

**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. Sindh Education Foundation Govt. Of Sindh
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Government of Sindh
- 3) TITLE OF CONTRACT RFP Hiring Firm for HR Recruitment & Selection of Employees.
- 4) TENDER NUMBER SEF/NP/16-17/28
- 5) BRIEF DESCRIPTION OF CONTRACT RFP Hiring Firm for HR Recruitment & Selection of Employees.
- 6) FORUM THAT APPROVED THE SCHEME Senior Management
- 7) TENDER ESTIMATED VALUE PKR. 3,500,000/-
- 8) ENGINEER'S ESTIMATE N/A  
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 31st March, 2018
- 10) TENDER OPENED ON (DATE & TIME) 21st March, 2017 at time 04.30 pm
- 11) NUMBER OF TENDER DOCUMENTS SOLD 04  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 03
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 01
- 14) BID EVALUATION REPORT (Enclosed a copy)  
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. UHY Hassan Naeem & Co.
- 16) CONTRACT AWARD PRICE PKR. 3,250,000/=
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT 1st Lowest  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID).

18) METHOD OF PROCUREMENT USED :- (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_  Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE Local
- 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 \_\_\_\_\_

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

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

Yes	SPPRA SN# 31878 (28-02-2017)
No	

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

Yes	Daily Dawn English on 25/02/2017, Daily Kawish Sindhi & Jang Urdu on 24/02/17.
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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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"/>
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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"/>
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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 type="checkbox"/>	No	<input checked="" 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	No

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS  
(If yes, give details)

Yes	
No	No

33) WAS THE EXTENSION MADE IN RESPONSE TIME?  
(If yes, give reasons)

Yes	
No	No

34) DEVIATION FROM QUALIFICATION CRITERIA  
(If yes, give detailed reasons.)

Yes	
No	No

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	No

Signature & Official Stamp of  
Authorized Officer



**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: <b>Sindh Education Foundation (Govt. of Sindh)</b>
2. Tender Reference No: <b>SEF/NP/16-17/28.</b>
3. Tender Description/Name of work/item: <b>Hiring of Firm for HR Recruitment &amp; Selection of Employees.</b>
4. Method of Procurement: <b>Least Cost Selection Method</b>
5. Tender Published: <b>SPPRA S.N # 31878 (28-02-2017)</b>
<b>Jang Urdu 24/02/2017, Dawn English 25/02/2017, Kawish 24/02/2017</b>
6. Extension in date: <b>01/03/2017</b>
7. Total RFP documents Issued: <b>02 issued from Procurement Dept. and 02 issued from Website.</b>
8. Technical Bid Opening date: (if applicable) <b>21st March, 2017</b>
9. Total Bids Received: <b>03 Bids Received.</b>
10. No. of Bid technically qualified (if applicable): <b>02</b>
11. Financial Bid Opening Date: <b>14th April, 2017</b>

S No	Name of Firm or Bidder	Total Bid, Cost offered by the Bidder	Ranking in terms of consolidated (Technical & Financial) evaluation ^	Comparison with Estimated cost	Reasons for acceptance/rejection through Least Cost Selection method	Remarks
0	1	2	3	4	5	6
1	M/s. UHY Hassan Naeem & Co.	3,250,000	1st	3.5 Million	Accepted because the firm quoted the first lowest financial bid.	Recommended to award the contract.
2	M/s. National Testing Service Pakistan	3,666,650	2nd		Rejected because the firm quoted the second lowest financial bid.	Not Recommended to award the contract.

### CONSULTANT SELECTION COMMITTEE

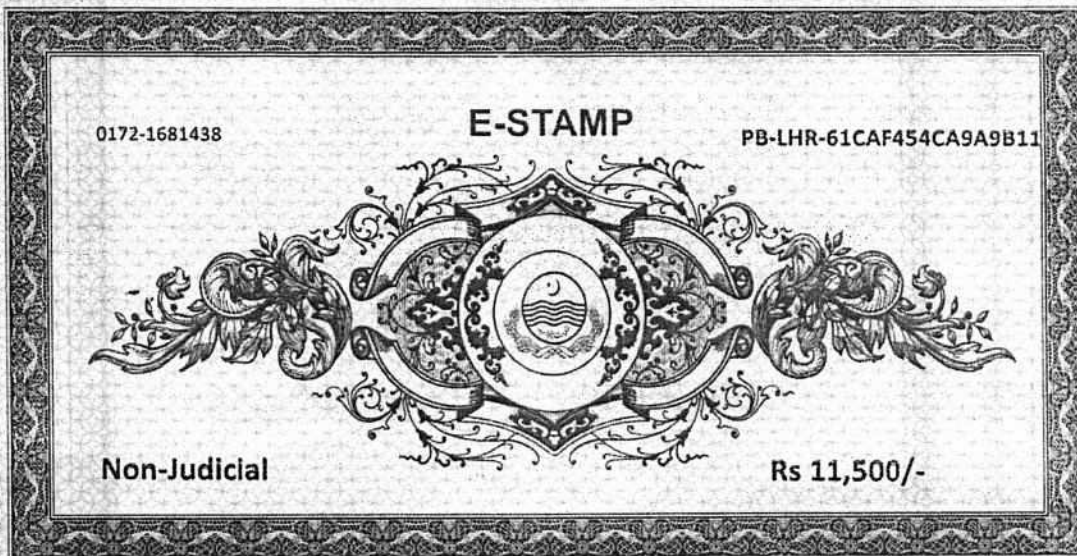
*[Signature]*  
**Mr. Nawab Zafar Ali**  
 Deputy Director (M&E)  
 Secretary Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*[Signature]*  
**Mr. Mubashir Mirza**  
 Assistant Director (AASP)  
 Member of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*[Signature]*  
**Mr. Taufique Ahmed Shaikh**  
 Assistant Chief,  
 Planning & Development Dept. Govt. of Sindh  
 Member of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*[Signature]*  
**Mr. A.K.Rind**  
 Deputy Secretary, (B & E -IV)  
 Finance Department, Govt. of Sindh  
 Member of Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh

*[Signature]*  
**Mr. Muhammad Abdullah Abbasi**  
 Director (General Administration & Co-ordination)  
 Chairman Consultant Selection Committee  
 Sindh Education Foundation  
 Government of Sindh



Description : AGREEMENT OR MEMORANDUM OF AN AGREEMENT - 5(ccc)  
 First Party : UHY Hassan Naeem and Company Through Ibne Hassan [35202-9075814-7]  
 Second Party : Assistant Director HR Sindh Education Foundation Karachi [00000-0000000-0]  
 Agent : Ghulam Mohy Ud Din [35202-2776591-3]  
 Stamp Duty Paid by : Assistant Director HR Sindh Education Foundation Karachi [00000-0000000-0]  
 Issue Date : 13-Jul-2017, 09:25:28 AM  
 Paid Through Challan : 2017782341D04884  
 Amount in Words : Eleven Thousand Five Hundred Rupees Only

**CONTRACT**

THIS CONTRACT ("Contract") is entered into this 13th July 2017 by and between *Sindh Education Foundation, Government of Sindh* ("the PA") having its principal place of business at *Plot No. 21-A, Block No. 7/8, OCHS, Ameer Khuro Road, Karachi* and *M/s. UHY Hassan Naeem & Co.* ("the Consultant") having its principal office located at *193-A Shah Jamal, Lahore, Pakistan*.

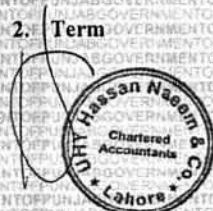
WHEREAS, the PA wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services
  - (i) The Consultant shall perform the services for the recruitment & selection of 167 candidates on merit specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
  - (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

2. Term The Consultant shall perform the Services prescribed as per tender during the period commencing 13th July 2017 and continuing through 22nd May 30th June 2018 or any other period as may be subsequently agreed by the parties in writing.






**E-STAMP**  
CONTINUATION SHEET

**3. Payment**

**A. Ceiling**

For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed **Rs. 3,250,000/-**. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

**B. Payment Conditions**

Payment shall be made in **PAK Rupees**, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

**4. Economic Price Adjustment**

In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed ---% per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision: "Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:

Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] *th* calendar month after the date of the Contract) by applying the following formula:

$$R_1 = R_0 \times \frac{I_1}{I_0}$$

where *R<sub>1</sub>* is the adjusted remuneration, *R<sub>0</sub>* is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration, *I<sub>1</sub>* is the official rate of inflation for the first month for which the adjustment is to have effect and, *I<sub>0</sub>* is the official rate of inflation for the month of the date of the Contract."

**5. Project Administration**

**A. Coordinator**

The PA designates **Assistant Director-H.R, SEF** as PA's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.

**B. Timesheets**

During the course of their work under this Contract the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

**C. Records and Accounts**

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

**6. Performance Standard**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.





**E-STAMP**  
CONTINUATION SHEET

**7. Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA's business or operations without the prior written consent of the PA.

**8. Ownership of Material**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and software.

**9. Consultant Not to be Engaged in Certain Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

**10. Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipments.

**11. Assignment**

The Consultant shall not assign this Contract or Subcontract any portion thereof without the PA's prior written consent.

**12. Law Governing Contract and Language**

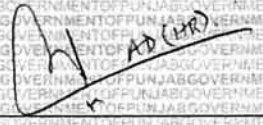
The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.

**13. Dispute Resolution**

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940.

FOR THE PA

FOR THE CONSULTANT

Signed by 

Signed by 

**Dr. Khalil ur Rehman**  
Director, Human Resource,  
Sindh Education Foundation

**Mr. Ibne Hassan**  
FCA, Managing Partner  
M/s. UHY Hassan Naem & Co.



Annex-A

Terms of Reference (TORs) for the Hiring of Third Party Firm To Conduct Recruitment and Selection

The Consultant shall carry out the following tasks in consultation with SEF-Management to recruit / select the merit based competent individuals:

- To publish advertisement for inviting applications for the posts.
- To review applications received and prepared list of short listed candidates as per criteria given for each post.
- Prepare and notify the list of shortlisted candidates for further screening (test and interview)
- Prepare test papers of each position
- Administer test: i) identifying / arranging test center(s), ii allotting Roll Nos. & Test center(s) to the candidate, iii notifying the schedule of test, test centers and instructions to the candidates
- Transport Test material to the examination center(s) under strict security & confidentiality.
- Check of tests and developing results.
- Screening of the top scoring applicants for interviews through an established criteria.
- Conduct interviews of successful candidates of the test at suitable venues across Sindh.
- Submit list of successful candidates for each post in order of merit.







ANNEX - B

Consultant's Reporting Obligations

The consultant should directly report to the Client's Coordinator *Assistant Director-Human Resource, SEF.*

The consultant should submit report to *Assistant Director-Human Resource, SEF.*



A handwritten signature in black ink, consisting of a stylized 'M' followed by a horizontal line and a small flourish.

ANNEX C

Cost Estimate

For the period of 12 months, from 23rd May 2017 to 22nd May 2018

**TOTAL COST: Pak Rupees 3,250,000/- (inclusive of all Government Taxes)**



A handwritten signature in black ink, consisting of a stylized 'M' followed by a long horizontal stroke.

A handwritten signature in black ink, consisting of a stylized 'K' followed by a long horizontal stroke.



**Sindh  
Education  
Foundation**



Government of Sindh

No. SEF/1535/17

(PROCUREMENT DEPARTMENT)

Dated: 05-06-2017

**SAY NO TO CORRUPTION**

To,  
Mr. Ibne Hassan  
FCA, Managing Partner,  
M/s. UHY Hassan Naeem & Co.  
193-A Shah Jamal,  
Lahore, Pakistan.  
Contact 042-35403550

**SUBJECT: Letter of Award for the Tender Hiring of Firm for Recruitment & Selection of Employees,  
SEF Ref No. SEF/NP/16-17/28**

With reference to above subject, we are pleased to inform you that your submitted bid has been found first lowest and accepted at following detail and price.

Description: Hiring of Firm for Recruitment & Selection of Employees, SEF

Bid Price: PKR. 3,250,000/- (including of all taxes)

2. Therefore now we would like to share our draft of contract for your review, kindly return us within a week along with your confirmation of acceptance letter and further get immediate visit to our Head office for any prior preparation work.
3. After signing of contract, please contact to our Human Resource Department and arrange 5% performance security too within given time.

Acting Deputy Director  
(Procurement)

Enclosure: As stated above

A copy is forwarded for information to:

Director (General Administration, Coordination & IT)-SEF.  
Director, Human Resource-SEF.  
P.S to MD, SEF.  
Master File.

Received  
A  
05/06/2017

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 34169143

**FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM**

BA/2016-2017/274  
March 20, 2017; Lahore

Sindh Education Foundation,  
Government of Sindh.  
Plot. No. 21/A, Block No.7& 8,  
Overseas Cooperative Housing Society,  
Ameer Khusro Road, Karachi.

Dear Sir,

We, the undersigned, offer to provide the consulting services for 'Hiring of Firm for Recruiting & Selection of Employees', in accordance with your Request for Proposal dated and our Technical Proposal. Our attached Financial Proposal is for the sum of Rupees Three Million Two Hundred and Fifty Thousand (Rs. 3,250,000/-).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory: Mr. Ibne Hassan, FCA, Managing Partner.

Name of Firm: UHY Hassan Naeem & Co. Chartered Accountants.

Address: 193-A Shah Jamal, Lahore.

## TECHNICAL SPECIFICATIONS

### Terms of Reference (TORs) for the hiring of third party firm to conduct Recruitment and Selection

The potential firm / service provider shall carry out the following tasks in consultation with SEF-Management to recruit / select the merit based competent individuals:

- To publish advertisement for inviting applications for the posts.
- To review applications received and prepared list of short listed candidates as per criteria given for each post.
- **Prepare and notify** the list of shortlisted candidates for further screening (test and interview)
- Prepare test papers of each position
- **Administer test:** i) identifying / arranging test center(s), ii allotting Roll Nos. & Test center(s) to the candidate, iii notifying the schedule of test, test centers and instructions to the candidates
- **Transport** Test material to the examination center(s) under strict security & confidentiality.
- Check of tests and developing results.
- Screening of the top scoring applicants for interviews through an established criteria.
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- Submit list of successful candidates for each post in order of merit.