



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Ref. # IBA-MC/PD/ES/217/0078/2017-18

November 17, 2017

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

Subject : Submission of Bid Evaluation Reports & Other Related Documents

Please find following Documents to be floated on SPPRA website.

1. Re-Tender # ES/01/17-18

Caption: Decoration & Catering Services for Convocation-2017


- a. Original Bid Evaluation Report
- b. Original Comparative Statement
- c. Minutes of Bid Opening Meeting
- d. Bidder's Qualification Report / Technical Evaluation Report / Evaluation Criteria
- e. Attendance Sheet

Submitted, please

SPPRA INWARD DIARY

NO: 2806

DATED: 17-11-17


Muhammad Hanif

Sr. Purchase Executive

Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Re-Tender Reference No: ES/01/17-18
3. Tender Description/Name of work/item: Decoration & Catering Services for Convocation 2017
4. Method of Procurement: Single Stage Two Envelope
5. Tender Published: Newspaper "Dawn", "Jang" & "Daily Waka" on October 29, 2017 SPPRA Serial #35022
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 07 companies have collected Tender Documents
7. Total Bids Received: 04 companies
8. Technical Bid Opening date: (if applicable) November 15, 2017 (Provide details in separate form)
9. No. of Bid technically qualified (if applicable): ONE
10. Bid(s) Rejected: 03 Bids, M/s Marcopolo Events, M/s Asia Tents & M/s Darbar Caterers & Decorators
11. Financial Bid Opening date: November 16, 2017

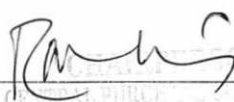
12. Bid Evaluation Report:

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparis on with Estimated cost	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6
1.	M/s Manzoor Sons	Rs.2,648,245.00	Responsive Bidder	3.3 Million	Accepted due to technical qualify and quoted lowest cost / charges. Comparative Sheet Attached	Technically evaluated 79.67%
2.	M/s Marcopolo Events	Sealed Financial Envelope Returned to Technically Non-Qualified				Technically evaluated 45.90%
3.	M/s Darbar Caterers & Decorators					Technically evaluated 67.90%
4.	M/s Asia Tents					No Supporting document provided thus couldn't be evaluated

Note : Minimum eligible percentage for technical qualification was 70%

Signatures of the Members of the Committee


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


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


CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Haris Qureshi
PPRA Advisor
HEJ

**Comparative Statement
 Decoration & Catering Services for Convocation-2017
 Re-Tender # ES/01/17-18**

					M/s Manzoor Sons	
S. #	Description	Qty	Days	Rate (Rs.)	Amount (Rs.)	
(A) Complete Venue Setup Including:						
1	(a) Frill Marquee with wall panels to cover entire Convocation Pandal (Cricket Ground) Size: 48600 sq.ft (approx.)	1	3	125,000.00	375,000.00	
	(b) Air Condition system Complete in all respect to provide cooling for temperature control in the Marquee of Convocation 48600 sq.ft covered area (Cricket Ground): i. 160 tons i.e. (4 ton x 40 Floor Units) ii. Vehicle mounted High Blow Units 50 tons i.e. (25 ton x 2 high blow units)	1 Job	1	6,500.00	260,000.00	
				60,000.00	120,000.00	
2	Presidential Chair	1	1	1,500.00	1,500.00	
3	VVIP Chairs	8	1	2,250.00	18,000.00	
4	Head Table to seat 6 persons on stage with Stairs (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)	1	1	24,000.00	24,000.00	
5	Stage Size: 36' x 24'	1	3	9,600.00	28,800.00	
6	Stage Carpet Color = Beige Color	36'x24'	2	8,640.00	17,280.00	
7	Two Seater Sofas (125 for Guest & VVIP in Main Pandal & 25 for Refreshment area)	150	1	500.00	75,000.00	
Chairs (foamy back & seat)						
8	(a) Off -White Covers	1300	1	65.00	84,500.00	
	(b) Green Ribbon and Off White Covers	200	2	65.00	26,000.00	
	(c) Yellow Ribbon and Off White Covers	50	2	65.00	6,500.00	
	(d) Blue Ribbon and Off White Covers	550	2	65.00	71,500.00	
9	Pedestal Metallic Circulation Fans (Good Quality & Soundless)	150	1	250.00	37,500.00	
10	Center Tables with cover / Glass Top	45	1	400.00	18,000.00	
11	Spotless (Beige Color) Carpeting in main venue - Cricket Ground. (Opposite to Stage till First line of Guest) - Picture attached. Red runners in walk ways where required.	1 Job	1	60,000.00	60,000.00	
Sub Total (A)					1,223,580.00	
(B) Lighting & Luminaries:						
15	Lightning in Convocation marquee (Cricket Ground) & Refreshment area (canopy style)	1 Job	1	75,000.00	75,000.00	
16	Lightning behind Tabba Block for Group Photo session.	1 Job	1	15,000.00	15,000.00	
	Lightning in Parking Area, Opposite IBA Main Gate, Gate 2, 3, and Gate 1, on way of Gate 3A to Convocation	1 Job	1	75,000.00	75,000.00	
17	Spot lighting for Tabba Academic Block, Student's Center, Main Abdullah Library, G&T Auditorium, Adamjee Academic Block and Fauji Foundation Buildings	1 Job	1	75,000.00	75,000.00	
Sub Total (B)					240,000.00	
(C) Refreshment setup: (including crockery & cutlery)						
18	a) VVIP guests enclosure (round table set-up)	100	1	180.00	18,000.00	
19	b) Guests/ Faculty enclosure (buffet set-up)	400	1	150.00	60,000.00	
20	c) Students / Parents enclosure (buffet set-up)	1500	1	150.00	225,000.00	
21	Tea / Coffee Dispenser	10	1	100.00	1,000.00	
Sub Total (C)					304,000.00	
(D) Refreshment Menu:						
1	Fruit Cake (renowned and famous operating bakery of Karachi)	2000 persons	4000	50.00	100,000.00	
2	Aaloo Samosa	2000 persons	4000	60.00	120,000.00	
3	Spring Roll (small)	2000 persons	4000	60.00	120,000.00	
4	Hot Gulab Jamun	2000 persons	4000	68.00	136,000.00	
5	Tea	2000 persons	4000	25.00	50,000.00	
6	Coffee	2000 persons	4000	25.00	50,000.00	
Sub Total (D)					576,000.00	
Total (A) + (B) + (C) + (D)					2,343,580.00	
SST					304,665.40	
Grand Total Amount					2,648,245.40	

Shauq
 MEMBER
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI
 Syed Tanzeel
 Manager Finance - IBA

Ramiz
 MEMBER
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI
 Dr. Ramzee Khan
 Assistant Professor - IBA

Hafiz Azeem
 MEMBER
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI
 Hafiz Azeem
 PPA Adviser
 HES

Muhammad Amir Zain / Purchase Executive @ Main Campus

To: Secretary Procurement Committee @ IBA
Subject: SPPRA - PC Minutes of Bid Opening Meeting

From: Secretary Procurement Committee @ IBA

Sent: Thursday, November 16, 2017 2:46 PM

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

Cc: Procurement-Committee; Aamer Shabbir Khan / General Manager Administration @ IBA; Muhammad Ather Rana / Senior Executive (General Administration) @ Main Campus; 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; Dr. Sayeed Ghani / Associate Dean @ IBA

Subject: Item 7. Approval for Technical Evaluation for Decoration & Catering Services-2017

Item # 7: Approval for Decoration & Catering Services for Convocation-2017

Discussion: Sr. Purchase Executive briefed the committee about the tender proceedings for Decoration & Catering Services for Convocation-2017. Tender opening date for Technical evaluation was November 15, 2017 at 11:30am, which was followed by the TEC meeting. The PC reviewed the TEC-Minutes, weighted aggregated sheet and individual technical evaluation sheet. In response of this tender, four bidders participated: qualifying percentage is 70% out of which one bidder fulfilled the technical criteria, hence their financial bid was opened. The committee reviewed the comparative statement and TEC minutes. Under Rule 48, the committee observed that the bid price is competitive with the previously (last month by M/s Larosh Caterers) submitted bid that stood at Rs. 5.6 million for the same services.

Decision: The committee approved to avail the services of Decoration & Catering Services for Convocation-2017 to M/s Manzoor Sons at the total cost of Rs.2,648,245/- (including SST) being the technically qualified and responsive evaluated bidder, subject to the availability of budget.

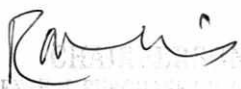
Action: Sr. Manager Purchase & Stores will implement the decision in accordance with the prescribed rules & regulations framed by IBA PP&P and SPPRA.

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


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


CHAIRMAN
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Dr. Rameez Khalid
Assistant Professor
IBA


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Haris Quershi
PPRA Advisor
HES



BIDDERS QUALIFICATION REPORT

NIT No:

Re-Tender # ES/02/17-18

Description of Work:

Decoration & Catering Services for Convocation-2017

Method & Procedure of procurement:

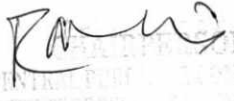
Open Competitive Bidding
Single Stage Two Envelope

S. No	Eligibility Criteria	M/s Manzoor Sons	M/s Marcopolo Events	M/s Darbar Caterers & Decorators	M/s Asia Tent
1	Years in Business	Yes	No	Yes	No supporting documents provided thus couldn't be evaluated
2	No. of Convocation of at least 1000 persons	Yes	No	Yes	
3	Experience in Catering	Yes	No	Yes	
4	Corporate Clientele List	Yes	No	Yes	
5	Firm/Company own the facilities	Yes	Yes	Yes	
6	Dissatisfactory Performance at IBA during last 5 years	Yes	Yes	No	
7	Experience in Corporate Event Management	Yes	Yes	Yes	
8	Remarks	Qualified	Disqualify	Disqualify	
9	Annual Revenue	Yes	Yes	Yes	
10	Any overwriting tender dropped received	No	No	No	
11	Cliental list provided	Yes	Yes	Yes	
12	Affidavit regarding any litigation or blacklisting	No	No	No	

Recommendations:

- 1 Participated firms are declared as substantially qualified bidders by the Tender opening committee as meet with minimum qualification / eligibility criteria.
- 2 The technically qualified bidder is M/s Manzoor Sons.
- 3 Recommended to award the whole event work to the technically qualified evaluated bidder to M/s Manzoor Sons at Rs. 2,648,245.00


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


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Dr. Rameez Khalid
Assistant Professor
IBA


MEMBER (INTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Haris Qureshi
PPRA Adviser
HE5

AGGREGATED WEIGHTAGE MEAN

RE-TENDER # ES/01/17-18

Decoration & Catering Services for Convocation-2017

Name of Participant	M/s Manzoor Sons	M/s Marcopolo Events	M/s Asia Tents	M/s Darbar Caterers & Decorators
Dr. Faisal Iqbal	81	47.5		73
Mr. M. Sohail Khan	81	50		70
Mr. Mansoor Ali	88	48.5		75
Mr. M. Qamar Uddin	91	50.5		73
Weighted Mean	85.25	49.12		72.75
Aggregated Percentage	79.67%	45.90%		67.9%

[Handwritten signatures and marks]

Institute of Business Administration, Karachi
Decoration & Catering Services for Convocation-2017
Re-Tender # ES/01/17-18
Financial Proposal Opening Date November 16, 2017
at 10:00am

Statement of Tender for: Decoration & Catering Services for Convocation-2017	Re-Tender # ES/01/2017-18
--	---------------------------

S. #	Company Name	Tender Amount in Figures / in Words	Conditions, if any	Bid Security Pay Order No. / Amount & Date	Contractors / Representative Signature	Remarks
1-	M/s Mangoor Sons.	RS 2,648,245/-	Doesn't Arise	2653918 MCB RS 132,412/- Nov 16, 2017	<i>Shahid</i>	Technically Qualified 79.67%
2-	M/s Marcopolo	Doesn't Arise	Doesn't Arise	Doesn't Arise	<i>Chaudhry</i>	Technically Disqualified 45.90%
3-	M/s Asia Int Homes.	Doesn't Arise	Doesn't Arise	Doesn't Arise	<i>[Signature]</i>	Couldn't submit the supporting doc for
4-	M/s Darbar Caterers	Doesn't Arise	Doesn't Arise	Doesn't Arise	<i>[Signature]</i>	Technically Disqualified 67.9%

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

[Signature]

[Signature]
RAUF AHMED
 Sr. Finance Executive.

[Signature]
 M. Hamid
 Sr. Executive Purchase.

[Signature]
 Syed Tehanzeb
 Manager Finance
 IBA

[Signature]
 Dr. Rameez Khalid
 Assistant Professor
 IBA

[Signature]
 Haxo Qureshi
 PPA Advisor
 HES