

## 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	<b>Accepted</b> 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 Khattak  
Assistant Professor  
IBA

  
MEMBER (GENERAL)  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Heena Qureshi  
PPRA Adviser  
HES

**COMPARATIVE COST STATEMENT**


**PRINTING & SUPPLYING OF BROCHURE FOR CONVOCATION-2017**

October 5, 2017

S. #	Description	Qty.	M/s. Creative Arts		M/s. Hyder Printers	
			Rate	Amount	Rate	Amount
1	<b>Print &amp; Supply of Brochure for Convocation-2017</b> 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	78.85	94,615.44
Total (Rs.)				81,300.00		94,615.44
17% GST (Rs.)				13,821.00		16,084.62
Grand Total (Rs.)				95,121.00		110,700.06

Approval Amount (Rs.) 95,121.00

  
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 IBA

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

  
 MEMBER (EXTERNAL)  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI  
 Hazi Qureshi  
 PPRA 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:** Friday, October 13, 2017 4:53 PM

**To:** Muhammad Sohail Khan / Senior Manager (Purchase and Stores) @ IBA

**Cc:** Procurement-Committee; Aamer Shabbir Khan / General Manager Administration @ IBA; Moeid Sultan / Director Finance @ Main Campus; Syed Fahad Jawed / Senior Manager Finance (Pre-audit and Budget) @ Main Campus; Dr. Farrukh Iqbal / Dean and Director @ IBA

**Subject:** Item 2. Approval for provide & supply of Brochure for Convocation-2017

### **Item # 2: Approval for printing & supply of Brochure for Convocation-2017**

Discussion: Sr. Executive Purchase briefed the committee about the tender proceedings for "Printing & Supply of Brochure" for Convocation-2017. Two bidders participated. The committee reviewed the attached comparative statement.

Decision: The committee approved to award the tender of printing and supply of Brochures to M/s Creative Arts at Rs.95,121.00 (inclusive of GST) subject to the availability of budget.


Action: Sr. Manager Purchase & Stores will implement the decision in accordance with the prescribed rules & regulations framed by IBA PP&P and SPPRA.

Committee:

1. Dr. Rameez Khalid (Chairman)
2. Syed Jehanzeb (Member)
3. Asjad Asad (Member)
4. Haris Quershi (External Member)
5. Ahmed Ali Khan (External Member)
6. Mustaque Ahmed (Member)
7. Syed M. Rizwan Rizvi (Member)
8. Muhammad Hanif (Secretary)

Muhammad Hanif,  
Secretary Procurement Committee

  
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KARACHI  
Haris Quershi  
PPRA Adviser  
HES



**BIDDERS QUALIFICATION REPORT**

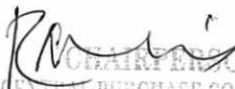
NIT No: PS/04/17-18  
 Description of Work: Printing & Supply of Brochure for Convocation-2017  
 Method & Procedure of procurement: Open Competitive Bidding  
 Single Stage One Envelope

S. No	Eligibility Criteria	M/s Creative Arts	M/s Hyder Printers
1	Is envelop sealed	Yes	Yes
2	Required Bid Security in enclosed	Yes	Yes
3	Form of Tender Signed or not	Yes	Yes
4	Registration in GST / SBR & I. Tax	Yes	Yes
5	Turnover in terms of Finanacial Statement of last three years	Yes	Yes
6	Tender Fee Received	Yes	Yes
7	5 plus years experience	Yes	Yes
8	Qualified / Disqualified	Qualified	Qualified
9	Any overwriting tender dropped received	No	No
10	Ciental list provided	Yes	Yes
11	Affidavit regarding any litigation or blacklisting	No	No

**Recommendations:**

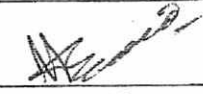
- 1 Participated firm is declared as substantially qualified bidders by the Tender opening committee as meet with minimum qualification / eligitbility criteria.
- 2 The lowest evaluated bidder is M/s Creative Arts with their bid amount at Rs. 95,121.00
- 3 Recommended to award the work to the lowest bidder to M/s Creative Arts at Rs. 95,121.00

  
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 PPA Advisor  
 HES

**Institute of Business Administration, Karachi**  
**Tender Opening / Attendance Sheet**  
**October 5, 2017 @ 3:30 PM**

Statement of Tender: Printing & Supplying of Brochure for Convocation-2017					Tender #: PS/04/17-18	
S. #	Company Name	Tender Amount in Figures / in Words	Conditions, if any	Earnest Money Pay Order No. / Amount & Date	Contractors / Representative Signature	Remarks
1	HYDER PRINTERS	Rs. 110,700/2		MCB #1054607 dt/ 4/10/17 Rs. 5600/-	ABSENT	
2	CREATIVE ARTS	Rs. 95,121/2		FBL # 04253403 Rs 5000/2 dt 05/10/17		

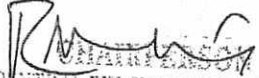
  
**RAUF AHMED**  
 Sr. Finance Executive

  
 Amir Khan  
 Purchase Executive

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



  
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**Hani Ayesha**  
 PPRA Advisor  
 HES