



Phone No.99210585-92

No.AT/SRB/NIT/03/2017-18  
**APPELLATE TRIBUNAL**  
**SINDH REVENUE BOARD**

3<sup>rd</sup>Floor, PRC Towers, Lalazar, M.T. Khan Road,

**SUBJECT: MINUTES OF THE MEETING HELD ON 15.02.2018 AT 02.00 P.M. REGARDING OPENING OF SEALED FINANCIAL PROPOSAL FOR PROCUREMENT OF 02 PHOTOCOPEIR MACHINES FOR THE OFFICE OF APPELLATE TRIBUNAL, SINDH REVENUE BOARD, KARACHI.**

A meeting was held under the chairmanship of Justice ® Nadeem Azhar Siddiqi, being the Chairman, Appellate Tribunal, Sindh Revenue Board, and Chairman, Procurement Committee on 15.02.2018 at 02.00 P.M in his office situated at 3<sup>RD</sup> Floor, PRC Towers, Lalazar, M.T. Khan Road, Karachi regarding opening of sealed proposal for procurement of 02 photocopier machines for the office of Appellate Tribunal, SRB. The meeting was attended by the Chairman, Appellate Tribunal, Deputy Secretary, being representative of Law Department, Government of Sindh and Registrar, Appellate Tribunal, Sindh Revenue Board.

2. The chair appraised the agenda of the meeting to open the sealed proposals invited through NIT hosted at SPPRA website on 23.01.2018 at Sr. No.36370 (ID # 2147483647). The Registrar being Member / Secretary of the Procurement Committee informed the forum that only six (06) BDs were sold out but the following competitive bidders have participated into the bidding processes :-

- |  |
|--|
| 1. M/s International Business Products (Pvt.) Ltd. SHARP |
| 2. M/s Al-Madina Enterprises                             |
| 3. M/s Sherazi Trading Co. (Pvt). Ltd.                   |

3. The Committee, after opening the sealed envelope in the presence of representatives of the above firms, loudly announced the rates quoted by them. The committee thoroughly examined the technical and financial bid as per criteria given in the bidding documents.

4. All above bidders have been disqualified in the technical evaluation report except M/s Al-Madina Enterprises , hence, the Sr. Nos. 1 & 3 have been rejected. Therefore, Committee decided to accept the offer of bidder at Sr.No.2, above being a lowest one. (Details of cost offered by the bidders are mentioned in Bid Evaluation Report). The Committee also advised the Registrar to initiate and complete the process with the SPP Rules for taking further action according to the prevailing rules.

5. The meeting ended with the vote of thanks to & from the chair.

(SYED GHAYOOR MEHDI)  
REGISTRAR MEMBER,  
APPELLATE TRIBUNAL, SRB

(MINAWAR SULTAN)  
DEPUTY SECRETARY / MEMBER  
LAW DEPARTMENT. GOVT. OF SINDH

(JUSTICE ® NADEEM AZHAR SIDDIQI)  
CHAIRMAN, AT/SRB



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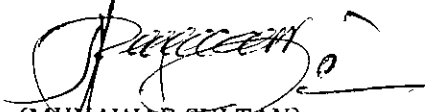
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## BID EVALUATION REPORT

1. Name of Procuring Agency APPELLATE TRIBUNAL, SINDH REVENUE BOARD, KHI.
2. EOI Reference No. AT/SRB/NIT/03/2018 dated 23.01.2018.
3. EOI Description PROCUREMENT OF 02 PHOTOCOPIER MACHIENS FOR THE OFFICE OF APPELLATE TRIBUNAL, SINDH REVENUE BOARD, KARACHI.
4. Method of Procurement SINGLE STAGE (ONE ENVELOPE)
5. Tender Published SPPRA ID # 2147483647 Hosted on 23.01.2018 at SPPRA Website at Sr. No. 36370.
6. Total Bid Documents Sold Six (06) NUMBERS
7. Received Bid Documents (03) NUMBER
8. Bid Opening Date 15.02.2018
9. No. of Bid Qualified 01
10. Bid Evaluation Report ATTACHED

S.No.	Name of firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with estimated cost.	Reason for Acceptance / Rejection	Remarks
01.	M/s International Business Products (Pvt.) Ltd. SHARP	Rs.108,000/ Per unit / machine	01 <sup>st</sup>	Below	Non-Responsive	-
02.	M/s Al-Madina Enterprises	Rs.198,500/ per unit / machine	2 <sup>nd</sup>	Below	Substantially responsive	Successful bidder / accepted being lowest one
03.	M/s Sherazi Trading Co. (Pvt) Ltd.	Rs.222,222/ - per unit / machine	3 <sup>rd</sup>	Above	Non-Responsive	-

  
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(MUKAWAR SULTAN)  
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LAW DEPARTMENT. GOVT. OF SINDH

  
(JUSTICE @ NADEEM AZHAR SIDDIQI)  
CHAIRMAN  
APPELLATE TRIBUNAL, SINDH REVENUE BOARD



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**EVALUATION CRITERIA & COMPARISON OF BIDS:**

<b><u>REQUIREMENTS</u></b>	<b><u>IBP (PVT) LTD.</u></b>	<b><u>AL-MADINA ENTERPRISES</u></b>	<b><u>SHIRAZI TRADING</u></b>
Submit the Bank Statement for at least (03-Years).	Yes	Yes	Yes
Submit the Last 36-months (03-Years) Annual Turn-over, not less Than the Bid Cost in a year (Audit Report or any other valid Documentary Evidence should be provided).	Yes	yes	Yes
Only Firms having minimum 05-Years supplies experience of Photocopier Machines may apply. Valid Documentary evidences should be submitted in shape of copies of Purchase orders/ work orders/ agreements. (Minimum 05-proofs required for the last 05-Years Work Experience in relating to the same field).	Yes	Yes	Yes
Submitted List of similar nature Projects In-Hand currently.(Atleast 03-Proofs required in shape of Copies of Purchase orders/work orders/agreements).	No	Yes	No
Submitted 05-Valid Customer Satisfaction/Feedback Certificates from the Clients / Customers with Client Proper Signatures & Official Seal on it.	No	Yes	No
Only Authorized vendors/ distributors may allowed to participate And an authorization letter in the name of Vendor required from Principal Manufacturer at the time of submission of Bid. (Certificate required in color photocopy).	Yes	Yes	Yes
Warranty Backed up by Authorized Distributor having existence In Pakistan will be required alongwith a Certificate of One Year Parts Replacement Warranty with authorized Signatures & Seal on official Letter Head.	Yes	Yes	Yes
Certificate required from Authorized Distributor on Official Letter Head with Authorized Signatures & Seal that subject to usage of their product the necessary Maintenance Service would be Authorized Distributor's responsibility	Yes	Yes	Yes
	Disqualified	Qualified	Disqualified

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(JUSTICE NADEEM AZHAR SIDDIQI)  
CHAIRMAN, AT/SRB



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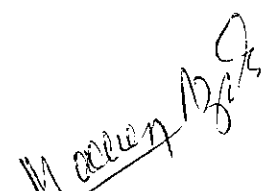
**PRELIMINARY REQUIREMENTS:**

**Preliminary Check List:**

Section	Description	Name of bidder		
		IBP (Pvt) Ltd.	Al-Madina Entpr.	Shirazi Trading
1.	Are Envelopes Sealed ?	Yes	Yes	Yes
2.	Is Technical Proposal Form at <i>Annexure-B</i> typed properly on Bidder	Yes	Yes	Yes
3.	Is Undertaking Form at <i>Annexure-D</i> Typed properly on Bidder Letter Head with Authorized Signatures & Official Seal?	Yes	Yes	Yes
4.	Is Affidavit at <i>Annexure-H</i> is properly Typed on stamp paper valuing of Rs.100/- with proper required discipline?	Yes	Yes	Yes
5.	Is Bid Requirement Format <i>Annexure-I</i> Properly Filled with Authorized Signatures & Seal?	Yes	Yes	Yes
6.	Is Manufacturer's Authorization Format <i>Annexure-E</i> typed properly on Manufacturer's Letter Head with	Yes	Yes	Yes
7.	Is Valid General Sales Certificate Of SRB copy provided by the Bidder ?	No	Yes	Yes
8.	Is Valid National Tax Number Certificate Copy provided by the Bidder ?	Yes	Yes	Yes
		Disqualified	Qualified	Qualified

  
(SYED GHAYOOR MEHDI)  
REGISTRAR / MEMBER  
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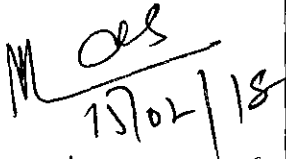
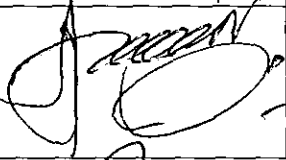
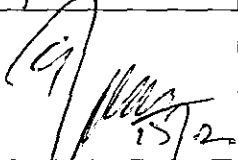
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SINDH REVENUE BOARD**

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**TENDER OPENING FOR PROCUREMENT OF 02 PHOTOCOPIER MACHINES  
FOR THE OFFICE OF PPELLATE TRIBUNAL, SRB, KARACHI.**

**ATTENDANCE SHEET**

**15<sup>th</sup> February, 2018 at 02:00 p.m.  
ATTENDANCE OF COMMITTEE MEMBERS**

S#	NAME / DESIGNATION	DEPARTMENT	SIGNATURE
01	Justice @ NadeemAzharSiddiqi, Chairman	Appellate Tribunal, SRB	 15/02/18
02	Mr. Munawar Sultan, Deputy Secretary /Member	Law Department	
03	Syed Ghayoor Mehdi, Registrar / Member	Appellate Tribunal, SRB	 15/2

**APPELLATE TRIBUNAL  
SINDH REVENUE BOARD**

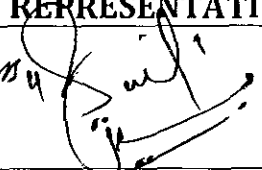
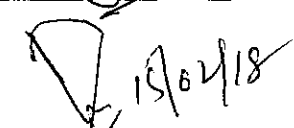
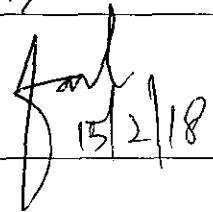
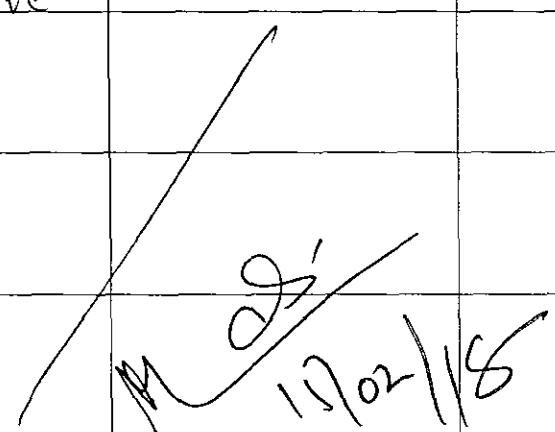
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**ATTENDANCE SHEET**

15<sup>th</sup> February, 2018 at 02:00 p.m.

**ATTENDANCE OF BIDDING PARTIES**

S#	NAME / DESIGNATION <i>of the Bidder/Rept:</i>	Name of contractor / company /bidder	SIGNATURE OF REPRESENTATIVE
01	SALIM Siddique Sales	International Business Products (Pvt.) Ltd. SHARP	
02	RAPQAT ULLAH	AL-Madina Enterprns	 15/02/18
03	Syed Fouhan Ali Sales Executive.	Sherazi Trading Co. (Pvt.) Ltd.	 15/2/18
04			
05			
06			 15/02/18



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**LIST OF PARTICIPANTS.**

- |   |                   |
|---|-------------------|
| 1. Justice @ Nadeem Azhar Siddiqi<br>Chairman, Appellate Tribunal, SRB/             | Chairman          |
| 2. Mr. Munawar Sultan,<br>Deputy Secretary, Law Department,<br>Government of Sindh. | Member            |
| 3. Syed Ghayoor Mehdi<br>Registrar, Appellate Tribunal, SRB/                        | Member/Secretary. |