

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/04/2017-18
- 5) BRIEF DESCRIPTION OF CONTRACT Photography & Video Services for WIFF-2018
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs. 350,000/-
- 8) ENGINEER'S ESTIMATE NA
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 30 days
- 10) TENDER OPENED ON (DATE & TIME) February 19, 2018 (3:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD TWO
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED ONE
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS ONE
- 14) BID EVALUATION REPORT Copy Enclosed
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s Al-Rashid Studio
- 16) CONTRACT AWARD PRICE Rs. 336,740.00
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID). (1) M/s. Al-Rashid Studio

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	March 26, 2018 and SPPRA ID # 891/18
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	✓	No	
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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		No	✓
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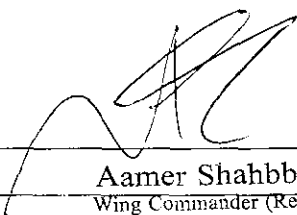
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	✓	No	
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38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	
No	✓

Signature & Official Stamp of
Authorized Officer



Aamer Shahbbir
Wing Commander (Retd)
General Manager Administration
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

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Bid Evaluation Report


1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: ES/04/17-18
3. Tender Description/Name of work/item: Tender for Photography & Video Services for WIFF-2018
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: January 23, 2018 on IBA & SPPRA web site Serial # 36331
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 02 suppliers have collected Tender Documents
7. Total Bids Received: 01
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: February 19, 2018

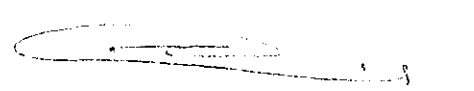
12. Bid Evaluation Report:


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 Digital Photo Studio	Rs.336,740.00	Responsive Bidder	Rs.350,000.00	Accepted, due to responsive bidder. Comparative sheet attached.	

- 1 The lowest evaluated and qualified bidder is M/s Al-Rashid Studio at Rs. 336,740.00 (inclusive of all Taxes)
The Market Survey was conducted in accordance with SPPRule-48 and the quoted
- 2 bid was found to be competitive with market price.
Procurement Committee meeting held on February 22, 2018, recommended to award the Work Order to the responsive bidder to M/s Al-Rashid Digital Photo
- 3 Studio at Rs. 336,740.00 (inclusive of all taxes)

Signatures of the Central Purchase Committee, Members


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI


CHAIRPERSON
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI


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

Yaqub Abbas Hashmi

Dr. S. M. Farooq

Yaqub Abbas Hashmi



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

LIST OF BUYERS

Tender # ES/04/17-18

Caption: Photography & Video Services for WIFF-2018

Number of Tender Documents Sold: 02

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

Letter of Award



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Work Order

Approval Status: Approved

IBA Karachi
IBA MAIN CAMPUS
KARACHI
Pakistan

Purchase Order IBA-0000000379	Issue Date 12, April, 2018	
Payment Terms 30 Days	Ship Via ROAD	
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152	Currency PKR
Requestor Department CEIF		

Supplier: V00088
Al Rashid
Photo Studio
Abid Apartment Shop No. 17,
Gulshanelqbal
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 Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
1	SMD SCREEN RENTAL FOR SMD/LCDS SMD SCREEN 10'X12' WITH COMPLETE ACCESSORIES ALONG WITH CLICKER, PRESENTATION SLIDER, VEDIO ALL VERSIONS FOR 2 DAYS	2.00 EA	100000.00	200000	13-Apr 18
2	PANAFLEX RENTAL FOR SMD/LCDS PANAFLEX FRAMING AROUND LCD BLACK BORDER 5' X 8' FOR TWO DAYS	4.00 EA	1000.00	4000	11-May 18
3	PHOTOGRAPHY SERVICES RENTAL - RECORDING/ PHOTOGRAPHY HD STILL PHOTOGRAPHY WITH DVD BOX & SOFT COPY TRANSFER FOR TWO DAYS	2.00 EA	10000.00	20000	13-Apr 18
4	VIDEOGRAPHY SERVICES RENTAL - RECORDING/ PHOTOGRAPHY HD VIDEO RECORDING BY THREE (3) CAMERAS WITH COMPLETE OB SYSTEM FOR TWO DAYS	2.00 EA	25000.00	50000	13-Apr 18
5	LCD LCD'S 40 INCHES WITH T-STANDS FOR VIDEO DISPLAY	2.00 EA	12000.00	24000	13-Apr 18

Total: 298000.00

13% GST: 38740


Total PO Amount: 336740.00

Amount in Words: Three Lakh Thirty Six Thousand
Seven Hundred Forty Only.

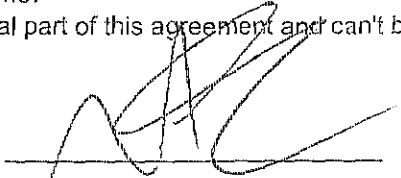
Work Order

Terms & Conditions:

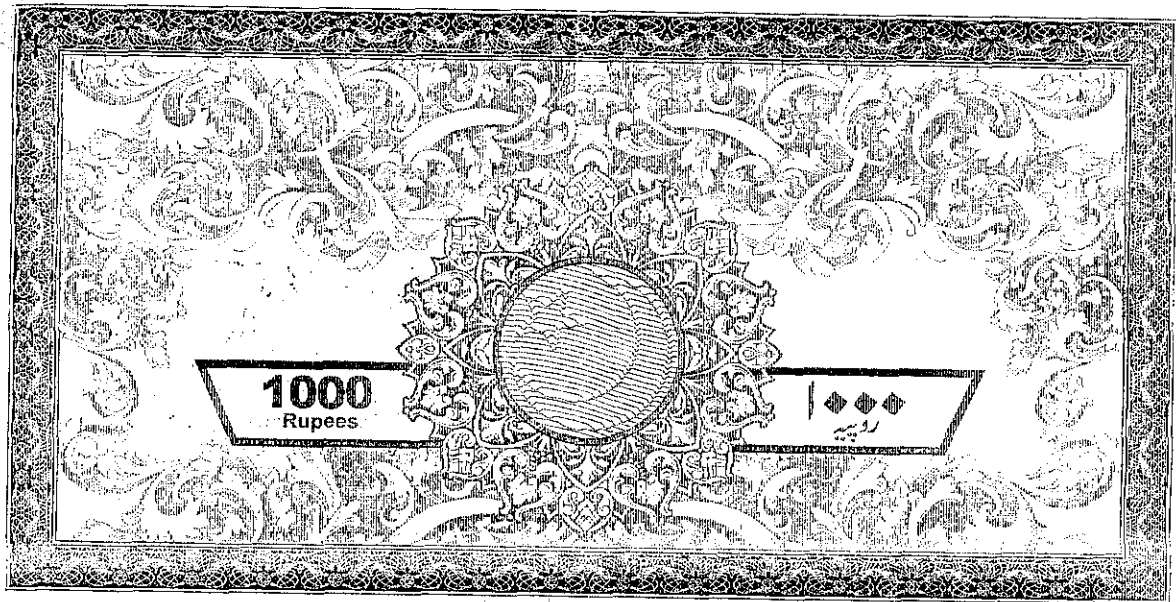
1. Material of this order is subject to final inspection at the time of delivery.
2. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
3. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damages 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 Purchase Department.
10. Advance Payment subject to Bank Guarantee
11. Specimen(s) and image(s) are available at Purchase Office for reference.
12. CDs / specimen should be returned to the Purchase Office.
13. All rights reserved with IBA. No part or the logo can be printed / copies / transferred in any form without the permission of the IBA authority.
14. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
15. Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
16. IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
17. 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.
18. All terms and conditions of tender will be the integral part of this agreement and can't be revoked.



Senior Manager Purchase & Stores



General Manager Administration



STAMP OFFICE CITY COURT, KARACHI
 Issued to M. Rashid Studio
 CNIC No. 223511
 Via DTR No. 13 Dt. 30-3-18
 On behalf of Co. No. 115 Dt. 30-3-18
 For the purpose of So
 Entry No. 13 Dt. 30-3-18

(RUPEES ONE THOUSAND ONLY)

AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day April 10, 2018.

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 PROVIDER" (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 WIFF-2018 at IBA Main Campus as assigned in accordance to the tender vide # ES/04/17-18 at the cost of Rs.336,740.00 Inclusive all taxes. The basis with the works/jobs of items as per tender vide # ES/04/17-18 (IBA requirement) discussions in respect of the same as per determination of scope of works will be held

Article II
SCOPE OF PROFESSIONAL SERVICES & WORKS:

- 2.1 "THE SERVICE PROVIDER" hereby agree and acknowledge for the periodic supervision of the works and to check the execution of works in accordance with the Description & Specification vide Tender # ES/04/17-18.
- 2.2 "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

- 3.1 The cost offered by the Contractor is Rs. 336,740.00 (inclusive of all taxes) vide Tender # ES/04/17-18.
- 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.
- 3.5 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.
- 3.7 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 will be 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:
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 "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

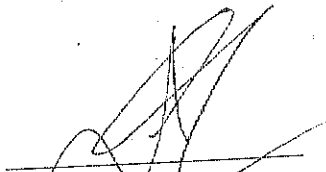
- 8.1 Its intention not to obtain the work of any contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- 8.2 Without limiting the generality 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, 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, 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/04/17-18 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 Shahbbir**
General Manager Administration
Institute of Business Administration (IBA)
Karachi, Pakistan
CNIC # _____

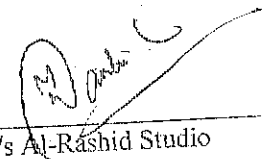
Address: _____
Registrar, Institute of Business
Administration Main Campus
University Road, Karachi

WITNESS

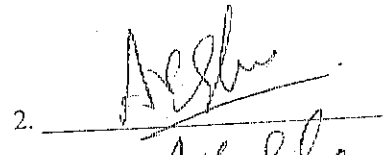
1. 
M. SOHAIL KHAN
Manager Purchase & Stores
Institute of Business Administration
Karachi-Pakistan

CNIC # _____

Address: _____


M/s Al-Rashid Studio
NAME: M. Rashid
CNIC # 42201-0560161-9

Address: _____
Shop # A-1,
Block '2', Gulshan-e-Iqbal,
Karachi

2. 
M. Akhlaq

CNIC# 42201-1274745155

Address: 24/85 Secto no 30

Phase Palat 2
Sheh Palace color no 2

3. **BILL OF QUANTITY**
Tender for Photography & Video Services for WIFF
2018

S. #	Description	Qty	Rate (Rs.)	Amount (Rs.)
1.	Still Photography (Digital) HD Still Photography with DVD Box & Soft Copy Transfer	1 Job for 2 days	10,000/-	20,000/-
2.	Video Recording (Digital) HD Video Recording by Three (3) Cameras with Complete OB System with live web streaming on IBA website	1 Job for 2 days with Live Streaming	25,000/-	50,000/-
3.	SMD Screens 10' x 12' with complete accessories along with clicker, presentation slider, video all versions	02 SMD 2 days	100,000/-	200,000/-
4.	LCD's 40 inches With T-Stands for video display	04 LCDs 2 days	12,000/-	24,000/-
5.	Panaflex Framing 5' x 8' Around LCD Black Borders	04 Panaflex 2 days	4,000/-	4,000/-
Total			298,000/-	
13% SST			38,740/-	
Total Amount				336,740/-

Total Amount Rupees (in words)

Three Lakh Thirty Six Thousand

Shawal & Ewan kaural Party only

MEMBER
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI
 Mr. Akbar Hussain Kizilani
 Member
 IBA, Karachi

CHAIRPERSON
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI
 Dr. S.M. Rizal Imad
 Assistant Professor
 IBA, Karachi

Stamp & Signature
 MEMBER (EXTERNAL)
 CENTRAL PURCHASE COMMITTEE
 INSTITUTE OF BUSINESS ADMINISTRATION
 KARACHI
 Haris Qureshi
 PRA Advisor
 IBA

