

**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. SINDH BANK LIMITED/ADMINISTRATION

2) PROVINCIAL / LOCAL GOVT / OTHER SCHEDULED BANK

3) TITLE OF CONTRACT Supply & Installation of Compatible Printer Toners *8 Dm kit*

4) TENDER NUMBER SNDB/COK/ADMIN/TD/1219/2021 *(For Be-Atin)*

5) BRIEF DESCRIPTION OF CONTRACT Same as above *SAMSUNG*

6) FORUM THAT APPROVED THE SCHEME Competent Authority *HP 8*

7) TENDER ESTIMATED VALUE Rs. 14,000,000/- *CAJAL*

8) ENGINEER'S ESTIMATE (For civil works only) \_\_\_\_\_ *ok*

9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Year *Gu*

10) TENDER OPENED ON (DATE & TIME) 21/10/2021 at 1200 Hrs

11) NUMBER OF TENDER DOCUMENTS SOLD 02

(Attach list of buyers)

12) NUMBER OF BIDS RECEIVED 02

13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 2

14) BID EVALUATION REPORT (Enclose a copy) 10/11/2021

15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. FFF Computer *Arin HATAI* *Copier*

16) CONTRACT AWARD PRICE Rs. 12,212,500/- *Near Shakti*

17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). 1. M/s. FFF Computer *Galaxy*

2. M/s. Syan Tech *Old Area*

\_\_\_\_\_ *RAD*

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.

Competent Authority

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	SPPRA NIT ID:T00531-20-0044
No	

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

Yes	Express Tribune, Daily Express & Sindhi Express (05/10/2021)
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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

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

*Signature*

Signature & Official Stamp of  
Authorized Officer

*Signature*  
25/11/2021  
**ARSHAD ABBAS SOOMRO**  
Syl Head of Administration  
Administration Division  
Sindh Bank Limited  
Head Office 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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**Supply & Installation of Compatible Printer Toners and Drum kits (For Brother, Samsung, HP & Canon or Equivalent) - (1219)**

S.NO	COMPANY NAME	AMOUNT (Rs)	PAY ORDER NO	NAME OF BANK
01	Syan Tech	300	09202073	Bank Al Habib Limited
02	FFF Computer	300	00007076	Bank Alfalah
<b>Total</b>				<b>600/-</b>

**Supply & Installation of Compatible Printer Toners & Drum Kits (For Brother, Samsung, HP Canon or Equivalent)**  
**Bid Evaluation Report**

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1219/2021
3	Tender Description	Supply & Installation of Compatible Printer Toners & Drum Kits (For Brother, Samsung, HP Canon or Equivalent)
4	Method of Procurement	Single Stage One Envelope Bidding Procedure
5	Tender Published & SPPRA S.No.	S.No: T00531-20-0044 Express Tribune, Daily Express, Sindh Express (05/10/2021)
6	Total Bid Documents Sold	02
7	Total Bids Received	02
8	Technical / Financial Bid Opening Date & Time	21/10/2021 at 1100 Hrs.
9	No. of bids qualified	02
10	Bid(s) Rejected	-

Details on the above as given below:

S. No.	Name of Firm or Bidder	Qualified / Disqualified in Technical/ Eligibility Inspection	Total Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.14,000,000/-)	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6	7
01.	M/s. FFF Computer	Qualified	Rs.12,212,500/-	1 <sup>st</sup> Lowest Bidder	Rs.1,787,500/- Below the estimated cost	Accepted - Evaluated Qualified Bidder	Accepted for Award of Contract
02.	M/s. Syan Tech	Qualified	Rs.13,995,800/-	2 <sup>nd</sup> Lowest Bidder	Rs.4,200/- Below the estimated cost	High in Bid	-----

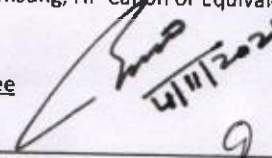
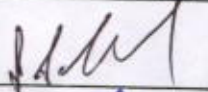

Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender documents, **M/s. FFF Computer** is the lowest evaluated qualified bidder and their bid is also below the estimated cost hence recommended for Supply & Installation of Compatible Printer Toners & Drum Kits (For Brother, Samsung, HP Canon or Equivalent) for Sindh Bank Limited.

Members Signature- Procurement Committee

**Arshad Abbas Soomro**  
 Chairperson-Head of Administration

**Saeed Jamal**  
 Member-Chief Financial Officer

**Syed Muhammad Aqeel**  
 Member- Chief Manager, IDBL Karachi

  
 4/11/2021  
  


SIGNATURE MEMBERS BOARD ADMIN  
Sindh Bank Limited

Head - Fin Div. *[Signature]*

Head - Admin Div. *[Signature]*

Member-DBL *[Signature]*

#### 4 FINANCIAL PROPOSAL

#### PRICE SCHEDULE

(Applicable for the year 2021-2022) Date: \_\_\_\_\_

Name of Bidder FFF COMPUTERS

S. No	Description	Tentative Quantity (A)	Unit Price In Rs. Inclusive of all Taxes & Delivery charges (B)	Total Amount in Rs. Inclusive of all Taxes & Delivery Charges (C) (A x B = C)
1	<u>Printer Samsung ML-3310 ND</u> Toner Original or Compatible or Equivalent	650	4,300	2,795,000
2	<u>Printer Samsung ML-3320 ND</u> Toner Original or Compatible or Equivalent	250	5,000	1,250,000
3	<u>Printer HP M-401</u> Toner Original or Compatible or Equivalent	1200	2,200	2,640,000
4	<u>Printer HP M-402</u> Toner Original or Compatible or Equivalent	600	2,500	1,500,000
5	<u>Printer HP Deskjet 2050</u> HP-61 Color Cartridges Original	15	13,000	195,000
6	<u>Printer HP FPW-137</u> Toner Original or Compatible or Equivalent	20	12,300	246,000
7	<u>Printer Canon C-LBP-214</u> Toner Original or Compatible or Equivalent	400	3,100	1,240,000
8	<u>Printer Canon C-LBP-226</u> Toner Original or Compatible or Equivalent	400	5,300	2,120,000
9	<u>Printer Brother 5350 ND (Toner - 3290)</u> Toner Original or Compatible or Equivalent	15	3,800	57,000
10	<u>Printer Brother 5250 ND (Drum Kit - 3215)</u> Drum Kit Original or Compatible or Equivalent	15	11,300	169,500
*Total Amount				12,212,500

**\*Total Amount;**  
This amount will be considered as only the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 6. below)

**Note**

1. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
2. If the item is not provide/installed on due date (date given on supply order) a fine of Rs.500/-per day will be deducted from the bill.
3. The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, transportation, labour & delivery charges upto Sindh Bank Ltd Head Office & 330 branches countrywide.



## 4 FINANCIAL PROPOSAL

### PRICE SCHEDULE

(Applicable for the year 2021-2022)

Name of Bidder SYAN TECH.

Sindh Bank Limited  
Member-DBR  
Head - Admin Div.  
Head - Fin Div.  
SIGNATURE MEMBERS PC-ADMIN

S. No	Description	Tentative Quantity (A)	Unit Price In Rs. Inclusive of all Taxes & Delivery charges (B)	Total Amount in Rs. Inclusive of all Taxes & Delivery Charges (C) (A x B = C)
1	<u>Printer Samsung ML-3310 ND</u> Toner <del>Original</del> or Compatible or Equivalent	650	4,800	3,120,000
2	<u>Printer Samsung ML-3320 ND</u> Toner <del>Original</del> or Compatible or Equivalent	250	5,500	1,375,000
3	<u>Printer HP M-401</u> Toner <del>Original</del> or Compatible or Equivalent	1200	2,925	3,510,000
4	<u>Printer HP M-402</u> Toner <del>Original</del> or Compatible or Equivalent	600	3,100	1,860,000
5	<u>Printer HP Deskjet 2050</u> HP-61 Color Cartridges Original	15	15,210	228,150
6	<u>Printer HP FPW-137</u> Toner <del>Original</del> or Compatible or Equivalent	20	13,000	260,000
7	<u>Printer Canon C-LBP-214</u> Toner <del>Original</del> or Compatible or Equivalent	400	3,100	1,240,000
8	<u>Printer Canon C-LBP-226</u> Toner <del>Original</del> or Compatible or Equivalent	400	5,500	2,200,000
9	<u>Printer Brother 5350 ND (Toner - 3290)</u> Toner <del>Original</del> or Compatible or Equivalent	15	3,510	52,650
10	<u>Printer Brother 5250 ND (Drum Kit - 3215)</u> Drum Kit <del>Original</del> or Compatible or Equivalent	15	10,000	150,000
*Total Amount				13,995,800/-

**\*Total Amount;**

This amount will be considered as only the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 6. below)

**Note**

- In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- If the item is not provide/installed on due date (date given on supply order) a fine of Rs.500/-per day will be deducted from the bill.
- The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, transportation, labour & delivery charges upto Sindh Bank Ltd Head Office & 330 branches countrywide.

SIGNATURE MEMBERS PC-ADMIN  
Head - Fin Div.  
Member-DBR  
Date: \_\_\_\_\_



4. No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
5. **Calculation of bid security.** 5% of the \*(Total Amount) will be submitted with the tender document as bid Security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
6. Lowest evaluated bid is going to be the criteria for award of contract rather than considering the lowest offered bid, encompassing the lowest whole sum cost which the procuring agency has to pay for the duration of the contract. SPPRA Rule 49 may please be referred.
7. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 days) on SPPRA website.
8. The Tender will stand cancelled if the items are not supply / installed within 2 to 3 days of issue of supply order.
9. In case financial bids are the same, the successful bidder will be the one who has highest turnover of the two.
10. If the obligation of warranty period are not met or delayed, the repair etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment will also be borne by the supplier.
11. Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
12. All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
13. 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.
14. Pre Bid Meeting: Within one week (For Any Clarification)
15. Note. There can be subsequent clarification to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Bank Ltd. & SPPRA website regularly.

Signature & Stamp of Bidder



*[Handwritten Signature]*

SIGNATURE MEMBERS PC-ADMIN  
Head - Fin Div. *[Signature]*  
Head - Admin Div. *[Signature]*  
Member-IDBL. *[Signature]*  
Date: *[Signature]*



**Supply & Installation of Compatible Printer Toners and Drum kits (For Brother, Samsung, HP & Canon or Equivalent)**

**Evaluation Performa**

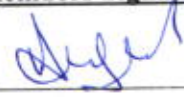
Serial No: 01

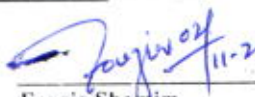
Bidder Name: FFF Computers


**2.6.5 Eligibility Criteria**

S. No.	Requisite	*Evidence required to be attached	Compliance / Proof	
1	Minimum 03 Years in business in the relevant field	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business / NTN. (attach as Annexure "1")	Yes <input checked="" type="checkbox"/>	No
2	10 Million Average Turn Over in last 3 Years	Audit Report / Tax Return (attach as Annexure "2")	Yes <input checked="" type="checkbox"/>	No
3	Registration with Income Tax and Sales Tax	NTN & GST Certificates (attach as Annexure "3")	Yes <input checked="" type="checkbox"/>	No
4	Offices in all four provinces in Pakistan. office in Karachi is mandatory	Complete address along with PTCL landline numbers (attach as Annexure "4")	Yes <input checked="" type="checkbox"/>	No
5	Company must provide list of clients including at least 3 banks in Pakistan	Attached Purchase Order (Attach as Annexure "5")	Yes <input checked="" type="checkbox"/>	No
6	Having SLA (Service Level Agreement) with banks Minimum 300 branches	Attached Service Level Agreement (Attach as Annexure "6")	Yes <input checked="" type="checkbox"/>	No
<b>Qualified / Disqualified</b>				

**Members Signatures- Evaluation Team**

  
Athar Iqbal  
Administration Division

  
Fouzia Shahjir  
Operations Division

  
Taimoor Ghausi  
Finance Division

**Members - Procurement Committee**

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL

**Signature**  
  
  


## ANNEXURE "K"

### Mandatory Performa

S.No: 01 (To be filled by Procurement Committee of the Bank)

Bidder: FFF Computers

S.No	Description	Remarks -Complied with or not
01	Attachment of Affidavit (specimen attached as Annexure "I") on stamp paper from the owner of the company.	<i>Complied with</i>
02	Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the bank will not be responsible if the documents are not received by the Procurement Committee at the time of opening of bids.	<i>"</i>
03	The bidders are required to submit bids only in prescribed financial proforma given in Tender Document	<i>"</i>
04	Attachment of Annexure "A" Financial Proposal & Annexure "B", if Bank Guarantee is going to be submitted as Bid Security.	<i>"</i>
05	The representative present at the time of opening of tender shall be in possession of authority letter on the company's letter head, duly signed by the CEO of the company	<i>"</i>

Members - Procurement Committee

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL

Signature