

# 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  | Tender # PS/02/19-20   |
| 5) BRIEF DESCRIPTION OF CONTRACT  | Designing & Printing of Annual Report 2019-20  |
| 6) FORUM THAT APPROVED THE SCHEME   | Procurement Committee  |
| 7) TENDER ESTIMATED VALUE   | Rs.480,000.00  |
| 8) ENGINEER'S ESTIMATE<br>(For civil works only)  | NA   |
| 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT)  | 1 Month  |
| 10) TENDER OPENED ON (DATE & TIME)  | January 16, 2019 (3:30 pm)   |
| 11) NUMBER OF TENDER DOCUMENTS SOLD<br>(Attach list of buyers)  | SIX  |
| 12) NUMBER OF BIDS RECEIVED   | SIX  |
| 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS<br>Copy Enclosed   | THREE  |
| 14) BID EVALUATION REPORT<br>(Enclose a copy)   | Copy Enclosed  |
| 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER   | (1)M/s Creative Arts   |
| 16) CONTRACT AWARD PRICE  | Rs.346,800.00  |
| 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT<br>(i.e. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> EVALUATION BID). | (1) M/s Creative Arts<br>(2) M/s Benison Printers (3) M/s The Times Press (Pvt) Ltd<br>(4) M/s Farid Printing Press (5) M/s Z.R. Enterprises<br>(6) M/s EMCO Offisys |

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

- |  |                 |
|--|-----------------|
| a) SINGLE STAGE – ONE ENVELOPE PROCEDURE <input checked="" type="checkbox"/> | Domestic/ Local |
| b) SINGLE STAGE – TWO ENVELOPE PROCEDURE <input type="checkbox"/>            | Domestic        |
| c) TWO STAGE BIDDING PROCEDURE <input type="checkbox"/>                      |                 |
| d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE <input type="checkbox"/>       |                 |

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  No

21) ADVERTISEMENT :

i) SPPRA Website  
(If yes, give date and SPPRA Identification No.)

Yes	January 30, 2020 and PPMS-SPPRA ID # BE00559-19-0040-1
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	<input checked="" type="checkbox"/>

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS  
(If yes, give details)

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

33) WAS THE EXTENSION MADE IN RESPONSE TIME?  
(If yes, give reasons)

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

34) DEVIATION FROM QUALIFICATION CRITERIA  
(If yes, give detailed reasons.)

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

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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

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

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**

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