

Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Re-Tender Reference No: PS/05/16-17
3. Tender Description/Name of work/item: Designing, Composing & Printing of Program Announcement 2017-18
4. Method of Procurement: Single Stage Two Envelope
5. Tender Published: IBA & SPPRA websites on March 30, 2017 SPPRA Page # 19
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 03 printers have collected Tender Documents
7. Total Bids Received: 02 printers
8. Technical Bid Opening date: (if applicable) April 17, 2017 (Provide details in separate form)
9. No. of Bid technically qualified (if applicable): 2 printers
10. Bid(s) Rejected: No
11. Financial Bid Opening date: April 19, 2017


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 Printers	Rs.799,000.20	Lowest bidder	Rs.900,000.00	Accepted due to technical qualification and quoted lowest cost	Technically evaluated 95%
2.	M/s Benison Printers	Rs.835,380.00	Highest Bidder	----		Technically evaluated 92.60%
3.						

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 Tanzeel
Manager Finance
IBA


CHAIRPERSON
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Dr. Rameez Kharel
Assistant Professor
IBA



MEMBER (EXTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Harris Qureshi
PPRA Advisor
HES


Comparative Statement for Designing, Composing & Printing of Program Announcement 2017-18

Re-Tender # PS/05/16-17

S. #	Description	Qty	Unit	M/s Hyder Printers		M/s Benison Printers	
				Rate	Amount	Rate	Amount
				Rs.	Rs.	Rs.	Rs.
1	<p>Size of Document: 11" x 8.5" (closed size) as per sample.</p> <p>Type of Binding: 2 pin Binding / Hot Glue stitch binding (non shearing)</p> <p>Type of Printing: 05+05 Color Printing</p> <p>Total Pages: 200 Pages total (Including Title page, rear page and 01 Map pull out page) as per sample</p> <p>Total Leaves: 100 Leaves (approx)</p> <p>Title Cover of Booklet: 310 gsm art card 05+05 color printing. Lamination, Spot UV Size (10.75 x 8.25) close size</p> <p>Gramage of Paper & Origin: 128 gsm, matt finish paper (Indonesia).</p> <p>Total Photographs: Specs will be according to design & art work of 350 pictures and graphics*</p> <p>Envelope: 02 color printing on 150gsm. Matt finish with pasting according to specimen</p> <p>Designing & Composing: Aesthetic Designing & Composing with the consent of concerned authorities, designer required to be available at the Main Campus.</p>	1700	copies & envelops	401.71	682,906.15	420.00	714,000.00
Total				Rs. 682,906.15		Rs. 714,000.00	
17% GST				Rs. 116,094.05		Rs. 121,380.00	
Total Amount				Rs. 799,000.20		Rs. 835,380.00	


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 Manager Finance
 IBA


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 Dr. Rameez Khawar
 Assistant Professor
 IBA


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 Hani Qureshi
 PRA Advisor
 HES

Muhammad Hanif / Senior Executive (Purchase) @ Main Campus

To: Secretary Procurement Committee @ IBA
Subject: SPPRA - PC Minutes of Bid Opening Meeting

From: Secretary Procurement Committee @ IBA

Sent: Thursday, April 20, 2017 2:23 PM

To: Muhammad Sohail Khan / Senior Manager (Purchase and Stores) @ IBA

Cc: Procurement-Committee; Aamer Shabbir Khan / General Manager Administration @ IBA; Moeid Sultan / Director Finance @ Main Campus; Syed Fahad Jawed / Senior Manager Finance (Pre-audit and Budget) @ Main Campus; Dr. Farrukh Iqbal / Dean and Director @ IBA; Dr. Sayeed Ghani / Associate Dean @ IBA

Subject: Item 1. Approval for Designing, Composing & Printing of Program Announcement 2017-18

Item # 1: Approval for Designing, Composing & Printing of Program Announcement 2017-18

Discussion: Sr. Executive Purchase briefed the committee about the tender proceedings of "Designing, Composing & Printing of Program Announcement 2017-18". In this tender two printers participated. Technical Evaluation Meeting held on April 18, 2017 and qualified both printers i.e. M/s Hyder Printers got 95% and M/s Benison Printers got 92.60%, while minimum qualifying percentage for evaluation was 80%. The committee reviewed the TEC minutes, aggregated evaluated sheet and comparative statement.

Decision: The committee approved to award the tender for "Designing, Composing & Printing of Program Announcement 2017-18" to M/s Hyder Printers at the cost of Rs.799,000.20 (including GST) being the lowest evaluated bidder, subject to the availability of budget.

Action: Senior Manager Purchase & Stores will implement the decision in accordance with the prescribed rules & regulations framed by IBA PP&P and SPPRA.

Attendance:

1. Dr. Rameez Khalid (Chairman)
2. Syed Jehanzeb (Member)
3. Haris Quershi (External Member)
4. Ahmed Ali Khan (External Member)
5. Asjad Asad (Member)
6. Mushtaque Ahmed (Member)
7. Muhammad Hanif (Secretary)

Muhammad Hanif,
Secretary Procurement Committee


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KARACHI

Haris Quershi
PPRA Advisor
HES



Leadership and Ideas for Tomorrow

Institute of Business Administration Karachi

BIDDERS QUALIFICATION REPORT

NIT No:

PS/05/16-17

Description of Work:

Designing, Composing & Printing of Program
Announcement 2017-18


Method & Procedure of procurement:

Open Competitive Bidding
Single Stage Two Envelope

S. No	Eligibility Criteria	M/s Hyder Printers	M/s Benison Printers
1	Is envelop sealed	Yes	Yes
2	Required Bid Security in enclosed	Yes	Yes
3	Year in Business	Yes	Yes
4	Cliental list provided	Yes	Yes
5	Manpower / Human Resource	Yes	Yes
6	Detail of Design Section	Yes	Yes
7	Printing Work / Process	Yes	Yes
8	Status of Machineries & Equipments	Yes	Yes
9	Experience of similar printing under mentioned	Yes	Yes
10	Dedicated designer & composer	Yes	Yes
11	Annual Turn over of last three years	Yes	Yes

Recommendations:

- 1 All Participated firms are declared as substantially qualified bidders by the Tender opening committee as meet with minimum qualification / eligitbility criteria.
- 2 The lowest evaluated and qualified bidder is M/s Hyder Printers with their bid amount Rs. 799,000.20
- 3 Recommended to award the work to the lowest qualified bidder i.e. M/s Hyder Printers


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KARACHI
Hafeez Qureshi
PPRA Adviser
HE3

3. Technical Qualifications Criterion

- a. Maximum marks for Technical Proposal: 100
b. Minimum qualifying percentage is 80%. Applicant who secured less than 80% 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. 05 ~ 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 claims.

- 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	4 +
2	Supervisor 4	4 +
3	Technician Printing 3	3 +
4	Technician Machinery 2	3 +
5	Composer 3	4 +
Total Marks		

HYDER PRINTERS

Stamp & Proprietor

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:

Note: Please provide plan scheme of work.

Maximum 10 Marks

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

6- Status of Machineries & Equipment:

(Each Machine & Equipment carries ONE mark)

Maximum 12 Marks

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
6	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		

HYDER PRINTERS

Proprietor

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: _____ | ✓ | 05 Marks |
| ii. | Graduate Directory : _____ | ✓ | 05 Marks |
| iii. | Annual Report: _____ | ✓ | 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 IPA

- | | | | |
|------|-------------------|---|----------|
| i. | Full time : _____ | ✓ | 10 Marks |
| ii. | Part Time: _____ | | 05 Marks |
| iii. | In-House: _____ | | 02 Marks |

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

Maximum 5 Marks

Note: Please provide supporting documents of your claims.

- | | | | |
|------|----------------------|---|----------|
| i. | 5 + million: _____ | ✓ | 05 Marks |
| ii. | 3 - 5 million: _____ | | 03 Marks |
| iii. | 1 ~ 3 million: _____ | | 02 Marks |

HYDER PRINTERS

Stamp & Signature of Proprietor

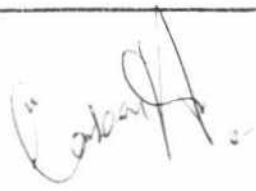
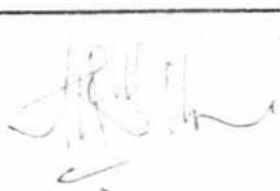
AGGREGATED WEIGHTAGE MEAN

RE-TENDER # PS/05/16-17

DESIGNING, COMPOSING & PRINTING OF PROGRAM ANNOUNCEMENT 2017-18

TECHNICAL EVALUATION TOTAL MARKS 100

Name of Participant	Technical Evaluation Marks	Technical Evaluation Marks
	M/s Benison Printers	M/s Hyder Printers
M. Sohail Khan	93	98
M. Gaurav Kishin	94	94
Mansoor Ali	91	93
Weighted Mean	92.6	95.0
Aggregated Percentage	92.6%	95.0%



TECHNICAL EVALUATION SHEET

RE-TENDER # PS/05/16-17

DESIGNING, COMPOSING & PRINTING OF PROGRAM ANNOUNCEMENT 2017-18

		1	2	3	4	5	6	7	8	9	
S. #	Name of Company	Year in Business	Clientele List	Manpower / HumanResource	Detail of Design Section	Printing Work / Process	Status of Machineries & Equipments	Experience of similar printing under mentioned	Dedicated designer & composer	Annual turnover of last three years company (Financial):	Total Marks
		10 Marks	10 Marks	18 Marks	10 Marks	10 Marks	12 Marks	15 Marks	10 Marks	5 Marks	100 Marks
1	M/s Benison Printers	10	10	16	8	9	12	13	10	5	98
2	M/s Hyder Printers	10	10	16	10	10	12	15	10	5	98

Assessed By:

Name:

M. Sohail Khan

Signature:

[Signature]

Date:

Apr 18/17

TECHNICAL EVALUATION SHEET

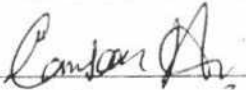
RE-TENDER # PS/05/16-17

DESIGNING, COMPOSING & PRINTING OF PROGRAM ANNOUNCEMENT 2017-18

		1	2	3	4	5	6	7	8	9	
S. #	Name of Company	Year in Business	Clientele List	Manpower / HumanResource	Detail of Design Section	Printing Work / Process	Status of Machineries & Equipments	Experience of similar printing under mentioned	Dedicated designer & composer	Annual turnover of last three years company (Financial):	Total Marks
		10 Marks	10 Marks	18 Marks	10 Marks	10 Marks	12 Marks	15 Marks	10 Marks	5 Marks	100 Marks
1	M/s Benison Printers	10	10	16	10	10	10	10	10	5	91
2	M/s Hyder Printers	10	10	15	09	10	09	15	10	5	93

Assessed By:

Name: Mansoor Ali

Signature: 

Date: 18/4/17

TECHNICAL EVALUATION SHEET

RE-TENDER # PS/05/16-17

DESIGNING, COMPOSING & PRINTING OF PROGRAM ANNOUNCEMENT 2017-18

S. #	Name of Company	1	2	3	4	5	6	7	8	9	Total Marks
		Year in Business	Clientele List	Manpower / HumanResource	Detail of Design Section	Printing Work / Process	Status of Machineries & Equipments	Experience of similar printing under mentioned	Dedicated designer & composer	Annual turnover of last three years company (Financial):	
		10 Marks	10 Marks	18 Marks	10 Marks	10 Marks	12 Marks	15 Marks	10 Marks	5 Marks	100 Marks
1	M/s Benison Printers	10	10	15	10	10	10	14	10	5	94
2	M/s Hyder Printers	10	10	16	9	9	10	15	10	5	94

Assessed By:

Name:

M. Qamar-uddin

Signature:

[Signature]

Date:


18/04/17


Institute of Business Administration, Karachi
Designing, Composing & Printing of Program Announcement 2017-18
Re-Tender # PS/05/16-17
Financial Proposal Opening Date April 19, 2017
at 11:00am


Statement of Tender for: Designing, Composing & Printing of Program Announcement 2017-18	Re-Tender # PS/05/2017-18
--	---------------------------

S. #	Company Name	Tender Amount in Figures / in Words	Conditions, if any	Bid Security Pay Order No. / Amount & Date	Contractors / Representative Signature	Remarks
1	M/S Hyper Printers	Rs 799,000/-		103801563 MCB Rs 50000/- Apr 14, 2017	ABSENT	95.0% qualified Technical Evaluation
2	M/S Binnor Printers	Rs 835,380/-		16770382 IFC Rs 42,000/- Apr 12, 2017		92.6% qualified Technical Evaluation


M. SOHAIL KHAN
 Manager Purchase & Stores
 Institute of Business Administration
 Karachi-Pakistan



RAUF AHMED
 Sr. Finance Executive

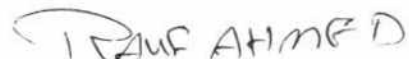


 M. Kamal
 Sr. Executive Purchase


ASJAD ASAD
 Sr. Manager P&CS.


Institute of Business Administration, Karachi
Designing, Composing & Printing of Program Announcement 2017-18
Re-Tender # PS/05/16-17
Technical Proposal Submission Date April 17, 2017
at 3:30pm

S. #	Company Name	Bid Security	Technical Proposal Envelope	Financial Proposal Envelope	Signature of Representative	Remarks
1-	M/S Hyper Printers	Provided	Provided	Provided	ABSENT.	
2-	M/S Penson Printers	Provided	Provided	Provided	ABSENT.	


M. SOHAIL KHAN
 Manager Purchase & Stores
 Institute of Business Administration
 Karachi-Pakistan


TAZUF AHMED
 Sr. Executive Finance



M. Hanif
 Sr. Purchase Executive


ASSAD ASAD
 Sr. Manager ICT (P&CS)

Tender Title

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Advert On

Closing

Comments

HYDERABAD

Provincial Disaster Management

KARACHI

Institute of Business

KARACHI

Local Government Dept.

JACOBABAD

Board of Intermediate Education

KARACHI

Police Works

NITH WITH SBDs

Executive Engineer Public Health

Executive Engineer
Engineer Division

SHIKARPUR

NITH WITH SBDs

Works & Services Dept.

Executive Engineer Highway

Division

Khairpur

NIT WITH SBD

works & Services Dept.

Executive Engineer Education

Works Division

Sanghar

NIT WITH SBD

Quaid-e-Awam University of

Engineering Science &

Technology QUEST

Nawabshah

NIT WITH SBD

BER, CS,
TER, AOC
Required

BER, CS.
TER, AOC
Required

BER, CS,
TER, AOC
Required

BER, C.S.
TER, AGC
Required

BER, CS,
TER, AOC
Required

BER, C.S.
TER, ACC
Required

BER, CS
TER, AOC
Required

BER, C.S.
TER, AOC
Required

BER, CS,
TER, AOC
Required

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/05/16-17
- 5) BRIEF DESCRIPTION OF CONTRACT Designing, Composing & Printing of Program Announcement-17
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs.900,000/-
- 8) ENGINEER'S ESTIMATE NA
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 90 days
- 10) TENDER OPENED ON (DATE & TIME) April 17, 2017 (3:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD THREE
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED TWO
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS NA
- 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.799,000.20
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID). M/s Hyder Printers
M/s Benison Printers

18) 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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

21) ADVERTISEMENT :

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

Yes	April 28, 2017 and SPPRA ID # 1085/2017
No	

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

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

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
--------------------	-------------------------------------	------	--------------------------

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

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

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"/>
-----	-------------------------------------	----	--------------------------

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

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

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

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

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"/>
-----	-------------------------------------	----	--------------------------

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY
COMPLIANT?

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

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"/>
-----	-------------------------------------	----	--------------------------

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"/>
-----	-------------------------------------	----	--------------------------

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	✓	No	
-----	---	----	--

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		No	✓
-----	--	----	---

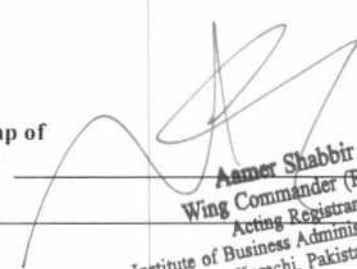
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	✓	No	
-----	---	----	--

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

Yes	
No	✓

Signature & Official Stamp of
Authorized Officer


Aamer Shabbir
Wing Commander (Retd.)
Acting Registrar
Institute of Business Administration (IBA),
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

Print

Save

Reset

Bid Evaluation Report

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Manager Finance
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INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Dr. Rameez Khurshid
Assistant Professor
IBA


MEMBER (EXTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Harris Gulash
PPRA Advisor
HPS



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

List of Buyers

Tender # PS/05/16-17

Caption: Designing, Composing & Printing of Program Announcement 2017-18

Number of Tender Documents Sold: 03

S #	List of Buyers
01	M/s Hyder Printers
02	M/s Benison Printers
03	M/s Maaz Packages

Letter of Award

IBA



Institute of
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Karachi

Leadership and Ideas for Tomorrow

WORK ORDER

To : M/s Hyder Printers
Order No : IBA-MC/PD/P&S/208/0078/2016-17
Date of Issue : May 8, 2017
Date of Delivery : 10 working days after getting final approval
Place of Delivery : IBA, Main Campus
Total Amount : **Rs.799,000.20.00(Including GST)**
(Rupees Seven Hundred Ninety Nine Thousand & Paisa Twenty Only)

S. #	Description	Qty	Rate	Amount
01	<u>Designing, Composing & Printing of Program Announcement 2017-18:</u> Size of Document: 11 x 8.5 (closed size) as per sample Type of Binding: 02 pin Binding / Hot Glue Stitch binding (non shearing) Type of Printing: 05 + 05 color printing Total Pages: 200 Pages total (Including Title page, rear page and 01 Map pull out page) as per sample Total Leaves: 100 Leaves (approx) Title Cover of Booklet: 310gsm art card 04 color printing, lamination, spot UV size (10.75 x 8.25) close size Grammage of Paper & Origia: 128gsm, matt finish paper(Indonesia) Total Photographs: Specs will be according to design & art work of 350 pictures and graphics Envelope: 02 color printing on 150gsm matt finish with pasting according to specimen Designing & Composing: Aesthetic Designing & Composing with the consent of concerned authorities.	1700 copies & envelopes	Rs.401.71	Rs.682,906.15
Total			Rs. 682,906.15	
17% GST			Rs. 116,094.05	
Total Amount			Rs. 799,000.20	

Page 01 of 02

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. A Liquidity damages at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate / item cost is final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
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, Purchase Order & Delivery Challan should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee.
11. CDs / specimen should be returned to the Purchase Office.
12. All rights reserved with IBA. No part or the logo can be printed / copies / transferred in any form without the permission of the IBA authority.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
14. Stamp duty 0.35% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
15. Any addition/reduction in page(s) quantity will be based on approved per page rate Rs. 1.90 exclusive of GST should be charged.
16. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.

Important:

1. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.
2. Photographs scanning and printing to be of high quality.
3. Binding to be of high quality.
4. Timely Delivery.

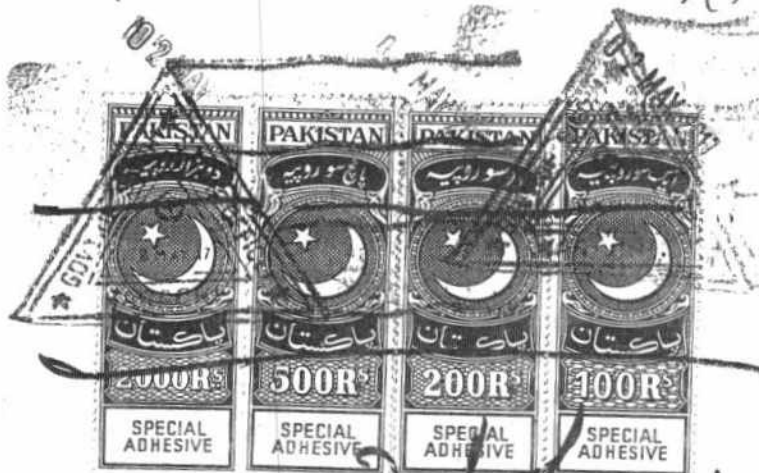


Sr. Manager Purchase & Stores

May 08/17



G.M. Admin



OFFICE SUPERINTENDENT
Stamp Office, City Centre
Karachi

02 MAY 2017

AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day May 8, 2017

BETWEEN

M/s Institute of Business Administration, through its Registrar, located at Main Campus, University Road, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s HYDER PRINTERS., having its office at 5-C, 5/22, Nazimabad, Karachi-74600, hereinafter referred to as "THE PRINTERS" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor Mr. ABDUL HAMEED BUTT, holding CNIC No. 42101-8696685-3 on the SECOND PART.

WHEREAS "IBA" intends to obtain printing services of IBA Program Announcement on exclusive basis with the work of Designing, Composing & Printing as per conceptual specimen (IBA requirement) discussions in respect of the same before the determination of scope of work will be held with "IBA" or as "Printing Work" and "THE PRINTERS" have offered to render all kind of designing, composing & printing services (including but not limited to the "Printing Work" of the proposed printing work up to the satisfaction & handing over the material(s) to the "IBA" having accepted the offer in finished form complete in all respect.

Signature

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSETH

"IBA" hereby offer to appoint "THE PRINTERS" as their official Printers for the specific purpose of "Printing Work" work of Designing, Composing & Printing discussions in respect of the same with "IBA" before the determination of Scope of Work & Preliminary Layout, Formatting, Layout, Dummy making, Preparing Printing material to illustrate the schematic design to suitable scale with any/all other relevant details for presentation to "IBA" for printing. "THE PRINTERS" hereby agree to the offer of the "IBA" in acceptance of the terms & conditions here in below forth.


Article I:

DUTIES & SCOPE OF WORK & AGREEMENT

- 1.1 This Agreement includes, the "printing work", Work of Designing, Composing & Printing discussions with "IBA" before the determination of scope of work & preliminary layout, Formatting, Layout, Dummy making, Preparing Printing material to illustrate the schematic design to suitable scale with any/all other relevant details for presentation to "IBA".
- 1.2 "THE PRINTERS" agrees to provide any/all kind of designing, composing and printing services to "IBA" whenever and wherever form is required as per the terms & conditions of this Agreement.
- 1.3 "THE PRINTERS" will coordinate their work with Manager Purchase & Stores, of the "IBA" who will assist "THE PRINTERS" in supervision of proposed printing work.
- 1.4 "THE PRINTER" hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 1.5 "THE PRINTER" will visit the Purchase Offices located at Main Campus, University Road, Karachi as & when required with prior appointment.
- 1.6 All logistic charges will be borne by "THE PRINTER".

Article II

SCOPE OF PROFESSIONAL SERVICES:


- 2.1 "THE PRINTERS" will discuss with "IBA" before the determination of scope of work & Preliminary layout. Further provide the services of Designing, Composing, Printing, Formatting layout, Dummy Making, Preparing Printing material to illustrate the schematic design & idea to suitable scale with any/all other relevant details for presentation to "IBA".
 - 2.2 "THE PRINTERS" hereby agree and acknowledge for the periodic supervision of the work and to check the execution of Printing Work in accordance with the Description & Specification.
 - 2.3 "THE PRINTERS" hereby agree and acknowledge the acceptance of attending the meetings with the Manager Purchase & Stores "IBA" as & when required.
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- 2.4 "THE PRINTER" hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 2.5 Minimum 20 (Twenty) working days after Final Proof Read will be required to deliver the Program Announcement at the PRINTER'S expense.
- 2.6 All staff must have CNIC and clearly mentioned to discourage work through child labor.
- 2.7 Printer must adopt Environmental Friendly procedure and avoid the use of Toxic material used in printing works.

Article III REMUNERATION

- 3.1 The cost offered by the Printer is Rs. 799,000.20 (inclusive of all taxes) Designing, Composing & Printing of IBA Program Announcement but limited to in tender vide # PS/05/16-17 variation may occurred.
- 3.2 Liquidity damages @ 2% per month, of the total agreed payment as per Work Order, of the total cost will be imposed in case of delayed delivery. Penalty will be imposed after 20 days subject to signed proof read material handed over to the printer by IBA before the starting date mentioned on the Work Order. Work will be deemed completed in finished form as per specification and "THE PRINTER" have to deliver the required number of Program Announcement to IBA.
- 3.3 Payment will be made after delivery and submission of invoice. Advance Payment subject to Bank Guarantee.
- 3.4 Performance Security 5% of total amount of Work Order will be provided by the party.
- 3.5 Stamp Duty @ 0.35% of the cost of transaction / work order will be deposited in Government treasury by the PRINTER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.6 Any addition/reduction in page(s) quantity will be based on approved per page rate Rs. 2.10 exclusive of GST should be charged.
- 3.7 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by PRINTER as per SRO/Notification.

Article IV: ARBITRATION

- 4.1 In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.
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Article V:
TERMINATION

- 5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day's notice.


Article VI:
INDEMNITY

- 6.1 "THE PRINTERS" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE PRINTERS", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE PRINTERS" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

Article VII:
NOTICE

- 7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article VIII:
INTEGRITY PACT

- 8.1 The intention not to obtain the procurement / work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- 8.2 Without limiting the generality of the forgoing the M/s Hyder Printers represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto:
- 8.3 M/s Hyder Printers accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- 8.4 Notwithstanding any right and remedies exercised by the IBA in this regard, M/s Hyder Printers agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the M/s Hyder Printers as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.
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Article IX:
MISCELLANEOUS

- 9.1 Any addition & alteration(s) made in the contents as required by the contractor on proof reading or in course of the work in progress which entail extra time & labor and material on part of the printing, shall not be charged separately/extra on 'Quantum Merit' basis before & on final material handed over to the "IBA". After PROOF READING if any alteration(s), arise charges will be paid on mutually agreed upon.
- 9.2 Material(s) will be handed over by the "IBA" or vet the cost with authentic stamp and signature.
- 9.3 Copyright of each item shall be reserved with the "IBA".
- 9.4 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
- 9.5 The validity of the contract will be effective from the date of issue of Work Order.
- 9.6 All terms and conditions of tender vide # PS/05/16-17 will be the integral part of this agreement and can't be revoked.

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

"IBA"

NAME: Aamer Shabbir

Aamer Shabbir
Wing Commander (Retd)
Acting Registrar
Institute of Business Administration (IBA),
Karachi, Pakistan

CNIC # _____

Address: _____

G. M. Admin, Institute of Business

Administration Main Campus

University Road, Karachi

WITNESS:

1. _____

M. Sohail Khan
M. SOHAIL KHAN
Manager Purchase & Stores

Institute of Business Administration
Karachi-Pakistan

CNIC # _____

Address: _____

HYDER PRINTERS

NAME: Abdul Hameed Butt

CNIC # 42101-8696685-3

Address: _____

5 C 5/22 NAZIMABAD

Karachi-74600

2. *Muhammad Mubbskhi*
S/O
Muhammad Usmer Dargaz
Sulhi

CNIC # 42101-8780875-9

Address: 1/K-19 Nazimabad-I
Karachi.

3.

Bill of Quantity **TENDER FORM**

Designing, Composing & Printing of Program Announcement 2017-18

S.#	Specification	Qty	Rate	Amount
1.	<p>Size of Document: 11" x 8.5" (closed size) as per sample.</p> <p>Type of Binding: 2 pin Binding / Hot Glue stitch binding (non-shearing)</p> <p>Type of Printing: 05+05 Color Printing</p> <p>Total Pages: 200 pages total (Including title page, rear page and 01 Map pull out page) as per sample</p> <p>Total Leaves: 100 Leaves (approx)</p> <p>Title Cover of Booklet: 310 gsm art card 05+05 color printing, Lamination, Spot UV Size (10.75 x 8.25) close size</p> <p>Gramage of Paper & Origin: 128 gsm, matt finish paper (Indonesia)</p> <p>Total Photographs: Specs will be according to design & art work of 350 pictures and graphics*</p> <p>Envelope: 02 color printing on 150gsm matt paper, with pasting according to specimen</p> <p>Designing & Composing: Aesthetic Designing & Composing with the consent of concerned authorities, designer required to be available at the Main Campus.</p>	1700 Copies & Envelopes	401.7085	682906.15
Total				682906.15
17% GST				116094.04
Total Amount				799,000.00

Grand Total Rupees (in words) Seven hundred ninety nine thousand and fifteen

Please also quote per page rate for ready reference:

Rate for addition/reduction in page quantity per page Rs. 1.90 **Proprietor**
(Exclusive of Taxes)

HYDER PRINTERS

HYDER PRINTERS

Page Proprietor

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s HYDER PRINTERS

Contact Person Abdul Hameed Butt

Address 5-C, 5/22, Nazimabad, Karachi # 74600

Tel # 021-36618892 Fax 021-36619295

Mobile 0311-8444112 email hyderinfo@gmail.com

HYDER PRINTERS


Stamp & Signature