

**Contract Award Letter**

01-11-2013  
Mr. Khawar Hasan  
Suite # 13, 3<sup>rd</sup> floor, sasi Arcade,  
Blobk 7, Clifton, Karachi

Attention: Mr. Pervaiz

**SUBJECT: Notice of Award: Procurement of Toners IT/41/2013-14**

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**Institute of Business Administration, Karachi** is pleased to advise that you are the selected proponent pursuant to the above-noted procurement process.

Enclosed please find draft of the Agreement for your signature. Please return all copies of the executed Agreement as well as the following documentation to the address set out above within fifteen (15) calendar days of receipt of this notice:

**- Bill of Quantity**

Failure to provide these documents to **Institute of Business Administration, Karachi** within the specified timeline may result in the rescission of your selection in accordance with the rules of this procurement process.

Following execution of the Agreement by **Institute of Business Administration, Karachi**, one original signed copy will be returned to you for your records.

Please be advised that this notice of award letter should not be construed as permission from **Institute of Business Administration, Karachi** to begin the work detailed in the Agreement. **Institute of Business Administration, Karachi** will not be responsible or liable for any expenses related to the Deliverables, and the selected proponent is not to accept work requests prior to the execution of the Agreement by **Institute of Business Administration, Karachi**. Work may begin pursuant to the Agreement when:

- (a) the Agreement signed by both parties is returned to the selected proponent, and
- (b) written permission is expressly given to the Supplier by **Institute of Business Administration, Karachi** Representative to begin work under the Agreement.

If you have any questions concerning this process, please feel free to contact.

Sincerely,



Head of ICT (IBA, Karachi)

## Bid Evaluation Report

1. Name of Procuring Agency: Institute Of Business Administration, Karachi  
 2. Tender Reference No: IT/41/2013-14  
 3. Tender Description/Name of work/item: Procurement of Toner.  
 4. Method of Procurement: Single Stage Single Envelop  
 5. Tender Published: SPPRA 23 Aug 2013 SPPRA-S.No. 17055  
 6. Total Bid documents sold: (Available on website)  
 7. Total Bids Received: 06  
 8. Technical Bid Opening date: (if applicable) 23 Aug 2013  
 9. No. of Bid technically qualified (if applicable): 04  
 10. Bid(s) Rejected: 02  
 11. Financial Bid Opening date: 23 Aug 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	National Traders	Rs.2,858,795/-	N/A	Open Market	Not fulfill mandatory requirements of the tender	Rejected
2	New Tech Computers	Rs.2,464,540/-	1 <sup>st</sup>	Open Market	Lowest in Price	Lowest in Price
3	ARC point	Rs.4,778,085/-	4 <sup>th</sup>	Open Market	High in Price	High in Price
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6	COMPST	Rs.4,501,250/-	3 <sup>rd</sup>	Open Market	High in Price	High in Price

  
 ASSISTANT MANAGER

  
 CHAIRPERSON  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI  
 PROFESSOR

  
 TENDER EVALUATOR  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI  
 CH-1/PROJECT MANAGER

# SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

## CONTRACT EVALUATION FORM

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

- INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI
- 1) NAME OF THE ORGANIZATION / DEPTT. \_\_\_\_\_
  - 2) PROVINCIAL / LOCAL GOVT./ OTHER \_\_\_\_\_ PROVINCIAL
  - 3) TITLE OF CONTRACT \_\_\_\_\_ PROCUREMENT OF TONERS
  - 4) TENDER NUMBER \_\_\_\_\_ IT/41/2013-14
  - 5) BRIEF DESCRIPTION OF CONTRACT \_\_\_\_\_ PROCUREMENT OF TONERS
  - 6) FORUM THAT APPROVED THE SCHEME \_\_\_\_\_ CENTRAL PURCHASE COMMITTEE
  - 7) TENDER ESTIMATED VALUE \_\_\_\_\_ Rs.3,000,000
  - 8) ENGINEER'S ESTIMATE \_\_\_\_\_  
(For civil works only)
  - 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) \_\_\_\_\_ 6-8 WEEKS
  - 10) TENDER OPENED ON (DATE & TIME) \_\_\_\_\_ 07 Aug 2013
  - 11) NUMBER OF TENDER DOCUMENTS SOLD \_\_\_\_\_ 06  
(Attach list of buyers)
  - 12) NUMBER OF BIDS RECEIVED \_\_\_\_\_ 06
  - 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS \_\_\_\_\_ 06
  - 14) BID EVALUATION REPORT \_\_\_\_\_  
(Enclose a copy)
  - 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER \_\_\_\_\_ New Tech Computers, karachi
  - 16) CONTRACT AWARD PRICE \_\_\_\_\_ Rs.2,464,540
  - 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT \_\_\_\_\_  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID).  
1. Newtech computers, karachi  
2. Quick Marketing  
3. COMPSI
  - 18) METHOD OF PROCUREMENT USED :- (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_ Domestic  Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE \_\_\_\_\_
- 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 \_\_\_\_\_

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

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

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

Yes	07 Aug 2013. SPPRA Sr.No 17055
No	

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

Yes	DAWN,EXPRESS,AAS
No	

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?  
(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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31) ANY COMPLAINTS RECEIVED  
(If yes, result thereof)

Yes	
No	

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

Yes	
No	

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

Yes	
No	

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

Yes	
No	

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 type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	

Signature & Official Stamp of  
Authorized Officer HEAD OF ICT



**FOR OFFICE USE ONLY**

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

Print

Save

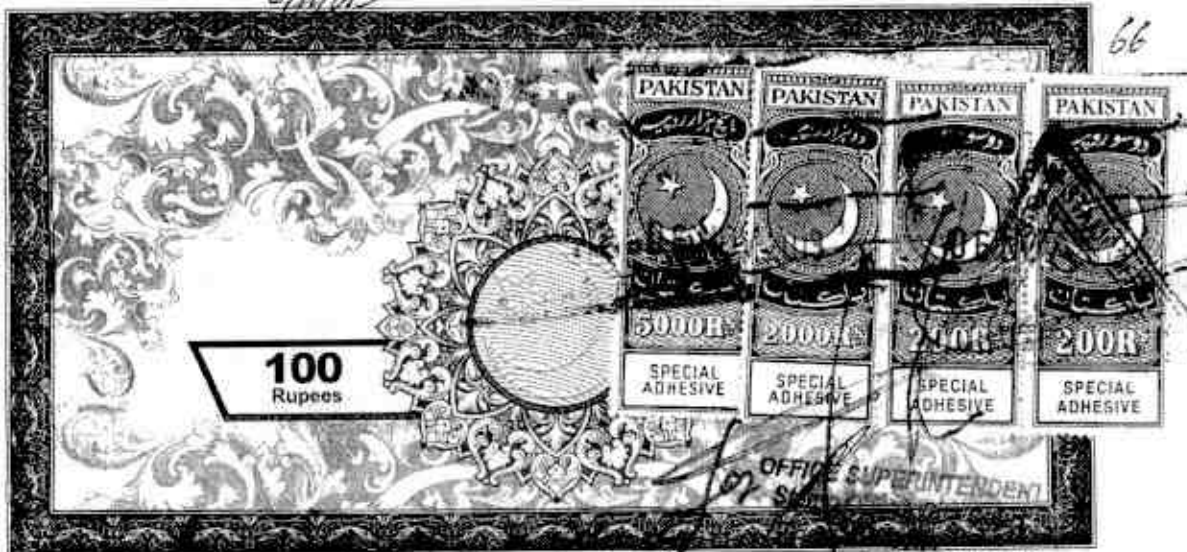
Reset

66  
6/11/13

7400/-



66



MUHAMMAD UMAR STAMP VENDOR  
Karachi  
13788  
SUNBROOK BUILDING  
100-101, Durrani Road, SBD  
100-101, Durrani Road, SBD  
Stamp Vendor's Signature

01 NOV 2013

06 NOV 2013

**CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made at Karachi on the \_\_\_ day of November, 2013, between:

INSTITUTE OF BUSINESS ADMINISTRATION KARACHI (IBA), having its Main Campus at University Road, Karachi, Pakistan (hereafter called the "Employer") of the one part;

And

Newtech Computers], a company incorporated in Pakistan and having its principal offices at Suite#13.3<sup>rd</sup> Floor, Sasi Arcade, Block#7, Clifton, Karachi] (hereafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that certain Works (Supply of Original PRINTEXT Toners) should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works/Supplies and the remedying of any defects therein.

NOW this Agreement witnesses as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents, listed in their priority order, after incorporating addenda, if any, except those parts relating to Instructions to Bidders shall be deemed to form and be read and construed as part of this Agreement, viz:
  - a) The Contract Agreement;
  - b) The completed Form of Bid;
  - c) The General Conditions – already available in the SBD ;
  - d) The priced Bill of Quantities.
3. In consideration of the sums to be paid by the Employer to the Contractor as mentioned in the Contract Documents, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects with the provisions of the Contract.

Handwritten signature and stamp of Newtech Computers Karachi.

The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner specified in the Contract.



5. The Contract sum for the Works ("Contract Price") is Rs.2, 464,540/-, based on the priced Bill of Quantity as mention in the tender IT/41/2013-14.

**Other Terms & Conditions:**

1. Material of this order is subject to final inspection at the time of delivery.
2. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
3. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
4. General Sales Tax will be paid on applicable items only.
5. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
6. No increase in the value of above mentioned items will be accepted on Account of either unit price, total price, any and all other charges, duties, Taxes, scope of supply and / or any other head of account shall not be allowed.
7. In case of any increase in taxes, the IBA would not be responsible. But if any tax is reduced, the IBA Should get its benefit.
8. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
9. Invoice / bill should be submitted to Finance Department.
10. Replacement warranty with new cartridge if found faulty within 07 working days.
- 11 Security deposit will be refund after full & final delivery of the toners
- 12 Vendor will supply the Toners as and when required bases by IBA Karachi within 05 working days from the receipt of the requisition order
- 13 Toners must be in good packing conditions.

**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed on the day, month and year first before written in accordance with their respective laws.


Signature and seal of the Contractor

  
Newtech Computers 

Signature and seal of Employer

  
INSTITUTE OF BUSINESS  
ADMINISTRATION KARACHI

Witness:

  
Syed Muhammad Perwaiz (BDM)  
(Name, Title and Address)

Witness:

  
Syed M. Nasir  
(Name, Title and Address)



**BILL OF QUANTITY.**

Toner/Printer Model	Part Number	Quantity	Remarks
P2035/2035N/2055DN	PH505X	100	
LJ 1500/1505/1522nf	PH36A	25	
LJ 1320/1320n	PH49X	15	
LJ M3027mfp/M3035mfp/P3006	PH51X	25	
LJ P2010/P2014/2015/M2727	PH53X	10	
HP COLOR CP2025	CPH531A,532A,533A	15	
	(3 PIECE COLOR SET)		
HP COLOR CP2025	CPH530A (BLACK)	20	
LJ 5200	PH16A	5	
LJ 5000/5100/5100n/5100se	PH29X	25	
P3010/3015/3015D/3015DN/3016	PH55X	20	
HP COLOR CP1515	CPH541A,542A,543A	15	
	(3 PIECE COLOR SET)		
HP COLOR CP1515	CPH540A (BLACK)	10	
<b>TOTAL</b>		<b>285</b>	<b>RS.2,464,540.00</b>

*Handwritten signature*





## Bid Evaluation Report

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 MEMBER  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI

ASSISTANT MANAGER

  
 CHAIRPERSON  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI

PROFESSOR

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

09-1/PRODUCT MANAGER -