

## **Bid Evaluation Report**

1. Name of Procuring Agency:	Finance Department, Government of Sindh.
2. Tender Reference No:	No. FD (CTC-I) 03(02) / 2014-2015.
3. Tender Name:	Procurement of Printer's Cartridges.
4. Method of Procurement:	Single Stage Two Envelopes Procedure.
5. Tender Published:	Daily Dawn English Dated 13 <sup>th</sup> April, 2015; Daily Jung Dated 15 <sup>th</sup> April, 2015; Daily Sobh Dated 12 <sup>th</sup> April, 2015 vide INF/KRY No.1382/2015 and SPPRA Serial No.23669
6. Total Bid documents Sold:	(03) Three Nos.
7. Total Bids Received:	(02) Two Nos.
8. Technical Bid Opening date:	28 <sup>th</sup> April, 2015 at 01:00 Pm.
9. No. of Bid technically qualif	Lain California
10. Bid(s) Rejected:	NIL. Majid Mohsim Panhimat  NIL. Deputy Secretary (Res-4)
11. Financial Bid Opening date	11th May, 2015 at 01:00 pm.  Section Officer General Administration Services General Administration Services General Administration Government of Single
Deputy Secretary (Admn), Norks & Services Department, Works & Services Department, Secretary October Sindh.	IIR ZIA ISRAN  Ition Officer (B&A)  Insure Department  Insure Departme

## 12. Bid Evaluation Report:

S No	Name of Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/ rejection
0	1	2	3	4	5
1.	M/s. Quick Marketing Service	Rs. 6,568,182/-	01st Lowest	88%	First Lowest in Price
2.	M/s. Perfect Computers	Rs. 7,079,050/-	02 <sup>nd</sup> Lowest	94%	Second Lowest in Price

(Majid Mohsin Panhwar)

Deputy Secretary (Res-I) **Finance Department** Government of Sindh

(MEMBER)

Majid Mohsin Panhwar Deputy Secretary (Res-I)

Section Officer (DER ZIA ISRAN)
Finance De la Tinance Officer (B&A)
Government of Sinance Department
(MEMBER)

(MEMBERBovernment of Sindh

(NISAR AHMED MEMON)

Section Officer (General)
SGA &C Department

serdbyernment of Smeh

(MEMBER)

(Syed Shah Hussain Shah)

Deputy Secretary (Admn)

Works & Services Department Government of Single

Deputy & Service of Sindh

(Nisar Ahmed Shaikh)

Additional Finance Secretary

Finance Department

Chairmanned Shaikh

Add: Finance Secretary (Admn | SR) Finance Department Government of Sindh



## NO.F.D (CTC-I) 03(02)/2014-2015

GOVERNMENT OF SINDH FINANCE DEPARTMENT

Karachi dated the 04th May, 2014

Subject:

## TECHNICAL MINUTES OF THE MEETING REGARDING THE PROCUREMENT OF PRINTER'S CARTRIDGES FOR OFFICES OF THE FINANCE DEPARTMENT GOVERNMENT OF SINDH

Meeting of the Departmental Procurement Committee constituted vide Finance Department's Notification No. FD (CTC-I) 03(02)/ 2014-2015 dated 10<sup>th</sup> April, 2015 was held on Tuesday, 28<sup>th</sup> April, 2015 at 1:00 P.m in the office of Additional Finance Secretary (Admn/Sr)/Chairman of the Committee, in order to undertake the Technical Appraisal of the Bids submitted against the Finance Department's Tender Notice published in three leading Newspapers i.e. Daily Urdu Jung Dated 15-04-15, Daily English Dawn Dated 13-04-15, Daily Sindhi Sobh Dated 12-04-15 vide advertisement nos. INF-KRY-1382/2015 as well as hoisted on Finance Department & SPPRA official websites with the SPPRA Sr No. 23669, while the SPPRA I.D will be withheld till the original minutes & Bid Evaluation report has not been hoisted on SPPRA Website.

The following Members of Procurement Committee were present at the time of opening of Technical Bids:

Additional Finance Secretary (Admn/Sr)
 Finance Department, Government of Sindh.

Chairman

Deputy Secretary (Res-I), Finance Department, Government of Sindh. Member

 Section Officer (B&A), Finance Department, Government of Sindh. Member

 Section Officer (General), Services, General, Administration & Co-ordination Department, Government of Sindh. Member

 Representative from Works & Services, Works & Services Department, Government of Sindh. Member

The Committee members were informed that, in response to the Tender advertisement, the following Three firms had gotten the bidding documents issued against a cash of Rs. 2,000/- each (non-refundable Tender Fee), that are;

- 1. M/s. Perfect Computers.
- 2. M/s, Ashraf Traders.

2015.

3. M/s. Quick Marketing Service.

However, only Two firms have submitted the Bids by the deadline of 12:00 Noon of April,

The bids were opened at 01:00 P.m in the presence of the above mentioned participants. All the members of the procurement committee signed the Each Sealed Envelopes of the Technical Bids and also Technical Documents.

Deputy Secretary (Admin)

Works & Services Department

Works & Services Department

Section Officer (B&A)

Section Department

Section Department

Section Officer (Band)

Section Officer (Band)

Section Officer (Band)

Nisar Ahmed Shelleh

Majid Mohsin Padhyrsy, 5
Deputy Secretary (Res-II)

Finance Department had adopted Single Stage-Two Envelopes Procedure as prescribed in SPPRA Rules "Procedure of open Competitive Bidding" for selection of Firms.

The Committee proceeded as per prescribed procedure of rule-46 sub rule (02) of SPPRA-2010. initially, only the envelopes marked as "Technical Proposals" were opened in presence of Bidders and the envelopes marked as "Financial Proposals" retained in the custody of Departmental Procurement Committee without being opened.

The Procurement Committee than examined both the Technical Bids without reference to the Prices as per the Preliminary Requirements & Eligibility Criteria provided in the Bidding Documents, Arithmetical checks and verify the Documents submitted by the Bidders on the basis of parameters specified in Tender Bidding Documents.

Accordingly, Firms above at Sr No. 01 & 03 i.e. M/s. Perfect Computers & M/s. Quick Marketing Service have qualified Technically who attained 85% & 96% Points respectively. (Preliminary Screening Criteria & Evaluation Criteria of the Bids attached with minutes at Annexure-I & II), since the minimum score required as specified in Tender Bidding Documents to pass for Technical Proposal were 70% out of 100 Points.

Hence, Departmental Procurement Committee proposed to open the Financial Proposals of M/s. Perfect Computers & M/s. Quick Marketing Service.

The meeting ended with the note of thanks to and from the chair.

(Aamir/Zia Isran)

Section Officer (B&A)

Finance Department R ZIA ISRAN
Government (ASAM) (Member Section Officer (B&A)

Finance Department Government of Sindh

(Majtd Mohsin Panhwad S)

Deputy Secretary (Res-I) Finance Department

Government of Sindh

(Member). Majid Mohsin Panhwar Deputy Secretary (Res-I)

(Nisar Memon) sministration Section Officer (General)

SGA&C Department

Government of Sindh

(Member)

(Syed Shah Hussain Shah)

Deputy Secretary (Admn)

Works & Services Department Government of Sindh

(Member)

(Nisar Ahmed Shaikh)

Additional Finance Secretary (Admn/SR)

Finance Department

Nisar Achardan Amn SR

Add: Finance Secretary Finance Department Government of Sindh

Works & Services Department Government of Sindh

## PRELIMINARY REQUIREMENTS

Section	1	2	ņ	4	5.	6.	7.	œ	9.	5
Description	5 - B-4- F	Are Envelopes properly typed as prescribed in clause 13.6 & 13.8 of Bidding Documents?	Is Tender Covering Letter typed properly on Bidder Letter Head with Authorized Signatures & Official Seal as prescribed at <i>Annexure-A</i> in Bidding Documents?	Is Technical Proposal Form at <i>Annexure-B</i> in Bidding Documents typed properly on Bidder Letter Head with Authorized Signatures & Official Seal?	Is Undertaking Form at <i>Annexure-D</i> in Bidding Documents typed properly on Bidder Letter Head with Authorized Signatures & Official Seal?	Is Affidavit at <i>Annexure-H</i> in Bidding Documents is properly typed on stamp paper valuing of Rs. 100/-with proper required discipline?	Is Bid Requirement Form at Annexure-1 in Bidding Documents properly Filled with Authorized Signatures & Seal?	Is Manufacturer's Authorization Form at <b>Annexure-E</b> in Bidding Documents typed properly on Manufacturer's Letter Head with Authorized Signatures & Seal?	Is Valid General Sales Tax Certificate copy provided by the Bidder?	Is Valid National Tax Number Certificate Copy provided by the
M/s. Perfect	computers	YES	YES	YES	YES	YES	YES	YES	YES	YES
Name of Bidders rfect M/s. Quick	Migraening	YES	YES	YES	YES	YES	YES	YES	YES	YES

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AAMIR ZIA ISRAN
Section Officer (B&A)
Finance Department
Finance Department
Government of Sindh

Ah 4/5/·Majid Mohsin Panhwar
Deputy Secretary (Res-I)

Section Officer General Administration
Services General Administration

## **EVALUATION CRITERIA OF THE BIDS REGARDING THE PROCUREMENT OF** PRINTER'S CARTRIDGES:

M.	O TO 10	West of	STATE OF THE PARTY											Section
Nisar Abmed Manne Beart Bands Add Finance Department Section Officer Sinds Had Finance Department of Sinds Finance	submit the Last 36-months (03-Years) A not less than the Bid Cost in a year (Auc other valid Documentary Evidence shou	Submit the Bank Statement for atleast 48-months. (04- Years).	concerned Bank. (In Original)		Gross Total:	The Brand submitted along with its Principal Manufacturer should have a comprehensive Presence in Pakistan with Offices and After Sales support. Details of Offices & Contact details are required.	Submit the Valid Copy of Chamber of commerce or its allied body.	Submit the Valid Copy of Firm's General Sales Tax Number Certificate.	Submit the Valid Copy of Firm's National Tax Number Certificate.	Submit the Valid Copy of Income Tax Return & Sales Tax Return for the Last 04-Years.	Submit the Valid Copy of Incorporation or Registration Certificate.	Firm Name, its status, address, telephone number(s), Fax number(s), e-mail address & Valid Copy of N.I.C of Firm's Authorized Representative.		Requirements
B&A)	01-Point for Year	01-Point for Each Year		FINANCIAL SOL		,		,	*	02-Points Each	*	0.5-Point Each	MARKET PRE	Sub-Points
Ham.	(03-Points)	(04-Points)	(03-Points)	UNDNESS:	10-Points	(01-Point)	(01-Point)	(01-Point)	(01-Point)	(04-Points)	(01-Point)	(01-Point)	ESENCE:	Points
Monsin Panhwait	Provided	Provided	Not Provided		Total:	Provided	Provided	Provided	Provided	Provided	Not Provided	Provided		Perfect
anhwar.	03-Points	04-Points	00-Point		09-Points	01-Point	01-Point	01-Point	01-Point	04-Points	00-Point	01-Point		Points Obtained
Section orders Section orders Section distant	Provided	Provided	Provided		Total:	Provided	Provided	Provided	Provided	Provided	Not Provided	N.I.C Copy not Provided		Quick Marketing
Services General Services General Services General Action Blade	03-Points	04-Points	03-Points		8.5 Points	01-Point	01-Point	01-Point	01-Point	04-Points	00-Point	0.5 Point		Points Obtained

	A LAY Orlean Department Section Organists assort	n Panhwar	Main Mohsin Panhwar	Jan.	er (B&A) partment of Sindh	NISBI ADMICE Secretary Market Section Officer (B&A) NISBI Mance Department Section Officer (B&A) NISBI Mance Department Section Officer (B&A) NISBI Mance Department Section Officer (B&A)	EST.
ded 20-Points	Provided	20-Points	Provided	(20-Points)	ICRAN	Only Principal Authorized or Tier-1 Partners/vendors allowed to participate and an authorization letter in the name of Vecation of Sequired from Principal Manufacturer at	
09- ates 4.5 Points ded	Only 09- Certificates Provided	3.5 Points	Only 07- Certificates Provided	(05-Points)	01-Point for 02- certificates	Submitted 10-Valid Customer Satisfaction/ Feedback Certificates from the Clients/ Customers with Client Proper Signatures & Official Seal on it.	,
ded 10-Points	Provided	10-Points	Provided	(10-Points)	05-Points for Each Certificate	_	Son of Change
ded 10-Points	Provided	10-Points	Provided	(10-Points)	05-Points for Each Certificate	1	A STATE OF THE PARTY OF THE PAR
				RTIFICATES:	AUTHORIZTION CER	AU	
il: 10-Points	Total:	10-Points	Total:	10-Points		Gross Total:	
ded 04-Points	Provided	04-Points	Provided	(04-Points)	01-Point for Each Proof	Submitted List of similar nature Projects In-Hand currently. (Atleast 04-Proofs required in shape of Copies of Purchase orders/work orders/agreements).	
ded 01-Point	Provided	01-Point	Provided	(01-Point)		Submitted Catalogue evidence of Office Premises / workshop & products which is sold by the Firm.	
ded 05-Points	Provided	4.5 Points	09-Proofs Provided	(05-Points)	01-Point for 02- Proofs	of Printer's Genuine Cartridges may apply. Valid Documentary evidence should be submitted in shape of copies of Purchase orders/work orders/agreements. (Minimum 10-proofs required for the last 05-Years Work Experience in relating to the same field).	4
				ERIENCE:	WORKING EXPE		
tl: 12-Points	Total:	05-Points	Total:	15-Points		Gross Total:	
lete Vot 11.5-Points ded	Complete CV's Not Provided	05-Points	Complete CV's Not Provided	(15-Points)	03-Points Each for Senior Staff category & 06- Points for Junior Staff	The Bidder Should submit the List of Key Professionals including Senior Executives, Managers, Supervisors and other Staff along with the <u>06-CV's of Senior Executives</u> , <u>06-CV's of Supervisors &amp; 12-CV's of Junior Staff</u> in relating to the same field.	μ
				ONALS:	KEY PROFESSIO		
II: 10-Points	i otai:	O/-Points	iotal:	10-Folins		Control of the contro	П

96-Points	Total Points	85-Points	Total Points	100-Points		Grand Total:	
10-Points	Total:	10-Points	Total:	10-Points		Gross Total:	
03-Points	Provided	03-Points	Provided	(03-Points)		Certificate required from Principal Manufacturer on Official Letter Head with Authorized Signatures & Seal, that subject to usage of their product the Hardware gets Faulty, the necessary repair and Faulty components replacement would be Principal responsibility.	
04-Points	Provided	04-Points	Provided	(04-Points)	•4	Brand New Toner/Cartridge will be replaced with Faulty Toner/Cartridge subject to any Fault covering Print Quality, leakage and performance despite 50% usage. (A certificate on official Letter Head with Authorized Signatures & Seal in the matter shall be submitted by the Bidder).	.60
03-Points	Provided	03-Points	Provided	(03-Points)		Warranty Backed by Principal Manufacturer having existence in Pakistan will be required along with a Certificate of Warranty with authorized Signatures & Seal on official Letter Head.	
			Y:	QUALITY ASSURANCE & WARRANTY:	Y ASSURAN	QUALIT	
45-Points	Total:	44-Points	Total:	45-Points		Gross Total:	1
						the time of submission of Bid. (Certificate required in color photocopy).	

Finance Department Finance Department Government of Sindh Section Officer (B&A) (Aamir Zia Isran)

Majid Mohsin Panhwai

Deputy Secretary (Res-I Finance Department at (Member) Deputy Secret

> Deputy Secretary (Admn) (Syed Shah Hussain Shah)

Obtained:

Obtained:

Works & Services Department (Member)

> Section Officer (General) (Nisar Ahmed Memon) SGA&C Department JUNE FL

Services General Administration & Coordination Department & Coordination Department (Member) (Section Officer General)

(Nisar Ahmed Shaikh)

Additional Finance Secretary (Admn/Sr)

(Chairman Shaikh Add: Finance Secretary (Admn/SR) Government of Sindh Finance Department



## NO.F.D (CTC-I) 03(02)/2014-2015

GOVERNMENT OF SINDH FINANCE DEPARTMENT

Karachi dated the 11th May, 2015

Subject: MINUTES OF THE MEETING FOR OPENING OF FINANCIAL PROPOSAL HELD ON 11th MAY-2015 REGARDING THE PROCUREMENTOF CARTRIDGES FOR PRINTERS OF FINANCE DEPARTMENT GOVERNMENT OF SINDH.

Meeting of the Departmental Procurement Committee was held on 11th May, 2015 at 01:00 pm in the Office of Additional Finance Secretary (Admn/Sr)/ Chairman at 06th Floor in order to undertake the Financial Appraisals of M/s. Perfect Computers & M/s. Quick Marketing Service who were qualified in Technical Proposal, against the Finance Department's Tender Notice regarding Procurement of Printer's Genuine Cartridges for Finance Department, Government of Sindh.

The following Members of Procurement Committee were present at the time of opening of Financial Bids:

 Additional Finance Secretary (Admn/Sr) Finance Department, Government of Sindh. Chairman

2. Deputy Secretary (Res-I), Finance Department, Government of Sindh. Member

3. Deputy Secretary (Admn), Works & Services Department, Government of Sindh. Member

4. Section Officer (General), Services, General, Administration & Co-ordination Department, Government of Sindh.

Member

Section Officer (B&A). Finance Department, Government of Sindh. Member

The Bid was opened at 01:00 pm in presence of the above mentioned firm's participants and the rates quoted by the Bidders was read aloud and encircled by the Chairman of the Procurement Committee. All the members of the Procurement Committee signed each & every page of Financial Proposals. The Bids does not contain any over-writing or cutting. Following is the comparative statement of the Bids announced.

Sr. No	Name of Bidder	Offered Prices inclusive of Taxes	Amount of Bid Security @ 3% of the Total Bid Price	Pay Order No & Date	Remarks
1.	M/s. Quick Marketing Service	Rs. 6,568,182/-	Rs. 195,000/- Rs. 5,000/-	0109397 & 0109398 27-04-15 & 28-04-15	01st Lowest
2.	M/s. Perfect Computers	Rs. 7,079,050/-	Rs. 205,000/-	801818/686676 27-04-2015	02 <sup>nd</sup> Lowest

Finance Department Government of Sindh

Nisar Ahmed Shai Add: Finance Secretary (Admn | SR) Finance Department Government of Sindh

Secretary (Res-I)

loes General Administration Coordination Department

Deputy Secretar Madmin Government of Sindh.

- The above comparative statement illustrated that M/s. Quick Marketing Services found to be 01st lowest while M/s. Perfect Computers have the 02nd lowest in prices. Moreover, the Earnest Money pay order submitted by M/s. Perfect Computers in its Financial Proposal is less than the requisite amount.
  - Further, the Break-up cost quoted by both Bidders is enclosed herewith Financial Minutes at Annexure-A.
  - Accordingly, the Procurement Committee proposed that the contract for supply of Printer's Genuine Cartridges should be placed with M/s. Quick Marketing Service being the lowest bidder with the total bid amount of PKR. 6,568,182/- (Rupees: Six Million Five Hundred Sixty Eight Thousand One Hundred & Eighty Two) only inclusive of all taxes.
  - The meeting ended with the vote of thanks to and from the chair. 6.

(Majid Mohsin Panhwar)

Deputy Secretary (Res-I)

Finance Department

Majid Mohsin Parlinget of Sindh

Deputy Secretary (Res.)

Section Officer (B&A)

Finance Department 1SRAN

Section/Officer (B&A) Finance Department Government of Sindh

(Nisar Memon)

Section Officer (General)

SGA&C Department (Section Officer Stration) & Coordinati (Member)

(Syed Shah Hussain Shah)

Deputy Secretary (Admn) Works & Services Department

Deputy Government of Sindh works to Sand (Member)

(Nisar Ahmed Shaikh)

Additional Finance Secretary (Admn/SR)

Finance Department

Nis (Chamban) ay (Adam | SR) Add: Finance School ary Addan Government of Sindh

# COST BREAK-UP OF PRINTER'S CARTRIDGES

Section Depor Sinon	(Aamir Zia/sran) Section Officer (B&A) Finance Department (Member RAN Line (B&A)		17.	16.	15.	14.	13.	12.	11.	10.	9.	,00	7.	6.	.s	4.	ü	2.			Sr. No
Section Depor Sinon	(Aamir Zia/sran) Section Officer (8&A) Finance Department (Member RAN)  All R 211 Officer (8&A)	1	HP-600	HP-5200	HP-2100/2200	HP-2420	HP-3005	HP-400	HP-1006	HP-3015	HP-2015	HP-1505	HP-1102	HP-2035	HP-2055	HP-1020/1018	HP-1300	HP-1200	HP-1320		Printer Type
	(Majid Mohsin Panhwar) Deputy Secretary (Res-I) Finance Department Majid Mohsin (Member) Deputy Secretary (Res-I)	>	PR-CE390-A	PR-Q7516-A	PR-C4096-A	PR-Q6511-A	PR-Q7551-A	PR-CF280-A	PR-CB435-A	PR-CE255-A	PR-Q7553-A	PR-CB436-A	PR-CE285-A	PR-CE505-A	PR-CE505-A	PR-Q2612-A	PR-Q2613-A	PR-Q7115-A	PR-Q5949-A		Type of Cartridge
(Nisar A	tary (Res-I) partment ther)	•	03 Nos	02 Nos	02 Nos	02 Nos	05 Nos	60 Nos	04 Nos	04 Nos	40 Nos	04 Nos	40 Nos	60 Nos	115 Nos	30 Nos	25 Nos	30 Nos	50 Nos		Quantity
(Nisar Ahmed Shaikh)	Odwords &	Total Amount:	24400/-	24553/-	17960/-	18135/-	18369/-	15327/-	11408/-	18720/-	14684/-	12051/-	11642/-	13163/-	13163/-	11408/-	14040/-	14040/-	14450/-	Unit Price	M/s. Qui
	(Syed Shah Hussain Shah) Deputy Socretary (Admn) Deputy Socretary (Admn) Works & Services Department No. (Wiember)	Rs. 6,568,182/-	73200/-	49106/-	35920/-	36270/-	91845/-	919620/-	45632/-	74880/-	587360/-	48204/-	465680/-	789780/-	1513745/-	342240/-	351000/-	421200/-	722500/-	Amount	M/s. Quick Marketing
	V		25700/-	25300/-	18250/-	19100/-	19000/-	16150/-	12100/-	19000/-	15200/-	13450/-	12700/-	14150/-	14150/-	12100/-	15000/-	15000/-	15500/-	Unit Price	M/s. Perfe
	(Nisar Ahmed Memon Section Officer (Genera SGA&CORDANNENDEN)	Rs. 7,079,050/-	77100/-	50600/-	36500/-	38200/-	95000/-	969000/-	48400/-	76000/-	608000/-	53800/-	508000/-	849000/-	1627250/-	363000/-	375000/-	450000/-	775000/-	Amount	M/s. Perfect Computers

Additional Finance Secretary (Admiss) (Challing) Additional Finance Secretary (Admiss) Additional Finance Department Add: Pinance Department of Sindh Government of Sindh