



**SINDH EDUCATION FOUNDATION
GOVT. OF SINDH
(HEAD OFFICE)**



SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,
Ameer Khusro Road) Karachi. 021-34169182 & 184

TENDER ATTENDANCE SLIP

Date: **March 30, 2016**

Tender No. **SEF/WEB/15-16/35**

Tender of: **Office Chairs.**

Following firms submitted their bids in this IFB.

| S.No. | NAME OF PARTICIPANT FIRM | ATTENDED BY (Name) | CONTACT (Cell #) | SIGNATURES |
|-------|---------------------------------|-----------------------|---------------------|------------|
| 1 | Master office systems (PVT) LTD | Ahmed # | | |
| 2 | / | / | / | |
| 3 | / | / | / | |
| 4 | / | / | / | |
| 5 | / | / | / | |
| 6 | / | / | / | |
| 7 | / | / | / | |
| 8 | / | / | / | |

Loudly announced bid information of bidders:

| S.No. | Name of Firms | Bid Value in PKR. | Bid Security in PKR | Bidder's Signatures |
|-------|---------------------------------|-------------------|---------------------|---------------------|
| 1 | Master office systems (PVT) LTD | Rs. 500,230/- | Rs. 95012/- | |
| 2 | / | / | / | |
| 3 | / | / | / | |
| 4 | / | / | / | |
| 5 | / | / | / | |
| 6 | / | / | / | |
| 7 | / | / | / | |
| 8 | / | / | / | |

Glam

Procurement Department 20/3

*Master office systems (PVT) LTD
30/3/16*

*[Signature]
30/3/16*

Admin. Department



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MEMBERS OF PURCHASE COMMITTEE

Sign: _____

Mr. Muhammad Ashraf
Deputy Director Finance,
Member of Purchase Committee,
Sindh Education Foundation,
Government of Sindh.

Sign: _____

Mr. Nisar Ahmed Banbhan
Deputy Director (MAP)
Secretary Purchase Committee
Sindh Education Foundation,
Government of Sindh.

Sign: _____

Mr. Fazal Karim Khatri
Director (KMTC)
Chairman Purchase Committee
Sindh Education Foundation
Government of Sindh



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**MINUTES OF THE PURCHASE COMMITTEE MEETING FOR EVALUATION
PROCESS FOR THE TENDER OF OFFICE CHAIRS**

The Purchase Committee Meeting, SEF, Karachi was held at 3:30 P.M on Friday, May 6, **2016** in the office of Sindh Education Foundation, GoS, Karachi.

AGENDA:

Evaluation of Proposal on Tender of Office Chairs

(Friday, May 6, 2016)

PARTICIPANTS:

The following participated in the Purchase Committee meeting, SEF, GoS, Karachi:

| S.No. | NAME OF OFFICERS | DESIGNATION | AUTHORITY |
|-------|------------------------------|--|-------------------|
| i | Mr. Muhammad Abdullah Abbasi | Director, Admin & I.T | Chairman |
| ii | Mr. Muhammad Ashraf | Deputy Director (FR/FFM) | Secretary/ Member |
| iii | Mr. Syed Qasim Akbar Nimai | Section Officer (G-III) Edu. & Lit. Deptt. | Member |
| iv | Mr. Shahnawaz Ali Khan | Acting Deputy Director | Co-opted Member |

PROCESS:

In the process of Evaluation of Proposals the purchase committee found only single bidder as per the TENDER ATTENDANCE SLIP of the following participant (Photo Copy Enclosed):

| S.No. | FIRM SUBMITTED THE BID OF OFFICE CHAIRS |
|-------|---|
| 1) | M/s.Master Offisys Pvt. Ltd |

(Handwritten signature and date: 23/5/2016)

(Handwritten mark: 1/2)

**MINUTES OF THE PURCHASE COMMITTEE MEETING FOR EVALUATION
PROCESS FOR THE TENDER OF OFFICE CHAIRS**

(Recommendation of Purchase Committee)

As per requirements of SEF Purchase Committee the concerned bidder has submitted all the relevant paper as mentioned in the minutes of meeting dated. 30th March, 2016.

The Purchase Committee SEF had found that **M/s. Master Offisys Pvt. Ltd** was the only single bidder and submitted the specification as per SEF requirements.

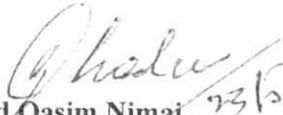
The Purchase Committee put the following remarks on the bid.

The Purchase Committee recommended the single bidder for approval of chairs from M/s. Master Offisys (Private) Limited.

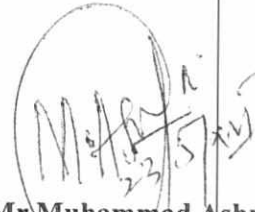


Mr. Shahnawaz Ali Khan
Acting Deputy Director,
Procurement (Co-opted Member P.C)
Sindh Education Foundation,
Govt. of Sindh, Karachi.

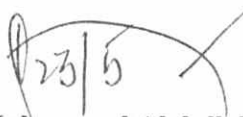
SIGNED



Mr. Syed Qasim Nimai,
Section Officer (G-III) Edu. & Lit. Dept.,
Member, Purchase Committee
Sindh Education Foundation,
Govt. of Sindh, Karachi



Mr. Muhammad Ashraf
Deputy Director Finance,
Secretary/Mamber Purchase Committee
Sindh Education Foundation,
Govt. of Sindh, Karachi.




Mr. Muhammad Abdullah Abbasi,
Director Admin. & I.T,
Chairman Purchase Committee
Sindh Education Foundation
Govt. of Sindh Karachi.

**SINDH EDUCATION FOUNDATION GOVERNMENT OF SINDH
TECHNICAL CRITERIA OF OFFICE CHAIRS**


| | | |
|--|---|--|
| Tender # SEF/WEB/15-16/35 | | M/s. Master Offisys (Private) Limited. |
| Tender Opening Date 30TH March, 2016 | | |
| IMPORTANT PRE-QUALIFICATION / ASSESSMENT POINTS | | |
| Technical Bid Maximum Score | | |
| <u>Comprises following criteria of marking</u> | | |
| | 5 Year experience in <u>Office Chairs</u> field (evidence required). | |
| 1 | At least 5 copies of Purchase orders / Contract are requiring along with three acknowledge copies of evidence. | yes |
| 2 | Minimum Turnover is Rs.2 Million per annum in the same field of Office Chairs. For evidence documents require : • Latest twelve months Bank Statement duly stamps from concerned bank required. | yes |
| 3 | List of Litigations with the clients (If any) and nature of Litigations & Affidavit @ 50/- ruppes stamp/Bond paper that the firm has never been blacklisted. Have registration with relevant Tax & Sale Tax Departments of the Govt. of Pakistan or Govt. of Sindh. Following evidence documents are required: | yes |
| 4 | • Copy of Sales/Services Tax return required for last three months duly acknowledge by SRB/ITD(must) • Copy of sales/Services tax Registration Certificate required (must) • Copy of National Tax Registration Certificate required (must) • Copy of Tax Exemption Certificate required (if applicable) | yes yes yes yes |


Note:

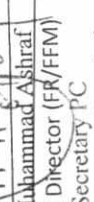
The Purchase Committee found that the only one vendor has participated in the bid. As per Technical criteria M/s. Master Offisys (Private) Limited is selected by the Purchase Committee. Therefore, the Purchase Committee seeking approval from SEF Competent Authority for further necessary process.


Shah Nawaz Ali Khan
Acting Deputy Director (Co-opted Member)
Procurement Department, SEF

MEMBERS OF PURCHASE COMMITTEE (SEF)


Mr. Syed Qasim Akber Khimtai
Section Officer (G-III)
Member PC
Sindh Education Foundation
Govt. of Sindh


Mr. Muhammad Abdullah Abbasi
Director General (Admin & I)
Chairman PC (SEF)
Sindh Education Foundation
Govt. of Sindh


Mr. Muhammad Ashraf
Deputy Director (FR/FFM)
Secretary PC
Sindh Education Foundation
Govt. of Sindh

SINDH EDUCATION FOUNDATION GOVT. OF SINDH
COMPARATIVE STATEMENT FOR OFFICE CHAIRS

SEF/WEB/15-16/35
 Opening Date:30-March-2016

| S. No. | SEF DESCRIPTION | DESCRIPTION OF ITEM(S) | QTY Required | QUOTATION - I | |
|-----------------------------------|---|--|--------------|---------------|----------------|
| | | | | Unit Price | Total amount |
| 1 | Chairs for Conference Rooms Equivalent Master Genesis Low Back Chair, Master Leatherite | Master Genesis ECO Low Back Chair Master Fabric/Leatherite | pcs | 8,840 | 442,000 |
| 2 | Benches for Visitors (Two Seater) Stainless Steel, Equivalent Master Public Seating | Master Public Seating (2 Seater) Seater In Metal Finish.Seat thickness 1.6 mm and plate gauge 18mm. | pcs | 13,050 | 26,100 |
| 3 | Benches for Visitors (Three Seater) Stainless Steel, Equivalent Master Public Seating | Master Public Seating (03 Seater) Seater In Metal Finish.Seat thickness 1.6 mm and plate gauge 18mm. | pcs | 16,065 | 32,130 |
| TOTAL AMOUNT All Inclusive | | | | | 500,230 |

NOTE:

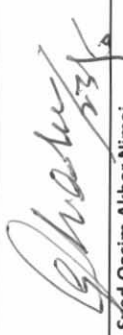
Only one quotation was received from M/s. Master Offsys (Private) Limited, as per the SEF Specification requirement of Chairs Master Genesis. Purchase Committee is seeking approval of the the lowest bidder M/S.Master Offsys (Private) Limited. from the higher and competent authorities for the above purchase.

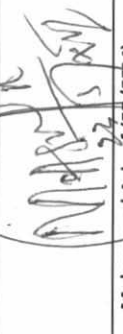
All above required specifications are followed as per Master Offsys and the participated bidder is also M/s. Master Offsys (Pvt) Ltd which quoted items are completely matched with our requirement.


Amount in Words: Five Lac Two Hundred & Thirty Rupees Only.


 23/5/2016
 Shah Nawaz Ali Khan
 Acting Deputy Director, Co-opted Member
 Sindh Education Foundation
 Govt. of Sindh


MEMBER PURCHASE COMMITTEE


 Syed Qasim Akber Nimai
 Section Officer (G-III) Edu. & Lit. Dept.
 Member Purchase Committee
 Govt. of Sindh


 Muhammad Ashraf (FR/FFM)
 Secretary/Member Purchase Committee
 Sindh Education Foundation
 Govt. of Sindh


 Muhammad Abdullah Abbasi
 Director (Admin & IT)
 Chairman Purchase Committee
 Sindh Education Foundation
 Govt. of Sindh

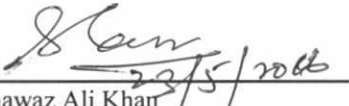
APPROVED BY

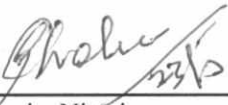

 Naheed Shah Durrant
 Managing Director
 Sindh Education Foundation
 Govt. of Sindh


Bid Evaluation Report

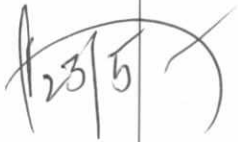
1. Name of Procuring Agency: Sindh Education Foundation (Govt. of Sindh)
2. Tender Reference No: SEF/WEB/15-16/35.
3. Tender Description/Name of work/item: Office Chairs.
4. Method of Procurement: SINGLE STAGE ONE ENVELOPE.
5. Tender Published: SPPRA ID # 2147483647 (07-03-2016)
6. Total Bid documents Sold: 1
7. Total Bids Received: One Bid.
8. Bid Opening date: (if applicable) 30th March ,2016.
9. No. of Bid technically qualified (if applicable): One.

| <i>S No</i> | <i>Name of Firm or Bidder</i> | <i>Total Bid,Cost offered by the Bidder</i> | <i>Ranking in terms of cost</i> | <i>Comparison with Estimated cost</i> | <i>Reasons for acceptance/rejection</i> | <i>Remarks</i> |
|-------------|-------------------------------|---|---------------------------------|---------------------------------------|---|------------------------------------|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | M/s. Master Offisys Pvt Ltd | 500,230 | 1st Lowest | 2 Million | Accepted because , the only firm is found | Recommended to award the contract. |


Shahnawaz Ali Khan
Acting Deputy Director Procurement
Co-opted Member P. C.
Sindh Education Foundation
Govt. of Sindh


Syed Qasim Nimai
Section Officer (G-III) Edu. & Lit Dept
Member P.C.
Sindh Education Foundation
Govt. of Sindh


Muhammad Ashraf
Deputy Director Operation
Member P. C.
Sindh Education Foundation
Govt. of Sindh


Muhammad Abdullah Abbasi
Director Admin & IT
Chairman P. C.
Sindh Education Foundation,
Govt. of Sindh.



Sindh Education Foundation



Government of Sindh

Date: 30-05-2016

Ref: SEF/859/16

To,

Mr, Farrukh Shams
Assistant Manager Corporate Sales
Master OffiSys Pvt.Ltd.
Master House ,54 D.A.C.H.S,
Main Sharah-e-Faisal,
Karachi-75350,Pakistan.
Ph: 92-21-34392031

Subject: Intimation Letter for Tender of Office Chairs Tender# SEF/WEB/15-16/35.

Dear, Mr. Farrukh

The evaluation process of submitted tender has been completed; therefore the Bid evaluation report is enclosed for your intimation.

This is for your kind information.

Thanks for understanding.

Best regards,

Acting Deputy Director Procurement,
Sindh Education Foundation,
Govt. of Sindh,
Karachi.

Cc. Director Admin & IT

Regional Offices:



Education Foundation



Government of Sindh

Ref: SEF/Proc/13/15-16

Date: 19-04-2016

NOTIFICATION

ORDER No. SEF/ORDER-200/.....: In partial modification of SEF Notification # SEF/928/2014 dated August 21, 2014; Procurement Committee is constituted in the line vide the provisions of rules 7 & 8 of SPP Rules 2010 (Amended 2013) with following composition:

1. Muhammad Abdullah Abbasi, Director Administration & IT, SEF (Chairman of Committee)
2. Representative from Education & Literacy Dept. Govt. of Sindh (Not below BPS 17, Member)
3. Muhammad Ashraf, Deputy Director, FRFFM SEF (Secretary/Member)
4. Shahnawaz Ali Khan, Acting Deputy Director Procurement, SEF (Co-opted Member)

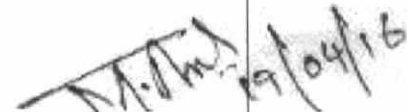
The committee's TORs are:

- I.
 - Prepare bidding documents;
 - Carrying out technical as well as financial evaluation of the bids;
 - Preparing evaluation report as provided in Rule 45 SPPRA 2010 amended 2013;
 - Making recommendations for the award of contract to the competent authority; and
 - Perform any other function ancillary and incidental to the above.
- II.
 - The Committee will also carry out Procurement of World Bank assisted PPRS Program under World Bank (WB) Guidelines of Goods.

Ms. NAHEED S. DURRANI
Managing Director,
Karachi, dated April 19, 2016

Copy to:

1. P.S. to The Secretary Education & Literacy Department, Govt. of Sindh
2. P.S. to M.D. SEF
3. All Committee members


Assistant Director Procurement
Karachi, dated April 19, 2016

Head Office: House # 21-A, Block 7/8, Overseas Cooperative Housing Society, Ameer Khuzro Road, Karachi.
Ph: 021-34169141-5, 021-34305753-4, 021-34301460-3 Fax: 021-34169181 E-mail: info@sef.org.pk, Website: www.sef.org.pk

Regional Offices:

Hyderabad Ph: 022-9240173-4 Larkana Ph: 074-4058639
Sukkur Ph: 071-5632292, 071-9310985 Dadu Ph: 025-4710731 Mirpurkhas Ph: 0233-9290385
Shaheed Benazirabad Ph: 0244-382090-1



Sindh Education Foundation



Government of Sindh

Date: 14-06-2016

Ref: SEF/903/2016

ORDER

ORDER No. SEF/ORDER-200/.....: In pursuance of SEF Notification # SEF/Proc/13/15-16 dated April 19, 2016; Muhammad Tasleem, Acting Director, Finance, SEF, is hereby nominated by the competent authority as the *Secretary/Member of the Procurement Committee* in absence of Muhammad Ashraf, Deputy Director FR&FFM, SEF, from June 13, 2016 to July 5, 2016.

SEF/ORDER-200/.....


Ms. Naheed S. Durrani
Managing Director
Karachi, dated June 14, 2016

Copy to:

1. The Secretary, Education & Literacy Department, Govt. of Sindh.
2. PS to MD SEF.

Committee Members:

- Muhammad Abdullah Abbasi, Director Administration & IT, SEF (Chairman of Committee)
- Representative (Mr. Syed Qasim Akbar Nimai, Section Officer GIII) from Education & Literacy Dept. Govt. of Sindh (Not below BPS 17, Member)
- Muhammad Ashraf, Deputy Director, FRFFM SEF (Secretary/Member) (on leave, 13.6.2016 to 5.7.2016)
- Muhammad Tasleem Acting Director Finance SEF (Secretary/Member)
- Shahnawaz Ali Khan, Acting Deputy Director Procurement, SEF (Co-opted Member)


14/06/16
Assistant Director, Procurement
Karachi, dated June 14, 2016

Head Office: House # 21-A, Block 7/8, Overseas Cooperative Housing Society, Ameer Khusro Road, Karachi.
Ph:021-34169141-5, 021-34305753-4, 021-34301460-3 Fax: 021-34169182 E-mail: info@sef.org.pk, Website: www.sef.org.pk

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Shaheed Benazirabad Ph:0244-382090-1