

No. CS/SEDF/ LDFA/2017-18
Karachi, Thursday, December 15, 2017

Subject: MINUTES OF THE SEDF PROCUREMENT COMMITTEE MEETING TO OPEN BIDDING DOCUMENTS FOR HIRING OF EVENT MANAGER TO ORGANIZE LIVESTOCK, DAIRY, FISHERIES AND AGRICULTURE EXHIBITION/SEMINAR 2018 AT SINDH AGRICULTURE UNIVERSITY TANDO JAM

A meeting of SEDF Procurement Committee held on 14th December, 2017 at 1130 hrs in the Committee Room of Sindh Board of Investment, 1st Floor, Block-B, Shahrah-e-Faisal, Karachi to open bidding documents (Technical & Financial Proposals) submitted by Event Managers to organize Livestock, Dairy, Fisheries & Agriculture Exhibition/Seminar 2018 at Sindh Agriculture University Tando Jam.

2. The meeting started in the name of Allah. The Finance Manager, Chairman SEDF Procurement Committee welcome the meeting participants and briefed them about the event. He give the details to Committee Members on RFP Document, Committee Members approved the RFP document. He further elaborated on the process of hiring of Event Manager for the said events as per SPP Rules 2010.

3. Further, he informed meeting participants that the following two Companies/Event Managers had submitted their bidding documents for organizing LDFA 2018:

- M/s Darbar Caterers & Decorators
- M/s Badar Expo Solutions

4. Before opening the bidding documents, representative of M/s Badar Expo Solutions raise the objection that M/s Darbar Caterers & Decorators has not submitted their bidding documents as per ITB Clause 18.1 & 18.2 of RFP document. The Committee returned bidding document to M/s Darbar Caterers & Decorators without opening of document due to non-compliance of ITB Clause-18.1 & 18.2 of RFP.

5. The Committee evaluated the technical proposal submitted by M/s Badar Expo Solutions. The minimum qualification score needed to qualify was 70%. The Committee has evaluated and assigned the following score:

S#	Name of Company/Event Manager	Technical Score	Remarks
1.	M/s Badar Expo Solutions	80	Qualified

6. The Chairman Procurement Committee informed the meeting that M/s Badar Expo Solutions has qualified technically. The Committee decided to open the financials bids with intimation to technically qualified bidders.

7. The following is the financial bids opening report:

S#	Name of Bidder	Event Name	Cost offered by the bidder
1.	M/s Badar Expo Solutions	Hiring of Event Managers to organize Livestock, Dairy, Fisheries & Agriculture Exhibition/Seminar 2018 at Sindh Agriculture University Tando Jam.	29,366,274/- (Inclusive Tax)





8. The Procurement Committee unanimously recommended the M/s Badar Expo Solutions being the successful bidder for award of contract.
9. The process of signing of agreement and issuance of award of work to M/s Badar Expo Solutions shall be completed in due course of time.
10. The meeting ended with vote of thanks to and from Chair.

(Mr. Kapeel Kumar)
Company Secretary
Sindh Enterprise Development Fund
(Member/Secretary Committee)

(Rehmatullah Soomro)
Finance Manager
Sindh Enterprise Dev. Fund
(Chairman Committee)


(Shaikh Aduan Ali)
Section Officer (Admin)
Sindh Board of Investment
(Member Committee)


Evaluation Sheet


Hiring of Event Manager for Organising Livestock, Dairy, Fisheries & Agriculture Exhibition
& Seminar 2018 at Sindh Agriculture University Tando Jam
Bid Documents Opening on 14th December, 2017 at 1130 hrs in the Committee Room of SBI

S.No.	Parameters against which technical evaluation shall be done	Scoring brackets	M/s Badar Expo Solutions
1	Experience of Company		
	Years of experience in conducting events / exhibitions at national level (all over Pakistan) 2.5 points for each 15 years of experience with a maximum of 10 points	(10)	5
	15 year	2.5	
	30 years	5	
	45 years	7.5	
	More than 45 years	10	
2	Experience of Employees	(5)	5
	Experience of Employees number of years in event management field (at least 10 Employees)		
	Experience of $\geq 1 \leq 3$ Years in the event management field	1	
	Experience of $> 3 < 5$ Years in the event management field	3	
	Experience of > 5 Years in the event management field	5	
3	Quantum of Work	(10)	10
	Work orders/ completion certificate of events managed of Rs.3 million or above, for each event of 3 million or more with a maximum of 10 points		
	1 Event	1	
	5 Events	5	
	10 or more Events	10	
4	Proposed Work Plan	(15)	10
	Conformity to schedule of requirements/TORs, expected work plan, and creative works. Justification of the thematic pavilion and stalls, farms and designs		
	Points Distribution: Best: 15; very good: 10; good: 7 and average: 3		
5	Financial Strength of the Firm	(10)	10
5.1	Audited/certified accounts or P&L statements/Bank Statement showing turnover of Rs. 10 Million every year in last two years	2.5	
5.2	Audited/certified accounts or P&L statements/Bank Statement showing turnover of greater than 10M and equal to Rs.15 Million every year in last two years	5	
5.3	Audited/certified accounts or P&L statements/Bank statement showing turnover of Rs. 20 Million every year in last two years	10	
6	Firm/ Company own the following facilities	(20)	20
6.1	Kitchen	5	
6.2	Frame Tent Marquee in Inventory (Minimum size 90'x180')	5	
6.3	Warehouse /Store	5	
6.4	Vehicles/Logistics/Trucks (1 point for each vehicle)	5	
7	Experience in conducting Entrepreneurship Development Program (Local & International), no marks for less than 4 month duration programs	(30)	20
7.1	None	0	
	4-5 program/s	10	
	6-10 Programs	20	
	More than 10 programs	30	
	Total	100	80
	Remarks		Pass

(Minimum Score to Qualify is 70%)


(Kapoel Kumar)
 Company Secretary
 Sindh Enterprise Development Fund
 (Member/Secretary Committee)


(Rehmatullah Soomro)
 Finance Manager
 Sindh Enterprise Dev. Fund
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(Shaikh Adnan Ali)
 Section Officer (Admin)
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Bid Evaluation Report

1. Name of Procuring Agency: Sindh Enterprise Development Fund, Finance Department, GoS
2. Tender Reference No: **INF/KRY/4889/17**
3. Tender Description/Name of work/item: **Hiring of Event Manager to Organize Livestock, Dairy, Fisheries & Agriculture Exhibition & Seminar 2018 at Sindh Agriculture University Tando Jam**
4. Method of Procurement: Single Stage-Two Envelope
5. Tender Published: SPPRA ID 35336, Daily Dawn 25th Nov, 2017, Daily Ibrat 25th Nov, 2017, & Jang 27th Nov, 2017
6. Total Bid documents Sold: 3 (Three)
7. Total Bids Received: 2 (Two)
8. Technical Bid Opening date: 14th December, 2017 at 1130 hrs
9. No. of Bid technically qualified: 1 (One)
10. Bid(s) Rejected: 1 (One)
11. Financial Bid Opening date: 14th December, 2017 at 12:30 hrs

12. Bid Evaluation Report:

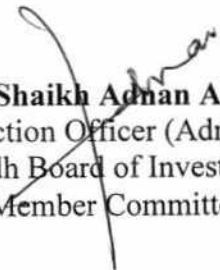
<i>S No</i>	<i>Name of Firm or Bidder</i>	<i>Cost offered by the Bidder</i>	<i>Ranking in terms of cost</i>	<i>Comparison with Estimated cost</i>	<i>Reasons for acceptance/rejection</i>	<i>Remarks</i>
0	1	2	3	4	5	6
1.	Badar Expo Solutions	29,366,274	1 st	Within estimated cost	Accepted meets responsive criteria	Contract may be awarded



(Kapeel Kumar)

Company Secretary

Sindh Enterprise Development Fund
(Member/Secretary Committee)



(Shaikh Adnan Ali)

Section Officer (Admin)
Sindh Board of Investment
(Member Committee)



(Rehmatullah Soomro)

Finance Manager
Sindh Enterprise Dev. Fund
(Chairman Committee)

SPRRA ID: 35336

Method of Procurement: **Single Stage –Two Envelopes**

Description of Work: **HIRING OF EVENT MANAGER TO ORGANIZE LIVESTOCK, DAIRY, FISHERIES AND AGRICULTURE EXHIBITION/SEMINAR 2018**

Bidder's Qualification Report

S#	Eligibility/Qualification Criteria	M/s Darbar Caterers & Decorators	M/s Badar Expo Solutions
1.	NTN	Bidding document returned without opening due to non-compliance of ITB Clause 18.1 & 18.2 of RFP	Yes
2.	Sales Tax Registration		Yes
3.	Registration with Sindh Revenue Board (SRB)		Yes
4.	Minimum three years experience of relevant field		Yes
5.	List of work and copy of letter of award of work/work orders completion as per Evaluation Criteria		Yes
6.	Required Bid Security is attached		Yes
7.	Bid is signed, named and stamped by the authorized person of the firm along with Authorization letter		Yes
Qualified/Disqualified		Disqualified	Qualified


Note: The procuring agency may modify the criteria as per their requirements.



(Kapeel Kumar)
Company Secretary
Sindh Enterprise Development Fund
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Finance Manager
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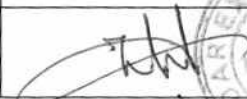
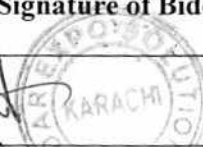
(Shaikh Adnan Ali)
Section Officer (Admin)
Sindh Board of Investment
(Member Committee)

COMPARATIVE STATEMENT OF BIDDERS

Description of Work: **HIRING OF EVENT MANAGER TO ORGANIZE LIVESTOCK, DAIRY, FISHERIES AND AGRICULTURE EXHIBITION/SEMINAR (LDFA) 2018 AT SINDH AGRICULTURE UNIVERSITY TANDO JAM**


Tender Reference: SPPRA ID 35336, Daily Dawn 25th Nov, 2017, Daily Ibrat 25th Nov, 2017, & Jang 27th Nov, 2017

Date of Opening of Financial Envelope: 14-12-2017 (12:30PM)

S#	Name of Bidders	Amount of Bid	Remarks	Signature of Bidder
1.	M/s Badar Expo Solutions	Rs. 29,366,274/- (Inc. Tax)	Acknowledgo	 


(Mr. Kapeel Kumar)
Company Secretary
Sindh Enterprise Development Fund
(Member/Secretary Committee)


(Rehmatullah Soomro)
Finance Manager
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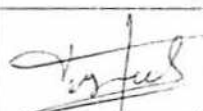


(Shaikh Adnan Ali)
Section Officer (Admin)
Sindh Board of Investment
(Member Committee)

SPPRA Sr.35336


**HIRING OF EVENT MANAGER TO ORGANIZE LIVESTOCK, DAIRY, FISHERIES AND AGRICULTURE
EXHIBITION/SEMINAR 2018
Sindh Agriculture University Tando Jam**

OPENING OF BID ON 14TH DECEMBER, 2017 AT 1130 HRS IN THE COMMITTEE ROOM OF SBI

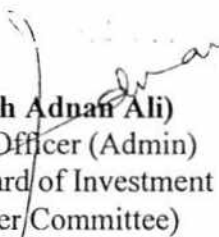
ATTENDANCE SHEET

S#	Bidder Name	Representative Name & Designation	Cell/Contact No	Email	Signature
1.	Darbar Caterers & Decorators	Shaikh Wajid Rehman manager marketing	0300-2472477	info@darbarcater.com	
2.	Badar Expo Solutions	Omais Hameed Asst. to CEO	0300-2025478	info@badarexpo.com	
3.					

Signature of Procurement Committee:


(Mr. Kapeel Kumar)
Company Secretary
Sindh Enterprise Development Fund
(Member/Secretary Committee)


(Rehmatalah Soomro)
Finance Manager
Sindh Enterprise Dev. Fund
(Chairman Committee)


(Shaikh Adnan Ali)
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SPPRA Sr.35336

HIRING OF EVENT MANAGER TO ORGANIZE LIVESTOCK, DAIRY, FISHERIES AND AGRICULTURE
EXHIBITION/SEMINAR 2018
Sindh Agriculture University Tando Jam

OPENING OF BID ON 14TH DECEMBER, 2017 AT 1130 HRS IN THE COMMITTEE ROOM OF SBI

ATTENDANCE SHEET
SEDF PROCUREMENT COMMITTEE

S#	Member Name	Designation	Signature
1.	Mr. Rehmatullah Soomro Finance Manager, SEDF	Chairman	
2.	Shaikh Adnan Ali Section Officer (Admin), SBI	Member	
3.	Mr. Kapeel Kumar Company Secretary, SEDF	Member	