

Bid Evaluation Report	
Microsoft License	
Name of Procuring Agency	Sindh Insurance Ltd
Tender Ref no.	SIL/MS/LICENSE/2016
Method of Procurement	Single Stage One Envelope
Tender Description	MicroSoft License
Tender Published	SPPRA S.No. 26084 Dated December 30, 2015
Total Bid Document Sold	3
Total Bid Received	1
Technical Bid Opening Date	14th January, 2016 1500Hrs
Financial Bid Opening Date	14th January, 2016 1500Hrs
No. of Bids Technically Qualified	1
Bids Rejected	0

S. No	Company Name	Qualified/Disqualified in Technical / Eligibility Inspection	Cost of Bid Offered	Ranking In terms of Cost	Comparison With Estimated Cost (Rs. 925,000/-)	Reason for Acceptance/Rejection	Remarks
1	2	3	4	5	6	7	
1	M/s APC Network	Qualified as per Eligibility Criteria	Rs. 850,000 /-	1	Rs.75,000/- Below the Estimated Cost	Accepted being the only qualified bidder	Recommended For Award of Contract

Note:- As M/s APC Network is selected for Supply of Microsoft License to Sindh Insurance Limited being the only qualified bidder.

**Procurement Committee Members**

1. Mr. Muhammad Raza  
Sindh Insurance Ltd  
(HO OP)  
Head of Procurement Committee
2. Mr. Nadeem Akhter  
Sindh Insurance Ltd  
CFO & Company Secretary  
Member
3. Lt. Col.(R) Shahzad Begg  
Sindh Bank Ltd  
Head of Administration  
Independent Member

Signature

Signature

Signature

Checked & Approved By

**M. FAISAL SIDDIQUI**  
Chief Executive Officer  
Sindh Insurance Ltd.

MINUTES OF THE OPENING OF THE TENDER (TECHNICAL / FINANCIAL PHASE)

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

MICROSOFT LICENSE

TYPE OF TENDER

SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE-TWO ENVELOPE

OPENING DATE

OPENING TIME

ATTENDANCE MEMBER (PC)

ATTENDANCE (REPS. OF BIDDERS)

NAME

M. Ray a.

FIRM

APC Network

TOTAL BIDS ACCEPTED FOR VALUATION

01

TOTAL BIDS REJECTED

-

REMARKS

PROCUREMENTS COMMITTEE

14/07/16  
14/07/16  
72?

**Eligibility Criteria**

S. No.	Requisite	*Evidence required to be attached	Compliance / Proof	
1	Minimum 03 Years in business in the relevant field	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business / NTN. (attach as Annexure "I")	Yes ✓	No
2	Turn Over in last 3 Years should be at least 3 million	Audit Report / Tax Return (attach as Annexure "II")	Yes ✓	No
3	Registration with Income Tax and Sales Tax	NTN & GST Certificates/SRB Certificates (attach as Annexure "III")	Yes ✓	No
4	Office in Karachi is mandatory	Complete address along with PTCL landline numbers (attach as Annexure "IV")	Yes ✓	No
5	Company must provide a valid Manufacturer Authorization Certificate for Sale/Deal in Pakistan Pakistan other than Sindh Insurance.	Manufacturer Authorization Certificate (attach as Annexure "V")	Yes ✓	No
← Qualified / Disqualified				

**ELIGIBILITY CRITERIA NOTE**

1. There can be subsequent clarification to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Insurance Ltd & SPPRA websites regularly.
2. Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, bidder will be disqualified.

**MANDATORY**

1. Attachment of Affidavit (specimen attached as Annexure "H") on stamp paper from the owner of the company.
2. Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the Insurance will not be responsible if the documents are not received by the Procurement Committee on time

**DISQUALIFICATION**

The bidder will be considered disqualified during technical/financial evaluation process or after award contract if:

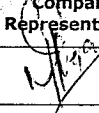
1. On black list of SPPRA & Sindh Bank Ltd.
2. Issued with two (2) warning letters/emails by the Sindh Bank Ltd in the past to the bidder for unsatisfactory performances.
3. Alternate bid is offered.
4. Non - Attachment of Annexure "A" (With Financial Proposal) & Annexure "B" (With Financial Proposal if Insurance Guarantee is going to be submitted as Bid Security).
5. The qualified bidder sublets the contract in any form/stage to any other agency.
6. The tender is deposited with Rs=500/- Tender Fee.
7. If during verification process of the cliental list the response by any of the Insurance is un satisfactory on account of previous performance.

**OPENING OF BIDS  
 FINANCIAL PROPOSALS**

For Selection of: MS Office Professional Plus 2013 (OEM) / MS Windows 7 Professional Service Pack 1 (Paper License)

Dated: 14/01/2016

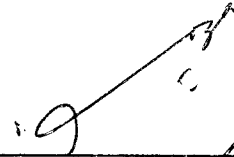
Time: 03:00 PM

S.no	Company Name	Total Bid Offered	Signature of Company Representative	Remarks
1	APC NETWORK	850,000/-		
2				
3				
4				

**Procurement Committee Members**

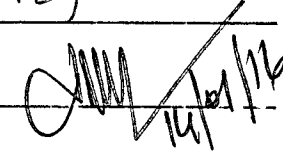
1 Mr. Muhammad Raza (HO OP)  
 Head of Procurement Committee

Signature



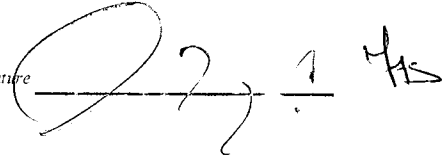
2 Mr. Nadeem Akhter  
 Sindh Insurance Ltd  
 CFO & Company Secretary  
 Member

Signature



3 Lt. Col. (R) Shahzad Begg  
 Sindh Bank Ltd  
 Head of Administration  
 Independent Member

Signature

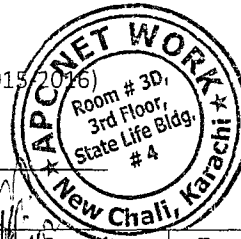


4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2015-2016)

Name of Bidder APC NETWORK



S.No	Item	Unit Cost	Quantity	Total Amount In Pak Rs.
01	Microsoft Office Professional Plus 2013 (OEM)	45,000 <del>15,000</del>	5	= 225,000/-
02	Microsoft Windows 7 Professional Service Pack 1 (Paper License)	25,000	25	= 625,000/-
*Grand Amount in Pak Rs.				= 850,000/-

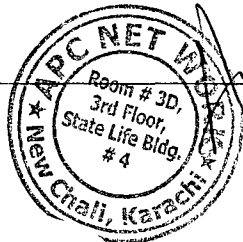
\*This total amount will be taken as the financial bid offered by the vendor.

**Note**

- The company will be considered disqualified from the very outset, if not GST registered.
- The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, commissioning.
- No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security.** 5% of the \*Total Amount will be submitted with the tender document as bid security in shape of Pay Order /Insurance Guarantee in favour of Sindh Insurance Ltd.
- In case it is revealed at any stage after installation of the equipment that the asked specification of the tender have not been met, the amount of the total installation of that specific equipment will be fined to the vendor with appropriate action as deemed necessary by the procurement committee
- The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
- All conditions in the contract agreement attached as Annexure G are part of this tender document.
- The tender will be considered cancelled if the contract agreement after due signature is not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (7 days) on SPPRA website.
- The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.
- In case the financial bids are the same, the successful bidder will be the one who has the highest turnover of the two bidders.
- Pre Bid Meeting: Within one week (For Any Clarification)**

Note. There can be subsequent modification or amendment to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Insurance Ltd. & SPPRA website regularly.

Signature & Stamp of Bidder



*[Handwritten signatures and dates]*  
 14/1/16  
 14/01/16  
 14/1/16

# Sindh Insurance Limited

ATTENDANCE SHEET

LEAD OPINING

Date:- 14.01.2016

FOR SELECTION OF:- MS Office Professional Plus 2013 (OEM)  
MS Windows 7 Professional Service  
Pack 1 (Paper license).

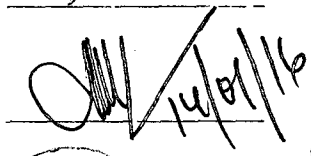
S NO.	Company Name	Name of Company Representative	Contact No.	Company Address
1.	APR Network	M. Raza.	0322-3520820	3rd Floor, State Life Building New Clive, Karachi.

Signature of Procurement Committee

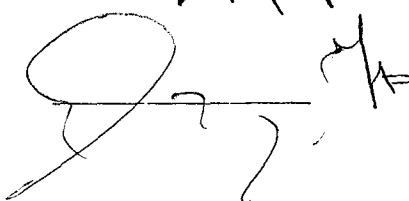
Mr. Muhammad Raza  
Head-Procurement Committee

  
14/1/16

Mr. Nadeem Akbar  
Member:-

  
14/01/16

Mr. Col. (R) Shauzab Bhatti  
Independent Member

  
14/1/16

SINDH



POWER TO THE PEOPLE

TENDER# SIL/MS/LICENSE/2016

10-02-2016

**Subject; Certificate in Compliance of Rule 48 of SPPRA**

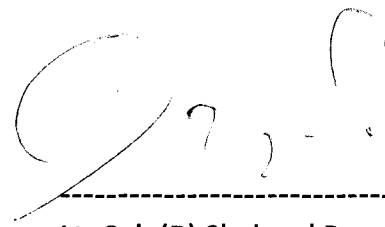
This is to certified that as only one bid was received against the tender, so Rule 48 has been complied with detail as follows

S.No	Last tender Unit Price.	Market Unit Price	Current tender Unit Price
1	Nil	MS Windows Professional 7 Rs. 27,000/-	MS Windows Professional 7 Rs. 25,000/-
2	Nil	MS Office Professional 2013 Rs. 48,960/-	MS Office Professional 2013 Rs. 45,000/-

**Members Procurement Committee**

  
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**Mr. Muhammad Raza**  
Head of Operations  
Sindh Insurance Ltd.

  
-----  
**Mr. Nadeem Akhter**  
CFO / Company Secretary  
Sindh Insurance Ltd.

  
-----  
**Lt. Col. (R) Shahzad Begg**  
Head Of Administration  
Sindh Bank Ltd.

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# P.P. IMAGINE TECHNOLOGIES

Date : Feb 08, 2016

NTN:- 0571794-9

## Quotation

REF # SIL01022016

**Sindh Insurance Limited**

Karachi,

Attn: Mr. Fida

With reference to your request for the following systems rates details are given below:

S#	Description	Brand	Rates
01	<b>Microsoft Office Professional 2013 (OEM)</b>	Microsoft Office	Rs 48,960 each
02	<b>Microsoft Windows 7 Professional</b>	Microsoft Office	Rs, 27,000 each

Note:

- Above mention price inclusive of all taxes.
- Proposal validity 15 days from date of this offer.
- Delivery time maximum 15 days from the date of PO.
- All Items delivered against postdated cheque.

Thanks & Regards,

Mehdi Hassan.



Shop # 02, Abdullah Haroon  
Chamber, Hasrat Mohani Road,  
Karachi

PHONE 0213-32427321  
0213-32427312  
MOB. # 0322-8732526

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