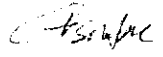


## Bid Evaluation Report


1. Name of Procuring Agency: **Benazir Bhutto Shaheed Human Resource Reseach & Development Board (BBSHRRDB)**
2. Tender Reference No: **INF/KRY/2588/15**
3. Tender Description/Name of work/item: **Request for Proposal (RFP) for CA Firms to conduct Audit of BBSHRRDB**
4. Method of Procurement: **Least Cost Selection Method Rule- 72 (1)**
5. Tender Published: DAWN (10-7-15), JANG (11-7-2015), AWAMI AWAZ SINDHI(10-7-2015):  
SPPRA S.NO: 24751 uploaded on 08-07-2015  
*Print & Electronic Media (SPPRA ID No. & News papers names with dates)*
6. Total Bid documents Sold: **02 (TWO)**
7. Total Bids Received: **02 (TWO)**
8. Technical Bid Opening date: (if applicable): 31-07-2015 *\_(Provide details in separate form)*
9. No. of Bid technically qualified (if applicable): **02 (TWO)**
10. Bid(s) Rejected: **NIL**
11. Financial Bid Opening date: **01-09-2015**

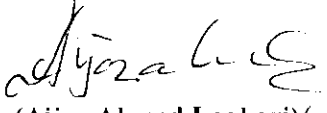
### 12. Bid Evaluation Report:

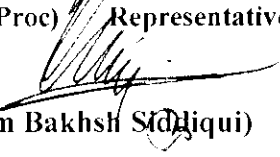
S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6
1.	Naveed Zafar Ashfaq Jaffery & Co.	Rs. 710,000/-	1st	(Est. Cost Rs. 2,000,000) Below	Accepted being lowest and within Est. Cost	Recommended for Award
2.	Riaz Ahmed & Co.	Rs. 3,500,000/-	2nd	Above	Higher and above Est. cost	Not Recommended


  
(Ashfaq Ahmed Soomro)  
Director (HR & Cons.)

  
(Tariq Ali Shaikh)  
Deputy Director (Proc)

  
(Toufique Shaikh)  
Representative of P&D

  
(Aijaz Ahmed Laghari) (- 9-15)  
Representative of FD

  
(Karim Bakhsh Siddiqui)

  
Deputy Secretary (Dev-II)  
Finance Department,  
Govt. of Sindh

Benazir Bhutto Shaheed Human Resource Research & Development Board (BBSHRDB)



Attendance Sheet (For Members)

(Chartered Accountant Firm)



Meeting of Consultant Selection Committee-for Opening of Financial Proposals of chartered Accountant Firms Scheduled to be held on 1st September, 2015  
( 12:00 pm) in the  
Committee Room of PCU-BBSYDP

Sr. #	Name of Participants	Designation	Cell #	Signature
1	ASHFAQ SODHRO	DIRECTOR	03333088352	<i>[Signature]</i>
2	Touqeer Shahid	PU (Fdu) P.A. D. Dept. of Govt. Wk.	07009371125	<i>[Signature]</i>
3	Ayaz Hussain	S. O. F. D	0301-202324	<i>[Signature]</i>
4	Kamran Siddiqi	Secretary BSB		<i>[Signature]</i>
5	TARIQ ALI	D. Director (Pres)		<i>[Signature]</i>
6				

12/9/2015



**Government of Sindh**  
**Chief Minister's Secretariat, Sindh**  
**Benazir Bhutto Shaheed Human Resource**  
**Research and Development Board**



**MINUTES OF THE MEETING OF THE CONSULTANT SELECTION COMMITTEE FOR**  
**TECHNICAL EVALUATION OF THE PROPOSALS SUBMITTED BY CHARTERED**  
**ACCOUNTANT FIRMS TO CONDUCT AUDIT OF**  
**BENAZIR BHUTTO SHAHEED HUMAN RESOURCE RESEARCH & DEVELOPMENT**  
**BOARD HELD ON 13<sup>th</sup> AUGUST, 2015 AT 11:00 A.M. IN THE COMMITTEE ROOM, 3rd**  
**FLOOR, BBSHRDB**

(List of Participants is attached at Annexure-1)

The meeting of consultant selection committee was held on Thursday August 13, 2015 at 11:00 am at the venue as cited above. Chairman of the Committee presided the meeting. Meeting started with recitation of the Holy Quran; after which Chair welcome the participants and asked the participants to proceed as per agenda.

**Agenda: Technical Evaluation of Proposals Submitted by the Firms to Conduct Audit of BBSHRDB**

2. At the outset, the forum was briefed about the procedures and advised to review received proposals as per evaluation criteria given in issued RFP document, in accordance with SPPRA provisions (Criteria at Annexure-2). Minimum qualifying criteria for technical proposal was 70 points and the weighted average of the technically qualified proposal was 70%. It was briefed that if any firm will score below the required points, the financial proposal of said firm shall be returned unopened and shall be considered rejected.

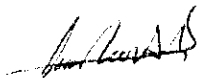
3. Firstly, the proposals were reviewed for the mandatory eligibility criteria before carrying out technical evaluation. (Check list at Annexure-3).

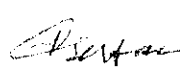
4. Thereafter, the committee reviewed and evaluated proposals technically. Each committee member evaluated both the firms according to the given two criteria in RFP; the individual evaluation was then averaged out for further procedures. (Evaluation Sheet at Annexure-4).

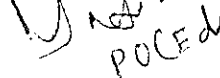
**Decision:**


5. As per criteria of technical evaluation, both the firms are declared technically compliant and mutually recommended by the committee members for further opening their financial proposal.


6. The meeting ended with vote of thanks to and from the Chair.

  
**Tariq Ali Shaikh**  
Deputy Director(Proc)

  
**Ashfaq Ahmed Soomro**  
Director-BBSHRDB  
Member

  
**Representative**  
P & D Department  
Member

  
**Representative**  
Finance Department  
Member

  
**Karim Bakhsh Siddiqui**  
Secretary-BBSHRDB  
Chairman

**Technical Evaluation Summary Report of Chartered Accountant Firms.**

Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference: Total points for criterion (i): [40]												
Evaluation Criteria	Points	Naveed Zafar Ashfaq Jaffery & Co					Riaz Ahmed & Company					
		Secretary	Director HR&Cons	D.D. Procur.	REP Finance	REP P&D	Secretary	Director HR&Cons	D.D. Procur.	REP Finance	REP P&D	
Firm's experience in handling accounting and financial management services and conducting similar assignments in Public Sector [Documentary proof/ work orders/client certificates/ completion certificates to be submitted]	15											
Less than 5 assignments/projects	10											
Above 5 assignments/projects	15	15	15	15	15	15	15	15	15	15	15	
Firm's experience in handling accounting and financial management services and conducting similar assignments with any department/project of Sindh Government [Documentary proof/ work orders/client certificates/ completion certificates to be submitted]	10											
Less than 5 assignments	5											
Above 5 assignments	10	10	10	10	10	10						
Approach & methodology for each of the major task assigned	15											
Understanding of Objective	5	5	5	5	5	5	5	5	5	5	5	
Strategy for executing work (methodology and work plan)	10	8	8	7	7	8	7	7	7	7	7	
Sub-Total	40	38	38	37	37	38	32	32	32	32	32	
Average		37.6					32					
Key professional staff qualifications and competence for the assignment: Total points for criterion (ii): [60]												
Position	No. & Qualification Required	Naveed Zafar Ashfaq Jaffery & Co					Riaz Ahmed & Company					
		Secretary	Director HR&Cons	D.D. Procur.	REP Finance	REP P&D	Secretary	Director HR&Cons	D.D. Procur.	REP Finance	REP P&D	
Team Leader/Lead Auditor (Experience in Accounting, Financial Management, Taxation and loan appraisal in similar nature of organizations more specifically work experience of at least 3 years)	1 (CA)	Total Points		4.5	4	4	4.5	4	4	4	4	4
		Gen. Qualifications (30%)			4.5	4	4	4.5	4	4	4	4
		Adequacy for the assignment (60%)	9		7	9	9	7	8	9	8	9
		Experience in Region & Language (10%)		1.5		1.5		1.5		1.5		




*(Handwritten signature and scribbles)*

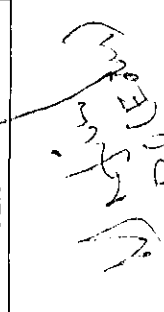
Key professional staff qualifications and competence for the assignment: Total points for criterion (ii): [60]

Position	Required No. & Qualification	Total Points			Naveed Zafar Ashfaq Jaffery & Cd				Riaz Ahmed & Company					
		Gen. Qualifications (30%)	Adequacy for the assignment (60%)	Experience In Region & Language (10%)	Secretary HR&Cons	Director HR&Cons	D.D Procur.	REP Finance	REP P&D	Secretary	Director HR&Cons	D.D Procur.	REP Finance	REP P&D
Internal Control Specialist (At least 2 years of postqualification experience)	1(CA)	3	6	1	3	2	3	3	2	2	2	2	2	2
		6	6	1	6	6	6	5	4	4	4	5	4	
		1	1	1	1	1	1	1	1	1	1	1	1	1
Procurement & Contracting Specialist	1(Post graduate degree with relevant experience)	3	5	3	3	3	3	3	2	2	1	3	2	
		6	5	6	5	5	6	6	4	6	6	5	6	
		1	1	1	1	1	1	1	1	1	1	1	1	
Audit Staff /Accountant (At least 3 Years of working experience in Accounting/Similar work experience)	3(Semi qualified CA/ACCA)	7.5	7	7.5	7	7	7.5	7.5	7	5	7	6	6	
		15	10	10	15	15	10	10	10	10	10	15	10	
		2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2	2	2	2.5	
<b>Sub-Total</b>		60	51.5	57	54.5	52	49	45.5	46	55.5	49	53.5	49	
<b>Average</b>														
<b>Grand Total</b>														

\* Both Firms have qualified the all mandatory eligibility criteria successfully as specified in RFP.

\* Total weight/points of criteria is 100. (Minimum Passing Points are 70 as per RFP)

 Karim Bakhsh Siddiqui  
 SECRETARY  
 Ashfaq Ahmed Soomro  
 Director HR & Consult.  
 Tariq Ali  
 Dy. Director Proc.

 Representative P&D  
 Representative P&D



**Government of Sindh**  
**Chief Minister's Secretariat, Sindh**  
**Benazir Bhutto Shaheed Human Resource**  
**Research and Development Board**



**NIT NO. INF/KRY/2588/15**

**Method of Procurement: Least Cost Selection Method Rule-72(1)**

**MINUTES OF FINANCIAL BID OPENING MEETING**

A meeting of the Consultant Selection Committee of this Board was held on Tuesday September 01, 2015 at 12:30 pm for opening the bids received in respect of the subject NIT/EOI. The meeting was attended by all members of CSC and the representatives of bidders. **(Attendance sheet is attached).**

The following bidders submitted their bids till the deadline of submission:

1. M/s Naveed Zafar Ashfaq Jaffery & Co.
2. M/s Riaz Ahmed & Co.

The technical proposals were evaluated in accordance with the criteria fixed in the RFP in the meeting held on 13th August, 2015 and both the firms were qualified. Accordingly their bids were opened in presence of the above mentioned participants and the rates quoted by bidders were read out aloud and encircled by Chairman of the consultant selection committee. All the members of committee signed on each and every page of financial proposals/bids. The bids do not contain any over- writing or cutting. Following is the details of bids announced:

<b>S. No.</b>	<b>Name of Firm/Bidder</b>	<b>Offered Price Rs.</b>	<b>Remarks</b>
1	Naveed Zafar Ashfaq Jaffery & Co.	710,000/-	Recommended
2	Riaz Ahmed & Co.	3,500,000/-	Not recommended

**Decision:**

As per criteria of technical evaluation, both the firms were declared technically compliant and mutually recommended by the committee members for further opening of their financial proposal. Upon opening of financial bids, M/s. Naveed Zafar Jaffery & Co. was found the lowest bidder, hence recommended on the basis of LCS method.

The meeting ended with vote of thanks to and from the Chair.