

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 / DEPT. Institute of Business Administration, Karachi
- 2) PROVINCIAL / LOCAL GOVT / OTHER Local Govt
- 3) TITLE OF CONTRACT Works
- 4) TENDER NUMBER CW/03/16-17
- 5) BRIEF DESCRIPTION OF CONTRACT Repair & Maintenance Civil Works at Staff Town Housing Units
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs. 550,000/-
- 8) ENGINEER'S ESTIMATE (For civil works only) Rs. 550,000/-
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 2 Months
- 10) TENDER OPENED ON (DATE & TIME) January 11, 2017 (3.30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD FOUR
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED FOUR
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS TWO
- 14) BID EVALUATION REPORT (Enclose a copy) Copy Enclosed
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s Shakoor Construction
- 16) CONTRACT AWARD PRICE Rs 413,000/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1st, 2nd, 3rd EVALUATION BID).
M/s Shakoor Construction
M/s Faisal Trading Corporation
M/s Professional Engineering Co
M/s Bin Saeed Construction

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"/>
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21) ADVERTISEMENT :

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

Yes	January 25, 2017 and SPPRA ID # 185/2017
No	

ii) News Papers
(If yes, give names of newspapers and dates)

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

22) NATURE OF CONTRACT

Domestic	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
Local			

23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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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"/>
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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"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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"/>
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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"/>
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31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

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

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

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

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

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

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons.)

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

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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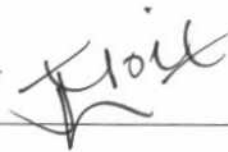
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

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

Signature & Official Stamp of
Authorized Officer



JAMI MOIZ
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

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Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: Tender # CW/03/16-17
3. Tender Description/Name of work/item: Repair & Maintenance Civil Works at Staff Town Housing Units
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: December 22, 2016 on IBA, SPPRA websites SPPRA Serial # 30920
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 4 Companies have collected Tender Documents
7. Total Bids Received: 04
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: January 11, 2017


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 Shakoor Construction	Rs.413,000.00	Lowest Bidder	Rs.550,000.00	Accepted, due to overall lowest responsive bidder. Comparative Sheet Attached	
2.	M/s Faisal Trading Corporation	Rs.420,000.00	2 nd Lowest Bidder			
3.	M/s Professional Engineering Co.	Rs.682,000.00	3 rd Lowest Bidder			
4.	M/s Bin Saeed Construction	Rs.441,320.00	4 th Lowest Bidder			


Signatures of the Central Purchase Committee, Members

Note:

- a. As per the decision of PC-A meeting held on January 12, 2017 for the Repair & Maintenance Civil Works at Staff Town Housing Units would be on overall basis to M/s Shakoor Construction
- b. Recommended to award the Work Order for all the Housing Units to overall lowest responsive bidder subject to the provision in tender Clause 28 to M/s Shakoor Construction at Rs. 413,000.00 (inclusive of taxes)


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


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


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



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

List of Buyers

Tender # CW/03/16-17

Caption: Repair & Maintenance Civil Works at Staff Town Housing Units

Number of Tender Documents Sold: 04

S #	List of Buyers
01	M/s Faisal Trading Corporation
02	M/s Professional Engineers
03	M/s Shakoor Construction Co.
04	M/s Bin Saeed Construction

Letter of Award



Leadership and Ideas for Tomorrow

WORK ORDER

To : M/s Shakoor Construction Co.
Order No : IBA-MC/PD/CW/208/0047/2016-17
Date of Issue : February 01, 2017
Date of Completion of Work : March 08, 2017
Place of Execution of Work : Staff Town House # B-6, D-24, E-4 & E-8
Total Amount : **Rs.413,000.00 (Including Tax)**
(Rupees Four Hundred Thirteen Thousand Only)

Total Amount = Rs.413,000.00 (inclusive of all taxes)
(Rupees Four Hundred Thirteen Thousand Only)

Note:

Please note that works/jobs must be executed according to BoQ & amount quoted in Tender Document. Any alteration/change/addition will be communicated in writing and payment will be made only on the basis of Work Order or if any over and excess works/jobs that Variation Order will be acknowledged.

Entry & endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance Supervisor on each occurrence / daily basis.

The work/jobs must be completed on or before March 08, 2017.

The terms and conditions and scope of work will however, remain same as per tender document vide Tender # CW/03/16-17. Schedule of Requirement / BoQ is attached.

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. Liquidity damages 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.

Page 1 of 2

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 & Work Order etc should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
11. No subletting in any case / item / form will be allowed.
12. That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Work Order.
14. Stamp duty 0.35% against total value of Work Order will be levied accordingly.
15. All equipment, ladders / scaffoldings / platforms for any heights, plungers, brushes, application Rollers, buckets etc. will be brought by the contractors.
16. The contractor will responsible for taking all safety measures during working of his staff at any height / surfaces
17. All surfaces where work was carried out required to be cleaned from stains through related equipment / tools / materials etc.
18. 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.
19. All terms and conditions of tender will be the integral part of this agreement and can't be revoked.



Manager Purchase & Stores

72601/17



Registrar



Muhammad Arshad Chohan, Stamp Vendor

L. No. 27. THIS AGREEMENT is executed at KARACHI, on this day February 01 2017

City of Karachi

31 JAN 2017

(RUPEES STAMP - GUARANTEE ONLY)

S.No. 27803 BETWEEN

ISSUED TO WITHIN M/s Institute of Business Administration, Karachi through its Registrar, located at
THROUGH TO MAIN CAMPUS, University Road, Karachi, hereinafter called and referred to as
PURPOSE (which expression shall wherever the context so permits, be deemed to include
VALUE 1000 (Rupees) (which expression shall wherever the context so permits, be deemed to include
STAMP VENDOR'S SIGNATURE its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s Shakoor Construction Co., having its office at 5/2218, Shah Faisal Colony, Karachi, hereinafter referred to as "THE CONTRACTOR" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor M. Saleem, holding CNIC No. 42201-0829850-5 on the SECOND PART.

WHEREAS "IBA" intends to obtain Repair & Maintenance Civil Works at IBA Staff Town Housing Units related jobs/works as assigned in accordance to the tender vide # CW/03/16-17 at IBA Staff Town at the cost of Rs.413,000.00 Inclusive all taxes. The basis with the works/jobs of items as per tender vide # CW/03/16-17 (IBA requirement) discussions in respect of the same as per determination of scope of works will be held with Manager General Maintenance & Manager Purchase & Stores and "THE CONTRACTOR" have offered to render all kind of works/jobs (including but not limited to the "works/jobs mentioned in Work Order") of the proposed works up to the satisfaction & handing over the project 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:





30 JAN 2017
 SYED NAJAZ HASSAN STAMP VENDOR
 D.NO. 52, SEAT 2, SHADE 1
 CITY COURT, KARACHI
 S.NO. 13280
 "IBA" hereby offer to appoint "THE CONTRACTOR" as their official work executor for the specific purpose of "Works & Services" in respect of the same with IBA SUPERVISOR per the determination of scope of works/jobs on suitable scale, with any/all relevant details for repair & maintenance works of IBA Staff Town. "THE CONTRACTOR" hereby agree to the offer the "IBA" in acceptance of the terms & conditions of the tender forth. However, the terms and conditions of the tender document No. 403/16-17 would be integral part of this agreement.
 MASROOQ HUSAIN KHAN
 Advocate High Court
 No. 403/16-17

Stamp Vendor's Signature

**Article I:
 DUTIES & SCOPE OF WORK & AGREEMENT**

- 1.1 This Agreement includes, the "services & works", discussions with "IBA" as per determination of scope of services, schedule of work & time line to suitable scale with any/all other relevant details to "IBA".
- 1.2 "THE CONTRACTOR" agrees to provide any/all kind of services related to execution of work/job to "IBA" whenever and wherever is required as per the terms & conditions of this Agreement.
- 1.3 "THE CONTRACTOR" will coordinate for required/assigned works/jobs/project with Manager General Maintenance and Manager Purchase & Stores, of the "IBA" who will advise "THE CONTRACTOR" in supervision of proposed works/jobs related.
- 1.4 "THE CONTRACTOR" is bound to provide items including machineries, equipments, goods material, gadget and manpower according to the Work Order.
- 1.5 It will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, Clearance

M. S. Sabir
 (Signature)
 (Stamp)

- 1.9 The Contract will require to obtain Entry Pass of their employee/labour/manpower etc from IBA, Security Office.
- 1.10 Any alteration/deletion/addition will only be consider if provided in writing by Manager General Maintenance. No verbal instruction(s) / order(s) will consider valid.

Article II

SCOPE OF PROFESSIONAL SERVICES & WORKS:

- 2.1 "THE CONTRACTOR" hereby agree and acknowledge for the periodic supervision of the works and to check the execution of works in accordance with the Description & Specification mentioned in BoQ vide Tender # CW/03/16-17.
- 2.2 "THE CONTRACTOR" hereby agree and acknowledge the acceptance of attending the meetings with the Manager General Maintenance and Manager Purchase & Stores "IBA" as & when required.
- 2.3 Date of Completion of work/job/project is March 08, 2017.
- 2.4 Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- 2.5 All staff must have CNIC and clearly mentioned to discourage work through child labor.

Article III

REMUNERATION

- 3.1 The cost offered by the Contractor is Rs. 413,000.00 (inclusive of all taxes) vide tender # CW/03/16-17.
- 3.2 This Agreement includes, the "Repair & Maintenance Works at IBA Staff Town", as per "IBA" requirement mentioned in Tender BoQ.



BOQ FOR MINOR CIVIL WORKS AT (TWO) E -TYPE HOUSES - IBA STAFF TOWN

MASONRY / PLASTER WORK (Roof / Floor Walls)				
S#	Place	Approx. Qty	Rate	Amount
1	Dismantling / demolltion / removal of masonry works Dismantling / chiseling cement / mosaic concrete plain, cleaning and straightening the same (kitchen / bathroom) as instructed by Maintenance Dept; complete in all respect (Actual Quantities as per site requirement)	300x2 (s/ft)	Rs.100/-	Rs.6000/-
2	Plaster Repair Works Providing and applying at any height cement and sand plaster (1:6) to walls, roof, etc., making edges and corners including preparation of surface before plastering finishing curing etc. complete in all respect (including cost of all usable instruments / equipment) or as approved by the Maintenance Department.	300x2 (s/ft)	Rs.30/-	Rs.18,000/-

REPAIR & RENOVATION OF KITCHEN / BATHROOMS				
S#	Detail of Work	Approx. Qty	Rates	Amount
1	Providing & fixing, jointing , testing of CPVC pipe including special fittings such as hanging system, socket, tees, elbow, bends, reducers, plugs and unions etc supported or buried in walls / floor or suspended from roof slab as per specification complete in all respect. 1. ½ inch dia 2. ¾ inch dia	400 r/ft	Rs.120/-	Rs.48,000/-
2	Providing / fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept. (brand to be mentioned)	30x2 Sq Mtr	Rs.1800/-	Rs.10,8000/-
3	Providing and fixing in position Marble slabs / counter top as per size with cuttings for kitchen sink of given size (Tippy or equivalent)	Two jobs	Rs.15,000/-	Rs.30,000/-



	<p>pasted with chemical jelly / bond including block masonry with required plastering of surfaces complete in all respect as per instructions of Maintenance Department</p> <p>1. 15ft x 2ft X3/4 inches approx. SIZE may vary as per site requirement</p>			
4	<p>Providing and fixing SS kitchen sink into marble slab (17x14) inch or in similar length x breadth) single bowl including all accessories such uPVC waste pipe, coupling bracket set, and all joints to service and drains plugging and screwing as necessary to the structure complete in all respect as per instructions of Maintenance Department.</p>	Two Job	Rs.10,000/-	Rs.20,000/-
5	<p>Providing and fixing in Kitchen / Bathrooms:</p> <p>1. 2xBathroom Shower sets local made brass spindles (7 pieces) as per approved quality / color (basic price Rs 4,500/00 per set) complete in all respect with all connections etc as per instructions of Maintenance Department</p> <p>2. 2x kitchen hot / cold water mixtures local made high neck with brass spindles stainless steel chrome finish etc (basic price Rs 2,500/00 per set) complete in all respect as per instructions of Maintenance Department</p> <p>(brand to be mentioned)</p>	Two Jobs	Rs.15,000/-	Rs.30,000/-



BOQ FOR MINOR CIVIL WORKS AT D - TYPE HOUSES - IBA STAFF TOWN

MASONRY / PLASTER WORK (Roof / Floor Walls)				
S#	Place	Approx. Qty	Rate	Amount
1	Dismantling / demolition / removal of masonry works Dismantling / chiseling cement / mosaic concrete plain, cleaning and straightening the same (kitchen / bathroom) as instructed by Maintenance Dept; complete in all respect for fixing tiles (Actual Quantities as per site requirement)	200 (s/ft)	Rs. 10/-	Rs. 2000/-
2	Plaster Repair Works Providing and applying at any height cement and sand plaster (1:6) to walls, roof, etc., making edges and corners including preparation of surface before plastering finishing curing etc. complete in all respect (including cost of all usable instruments / equipment) or as approved by the Maintenance Department. (Actual Quantities as per site requirement)	200 (s/ft)	Rs. 30/-	Rs. 6000/-
3	Providing & fixing, jointing, testing of CPVC pipe including special fittings such as hanging system, socket, tees, elbow, bends, reducers, plugs and unions etc supported or buried in walls / floor or suspended from roof slab as per specification complete in all respect. 1. ½ inch dia 2. ¾ inch dia (Actual Quantities as per site requirement)	200 r/ft	Rs. 120/-	Rs. 24,000/-
4	Providing / fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept. (brand to be mentioned) (Actual Quantities as per site requirement)	30 Sq Mtr	Rs. 1800/-	Rs. 54,000/-
5	Providing and fixing in position Marble slabs / counter top as per size with cuttings for kitchen sink of given size (Tippy or equivalent) pasted with chemical jelly / bond including block masonry with required plastering of surfaces complete in all respect as per instructions of Maintenance Department	One job	Rs. 15,000/-	Rs. 15,000/-



	2. 15ft x 2ft X3/4 inches approx. (Actual Quantities as per site requirement)			
6	Providing and fixing SS kitchen sink into marble slab (17x14) inch or in similar length x breadth) single bowl including all accessories such uPVC waste pipe, coupling bracket set, and all joints to service and drains plugging and screwing as necessary to the structure complete in all respect as per instructions of Maintenance Department.	One Job	Rs.10,000/-	Rs.10,000/-
7	Providing and fixing in Kitchen / Bathrooms: 1. 1xBathroom Shower sets local made brass spindles (7 pieces) as per approved quality / color (basic price Rs 4,500/00 per set) complete in all respect with all connections etc as per instructions of Maintenance Department 2. 1x kitchen hot / cold water mixtures local made high neck with brass spindles stainless steel chrome finish etc (basic price Rs 2,500/00 per set) complete in all respect as per instructions of Maintenance Department (brand to be mentioned) (Actual Quantities as per site requirement)	One each job	Rs.15,000/-	Rs/15,000/-

BOQ FOR MINOR CIVIL WORKS AT B – TYPE HOUSES - IBA STAFF TOWN

REPAIR RENOVATION OF KITCHEN				
S#	Detail of Work	Approx. Qty	Rates	Amount
1	Providing / fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material for plastering / bonds grouting etc including necessary block masonry complete in all respect as instructed by Maintenance Dept. (brand to be mentioned) (Actual Quantities as per site requirement)	15 Sq Mtr	Rs.1800/-	Rs.27,000/-



5. TOTAL AMOUNT STAFF TOWN E, D & B

Staff Town House # E

Total Amount = Rs. 26000/- (inclusive of all taxes)

Staff Town House # D

Total Amount = Rs. 12600/- (inclusive of all taxes)

Staff Town House # B

Total Amount = Rs. 27000/- (inclusive of all taxes)

Staff Town 'E' + 'D' + 'B'

Grand Total = Rs. 413000/- (inclusive of all taxes)

Grand Total (in words) Rs. Four Lacs Thirteen Thousand & 00/-

(inclusive of all taxes)

- 3.3 Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance Note / Certificate from Manager General Maintenance and Manager Purchase & Stores is required before process of bill/invoice.
- 3.4 Advance Payment subject to Bank Guarantee.
- 3.5 Performance Security 5% of total amount of Work Order must be deposited to the IBA, Karachi. Security Deposit will be released after clearance of invoice which will be submit after completion of satisfactory work.
- 3.6 All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 3.7 Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
- 3.8 All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- 3.9 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by M/s Musheer & Sons as per SRO/Notification.
- 3.10 A liquidity damages @ 2% per month, of the total agreed payment, of the total cost will be imposed in case of delayed delivery. Penalty will be imposed after 07 days subject to services by IBA before the starting date mentioned on the Work Order.
- 3.91 IBA will not pay any charges(s) regarding cartage / carriage / transportation / food / wages / accidental etc.



Article IV:
ARBITRATION

4.1 In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the "THE CONTRACTOR" for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Article V:
TERMINATION

- 5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day's notice.
- 5.2 IBA reserve the right to accept or reject any or all agreement(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified framed by SPPRA.

Article VI:
INDEMNITY

6.1 "THE CONTRACTOR" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE CONTRACTOR", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE CONTRACTOR" which disturbs or damage the reputation, quality or the standard of services & works provided by "IBA" and any person claiming through the IBA.

Article VII:
NOTICE

7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article VIII:
INTEGRITY PACT

8.1 Its intention not to obtain the 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 contractor/ manufacturer / supplier / distributor 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 The contractor/ manufacturer/supplier/distributor 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, manufacturer/supplier/distributor 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 contractor / company / firm / supplier / agency / service provider 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

- 8.1 Works/job/project will be handed over by the "IBA" or vet the cost with authentic stamp and signature.
- 8.2 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.
- 8.4 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.
- 8.5 The validity of the contract will be effective from the date of issue of Work Order.
- 8.6 All terms and conditions of tender vide # CW/03/16-17 will be the integral part of this agreement and can't be revoked.
- 8.7 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.
- 8.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance Supervisor on each occurrence / daily basis.

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"
JAMI MOIZ
REGISTRAR
Institute of Business Administration
Karachi, Pakistan

NAME: Jami Moiz

CNIC # _____

Address:
Registrar, Institute of Business
Administration Main Campus
University Road, Karachi


M/s Shakoor Construction Co.


NAME: M. Saleem

CNIC # _____

Address:
5/2218,
Shah Faisal Colony,
Karachi

1. 

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

CNIC # _____

Address: _____

Address: _____

2. 



CNIC# _____

Address: _____

Address: _____

5. Bill of Quantity

BOQ FOR MINOR CIVIL WORKS AT (TWO) E-TYPE HOUSES, IBA STAFF TOWN

MASONRY / PLASTER WORK (Roof / Floor Walls)				
S#	Place	Approx. Qty	Rate	Amount
1	Dismantling / demolition / removal of masonry works Dismantling / chiseling cement / mosaic concrete plain, cleaning and straightening the same (kitchen / bathroom) as instructed by Maintenance Dept; complete in all respect (Actual Quantities as per site requirement)	300x2 (s/ft)	10/-	6000/-
2	Plaster Repair Works Providing and applying at any height cement and sand plaster (1:6) to walls, roof, etc., making edges and corners including preparation of surface before plastering finishing curing etc. complete in all respect (including cost of all usable instruments / equipment) or as approved by the Maintenance Department.	300x2 (s/ft)	30/-	18000/-

REPAIR & RENOVATION OF KITCHEN / BATHROOMS				
S#	Detail of Work	Approx. Qty	Rates	Amount
1	Providing & fixing, jointing, testing of CPVC pipe including special fittings such as hanging system, socket, tees, elbow, bends, reducers, plugs and unions etc supported or buried in walls / floor or suspended from roof slab as per specification complete in all respect. 1. ½ inch dia 2. ¾ inch dia	400 r/ft	120/-	48000/-
2	Providing / fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept. (brand to be mentioned)	30x2 Sq Mtr	1800/-	108000/-
3	Providing and fixing in position Marble slabs / counter top as per size with cuttings for kitchen sink of given size (Tippy or equivalent)	Two jobs	15000/-	30000/-

M. S. G.
Stamp & Signature



	pasted with chemical jelly / bond including block masonry with required plastering of surfaces complete in all respect as per instructions of Maintenance Department 1. 15ft x 2ft X3/4 inches approx. SIZE may vary as per site requirement			
4	Providing and fixing SS kitchen sink into marble slab (17x14) inch or in similar length x breadth) single bowl including all accessories such uPVC waste pipe, coupling bracket set, and all joints to service and drains plugging and screwing as necessary to the structure complete in all respect as per instructions of Maintenance Department.	Two Job	10000/-	20000/-
5	Providing and fixing in Kitchen / Bathrooms: 1. 2xBathroom Shower sets local made brass spindles (7 pieces) as per approved quality / color (basic price Rs 4,500/00 per set) complete in all respect with all connections etc as per instructions of Maintenance Department 2. 2x kitchen hot / cold water mixtures local made high neck with brass spindles stainless steel chrome finish etc (basic price Rs 2,500/00 per set) complete in all respect as per instructions of Maintenance Department (brand to be mentioned)	Two Jobs	15000/-	30000/-

260000/-

M. S. G. /
Stamp & Signature



BOQ FOR MINOR CIVIL WORKS AT D-TYPE HOUSES IBA STAFF TOWN

MASONRY / PLASTER WORK (Roof / Floor Walls)				
S#	Place	Approx. Qty	Rate	Amount
1	Dismantling / demoiition. / removal of masonry works Dismantling / chiseling cement / mosaic concrete plain, cleaning and straightening the same (kitchen / bathroom) as instructed by Maintenance Dept; complete in all respect for fixing tiles (Actual Quantities as per site requirement)	200 (s/ft)	10/-	2000/-
2	Plaster Repair Works Providing and applying at any height cement and sand plaster (1:6) to walls, roof, etc., making edges and corners including preparation of surface before plastering finishing curing etc. complete in all respect (including cost of all usable instruments / equipment) or as approved by the Maintenance Department. (Actual Quantities as per site requirement)	200 (s/ft)	30/-	6000/-
3	Providing & fixing, jointing, testing of CPVC pipe including special fittings such as hanging system, socket, tees, elbow, bends, reducers, plugs and unions etc supported or buried in walls / floor or suspended from roof slab as per specification complete in all respect. 1. 1/2 inch dia 2. 3/4 inch dia (Actual Quantities as per site requirement)	200 r/ft	120/-	24000/-
4	Providing / fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept. (brand to be mentioned) (Actual Quantities as per site requirement)	30 Sq Mtr	1800/-	54000/-
5	Providing and fixing in position Marble slabs / counter top as per size with cuttings for kitchen sink of given size (Tippy or equivalent) pasted with chemical jelly / bond including block masonry with required plastering of surfaces complete in all respect as per instructions of Maintenance Department	One job	15000/-	15000/-

MSCG
Stamp & Signature



	2. 15ft x 2ft X3/4 inches approx. (Actual Quantities as per site requirement)			
6	Providing and fixing SS kitchen sink into marble slab (17x14) inch or in similar length x breadth) single bowl including all accessories such uPVC waste pipe, coupling bracket set, and all joints to service and drains plugging and screwing as necessary to the structure complete in all respect as per instructions of Maintenance Department.	One job	10000/-	10000/2
7	Providing and fixing in Kitchen / Bathrooms: 1. 1xBathroom Shower sets local made brass spindles (7 pieces) as per approved quality / color (basic price Rs 4,500/00 per set) complete in all respect with all connections etc as per instructions of Maintenance Department 2. 1x kitchen hot / cold water mixtures local made high neck with brass spindles stainless steel chrome finish etc (basic price Rs 2,500/00 per set) complete in all respect as per instructions of Maintenance Department (brand to be mentioned) (Actual Quantities as per site requirement)	One each job	15000/-	15000/2

126000/2

BOB FOR MINOR CIVIL WORKS AT B-TYPE HOUSES IBA STAFF TOWN

REPAIR RENOVATION OF KITCHEN				
S#	Detail of Work	Approx. Qty	Rates	Amount
1	Providing / fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material for plastering / bonds grouting etc including necessary block masonry complete in all respect as instructed by Maintenance Dept. (brand to be mentioned) (Actual Quantities as per site requirement)	15 Sq Mtr	1800/2	27000/2

27000/2

M. S. Ch...
Stamp & Signature



6. TOTAL AMOUNT STAFF TOWN E, D & B

Staff Town House # E

Total Amount = Rs. 26000/- (inclusive of all taxes)

Staff Town House # D

Total Amount = Rs. 126000/- (inclusive of all taxes)

Staff Town House # B

Total Amount = Rs. 27000/- (inclusive of all taxes)

Staff Town 'E' + 'D' + 'B'

Grand Total = Rs. 413000/- (inclusive of all taxes)

Grand Total (in words) Rs. Four lac thirteen thousand 00

_____ (inclusive of all taxes)

3/4



M. S. G. M.
Stamp & Signature



Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: Tender # CW/03/16-17
3. Tender Description/Name of work/item: Repair & Maintenance Civil Works at Staff Town Housing Units
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: December 22, 2016 on IBA, SPPRA websites SPPRA Serial # 30920
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold: 4 Companies have collected Tender Documents
7. Total Bids Received: 04
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: January 11, 2017


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 Shakoor Construction	Rs.413,000.00	Lowest Bidder	Rs.550,000.00	Accepted, due to overall lowest responsive bidder. Comparative Sheet Attached	
2.	M/s Faisal Trading Corporation	Rs.420,000.00	2 nd Lowest Bidder			
3.	M/s Professional Engineering Co.	Rs.682,000.00	3 rd Lowest Bidder			
4.	M/s Bin Saeed Construction	Rs.441,320.00	4 th Lowest Bidder			


Signatures of the Central Purchase Committee, Members

Note:

- a. As per the decision of PC-A meeting held on January 12, 2017 for the Repair & Maintenance Civil Works at Staff Town Housing Units would be on overall basis to M/s Shakoor Construction
- b. Recommended to award the Work Order for all the Housing Units to overall lowest responsive bidder subject to the provision in tender Clause 28 to M/s Shakoor Construction at Rs. 413,000.00 (inclusive of taxes)


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


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


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

**Comparative Statement Repair & Maintenance Civil Works at Staff Town Housing Units
Tender # CW/03/16-17**

S#	Description of Housing Units	M/s Shakoor Construction		M/s Faisal Trading Corporation		M/s Professional Engineering Co.		M/s Bin Saeed Construction	
		Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)	Amount (Rs.)
1	Staff Town House # E	260,000.00	234,000.00			461,000.00			273,680.00
2	Staff Town House # D	126,000.00	159,400.00			198,500.00			136,140.00
3	Staff Town House # B	27,000.00	27,000.00			22,500.00			31,500.00
Total Amount with Taxes		Rs413,000.00	Rs420,400.00			Rs682,000.00			Rs441,320.00

Note:

- As per the decision of PC-A meeting held on January 12, 2017 for the Repair & Maintenance Civil Works at Staff Town Housing Units would be on overall basis to M/s Shakoor Construction
- Recommended to award the Work Order for all the Housing Units to overall lowest responsive bidder subject to the provision in tender Clause 28 to M/s Shakoor Construction at Rs. 413,000.00 (inclusive of taxes)


 MEMBER
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI

Syed Dehangez
 Manager Finance
 IBA


 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI

Dr. Rameez Khair
 Assistant Professor
 IBA


 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI

Hanif Qureshi
 PPA Advisor
 HES

Muhammad Hanif / Senior Executive (Purchase) @ Main Campus

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

From: Secretary Procurement Committee @ IBA

Sent: Thursday, January 12, 2017 5:16 PM

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

Cc: Procurement-Committee; Jami Moiz / Assistant Professor Dept of Marketing & Center for Entrepreneurial Development-CED @ Main Campus; Moeid Sultan / Director Finance @ Main Campus; Syed Fahad Jawed / Manager (Finance) @ Main Campus; Dr. Farrukh Iqbal / Dean and Director @ IBA

Subject: Item 6: Approval for Repair & Maintenance Civil Works at Staff Town Housing Units

Item # 6: Approval for Repair & Maintenance Civil Works at Staff Town Housing Units

Discussion: Sr. Executive Purchase briefed the committee about the tender proceedings of "Repair & Maintenance Civil Works at Staff Town Housing Units" for B-6, D-24, E-4 & E-8. The committee reviewed the comparative statement. The committee suggested to go to overall responsive bidder subject to the provision in tender Clause 28.

Clause – 28: Rights: IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules. IBA, also reserve the right to issue Work Order for any part of project to different lowest responsive bidders or issue Work Order for all the project to any lowest responsive bidder.

Decision: The committee approved to award for "Repair & Maintenance Civil Works at Staff Town Housing Units" on overall basis to M/s Shakoor Construction Co. for Staff Town House # B, D & E at the total cost of Rs.413,000 (including Taxes) being the overall lowest evaluated bidder.


S.#	Company Name	Amount with GST (Rs.)
01	M/s Shakoor Construction Co.	Rs.413,000.00
02	M/s Faisal Trading Corporation	Rs.420,400.00
03	M/s Professional Engineers	Rs.682,000.00
04	M/s Bin Saeed Construction	Rs.441,320.00


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

Muhammad Hanif,
Secretary Procurement Committee


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


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


MEMBER (EXTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Haris Quershi
PPRA Advisor
HES



BIDDERS QUALIFICATION REPORT

NIT No: CW/03/16-17
Description of Work: Repair & Maintenance Civil Works at Staff Town Housing Units
Method & Procedure of procurement: Open Competitive Bidding
Single Stage One Envelope

S. No	Eligibility Criteria	M/s Shakoor Construction	M/s Faisal Trading Corporation	M/s Professional Engineers & Associates	M/s Bin Saeed Construction
1	Is envelop sealed	Yes	Yes	Yes	Yes
2	Required Bid Security in enclosed	Yes	Yes	Yes	Yes
3	Form of Tender Signed or not	Yes	Yes	Yes	Yes
4	Registration in GST / SBR & I. Tax	Yes	Yes	Yes	Yes
5	Turnover in terms of Financial Statement of last three years	Yes	Yes	Yes	Yes
6	Tender Fee Received	Yes	Yes	Yes	Yes
7	5 plus years experience	Yes	Yes	Yes	Yes
8	Qualified / Disqualified	Qualified	Qualified	Qualified	Qualified
9	Any overwriting tender dropped received	No	No	No	No
10	Cliental list provided	Yes	Yes	Yes	Yes
11	Affidavit regarding any litigation or blacklisting	No	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 As per the decision of PC-A meeting held on January 12, 2017 for the Repair & Maintenance Civil Works at Staff Town Housing Units would be on overall basis to M/s Shakoor Construction
- 3 Recommended to award the Work Order for all the Housing Units to overall lowest responsive bidder subject to the provision in tender Clause 28 to M/s Shakoor Construction at Rs. 413,000.00 (inclusive of taxes)

MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Syed Jehangeb
Manager Finance
IBA

MEMBER
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INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Dr Rameez Khalid
Assistant Professor
IBA

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

Harris Qureshi
PPRA Advisor
HES

Institute of Business Administration, Karachi
Tender Opening
January 11, 2017
at 3:30 pm

Statement of Tender for: Repair & Maintenance Civil Works at Staff Town Housing Units
 Tender #: CW/03/16-17

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 Bin Saad Construction	Rs 441,320/-		12730738 CPBC Rs 22,100/- Jan 11, 2017	ABSENT	
2-	M/S Faisal Trading Corp.	Rs 420,400/-		1060600 + 1060597 Habib Bank Rs 3000/- + Rs 19,000/- Jan 11, 2017	<i>[Signature]</i>	
3-	M/S Shaboor Construction	Rs 413,000/-		05547229 AVBP Rs 21,000/- Jan 11, 2017	MSC <i>[Signature]</i>	
4-	M/S Professional Supps & Associates	Rs 682,000/-		13332226 Allied Bank Rs 34,100/- Jan 10, 2017	ABSENT.	

[Signature]
 M. Hamid
 Sr. Executive Purchase

[Signature]
 Sr. Manager Finance
 PSCS

[Signature]
 Executive Finance
 Amul

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