

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 # IT/05/17-18
- 5) BRIEF DESCRIPTION OF CONTRACT Provide & Supply of USB Plastic Cards
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs.300,000/-
- 8) ENGINEER'S ESTIMATE NA
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Month
- 10) TENDER OPENED ON (DATE & TIME) December 11, 2017 (3:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD THREE
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED THREE
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS NA
- 14) BID EVALUATION REPORT Copy Enclosed
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s Creative Arts
- 16) CONTRACT AWARD PRICE Rs.328,000/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID).
(1) M/s Creative Arts
(2) M/s USS Enterprises
(3) M/s Allied Computer Services
- 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 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	December 22, 2017 and SPPRA ID # 3081/2017
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	✓

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	✓

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

Yes	
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	✓

Signature & Official Stamp of
Authorized Officer

Aamer Shabbir
Wing Commander (Retd)
Army Registrar
Institute of Business Administration (IBA),
Karachi, Pakistan

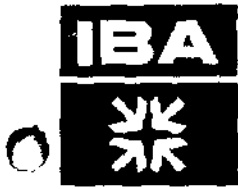
FOR OFFICE USE ONLY

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

Print

Save

Reset



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

LIST OF BUYERS

Tender # IT/05/17-18

Caption: Provide & Supply of USB Plastic Cards

Number of Tender Documents Sold: 03

Sr #	List of Buyers
1.	M/s Allied Computer Services
2.	M/s USS Enterprises
3.	M/s Creative Arts


Bid Evaluation Report

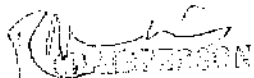
1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: Tender # I/05/17-18
3. Tender Description/Name of work/item: Provide & Supply of USB Plastic Cards
4. Method of Procurement: Single Stage One Envelope
5. Tender Published: November 24, 2017 on IBA website & SPPRA web site Serial # 35407
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: 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: December 11, 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 Creative Arts	Rs.328,000.00	Lowest Bidder	300,000.00	Accepted, due to lowest bidder. Comparative Sheet Attached.	
2.	M/s USS Enterprises	Rs.381,420.00	Highest Bidder			
3.	M/s Allied Computer Services	Rs.415,584.00	Highest Bidder			

Signatures of the Central Purchase Committee, Members


 Syed Zahang
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI


 Dr. Rameez Khalid
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI


 Haidis Qureshi
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI

Letter of Approval



**Institute of
Business Administration
Karachi**

Purchase Order

Leadership and Ideas for Tomorrow

Approval Status: Approved

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Purchase Order IBA-0000000240	Issue Date 16, January, 2018
Payment Terms 30 Days	Ship Via ROAD
Buyer Purchase Department	Phone
Requestor Department Computer Science	Currency PKR

Supplier:
V00551
Creative Arts
R-161,
Sector 9,
North
Karachi
Karachi
Pakistan

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

S. No.	Item / Description	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
1	USB (CREDIT CARD SIZE) ULTRA-THIN USB BUSINESS CARDS SLIM LINE MATERIAL: ABS PLASTIC FLASH MEMORY SIZE: 16GB PRINTING: SILK SCREEN. TRANSFER PRINT DIMENSIONS: 86MM X 54MM X 0.1MM PRINT AREA: 85 X 54MM ALL OVER LOGO CUSTOMIZATION: UP TO A FULL COLOR WATER TRANSFER CATEGORY: USB ULTRA-THIN CREDIT-CARDS-SIZED FLASH DRIVERS	400.00 EA	820.00	328000	19-Jan-18

Total: 328000.00
% GST: Inclusive All Taxes
Total PO Amount: 328000.00
Amount in Words: Three Lakh Twenty Eight Thousand Only.

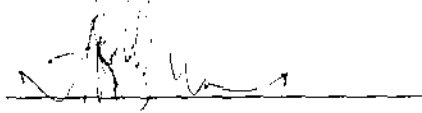
Terms & Conditions:

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 Invoice/Bill & delivery of above item(s).
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damage 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 to be submitted to Purchase Department.

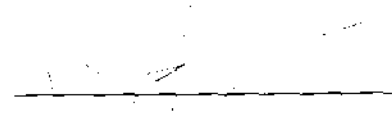
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Purchase Order

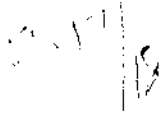
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.

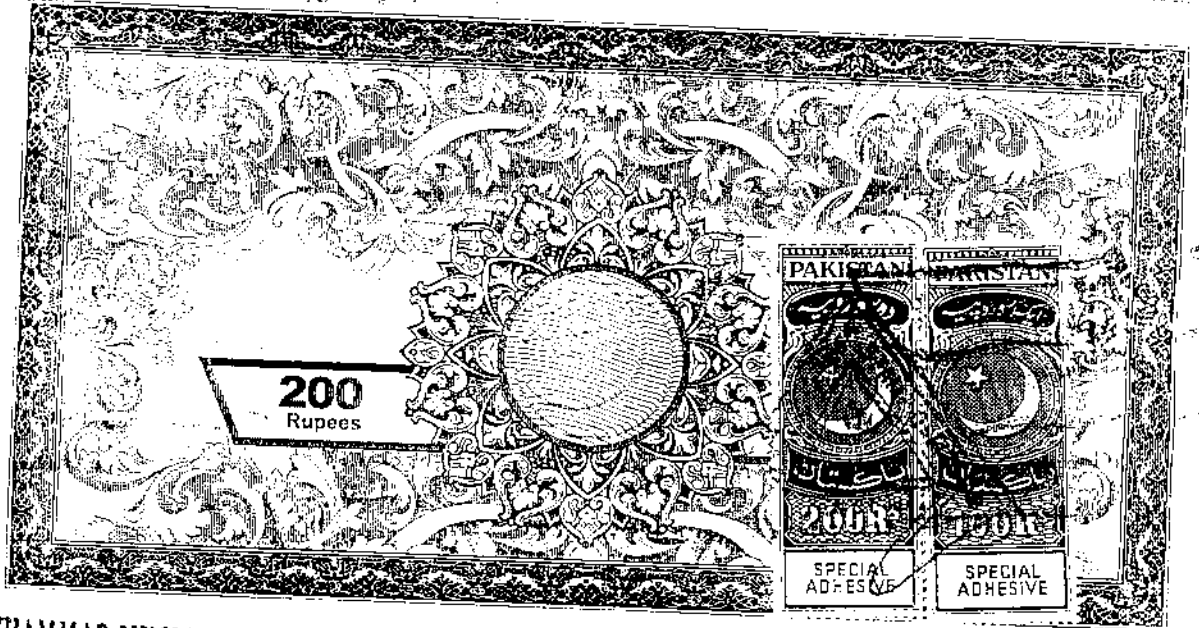


Senior Manager Purchase & Stores



General Manager Administration





MUHAMMAD MUSLIM STAMP VENDOR
 LIC No. 43, Shop No. 8, D.C. Central Karachi
 S.N.O. 12435 Dated 1 JAN 2018
 Issued To With Address
 Through with Address **MUHAMMAD MUSSALIM**
 Purpose **FOR ADVOCATE**
 Value Rupees (Attended)
 Stamp vendors Signature

OFFICE SUPERINTENDENT
 Stamp Office, City Centre
 Karachi

AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day January 16, 2018.

BETWEEN

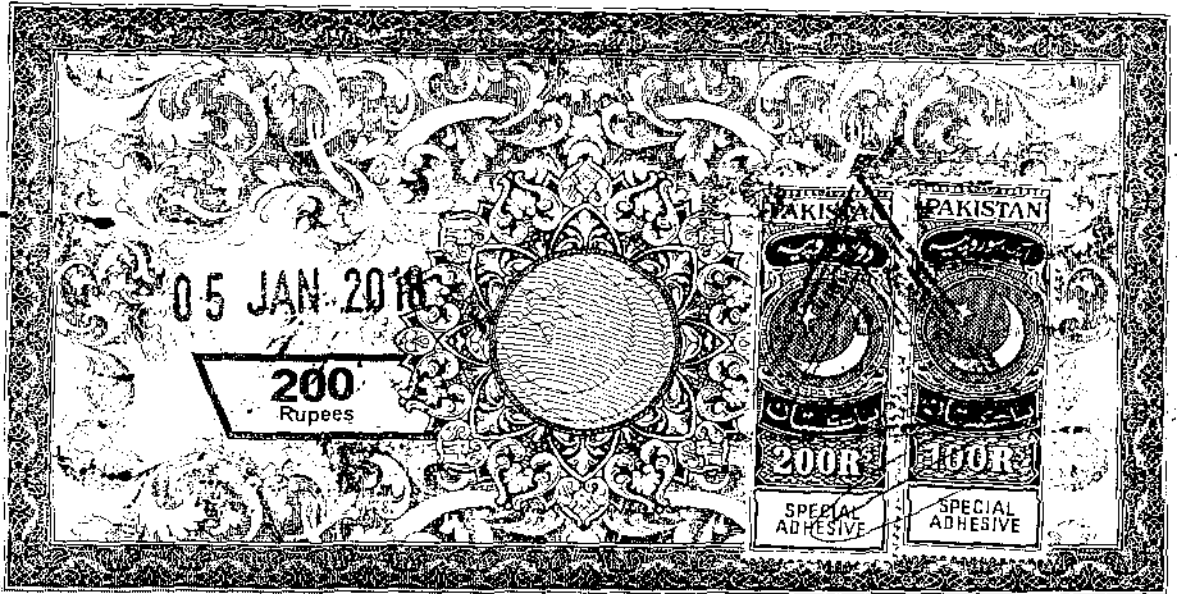
M/s Institute of Business Administration, through its Registrar, located at Main Campus, University Road, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of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

AND

M/s CREATIVE ARTS, having its office at R-161, Sector 9, North Karachi, hereinafter referred to as "THE PRINTERS" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successors and assigns), through its proprietor Mr. Muhammad Hashim Raza, holding CNIC No. 42101-7117-201-3 on the SECOND PART.

WHEREAS "IBA" intends to obtain USB Plastic Cards vide tender # IT/05/17-18 for the Provide & Supply of USB Plastic Cards (IBA requirement) discussions in respect of the same before the determination of scope of work will be held with "IBA" as "USB Plastic Cards" and "THE SUPPLIER" have offered to render all kind of USB Plastic Cards (including but not limited to the "USB Plastic Cards" 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:



MIRZA NASIM IFTIKHAR
 Office No: 72, Changan City Road
 Stamp No: 14, Karachi
 9620
 05 JAN 2018
 MIRZA ASIF BAIG
 ADVOCATE
 4515 H.C.

RUPEES TWO HUNDRED ONLY
 Stamp Office, City Corp
 Karachi

WITNESSETH

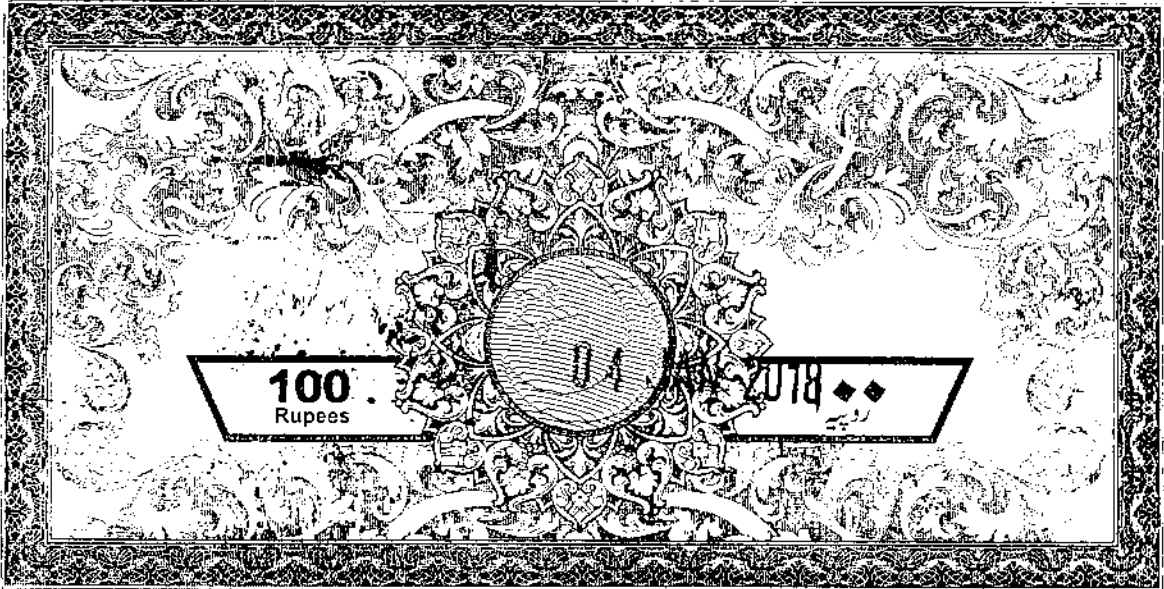
05 JAN 2018

"IBA" hereby offer to appoint "THE SUPPLIER" as their official for the specific purpose of "USB Plastic Cards" discussions in respect of the same with "IBA" before the determination of Scope of USB Plastic Cards to illustrate the schematic design to suitable scale with any/all other relevant details for presentation to "IBA" for USB Plastic Cards. "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 "USB Plastic Cards", 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:

Sr. #	Item Description	QTY	M's Creative Arts			
			Make	Model	Rate	Amount
	Ultra-thin USB Business Cards Slim Line Material: ABS Plastic Flash Memory Size: 16GB Printing: Silk Screen, Transfer Print Dimensions: 86mm x 54mm x 0.1mm Print Area: 85 x 54mm all over Logo customization: Up to a full color water transfer Category: USB ultra-thin credit-cards-sized Flash Drivers If dimensions vary then a sample must be provided and approved by IBA authority		As per description		82000	1,30,000
Total						Rs. 328,000.00
17% GST						Inclusive
Total Amount						Rs. 328,000.00



SYED NASIM JAWED IQBAL Stamp Vendor

04 JAN 2018

STAMP VENDOR SIGNATURE

Licence No: 72, Office in City Court
Shed (A) Stall No: 14, Karachi-Pakistan

SR. NO. 9374 DATE _____
ISSUED TO WITH ADDRESS MR. _____
THROUGH WITH ADDRESS MR. _____
PURPOSE _____
VALUE RS. _____ ATTACHED _____

**MRZA ASIF BAIG
ADVOCATE
1515 H.C**

1.2 "THE SUPPLIER" agrees to provide any/all kind of USB Plastic Cards 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 Procurement & Stores, of the "IBA" who will assist "THE SUPPLIER" in supervision of proposed USB Plastic Cards.

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".

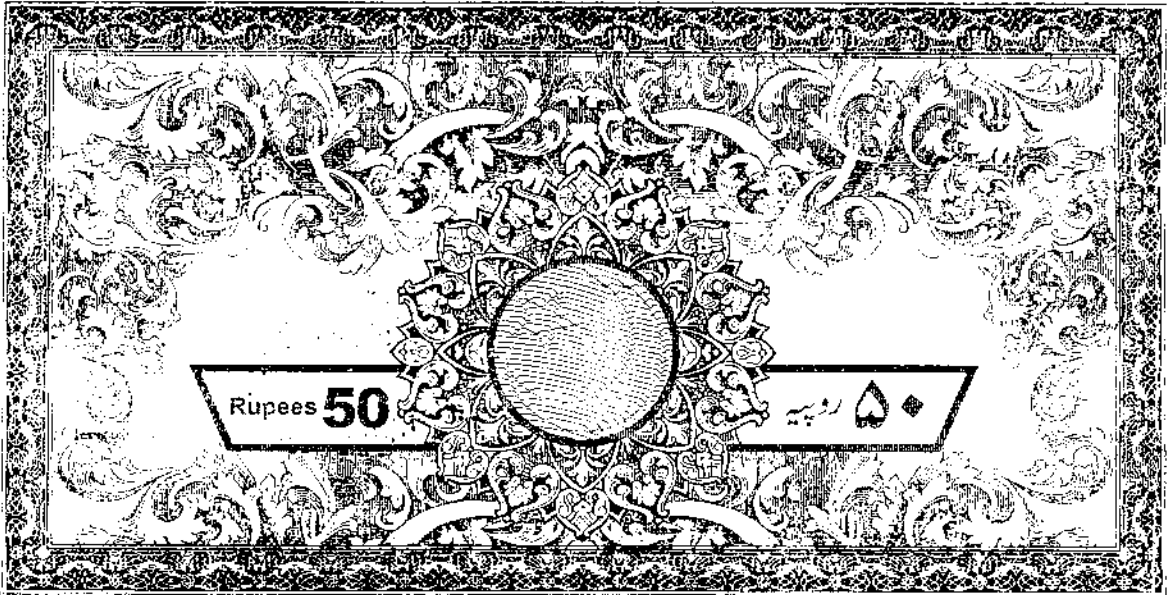
**Article II
SCOPE OF PROFESSIONAL SERVICES:**

2.1 "THE SUPPLIER" hereby agree and acknowledge for the periodic supervision of the work and to check the execution of USB Plastic Cards in accordance with the Description & Specification.

2.2 "THE SUPPLIER" hereby agree and acknowledge the acceptance of attending the meetings with the Sr. Manager Procurement & 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.



MINISTRY OF FINANCE
 U.S. No. 43, State St., D.C. Central Post Office
 S. No. 12353
 (Attaching)
 All staff must have PIC and clearly mentioned to discourage work through child labor.

11 JAN 2018

- 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 # IT/05/17-18.

Article III REMUNERATION

- 3.1 The cost offered by the Supplier is Rs. 328,000.00 (inclusive of all taxes) Provide & Supply of USB Plastic Cards vide tender # IT/05/17-18 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 USB Plastic Cards 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.

9

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 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.

Article VI:
INDEMNITY

- 6.1 "THE SUPPLIER" 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 SUPPLIER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SUPPLIER" which disturbs or damage the reputation, quality or the standard of services 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 The intention not to obtain the procurement / 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 M/s Creative Arts, 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 M/s Creative Arts, 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, contract, 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, M/s Creative Arts, 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 M/s Creative Arts, 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

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.

[Large handwritten signature]

- 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 # IT/05/17-18 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.

[Signature]
"IBA"
NAME: Aamer Shabbir
Wing Commander (Retd)
Account Registrar
Institute of Business Administration (IBA),
Karachi - Pakistan

CNIC # _____

Address: G. M. Admin Institute of Business Administration Main Campus University Road, Karachi

1. *[Signature]*

M. SOHAIL KHAN
Manager Purchase & Stores
Institute of Business Administration
Karachi - Pakistan

CNIC # _____

Address: _____

[Signature]
M/s Creative Arts
NAME: M. Hashim Raza

CNIC # 42101-217-201-3

Address: R-161, Sector 9, North Karachi

2. Muhammad Raiz ul haq

[Signature]

CNIC # 42101-5998640-1

Address: _____

6. Bill of Quantity :

Sr. No	Item Description	QTY	Make	Model	Rate
	Ultra-thin USB Business Cards Slim Line Material: ABS Plastic Flash Memory Size: 16GB Printing: Silk Screen, Transfer Print Dimensions: 86mm x 54mm x 0.1mm Print Area: 85 x 54mm all over Logo customization: Up to a full color water transfer Category: USB ultra-thin credit-cards-sized Flash Drivers If dimensions vary then a sample must be provided and approved by IBA authority	400			As per description 820/- Each
Total			328000/-		
17% GST with all Taxes			—		
Total Amount:			3,28000/-		

Grand Total Rupees (in words) Three hundred twenty Eight thousand only

[Signature]
CENTRAL PURCHASE COMMITTEE
INSTITUTION OF BUSINESS ADMINISTRATION
KARACHI
Syed Saadul
Manager Finance
IBA

1/3

[Signature]
CENTRAL PURCHASE COMMITTEE
INSTITUTION OF BUSINESS ADMINISTRATION
KARACHI
Dr. Amrooz Khattak
Assistant Professor
IBA

[Signature]
Stamp & Signature
CENTRAL PURCHASE COMMITTEE
INSTITUTION OF BUSINESS ADMINISTRATION
KARACHI
Hafiz Qureshi
PPRA Advisor
AES