



8467

**SECRETARIAT  
PROVINCIAL OMBUDSMAN (MOHTASIB)  
SINDH**

Shahrah-e-Kamal Atatürk, Opp Sindh Secretariat, Karachi

Karachi, dated the 26.4.2016

M/s. Al-Hamd Printers,  
9/12/6, Noor Terrace,  
Aslam Road, Off: Chand Bibi Road,  
Karachi.

Sub: **WORK ORDER.**

This is with reference to your bid/tender and subsequent acceptance letter dated 25.04.2016. Your bid after completion of formalities has finally been approved by the Competent Authority for printing and supply of Annual Report 2015 alongwith envelop in accordance with the terms and conditions mentioned in tenders document.

| Item No. | Description  | Rate for finished book of 172 pages four color (04) printing | Quantity order | Total Value in figure / words             |
|----------|--|--|----------------|---|
| 1        | 2  | 3  | 4              | 5   |
| 1.       | <b><u>Annual Report 2015</u></b><br>Printing of Annual Report 2015 on computer to plate technology (CTP) with Composing, Designing, Graphics and Formatting<br>Size: 23"x36"78<br>Paper: 135 gms Matt finish.<br>Title Cover: Designing, 04 colour Printing, Art Card 300 gm with lamination and foil printing golden / silver colour.<br>Copy binding: Perfect hard glue machine binding<br>Envelope: As per size of Annual Report 2015 printed single colour and prepared by good quality paper with matt laminated. | Rs.600/-<br>per copy   | 500 Nos.       | Rs.3,00,000/-<br>(Rupees Three lacs only) |

**Terms and Conditions**

1. Delivery: Within 30 days.
2. Consignee: Secretariat Provincial Ombudsman Sindh, Karachi.
3. Payment: Payment will be processed through Accountant General Sindh on submission of the following documents:-
  - a) Invoice/Bill (original)
  - b) Delivery Challan duly signed by the recipient.

Note: In case of additional pages required the payment of additional pages shall be made at the following rates.

- |      |                        |          |
|------|------------------------|----------|
| (i)  | Per 08 Pages 04 colour | Rs.35.00 |
| (ii) | Per 16 Pages 04 colour | Rs.85.00 |

You are advised to please ensure supply of the above work within 30 days from the receipt of this work order to this Secretariat during the office hours subject to verification/inspection by the departmental inspection committee.

/

(FIROZ AKHTAR KHAN)  
Director General (Finance)

Copy to:

- ✓ 1. M.D., SPPRA Govt. of Sindh, Karachi. (I.D Ref: 317/2016)
2. Incharge, Computer Section, Sectt. Provincial Ombudsman Sindh to upload the result of work order on the website of this Sectt.

  
(MOHAMMAD ZAFAR)  
Assistant Director (PR)

**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. Secretariat Provincial Ombudsman, Sindh
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Provincial
- 3) TITLE OF CONTRACT Printing of Annual Report-2015
- 4) TENDER NUMBER Pos/Coord./A. Report-15/16
- 5) BRIEF DESCRIPTION OF CONTRACT Printing of Annual Report-2015
- 6) FORUM THAT APPROVED THE SCHEME Secretary / Provincial Ombudsman Sindh
- 7) TENDER ESTIMATED VALUE Rs. 3,75,000/=
- 8) ENGINEER'S ESTIMATE (For civil works only) N.A.
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 30-Days
- 10) TENDER OPENED ON (DATE & TIME) 03.02.2016 at: 03.00 p.m.
- 11) NUMBER OF TENDER DOCUMENTS SOLD (Attach list of buyers) 01 No.
- 12) NUMBER OF BIDS RECEIVED 01 No.
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS Nil
- 14) BID EVALUATION REPORT (Enclose a copy) Copy of bid evaluation report enclosed.
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Al-Hamd Printers, 9/12/6, Noor Terrace Aslam Road, off: Chand Bibi Rd., Karachi.
- 16) CONTRACT AWARD PRICE Rs. 300,000/= (Three hundred thousand only.)
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). Ist
- 18) METHOD OF PROCUREMENT USED :- (Tick one)
  - a) SINGLE STAGE – ONE ENVELOPE PROCEDURE  Domestic/ Local
  - b) SINGLE STAGE – TWO ENVELOPE PROCEDURE
  - 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 *Provincial Ombudsman Sindh*

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

21) ADVERTISEMENT :

i) SPPRA Website  
(If yes, give date and SPPRA Identification No.)

|     |  |
|-----|--|
| Yes | <i>N.I.T. appeared on: 18.1.2016<br/>Sr. No. 26185</i> |
| No  |  |

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

|     |  |
|-----|--|
| Yes |  |
| No  |  |

22) NATURE OF CONTRACT

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

23) WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

24) WHETHER BID EVALUATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A  
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

|     |                          |    |                                     |
|-----|--------------------------|----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|-------------------------------------|----|--------------------------|

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY  
COMPLIANT?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|--------------------------|----|-------------------------------------|

37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN  
THE CONTRACT (BANK GUARANTEE ETC.)?

|     |                          |    |                                     |
|-----|--------------------------|----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

|     |                                     |
|-----|-------------------------------------|
| Yes |                                     |
| No  | <input checked="" type="checkbox"/> |

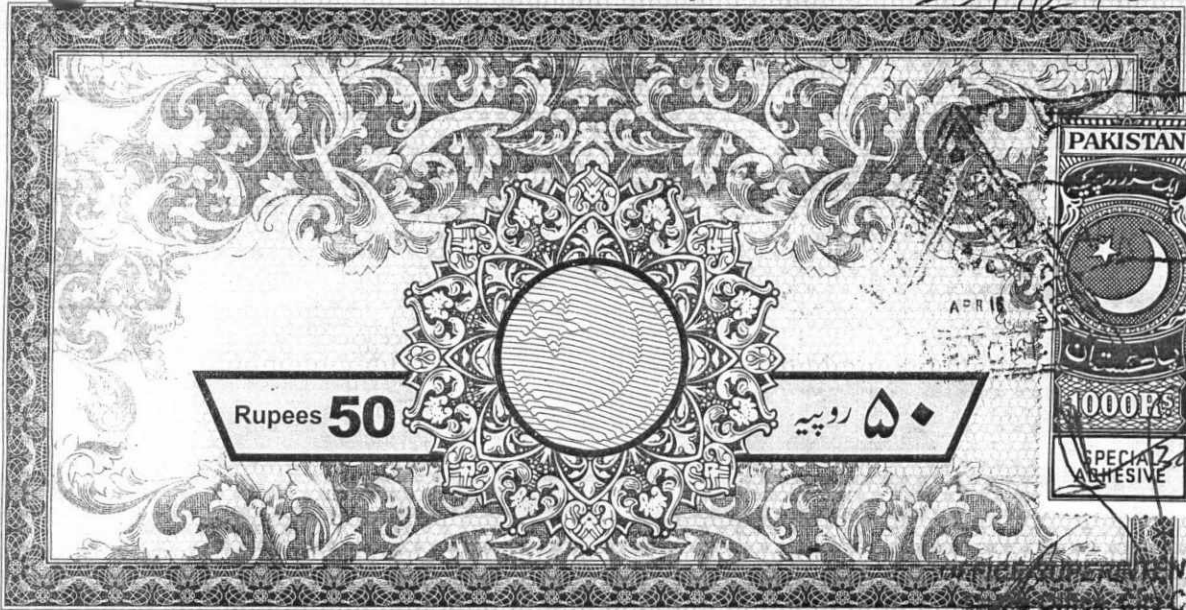
Signature & Official Stamp of  
Authorized Officer

  
**FIROZ AKHTAR KHAN**  
Consultant & Director General  
(Finance)  
Secretariat Provincial Ombudsman  
(Mohtasib) Sindh Karachi

FOR OFFICE USE ONLY

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi

Tele: 021-9205336, 921-9205369 & Fax: 621-9206291



MUHAMMAD SHOAB ARAIN Stamp Vendor

1/No. 11-6, Flat No. 103 Zubair Nadeem Plaza  
Chand Bibi Road, Nanak W.6 (Opp: A.P. Park) Karachi

22 APR 2016

22 APR 2016

Karachi 6  
25

S. No. 60392  
 Issued To With Address ANWAR AHMED  
 Through With Address Advocate  
 Purpose Ledger No. 3155/H.C  
 Value Rs. Attached  
 Stamp Vendor's Signature \_\_\_\_\_

RUPEES FIFTY ONLY

### Contract Form

This agreement is made on the 22<sup>nd</sup> day of April, 2016, between **Secretariat Provincial Ombudsman** (Mohtasib) Sindh, Karachi, Pakistan (hereinafter called the procuring agency of the one part and **AL HAMD PRINTERS** supplier of the other part.

**WHEREAS** the procuring agency invited for certain goods and ancillary services, viz. printing of annual report 2015 and has accepted a bid by the supplier for the supply of those goods and services in the sum of Rs.3,00,000/- (Rupees Three hundred thousand only) for 500 copies per copy Rs.600/- each, including envelopes.

#### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- In this agreement words and expression shall have the same meanings as are respectively assignment to them in the Conditions of Contract referred to.
- The following documents shall be deemed to form and be read and construed as part of this agreement, viz.
  - The Bid Form and the Price Schedule submitted by the Bidder;
  - The Schedule of Requirements;
  - The Technical Specification;
  - The General Conditions of Contract;
  - The Special Conditions of Contract; and
  - The procuring agency's Notification of Award.
- The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and to remedying of defects therein, the Contract Price or Such other sum as may become payable under the provisions of the contract at the times and manner prescribed by the contract.

IN WITNESSES whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ (for the Procuring agency).

**FIROZ AKHTAR KHAN**  
 Consultant & Director General  
 (Finance)  
 Secretariat Provincial Ombudsman  
 (Mohtasib) Sindh Karachi

Signed, sealed, delivered by \_\_\_\_\_ (for the Supplier).

AL HAMD PRINTERS

Proprietor



**TERMS & CONDITIONS:**

Interested parties are request to submit following information / documents

- i. Company profile alongwith turnover of at least last three years.
- ii. Income tax and GST certificate.
- iii. At least two specimens of publications be provided at the time of opening of tender.
- iv. The Printer should own graphics, processing, printing, cutting and binding units etc.
- v. After placement of contract the firm shall be bound to supply finished copies as per specification mentioned in tender documents.
- vi. Tender documents to be received up to 02:30 p.m. on 3.2.2016 and shall be opened on the same date at 3:00 p.m. in presence of bidders or their representatives at Conference Room, Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi.
- vii. Sealed tenders should be addressed to Director-General (Finance), Secretariat Provincial Ombudsman (Mohtasib) Sindh, Shahrah-e-Kamal Attaturk Opp: Sindh Secretariat by clearly marking on the top of envelope "TENDER FOR PUBLICATION OF ANNUAL REPORT 2015 TO BE OPENED ON 3.2.2016."
- viii. National Competitive Bidding Method will be used for printing of Annual Report as per SPPRA Rules 2010 by following single stage one envelop procedure.
- ix. Delivery time shall be within 30 days from the date of award of contract.
- x. **BID SECURITY:**
  - 1) Bid Security (refundable) @ 5% (five percent) of the bid price in shape of pay order / demand draft or bank guarantee in favour of Secretariat Provincial Ombudsman, Sindh Karachi shall be deposited with the offer otherwise offer will be ignored/rejected.
  - 2) Bid security shall remain valid for a period of 28 days beyond the validity period for bids. Bids security shall be released to the unsuccessful bidders once the contract signed with the successful bidder.
- xi. **PERFORMANCE SECURITY:**
  - 1) Successful bidder will have to deposit Performance Guarantee @ 10% of the contract amount in shape of Pay order / Demand Draft / Bank Guarantee in favour of Secretariat Provincial Ombudsman, Sindh Karachi. (Performa enclosed).
  - 2) Validity of performance security shall extend at least ninety days beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by the procuring agency.
- xii. Payment will be released/made on completion of supply/work and subject to submission of original paid G.S.T Invoice to the Cashier, Secretariat Provincial Ombudsman, Sindh.
- xiii. The performance security shall be released subject to submission of GST paid challan by the vendor.
- xiv. The vendor alongwith the bill shall enclose copy of GST invoice for the amount due on goods/materials supplied.
- xv. In case of any holiday or uncertainty in the city tenders/ bids will be opened on next working day.



SPECIAL CONDITIONS:

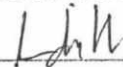
- Tenders should be sealed properly.
- 02 Tenderer are required to quote the amount of finished book both in figures and words on their letter head or on tender documents duly sealed and signed.
- 03 Tenderer shall also mention separate per 8/16 pages rate of 04 color printing.(for additional pages printing)
- 04 Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi reserves the right to increase or decrease the quantity without assigning any reason.
- 05 Supply will be accepted subject to inspection according to specifications.
- 06 After acceptance of offer, the firm shall be required to submit performance security and execute contract within 7 days. In case of failure the bid security shall be liable to the forfeited.
- 07 After completion of job PDF format of Annual Report 2015 shall be required in any storage device.
8. In case of dispute, if any between the parties, the same shall be settled as per Arbitration laws being in force in Pakistan.

  
 (FIROZ AKHTAR KHAN)  
 Director General (Finance)

CERTIFICATE

WE GUARANTEE THAT WE SHALL SUPPLY THE REQUIRED ANNUAL REPORT EXACTLY IN ACCORDANCE WITH THE REQUIREMENT SPECIFIED IN THE INVITATION TO TENDER & AGREED ACCORDING TO ABOVE TERMS AND CONDITIONS

AL HAMD PRINTERS

Name (in Block Letter) MOHAMMAD ABDULLAH SIGNATURE   
 DESIGNATION PROPRIETOR Proprietor  
 ADDRESS 7- Press Centre Shahr-e-Kamal Attark Road Karachi.  
 OFFICE SEAL.

AL HAMD PRINTERS

 Proprietor









No.Mng(CB)/SPPRA26185/15-16 / 9570  
**GOVERNMENT OF SINDH**  
**SINDH PUBLIC PROCUREMENT REGULATORY**  
**AUTHORITY**

Karachi Dated May 9 2016

The Assistant Director (P.R),  
Provincial Ombudsman (Mohtasib) Sindh,  
**Karachi**

**SUBJECT: NIT REF NO: POS/COORD/A.REPORT-15/16 DATED 15.01.2016 (SR # 26185)**

I am directed to refer to the contract document(s) of the subject NIT received vide your letter No:POS/Coord/A.Report.15/16/8704 dated 29.04.2016 and to advise you to furnish a copy of Schedule of Requirement submitted by the successful bidder in terms of Rule-50 of SPP Rules, 2010(Amended 2013), at the earliest.

  
  
Manager (CB)

Copy forwarded for information to:

1. The Director General, Provincial Ombudsman (Mohtasib) Sindh, Karachi
2. The Staff Officer to the Managing Director, SPPRA

26185

9624

No. POS/Coord./A.Report-15/16



**SECRETARIAT  
PROVINCIAL OMBUDSMAN (MOHTASIB)  
SINDH**

**Shahrah-e-Kamal Ataturk, Opp: Sindh Secretariat, Karachi**

Karachi, dated the 11.05.2016

Manager (CB)  
Sindh Public Procurement Regulatory Authority,  
Government of Sindh,  
Karachi

Subject: **ALLOTMENT OF SPPRA TENDER I.D.**  
**N.I.T, Ref. No. POS/Coord./A.Report-15/16 (SR No. 26185)**

In response to your letter No. Mng (CB)/SPPRA26185/15-16/9570 dated 09-05-2016 it is to clarify that schedule of requirement is mentioned in the bidding documents the bidder has agreed to supply the items within stipulated time i.e. 30 Days and also affixed their stamp on tender documents/ schedule of requirement. A copy thereof is being sent again to you for favor of information and record

It is therefore, requested SPPRA tender I.D may be issued at the earliest to further proceed in the matter.

  
**Muhammad Zafar**  
Assistant Director (P.R)

Encl: as above

1488  
11-05-2016

Data Sheet

*[Handwritten signature]*

| Item # | Specification of Annual Report-15  | Quantity | Price per Unit both figures & words Pakistani Rupee free delivery consignee's (inclusive all taxes)  |
|--------|--|----------|--|
| 01.    | <p><b><u>Annual Report 2015</u></b></p> <p>(i) Printing : Four (04) colors on computer to plate technology.</p> <p>(ii) Paper : 135 gms Matt Finish</p> <p>(iii) Size : 23" x 36" / 8.</p> <p>(iv) Pages : 172 Nos.</p> <p>(v) Composing : Designing, Graphic &amp; Formatting of complete Annual Report.</p> <p>(vi) Title Cover : Art card 300 gm with lamination, Designing, 04 color printing as well as single color foil printing in Golden or Silver color.</p> <p>(vii) Copy Binding: Perfect hard glue machine binding.</p> <p>(viii) Envelop : As per size of Annual Report-2015, printed single color &amp; prepared by good quality paper with matt laminated.</p> <p><b>Note:</b></p> <p>a. A dummy of complete book with spiral binding shall be provided before final printing.</p> <p>b. Rate of finished book of 172 pages alongwith envelope (as per specification mentioned above)</p> <p>c. In case of additional pages required, the payment of additional pages shall be made after calculation based on per 08/16 pages rate, please mention the rate.</p> <p>(i) per 08 pages of 04 color printing</p> <p>(ii) per 16 pages of 04 color printing</p> | 500 Nos. | <p>Rs. 600/-</p> <p>Rs. 35/- Each</p> <p>Rs. 85/- " "</p> <p><i>[Circular stamp: ALHAMD PRINTERS, Lahore]</i></p> <p><i>[Handwritten signature]</i></p> <p><i>[Handwritten signature]</i></p> <p><i>[Date: 03/02/16]</i></p> |

**ERMS & CONDITIONS:**

Interested parties are request to submit following information / documents

- i. Company profile alongwith turnover of at least last three years.
- ii. Income tax and GST certificate.
- iii. At least two specimens of publications be provided at the time of opening of tender.
- iv. The Printer should own graphics, processing, printing, cutting and binding units etc.
- v. After placement of contract the firm shall be bound to supply finished copies as per specification mentioned in tender documents.
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- ix. Delivery time shall be within 30 days from the date of award of contract.
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  - 1) Bid Security (refundable) @ 5% (five percent) of the bid price in shape of pay order / demand draft or bank guarantee in favour of Secretariat Provincial Ombudsman, Sindh Karachi shall be deposited with the offer otherwise offer will be ignored/rejected.
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- xi. **PERFORMANCE SECURITY:**
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- xii. Payment will be released/made on completion of supply/work and subject to submission of original paid G.S.T Invoice to the Cashier, Secretariat Provincial Ombudsman, Sindh.
- xiii. The performance security shall be released subject to submission of GST paid challan by the vendor.
- xiv. The vendor alongwith the bill shall enclose copy of GST invoice for the amount due on goods/materials supplied.
- xv. In case of any holiday or uncertainty in the city tenders/ bids will be opened on next working day.



**SPECIAL CONDITIONS:**

- Tenders should be sealed properly.
- 02 Tenderer are required to quote the amount of finished book both in figures and words on their letter head or on tender documents duly sealed and signed.
  - 03 Tenderer shall also mention separate per 8/16 pages rate of 04 color printing.(for additional pages printing)
  - 04 Secretariat Provincial Ombudsman (Mohtasib) Sindh, Karachi reserves the right to increase or decrease the quantity without assigning any reason.
  - 05 Supply will be accepted subject to inspection according to specifications.
  - 06 After acceptance of offer, the firm shall be required to submit performance security and execute contract within 7 days. In case of failure the bid security shall be liable to the forfeited.
  - 07 After completion of job PDF format of Annual Report 2015 shall be required in any storage device.
  - 08 In case of dispute, if any between the parties, the same shall be settled as per Arbitration laws being in force in Pakistan.

  
f (FIROZ AKHTAR KHAN)  
Director General (Finance)

**CERTIFICATE**

WE GUARANTEE THAT WE SHALL SUPPLY THE REQUIRED ANNUAL REPORT EXACTLY IN ACCORDANCE WITH THE REQUIREMENT SPECIFIED IN THE INVITATION TO TENDER & AGREED ACCORDING TO ABOVE TERMS AND CONDITIONS

**AL HAMD PRINTERS**

Name (in Block Letter) MOHAMMAD ABIDULLAH SIGNATURE L.H.K  
DESIGNATION PROPRIETOR Proprietor  
ADDRESS 7- Press Centre Shahr-e-Kamal Attark Road Karachi.  
OFFICE SEAL.

**AL HAMD PRINTERS**


L.H.K Proprietor

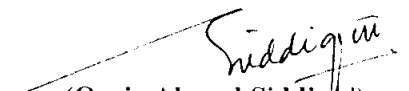



## Bid Evaluation Report


1. Name of Procuring Agency: Secretariat Provincial Ombudsman Sindh
2. Tender Reference No: POS/Coord./Annual Report-15/16
3. Tender Description/Name of work/item: Printing of Annual Report 2015
4. Method of Procurement: Single Stage - One Envelop Procedure
5. Tender Published: Tender hoisted at the website of Provincial Ombudsman Sindh and SPPRA (S.No. 26185 /2016)
6. Total Bid documents Sold: 01 No
7. Total Bids Received: 01 No.
8. Technical Bid Opening date: (if applicable) N.A.
9. No. of Bid technically qualified (if applicable): N.A
10. Bid(s) Rejected: Nil
11. Financial Bid Opening date: 03.02.2016
12. Bid Evaluation Report: Given below

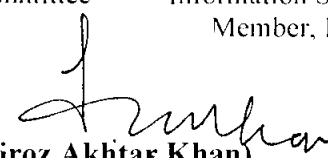
| S No | Name of Firm or Bidder | Cost offered by the Bidder  | Ranking in terms of cost | Comparison with Estimated cost | Reasons for acceptance/rejection                                | Remarks  |
|------|------------------------|---|--------------------------|--------------------------------|---|--|
| 0    | 1                      | 2   | 3                        | 4                              | 5   | 6  |
| 1.   | M/s. Al- Hamd Printers | Qty: 500 Nos.<br>Rs. 600/- (finished book 172 pages)<br><br>Rates of additional pages (if required)<br>a. per 08 pages 4 color Rs. 35/-<br>b. per 16 pages 4 color Rs. 85/- | Ist                      | Within budget.                 | Rates found less by Rs. 2/- with last year rates thus accepted. | The bid of M/s Al Hamd Printers was examined/compared with last year approved rates and found Rs. 2/- less. The Procurement Committee also considered the tender in light of Rule-48 of SPP Rules-2010 and agreed/recommended for acceptance of bid. |

  
(Afzal Ahmed)  
Director (Fin). Sectt. P.O.S  
Member, Procurement Committee

  
(Ozair Ahmed Siddiqui)  
Asstt. Director (Admn) Sectt. P.O.S.  
Member, Procurement Committee

  
(Abdul Mannan)  
E.O.S., Industries Deptt. GOS.  
Member, Procurement Committee

  
(Engr. Shahid Hussain)  
Video Conferencing Engr.,  
Information Science & Tech. Deptt. GOS  
Member, Procurement Committee

  
(Firoz Akhtar Khan)  
Director General (Fin.) Sectt. P.O.S.  
Chairman, Procurement Committee

**MINUTES OF THE MEETING OF PROCUREMENT  
COMMITTEE HELD ON 15.02.2016**

**SUBJECT: PRINTING OF ANNUAL REPORT 2015.**

A meeting of Procurement Committee was convened to examine and decide the tender opened on: 03.02.2016 for printing of Annual Report-2015.

Following were present in the meeting.

- |    |  |                 |
|----|--|-----------------|
| a. | <b>Mr. Firoz Akhtar Khan,</b><br>Director General (Fin.) Sectt. P.O.S.                               | <i>In chair</i> |
| b. | <b>Mr. Afzal Ahmed,</b><br>Director (Fin), Sectt. P.O.S.   | <i>Member</i>   |
| c. | <b>Mr. Ozair Ahmed Siddiqui,</b><br>Assistant Director (Admn.) Sectt. P.O.S.                         | <i>Member</i>   |
| d. | <b>Mr. Abdul Mannan,</b><br>E.O.S., Industries Deptt. GOS.   | <i>Member</i>   |
| e. | <b>Engr. Shahid Hussain,</b><br>Video Conferencing Engr.,<br>Information Science & Tech. Deptt. GOS. | <i>Member</i>   |
| f. | <b>Mr. Muhammad Zafar, A.D. (PR),</b> Sectt. P.O.S.  |                 |

2. The Committee observed that only one party purchased the tender documents i.e. M/s. Al-Hamd Printers and participated in the tender opened on: 03.02.2016. However, representative of M/s. Al-Hamd Printers was not present at the time of opening of tender. The bidder quoted rates in the following manners:-

| SPECIFICATION  | M/s. Al-Hamd Printers                            |
|--|--|
| <p style="text-align: center;"><b><u>Annual Report 2015 (Qty.500 Nos)</u></b></p> <p>i. Pages: 172<br/>ii. Printing 04 color on computer to plate technology.<br/>iii. Copies: In best quality cream colour envelope, matt laminated and single colour printed<br/>iv. Composing, Designing, Graphics &amp; Formatting of Report<br/>v. Size: 23" x 36" / 8<br/>vi. Paper: 135gms Matt finish<br/>vii. Title Cover: Art card 300gm with lamination Designing and 4-color printing as well as foil printing of golden/silver color on the title<br/>viii. Copy Binding: Perfect hard glue machine binding</p> <p><b><u>Rate</u></b><br/>(for finished book as per above specification)</p> <p><b><u>Rate</u></b><br/>(for additional pages)</p> <p>(a) Per 08 pages 4 color</p> <p>(b) Per 16 pages 4 color</p> | <p>Rs. 600/-</p> <p>Rs. 35/-</p> <p>Rs. 85/-</p> |
| 5% Bid security amount<br>(deposited by the bidder)  | Rs.15,000/-                                      |

## EVALUATION OF BID

The Procurement Committee observed that the specification of Annual Report-15 was almost same as that of Annual Report-14. M/s. Al-Hamd printers have quoted the rate Rs. 600/- for finished book. Regarding the 5% bid security enclosed a pay order of Rs. 15000/- of Askari Bank, Bhora Peer Ranchor Line, Karachi. M/s. Al-Hamd printers have provided all the information as required in the tender.

Since there was only one bidder viz: M/s. Al-Hamd Printers, the Procurement Committee considered the Rule-48 of SPP Rules 2010 mentioned below:

*"Even when only one bid is submitted, the bidding process may be considered valid, if the bid was advertised in accordance with rules, and price are comparable to the prices or rates of the last awarded contract or the market prices"*

The Committee observed the present rate of finished book Rs. 600/- is less by Rs. 2/- compared to last year rate of Rs. 602/-.

### Recommendation

After detailed deliberation the procurement committee agreed to make the following recommendations.


The rate tendered by M/s. Al-Hamd Printers may be approved as under:

- a. For finished book of 172 pages Rs.600/- (Rupees. Six Hundred only)
- b. Additional Pages
  - (i) Per 08 pages 4 colors Rs. 35/- (Thirty Five)
  - (ii) Per 16 pages 4 colors Rs. 85/- (Eighty Five)

The meeting ended with vote of thanks to and from the Chair.

  
(Afzal Ahmed)

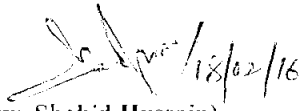
Director (Fin), Sectt. P.O.S  
Member, Procurement Committee

  
(Ozair Ahmed Siddiqui)

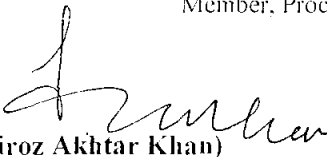
Asstt. Director (Admn) Sectt. P.O.S  
Member, Procurement Committee

  
(Abdul Mannan)

E.O.S., Industries Deptt. GOS.  
Member, Procurement Committee

  
(Engr. Shahid Hussain)

Video Conferencing Engr.,  
Information Science & Tech. Deptt. GOS  
Member, Procurement Committee

  
(Firoz Akhtar Khan)

Director General (Fin.) Sectt. P.O.S.  
Chairman, Procurement Committee

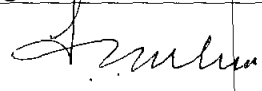
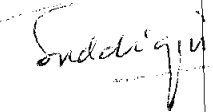
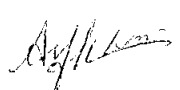




SECRETARIAT PROVINCIAL OMBUDSMAN  
(MOHTASIB) SINDH, KARACHI.

ATTENDANCE SHEET

MEETING OF PROCUREMENT COMMITTEE  
TO EXAMINE/DECIDE THE TENDER OPENED ON 03.02.2016  
FOR PRINTING OF ANNUAL REPORT 2015

Dated: 15-02-2016

| S. No. | Name of officer   | Designation                    | Signature   |
|--------|-------------------|--------------------------------|---|
| 1.     | Feroz A. Khan     | Secy (Finance)                 |    |
| 2.     | Ozair A. Siddiqui | A.D. (Admin)                   |    |
| 3.     | Abdul Mannan      | E, P, S Industries Deptt       |   |
| 4.     | Shahid Hussain    | Video Conferencing<br>Engineer |  |
| 5.     | Asif Ali Khan     | Director (Finance)             |  |

**TAXPAYER REGISTRATION CERTIFICATE**

ORIGINAL

NTN: 0257626-7

Category: INDIVIDUAL

Status: RESIDENT

CNIC / Passport No.: 42101-1374578-5 Birth Date: 25-OCT-1954

Name: MUHAMMAD ABDULLAH

Address: HOUSE NO R-13/BLOCK-5/FEDERAL B AREA, KARACHI, DISTT. KARACHI, SINDH

Principal Activity: PRINTING

Other Activities: 1) IMPORTER  
2) NON-SPECIALIZED WHOLESALE TRADE

Registered for: Income Tax w.e.f. 12-APR-2002  
Sales Tax w.e.f. 03-SEP-2005  
(IMPORTER, MANUFACTURER, WHOLESALER)

Representative's: CNIC/NTN: 42101-1374578-5  
Name: MUHAMMAD ABDULLAH  
Email Address: alhamdprinters@yahoo.com

Tax Office: RTO-II KARACHI

Business Name: 1) REGISTERED FOR SALES TAX w.e.f. 03-Sep-2005  
AL-HAMD PRINTERS  
9/12/6, NOOR TERRACE, ASLAM ROAD, CHAND BIBI ROAD, KARACHI, KARACHI, SINDH

This Certificate Shall be prominently displayed at a conspicuous place of the premises in which business or work for gain is carried on. NTN number is also required to be indicated on the signboard.

**NOTE:-** The NTN must be written on all returns, payment challans, invoices, letter heads, advertisements, etc. and all correspondence made with the tax departments.



RGCRT-612014-38701837-7

Date of Printing: 06-JAN-2011

GOVERNMENT OF PAKISTAN  
Central Board of Revenue  
Islamabad

File No. ST/KHI/REG/OL/2005/08/4309

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

is to certify that M/s. **M/S AL HAMD PRINTERS**

address **9/12/6 NOOR TERRACE ASLAM ROAD CHAND BIBI ROAD**  
**KARACHI**

have been registered

|  |  |  |   |
|--|--|--|---|
| <input checked="" type="checkbox"/> Manufacturer | <input checked="" type="checkbox"/> Importer   | <input 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

**17-12-8442-043-64**

Date of Registration is

**03-SEP-2005**

and National Tax Number is

**0257626**

[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.]

*Ruqayyah*  
Secretary (Registration)  
CENTRAL REGISTRATION OFFICE



No. MGR (V) SPPRA.780.26185-15-16/16  
GOVERNMENT OF SINDH  
SINDH PUBLIC PROCUREMENT REGULATORY  
AUTHORITY

Karachi, Date: March 15, 2016

The Secretariat Provincial Ombudsman  
(Mohtasib)Sindh.

**Karachi.**

**Subject: NI NO.POS/Coord/A, Report-15-16 Dated.15.01.2016.**

The undersigned is directed to refer to your Bid Evaluation Report received in your letter No.POS/Coard/A- Report-15/-016 Dated 23.02.2016 and to observe the following:

- i. Bid Evaluation Report has been signed by Ozair Ahmed Siddiqui Assistant Director instead of Mr. Muhammad Zafar Assistant Director, both the designations are same, but as the Procurement Committee has been constituted by name-wise therefore same is against the rules/ policy..
- ii. Bidder's qualification report is required.
- iii. P.A has not furnished complete set of bidding documents and Annual Procurement Plan.

2. In view of above it is advised to furnish above documents information and take appropriate action for rectifying the infirmities. It may be noted that it is the sole responsibility of procuring agency to ensure the compliance of SPP Rules, 2010(amended 2013) in letter and spirit.

o/c

Manger (Assessment)

Copy forwarded for information to,

1. The Director General Finance Provincial Ombudsman Sindh.
2. The Staff Officer to M.D.SPPRA, Karachi.