



IBA Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Ref. # IBA-MC/PD/P&S/217/0089/2017-18

November 24, 2017

Manager (Enforcement-II)
Sindh Public Procurement Regulatory Authority
Govt. of Sindh
Block-8, Sindh Secretariat No. 4-A
Court Road
Karachi.

Subject : Submission of Letter of Award & Contract Evaluation Form

Please find following Documents to be floated on SPPRA website.

1. Tender # PS/04/17-18

Caption: Printing & Supply of Brochure for Convocation-2017

SPPRA Serial # 34440

Report ID # 2648/2017

- a. Contract Evaluation Form duly Signed
- b. Letter of Award / Work Order
- c. Form of Contract / Agreement
- d. Bill of Quantities / Schedule of Requirements

Submitted, please

Muhammad Hanif

Sr. Purchase Executive

SPPRA INWARD DIARY
NO: 3087
DATE: 28-11-17

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 / DEPTT. Institute of Business Administration, Karachi
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Local Govt
- 3) TITLE OF CONTRACT Goods
- 4) TENDER NUMBER PS/04/2017-18
- 5) BRIEF DESCRIPTION OF CONTRACT Provide & Supply of Brochure for Convocation-2017
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs. 110,000/-
- 8) ENGINEER'S ESTIMATE NA
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 60 days
- 10) TENDER OPENED ON (DATE & TIME) October 5, 2017 (3:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD TWO
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED TWO
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS ONE
- 14) BID EVALUATION REPORT Copy Enclosed
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s Creative Arts
- 16) CONTRACT AWARD PRICE Rs. 95,121.00
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID). (1) M/s. Creative Arts
(2) M/s. Hyder Printers

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	November 1, 2017 and SPPRA ID # 2648/17
No	

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

Yes	
No	✓

22) NATURE OF CONTRACT

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


Aamer Shahbair
Wing Commander (Retd)

General Manager Administration
Institute of Business Administration (IBA),
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

Print

Save

Reset

Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: PS/04/17-18
3. Tender Description/Name of work/item: Printing & Supply of Brochure for Convocation-2017
4. Method of Procurement: Single Stage One Envelope
5. Tender Published: September 15, 2017 on IBA website & SPPRA web site Serial # 34440
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 02 companies have collected Tender Documents
7. Total Bids Received: 02 companies
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: October 5, 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 Creative Arts	Rs.95,121.00	Lowest Bidder	Rs.110,000.00	Accepted quoted lowest rate. Comparative Statement Attached.	
2.	M/s Hyder Printer	Rs.110,700.00	Highest Bidder			
3.						

Signatures of the Central Purchase Committee, Members


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


CHAIRPERSON
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Dr. Rameef Khan
Assistant Professor
IBA


CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Heena Qureshi
PPRA Advisor
HES



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

LIST OF BUYERS

Tender # PS/04/17-18

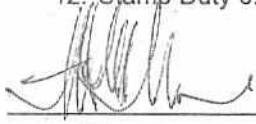
Caption: Provide & Supply of Brochure for Convocation-2017

Number of Tender Documents Sold: 02

Sr #	List of Buyers
1.	M/s. Hyder Printers
2.	M/s. Creative Arts

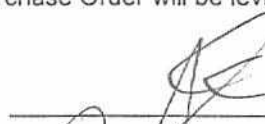
Purchase Order

11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.

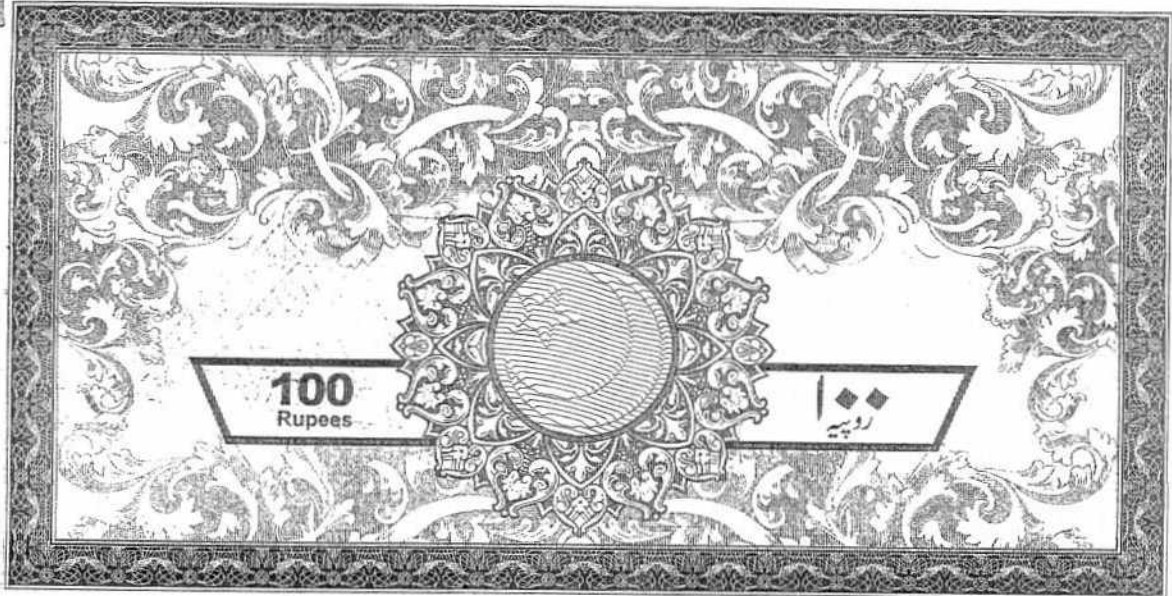


Senior Manager Purchase & Stores

Nov 20/17



General Manager Administration

**AZIZ AHMED STAMP VENDOR**

Licence. No. 53. Seat No. 60. City Court Karachi

22 NOV 2017

S NO. 4873 DATE.....
 Issued To With Address.....
 Through With Address.....
 Purpose.....
 Value Rs..... Attached.....
 Stamp Vendor's Signature.....

AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day November 22, 2017

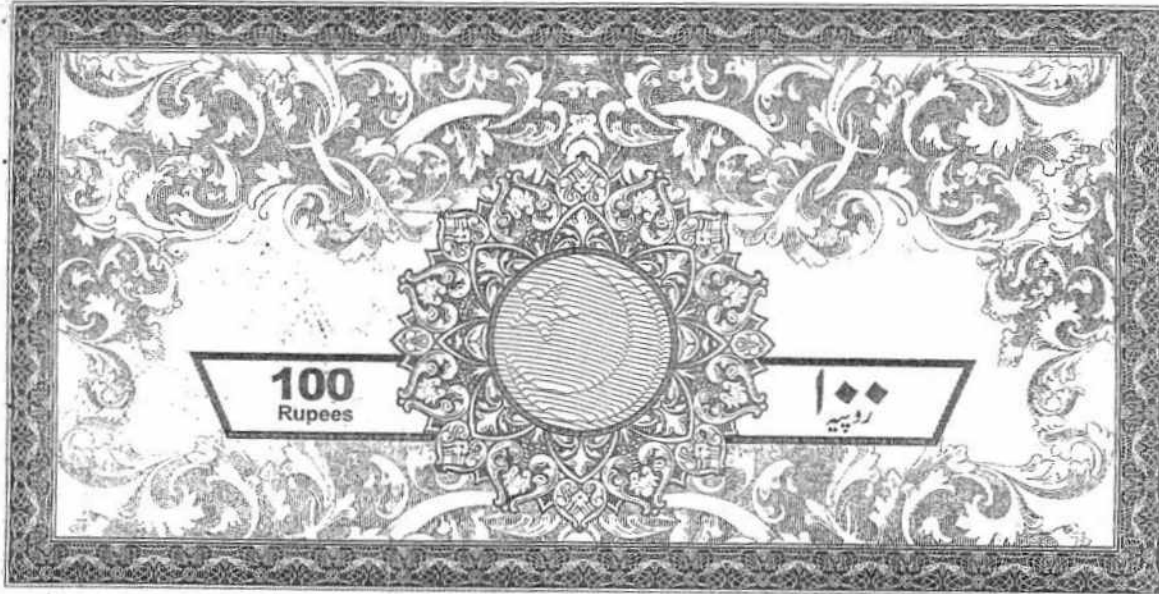
BETWEEN

M/s Institute of Business Administration, through its Registrar, located at Main Campus, University Road, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s CREATIVE ARTS, having its office at R-161, Sector 9, North Karachi, hereinafter referred to as "THE PRINTERS" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor Mr. Muhammad Hashim Raza, holding CNIC No. _____ on the SECOND PART.

WHEREAS "IBA" intends to obtain printing & supply of brochure for convocation-2017 on exclusive basis with the work as per conceptual specimen (IBA requirement) discussions in respect of the same before the determination of scope of work will be held with "IBA" or as "Printing & Supply of Brochure for Convocation-2017" and "THE PRINTERS" have offered to render all kind of printing services (including but not limited to the "Printing & Supply of Brochure for Convocation-2017" of the proposed printing work up to the satisfaction & handing over the material(s) to the "IBA" having accepted the offer in finished form complete in all respect.



AZIZ AHMED STAMP VENDOR

Licence No. 53, Seat No. 60, City Court Karachi

S. NO. 4879 DATE 22 NOV 2017

Issue: ۱۰۰ روپیہ

Sign With Address: ۱۰۰ روپیہ

Attachment: ۱۰۰ روپیہ

Stamp Vendor's Signature: ۱۰۰ روپیہ

Stamp Vendor's Signature: ۱۰۰ روپیہ

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Stamp Vendor's Signature: ۱۰۰ روپیہ

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSETH

"IBA" hereby offer to appoint "THE PRINTERS" as their official Printers for the specific purpose of "Printing & Supply of Brochure for Convocation-2017" discussions in respect of the same with "IBA" before the determination of Scope of Work & Preliminary Layout, Formatting, Layout, Dummy making, Preparing Printing material to illustrate the schematic design to suitable scale with any/all other relevant details for presentation to "IBA" for printing. "THE PRINTERS" hereby agree to the offer of the "IBA" in acceptance of the terms & conditions here in below forth.

Article I
DUTIES & SCOPE OF WORK & AGREEMENT

1.1 This Agreement includes, the "Printing & Supply of Brochure for Convocation-2017", discussions with "IBA". The description/BoQ is appended below:

S.#	Specification	Qty	Rate	Amount
1	Print & Supply of Brochure for Convocation-2017 Size: A4 (closed size) Title Cover: 260 gsm Art card Color: 05 + 05 color printing Pages: 32 pages (approx.) Paper: 128 gsm matt paper Binding: 02 Centre pin binding	1200 Brochures	67.75	81,300.00
Total				Rs. 81,300.00
17% GST				Rs. 13,821.00
Total Amount				Rs. 95,121.00

**AZIZ AHMED STAMP VENDOR**

Licence No. 53, Seat No. 60, City Court Karachi

S. NO. 4675 DATE 22 NOV 2017

Stamp Vendor's Address: Aziz Ahmed Stamp Vendor, 4675, City Court Karachi

Telephone:

Date of Issue:

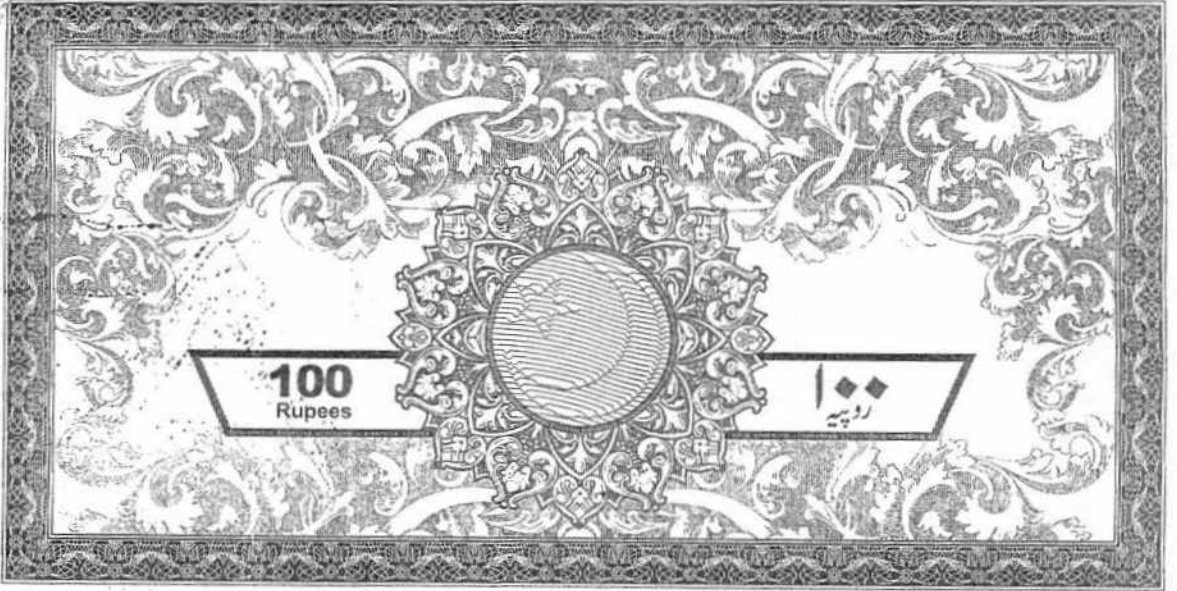
Stamp Vendor's Signature:

This Agreement includes, the "Printing & Supply of Brochure for Convocation-2017", with "IBA" before the determination of scope of work & preliminary layout, Formatting, Layout, Dummy making, Preparing Printing material to illustrate the schematic design to suitable scale with any/all other relevant details for presentation to "IBA".

- 1.3 "THE PRINTERS" agrees to provide any/all kind of printing items to "IBA" whenever and wherever form is required as per the terms & conditions of this Agreement.
- 1.4 "THE PRINTERS" will coordinate their work with Sr. Manager Purchase & Stores, of the "IBA" who will assist "THE PRINTERS" in supervision of proposed printing work.
- 1.5 "THE PRINTER" hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 1.6 "THE PRINTER" will visit the Purchase Offices located at Main Campus, University Road, Karachi as & when required with prior appointment.
- 1.7 All logistic charges will be borne by "THE PRINTER".

Article II
SCOPE OF PROFESSIONAL SERVICES

- 2.1 "THE PRINTERS" will discuss with "IBA" before the determination of scope of work & Preliminary layout. Further provide the Printing & Supply of Brochure for Convocation-2017 to illustrate the schematic design & idea to suitable scale with any/all other relevant details for presentation to "IBA".
- 2.2 "THE PRINTERS" hereby agree and acknowledge for the periodic supervision of the work and to check the execution of Printing & Supply of Brochure for Convocation-2017 in accordance with the Description & Specification.



AZIZ AHMED STAMP VENDOR

Licence No. 53, Seat No. 60, City Court Karachi

22 NOV 2017

S No. 1898 DATE

Address

Telephone No. Address

Value Rs. Attached

Stamp Vendor's Signature

"THE PRINTERS" hereby agree and acknowledge the acceptance of attending the meetings with the Sr. Manager Purchase & Stores "IBA" as & when required.

- 2.4 "THE PRINTER" hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 2.5 Minimum 05 (Five) working days after Final Proof Read will be required to deliver the Printing & Supply of Brochure for Convocation-2017 at the PRINTER'S expense.
- 2.6 All staff must have CNIC and clearly mentioned to discourage work through child labor.
- 2.7 Printer must adopt Environmental Friendly procedure and avoid the use of Toxic material used in printing works.

Article III REMUNERATION

- 3.1 The cost offered by the Printer is Rs. 95,121.00 (inclusive of all taxes) for Printing & Supply of Brochure for Convocation-2017 but limited to in tender vide # PS/04/17-18 variation may occurred.
- 3.2 A liquidity damages @ 2% per month, of the total agreed payment as per Work Order, of the total cost will be imposed in case of delayed delivery or quality issue. Penalty will be imposed after 15 days subject to signed proof read material handed over to the printer by IBA before the starting date mentioned on the Work Order. Work will be deemed completed in finished form as per specification and "THE PRINTER" have to deliver the required number of Printing & Supply of Brochure for Convocation-2017 to IBA.
- 3.3 Payment will be made after delivery and submission of invoice. Advance Payment subject to Bank Guarantee.

- 3.4 Performance Security 5% of total amount of Work Order will be provided by the party.
- 3.5 Stamp Duty @ 0.35% of the cost of transaction / work order will be deposited in Government treasury by the PRINTER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.6 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by PRINTER as per SRO/Notification.

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 company / firm / agency 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.

Article VI
INDEMNITY

- 6.1 "THE PRINTERS" 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 PRINTERS", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE PRINTERS" which disturbs or damage the reputation, quality or the standard of services 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 The intention not to obtain the procurement / 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 M/s Creative Arts 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 M/s Creative Arts 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, M/s Creative Arts 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 M/s Creative Arts 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

9.1 Any addition & alteration(s) made in the contents as required by the contractor on proof reading or in course of the work in progress which entail extra time & labor and material on part of the printing, shall not be charged separately/extra on 'Quantum Merit' basis before & on final material handed over to the "IBA". After PROOF READING if any alteration(s), arise charges will be paid on mutually agreed upon.

9.2 Material(s) will be handed over by the "IBA" or vet the cost with authentic stamp and signature.


9.3 Copyright of each item shall be reserved with the "IBA".

9.4 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.

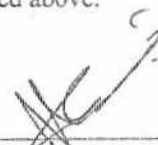
9.5 The validity of the contract will be effective from the date of issue of Work Order.

9.6 All terms and conditions of tender vide # PS/01/17-18 will be the integral part of this agreement and can't be revoked.

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"
NAME: Aamer Shahbbir
Wing Commander (Retd)
General Manager Administration
Institute of Business Administration (IBA),
Karachi, Pakistan
CNIC # _____

Address:
G. M. Admin Institute of Business
Administration Main Campus
University Road, Karachi


M/s Creative Arts
NAME: M. Hashim Raza
CNIC # 42101-7117-201-3

Address:
R-161, Sector 9,
North Karachi

WITNESS

1. 

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

CNIC # _____

Address: _____

2. Muhammad Raza



CNIC # 42201-6680005-1

Address: _____

3.

Bill of Quantity
Printing & Supply of Brochure for Convocation-2017

S. #	Description	Qty	Rate (Rs.)	Amount (Rs.)
01	Print & Supply of Brochure for Convocation-2017 Size: A4 (closed size) Title Cover: 260 gsm Art card Color: 05 + 05 color printing Pages: 32 pages (approx.) Paper: 128 gsm matt paper Binding: 02 Centre pin binding	1200 Brochures	67.75	81,300/-
Total				81,300/-
17% GST				13,821/-
Total Amount				95,121/-

Total Amount Rupees (in words) Ninety Five thousand One hundred twenty One only — — —

Please also quote per page rate for addition / reduction in page quantity

Rs. 2.11

(2/2)

(Exclusive of Taxes)



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

[Signature]
 MEMBER (EXTERNAL)
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI
 Dr. Rameez Khan
 Assistant Professor
 IBA

[Signature]
 MEMBER (EXTERNAL)
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI
 Head of Office
 PPA Adviser

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s Creative Arts

Contact Person Hashim Raza

Address 161 Sector 9, North Karachi.

Tel # 021-36601446 Fax _____

Mobile 0333 3654 278 Email Creativearts72@gmail.com



