Experience

4.1.1 Setting up the Criteria

The time period is normally 5 years or more, but may be reduced to not less than 3 years, according to the nature of works. The requirement is not to be met by a single entity but by each partner in case the bid is submitted by a joint venture. Specifying the requirement on the lower side will provide opportunities for firms with only a short record of experience.

4.1.2 Criteria specified in the Section III Qualification Requirements

Criteria		Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
<i>2.4.1 General Construction Experience</i>					
Experience under construction contracts in the role of contractor, subcontractor, or management contractor for at least the last 5 years prior to the applications submission deadline.	must meet requirement	not applicable	must meet requirement	not applicable	Form EXP - 1

4.1.3 Evaluation Method

Normally this will be checked from the registration date. In case the bidder is a joint venture, each partner of the joint venture should fulfill this criterion.

4.2 Specific Experiences

Specific construction experience in contracts of similar size and nature required to be fulfilled by the bidder is specified in **Section III, Evaluation and Qualification Criteria** of Bid Document requires the number of work and the value of work to be specified in Qualification Requirements. Only work that has been completed within the last ten years are to be considered.

Normally, experience of one to three works can be specified depending on the size and complexity of the subject contracts. The selection of number of contract depends upon the availability of bidders in the market meeting the requirement. With a high number of potential bidders satisfying the criteria, higher number of similar contracts may not limit competition.

Usually 80% of the estimated value of the subject contract is specified and substantially completed works are only considered. However, as the qualification requirements specifies that “to comply with this requirement, works cited shall be at least 80 percent complete”, the total estimated cost has to be specified in the Bidding Data. This is required because if only 80% of the contract amount is specified, any work that is 80% complete will meet the criteria.

The turnover and specific experience to be brought to the current value using the Wholesale Price Index – Overall Index published by Nepal Rastra Bank.

Although the requirement of construction Experience in Key Activities is not specifically specified in the bid document, this criterion is generally specified to test Bidder’s experience in performing highly specialized construction activities. Normally, construction experience in key activities is not required for simple works. If the work consists of specialized and/or critical activities, only then construction experience in key activities should be included in the criteria. Under this criterion, production rate(s) required for the key activity or

activities in the contract are specified. The rates should be about 80% of the estimated production rates of the key activity or activities in the contract as needed to meet the expected construction schedule.

Ideally, if the contract is for asphalt concreting and the quantity is, say 3,000 MT, to be completed within 12 months period then “experience of asphalt concrete work of 2,400 MT in a year within the last ten year” should be specified (2,400 MT being 80% of 3,000 MT). However, the production rates are not normally specified in the experience certificates and are it not correctly assesses the production rates from the information available in the experience certificates. Therefore, only the quantity of key activity will be specified in the criteria (i.e., 3,000 MT in this case)

Only the estimate amount excluding VAT is to be entered in Qualification Requirements. For example: Estimate = NRs. 30 million; Contract Period = 15 months. Specific Work Experience Requirement = NRs. 24 million. Please note that Specific Work Experience Requirement is not related to contract period.

4.2.3 Nature and complexity of project regarding specific experience

The bidder bidding in a joint venture may have different contractors with different capacities and may have different experiences. The members of the joint ventures if not having the specific experiences in complex and relatively large construction amounts might have difficulties in executing the contracts. To overcome such discrepancies, the specific experience of each of the joint venture partners shall be required.

In setting out the experience requirement of each partner of the joint venture, the estimated amount, the nature and complexity of work shall be taken into consideration. In such situation, following threshold based on estimated cost, nature and complexity work shall be taken into consideration.

Generally, the roadwork’s where major works are earthwork, at least one member of the joint venture must have accomplished 100% of the roadwork of said amount and the partners of joint venture must have accomplished at least the amount as specified in percentage as each partner. However, this requirement is based on the size nature and complexity of the construction work.

4.2.4 Specific Work Experience

Specific Work Experience as sole prime or management or partner of joint venture association or sub contractor. The Clause 2.4 of Section III Qualification Requirements Bidding Document has made the provision of specific work experience. The provisions made as per this provision are 2.4.1 (a) *Contracts of Similar Size and Nature*: and 2.4.1 (b) *Construction Experience in Key Activities*.

I. Road Construction Works:

a) Road works with estimated cost less than 100 million (type of works: all type of Roadwork)

Criteria		Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
2.4.2 <i>Specific Construction Experience</i>					
(a) <i>Contracts of Similar Size and Nature</i>					

Participation as Prime contractor, management contractor, or subcontractor, in at least contracts within the last ten (10) years, each with a value of at least NRS that have been successfully or are substantially completed and that are similar to the proposed works.	must meet requirement	must meet requirement	Not applicable	Must meet 100 % of the Requirements	Form EXP - 1
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Note:

1. **At least one member of the joint venture must have accomplished Road works of NRS (Without VAT) in single contract.**
2. **The substantially completion of the work is the 80% completion of work scope as specified in the contract and shall be certified by the employer.**
3. **In case of sub-contractor, subcontracting shall be certified and issued by the Employer or Consultant.**
4. **While calculating the amount of specific experience, only the net amount worked out after deducting the amount for VAT shall be computed and such amount shall be adjusted to the present value by applying wholesale price index of Nepal Rostra Bank.**

(b) Construction Experience in Key Activities					
For the above or other contracts executed during the period stipulated in 2.4.2(a) above, a minimum construction experience in the following key activities :	must meet all requirements	must meet all requirements	Not applicable	Must meet 100% of the Requirements	Form EXP - 2(b)

Note:

1. **At least one member of the joint venture must have accomplished of works in single contract.**
 2. **The substantially completion of the work is the 80% completion of work scope as specified in the contract and shall be certified by the employer.**
- b) Roadwork with estimated cost between Rs. 100 million to Rs. 250 million (Type of Roadwork: Bituminous Roadwork including Asphalt concrete, SBS, DBSD, Premix Carpeting, Resealing, Ottaseal etc.)**

2.4.2 Specific Construction Experience					
(a) Contracts of Similar Size and Nature					
Participation as Prime contractor, management contractor, or subcontractor, in at least	must meet requirement	must meet requirement	Must meet 25% of the Requirements	Must meet 100 % of the Requirements	Form EXP - 1

contracts within the last ten (10) years, each with a value of at least NRS that have been successfully or are substantially completed and that are similar to the proposed works.					
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Note:

1. At least one member of the joint venture must have accomplished Road works of NRS (Without VAT) in single contract and each member of the Joint Venture must have accomplished road works of at least NRS. in a single contract.
2. The substantially completion of the work is the 80% completion of work scope as specified in the contract and shall be certified by the employer.
3. In case of sub-contractor, subcontracting shall be certified and issued by the Employer or Consultant.
4. While calculating the amount of specific experience, only the net amount worked out after deducting the amount for VAT shall be computed and such amount shall be adjusted to the present value by applying wholesale price index of Nepal Rastra Bank.

(b) Construction Experience in Key Activities					
For the above or other contracts executed during the period stipulated in 2.4.2(a) above, a minimum construction experience in the following key activities :	must meet all requirements	must meet all requirements	Must meet 25% of the Requirements	Must meet 100% of the Requirements	Form EXP - 2(b)

Note:

1. At least one member of the joint venture must have accomplished of works in single contract and each member of the Joint Venture must have accomplished road works of at least in a single contract.
2. The substantially completion of the work is the 80% completion of work scope as specified in the contract and shall be certified by the employer.

c) Roadwork with estimated cost more than 250 million (Type of Roadwork: Bituminous Roadwork including, Asphalt concrete, SBS, DBSD, Premix Carpeting, Resealing, Ottaseal etc.)

2.4.2 Specific Construction Experience					
(b) Contracts of Similar Size and Nature					
Participation as Prime contractor, management contractor, or	must meet requirement	must meet requirement	Must meet 15% of the	Must meet 100 % of the	Form EXP - 1

subcontractor, in at least contracts within the last ten (10) years, each with a value of at least NRS that have been successfully or are substantially completed and that are similar to the proposed works.			Requirements	Requirements	
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Note:

1. At least one member of the joint venture must have accomplished Road works of NRS (Without VAT) in single contract and each member of the Joint Venture must have accomplished road works of at least NRS. in a single contract.
2. The substantially completion of the work is the 80% completion of work scope as specified in the contract and shall be certified by the employer.
3. In case of sub-contractor, subcontracting shall be certified and issued by the Employer or Consultant.
4. While calculating the amount of specific experience, only the net amount worked out after deducting the amount for VAT shall be computed and such amount shall be adjusted to the present value by applying wholesale price index of Nepal Rastra Bank.

(b) Construction Experience in Key Activities					
For the above or other contracts executed during the period stipulated in 2.4.2(a) above, a minimum construction experience in the following key activities :	must meet all requirements	must meet all requirements	Must meet 15% of the Requirements	Must meet 100% of the Requirements	Form EXP - 2(b)

Note:

1. At least one member of the joint venture must have accomplished of works in single contract and each member of the Joint Venture must have accomplished road works of at least in a single contract.
2. The substantially completion of the work is the 80% completion of work scope as specified in the contract and shall be certified by the employer

II. Bridge Construction Works:

A) Bridge Construction work: Length of Bridge less than or equal to 50 m					
Criteria	Compliance Requirements				Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
<i>2.4.2 Specific Construction Experience</i>					
Contracts of Similar Size and nature					
Participation as a prime contractor, management contractor or sub-contractor in at least 1 (one) number of motorable bridge that	Must meet requirement	Must meet requirement	NA	At least one (1) no. of motorable bridge of : a) Total length more	

have been completed or substantially completed within the last 10 (ten) years:				than or equal to the length of bridge specified and,	
a) Total length more than or equal to the length of bridge specified and				b) One of the Span more than or equal to the span of the bridge specified or 20 m whichever is less.	
b) One of the Span more than or equal to the span of the bridge specified or 20 m whichever is less.					

B) Bridge Construction work: Length of Bridge more than 50 m and less than or equal to 100 m

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	

2.4.2 Specific Construction Experience

Contracts of Similar Size and nature

Participation as a prime contractor, management contractor or sub-contractor in at least 2(two) numbers of motorable bridge that have been completed or substantially completed within the last 10 (ten) years:	Must meet requirement	Must meet requirement	At least 1 (one) no. of motorable bridge with a) length more than or equal to the half the length of Bridge specified and b) One of the Span more than or equal to the span of the bridge specified or 20 m whichever is less.	At least 1 (one) no. of motorable bridge with a) Total length more than or equal to the length of bridge specified and b) One of the Span more than or equal to the span of the bridge or 20 m whichever is less.	
a) Total length more than or equal to the length of bridge specified and,					
b) One of the Span more than or equal to the span of the bridge specified or 20 m whichever is less.					

C) Bridge Construction work: Length of Bridge more than 100 m

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	

2.4.2 Specific Construction Experience

Contracts of Similar Size and nature

Participation as a prime contractor, management contractor or sub-contractor in at least 3(three) numbers of motorable bridge that have been completed or substantially completed within the last 10 (ten) years:	Must meet requirement	Must meet requirement	At least 1 (one) no. of motorable bridge with: a) Length more than or equal to the half the length of specified bridge or 75 m whichever is less and, b) One of the Span more than or equal to the span of the bridge specified or 20 m whichever is less.	At least 1 (One) no. of motorable bridge with: a) 150 m or length of specified bridge whichever is less and, b) One of the Span more than or equal to the span of the bridge specified or 20 m whichever is less.	
a) 150 m or length of specified bridge whichever is less and,					
b) One of the Span more than or equal to the span of the specified bridge or 20 m whichever is less.					

Note:

1. The substantially completion of the work is at least 80% completion of work scope and remarkably fit for the purpose as specified in the contract and shall be certified by the employer.
2. In case of sub-contractor, sub-contracting shall be certified and issued by the employer or consultant.
3. While calculating the amount of specific experience, only the net amount worked out after deducting the amount for VAT shall be computed and such amount shall be adjusted to the present value by applying wholesale price index of Nepal Rastra Bank.
4. The bidder shall demonstrate completed bridge comprised of bridge foundation, Sub structure and Super structure all complete.

D. Special type of Bridges

These types of bridges are:

1. Arch Bridge,
2. Balanced Cantilever Bridge,
3. Segmental construction of Bridge,
4. Cable stayed Bridge,
5. Any other bridge/s with span equal or greater than 75 m,
6. Any type of Pre- Stressed bridge with length more than 200 m,
7. Fly over or Elevated Bridge, and
8. Any other innovative type of Bridge.

The qualification criteria for such types of bridges shall be fixed and endorsed by the Department of Roads as per the specialty of the bridges.

4.2.5 Evaluation Method

Only work completed within the last ten years (date of completion to be within ten years) is to be considered. As specified in the Qualification Requirements that are 80% complete should be considered. The contract size of the work being considered should be equal to or more than the amount specified in the Qualification Requirements.

Summation of number of small value contracts (less than the value specified under requirement) to meet the overall requirement will not be accepted.

Experience gained as a joint venture partner should also be considered. In case of a joint venture, the specific work experience can be met by any of the joint venture partners as specified in the qualification requirements. This requirement is for experience and one contract cannot be fractioned. Therefore, at least one partner has to have one work with a value 100% of the amount specified in the Qualification Requirements. In case of joint venture, the other partners of the joint venture must have completed percentage specified or task specified of the specific work requirement and production of key activities depending upon the type and complexity of works. If at least one partner of the JV fails to meet this criterion, the bidder shall be disqualified.

5. Personnel Requirement

5.1 Setting up the Criteria

The managerial and technical competence of a Contractor is largely related to key personnel on site. The extent to which the Bidder should demonstrate having staff with extensive experience should be limited to those requiring critical operational or technical skills. The personnel requirement should therefore refer to a limited number of such key personnel, for instance, the project or contract manager and those superintendents working under the project manager who will be responsible for major components.

If a Contract Manager is not required then the Qualification Requirements should be appropriately modified to reflect the changed requirement. The bidder is liable to be disqualified if it fails to meet the personnel requirement. Therefore, great care should be taken in specifying the personnel required for the project.

5.2 Criteria specified in the Bidding Data

S.No.	Position	Qualification	Total Work Experience [years]	Experience In Similar Works [years]
1	Contract Manager	Graduate/ Bachelor in any Discipline	7	5
2	Engineer – 1 No.	Graduate / Bachelor in Civil Engg.	5	3
3	Quality Control Engineer – 1 No.	Graduate / Bachelor in Civil Engg.	3	2
4	Sub Engineer – 2 Nos.	Certificate Level in Civil Engg.	5	3

Note: The requirement shown above is just for illustration purpose and not to be blindly copying.

5.3 Evaluation Method

The personnel proposed by the bidder have to be checked against the specified requirement. The bidder shall be disqualified if the bidder fails to meet the specified personnel requirement.

In case of a joint venture, personnel proposed by all partner should be added to check whether it fulfills the specified requirement.

1. Equipment

6.1 Setting up the Criteria

The Bidder must demonstrate that it has the key equipment specified in the bidding document. Section III Qualification Requirements requires a proposal from the bidder for the timely acquisition (own, lease, hire, etc.) of the essential equipment in working condition for the contract duration listed in the Bidding Document.

An inventory of construction equipment represents a high capital cost overhead to a contractor. Consequently, not all competent potential bidders will maintain an inventory of high-value items that are in suitable condition for major contracts. In most cases Bidders can readily purchase, lease, or hire equipment; thus, it is usually unnecessary for the assessment of a contractor's qualification to depend on the contractor's owning readily available items of equipment. The pass-fail criteria adopted should

therefore be limited only to those bulky or specialized items that are critical for the type of project to be implemented, and that may be difficult for the contractor to obtain quickly. Examples may include items such as heavy lift cranes and piling barges, dredgers, tunnel boring machines, asphalt mixing plants, etc. Even in such cases, contractors may not own the specialized items of equipment, and may rely on specialist subcontractors or equipment-hire firms.

The bidder shall be disqualified if it fails to meet the equipment requirement. Therefore, great care should be taken in specifying the equipment required for the project.

The minimum essential equipment requirement shall be:

6.2 Criteria specified in Qualification Requirements

1. Minimum essential Equipment requirement for Roadwork

No.	Equipment Type and Characteristics	Min. Number Required	Remarks (as per requirement)
1	Motor Grader (100 ~ 150 HP)	One	For Gravel Standard Road/ Bituminous Road
2	Bitumen Distributor (4,000 ~ 6,000 liters)	One	For SBS/DBS or AC Pavement Road.
3	Pneumatic Roller (10-15 ton)	One	For all type of Bituminous Road.
4	Steel Roller	One	For all type of Bituminous Road.
5	Self propelled vibratory roller (>12 ton)	One	For all type of Road where compaction is needed.
6	Wheel Loader (1.5 ~ 2.0 cu m)	One	For all type of Roads.
7	Excavator PC 200 or equivalent	One	For all types of Roads where machine excavation is needed.
8	Hot Mix Asphalt Plant (>25 t/hr)	One	For Asphalt Concrete Pavement
9	Asphalt paver	One	For Asphalt Concrete Pavement
10	Chip Spreader	One	For SBS/DBS Roads
11	Bitumen Distributor	One	For Bituminous Roads
12	Bitumen Decanter	One	For Bituminous Roads
13	Tipper Truck (5 ~ 10 cu m)	Four (as per Req.)	For all Type of Roads.

2. Minimum essential Equipment requirement for Bridge Construction works:

No.	Equipment Type and Characteristics	Min. Number Required	Remarks (as per requirement)
1	Excavator PC 200 or equivalent	One (as per Req.)	For all types of Bridge Construction work where machine excavation is needed.

2	Pile Boring machine	One	Bridge with Bore Pile foundation
3	Concrete Batching Plan	One	For large and specialized bridges
4	Crane/Clamshell/Dragline	One	For Well foundation Bridge/Other Bridges
5	Tipper Truck (5 ~ 10 cu m)	Four (as per Req.)	For all Type of Bridges.

Note: The requirement shown above is just to illustrate the way capacity etc. are to be specified.

6.3 Evaluation Method

The equipment proposed by the bidder has to be checked against the specified requirement. The bidder is liable to be disqualified if the bidder fails to meet the specified equipment requirement.

In case of a joint venture, equipment proposed by each all partner should be added to check whether it fulfills the specified requirement. In case of equipment owned by the bidder, the ownership certificate (Blue Book, Purchased Bill, *Pragyapan Patra*) considered and in case of leased equipment, the leasing agreement with the owner and evidence of ownership certificate (Bluebook, Purchased bill *Pragyapan Patra*) shall be considered during evaluation.

7 Use of Multiple Contracts Criteria

7.1 Slice and Package

It is a procedure whereby a large homogeneous project is sliced into smaller similar contracts, which are bid simultaneously so as to attract the interest of both small and large firms; firms offer bids on individual contracts (slices) or on a group of similar contracts (packages), and award is made to the combination of bids offering the lowest cost to the Employer. Few examples where multiple contract provision may be used are: a number of similar building types (such as health clinics, schools, houses, etc.); irrigation canals; pipelines; rural roads; highways in similar terrain, etc.

The manner in which the works are sliced is of importance. A highway sliced "horizontally" into separate radically different elements such as earthworks, culverts, bridges, road foundation, and paving is not suited for bidding such individual elements as separate contracts on a "slice and package" basis, because of potential problems with contract interfacing and assigning responsibility for any subsequent defects. However, a highway sliced "vertically" into sections with similar features is suited, since each slice is a complete, self-contained entity in itself.

The number of slices or individual contracts into which the project is divided is also of importance, and will affect the complexity of the qualification evaluation and, subsequently, the bid evaluation. The complexity of the bid evaluation increases very rapidly with the number of slices. The number of combinations of individual contracts above five may require a complex matrix for evaluation purposes. *Four or five maximum number of slices or individual contracts is recommended.*

Slices comprising a number of similar construction units together in a small area are sometimes referred to as "lots," which are bid concurrently with other similar "lots" as part of the larger "package".

If a number of contracts of a similar nature are to be bid simultaneously on a "slice and package" basis, the nonstandard, contract-specific parts of the bidding documents (BOQ, Drawings, etc.) should be prepared for each individual contract (slice) in the event that award of individual contracts will be made to different bidders. In the bid document, the bidding data should state the qualification requirements for each slice based upon the Employer's cost estimates. Bidders will be asked to bid for individual contract (slice) or combination of contracts (package) in which they are interested.

It is to be noted that all bids and combinations of bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the bid or combination of bids offering the lowest evaluated cost to the Employer."

Use of multiple contracts provision should be used sensibly. If it is to be used, the provision should be included in the invitation for bids and bidding data. Qualification criteria have to be specified for each contract included in the multiple contracts. The contract(s) will be awarded to the Bidder or Bidders offering the lowest evaluated cost to the Employer for combined packages, subject to the selected Bidder(s) meeting the required aggregate qualification criteria specified in the Qualification Requirements.

Example of Qualification criteria for bidding under multiple contract scenarios:

7.2 Average Annual Construction Turnover

Requirement	Qualification Requirement		Aggregated Qualification Requirement
	Contract A	Contract B	Contract A and Contract B
Average Annual Construction Turnover of best three years within the last ten years	NRs. 36 million	NRs. 27 million	NRs. 63 million

7.3 Specific work experience

Requirement	Qualification Requirement		Aggregated Qualification Requirement
	Contract A	Contract B	Contract A and Contract B
Specific work experience of one contract with similar size and nature within the last 10 years	NRs. 30 million	NRs. 18 million	"One contract of at least NRs. 48 millions" OR " Aggregated 2 no. of contracts, One contract of at least NRs. 30 million and another contract of at least NRs. 18 million"

7.4 Liquid Asset and or Credit Facilities

Requirement	Qualification Requirement	Aggregated Qualification Requirement
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	Contract A	Contract B	Contract A and Contract B
Liquid Asset and or Credit Facilities	NRs. 8 million	NRs. 8 million	NRs. 16 million

7.5 Personnel

Position	Qualification	Total Work Experience [years]	Experience In Similar Works [years]	Contract A	Contract B	Aggregated Qualification Requirement
Engineer	Graduate in Civil Engg.	5	3	1 no.	1 no.	2 nos.
Quality Control Engineer	Graduate in Civil Engg.	3	2	1 no.	1 no.	2 nos.
Sub Engineer	Certificate Level in Civil Engg	5	3	2 nos.	2 nos.	4 nos.

7.6 Equipment

Equipment Type and Characteristics	Minimum Number Required		Aggregated Qualification Requirement
	Contract A	Contract B	Contract A and Contract B
Motor Grader (100 ~ 150 HP)	One	One	Two
Bitumen Distributor (4,000 ~ 6,000 liters)	One	One	Two
Pneumatic Roller (8 ~ 12 Ton)	One	One	Two
Loader (1.5 ~ 2.0 cu m)	One	One	Two
Tipper Truck (5 ~ 10 cu m)	Four	Four	Eight