

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 Goods
- 4) TENDER NUMBER PS/12/2015-16
- 5) BRIEF DESCRIPTION OF CONTRACT Designing, Composing & Printing of Brown Folder
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs.450,000/-
- 8) ENGINEER'S ESTIMATE (For civil works only) NA
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Month
- 10) TENDER OPENED ON (DATE & TIME) July 13, 2016 (12:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD FOUR (Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED THREE
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS NA
- 14) BID EVALUATION REPORT (Enclose a copy) Copy Enclosed
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER (1) M/s Hyder Printers
- 16) CONTRACT AWARD PRICE Rs.249,069.60
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1st, 2nd, 3rd EVALUATION BID).
M/s Hyder Printers
M/s National Traders
M/s Al-Waqad Enterprises

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

21) ADVERTISEMENT :

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

Yes	August 02, 2016 and SPPRA ID # 1777/2016
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 type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

24) WHETHER BID EVALUATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

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

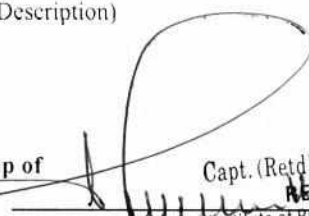
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	✓	No	
-----	---	----	--

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

Yes	
No	✓

Signature & Official Stamp of
Authorized Officer



Capt. (Retd) Ahmed Zaheer PN
REGISTRAR
Institute of Business Administration
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

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: PS/12/15-16
3. Tender Description/Name of work/item: Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: June 24, 2016 on IBA & SPPRA web sites SPPRA Serial # 29458
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 04 companies have collected Tender Documents
7. Total Bids Received: 03
8. Technical Bid Opening date: (if applicable) NA *(Provide details in separate form)*
9. No. of Bid technically qualified (if applicable): NA
10. Bid(s) Rejected: NA
11. Financial Bid Opening date: July 13, 2016

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 Printer	Rs.249,069.60	Lowest for all items	Rs.450,000.00	Accepted, due to lowest in all items. Comparative Sheet Attached.	
2.	M/s National Traders	Rs.492,570.00	2 nd Lowest			
3.	M/s Al-Waqad Enterprises	Rs.152,100.00	Quote only ONE item			
4.						

Signatures of the Central Purchase Committee, Members


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION

Syed Jehangzeb
Assistant Manager
IBA



Dr. Sumera Khalid
Assistant Professor
IBA


MEMBER (EXTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Harris Ghous
SPPRA Advisor
HES



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

List of Buyers

Tender # PS/12/15-16

Caption: Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy

Number of Tender Documents Sold: 04

S #	List of Buyers
01	M/s Hyder Printers
02	M/s National Traders
03	M/s Al-Waqad Enterprises
04	M/s Khalil Traders

Letter of Award



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

WORK ORDER


To : M/s Hyder Printers
Order No : IBA-MC/PD/P&S/208/0011/2016-17
Date of Issue : August 15, 2016
Date of Delivery : August 19, 2016
Place of Delivery : IBA, Main Campus
Total Amount : **Rs. 249,069.60 (Including GST)**
(Rupees Two Hundred Forty Nine Thousand Sixty Nine &
Paisa Sixty Only)

S.#	Specification	Qty	Rate (Rs.)	Amount (Rs.)
1	Brown Folder Size : 13 1/2" x 10" Spine 1" back Front Size : Plastic Pocket (4" x 2.5") Inner Side : Paper & Pen plastic pocket (11"x5") Material : Rexene cum plastic Printing : IBA logo on Front (single color) Clip : Lever Clip Good Quality (As Per Sample)	1000 folders	124.80	124,800.00
2	Student Hand Book 2015-16 Size : 5.5" x 8.0" (closed size) Title : 260gsm Matt Finish Card Title Printing : 04 + 04 color printing Inner Pages : 120 pages (approx) Grammage : 75gsm offset Pages printing : 01+ 01 color printing Binding : Centre 2 Pins Binding Packing : 50 handbook in each packet	1000 books	65.20	65,200.00
3	Plagiarism Policy Size : 5" x 7.25" (closed size) Title : 260gsm Matt finish Card with Lamination Title Pages : 02 Pages with 03 color printing Inner Pages : 100gsm offset, Indonesia Qty Inner Pages : 24 pages (approx) with single color printing Binding : Hot Glue Stitch Binding Packing : 50 Booklets in each packet	1000 books	22.88	22,880.00
Total				Rs. 212,880.00
17% GST				Rs. 36,189.60
Total Amount				Rs. 249,069.60

Page 01 of 03

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. Penalty 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 of 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 Work Order will be levied accordingly.



Manager Purchase & Stores



Registrar



Challan of Cash/ Cheque paid in the
National Bank of Pakistan
Passport Office/ City Court Branch, Karachi.

ORIGINAL

(12)

To be filled by the remitter

Challan No. _____

To be filled by the Department Office of the Treasury

By whom tendered (Name) *M. H. Khan*

Signature *M. H. Khan*

Head of Account *M. H. Khan*

Non-Food Account No. 1

D.D.O. Code **KA-4518**

Assistant Superintendent of Stamps, Karachi.

Name (or designation) and address of the persons on whose behalf money is paid

Full particulars of the remittance and the authority (if any)

Stamp duty Paid on	Amount
SPECIAL ADHESIVE	Rs. 0257
<i>B-02702</i>	
Total	Rs. 0257

(In words) Rupees *Two hundred and fifty seven only*

Received payment Treasurer.

To be used only in the case of remittance to bank through & Officer of the Government

National Bank of Pakistan
City Courts Branch, Karachi (0289)

Accountant

Office Supdt. Stamps Office, Karachi

Treasury Officer/Agent

28 JUL 2016

GOVT. COLLECTION CASH RECEIVED

Order to the Bank

Correct - Received and grant receipt

Date

Signature and full designation of the Officer ordering the money to be paid in

THIS /

M/s H
Camp
express
represe

M/s H
hereina
context
and ass
42101-

WHEP
Handbr
Compo
respect
as "Pri
comper
propose
having

NOW
PARTI

128
28/7/2016

RS 8757



AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day August 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 Brown Folder, Student Handbook & Plagiarism Policy 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.

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

[Handwritten signature]

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 "Brown Folder, Student Handbook & Plagiarism Policy", discussions with "IBA" before the designing, composing & printing of Brown Folder, Student Handbook & Plagiarism Policy to "IBA". The description/BoQ is appended below:

S.#	Specification	Qty
1	Brown Folder Size : 13 ½ x 10" Spine 1" back Front Size : Plastic Pocket (4" x 2.5") Inner Side : Paper & Pen plastic pocket (11"x5") Material : Rexene cum plastic Printing : IBA logo on Front (single color) Clip : Lever Clip Good Quality (As Per Sample)	1000 folders
2	Student Hand Book Size : 5.5" x 8.0" (closed size) Title : 260gsm Matt Finish Card Title Printing : 04 + 04 color printing Inner Pages : 92 pages (approx) Grammage : 75gsm offset Pages printing : 01+ 01 color printing Binding : 3 pin binding with crease on both sides Packing : 50 handbook in each packet	1000 books
3	Plagiarism Policy Size : 5" x 7.25" (closed size) Title : 260gsm Matt finish Card with Lamination Title Pages : 02 Pages with 03 color printing Inner Pages : 100gsm offset, Indonesia, Qty Inner Pages : 24 pages (approx) with single color printing Binding : 2 pin binding with crease on both sides Packing : 50 Booklets in each packet	1000 books



1.2 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".

[Handwritten signature]

- 1.3 "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.
- 1.4 "THE PRINTERS" will coordinate their work with Manager Purchase & Stores, of the "IBA" who will assist "THE PRINTERS" in supervision of proposed printing work.
- 1.5 "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.
- 1.6 "THE PRINTER" will visit the Purchase Offices located at Main Campus, University Road, Karachi as & when required with prior appointment.
- 1.7 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.
- 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 15 (Fifteen) working days after Final Proof Read will be required to deliver the Brown Folder, Student Handbook & Plagiarism Policy 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. 249,069.60 (inclusive of all taxes) Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy but limited to in tender vide # PS/12/15-16 variation may occurred.
- 3.2 A 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 15 days subject to signed proof read material handed over to the



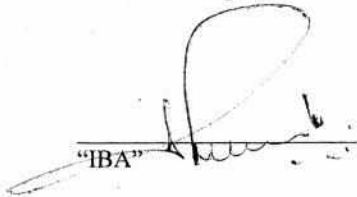
Article VIII:
INTEGRITY PACT

- 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.

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/12/15-16 will be the integral part of this agreement and can't be revoked.
- 
- Am*

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: Adnan Hameed

CNIC # _____

Address:


Registrar (officiating), Institute of Business

Administration Main Campus

University Road, Karachi

WITNESS:

1. _____


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

CNIC # _____

Address: _____



HYDER PRINTERS

NAME: ABDUL HAMEED BUTT

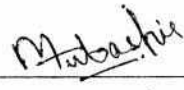
CNIC # 42101-8696685-3

Address:

5 C 5/22 NAZIMABAD

Karachi-74600

2. _____


Mahammad Mabrook

CNIC # 42101-8980375-9

Address: 1-K-19 Nazimabad

No-1 Karachi.

RECEIVED

COURT'S

TENDER FORM

Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy

#	Specification	Qty	Rate	Amount
1	Brown Folder Size : 13 1/2 x 10" Spine 1" back Front Size : Plastic Pocket (4" x 2.5") Inner Side : Paper & Pen plastic pocket (11"x5") Material : Rexene cum plastic Printing : IBA logo on Front (single color) Clip : Lever Clip Good Quality (As Per Sample)	1000 folders	124.80	124800.00
2	Student Hand Book 2015-16 Size : 5.5" x 8.0" (closed size) Title : 260gsm Matt Finish Card Title Printing : 04 + 04 color printing Inner Pages : 120 pages (approx) Grammage : 75gsm offset Pages printing : 01+ 01 color printing Binding : Centre 2 pins binding Packing : 50 handbook in each packet	1000 books	65.20	65200.00
3	Plagiarism Policy Size : 5" x 7.25" (closed size) Title : 260gsm Matt finish Card with Lamination Title Pages : 02 Pages with 03 color printing Inner Pages : 100gsm offset, Indonesia or equivalent Qty Inner Pages : 24 pages (approx) with single color printing Binding : Hot Glue Stitch Binding Packing : 50 Booklets in each packet	1000 books	22.88	22880.00
Total				212880.00
17% GST				36189.60
Total Amount				249069.60

Grand Total Rupees (in words) two Lakh forty nine thousand sixty nine & paise sixty

Please also quote per page rate for ready reference:

Rate for addition/reduction in page quantity per page:

Student Hand Book Rs. 0.46 (exclusive of taxes)

Plagiarism Policy Rs. 0.75 (exclusive of taxes)

HYDER PRINTERS

Stamp & Signature

Page 5 of 11

113

FA

Bid Evaluation Report


1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: PS/12/15-16
3. Tender Description/Name of work/item: Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: June 24, 2016 on IBA & SPPRA web sites SPPRA Serial # 29458
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 04 companies have collected Tender Documents
7. Total Bids Received: 03
8. Technical Bid Opening date: (if applicable) NA *(Provide details in separate form)*
9. No. of Bid technically qualified (if applicable): NA
10. Bid(s) Rejected: NA
11. Financial Bid Opening date: July 13, 2016


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 Printer	Rs.249,069.60	Lowest for all items	Rs.450,000.00	Accepted , due to lowest in all items. Comparative Sheet Attached.	
2.	M/s National Traders	Rs.492,570.00	2 nd Lowest			
3.	M/s Al-Waqad Enterprises	Rs.152,100.00	Quote only ONE item			
4.						

Signatures of the Central Purchase Committee, Members


 MEMBER
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI
 Syed Jehanzeb
 Assistant Manager
 IBA


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


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

Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy
Tender # PS/12/15-16

S.#	Specification	Qty	M/s Hyder Printer		M/s National Traders		M/s Al-Waqad Enterprises	
			Rate	Amount	Rate	Amount	Rate	Amount
1	Brown Folder Size : 13 1/2 x 10" Spine 1" back Front Size : Plastic Pocket (4" x 2.5") Inner Side : Paper & Pen plastic pocket (11"x5") Material : Rexene cum plastic Printing : IBA logo on Front (single Clip : Lever Clip Good Quality (As Per Sample)	1000 folders	124.80	124,800.00	249.00	249,000.00	130.00	130,000.00
2	Student Hand Book 2015-16 Size : 5.5" x 8.0" (closed size) Title : 260gsm Matt Finish Card Title Printing : 04 + 04 color printing Inner Pages : 120 pages (approx) Grammage : 75gsm offset Pages printing : 01+ 01 color printing Binding : Centre 2 Pins Binding Packing : 50 handbook in each packet	1000 books	65.20	65,200.00	109.00	109,000.00		NQ
3	Plagiarism Policy Size : 5" x 7.25" (closed size) Title : 260gsm Matt finish Card with Title Pages : 02 Pages with 03 color printing Inner Pages : 100gsm offset, Indonesia or equivalent Qty Inner Pages : 24 pages (approx) with single color printing Binding : Hot Glue Stitch Binding Packing : 50 Booklets in each packet	1000 books	22.88	22,880.00	63.00	63,000.00		NQ
Total				Rs. 212,880.00		Rs. 421,000.00		Rs. 130,000.00
17% GST				Rs. 36,189.60		Rs. 71,570.00		Rs. 22,100.00
Total Amount				Rs. 249,069.60		Rs. 492,570.00		Rs. 152,100.00

MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
Karachi
Syed Saqib
Assistant- Manager
IBA

MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
Karachi
Dr. Rameez Khan
Assistant- Professor
IBA

MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
Karachi
Moshfiqul Ghouse
PPRA Advisor
HES

Muhammad Hanif / Executive I (Purchase) @ Main Campus

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

From: Secretary Procurement Committee @ IBA

Sent: Thursday, July 14, 2016 3:37 PM

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

Cc: Procurement-Committee; Ahmed Zaheer / Registrar @ IBA; Moeid Sultan / Director Finance @ Main Campus; Syed Fahad Jawed / Manager (Finance) @ Main Campus; Dr. Mohammed Nishat / Associate Dean @ Main Campus
Subject: Item # 5: Approval for Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy

Item # 5: Approval for Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy

Discussion: Purchase Executive briefed the committee of Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy for fall orientation. The committee perused the comparative with specification.

Decision: The committee evaluated the document and approved to award for Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy from M/s Hyder Printers at the total cost of Rs. 249,069.60 (including GST) being the lowest evaluated bidder of all items, subject to the availability of budget.

Action: Manager Purchase & Stores will implement the decision in accordance to 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. Syed M. Rizwan Rizvi (Member)
6. Muhammad Hanif (Secretary)

Muhammad Hanif,
Secretary Procurement Committee



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow


BIDDERS QUALIFICATION REPORT


NIT No: PS/12/15-16
Description of Work: Designing, Composing & Printing of Brown Folder,
Student Handbook & Plagiarism Policy
Method & Procedure of procurement: Open Competitive Bidding
Single Stage One Envelope

S. No	Eligibility Criteria	M/s Hyder Printers	M/s National Traders	M/s Al-Waqad Enterprises
1	Is envelop sealed	Yes	Yes	Yes
2	Required Bid Security in enclosed	Yes	Yes	Yes
3	Form of Tender Signed or not	Yes	Yes	Yes
4	Registration in GST / SBR & I. Tax	Yes	Yes	Yes
5	Turnover in terms of Financial Statement of last three years	Yes	Yes	Yes
6	Tender Fee Received	Yes	Yes	Yes
7	5 plus years experience	Yes	Yes	Yes
8	Qualified / Disqualified	Qualified	Qualified	Qualified
9	Any overwriting tender dropped received	No	No	No
10	Cliental list provided	Yes	Yes	Yes
11	Affidavit regarding any litigation or blacklisting	No	No	No

Recommendations:

- 1 Participated firms are declared as substantially qualified bidders by the Tender opening committee as meet with minimum qualification / eligibility criteria.
- 2 The lowest evaluated and qualified bidder is M/s Hyder Printers at Rs. 249,069.60
- 3 Recommended to award the Purchase Order to M/s Hyder Printers


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Syed Saqib
Assistant Manager
IBA


CHAIRPERSON
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Dr. Ramerg Khalid
Assistant Professor
IBA


MEMBER (EXTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Hani Qureshi
PPRA Advisor
HEJ

Institute of Business Administration, Karachi
Tender Opening
July 13, 2016
at 12:30 pm

Statement of Tender for: Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy

Tender #: PS/12/15-16

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 Heplic Printers	Rs 247,000.00		161756579 NICB Rs 12,500/- July 13, 2016	ABSEN T.	
2	M/S Alkayad Brothers	Rs 152,100.00		1151005813 A/C B. M. A. Rs 11,000/- July 12, 2016	ABSEN T.	
3	M/S National Traders	Rs 412,570.00		11981178 / CIBL Rs 33,000/- July 11, 2016	ABSEN T.	

[Handwritten signature]

[Handwritten signature]
 M. Hanif
 Purchase Executive

[Handwritten signature]
 M. Hanif
 Purchase Executive

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