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 Provincial

3) TITLE OF CONTRACT Procurement of Laser Printers

4) TENDER NUMBER IT/40/2013-14

5) BRIEF DESCRIPTION OF CONTRACT Laser A3 size printers for labs

6) FORUM THAT APPROVED THE SCHEME Central Purchase Committee

7) TENDER ESTIMATED VALUE Estimated Cost Rs.1,200,000

8) ENGINEER'S ESTIMATE (For civil works only)

9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) Six Weeks

10) TENDER OPENED ON (DATE & TIME) 17 July 2013 11:30AM

11) NUMBER OF TENDER DOCUMENTS SOLD Free of Cost on website

(Attach list of buyers)

12) NUMBER OF BIDS RECEIVED

13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS

97

14) BID EVALUATION REPORT (Enclose a copy)

15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Mrs Pakland Corporation Pvt Ltd.

16) CONTRACT AWARD PRICE Rs.660,000

17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID).

1. Pakland Corporation
2. SeeSam Solutions
3. Allied Computer Services

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

a) SINGLE STAGE – ONE ENVELOPE PROCEDURE Domestic 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 ☑ No ☐

21) ADVERTISEMENT:
   i) SPPRA Website
      (If yes, give date and SPPRA Identification No.)
      Yes ☑ SPPRA-S.No.16788
      No ☐
   ii) News Papers
      (If yes, give names of newspapers and dates)
      Yes ☑ Sunday 30-June-2013, Dawn (English), Express(Urdu), Awami Awaz (Sind)
      No ☐

22) NATURE OF CONTRACT
   Domestic Local ☑ Int. ☐

23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
    (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 ☐
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 OR 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 Balada (Head of ICT)

FOR OFFICE USE ONLY

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

We would like to thank you for your confirmation and are pleased to know the status of this tender.

We are now starting the order procedure.

Assuring you on our continued and best services, we remain

with Best Regards

Faisal Akram
Pakland Corp Pvt Ltd

On Monday, November 18, 2013 1:50 PM, "Asjad Asad Siddiqi / Manager Procurement & Customer Support @ IBA" <asad@iba.edu.pk> wrote:
Dear Mr. Faisal Akram,

Please see the below email and need to acknowledge it.

Regards

From: Asjad Asad Siddiqi / Manager Procurement & Customer Support @ IBA
To: faisal@paklandcorp.pk; muntaz@paklandcorp.pk; Imran Balada - Acting Head of ICT Department / Senior Manager (Information Systems)
Subject: Confirmation of your Order regarding Laser Printers

Dear Faisal Akram,

We are pleased to announce that Tender# IT/40/13-14(Laser Printer) has been awarded to you and you can collect LOA from us so that you can start further process.

Note: Delivery time is 6 week from the date of this email. So please initiate the process on urgent basis.
THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made at Karachi the 26th day of November, 2013, between:

INSTITUTE OF BUSINESS ADMINISTRATION KARACHI (IBA), having its principal office at IBA Main Campus, Karachi University, University Road, Karachi 75270, Pakistan (hereinafter called the “Purchaser”) of the one part;

and

Pakland Corporation Pvt Ltd, a company incorporated in Pakistan and having its principal offices at 2nd floor, Zulfiqar Centre, Main Tariq Road, PECHS, Block 2, Main Tariq Road, Karachi (hereinafter called the “Contractor”) of the other part.

WHEREAS the Purchaser desires that certain Works (Supply of Laser Printers Xerox for computer labs) should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works/Supplies and the remedying of any defects therein.

NOW this Agreement witnessed as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents, listed in their priority order, after incorporating addenda, if any, except those parts relating to Instructions to Bidders shall be deemed to form and be read and construed as part of this Agreement, viz:
   a) The Contract Agreement;
   b) The completed Form of Bid;
   c) The General Conditions – already available in the SDB;
   d) The priced Bill of Quantities.

3. In consideration of the sums to be paid by the Purchaser to the Contractor as mentioned in the Contract Documents, the Contractor hereby covenants with the Purchaser to execute and complete the Works and remedy defects therein in conformity and in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner specified in the Contract.

Contract sum for the Works (“Contract Price”) is Rs. 660,000/-, based on the priced Bill of Quantity as mentioned in the tender IT/40/2012-13.

[Signatures]
Other 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. 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 either 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. Replacement warranty with new parts if found faulty within three working days.

12. Submit the security deposit of a sum of 10% of the total purchase value in Finance Dept.

13. Warranty of the Xerox printer is three years with complete parts & services on site.

14. Contractor is responsible to provide the complete training to handle the printer and also provide printer software, free of cost.

15. Contractor shall provide Purchaser, in addition to the ordered printers, two printers of almost equivalent specification, as backup. The printers shall remain in Purchaser's custody as long as warranty period is valid, and shall be used as instant backup in case if any printer supplied by Contractor develops any fault and is sent for repair. The backup printer shall be used as long as the faulty printer isn't returned to Purchaser. During such events, provision of toner of backup printers shall be the responsibility of Contractor, and shall continue till such time the faulty printer is repaired and returned to Purchaser.

16. If, after the ordered printers are delivered to Purchaser and their full-fledged use is started at the desired location, the performance of the ordered / delivered printers isn't satisfactory, then Contractor shall remove the printers from Purchaser's premises. Any payment made by Purchaser to Contractor in this regard shall be promptly returned without any deduction.
IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature and seal of the Contractor

[Signature]

FAISAL AKBAR KHALID
Director

[Company Name (PVT) LIMITED]

Signature and seal of Employer

[Signature]

INSTITUTE OF BUSINESS ADMINISTRATION KARACHI

Signed, Sealed and Delivered in the presence of:

Witness:

[Signature]

EGAR HUSSAIN
ADMIN OFFICER

(Name, Title and Address)

Route Block II Tech.
KARACHI

Witness:

[Signature]

(Name, Title and Address)
## BOQ (Bill of Quantity)

<table>
<thead>
<tr>
<th>Features</th>
<th>Specification</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make &amp; model</td>
<td>Xerox Phaser 4620 DN</td>
<td></td>
</tr>
<tr>
<td>Print speed, black (normal quality mode)</td>
<td>65 ppm</td>
<td></td>
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<tr>
<td>Print resolution, black</td>
<td>1200 x 1200</td>
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<tr>
<td>Print technology</td>
<td>Laser</td>
<td></td>
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<tr>
<td>Memory, standard</td>
<td>788 MB installed</td>
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</tr>
<tr>
<td>Processor speed</td>
<td>790 MHz</td>
<td></td>
</tr>
<tr>
<td>Paper tray(s)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Duplex printing (printing on both sides of paper)</td>
<td>Built in</td>
<td></td>
</tr>
<tr>
<td>Connectivity, standard</td>
<td>10/100/1000base-T Ethernet, USB 2.0, optional wireless 802.11a</td>
<td></td>
</tr>
<tr>
<td>Cable</td>
<td>USB cables and power cables</td>
<td></td>
</tr>
<tr>
<td>Media sizes, custom</td>
<td>1) 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm 2) 3.5 x 5.65 in. to 8.5 x 14 in. / 89.6 x 148.5 mm to 216 x 356 mm</td>
<td></td>
</tr>
<tr>
<td>Warranty</td>
<td>Three years with parts and labor</td>
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<tr>
<td>print per page cost</td>
<td>Rs 1.07</td>
<td></td>
</tr>
<tr>
<td>Unit price with GST</td>
<td>110,000</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>6</td>
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<tr>
<td>Delivery Time</td>
<td>Six Weeks from the signing of this contract</td>
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<td>Total Price with Taxes</td>
<td>Rs 600,000</td>
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<tr>
<td>D.No.</td>
<td>Request ID</td>
<td>Name</td>
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<tr>
<td>JLU00</td>
<td>06960122</td>
<td>INSTITUTE OF BUSINESS ADMINISTRATION</td>
</tr>
</tbody>
</table>


11/18/2013
Bid Evaluation Report

1. Name of Procuring Agency: Institute Of Business Administration, Karachi
2. Tender Reference No: IT/40/2013-14
3. Tender Description/Name of work/item: Procurement of Laser Printer
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: SPPRA 30 June 2013  SPPRA-S.No: 16788

6. Total Bid documents sold: (Available on website)

7. Total Bids Received:
8. Technical Bid Opening date: 17 July 2013
9. No. of Bid technically qualified (if applicable): 07
10. Bid(s) Rejected: 0
11. Financial Bid Opening date: 17 July 2013

12. Bid Evaluation Report:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Firm or Bidder</th>
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<td>0</td>
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<td></td>
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</tr>
<tr>
<td>1</td>
<td>Computer Marketing Co (Pvt) Ltd</td>
<td>Rs.256,221/-</td>
<td>6th</td>
<td>Open Market</td>
<td>High in Price</td>
<td>High in Price</td>
</tr>
<tr>
<td>2</td>
<td>Pakland Corporation</td>
<td>Rs.110,000/-</td>
<td>1st</td>
<td>Open Market</td>
<td>Lowest in Price</td>
<td>Lowest in Price</td>
</tr>
<tr>
<td>3</td>
<td>Kontinental Establishment</td>
<td>Rs.253,799/-</td>
<td>5th</td>
<td>Open Market</td>
<td>High in Price</td>
<td>High in Price</td>
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<td>4</td>
<td>SeeSam Solutions</td>
<td>Rs.175,000/-</td>
<td>2nd</td>
<td>Open Market</td>
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<td>High in Price</td>
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<tr>
<td>5</td>
<td>New Horizon Computers</td>
<td>Rs.240,552/-</td>
<td>4th</td>
<td>Open Market</td>
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<td>High in Price</td>
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<td>6</td>
<td>Arepoint Technologies</td>
<td>Rs.276,186/-</td>
<td>7th</td>
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<td>7</td>
<td>Allied Computer Services</td>
<td>Rs.228,740/-</td>
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Member (Central Purchase Committee)

Chairman (Central Purchase Committee)

External Member (Central Purchase Committee)
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