

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. Institute of Business Administration, Karachi
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Local Govt
- 3) TITLE OF CONTRACT Goods
- 4) TENDER NUMBER Tender # FUR/08/16-17
- 5) BRIEF DESCRIPTION OF CONTRACT Upholstery of Sofa Sets
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs.200,000/-
- 8) ENGINEER'S ESTIMATE (For civil works only) NA
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Month
- 10) TENDER OPENED ON (DATE & TIME) July 5, 2017 (12:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD THREE
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED TWO
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS ONE
- 14) BID EVALUATION REPORT (Enclose a copy) Copy Enclosed
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER (1) M/s M. F. Brothers
- 16) CONTRACT AWARD PRICE Rs.107,640.00
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1st, 2nd, 3rd EVALUATION BID). M/s M. F. Brothers
M/s S. M. Saeed & Brothers

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

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE Domestic
- 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 Procurement Committee

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

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

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

Yes	July 20, 2017 and SPPRA ID # 2170/2017
No	

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

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

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 type="checkbox"/>	No	<input checked="" type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

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

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

Yes	
No	

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"/>
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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	<input checked="" type="checkbox"/>

Aamer Shahid
Wing Commander (Retd)
General Manager Administration
Institute of Business Administration (IBA),
Karachi, Pakistan
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

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Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

List of Buyers

Tender # FUR/08/16-17

Caption: Upholstery of Sofa Sets

Number of Tender Documents Sold: 03

S #	List of Buyers
01	M/s S. M. Saeed & Brothers
02	M/s M. F. Brothers
03	M/s Link International

Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: Tender # FUR/08/16-17
3. Tender Description/Name of work/item: Upholstery of Sofa Sets
4. Method of Procurement: Single Stage One Envelope
5. Tender Published: June 14, 2017 on IBA website & SPPRA web site Serial # 33766
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 03 Companies have collected Tender Documents
7. Total Bids Received: 02
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: July 05, 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 M. F. Brothers	Rs.107,604.00	Lowest Bidder	200,000.00	Accepted, due to lowest bidder. Comparative Sheet Attached.	
2.	M/s S. M. Saeed & Brothers	Rs.153,972.00	Highest Bidder			
3.						
4.						


Note:

Recommended to award the Work Order to the lowest evaluated bidders i.e. M/s M.F. Brothers. The Procurement Committee in its meeting held on July 7, 2017 recommended to go to lowest evaluated bidder subject to the provision in tender clause xxii.

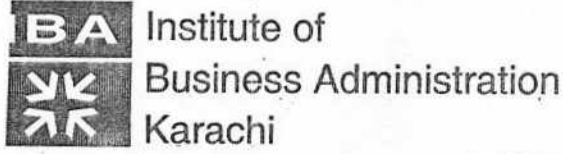
Signatures of the Central Purchase Committee, Members


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


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


MEMBER (EXTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI
Haris Qureshi
PPRA Advisor
HES

Letter of Award



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WORK ORDER


To : M/s M. F. Brothers
Order No : IBA-MC/PD/FUR/208/0003/2017-18
Date of Issue : July 31, 2017
Date of Delivery : August 25, 2017
Place of Delivery : IBA Student Centre, Main Campus
Total Amount : **Rs.107,640.00 (Including GST)**
(Rupees One Hundred Seven Thousand Six Hundred Forty Only)

S#	Items	Qty	Rate	Amount
1	Upholstery of Sofa Set Three Seated Sofa Upholster: Leatherette, Color: Dark Maroon • As per specimen available in Purchase Office	4 Sofa Sets	9,000.00	36,000.00
2	Upholstery of Sofa Set Two Seated Sofa Upholster: Leatherette, Color: Dark Maroon • As per specimen available in Purchase Office	6 Sofa Sets	6,000.00	36,000.00
3	Upholstery of Sofa Set One Seated Sofa Upholster: Leatherette, Color: Dark Maroon • As per specimen available in Purchase Office	4 Sofa Sets	5,000.00	20,000.00
Total				Rs. 92,000.00
17% GST				Rs. 15,640.00
Total Amount				Rs. 107,640.00

Terms & Conditions:


1. Material of this order is subject to final inspection at the time of delivery.
2. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
3. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
4. General Sales Tax will be paid on applicable items only.
5. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate / item cost is final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
9. Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantec

11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
12. Stamp duty 0.35% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
13. Fabricator must ensure that specified article/items should be presented for approval before start of work.
14. Supplier must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of quotation.



Sr. Manager Purchase & Stores

July 31/17



G. M. Admin



MP OFFICE CITY COURT, KARACHI.

Filed to Tarveez Ahmad H/CV

No. 15148

S.R. No. 14 Dt. 8-2-17

of challan No. 264 Dt. 7-2-17

purpose of Ag

o. 14 Dt. 8-2-17

OFFICE SUPERINTENDENT
 Stamp Office, City Court
 (RUBBER STAMP DATED ONLY)
 114 FEB 2017

AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day July 28, 2017.

E. S. S. S. S.
 E. S. S. S. S.

BETWEEN

M/s Institute of Business Administration, through its Registrar, located at Main Campus, University Road, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s M. F. Brothers, having its office at # 430-431, Hoor Center North Napier Road Karachi, hereinafter referred to as "SUPPLIER" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor Mr. M. Fahim, holding CNIC No. 42501-9944451-5 on the SECOND PART.

WHEREAS "IBA" intends to obtain upholstery of sofa sets vide tender # FUR/08/16-17 for the Upholstery of Sofa Sets (IBA requirement) discussions in respect of the same before the determination of scope of work will be held with "IBA" as "Upholstery of Sofa Sets" and "THE SUPPLIER" have offered to render all kind of Upholstery of Sofa Sets (including but not limited to the "Upholstery of Sofa Sets" of the proposed work up to the satisfaction & handing over the material(s) to the "IBA" having accepted the offer in finished form complete in all respect.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSETH

“IBA” hereby offer to appoint “THE SUPPLIER” as their official for the specific purpose of “Upholstery of Sofa Sets” discussions in respect of the same with “IBA” before the determination of Scope of Work Upholstery of Sofa Sets to illustrate the schematic design to suitable scale with any/all other relevant details for presentation to “IBA” for Upholstery of Sofa Sets. “THE SUPPLIER” hereby agree to the offer of the “IBA” in acceptance of the terms & conditions here in below forth.

Article I:
DUTIES & SCOPE OF WORK & AGREEMENT

1.1 This Agreement includes, the “Upholstery of Sofa Sets”, discussions with “IBA” before the determination of scope of work with any/all other relevant details for presentation to “IBA”. The description/BoQ is appended below:

S#	Items	Qty	M/s M. F. Brothers	
			Rate	Amount
1	Upholstery of Sofa Set Three Seated Sofa Upholster: Leatherette, Color: Dark Maroon • As per specimen available in Purchase Office	4 Sofa Sets	9,000.00	36,000.00
2	Upholstery of Sofa Set Two Seated Sofa Upholster: Leatherette, Color: Dark Maroon • As per specimen available in Purchase Office	6 Sofa Sets	6,000.00	36,000.00
3	Upholstery of Sofa Set One Seated Sofa Upholster: Leatherette, Color: Dark Maroon • As per specimen available in Purchase Office	4 Sofa Sets	5,000.00	20,000.00
Total			Rs. 92,000.00	
17% GST			Rs. 15,640.00	
Total Amount			Rs. 107,640.00	

1.2 “THE SUPPLIER” agrees to provide any/all kind of Upholstery of Sofa Sets to “IBA” whenever and wherever form is required as per the terms & conditions of this Agreement.

1.3 “THE SUPPLIER” will coordinate their work with Sr. Manager Purchase & Stores, of the “IBA” who will assist “THE SUPPLIER” in supervision of proposed Upholstery of Sofa Sets.

1.4 “THE SUPPLIER” hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.

1.5 “THE SUPPLIER” will visit the Purchase Offices located at Main Campus, University Road, Karachi as & when required with prior appointment.

1.6 All logistic charges will be borne by “THE SUPPLIER”.

Article II
SCOPE OF PROFESSIONAL SERVICES:

- 2.1 "THE SUPPLIER" hereby agree and acknowledge for the periodic supervision of the work and to check the execution of Upholstery of Sofa Sets in accordance with the Description & Specification.
- 2.2 "THE SUPPLIER" hereby agree and acknowledge the acceptance of attending the meetings with the Sr. Manager Purchase & Stores "IBA" as & when required.
- 2.3 "THE SUPPLIER" hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 2.4 Delivery 10 days after approval of samples.
- 2.5 All staff must have CNIC and clearly mentioned to discourage work through child labor.
- 2.6 "THE SUPPLIER", will provide all required/necessary carpenter(s) / labor(s) / transportation(s) / cartage(s) what so ever required to complete the procurement at the cost/charges amount offered in the tender vide # FUR/08/16-17.

Article III
REMUNERATION

- 3.1 The cost offered by the Supplier is Rs. 107,640.00 (inclusive of all taxes) Upholstery of Sofa Sets vide tender # FUR/08/16-17 variation may occurred. The cost is inclusive of labor/transportation/supplies/etc.
- 3.2 A liquidity damages @ 2% per month, of the total agreed payment as per Work Order, of the total cost will be imposed in case of delayed delivery. Liquidity damages will be imposed after 25 days subject to final proof sample material handed over by supplier to IBA before the starting date mentioned on the Purchase Order. Purchase will be deemed completed in finished form as per specification and "THE SUPPLIER" have to deliver the required number of Upholstery of Sofa Sets to IBA.
- 3.3 Payment will be made after delivery and submission of invoice. Advance Payment subject to Bank Guarantee.
- 3.4 Performance Security 5% of total amount of Purchase Order will be provided by the party.
- 3.5 Stamp Duty @ 0.35% of the cost of transaction / work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.6 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by SUPPLIER as per SRO/Notification.

Article IV:
ARBITRATION

- 4.1 In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Article IX:
MISCELLANEOUS

- 9.1 Any addition & alteration(s) made for item(s) as required by IBA on the basis of sample or in course of the work in progress which entail extra time & labor and material on part of the supply, shall not be charged separately/extra on 'Quantum Merit' basis before & on final material handed over to the "IBA". After FINALIZATION OF SAMPLE if any alteration(s), arise charges will be paid on mutually agreed upon.
- 9.2 Material(s) will be handed over by the "IBA" or vet the cost with authentic stamp and signature.
- 9.3 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
- 9.4 The validity of the contract will be effective from the date of issue of Purchase Order.
- 9.5 All terms and conditions of tender vide # FUR/08/16-17 will be the integral part of this agreement and can't be revoked.

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

"IBA"
NAME: Aamir Shabbir
CNIC # _____
Aamer Shabbir
Wing Commander (Retd)
General Manager Administration
Institute of Business Administration (IBA),
Karachi, Pakistan
Address: G. M. Admin, Institute of Business
Administration Main Campus
University Road, Karachi

1. _____
M. SOHAIL KHAN
Manager Purchase & Stores
Institute of Business Administration
Karachi-Pakistan
CNIC # _____
Address: _____

M/s M. F. BROTHERS
NAME: M. Fahim
CNIC # 42501-9944451-5
Address: 430-431, Hoor Center,
North Napier Road, Karachi

2. HARMAAD Khan
Chapel Sand FL# K-111
Abul Huss JSph Road
CNIC# _____
Address: _____

3.

BILL OF QUANTITY
Upholstery of Sofa Sets

S#	Items	Qty	Rate	Amount
1	Upholstery of Sofa Set Three Seated Sofa Upholster: Leatherette, Color: Dark Maroon As per specimen available in Purchase Office	4 Sofa Sets	9000/-	36000.-
2	Upholstery of Sofa Set Two Seated Sofa Upholster: Leatherette, Color: Dark Maroon As per specimen available in Purchase Office	6 Sofa Sets	6000/-	36000.-
3	Upholstery of Sofa Set One Seated Sofa Upholster: Leatherette, Color: Dark Maroon As per specimen available in Purchase Office	4 Sofa Sets	5000/-	20000.-
Total				92000.-
17% GST				15640.-
Total Amount				107640.-

Total Amount Rupees (in words) one lac seven thousand

five hundred & forty only

CHAIRPERSON
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Dr. Kamran Khan
Assistant Professor
IBA

1/2

MEMBER (EXTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Harris Auresmi
PPRA Advisor
HES

M.F BROTH...

Stamp & Signature

Proprietor

MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Syed Saad
Manager Finance
IBA

