

## Bid Evaluation Report

1. Name of Procuring Agency: Institute Of Business Administration, Karachi

2. Tender Reference No: IT/98/2015-16

3. Tender Description/Name of work/item: Digitalization of IBA Records.

4. Method of Procurement: Single Stage Single Envelop

5. Tender Published: SPPRA 30-1-2016 SPPRA-S.No: 26299/2016

6. Total Bid documents sold; (Available on website)

7. Total Bids Received: 03

8. Technical Bid Opening date: (if applicable) 15-02-2016

9. No. of Bid technically qualified (if applicable): 03

10. Bid(s) Rejected: 0

11. Financial Bid Opening date: 15-02-2016

### 12. Bid Evaluation Report:

<i>S No</i>	<i>Name of Firm or Bidder</i>	<i>Cost offered by the Bidder Unit Price</i>	<i>Ranking in terms of cost</i>	<i>Comparison with Estimated cost</i>	<i>Reasons for acceptance/rejection</i>	<i>Remarks</i>
0	1	2	3	4	5	6
1	M/s RAAS Technologies	Rs. 4.0/- flat rate per page cost without tax	1 <sup>st</sup>	Open Market	Lowest & Most Evaluated Bidder	Recommended for award the contract
2	M/s. NK Computers	Rs. 5.0/- flat rate per page cost without tax.	3 <sup>rd</sup>	Open Market	High in Price	High in Price
3	M/s. Sherazi Trading	Rs. 4.50/- flat rate per page cost. And Rs. 200 for A0 size without tax.	2 <sup>nd</sup>	Open Market	High in Price	High in Price

**Recommendations:** - The offered amount of Rs. 4.0/-(Per Page Cost without tax) by M/s. RAAS Technologies has been recommended by the Procurement Committee to award the work on the basis of their technical qualifying and lowest offered price bid.



IBA (Internal Member)

Mr. Syed Jehanzeb ✓

Assistant Manager



IBA (Internal Member)

Dr. Nasir Touheed ✓

Professor




IBA (External Member)


Mr. Haris Quershi ✓

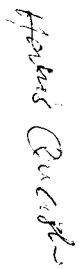
HEJ Karachi University

S. No.	Activity	Rates (per page of size)																			
		NK Computers					RAAS Technologies					Shirazi Trading									
		A0	A1	A2	A3	A4	A5	A0	A1	A2	A3	A4	A5	A0	A1	A2	A3	A4	A5		
1	Digitisation of documents (including cleaning, scanning, conversion to PDF for retrieval)	Rs 5.00	Rs 5.00	Rs 5.00	Rs 5.00	Rs 5.00	Rs 5.00	Rs 4.00	Rs 4.00	Rs 4.00	Rs 4.00	Rs 4.00	Rs 4.00	Rs 200.00	Rs 4.50	Rs 4.50	Rs 4.50	Rs 4.50	Rs 4.50	Rs 4.50	
2	Software	None										Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
3	Bid amount	Rs						310,000.00	Rs					50,000.00	Rs					248,000.00	1,162,866.00

Note : Bid value calculated on expected pages of quantity 50,000. May be increase / decrease

  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI

  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI


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

IT/98/2015-16 (SPPRA # 26299)

**BIDDER'S ELIGIBILITY QUALIFICATION REPORT**

**Eligibility Qualification Criteria**

S.No:	Eligibility Qualification Criteria	Bidder's Name :		
		RAAS Technologies	NK Computers	Shirazi Trading
1	Registration with PEC (if applicable)	N / A	N / A	N / A
2	NTN	Yes	Yes	Yes
3	Sales Tax registration	Yes	Yes	Yes
4	Professional Tax	N/A	N/A	N/A
5	Registration with Sindh Revenue Board (SRB) if applicable	No	No	No
<b>Qualification Criteria</b>				
6	Minimum three year experience of relevant filed	Yes	Yes	Yes
7	Required Bid Security is attached	Yes	Yes	Yes
8	Turnover of at least last three years	Yes	Yes	Yes
9	Bid is signed, named & stamped by authorized person of the firm along with authorization letter	Yes	Yes	Yes
10	Any other factor deemed to be relevant by procuring agency subject to provision of Rule-44	-----	-----	-----
	Qualified / Disqualified	Qualified	Qualified	Qualified

  
Chairman,  
Procurement Committee  
IBA, Karachi

NIT NO (Tender #): IT-98-15-16 (Digitalization)

SPPRA: 26299/2015-16

**Method and procedure of procurement: National Competitive Bidding (Single Stage – One Envelope)**

**MINUTES OF BID OPENING MEETING**

A meeting of the procurement committee of this department was held on 15-02-2016 for opening the bids received in respect of subject NIT till the deadlines of submission. The meeting was attended by all/ following members of the procurement committee and the representative of bidders.

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

S.#	Name of Company	Name Person	Contact #	Signature
1	Shivaji Trading PVT LTD.	Arshad Ali	0331-2291819 111-789-242	
2	PAAS TECH	M. ANWAR	0331-2073915	M. Anwar
3	N.K. Computer	Noman Khan	0321-2411726	
4	/	/	/	/
5	/	/	/	/

The bids were opened at 11:30AM in the presence of the above mentioned participants and the rates quoted by bidders were read aloud and encircled by Chairman of the Procurement Committee. All the members of the procurement committee signed financial proposal/ bids. The bids do not contain any over-writing or cutting. (Also mention cuttings or over writing if any).

Following is the details of bids announced:

S. No.	Name of Bidder	Offered Price	Amount of Bid Security 2%	Pay Order No./ Date
1	NK Computer	5/24 page w/1000 310,000/-	6000/-	280843/13-2-16
2	Reas Technologies	4/12 page w/1000 248000/-	8,000/-	8648382/12/4/16
3	Shivaji Trading	5-0-200/mop 4.5/14800 w/1000 279,000/-	32500/-	1948060/12/2/16
4	/	/	/	/
5	/	/	/	/

The committee shall examine all the bids as per the Qualification/ eligibility criteria provided in the bidding documents, arithmetical checks and verify the documents and bid security submitted by the bidders.

The meeting ended with the note of thanks to and from the chair.

15/2/16

15/2/16

15/2/16

# TENDER DOCUMENT

## TENDER NUMBER: IT/98/2015-16

“Digitalization of Records”

For IBA.

- Bid Amount Rs. = 248000/-
- Pay Order Number: 08648382
- Amount of the Pay Order Rs. = 8000/-

Date of Receipt / Opening of Tender 15-02-2016 open at 11:30AM

SEAL & SIGNATURE OF THE TENDER

*Asjad*  
*15/2/16*  
*A. Khan*  
*15/2/16*

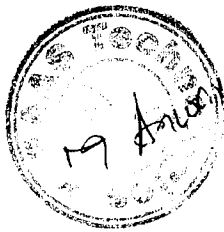
Submit to: ICT Procurement Department  
IBA Main Campus, Karachi University  
Phone Number: 021 - 99261508



## Condition of Payment

- |  |  |
|--|--|
| 1. Amount of Bid Security:   | 2 % of the tender amount.                        |
| 2. Time of completion of supply/work:  | 30- Days after the receipt of PO                 |
| 3. Liquidated damages in case of non completion of supply/work within stipulated time. | Rs.1000/- for each calendar day.                 |
| 4. Limit of liquidated damages:  | 10% of the tendered amount.                      |
| 5. Performance Security :  | 5% Performance Security of the total Bid amount. |
| 6. Release of Performance Security:  | After the successful completion of project.      |
| 7. Bid validity period:  | 90 days.   |

SEAL & SIGNATURE OF THE TENDER



## General Terms and Conditions

1. 2% Bid Security of the total amount of the bid is required to be deposited with the tender in the shape of pay order in favour of the Director Finance IBA Karachi.
2. All tenders should reach under sealed cover envelop up to 11:00am on 15-02-16.
3. The tender will be opened on the same days at 11:30am in presence of bidders who choose to be present.
4. The project/task should be completed within 04 weeks after the receipt of the Purchase Order.
5. Only those suppliers should submit the tender who are registered with Sales Tax Department and quote their Sales Tax and NTN number with the copy of Sales Tax Registration Certificate.
6. Every unsuccessful tendered should be responsible to collect Bid Security's pay order within one month of the opening date of tender.
7. Income tax will be deducted as per Government Rules.
8. GST invoice should also be deposited with the original bill and Delivery Challan if applicable.
9. 20% sales tax of the total sales tax shown in the sales tax invoice shall be with held and balance will be paid to the supplier, in term of M/o Finance Notification No. SRO/660(1)/2007 dated 30-06-2007(if applicable).
10. IBA Karachi may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. However, IBA Karachi shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
11. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration/requirements only.
12. Only those companies can participate in this tender who have past experience in dealing with such work and valid authorize dealership/resellers certificates from the Manufacturer/ Principal. (Attach copy with bid submission where applicable)
13. The selected bidder will be seated in IBA, Main Campus and will work directly under the supervision of IBA Team.
14. The detail of required skill set and responsibilities is attached as Annexure-A/ BOQ.
15. The bidder shall submit 2 copies of the bid clearly marking "**ORIGINAL**" and "**COPY**" on the sealed bid envelopes. In the event of any discrepancy between the copies of the proposals/bids, the original shall govern. The original and copy of the bid shall be prepared in indelible ink and shall be signed by the Authorized representative. The person signing the proposal shall initial all the pages.

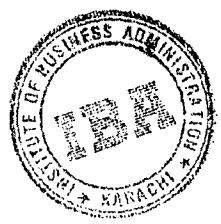


16. If required IBA can ask for the quoted demo from bidder.
17. IBA reserves the right to increase or decrease the quantity up to 15%.
18. Forfeiture of Performance guarantee:
  - a. In case the bidder is not able to execute the job in time or to the entire satisfaction of the IBA Karachi, the Chairman PC, IBA Karachi may allot the work to any other agency at any time. The difference between the rates agreed to between the Bidder and the third party, which would undertake such work shall be liable to be payable by the defaulting firm/bidder along with the penalty, if any, imposed by the Chairman PC of the IBA Karachi.
  - b. In case of non-retrieval of documents/records/ images and the agency is not able to retrieve the same, it shall be treated as mistake.

In the above cases, the performance/Bank Guarantee submitted by the firm/bidder shall be liable to be forfeited in whole or part as per decision of the Chairman of the Procurement Committee, which shall be binding on the agency.

- c. In case of any delay in supplying the desired output in digitization & archiving and software development, on the part of the agency, the following deductions shall be applicable :
  - i. Penalty @ 2.5% per month delay shall be charged.
  - ii. In case of delay beyond 02 months no payment shall be made.
19. Delay in providing documents to the bidder by the concerned department shall not be considered in the calculation of delay. In case of non-availability of pages to be scanned, the firm has to inform the Head of ICT in writing.

Signature: M. Anwar  
 Name: M Anwar Sheikh  
 Office Stamp: \_\_\_\_\_  
 Mobile Numbers: 0331-2013979  
 Email Address: Rasstech@cyben.net.PK





## Bill of Quantity / Specifications:

### Details of Project

#### Introduction:

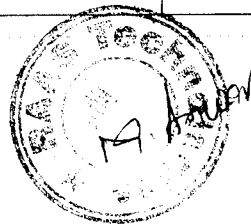
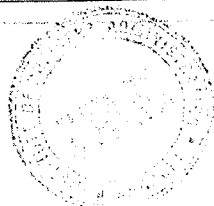
IBA, KARACHI is facing new challenges of preservation and management of old documents for longer period. IBA, KARACHI plans to digitize these records for proper up keep of these physical records in a systematic manner. This assignment includes scanning/quality enhancement/cropping of existing Record/digitization.

The documents would comprise approximately 50,000 pages & pictures and may be increased/decreased at the time of actual execution of the work.

The job is to be completed through scanning, converting to PDF format and indexing of records for fast and quick reference and retrieval.

#### Project Specification

Total number of pages	30,000 Pages Approximate
Total number of Pictures	20,000 Pictures Approximate



Paper Size	Minimum 3" x 4"
	Legal
Digitization Capacity (Estimated)	50,000 pages
Software	None
Time period for project completion	30 Days after the issuance of Letter Of Award/Purchase Order.

### **Implementation Process Plan**

Standard process comprising of following steps will apply for Digitization of Documents / images & Bidders must follow these proposed process plan.

**Step 1** Defining File name Convention

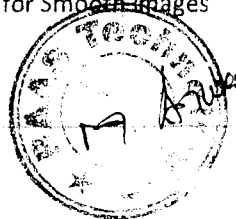
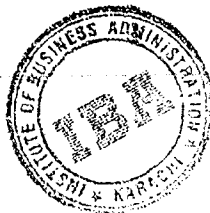
**Step 2** Preparation of Documents

Staples removal and stapling again would be the responsibility of vendor.

**Step 3** Scanning and indexing of documents for retrieval (Through Filename).

Documents will be scanned in Black & White 300dpi for Searchable PDF.

Pictures will be Scanned in 24 bit Color 300dpi for Smooth images



**Step 4** Physical Documents will be placed back to its Original files properly responsibility of bidder.

**Step 5** Processed data will be transferred to the server on weekly basis and will be available to IBA user.

**Financial Details**

A. Rates must be quoted exclusive of all taxes

1. The bidders are required to quote their rate per page for scanning and digitization of documents. The rates so quoted should be all inclusive of (Preparing documents for scanning/digitization, Manpower/System Analysis and designing or any other charges).

Sl.No	Activity	Rates exclusive of all taxes with details of taxes applicable and their rates					
		Rs... Per page of size					
		A0	A1	A2	A3	A4	A5
1	a. Digitization of Documents (Including Cleaning, Scanning, Conversion to PDF, for Retrieval)	4/pp	4/pp	4/pp	4/pp	4/pp	4/pp
	b. option B: Software	FlexSoft Documanager @ 50,000/-					
	c.						
	d.						

(\* Bid Security calculated on the basis of 50,000 pages.

*As per 15.2.16*  
*Michael*  
*15/2/16*



*S.M. 15/2/16*

October 14, 2015

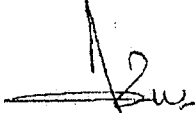
**NOTIFICATION**

This is to inform all concerned departments that as per the requirement of the SPPRA, the Dean & Director IBA has constituted the following Complaint Redressal Committee:

Mr. Abdul Wajed Khan, Controller of Examinations	Chairman
Mr. Khurram Khalid, Manager Internal Audit	Member
Mr. Fahad Jawed, Manager Finance	Member

The purpose of this committee is to review and give its deliberations on the complaints / objections raised by the contesting vendors / contractors on IBA tenders.

Thank you



Adnan Hameed  
Head of HR

**GOVERNMENT OF PAKISTAN  
REVENUE DIVISION  
CENTRAL BOARD OF REVENUE**

**NATIONAL TAX NUMBER CERTIFICATE**

(Issued under section 20 of the Finance Act, 1999)

National Tax Number (NTN)      2630703-7

Name:                                      RAAS TECHNOLOGIES

Address:                                    704-A, 7TH FLOOR PANORAMA CENTRE #1,  
FATIMA JINNAH ROAD  
KARACHI  
PHONE NO: 5210520

Status/Nature:                          Registered Firm

NIC/Firm Reg./Company Inc.Number.    2005-06/1280

*This certificate shall be prominently displayed at a conspicuous place of  
the premises in which business or work for gain is carried on. It is also  
required to be indicated on the signboard wherever it is affixed.*

Date of Issue                              24/04/2006

**Chairman**

GOVERNMENT OF PAKISTAN  
Central Board of Revenue  
Islamabad

File No. ST/KHI/REG/QL/2006/09/3008

**CERTIFICATE OF REGISTRATION**  
Under Sales Tax Act, 1990)

This is to certify that Ms. MIS RAAS TECHNOLOGIES

address 704-A 7TH FLOOR PANORAMA CENTRE NO 1 FATIMA JINNAH ROAD  
KARACHI

have been registered as:

<input checked="" type="checkbox"/> Manufacturer	<input checked="" type="checkbox"/> Importer	<input checked="" type="checkbox"/> Exporter	<input checked="" type="checkbox"/> Distributor
<input checked="" type="checkbox"/> Retailer	<input checked="" type="checkbox"/> Wholesaler	<input checked="" type="checkbox"/> Service Provider	

This means that they must:

- (i) Charge sales tax on all taxable supplies made during the course of taxable activity.
- (ii) File a return in the designated bank relating to a month on or before the 15th of the following month, unless otherwise prescribed.
- (iii) File a Nil-Return if no taxable activity takes place during a tax period.
- (iv) Abide by provisions of Sales Tax Act, 1990, and rules made thereunder.

Their Sales Tax Registration Number is:

17-50-8500-033-91

Date of Registration is:

15-SEP-2006

and National Tax Number is

2630793

[Note: The Sales Tax Registration number must be shown in the return and on all the invoices issued by them and quoted in all their correspondence with the Sales Tax Department.]

*R. M. M. M.*  
Secretary (Registration)  
CENTRAL REGISTRATION OFFICE

# IMTIAZ ENTERPRISE

\* Manufacturer & Exporter of Quality Fabrics, Made-ups & Garments \*

39-C, New Cloth Market, M.A. Jinnah Road, near Tower, KARACHI (74000), PAKISTAN.

Tel: (+92-21) 34554753, 32427733, 32420135, 32421292 Fax: (+92-21) 32431939 CELL: (+92-300) 2025271

MILLS:- CHAK # 217 R.B/ NARWALA ROAD ,CHAKRA ADDA ,PAROKIAN WALA, FAISALABAD

BUREAU OFFICE:- 4834 Lost Lake Spring, Houston - Texas, TX 77388, U.S.A. E-Mail:- raktariq@hotmail.com

Email: info@imtiazenterprise.com , ayyazmallick@gmail.com WEB: www.imtiazenterprise.com

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Date:- \_\_\_\_\_

14 December, 2015

**TO WHOM IT MAY CONCERN**

## **LETTER OF COMPLETION**

**Name of Contractor : M/s RAAS Technologies**


**Scope of Work : Scanning of 200,000 Pages**

This is to certify that M/S RAAS Technologies have digitized our Approx. 200,000 pages for us within the specified duration.

In the course of work done, we have found that the quality and workmanship of the services provided were highly accepted by us and we are confident that M/S RAAS Technologies is capable of taking up contract of similar standard.

Thank You,

Yours faithfully,



Imtiaz Ahsun Mallick  
Managing Director

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6<sup>th</sup> October, 2015

RAAS Technologies  
704-A, 7th Floor,  
Panorama Center # 1,  
Fatima Jinnah Road  
Karachi-75030

**Sub: LETTER OF APPRECIATION**

Dear Mr.Abdullah & Team,

On behalf of our Management, we wish to thank you and your team for the excellent services and support rendered during scanning of our sales related documents at our premises.

We look forward to continue working relationship with you and your team.

Thank You,

A handwritten signature in black ink, appearing to read 'Faraz', is written over a horizontal line.

Faraz Ahmed Siddiqui  
Manager Sales & Marketing

Suite# M-6, Mezzanine Floor, 780-C Block-2 P.E.C.H.S. Karachi.

Cell : 0335-2172356, 0300-2078368  
Email: faraz@kktraderspakistan.com  
kktraderspakistan@yahoo.com

[www.kktraderspakistan.com](http://www.kktraderspakistan.com)