

Bid Evaluation Report	
Printed Stationery	
Name of Procuring Agency	Sindh Insurance Ltd
Tender Ref no.	SIL/PRINTED STATIONERY/2017
Method of Procurement	Single Stage One Envelope
Tender Description	Printed Stationery
Tender Published	SPPRA S.No. 32015 Dated Macrh 08, 2017
Total Bid Document Sold	1
Total Bid Received	1
Technical Bid Opening Date	24th March, 2016 1500Hrs
Financial Bid Opening Date	24th March, 2016 1500Hrs
No. of Bids Technically Qualified	1
Bids Rejected	0

S. No	Company Name	Qualified/Disqualified in Technical / Eligibility Inspection	Cost of Bid Offered	Ranking in terms of Cost	Comparison With Estimated Cost (Rs. 800,000/-)	Reason for Acceptance/Rejection	Remarks
1	2	3	4	5	6	7	
1	M/s United Graphics	Qualified as per Eligibility Criteria	Rs. 674,000 /-	1	Rs. 126,000/- Below the Estimated Cost	Accepted being the only qualified bidder	Rule 48 has to be complied with

Note:- As M/s United Graphics is selected for Supply of Printed Stationery to Sindh Insurance Limited being the only qualified bidder.

**Procurement Committee Members**

- 1 Mr. Muhammad Raza  
Sindh Insurance Ltd  
(HO OP)  
Head of Procurement Committee
- 2 Mr. Nadeem Akhter  
Sindh Insurance Ltd  
CFO & Company Secretary  
Member
- 3 Lt. Col.(R) Shahzad Begg  
Sindh Bank Ltd  
Head of Administration  
Independent Member

Signature

Signature

Signature



**M. FAISAL SIDDIQ**  
Chief Executive Office  
Sindh Insurance Ltd

Checked & Approved By



**MINUTES OF THE OPENING OF THE TENDER (TECHNICAL / FINANCIAL PHASE)**

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

Supply of Printed Stationery

TYPE OF TENDER

SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE-TWO ENVELOPE

OPENING DATE

OPENING TIME

ATTENDANCE MEMBER (PC)

ATTENDANCE (REPS. OF BIDDERS)

NAME

AKRAM RANA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRM

United Graphics  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL BIDS ACCEPTED FOR EVALUATION

01  
\_\_\_\_\_

TOTAL BIDS REJECTED

NIL  
\_\_\_\_\_

REMARKS

-  
\_\_\_\_\_

PROCUREMENT COMMITTEE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*[Signature]*

## 2.6.4 Evaluation Criteria

SIL shall evaluate proposals using the following eligibility criteria.

Acquiring of 70% marks of the total score will make the bidder qualify for participating into ultimate phase of financial bid opening.

S.no.	Description	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Evidence Attached as Annexure
1	Companies on cliental list for relevant services covering last 3 years	20	20	10 Companies	Work orders / letter to be attached	A
		10	-	5 Companies		
2	Direct Supplies in Karachi & Interior Sindh	20	-	Everywhere in Sindh	Prove the evidence of past experience of supplies.	B
		10	10	Only in Karachi		
3	Printing / Graphic & Designing Setup	10	-	Own Setup	Attach Complete Detail	C
		05	05	Third-party		
4	Years in Business in requisite field	20	20	5 Years and above	NTN Certificate / Company Registration Tax / GST Registration	D
		10	-	3 Years and above		
5	Turn Over of Last 3 Years	20	20	2 Million & above	Give details	E
		10	-	Upto 2 Million		
<b>Total Marks</b>		<b>100</b>	<b>75</b>	<b>Qualified / Disqualified</b>		

### DISQUALIFICATION:

- The bidder will be considered disqualified during evaluation process if:-
  - Blacklisted or unsatisfactory report from any other sources.
  - Registration with Federal Board of Revenue (FBR), for Income Tax, Sales Tax in case of Procurement of goods is mandatory otherwise bidder shall be considered disqualified.
  - Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services, and registration with Pakistan Engineering Council (where applicable) is mandatory otherwise bidder shall be considered disqualified.

## 2.6.5 Discussion Prior to Evaluation

If required, prior to evaluation of the bid, SIL may, within 7 working days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bid submitted by that Bidder.

**OPENING OF BIDS  
FINANCIAL PROPOSALS**

For Selection of : *Printed Stationery*

Dated: 24/03/2017

S.no	Company Name	Total Bid Offered	Signature of Company Representative	Remarks
1	<i>United Graphics</i>	<i>674,000/-</i>	<i>[Signature]</i>	
2				
3				
4				
5				

**Procurement Committee Memebers**

- 1 **Mr. Muhammad Raza (HO OP)**  
*Head of Procurement Committee*
- 2 **Mr. Nadeem Akhter**  
*Sindh Insurance Ltd  
CFO & Company Secretary  
Member*
- 3 **Lt. Col.(R) Shahzad Begg**  
*Sindh Bank Ltd  
Head of Administration  
Independent Member*

Signature

*[Signature]*

Signature

*[Signature]*

Signature

*[Signature]*

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2017)

Name of Bidder United Graphics

S. No.	Items	Tentative Quantity	Color	Size	Unit Rate Per Item	Amount (Unit Rate x Quantity)
1	Printing of Annual Report 2016	100		As per sample	750/- each	75,000
2	Printing and Supply of company Profile	1,000		As per sample	85/-	85,000
3	Printing of Public Property Act	2,000		As per sample	20/-	40,000
4	Printing and Supply of Calendars	500		As per sample	175/- each	87,500
5	Printing and Supply of Planners	500		As per sample	225/-	112,500
6	Printing and Supply of Office Files.	5,000		As per sample	18/-	90,000
7	Printing and Supply of Letter Heads.	5,000 Each		As per sample	4.00 each	20,000
8	Printing & Supply of Continuation Sheet	2,000		As per sample	4.00 each	8,000
9	Printing and Supply of Insurance Clauses	10,000	A4 AS	As per sample	0.90 0.70	9,000 7,000
10	Printing and supply of Insurance Policies	5,000		As per sample	6.00	30,000
11	Printing and Supply of Envelopes	3,000		A4	7.00	21,000
12	Printing and Supply of Envelopes	3,000		A3	9.00	27,000
13	Printing and Supply of Envelopes	3,000	AS small	Letter	5.00 4.00	15,000 12,000
14	Printing and supply of Visiting cards	5,000		As per sample	2/- each	10,000
15	Printing and Supply Certificate of Insurance & Takaful	5,000		As per sample	5.00	25,000
<b>Grand Total of Bid</b>						<b>674,000</b>

\*This amount will be taken as the financial bid offered by the vendor.

Note:

The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, transportation charges.

- No advance payment for the supply supplies will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security. 2% of the \*(Grand Total) will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft in favor of Sindh Insurance Ltd.
- The successful bidder will be the one whose total sum of cost is the lowest and highest marks in the evaluation criteria.
- The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted.
- In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
- All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
- The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.

We, hereby accept all the terms and conditions as given above.


  
**(AKRAM RANA)**  
 Proprietor  
 (Signature of bidder with name, Designation and Company Seal)

Dated: 24.03.2017

# Sindh Insurance Limited

## ATTENDANCE SHEET

### BID OPENING

Date:- 24-3-2017

FOR SELECTION OF :- supply of printed stationery




S NO.	Company Name	Name of Company Representative	Contact No.	Company Address
1.	<u>United Graphics</u>	<u>Akram Rana</u>	<u>0343-2466612</u>	<u>M-6. Mezz. Floor Golden Plaza Pakistan Chowk.</u>
	/	/	/	/
	/	/	/	/
	/	/	/	/
	/	/	/	/

### Signature of Procurement Committee

Mr. Muhamamd Raza  
Head-Procurement Committee

Mr. Nadeem Akhter  
Member:-

Lt. Col. ( R )Shahzad Begg  
Independent Member

  
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\_\_\_\_\_  
  
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IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

**SINDH INSURANCE**  
POWER TO THE PEOPLE

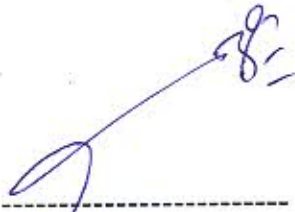
TENDER# SIL/PRINTED STATIONERY/2017  
30-03-2017

**Subject; Certificate in Compliance of Rule 48 of SPPRA**

This is to certified that as only one bid was received against the tender, so Rule 48 has been complied with detail as follows

Sr.No	Estimated Price	Market Price	Current tender
01	Rs. 800,000/-	Rs. 781,750/-	Rs. 674,000/-

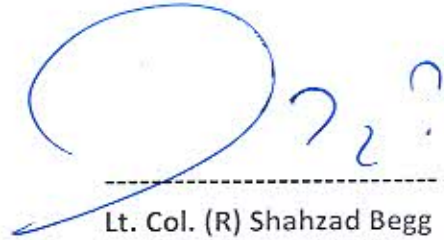
**Members Procurement Committee**



Muhammad Raza  
Head of Operations  
Sindh Insurance Ltd.



Nadeem Akhter  
CFO / Company Secretary  
Sindh Insurance Ltd.



Lt. Col. (R) Shahzad Begg  
Head Of Administration  
Sindh Bank Ltd.

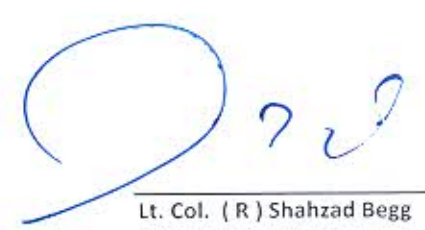


**SINDH INSURANCE LTD**  
**COMPARATIVE STATEMENT FOR COMPLIANCE OF RULE-48**  
**FOR THE TENDER OF SUPPLY OF PRINTED STATIONERY**

Sr. No.	Item Description	Qty	Current Tender		Market Price	
			Rate	Amount	Rate	Amount
1	Annual Report	100	750	75,000	800	80,000
2	Company Profile	1,000	85	85,000	105	105,000
3	Public Property Act	2,000	20	40,000	30	60,000
4	Calenders	500	175	87,500	210	105,000
5	Planners	500	225	112,500	250	125,000
6	Office Files	5,000	18	90,000	20	100,000
7	Leatter Heads	5,000	4	20,000	4.35	21,750
8	Contuniation Sheet	2,000	4	8,000	4	8,000
9	Insurance Clause A4	10,000	0.9	9,000	1	10,000
10	Insurance Clause A5	10,000	0.7	7,000	0.8	8,000
11	Insurance Policies	5,000	6	30,000	7.5	37,500
12	Envelopes Small	3,000	4	12,000	4.25	12,750
13	Envelopes A4	3,000	7	21,000	7.5	22,500
14	Envelopes A3	3,000	9	27,000	10	30,000
15	Envelopes Medium A5	3,000	5	15,000	5	15,000
16	Visitng Cards	5,000	2	10,000	2.25	11,250
17	Certificate of Insurance	5,000	5	25,000	6	30,000
			<b>674,000</b>		<b>781,750</b>	

  
 \_\_\_\_\_  
 Muhammad Raza  
 Head Of Operaions  
 Sindh Insurance Limited

  
 \_\_\_\_\_  
 Nadeem Akhter  
 CFO & Company Secretary  
 Sindh Insurance Limited

  
 \_\_\_\_\_  
 Lt. Col. ( R ) Shahzad Begg  
 Head of Administration  
 Sindh Bank Limited







# CREATIVE PRINTING DIVISION

## Designing and Quality Offset Printing

Suite # 2B, Mezzanine Floor, Faliim Manzil, Bund Gali, Near Dakhani Masjid,  
Pakistan Chowk, Karachi. Tel: (021) 262 1848

### QUOTATION

Sindh Insurance Limited  
Head Office - Karachi

March 30, 2017

Attention: Procurement Department

Dear Sir,

### QUOTATION

In response to your enquiry we are pleased to quote our rate for printing for following items for your approval.

TITLE	QTY.	RATE
1. Annual Report 2016	100	Rs. 800/- each
2. Company Profile	1,000	Rs. 105/- each
3. Public Property Act	2,000	Rs. 30/- each
4. Calendars	500	Rs. 210/- each
5. Planners	500	Rs. 250/- each
6. Office Files	5000	Rs. 20/- each
7. Letterheads	5000	Rs. 4.35 each
8. Continuation Sheets	2000	Rs. 4.00 each
9. Insurance Clauses (A4 size)	10,000	Rs. 1.00 each
10. Insurance Clauses (A5 size)	10,000	Rs. 0.80 each
11. Insurance Policies	5000	Rs. 7.50 each
12. Envelopes (A3 size File Size)	3,000	Rs. 10.00 each
13. Envelopes (A4 size)	3,000	Rs. 7.50 each
14. Envelopes (Medium 7 x 10")	3,000	Rs. 5.00 each
15. Envelopes (Small 9 x 4")	3,000	Rs. 4.25 each
16. Visiting Cards	5,000	Rs. 2.25 each
17. Certificate of Insurance	5,000	Rs. 6.00 each

Please note that all the above rates are as per specimen provided to us. Any changes in design will have impact of rate.

Assuring you of our best services, we remain.

Yours truly

**SYED ASHRAF KARIM**  
Proprietor