

# 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 Laptop,Development Server,V.Conferencing,Photocopy Machi
- 4) TENDER NUMBER SEF/NP/16-17/36
- 5) BRIEF DESCRIPTION OF CONTRACT Laptop,Development Server,V.Conferencing,Photocopy Machi
- 6) FORUM THAT APPROVED THE SCHEME Senior Management
- 7) TENDER ESTIMATED VALUE PKR. 4.95 million
- 8) ENGINEER'S ESTIMATE N/A  
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 16 JUNE, 2017
- 10) TENDER OPENED ON (DATE & TIME) 20th April, 2017 at time 04:00 pm
- 11) NUMBER OF TENDER DOCUMENTS SOLD 05  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 04
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 04
- 14) BID EVALUATION REPORT (Enclosed a copy)  
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. GEMCO (43/4/A, block-6 PECHS)
- 16) CONTRACT AWARD PRICE PKR. 138,060/=
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). 1st Lowest in Photocopy Machine
- 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# 32516 (06-04-2017)
No	

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

Yes	Daily Dawn 3.4.2017, Kawish & Jang on 2/04/17.
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 type="checkbox"/>	No	<input checked="" 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

*[Signature]*  
**Procurement Department**  
**Sindh Education Foundation**  
**Govt. Of Sindh**

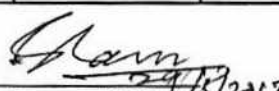
**FOR OFFICE USE ONLY**

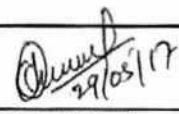
**SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi**  
**Tele: 021-9205356; 021-9205369 & Fax: 021-9206291**

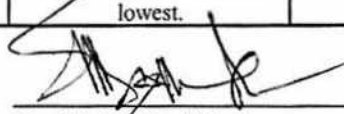
## Bid Evaluation Report

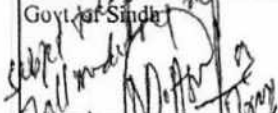
1. Name of Procuring Agency: **Sindh Education Foundation (Govt. of Sindh)**
2. Tender Reference No: **SEF/NP/16-17/36**
3. Tender Description/Name of work/item: **PROCUREMENT OF LAPTOPS, DEVELOPMENT SERVER, VIDEO CONFERENCING SOLUTION, PHOTOCOPIER MACHINE**
4. Method of Procurement: **SINGLE STAGE TWO ENVELOPE PROCEDURE.**
5. Tender Published: **SPPRA S.N.32516 (06-4-2017), KAWISH (02-4-2017), JANG (02-4-2017), DAWN (03-4-2017)**  
*Print & Electronic Media (SPPRA ID No. with dates)*
6. Total Bid documents Sold: **02**
7. Total Bids Received: **03**
8. Technical Bid Opening date: (if applicable): **20th April, 2017**
9. No. of Bid technically qualified (if applicable): **03**
10. Bid(s) Rejected: **NIL**
11. Financial Bid Opening date: (if applicable) **17th May, 2017.**

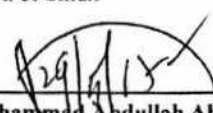
S No	Name of Firm or Bidder	Total Bid offered by the Bidder	Lowest Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6	7
1	M/s. AMTECH	2,294,955	2,294,955	(1st Lowest in Video Conferencing Solution)	4.95	Accepted because the firm is found 1st Lowest in its respective lowest evaluated items.	Accepted
2	M/s. GEMCO	138,060	138,060	(1st Lowest in Photocopy Machine)	4.95	SPP Rule # 48 invoked and compared with the rates obtained from open market and found lowest	Accepted
3	M/s. Computer Marketing co. (Pvt) Ltd	3,550,840	3,550,840	(2nd Lowest in Video Conferencing Solution)	4.95	Rejected because the firm is found 2nd Lowest in its respective lowest evaluated items.	Rejected
3	M/s. PROS LINK	260,000	260,000	(2nd Lowest in Photocopy Machine)	4.95	Rejected because the rates obtained from open market for procuring photocopy machine and found 2nd lowest.	Rejected

  
**Shahnawaz Ali Khan**  
 Acting Deputy Director Procurement  
 Co-opted Member P. C.  
 Sindh Education Foundation,  
 Govt. of Sindh

  
**Mr. Javed Mangi,**  
 Video Conferencing Engineer (B.S 17) IS&TD,  
 Member P.C  
 Sindh Education Foundation,  
 Govt. of Sindh

  
**Mr. Salahuddin Abbasi,**  
 Section officer (Bugget), SGA & CD  
 Member P.C  
 Sindh Education Foundation,  
 Govt. of Sindh

  
**Muhammad Ashraf**  
 Deputy Director FR/FFM  
 Secretary/Member P.C  
 Sindh Education Foundation,  
 Govt. of Sindh

  
**Muhammad Abdullah Abbasi**  
 Director General Administration & Coordination  
 Chairman P. C.  
 Sindh Education Foundation,  
 Govt. of Sindh

J570862

390/1 51  
15/06/17



**STAMP OFFICE CITY COURT, KARACHI.**

Issued to GEMCO  
 NIC No. 42201-0432814  
 Vide D.S.R. No. 3 Dt. 5-5-17  
 On behalf of challan No. 34 Dt. 5-5-17  
 for the purpose of \_\_\_\_\_  
 Entry No. 3 Dt. 5-5-17

RUPEES ONE HUNDRED ONLY

*En. Office Vendor*

**Contract**

THIS AGREEMENT made the 15 day of June, 2017 between *M/s Sindh Education Foundation of Pakistan* (hereinafter called "the Procuring agency") of the one part and *M/s Gemco of Pakistan* (hereinafter called "the Supplier") of the other part. The contract validity will be of 90 days from the date of signing of the contract.

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *Procurement of Laptops, Development Server, Video Conferencing Solution & Photocopier Machine For SEF (Ricoh Photocopier Machine (Ricoh Japan Made in China) MP-250ISP)* has accepted a bid by the Supplier for the supply of those goods and services in the sum of **Rs.138, 060 [one lac thirty eight thousand & sixty Rupees only]** (hereinafter called "the Contract Price").

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring agency's Notification of Award.
- (g) Payment/ delivery Schedule.

- a. Part payment allowed after deliveries.
- b. Deliveries will be as per P.O.

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the 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 in the manner prescribed by the contract.

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

Signature of the Contractor

*[Signature]*  
M/s. Gemco

Signature of the Procuring Agency

*[Signature]*  
Director General Administration  
& Co-ordination and IT  
Sindh Education Foundation  
Govt of Sindh



**Sindh  
Education  
Foundation**



Government of Sindh

No. \_\_\_\_\_

(PROCUREMENT DEPARTMENT)

Dated: 14-06-17

**SAY NO TO CORRUPTION**

To,

Mr.

M/s. GEMCO,  
43/4/A, Block-6,  
PECHS, Karachi, Pakistan.  
Cell no.0333-3032882

**SUBJECT: Letter of Award for Tender of Supply of Photocopier Machine (SEF/NP/16-17/36).**

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: Supply of Photocopier Machine RICHO Digital photocopier Model no. 2501sp)**

**Bid Price: PKR. 138,060/- (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 Procurement 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 Admin, Co-ordination & IT), SEF.  
P.S to MD, SEF.  
Master File.

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

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



**Price Schedule in Pak. Rupces**

Name of Bidder: **M/s. GEMCO** IFB Number: SEF/NP/16-17/36 . Page 70 of 75.

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required
1	Ricoh Photocopier Machine Model: MP-2501SP	Ricoh Japan Made in China	1	Rs. 138,060/=	Rs. 138,060/=	Rs. 138,060/=

*Handwritten signatures and dates:*  
 - 17/5/2017  
 - 17/5/2017  
 - 17/5/2017  
 - 17/5/2017

Signature of Bidder \_\_\_\_\_ 



Note: In case of discrepancy between unit price and total, the unit price shall prevail.

<sup>3</sup> Must be included if required under ITB 11.2

### Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

S.No	Items Description	Quantity	Delivery Schedule	Delivery Location
1	Laptops	18	Within 12 weeks of P.O issued	SEF – Head office Karachi
2	Development Server	1	Within 12 weeks of P.O issued	SEF – Head office Karachi
3	Video Conferencing Solution	1	Within 12 weeks of P.O issued	SEF – Head office Karachi
4	Photo Copier Machine	1	Within 12 weeks of P.O issued	SEF – Head office Karachi