



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Dated: September 20, 2013

**NOTIFICATION**

The competent authority is pleased to constitute following committee for upcoming tender "Procurement of Printing Solution for Examination Department", IT/44/2013-14.

1. Mr. Syed Jehanzeb (Project Accountant, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Sheikh Muhammad Minhas **External Member** (DGM Brand Management ,PSO)

TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with Procurement Policy and Procedures (PP&P), SPPRA rules, etc,
- Recommend procurement method in case of emergency and direct contracting, etc.
- Declaring award of contracts to the lowest evaluated responsive bidders,
- Approval / preparation of bidding documents.
- Approval / preparation of evaluation report
- Responsible for technical and financial evaluation of the bids,
- Provide views and suggestion on how procurement should be taken forward and may set general rules in advance for certain types of procurements, and,
- Acts as a source of advice on contract guidance and for specific cases raised by staff.

Regards-

  
IBA, Karachi

## Financial & Technical for – Hardware

nashuatec MFP Model MP9002SP Price for IBA  
Adding 17% GST  
Net Payable

One unit

Rs. 1,186,325/-  
Rs. 201,675/-  
**Rs. 1,388,000/-**

Brand/Model	IBA Requirement	Quoted by Bidder
Speed	90 CPM / PPM or higher	Yes
Network printer	Require	Built in
Network scanner color	Require	Built in
PC Free Printing	Require	Built in
Memory	1.5 GB RAM + 250 GB HDD or higher	1.5 GB RAM + 250HDD
Interface	USB 2.0, SD Slot, Ethernet 10 base-T/100 Base	Yes
Network Protocol	TCP/IP (IP v4, IP v6)	Yes
Auto Reverse Document Feeder	Require	Built in
Duplex Printing	Require	Built in
Resolution	1200 dpi x 1200 dpi	Yes
Paper input capacity	2 x 1550 sheets + 2 x 550	Yes
Paper Size	B6 - A3	Yes
Endoser	Date, page number, text	Yes
VM Card	Require	Built in
SD card	Require	Built in
Scanning Speed	67 imp (Color & Black/White) or higher	Yes
Duty Cycle	300,000 or higher	Yes
Machine life	9 million	yes
Booklet Finisher with stapler	Require	Built in
Scanning license software	GSNX or "equivalent"	Global Scan NX – GSNX
Active management	Inclusive with machine	Inclusive
Remote management services	Embedded and inclusive	Yes
Minimum 5 references (similar testing department printing solution in educational sector) provide proof	Mandatory required	Details attached

### FULL SERVICE MAINTENANCE AGREEMENT (FSMA)

FSMA is a support and maintenance package of your equipment's to ensure a steady and smooth operation throughout the economic life. This annual service contract eliminates all your maintenance, running costs and hassles. The cost per print includes all parts, consumables, and maintenance charges.

FSMA Cost Per Print (on A4/F4 size) A4 (8 1/2" x 11") / F4 (8 1/2" x 13")	FSMA First Year	FSMA 2 <sup>nd</sup> Year
	Re.0.65 (without paper)	Re.0.72 (without paper)

*Amal*

**Details of Similar Projects completed or In hand**

01	Name of Institute	Institute of Business Administration	Contact No.	111 422 422
	Contact Person	Mr. Mobin Khalili	Designation	Controller of Examinations
02	Name of Institute	University of Health Sciences - Punjab	Contact No.	111 333 366
	Contact Person	Dr. Junaid Sarfaraz	Designation	Controller of Examinations
03	Name of Institute	Ziauddin University	Contact No.	3586 2937 - 9
	Contact Person	Prof. Qamaruddin Barakzai	Designation	Controller of Examinations
04	Name of Institute	Jinnah Sindh Medical University	Contact No.	9920 4776
	Contact Person	Prof. Amjad Ali Syed	Designation	Controller of Examinations
05	Name of Institute	NED University	Contact No.	9261 261
	Contact Person	Syed Rafiq Ul Huda	Designation	Deputy Controller of Examinations

*Asjad*  
5/10/13

*5/10/13*

*5/10/13*

*Amjad*

*5/10/13*

# 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 Provincial
- 3) TITLE OF CONTRACT Procurement of Printing Solution for Examination Dept.
- 4) TENDER NUMBER IT/44/2013-14
- 5) BRIEF DESCRIPTION OF CONTRACT Printing Machine for Examination Department
- 6) FORUM THAT APPROVED THE SCHEME Central Purchase Committee
- 7) TENDER ESTIMATED VALUE 1.5 Million
- 8) ENGINEER'S ESTIMATE  
(For civil works only) \_\_\_\_\_
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 15 Days from the date of PO
- 10) TENDER OPENED ON (DATE & TIME) 05 OCT 2013
- 11) NUMBER OF TENDER DOCUMENTS SOLD Free of Cost  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 04
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 04
- 14) BID EVALUATION REPORT  
(Enclose a copy) \_\_\_\_\_
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. SeeSam
- 16) CONTRACT AWARD PRICE Rs. 1,388,000/-
- 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. SeeSam  
2. Gemco

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

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE Yes  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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

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

Yes	SPPRA-S.No : 17395/ 20 Sept
No	

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

Yes	DAWN , Express News, Aas Sept 20, 2013
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 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

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**Sindh Public Procurement Regulatory Authority  
Government of Sindh**

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S.No	Report ID	TITLE	SPPRA ID	Date	View
3278	1031/2013	INSTITUTE OF BUSINESS ADMINISTRATION KARACHI Printing of Books		31 October 2013	Download

**14 Users Online**  
08-Nov-13 Update

Policy Label  
Added 08 Oct  
2013


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## Bid Evaluation Report

1. Name of Procuring Agency: Institute Of Business Administration, Karachi
2. Tender Reference No: IT/44/2013-14
3. Tender Description/Name of work/item: Procurement of Examination printing Solution.
4. Method of Procurement: Single Stage Single Envelop
5. Tender Published: SPPRA 20 Sept 2013 SPPRA-S.No: 17395
6. Total Bid documents sold: (Available on website)
7. Total Bids Received: 04
8. Technical Bid Opening date: (if applicable) 20 Sept 2013
9. No. of Bid technically qualified (if applicable): 02
10. Bid(s) Rejected: 02
11. Financial Bid Opening date: 20 Sept 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	Shirazi Tending Co.	2,594,900/-	N/A	Open Market	Not fulfilling mandatory requirements of the tender	Rejected
2	SecSam	1,388,000/-	1 <sup>st</sup>	Open Market	Lowest in Price	Lowest in Price
3	Mushko Printing Solution	3,610,822/-	N/A	Open Market	Not fulfilling mandatory requirements of the tender	Rejected
4	Gemco	1,629,919/-	2 <sup>nd</sup>	Open Market	High in Price	High in Price

  
 SYED ZAHID HUSSAIN  
 ASSISTANT MANAGER FINANCE (I.S.A.)  
 Member (Central Purchase Committee)

  
 External Member (Central Purchase Committee)

  
 (Professor)  
 Chairman (Central Purchase Committee)

SUPRA INWARD DIARY  
 NO: 5377  
 DATED: 20/9/13

DIG. SPPRA

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4170 Ch54 4/12/13

**PURCHASE AGREEMENT**

To M/s. SeeSam Solutions (Pvt) Limited  
 Order No IT/44/2013-14  
 Date of Issue November 20, 2013  
 Date of Delivery: (Vendor will supply IBA Karachi within 15 working days)  
 Place of Delivery City Campus, IBA  
 Total Amount Rs.1,388,000/-with all applicable taxes only.

S.#	Description	Qty	Rate	Amount
01	MFP MP9002SP (Nashuatec) Details given below.	01	Rs.1,388,000/-	Rs.1,388,000/-
			<b>Total with GST</b>	Rs.1,388,000/-

Model & Brand	MFP MP9002SP (Nashuatec)
Speed	90 CPM / PPM
Network printing	Included
Network scanning color	Included
PC free Printing	Included
Memory	1.5 GB + 250 GB HDD
Interface	USB 2.0, SD Slot, Ethernet 10 base-T/100 Base-TX,
Network Protocol	TCP/IP (IP v4, IP v6)
Reverse Automatic Document Feeder	Included
Duplex Printing	Included
Resolution	1200 x 1200
Paper input capacity	2 x 1,550 + 2 x 550
Paper Size	B6 - A3
Endoser	Date, Page Number, Text
VM Card	Included
SD Card	Included
Duty Cycle	300,000
Machine Life	9 Million
Booklet finisher with stapler	Included
Scanning Licence software	GSNX with complete installation
Active Management Services	Inclusive with machine
Remote Management Services	Embedded and inclusive
Warranty	One Year with complete parts & services
Total Price of the Hardware & Software including one year warranty & services	Rs. 1,388,000/- inclusive of all taxes
Delivery time	15 days



04 DEC 2013  
 OFFICE SUPERINTENDENT  
 Stamp Office, High Court  
 Karachi  
 04 DEC 2013

## TERMS & CONDITIONS OF THE PURCHASE AGREEMENT

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. Advance Payment subject to Bank Guarantee.
11. Warranty of the printer One year from the date of Delivery of the printer in IBA.



*Amal*

## FULL SERVICE MAINTENANCE AGREEMENT (FSMA)

This Full Service Maintenance Agreement (FSMA) made on this \_\_\_\_\_ day of November 2013 between **M/s. SeeSam Solutions**, 43-10-G, Ground Floor-B, Block-6, PECHS, Karachi, hereinafter known as **The Company** and **Institute of Business Administration Karachi**, having its registered office at City Campus, Karachi, hereinafter known as **Client**, under the following terms and conditions.

1. That the Company will provide FSMA to the client on **01** Digital MFP machine Model MP9002SP, which will include running and maintenance of equipment, replacement of parts, and provision of consumables (Free of Cost).
2. This FSMA constitutes the entire Agreement between the Company and Client and no representation, Statement, condition or warranty express or implied not contained in this agreement shall be binding on the Company and Client. No alteration, waiver or modification of the terms of this agreement shall be valid unless mutually agreed signed and authorized by the Company / Client.
3. The initial period of this agreement is for one year commencing from \_\_\_\_\_ day of November 2013. The renewal of FSMA contract shall be offer up to 01 year. The fresh agreement has to be signed before one month of the expiry of the above period. Renewal will be done on mutually agreed bases.
4. The Company shall be fully responsible for un-interrupted and good quality / services without attributing Causes of discontinuation on account of their equipment breakdown or non-availability of replacement parts, consumables etc.
5. The Client shall provide at his own expense the installation area(s) for equipment including Electrical outlets and connection requirements and access way suitable or are rendered suitable for the passage, installation and removal of the equipment. This also includes air-conditioned environment and stabilized power supply.
6. The Company shall provide periodic inspection checkup by authorized representatives of the Company for maintenance, removal of installed equipments for repairs after making stand by arrangement and re-installation thereof.
7. FSMA Rates shall be as follows: (without paper)
  - \* A4 & F4 @ Re. 0.65 per print/copy. (All inclusive)
  - a) The Company will arrange to have the meter readings collected at the conclusion on month-end based on which billings will be carried out.
  - b) All invoices must be paid with in 15 days, from the date of invoice.
  - c) Client is bound to pay the bill within 30 days after the receipt of invoice and all related documents submitted by Company.
8. As agreed between Vendor and Client, the FSMA service charges as a packages rate shall remain in force for next 12 months w.e.f. \_\_\_\_\_ November 2013 and will be revised after every 12 months with mutual understanding to cover the local factors like labor, transport, inflation on consumables & parts prices.

9. If during the substance of this contract or any renewals or thereof any cess, tax charges or surcharge is levied in the respect of this FSMA, by the federal, provisional or local government, such cess, tax, charges or surcharges as the case maybe, shall be payable by the client in addition to the amounts mention in the agreement, subject to prior discussion and mutual understanding with the company/client.

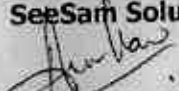
The Company shall respond within 3 hours after receiving the complaint. In case of machine malfunction/degradation of print quality, Company will respond to rectify the problems within 08 hours or shall provide a backup machine. The FSMA is backed by the best service and 24x7 supports.

If the company failed to provide up to the mark services and if the client suffered, a penalty will be charged with the cost of Rs. 2000/day.

This FSMA will be applicable after the warranty period of the machine. The warranty period of the machine is one year from the date of installation of the said machine in client premises.

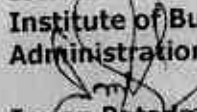
IN WITNESS WHEREOF the parties above mentioned have set or subscribed their respective hand, hereto at Karachi on day first mentioned above.

SIGNED ON BEHALF OF  
**SeeSam Solutions (Pvt) Ltd**

  
**Aamir Aziz Khan**  
Director  
Solution Business



SIGNED ON BEHALF OF  
**Institute of Business  
Administration**


  
**Imran Batada**  
Head of ICT

*Dec 05/2013*

WITNESS:

i,   
ii, 

WITNESS:

i,   
ii, \_\_\_\_\_





**BA**

Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

## Contract Award Letter

**November 07, 2013**

Mr. Javed Iqbal  
Product Manager  
SEESAM Solutions Pvt Ltd  
43-10-G, Ground Floor, Block 6  
P.E.C.H.S, Karachi

**Attention: Mr. Javed Iqbal**

**SUBJECT: Notice of Award: Procurement of Examination Printing Solution**

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

Enclosed please find copy 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**

Following execution of the Agreement by **IBA, 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 **IBA, Karachi** to begin the work detailed in the Agreement. **IBA, 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 **IBA, 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 **IBA, Karachi** Representative to begin work under the Agreement.

Sincerely,




(Head of ICT)


## Bid Evaluation Report

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 SYED JEHAZEB  
 ASSISTANT MANAGER FINANCE (ISB)  
 Member (Central Purchase Committee)

  
 External Member (Central Purchase Committee)

  
 (Professor)  
 Chairman (Central Purchase Committee)

SPPRA INWARD DIARY  
 NO: 5577  
 DATED: 20/9/13

DIB. SPPRA

ME - 4  
20/9/13