

# 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. H.E.J. Research Institute of Chemistry, International Center for Chemical and Biological Sciences, University of Karachi.
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Semi-government - autonomous body
- 3) TITLE OF CONTRACT Purchase of scientific equipment
- 4) TENDER NUMBER HEJ-120313
- 5) BRIEF DESCRIPTION OF CONTRACT Purchase of scientific equipments for research work
- 6) FORUM THAT APPROVED THE SCHEME Director, I.C.C.B.S.
- 7) TENDER ESTIMATED VALUE Rs. 200,000/- to Rs. 300,000/-
- 8) ENGINEER'S ESTIMATE (For civil works only) N.A.
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) N.A.
- 10) TENDER OPENED ON (DATE & TIME) 3.00 P.M. on 12-3-2013
- 11) NUMBER OF TENDER DOCUMENTS SOLD (Attach list of buyers) Seven
- 12) NUMBER OF BIDS RECEIVED Six
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS Four
- 14) BID EVALUATION REPORT (Enclose a copy) Mailed and couriered on 16-4-2013
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Mughal Traders, Karachi.
- 16) CONTRACT AWARD PRICE Rs. 199,700/-
- 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

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

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE   Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE
- 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	Serial No. 15461 ID: 11074/2013
No	

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

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

39) Date of Award of Contract: 06-05-2013

Signature & Official Stamp of  
Authorized Officer

*Unahmad*  
**Sr. Professor**  
**ICCBS**  
H.E.J. Research Institute  
of Chemistry  
University of Karachi

**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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E-mail: store@iccs.edu  
 store.iccs@hotmail.com

**H.E.J. RESEARCH INSTITUTE OF CHEMISTRY**  
 INTERNATIONAL CENTER FOR CHEMICAL & BIOLOGICAL SCIENCES

UNIVERSITY OF KARACHI, KARACHI-75270, PAKISTAN  
 Tel: UAN: 111-222-292, (92-21-34824901, 34824902, 34824930, 34824934, 34824936) Ext. 108, 109, 154, 159

PURCHASE ORDER / WORK ORDER

P.O. No. 0940

Date: 6-5-2013

Messrs: Mughal Traders

Fax # 36343131

Ref: Your quotation No. Tender Notice No. HECJ-120313

Dated: 10-3-2013

Subject: Supply of Two Analytical Balances to Prof Dr. Khalid M. Khan

Please supply the following articles to the institute.

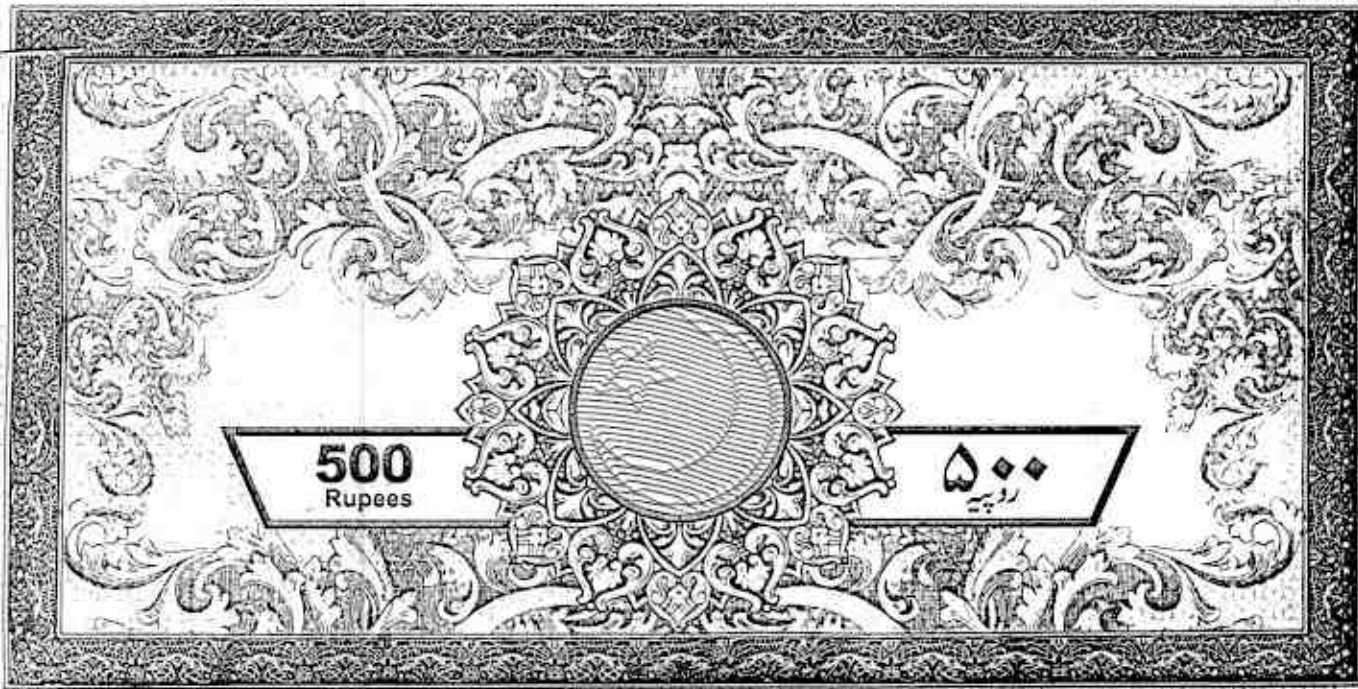
S.No.	PARTICULARS	QUANTITY	RATE	AMOUNT	
				Rs.	Pk.
	Analytical Balances Model: AR-200 Akira, Japan	2	99,850/- (ea)	199,700	00
E. & O.E.			TOTAL	Rs	199,70000

*Recd.*  
*Mmm*  
*06-05-2013*

(Rupees) One hundred Ninety Nine Thousand Seven hundred only

Please submit your bill in duplicate for payment.  
 Please Note: Kindly supply the goods within 4 days/weeks from the date of receipt of this P.O., if you fail to supply the goods within given time period, a penalty @ 0.50% per day on the total order amount will be imposed.

*[Signature]*  
 PURCHASE OFFICER



STAMP VENDOR  
Shop No. 16, Block-14,  
Near Civic Centre

13 MAY 2013

**AZHA IQBAL**  
Advocate

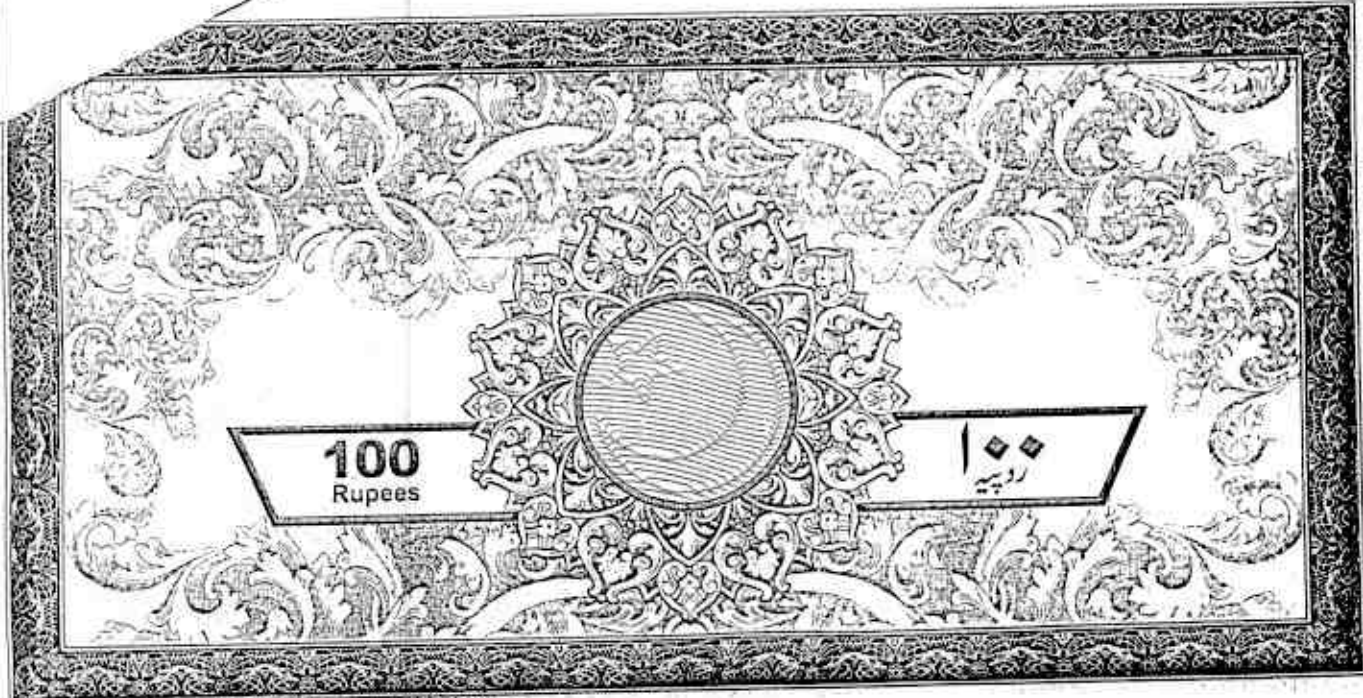
FORM OF CONTRACT AGREEMENT

THIS ~~CONTRACT~~ AGREEMENT (hereinafter called the "Agreement") made on the 6<sup>th</sup> day of May, 2013; BETWEEN, H.E.J. RESEARCH INSTITUTE OF CHEMISTRY (I.C.C.B.S.), U.O.K. (Hereinafter called the "Procuring Agency") of the One Part; AND Mughal Traders, (Hereinafter called the "Contractor") of the Other Part;

WHEREAS the Procuring Agency is desirous that certain Work, viz Purchase should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW the Agreement witnesseth as follows:-

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda if any except those



104093

14 MAY 2013

(2)

**Aftab Ahmed**  
Advocate

4.

The Procuring Agency hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of 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 Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contractor

(Seal)



Signed, Sealed and Delivered in the presence of:

Signature of the Procuring Agency

(Seal)

**SHABBIR AHMED**  
Technical Composing Officer  
International Center for Chemical  
and Biological Sciences  
University of Karachi  
Karachi-75270

Witness

INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES (ICCBS)  
UNIVERSITY OF KARACHI



H.E.J.  TWC  PCMD  PROJECT

Document Title: Purchase Requisition Form

Doc. No.:	ICCBS/04/08-01	Rev. No.	01	Issue No.	1
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Sanction No. Feb/4/HBJ/13/2012-13 Serial No.: 11416  
P.O. No. \_\_\_\_\_ Date 04-2-13

**PURCHASE REQUISITION FORM**

Sci. Equipments	Chemicals	Glassware	Stationary	Computer & Accessories	General Items
✓					

PLEASE (✓) AT APPROPRIATE PLACE ON THE ABOVE DESCRIPTION  
The prior approval is hereby requested for the purchase of the stated items, which are required for,  
Prof./ Dr./ Mr./ Ms. Khalid M. Khan Lab No. 315 Intercom No. 151  
The amount required for the purchase of these items may deducted from the head of,  
A/C HEJ Grant or \_\_\_\_\_

Sr. No.	Item(s)	Specification/ Description	Quantity	Instructions
1	Analytical balance	Sartorius 08	2	Urgent
2	Up to 4 digits after decimal	Eq.		
3				
4				
5				
6				
7				
8				

Requested By:  
Name: Uzma Salas  
Signature: Uzma

Khalid  
Signature of the Supervisor

for Shauq  
Recommended by Finance Manager

Faculty Incharge of Purchase

Received in Store (Date & Sign.)

Submitted for approval for the purchase of the above items. The payment of the above items may be made from the Head of A/C. \_\_\_\_\_

*Handwritten notes:*  
for Uzma Salas  
for HBJ/13/2012-13

Signature  
Purchase Officer

Signature  
APPROVED BY (Director/ Co. Director)

## Bid Evaluation Report

1. Name of Procuring Agency: H.E.J. Research Institute of Chemistry, International Center for Chemical and Biological Sciences, University of Karachi, Karachi-75270.

2. Tender Reference No: HEJ-120313

3. Tender Description/Name of work/item: Purchase/import of scientific equipments

4. Method of Procurement: Single Stage - Single Envelope

5. Tender Published: SPPRA Serial No. 15461; ID: 11074/2013  
*Print & Electronic Media (SPPRA ID No. & News papers names with dates)*

6. Total Bid documents Sold; Seven

7. Total Bids Received: Six

8. Technical Bid Opening date: (if applicable) N.A. *(Provide details in separate form)*

9. No. of Bid technically qualified (if applicable): N.A.

10. Bid(s) Rejected: One *(Delivery time mentioned not according to ICCBS rules)*

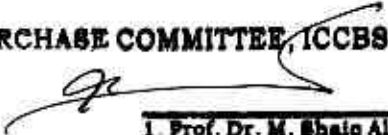
11. Financial Bid Opening date: N.A.




## 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.	Mughal Traders	Rs. 99,850/-	1 <sup>st</sup> lowest	N.A.	1 <sup>st</sup> lowest and according to specifications	Recommended for placement of order
2.	Alpine International	Rs. 104,800/-	2 <sup>nd</sup> lowest	N.A.	According to specs but not lowest	Not recommended
3.	Nawaid Scientific Traders	Rs. 109,504/-	3 <sup>rd</sup> lowest	N.A.	According to specs but not lowest	Not recommended
4.	Mughal Traders	Rs. 109,950/-	4 <sup>th</sup> lowest (offer 2)	N.A.	According to specs but not lowest	Not recommended
5.	Nawaid Scientific Traders	Rs. 113,680/-	5 <sup>th</sup> lowest (offer 2)	N.A.	According to specs but not lowest	Not recommended
6.	Ghulam Muhammad Sons	Rs. 124,450/-	6 <sup>th</sup> lowest	N.A.	According to specs but not lowest	Not recommended
7.	Analytical Measuring Systems	Rs. 151,960/-	7 <sup>th</sup> lowest	N.A.	According to specs but not lowest	Not recommended
8.	Alpine International	Rs. 202,395/-	8 <sup>th</sup> lowest (offer-2)	N.A.	According to specs but not lowest	Not recommended

### PURCHASE COMMITTEE, ICCBS INSTITUTIONS

  
1. Prof. Dr. M. Shaiq Ali  
Chairman (I.C.C.B.S)

  
2. Dr. M. Raza Shah  
Member (I.C.C.B.S)

  
3. Dr. M. Ahmed Mesalk  
Member (I.C.C.B.S)

Members from Outside Institution

  
1. Dr. Rahat Ashar Ali  
Members from Dept. of Chemistry, U.O.K

  
3. Dr. Zahida Karim  
Members from Dept. of Chemistry, U.O.K

Signatures of the Members of the Committee

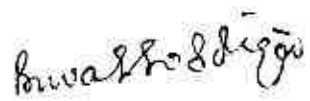



**International Center for Chemical & Biological  
Sciences**

HEJ Research Institute of Chemistry

University of Karachi

Dated: March 26, 2013

This is with reference to the tender No. HEJ-120313 for the purchase of Analytical Balance, we have received five valid bids for this tender. All bids were found as per given specification. Tender Committee recommends the purchase of Analytical Balance from Mughal Traders which is lowest in price and according to given specification.

1. Prof. Dr. Bina Shaheen Siddiqui (Convenor) 
2. Prof. Dr. Khalid M. Khan (End User) 
3. Mr. Sohail Ahmed 
4. Mr. Haris Qureshi 

H.E.J. RESEARCH INSTITUTE OF CHEMISTRY  
INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES  
UNIVERSITY OF KARACHI  
KARACHI-75270

COMPARATIVE STATEMENT OF THE TENDER NOTICE NO. HEJ-120313

Item: Analytical Balance (2)

Alpine International	N.S.T.	G.M.S.	Mughal Traders	A.M.S.
€ 800/- (C&F) (each) Rs. 104,800/- (conversion) Model: AS220/C/2 Radwag, Poland. Alternate: € 1,545/- (C&F) (each) Rs. 202,395/- (conversion) Model: XD82/220/2X Radwag, Poland.	Rs. 109,504/- (each) Model: TE 214S Sartorius, Germany Alternate: Rs. 113,680/- (each) Model: PA214C Ohaus, U.S.A.	€ 950/- (C&F) (each) Rs. 124,450/- (conversion) Model: AX224 Sartorius, Germany	Rs. 109,950/- (each) Model: TE214S Sartorius, Germany Alternate: Rs. 99,850/- (each) Model: AR-200 Akira, Japan	€ 1,160/- (C&F) (each) Rs. 151,960/- (conversion) Model: AX224 Sartorius, Germany.

Euro Conversion rate = Rs. 131/-



PREPARED BY: SHABBIR AHMED

