

**Bid Evaluation Report**

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: MISC/06/13-14
3. Tender Description/Name of work/item: Decoration & Catering Services for Convocation 2013
4. Method of Procurement: Single Stage Two Envelope
5. Tender Published: Newspaper "Dawn", "Express" & "Aas" on October 24, 2013 SPPRA ID # NA  
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 08 companies have collected Tender Documents
7. Total Bids Received: 02 companies
8. Technical Bid Opening date: (if applicable) November 8, 2013 (Provide details in separate form)
9. No. of Bid technically qualified (if applicable): 02 Bids Technically qualified
10. Bid(s) Rejected: NA
11. Financial Bid Opening date: November 15, 2013

**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 Manzoor Sons	Rs.1,128,225.00	Lowest bidder	---	Accepted due to technical qualify and quoted lowest cost / charges	Technically evaluated 87%
2.	M/s LaRosh Caterers	Rs.1,170,200.00	2 <sup>nd</sup> Lowest	---		Technically evaluated 92%

**Note : Minimum eligible percentage for technical qualification was 80%**

**Signatures of the Members of the Committee**

  
MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Syed Jehanzeb  
Asst. Manager Finance  
IBA

  
CHAIRPERSON  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Dr. Nabir Touheed  
Prof. of Computer Sc.  
IBA

  
MEMBER (EXTERNAL)  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
M. Ajmal  
OC-1 / Product Manager  
N.B.P.

  
MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Asad Asghar Siddiqi  
Manager Procurement &  
Customer Support  
IBA

MSC/06/13-14

Description	Quantity	Days	M/s Manzoor Sons		M/s Larosh Caterers		Corrected Amount
			Rate	Amount	Rate	Amount	
<b>(a) Complete Venue Setup Including:</b>							
1 Tent (Marquee, Shamiyana, Qanat) to cover lawn & rear side of Auditorium at Main Campus with complete decoration. Marquee & Tent must be neat & clean & light beige color	As per Requirement	02 days to be ready by 10am on Friday 6 <sup>th</sup> December	70000	140,000.00	78000	156,000.00	156,000.00
2 Presidential Chairs	01 unit	01 day	1000	1,000.00	1000	1,000.00	1,000.00
3 VVIP Chairs	08 units	01 day	1000	8,000.00	1000	8,000.00	8,000.00
4 Head Table to seat 6 persons on stage (with flower array / decoration and with table cover and skirting)	As per Requirement	01 day	7200	7,200.00	7500	7,500.00	7,500.00
5 Stage. Size: 36' x 24'	01 unit	02 days	9000	18,000.00	9500	19,000.00	19,000.00
6 Sofa chair with covers	100 units	01 day	200	20,000.00	200	20,000.00	20,000.00
<b>Chairs:</b>							
7 (a) With Maroon Top Covers / Ribbon	100 units.	01 day	50	5,000.00	45	4,500.00	4,500.00
8 (b) With Green Top Covers / Ribbon	300 units.	02 days	50	30,000.00	45	27,000.00	27,000.00
9 (c) With Yellow Top Covers / Ribbon	50 units.	01 day	50	2,500.00	45	2,250.00	2,250.00
10 (d) With Blue Top Covers / Ribbon	1000 units.	01 day	50	50,000.00	45	45,000.00	45,000.00
11 Ribbon	50 units.	01 day	50	2,500.00	45	2,250.00	2,250.00
12 Pedestal Fans (Good Quality)	50 Units.	01 day	300	15,000.00	300	15,000.00	15,000.00
13 Center Tables with cover	25 Units.	01 day	250	6,250.00	275	6,875.00	6,875.00
14 Carpeting in main venue. Refreshment Area & red runners in walk ways where required.	As per Requirement	01 day	70000	70,000.00	75000	75,000.00	75,000.00
<b>(b) Lightning &amp; Luminaries:</b>							
15 Lightning in convocation marquee & refreshment area (Tabba courtyard)	As per Requirement	01 day	75000	75,000.00	48000	48,000.00	48,000.00
16 Lightning in behind Academic Block in Photograph Area (Sunshade)			15000	15,000.00	28000	28,000.00	28,000.00
17 Lightning in Parking Area			15000	15,000.00	28000	28,000.00	28,000.00
<b>(a) Refreshment Setup: (including crockery &amp; cutlery)</b>							
18 Lightning Canopy for refreshment setup at the Tabba Courtyard block, (Picture Attached) with complete setup	As per Requirement	01 day	105000	105,000.00	105000	105,000.00	105,000.00
19 a) VVIP guests enclosure (round table set-up)	100 Guests	01 day	150	15,000.00	175	17,500.00	17,500.00
20 b) Guests / Faculty enclosure (buffet set-up)	400 Guests	01 day	120	48,000.00	130	52,000.00	52,000.00
21 c) Students / Parents enclosure (buffet set-up)	1000 Guests	01 day	120	120,000.00	125	125,000.00	125,000.00
<b>(b) Refreshment Menu:</b>							
1. Fruit Cake	1500 guests	01 day	25	37,500.00	30	45,000.00	45,000.00
2. Samosa	1500 guests	01 day	30	45,000.00	65	97,500.00	97,500.00
3. Mini Pizza	1500 guests	01 day	60	90,000.00	35	52,500.00	52,500.00
4. Gulab Jamun	1500 guests	01 day	30	45,000.00	25	37,500.00	37,500.00
5. Tea	1500 guests	01 day	30	45,000.00	25	37,500.00	37,500.00
6. Coffee	1500 guests	01 day	30	45,000.00	25	37,500.00	37,500.00
<b>Total</b>			<b>Rs. 1,075,950.00</b>		<b>Rs. 1,115,375.00</b>		<b>Rs. 1,115,375.00</b>
<b>17% GST</b>			<b>Rs. 52,275.00</b>		<b>Rs. 189,613.75</b>		<b>Rs. 54,825.00</b>
<b>Total Amount</b>			<b>Rs. 1,128,225.00</b>		<b>Rs. 1,304,988.75</b>		<b>Rs. 1,170,200.00</b>

*Asad*  
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& Customer Support  
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