## Sindh Public Procurement Regulatory Authority

**Contract Evaluation Form**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Name of the Organization / Deptt.</td>
<td>Institute of Business Administration, Karachi</td>
</tr>
<tr>
<td>2)</td>
<td>Title of Contract</td>
<td>Procurement of Printing Solution for Examination Dept.</td>
</tr>
<tr>
<td>3)</td>
<td>Tender Number</td>
<td>T44/2013-14</td>
</tr>
<tr>
<td>4)</td>
<td>Brief Description of Contract</td>
<td>Printing Machine for Examination Department</td>
</tr>
<tr>
<td>5)</td>
<td>Forum that approved the scheme</td>
<td>Central Purchase Committee</td>
</tr>
<tr>
<td>6)</td>
<td>Tender estimated value</td>
<td>1.5 Million</td>
</tr>
<tr>
<td>7)</td>
<td>Engineer's Estimate (For civil works only)</td>
<td></td>
</tr>
<tr>
<td>8)</td>
<td>Estimated completion period (as per contract)</td>
<td>15 days from the date of PO</td>
</tr>
<tr>
<td>9)</td>
<td>Tender opened on (date &amp; time)</td>
<td>05 Oct 2013</td>
</tr>
<tr>
<td>10)</td>
<td>Number of tender documents sold</td>
<td>Free of Cost</td>
</tr>
<tr>
<td>11)</td>
<td>Number of bids received</td>
<td>03</td>
</tr>
<tr>
<td>12)</td>
<td>Number of bidders present at the time of opening of bids</td>
<td>02</td>
</tr>
<tr>
<td>13)</td>
<td>Bid Evaluation Report (Endorse a copy)</td>
<td></td>
</tr>
<tr>
<td>14)</td>
<td>Name and address of the successful bidder</td>
<td>Ms. Seesam</td>
</tr>
<tr>
<td>15)</td>
<td>Contract award price</td>
<td>Rs 1,388,000/-</td>
</tr>
<tr>
<td>16)</td>
<td>Ranking of successful bidder in evaluation report (i.e. 1st, 2nd, 3rd evaluation bid)</td>
<td>1. Seesam, 2. Genoc</td>
</tr>
<tr>
<td>17)</td>
<td>Method of procurement used</td>
<td>- (Tick one)</td>
</tr>
<tr>
<td>18)</td>
<td>Single Stage – One Envelope Procedure</td>
<td>Yes</td>
</tr>
<tr>
<td>19)</td>
<td>Single Stage – Two Envelope Procedure</td>
<td></td>
</tr>
<tr>
<td>20)</td>
<td>Two Stage Bidding Procedure</td>
<td></td>
</tr>
<tr>
<td>21)</td>
<td>Two Stage – Two Envelope Bidding Procedure</td>
<td></td>
</tr>
</tbody>
</table>

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 [√] No [ ]

21) ADVERTISEMENT:

   i) SPPRA Website
      (If yes, give date and SPPRA Identification No.)
      Yes [ ] SPPRA-S-No: 17395/20 Sept
      No [ ]

   ii) News Papers
       (If yes, give names of newspapers and dates)
       Yes [√] DAWN, Express News, 26 Sept 2013
       No [ ]

22) NATURE OF CONTRACT

23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENT?
    (If yes, enclose a copy)
    Yes [√] No [ ]

24) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
    (If yes, enclose a copy)
    Yes [√] No [ ]

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?
    Yes [ ] No [√]

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?
    Yes [√] No [ ]

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID (in case of Consultancies)
    Yes [ ] No [√]

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?
    Yes [√] No [ ]

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?
    Yes [√] No [ ]

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?
    (Attach copy of the bid evaluation report)
    Yes [√] No [ ]

2/3
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 [ ]

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 [ ]

37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARANTEE ETC.)?

Yes [ ] No [ ]

38) SPECIAL CONDITIONS, IF ANY (If yes, give Brief Description)

Yes

No

Signature & Official Stamp of Authorized Officer

Mr. Imran Balado, HMD, PICT

FOR OFFICE USE ONLY

SPPRA, Block No.8, Sindh Secretariat No.4-A, Court Road, Karachi
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291
<table>
<thead>
<tr>
<th>L.No.</th>
<th>Report ID</th>
<th>Title</th>
<th>SPPRA ID</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1276</td>
<td>151/2012</td>
<td>INSTITUTE OF BUSINESS ADMINISTRATION KARACHI</td>
<td></td>
<td>31 October 2012</td>
<td>Download</td>
</tr>
</tbody>
</table>
Bid Evaluation Report

1. Name of Procuring Agency: Institute Of Business Administration, Karachi
   IT/44/2013-14
2. Tender Reference No.: 20 Sept 2013 SPFRA-5 No. 17395
3. Tender Document: Name of work/item: Procurement of Foundation printing Solution
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: SPFRA
   20 Sept 2013 SPFRA-5 No. 17395
6. Total Bid documents sold: (Available on website)
7. Total Bids Received: 04
8. Technical Bid Opening date: (if applicable) 20 Sept 2013
9. No. of Bid technically qualified (if applicable): 02
10. Bid(s) Rejected: 02
11. Financial Bid Opening date: 20 Sept 2013
12. Bid Evaluation Report:

<table>
<thead>
<tr>
<th>S No</th>
<th>Firm or Bidder</th>
<th>Cost offered by the Bidder</th>
<th>Ranking in terms of cost</th>
<th>Comparison with Estimated cost</th>
<th>Reasons for acceptance/rejection</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shirazi Trading Co</td>
<td>2,594,900/-</td>
<td>N/A</td>
<td>Open Market</td>
<td>Not fulfilling mandatory requirements of the tender</td>
<td>Rejected</td>
</tr>
<tr>
<td>2</td>
<td>SeeBaan</td>
<td>1,384,900/-</td>
<td>1st</td>
<td>Open Market</td>
<td>Lowest in Price</td>
<td>Lowest in Price</td>
</tr>
<tr>
<td>3</td>
<td>Mushko Printing Solution</td>
<td>3,610,822/-</td>
<td>N/A</td>
<td>Open Market</td>
<td>Not fulfilling mandatory requirements of the tender</td>
<td>Rejected</td>
</tr>
<tr>
<td>4</td>
<td>Gamera</td>
<td>1,629,919/-</td>
<td>2nd</td>
<td>Open Market</td>
<td>High in Price</td>
<td>High in Price</td>
</tr>
</tbody>
</table>

Member (Central Purchase Committee)

External Member (Central Purchase Committee)

Chairman (Central Purchase Committee)
# PURCHASE AGREEMENT

To: M/s. SeeSam Solutions (Pvt) Limited  
Order No: IT/44/2013-14  
Date of Issue: November 20, 2013  
Date of Delivery: (Vendor will supply IBA Karachi within 15 working days)  
Place of Delivery: City Campus, IBA  
Total Amount: Rs.1,388,000/- with all applicable taxes only.

<table>
<thead>
<tr>
<th>S.#</th>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>MFP MP9002SP</td>
<td>01</td>
<td>Rs.1,388,000/-</td>
<td>Rs.1,388,000/-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Model &amp; Brand</th>
<th>MFP MP9002SP (Nashuatec)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed</td>
<td>90 CPM / PPM</td>
</tr>
<tr>
<td>Network printing</td>
<td>Included</td>
</tr>
<tr>
<td>Network scanning color</td>
<td>Included</td>
</tr>
<tr>
<td>PC free Printing</td>
<td>Included</td>
</tr>
<tr>
<td>Memory</td>
<td>1.5 GB + 250 GB HDD</td>
</tr>
<tr>
<td>Interface</td>
<td>USB 2.0, SD Slot, Ethernet 10 base-T/100 Base-TX,</td>
</tr>
<tr>
<td>Network Protocol</td>
<td>TCP/IP (IPv4, IPv6)</td>
</tr>
<tr>
<td>Reverse Automatic Document Feeder</td>
<td>Included</td>
</tr>
<tr>
<td>Duplex Printing</td>
<td>Included</td>
</tr>
<tr>
<td>Resolution</td>
<td>1200 x 1200</td>
</tr>
<tr>
<td>Paper input capacity</td>
<td>2 x 1,550 + 2 x 550</td>
</tr>
<tr>
<td>Paper Size</td>
<td>B6 - A3</td>
</tr>
<tr>
<td>Enduser</td>
<td>Date, Page Number, Text</td>
</tr>
<tr>
<td>VM Card</td>
<td>Included</td>
</tr>
<tr>
<td>SD Card</td>
<td>Included</td>
</tr>
<tr>
<td>Duty Cycle</td>
<td>300,000</td>
</tr>
<tr>
<td>Machine Life</td>
<td>9 Million</td>
</tr>
<tr>
<td>Booklet finisher with stapler</td>
<td>Included</td>
</tr>
<tr>
<td>Scanning Licence software</td>
<td>GS/MX with complete installation</td>
</tr>
<tr>
<td>Active Management Services</td>
<td>inclusive with machine</td>
</tr>
<tr>
<td>Remote Management Services</td>
<td>Embedded and inclusive</td>
</tr>
<tr>
<td>Warranty</td>
<td>One Year with complete parts &amp; services</td>
</tr>
<tr>
<td>Total Price of the Hardware &amp; Software including one year warranty &amp; services</td>
<td>Rs. 1,388,000/- inclusive of all taxes</td>
</tr>
<tr>
<td>Delivery time</td>
<td>15 days</td>
</tr>
</tbody>
</table>
TERMS & CONDITIONS OF THE PURCHASE AGREEMENT

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. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.

6. No increase in the value of above mentioned items will be accepted on account of other unit price, total price, any and all other charges, duties, Taxes, scope of supply and/or any other head of account shall not be allowed.

7. In case of any increase in taxes, the IBA would not be responsible. But if any tax is reduced, the IBA should get its benefit.

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 should be submitted to Finance Department.

10. Advance Payment subject to Bank Guarantee.

11. Warranty of the printer One year from the date of Delivery of the printer in IBA.
FULL SERVICE MAINTENANCE AGREEMENT (FSMA)

This Full Service Maintenance Agreement (FSMA) made on this________day of November 2013 between M/s. SeeSam Solutions, 43-10-G, Ground Floor-B, Block-6, PECHS, Karachi, hereinafter known as The Company and Institute of Business Administration Karachi, having its registered office at City Campus, Karachi, hereinafter known as Client, under the following terms and conditions.

1. That the Company will provide FSMA to the client on 01 Digital MFP machine Model MP9002SP, which will include running and maintenance of equipment, replacement of parts, and provision of consumables (Free of Cost).

2. This FSMA constitutes the entire Agreement between the Company and Client and no representation, statement, condition or warranty express or implied not contained in this agreement shall be binding on the Company and Client. No alteration, waiver or modification of the terms of this agreement shall be valid unless mutually agreed signed and authorized by the Company / Client.

3. The initial period of this agreement is for one year commencing from _______day of November 2013. The renewal of FSMA contract shall be offer up to 01 year. The fresh agreement has to be signed before one month of the expiry of the above period. Renewal will be done on mutually agreed bases.

4. The Company shall be fully responsible for un-interrupted and good quality / services without attributing Causes of discontinuation on account of their equipment breakdown or non-availability of replacement parts, consumables etc.

5. The Client shall provide at his own expense the installation area(s) for equipment including Electrical outlets and connection requirements and access way suitable or are rendered suitable for the passage, installation and removal of the equipment. This also includes air-conditioned environment and stabilized power supply.

6. The Company shall provide periodic inspection checkup by authorized representatives of the Company for maintenance, removal of installed equipments for repairs after making stand by arrangement and re-installation thereof.

7. FSMA Rates shall be as follows: (without paper)

* A4 & F4 @ Re. 0.65 per print/copy. (All inclusive)

   a) The Company will arrange to have the meter readings collected at the conclusion on month-end based on which billings will be carried out.

   b) All invoices must be paid with in 15 days, from the date of invoice.

   c) Client is bound to pay the bill within 30 days after the receipt of invoice and all related documents submitted by Company.

8. As agreed between Vendor and Client, the FSMA service charges as a packages rate shall remain in force for next 12 months w.e.f. _______November 2013 and will be revised after every 12 months with mutual understanding to cover the local factors like labor, transport, inflation on consumables & parts prices.
9. If during the substance of this contract or any renewals or thereof any cess, tax charges or surcharge is levied in the respect of this FSMA, by the federal, provisional or local government, such cess, tax, charges or surcharges as the case may be, shall be payable by the client in addition to the amounts mention in the agreement, subject to prior discussion and mutual understanding with the company/client.

The Company shall respond within 3 hours after receiving the complaint. In case of machine malfunction/degradation of print quality, Company will respond to rectify the problems within 08 hours or shall provide a backup machine. The FSMA is backed by the best service and 24x7 supports.

If the company failed to provide up to the mark services and if the client suffered, a penalty will be charged with the cost of Rs. 2000/day.

This FSMA will be applicable after the warranty period of the machine. The warranty period of the machine is one year from the date of installation of the said machine in client premises.

IN WITNESS WHEREOF the parties above mentioned have set or subscribed their respective hand, hereto at Karachi on day first mentioned above.

SIGNED ON BEHALF OF
SeeSam Solutions (Pvt) Ltd
Aamir Aziz Khan
Director
Solution Business

SIGNED ON BEHALF OF
Institute of Business Administration
Imran Bataua
Head of ICT

WITNESS:

i, _______________________

ii, _______________________

WITNESS:

i, _______________________

ii, _______________________

iii, _______________________
November 07, 2013
Mr. Javed Iqbal
Product Manager
SEESAM Solutions Pvt Ltd
43-10-G, Ground Floor, Block 6
P.E.C.H.S. Karachi

Attention: Mr. Javed Iqbal

SUBJECT: Notice of Award: Procurement of Examination Printing Solution

IBA, Karachi is pleased to advise that you are the selected proponent pursuant to the above-noted procurement process.

Enclosed please find copy of the Agreement for your signature. Please return all copies of the executed Agreement as well as the following documentation to the address set out above within fifteen (15) calendar days of receipt of this notice:

- Bill of Quantity

Following execution of the Agreement by IBA, Karachi, one original signed copy will be returned to you for your records.

Please be advised that this notice of award letter should not be construed as permission from IBA, Karachi to begin the work detailed in the Agreement. IBA, Karachi will not be responsible or liable for any expenses related to the Deliverables, and the selected proponent is not to accept work requests prior to the execution of the Agreement by IBA, Karachi. Work may begin pursuant to the Agreement when:

(a) the Agreement signed by both parties is returned to the selected proponent, and

(b) written permission is expressly given to the Supplier by IBA, Karachi Representative to begin work under the Agreement.

Sincerely,

(Head of ICT)
**Bid Evaluation Report**

1. Name of Procuring Agency: Institute Of Business Administration, Karachi
2. Tender Reference No: 1744/2013-14
3. Tender Description/Name of work/item: Procurement of Examination printing Solution
4. Method of Procurement: Single Stage Single Envelop
5. Tender Published: SPPRA
   20 Sept 2013  SPPRA-S.No: 17395
6. Total Bid documents sold: (Available on website)
7. Total Bids Received: 04
8. Technical Bid Opening date (if applicable): 20 Sept 2013
9. No. of Bid technically qualified (if applicable): 02
10. Bid(s) Rejected: 02
11. Financial Bid Opening date: 20 Sept 2013
12. Bid Evaluation Report:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Firm or Bidder</th>
<th>Cost offered by the Bidder</th>
<th>Ranking in terms of cost</th>
<th>Comparison with Estimated cost</th>
<th>Reasons for acceptance/rejection</th>
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<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Shinzi Trading Co</td>
<td>2,594,900/-</td>
<td>N/A</td>
<td>Open Market</td>
<td>Not fulfilling mandatory requirements of the tender</td>
<td>Rejected</td>
</tr>
<tr>
<td>2</td>
<td>SeeSam</td>
<td>1,388,600/-</td>
<td>1st</td>
<td>Open Market</td>
<td>Lowest in Price</td>
<td>Lowest in Price</td>
</tr>
<tr>
<td>3</td>
<td>Mohak Printing Solution</td>
<td>3,610,822/-</td>
<td>N/A</td>
<td>Open Market</td>
<td>Not fulfilling mandatory requirements of the tender</td>
<td>Rejected</td>
</tr>
<tr>
<td>4</td>
<td>Genco</td>
<td>1,629,910/-</td>
<td>2nd</td>
<td>Open Market</td>
<td>High in Price</td>
<td>High in Price</td>
</tr>
</tbody>
</table>

**Member (Central Purchase Committee)**

**External Member (Central Purchase Committee)**

**Chairman (Central Purchase Committee)**