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 ES/02/2017-18					
5)	BRIEF DESCRIPTION OF CONTRACT	Photography & Video Services for Convocation-2017				
6)	FORUM THAT APPROVED THE SCHEME	Procurement Committee				
7)	TENDER ESTIMATED VALUE	Rs. 120,000/-				
8)	ENGINEER'S ESTIMATE (For civil works only)	NA				
9)	ESTIMATED COMPLETION PERIOD (AS P	PER CONTRACT) 60 days				
	TENDER OPENED ON (DATE & TIME)	October 6, 2017 (3:30 pm)				
11)	NUMBER OF TENDER DOCUMENTS SOLI (Attach list of buyers)) THREE				
12)	NUMBER OF BIDS RECEIVED	THREE				
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 SUCCESSI	FUL BIDDER M/s Al-Rashid Studio				
16)	CONTRACT AWARD PRICE	Rs. 196,620.00				
17)	RANKING OF SUCCESSFUL BIDDER IN E (i.e. 1 st , 2 nd , 3 rd EVALUATION BID).	VALUATION REPORT (1) M/s. Al-Rashid Studio				
	(i.e. 1 , 2 , 3 D TTDOTTION DID).	(2) M/s. Jimmy's Studio				
		(3) M/s Hakim Sons Films				
18)	METHOD OF PROCUREMENT USED : - (T	ick one)				
	a) SINGLE STAGE – ONE ENVELOP	E PROCEDURE Domestic/ Local				
	b) SINGLE STAGE – TWO ENVELOP	E PROCEDURE Domestic				
	c) TWO STAGE BIDDING PROCEDU	RE				
	d) TWO STAGE – TWO ENVELOPE F	BIDDING PROCEDURE				
	DEFASE SPECIEV IF ANY OTHER	METHOD OF PROCUREMENT WAS ADOPTED i.				
	EMERGENCY, DIRECT CONTRACTIN					

19)	APPROVING AUTHORITY FOR AWARD OF CONTR	RACT F	Procurement Committee
20)	WHETHER THE PROCUREMENT WAS INCLUDED	IN ANI	NUAL PROCUREMENT PLAN? Yes No V
21)	ADVERTISEMENT:		
		Yes	November 2, 2017 and SPPRA ID #
	 SPPRA Website (If yes, give date and SPPRA Identification No.) 		2657/17
		No	
	ii) News Papers (If yes, give names of newspapers and dates)	Yes	
		No	V
22)	NATURE OF CONTRACT		Domestic/ Local ✓ Int.
23)	WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMEN	FECO	
	(If yes, enclose a copy)	N15?	Yes No ✓
24)	WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMEN (If yes, enclose a copy)	NTS?	Yes No 🗸
25)	WHETHER APPROVAL OF COMPETENT AUTHORI METHOD OTHER THAN OPEN COMPETITIVE BIDI	70360	AS OBTAINED FOR USING A Yes No
26)	WAS BID SECURITY OBTAINED FROM ALL THE B	BIDDER	Yes V No
27)	WHETHER THE SUCCESSFUL BID WAS LOWEST BID / BEST EVALUATED BID (in case of Consultancic		ATED Yes V No
28)	WHETHER THE SUCCESSFUL BIDDER WAS TECH COMPLIANT?	NICAL	LY Yes / No
29)	WHETHER NAMES OF THE BIDDERS AND THEIR THE TIME OF OPENING OF BIDS?	QUOT	TED PRICES WERE READ OUT AT Yes No
30)	WHETHER EVALUATION REPORT GIVEN TO CONTRACT? (Attach copy of the bid evaluation report)	BIDD	ERS BEFORE THE AWARD OF
			163 4 140

•		
31) ANY COMPLAINTS RECEIVED		
(If yes, result thereof)	Yes	
	No	
 ANY DEVIATION FROM SPECIFICATIONS GIVEN IN T (If yes, give details) 	THE TE	NDER NOTICE / DOCUMENTS
	No	
33) WAS THE EXTENSION MADE IN RESPONSE TIME? (If yes, give reasons)	Yes	
(ii) yes give reasons)		
34) DEVIATION FROM QUALIFICATION CRITERIA	No	
(If yes, give detailed reasons.)	Yes	
	No	
35) WAS IT ASSURED BY THE PROCURING AGENCY BLACK LISTED?	ГНАТ 1	THE SELECTED FIRM IS NOT Yes No
36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF SUPPLIER'S PREMISES IN CONNECTION WITH THE BE ASCERTAINED REGARDING FINANCING OF VISIT (If yes, enclose a copy)	PROCU	JREMENT? IF SO, DETAILS TO
37) WERE PROPER SAFEGUARDS PROVIDED ON MOB THE CONTRACT (BANK GUARANTEE ETC.)?	ILIZAT	TON ADVANCE PAYMENT IN Yes V No
38) SPECIAL CONDITIONS, IF ANY (If yes, give Brief Description)	Yes	
Signature & Official Stamp of Authorized Officer Aamer Shahbbir Aamer Shahbbir Aamer Shahbbir Aamer Shahbbir (BA)	No	
FOR OFFICE USE ONLY Aamer Shahou Aamer Shahou Wing Commander (Retd) Wing Commander (Administration (BA)) General Manager Administration (BA) Institute of Business Administration (BA) Karachi, Pakistan		

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

Print Save Reset

Bid Evaluation Report

Name of Procuring Agency: <u>Institute of Business Administration</u> , Karachi
2. Tender Reference No: ES/02/17-18
3. Tender Description/Name of work/item: Photography & Video Services for Convocation-2017
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: September 15, 2017 on IBA & SPPRA web site Serial # 34439 Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 03 suppliers have collected Tender Documents
7. Total Bids Received: 03
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: October 06, 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 Al-Rashid Studio	Rs.196,620.00	Lowest Bidder		bidder. Comp	d, due to lowest emparative Sheet attached.	
2.	M/s Jimmy's Studio	Rs.210,180.00	Highest Bidder	Rs.120,000.00			
3.	M/s Hakim Sons Films	Rs.279,110.00	Highest Bidder				

Signatures of the Central Purchase Committee, Members

Note:

a. As per the decision of PC-A meeting held on October 13, 2017 for the Photography & Video Services be on overall basis to M/s Al-Rashid Studio.

 Recommended to award the Work Order for all the Photography & Video Services to overall lowest responsive bidder subject to the provision in tender Clause xxiii to M/s Al-Rashid Studio at Rs. 196,620.00 (inclusive of taxes)

CENTRAL PURCHASE SCAMPTIES

MAATTALESN CLOUDERCHASE CONSUTTEE

CENTRAL PURCHASE COMMITTES INSTITUTE OF BUSINESS ADMINISTRATIO



Leadership and Ideas for Tomorrow

LIST OF BUYERS

Tender # ES/02/17-18

Caption: Photography & Video Services for Convocation-2017

Number of Tender Documents Sold: 03

Sr#	List of Buyers
1.	M/s. Al-Rashid Photo Studio
2.	M/s. Jimmy's Studio
3.	M/s. Hakim Sons Films

Leadership and Ideas for Tomorrow

IBA Karachi IBA MAIN CAMPUS KARACHI Pakistan Approval Status: Approved

Requestor Department

Administration

Supplier: V00088

Al Rashid Photo Studio

Abid Apartment Shop No. 17,

Gulshanelqbal

Karachi Pakistan Ship To: Store, IBA Main Campus, University Road

Bill To: Finance Department, IBA Main Campus

University Road, Karachi

Pakistan

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delive Date
1	PHOTOGRAPHY SERVICES STILL PHOTOGRAPHY (DIGITAL) WITH 5 DSLR CAMERA SOFT COPIES: 1000 PICTURES (APPROX), NUMBER OF CDS: 6 1 JOB FOR ONE DAY	1.00 EA	22000.00	22000	2-Dec-1
2	VIDEOGRAPHY SERVICES VIDEO RECORDING (DIGITAL) WITH 3 HD CAMERA, FULL MIXING UNIT, HD MIXTURE UNIT SYSTEM, ONLINE EDITOR NUMBER OF DVDS: 2, NUMBER OF VCDS: 2 SYSTEM DVD WITH LIVE WEB STREAMING ON IBA WEBSITE (A) 1 JOB FOR TWO DAYS (B) LIVE STREAMING ON CONVOCATION DAY	1.00 EA	50000.00	50000	2-Dec-1
3	PHOTO ALBUM PHOTO HD ALBUM ALBUM SIZE: 12"X 9" FOR 50 PICTURES APPROX. 13 HARD LEAVES, WITH TITLE & BACK COVERS LEATHERETTE MOLDED ALBUM (CRIMSON COLOUR) AS PER SAMPLE	2.00 EA	7500.00	15000	2-Dec-1
4	SMD SCREEN PLACEMENT OF P4 SMD SCREEN SIZE: 12' (WIDTH) X 12' (HEIGHT) INCLUDING TRUSSING, COMPLETE	2.00 EA	43500.00	87000	2-Dec-1

Purchase Order

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
- 1 - 10	OPERATION AND OPERATOR FOR OUTDOOR VISIBLE AT AFTERNOON SESSION NOTE: DEMO OF THE SMD MUST BE GIVEN A DAY BEFORE EVENT		В		

Total:

174000 22620

13% GST:

Total PO Amount: 196620.00

One Lakh Ninety Six Amount in Words: Thousand Six Hundred

Twenty Only.

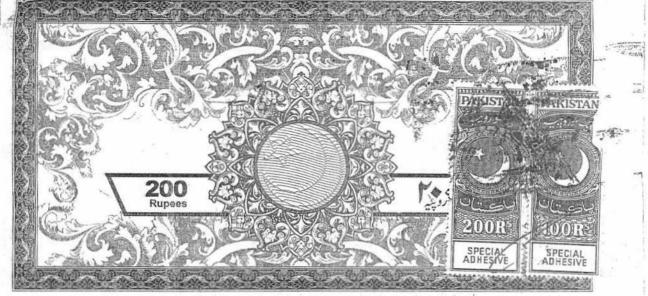
Terms & Conditions:

- 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 Invoice/Bill & delivery of above item(s).
- 4. General Sales Tax will be paid on applicable items only.
- Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate / item cost is final and no change what so ever will be accepted.
- 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.
- Invoice/Bill to be submitted to Finance Department.
- 10. Advance Payment subject to Bank Guarantee.
- 11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.

12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.

Senior Manager Purchase & Stores

General Manager Administration



M. ILYAS STAMP VENDOR Lic No.112, Liaquatabad, Karachi

S.No.

DATE:

11007

STAMP AERIDDS, CIUTINAL
STAMP

1 6 NOV 2817

RUPEES TWO HUNDRED ONLY

TONGY 2017

AGREEMENT

THIS AGREMENT is executed at KARACHI, on this day November 23, 2017.

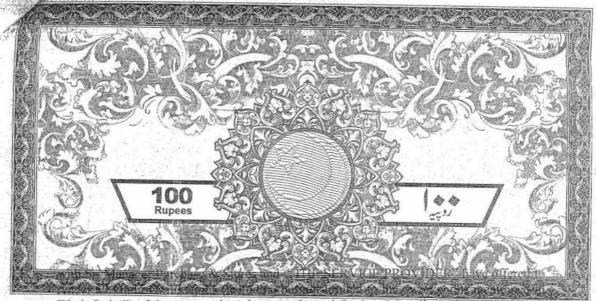
BETWEEN

M/s Institute of Business Administration, Karachi 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 Al-Rashid Studio, having its office at Shop # A-1, Abid Apartment, Block-2, Gulshan-e-Iqbal, Karachi, hereinafter referred to as "THE SERVICE PROVIER" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor M. Rashid holding CNIC No. 42201-0560161-9 on the SECOND PART.

WHEREAS "IBA" intends to obtain Photography & Video Services for Convocation-2017 at IBA Main Campus as assigned in accordance to the tender vide # ES/02/17-18 at the cost of Rs.196,620.00 Inclusive all taxes. The basis with the works/jobs of items as per tender vide # ES/02/17-18 (IBA requirement) discussions in respect of the same as per determination of scope of works will be held



Work Order") of the proposed works up to the satisfaction & handing over the project to the "IBA" having accepted the offer in finished form complete in all respect.

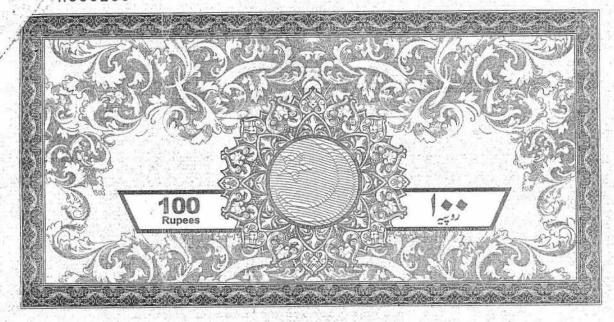
M. ILYAS STAMP VENDOR
Lic No.112, Newwatshed, Karsenbergy Agreed & OSICPARED BY AND BETWEEN THE
S.No. PARTES SSFOLLOWS AGREED AGREED BY AND BETWEEN THE

WITNESSETH

THE SERVICE PROVIDER" as their official work executor for the specific purpose of "Works & Services" in respect of the same with "IBA" as per the determination of scope of works/jobs. "THE SERVICE PROVIDER" hereby agree to the offer the "IBA" in acceptance of the terms & conditions here in below forth. However, the terms and conditions of the tender document vide # ES/02/17-18 would be integral part of this agreement.

Article I: DUTIES & SCOPE OF WORK & AGREEMENT

- 1.1 This Agreement includes, the "services & works", discussions with "IBA" as per determination of scope of services & time line to suitable scale with any/all other relevant details to "IBA".
- 1.2 "THE SERVICE PROVIDER" agrees to provide any/all kind of services related to execution of work/job to "IBA" whenever and wherever is required as per the terms & conditions of this Agreement.
- 1.3 "THE SERVICE PROVIDER" will coordinate for required/assigned works/jobs/project with Manager Purchase & Stores, of the "IBA" who will advise "THE SERVICE PROVIDER" in supervision of proposed works/jobs related.
- 1.4 "THE CONTRACTOR" is bound to provide items including Still Photography (Digital), Video Recording (Digital) with live streaming on convocation day, Photo Album & Printing of Photographs and manpower according to the BoQ vide tender # ES/02/17-18.
- 1.5 It will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, clearance will be required from Manager Purchase & Stores.
- 1.6 Any additional work/job, if required / necessary etc over and above/extra the BoQ, will be executed on the basis of Variation Order.
- 1.7 All staff must have CNIC and clearly mentioned to discourage work through child labor.



M. ILYAS STAMP VENDOBE OF PROFESSION ALCEPTYCES & WORKS:

S.No. ISSUE TO WITH ADDRESS THROUGH WITH ADDRESS.

VALUE AS. (ATTESTED)

"THE SERVICE PROMDER" hereby agree and acknowledge for the periodic supervision works and confeck the execution of works in accordance with the Description &

Specification ide Triver # ES/02/17-18.

THE SERVICE PROVIDER" hereby agree and acknowledge the acceptance of attending the meetings with the Manager Purchase & Stores "IBA" as & when required.

Article III REMUNERATION

- The cost offered by the Contractor is Rs. 196,620.00 (inclusive of all taxes) vide Tender # ES/02/17-18.
- 3.2 Payment will be made after completion of works/jobs/project and submission of bill/invoice.
- 3.3 Advance Payment subject to Bank Guarantee.
- 3.4 Performance Security 5% of total amount of Work Order must be deposited to the IBA, Karachi. Security Deposit will be released after clearance of invoice which will be submit after completion of satisfactory work.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 3.6 Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
- All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- 3.8 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by M/s Al-Rashid Studio as per SRO/Notification.
- 3.9 A liquidity damages @ 2% per month, of the total agreed payment, of the total cost imposed in case of delayed delivery. Penalty will be imposed after 07 days subject to services by IBA before the starting date mentioned on the Work Order.

Article IV:

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 "THE SERVICE PROVIDER" 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 V: TERMINATION

- 5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day's notice.
- 5.2 IBA reserve the right to accept or reject any or all agreement(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

Article VI: INDEMNITY

6.1 "THE SERVICE PROVIDER" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SERVICE PROVIDER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SERVICE PROVIDER" which disturbs or damage the reputation, quality or the standard of services & works provided by "IBA" and any person claiming through the IBA.

Article VII: NOTICE

7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article VIII: INTEGRITY PACT

- 8.1 Its intention not to obtain the work of any contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- 8.2 Without limiting the generality of the forgoing the service provider represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- 8.3 The service provider accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or

taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contact, or other instrument, be stand void at the discretion of the IBA.

8.4 Notwithstanding any right and remedies exercised by the IBA in this regard, manufacturer/supplier/distributor agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Article IX: MISCELLANEOUS

- 8.1 Works/job/project will be handed over by the "IBA" or vet the cost with authentic stamp and signature.
- 8.4 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.
- 8.5 The validity of the contract will be effective from the date of issue of Work Order.
- 8.6 All terms and conditions of tender vide # ES/02/17-18 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"

Aamer Shahbbir

Wing Commander (Retd) NAME / Aamer Shall beneder respinistration less interesting of Business Administration (IBA), Institute of Business Ac

Karachi, Pakistan

CNIC#

Address:

Registrar, Institute of Business Administration Main Campus University Road, Karachi

M/s Al-Rashid Studio

NAME: M. Rashid

CNIC # 42201-0560161-9

Address:

Shop # A-1,

Block '2', Gulshan-e-Iqbal,

Karachi

WITNESS

1.	2. Zew Ar Zechen Ahmed
	50
CNIC #	CNIC# 42201-75463739
Address:	Address: M.P. Days Ste Color
	c/11 Revle 3

Boa

3. TENDER FORM Photography & Video Services for Convocation 2017

S. #	Description	Qty	Rate (Rs.)	Amount (Rs.)
1.	Still Photography (Digital) With 5 DSLR Camera Soft Copies: 1000 pictures (approx), Number of CDs: 6	1 Job for One Day		4
2.	Video Recording (Digital) With 3 HD Camera, Full Mixing Unit, HD Mixture unit system, Online Editor Number of DVDs: 2, Number of VCDs: 2 System DVD with live web streaming on IBA website	(a) 1 Job for Two Days (b) Live Streaming on Convocation Day	8	7,000/2
3.	Photo HD Album Album Size: 12"x 9" For 50 pictures approx. 13 hard leaves, With Title & Back Covers Leatherette molded Album (Crimson Colour) As per sample	2 Albums		ti
4.	Placement of P4 SMD Screen Size: 12' (Width) x 12' (Height) Including Trussing, complete operation and Operator for Outdoor Visible at afternoon session Note: Demo of the SMD must be given a day before event	2 Screen For One Day	8	4,000/2
		Total	1774	000/2
		3/.4% SST	26	5,000 2 22,620
=	T	otal Amount	200,0	00/2196.62

Total Amount Rupees (in words)

Two lee al

MEMBER
CENTRAL PURCHASE COMMITTEE
TRUTE OF EUSINESS ADMINISTRATION
KARACH
Spect Telenzel

CHAIR ARSON

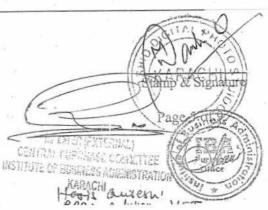
DEVINAL PURCHASE CONDUCTEE

INSTRUCE OF BUSINESS APPLICATION

SANACHI

A

B8. Remore Knowled Assistant TAA



It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s. AL	. 6	9820	SIn	lio		
Contact Person	M.	Rashi	o Sm.	ACS	las	+
Address:		91 (4				1
7481 Tel# 7481			Fax			+
Mobile 030		*	email AL K	aShilo u	ive em	w

