

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- 1) NAME OF THE ORGANIZATION / DEPTT. Institute of Business Administration, Karachi
- 2) PROVINCIAL / LOCAL GOVT / OTHER Local Govt
- 3) TITLE OF CONTRACT Printing Services
- 4) TENDER NUMBER PS/03/14-15
- 5) BRIEF DESCRIPTION OF CONTRACT Designing, Composing & Printing of IBA Graduate Directory
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs.1,400,000/-
- 8) ENGINEER'S ESTIMATE NA
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Year
- 10) TENDER OPENED ON (DATE & TIME) November 25, 2014 (3:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD FOUR
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED THREE
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS ONE
- 14) BID EVALUATION REPORT Copy Enclosed
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s Hyder Printers
- 16) CONTRACT AWARD PRICE Rs.1,344,623.99/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID)
M/s Hyder Printers
M/s The Times Press (Pvt) Ltd
M/s Benison Printer

(ii) METHOD OF PROCUREMENT USED :- (Tick one)

- a) SINGLE STAGE - ONE ENVELOPE PROCEDURE Domestic/Local
- b) SINGLE STAGE - TWO ENVELOPE PROCEDURE Domestic
- c) TWO STAGE BIDDING PROCEDURE
- d) TWO STAGE - TWO ENVELOPE BIDDING PROCEDURE

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED (i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS)

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT Procurement Committee

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes No

21) ADVERTISEMENT

i) SPPRA Website
(If yes, give date and SPPRA Identification No.)

Yes	November 25, 2014 and SPPRA ID # 03/2015
No	

ii) News Papers
(If yes, give names of newspapers and dates)

Yes	November 25, 2014: Dawn (English), Jang (Urdu) & Waqar (Sindh)
No	

22) NATURE OF CONTRACT

Local Int.

23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes No

24) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes No

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes No

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes No

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID (in case of Consultancies)

Yes No

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes No

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?

Yes No

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?
(Attach copy of the bid evaluation report)

Yes No

31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

Yes	
No	<input checked="" type="checkbox"/>

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

Yes	
No	<input checked="" type="checkbox"/>

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

Yes	
No	<input checked="" type="checkbox"/>

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons)

Yes	
No	<input checked="" type="checkbox"/>

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE
SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO
BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN
THE CONTRACT (BANK GUARANTEE ETC)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	
No	<input checked="" type="checkbox"/>

Signature & Official Stamp of
Authorized Officer



Capt. (Retd) Ahmed Zaheer PN
REGISTERAR
Institute of Business Administration
Karachi, Pakistan.

FOR OFFICE USE ONLY

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

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Bid Evaluation Report

1. Name of Procuring Agency: Directorate of Human Administration, Karachi
2. Tender Reference No: PS-03/14-15
3. Tender Description/Name of work item: Designing, Composing & Printing of BBA Graduate Directory
4. Method of Procurement: Single Stage Two Envelopes
5. Tender Published: Newspaper: Dawn, Jung & Waqar on November 25, 2014 SUPRA Serial # 21928
From: Pakistan Herald, SUPRA 100 Serials Newspapers name & address
6. Total Bid documents Sold: 04 Printers have collected Tender Documents
7. Total Bids Received: 03
8. Technical Bid Opening date (if applicable): December 11, 2014 (Provide details in separate form)
9. No. of Bid technically qualified (if applicable): 3 (03)
10. Bids Rejected: Nil
11. Financial Bid Opening date: December 18, 2014

12. Bid Evaluation Report:

S.No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1	M/s Hydar Printer	Rs 12114621.00	Lowest bidder	-	Accepted due to technical quality and quoted lowest rate. Comparative Sheet Attached	Technically evaluated 92.68%
2	M/s The Form Press	Rs 14773701.00	27th lowest	-	-	Technically evaluated 86.66%
3	M/s Hassan Printer	Rs 14607726.00	37th lowest	-	-	Technically evaluated 88.22%

Note: Minimum eligible percentage for technical qualification was 75%

Signatures of the Central Purchasing Committee Members







Mr. Saad Hameed, Director General
 Mr. Saad Hameed, Director General
 Mr. Saad Hameed, Director General



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Tender # PS/03/14-15

Caption: Designing, Composing & Printing of IBA Graduate Directory

Number of Tender Documents Sold: 04

S #	List of Buyers
01	M/s The Times Press
02	M/s Hyder Printers
03	M/s Benison Printers
04	M/s Khawaja Printers & Publishers

3. Technical Qualifications Criterion

- a. Maximum marks for Technical Proposal: 105
- b. Minimum qualifying percentage is 75%. Applicant who secured less than 75% will be categorically disqualified for further process.
- c. Please note failing to submit support / claim documents would lead to rejection of the vendors tender document.

1- Years in business: (please tick appropriate area) Maximum 10 Marks

Note: Please provide supporting documents of your claims

- i. 20 + years: _____ 10 Marks
- ii. 15 - 19 years: _____ 05 Marks
- iii. 10 - 14 years: _____ 02 Marks

2- Clientele List: (please attach list); (please tick appropriate area) Maximum 10 Marks

Note: Please provide supporting documents with contact numbers of your clients

- i. 15 + clients: _____ 10 Marks
- ii. 10 - 14 clients: _____ 05 Marks
- iii. 05 - 9 clients: _____ 02 Marks

3- Manpower / Human Resources: Maximum 18 Marks

Note: Please provide description of manpower/human resources of your claims that include education, experience, age etc) At least ONE personnel under Manpower should be available on Payroll of Printer for every category.

S. No.	Manpower	Marks
1	Designer	4 - 3
2	Supervisor	4 - 4
3	Technician Printing	3 - 4
4	Technician Machinery	3 - 4
5	Composer	4 - 3
Total Marks		18

HYDER PRINTERS

Stamp & Signature

[Handwritten signature]

4- Detail of Design Section: (please attach list) : *please tick appropriate area* Maximum 10 Marks
 Note: Please provide supporting documents of your claims

- i. Proper Designer with complete accessories available in house: 10 Marks
 ii. Sublet: _____ 05 Marks

5- Printing Work / Process: Maximum 10 Marks
 Note: Please provide plan scheme of work

- i. In house / Under One Roof: 10 Marks
 ii. Partial: _____ 05 Marks
 iii. Sublet: _____ Zero Marks

6- Status of Machineries & Equipments: Maximum 12 Marks
 (Each Machine & Equipment carries ONE mark)
 Note: Please provide description of machine including origin, make and model of your claims

S. #	Machine & Equipment	Yes / No
1	04 color Machine	No
2	02 color Machine	Yes
3	Three knife cutting Machine	No
4	Conventional Paper Cutting Machine	Yes
5	Lamination Machine	Yes
5	Hot Glue Binding Machine	Yes
7	Stitching Machine	Yes
8	Stapler Machine	Yes
9	Pasting Machine	Yes
10	Desktop Publishing System	Yes
11	Designing & Composing	Yes
12	Generator to operate machines	Yes
Total Marks		Yes

HYDER PINTERS

Stamp & Signature



7- Experience of similar printing under mentioned: *(please tick appropriate area)*

Maximum 15 Marks

Note: Please provide supporting documents of your claims. Each item carries 05 marks

- | | | | |
|------|-----------------------|-------------------------------------|----------|
| i. | Program Announcement: | <input checked="" type="checkbox"/> | 05 Marks |
| ii. | Graduate Directory : | <input checked="" type="checkbox"/> | 05 Marks |
| iii. | Annual Report: | <input checked="" type="checkbox"/> | 05 Marks |

8- Dedicated Designer & Composer: *(please tick appropriate area)*

Maximum 10 Marks

Note: The printer is required to depute a dedicated designer & composer at IBA

- | | | | |
|------|------------|-------------------------------------|----------|
| i. | Full time: | <input checked="" type="checkbox"/> | 10 Marks |
| ii. | Part Time: | <input type="checkbox"/> | 05 Marks |
| iii. | In-House: | <input type="checkbox"/> | 02 Marks |

9- Annual turnover of last three years company (Financial): *(Please tick appropriate area)*

Maximum 10 Marks

Note: Please provide supporting documents of your claims.

- | | | | |
|------|--------------|-------------------------------------|----------|
| i. | 5 + million: | <input checked="" type="checkbox"/> | 10 Marks |
| ii. | 3-5 million: | <input type="checkbox"/> | 05 Marks |
| iii. | 1-3 million: | <input type="checkbox"/> | 02 Marks |

HYDER PRINTERS

Stamp & Signature

Page 7 of 12

Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: PS/03/14-15
3. Tender Description/Name of work/item: Designing, Composing & Printing of IBA Graduate Directory
4. Method of Procurement: Single Stage Two Envelopes
5. Tender Published: Newspaper "Dawn", "Jang" & "Waka" on November 25, 2014 SPPRA Serial # 21928
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 04 Printers have collected Tender Documents
7. Total Bids Received: 03
8. Technical Bid Opening date: (if applicable) December 11, 2014 (Provide details in separate form)
9. No. of Bid technically qualified (if applicable): THREE
10. Bid(s) Rejected: No
11. Financial Bid Opening date: December 18, 2014

12. Bid Evaluation Report:

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1.	M/s Hyder Printer	Rs.1,344,623.99	Lowest bidder	---	Accepted due to technical qualify and quoted lowest rate. Comparative Sheet Attached	Technically evaluated 92.68%
2.	M/s The Times Press	Rs.1,475,370.00	2 nd Lowest			Technically evaluated 86.66%
3.	M/s Benison Printer	Rs.1,665,729.00	3 rd Lowest			Technically evaluated 88.72%

Note : Minimum eligible percentage for technical qualification was 75%

Signatures of the Central Purchase Committee, Members


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Syed Jevangeb
Assistant Manager
IBA


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Dr. Waqar Touheed
Registrar
IBA


MEMBER (INTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Hafeez Ghoushi
PPRA Advisor
IBS

Designing, Composing & Printing of IBA Graduate Directory

Tender # PS/03/14-15

S. #	Description	Qty	Unit	M/s Hyder Printers		M/s The Time Press (Pvt) Ltd		M/s Berison Printers	
				Rate Rs.	Amount Rs.	Rate Rs.	Amount Rs.	Rate Rs.	Amount Rs.
1	Designing, Composing & Printing of IBA Graduate Directory Bachelor's Program Graduate Directory. Size: 10.75 x 8.25 (approx) Title: Cover Full Hard Binding Paper on matt 310gsm with 04 color printing with matt lamination (Board 24 once) Color: 5+5 color printing Paper: 128gsm matt finish Binding: Stitching with Thread (Stitch Binding) Total Pages: 450 pages (approx)	700	copies	1,068.38	747,863.27	1,220.00	854,000.00	1,378.00	964,600.00
2	Master's Program Graduate Directory. Size: 10.75 x 8.25 (approx) Title: Cover Full Hard Binding Paper on matt 310gsm with 04 color printing with matt lamination (Board 24 once) Color: 5+5 color printing Paper: 128gsm matt finish Binding: Stitching with Thread (Stitch Binding) Total Pages: 270 pages (approx)	500	copies	789.00	394,500.00	790.00	395,000.00	887.00	443,500.00
3	Envelope's for Graduate Directory Size of Envelope: 10 x 9.25 Color: 02 color printing Paper Type: CRAFT BRAZIL 115gsm Other: 02 Color Printing	1200	envelops	5.74	6,888.00	10.00	12,000.00	13.00	15,600.00
Total									
					Rs. 1,149,251.27		Rs. 1,261,000.00		Rs. 1,423,700.00
					Rs. 195,372.72		Rs. 214,370.00		Rs. 242,029.00
					Rs. 1,344,623.99		Rs. 1,475,370.00		Rs. 1,665,729.00

MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
B-10, Sector 14, Gurgaon
Haryana - 122002

CHAIRPERSON
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
B-10, Sector 14, Gurgaon
Haryana - 122002

MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
B-10, Sector 14, Gurgaon
Haryana - 122002

Muhammad Hanif / Executive I (Purchase) @ Main Campus

From: Muhammad Sohail Khan / Manager Purchase and Stores @ IBA
Sent: Saturday, December 20, 2014 1:12 PM
To: Muhammad Hanif / Executive I (Purchase) @ Main Campus
Subject: FW: Decision of 20th December 2104

Fya, pls:

From: Syed Jehanzeb / Asst. Manager Finance (Projects) @ Main Campus
Sent: Saturday, December 20, 2014 1:08 PM
To: Procurement Committee
Cc: Muhammad Sohail Khan / Manager Purchase and Stores @ IBA; Mushtaque Ahmed / Manager Operations & Maintenance @ IBA; Syed Muhammad Wajeeh Zaidi / Manager IT @ IBA; Mansoor Ali / Network Manager @ City Campus
Subject: Decision of 20th December 2104.

Item # 1: Smart Card Solution

Decision: The committee approved the tender ad & Document for Smart Card Solution, though suggested to plan the implementation process in consultation with the Project staff to match the Physical completion of the infrastructure.

Item # 2: Approval of Printing of Newsletters for 3 years

Decision: The committee approved the award of Printing Newsletters for 3 years at Rs.124,306.02 (per page R.4.43) to M/s Hyder Printers.

Item # 3: Approval for Requirement of Paints for Maintenance

Decision: The committee approved the award of Paints tender to M/s Berger Paints at Rs.122,675. Stampduty will not be paid by the manufacturer

Item # 4: Approval for Designing Composing & Printing of Graduate Directory for 3 Years

Decision: The committee approved the award of Composing and Printing for Graduate Directory for 3 years to M/s Hyder Printers at Rs.1,344,623.99 (Per page rate BBA Rs.2.37 and MBA Rs.3.60).

Item # 5: Tender Approval Request for electro Mechanical works

Decision: Item Deferred.

Item # 6: Renewal SLA for Printers with M/s Musko

Decision: The committee approved the renewal of SLA with M/s Muskho for Legacy Printers at Rs.12,500 (excluding SST, currently 15%) per printer for 17 printers.

Item # 7: Procurement of Desktops

Rep: Eng. S M W Zaidi informed that the delivery of printers is delayed by 3 weeks as informed by HP due to installation of Logo. Product delivered by M/s Arc Point

Item # 8: Increase of Taxes on DWP UPS and Network Infrastructure

Decision: The committee noted the information.

Institute of Business Administration, Karachi
Financial Proposal Opening
December 18, 2014

Statement of Tender for: Designing, Composing & Printing of IBA Graduate Directory	Tender # PS/03/2014-15
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S. #	Company Name	Tender Amount in Figures / in Words	Conditions, if any	Earnest Money Pay Order No. / Amount & Date	Contractors / Representative Signature	Remarks
1	M/s Danish Business Printing	Rs. 1,45,370.00		260413/2, 1463820000 2387000/- Dec 11, 2014	ABSENT	
2	M/s. Danish Business Printing	Rs. 1,65,700.00		ABSENT CIBL 2383800/- Dec 11, 2014	ABSENT	
3	M/s. Danish Business Printing	Rs. 1,34,623.00		12125731 Absent same 2376000/- Dec 11, 2014	ABSENT	

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Handwritten signature
 Danish Business Printing
 AM, CDC

Handwritten signature
 Danish Business Printing
 AM, CDC



Institute of
Business Administration
Karachi

Leadership and ideas for Tomorrow

BIDDER QUALIFICATION REPORT

Rule-46 (1)(a)

BIDDER'S NAME: M/s Hyder Printers

- (i) Relevant Experience: *copy attached*
- (ii) Turn over of atleast three years: *copy attached*
- (iii) Sales Tax Registration Certificate: *copy attached*
- (iv) Income Tax Registration Certificate: *copy attached*



HYDER PRINTERS

Company Profile:

We provide designing, printing & binding services in excellent quality, reasonable price and exact lead-time.

As a specialized manufacture, we have over 31 years experience in color printing service of paper products. We have a generator in place of short electric supply to complete the jobs.

Product Range :

We provide the following products:

- Annual Reports
- Program Announcement / Prospectus
- Books, booklets, magazines, brochures
- Convocation Certificate, & Jackets
- Shade cards
- Colour Book
- Paper bags, paper boxes
- Catalogs, leaflets, posters, folders
- Greeting cards, Certificates
- Calendars & Dairies etc.
- Graduate Directories
- Cake Box

Departments:

Creative & Designing Department:

Our designing department is always ready to create new ideas with the help of your business nature and the work. We have 3 persons for completion of the job target.

Printing Department:

Printing department is the backbone of the printing services. We have fully trained staff for the printing services. 20 persons are working in our printing department.



HYDER PRINTERS

Binding Department:

6 fully trained persons are ready to complete the job in professional attitude.

Out Door Staff:

We provide our services at you door spot so that we have 4 out door staff. They know the entire infrastructure in Karachi.

Accounts Department:

We have an accounts manager who maintains our accounts in proper manners.



HYDER PRINTERS

STATUS OF PRINTER



MCB Bank Limited

10/10/2001

CERTIFICATE

This certificate is issued to Mr. Abdul Hameed Hussain, owner of Hyder Printers, Hyderabad, in the name of MCB Bank Limited, Hyderabad.

Account Title	M/S. HYDER PRINTERS
Account Type	CURRENT
Account No	3955-5
Account Since	20-11-2001

This certificate is valid for all branches of the bank.

The above information is being communicated to you by the bank without any responsibility or liability for errors or omissions on the part of the bank in respect of funds and/or investments. The bank will not be liable for any loss or damage suffered by you in this regard.

Yours faithfully,

MANAGER

SP-79
(7/2001)



HYDER PRINTERS

GST REGISTRATION

GOVERNMENT OF PAKISTAN
Federal Board of Revenue
Islamabad

File No: ETDROCHREGOL/000927089

CERTIFICATE OF REGISTRATION Under Sales Tax Act, 1990

This is to certify that M/S HYDER PRINTERS

address 5-C/5/22 NAZIMABAD NORTH NAZIMABAD
KARACHI

have been registered as:

Manufacturer

Importer

Exporter

Distributor

Retailer

Wholesaler

Service Provider

This means that they must:

- (i) Charge sales tax on all taxable supplies made during the course of taxable activity
- (ii) File a return in the designated form relating to a month on or before the 15th of the following month, unless otherwise prescribed.
- (iii) File a Nil-Return if no taxable activity takes place during a tax period.
- (iv) Abide by provisions of Sales Tax Act, 1990 and rules made thereunder.

Their Sales Tax Registration Number is

17-00-8442-065-37

Date of Registration is

12-FEB-2009

and National Tax Number is

1178296

Note: The Sales Tax Registration Number must be shown in the return and on all the invoices issued by them and quoted in all their correspondence with the Sales Tax Department.

Rizwan-ur-Rahman
Secretary (Registration)
CENTRAL REGISTRATION OFFICE

5-C-5/22, Nazimabad, Karachi. (Pakistan)
Phones : 36619228, 36618892 Fax : 0092-21-36619245



NTN REGISTRATION

GOVERNMENT OF PAKISTAN REVENUE DIVISION CENTRAL BOARD OF REVENUE

NATIONAL TAX NUMBER CERTIFICATE

Issued under section 20 of the Revenue Act, 1997

117/2256-10

National Tax Number (NTN)

Name: HYDER PRINTERS

Address: B-0-25 22-1642 I/WH/3RD

KARACHI

Status/Nature: 1803710100

502-87-471027

NIC/Firm Reg./Company Reg Number

Date of Issue: 28/10/2000

This certificate shall be prominently displayed at a conspicuous place of the premises in which business or work for gain is carried on. It is also required to be indicated on the signboard wherever it is affixed.

Rizwan Nazki
Chairman