



SINDH MICROFINANCE BANK LTD
سندھ مائیکرو فائننس بینک لمیٹڈ

January 3, 2018

Mr. Ayub Ali Khan
Deputy Director (A&F)
Sindh Public Procurement Regulatory Authority,
Karachi – Sindh, Pakistan

Dear Sir,

Hoisting of BER - SMFB/ADMIN/TD/103/2017 Dated 14-12-2017

This is with reference to our Notice inviting tender (NIT) regarding "Supply of Printed Stationary" through subject letter.

Please find enclosed herewith, relevant documents for hoisting on your website at the earliest convenience.

Kindly let us know if further clarification on the shared information is required.

Yours Sincerely,

Fazheen Haider

Sindh Microfinance Bank Ltd.

SPPRA INWARD DIARY
No: 4248
DATED: 04-01-18



Bid Evaluation Report

1	Name of Procuring Agency	Sindh Microfinance Bank Ltd.
2	Tender Reference No.	SMFB/ADMIN/TD/103/2017
3	Tender Description	Supply of Printed Stationary
4	Method of Procurement	Single Stage- One Envelope
5	Tender Published & SPPRA S.No.	14-12-2017 , SPPRA # 35710
6	Total Bid Documents Sold	01
7	Total Bids Received	01
8	Technical Bid Opening Date & Time	29-12-2017 at 04:30 Hours ✓
9	No. of bids qualified	01
10	Bid(s) Rejected	00

Details on the above are as given below:

S. No.	Name of Firm or Bidder	Qualified / Disqualified in Technical/ Eligibility Inspection	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.425,000/-)	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6	7
1.	United Agencies (Pak) Printers	Qualified	Rs. 418,196/-	Lowest ✓	Rs. 6804 /- (Lower than the estimated price)	Qualified as per the Evaluation Criteria	Recommended for Award of Contract

According to the bid received, United Agencies (Pak) Printers. is the qualified bidder.

Members Signature- Procurement Committee

Mr. Sumair Ahsanullah
INCHARGE ADMIN & HR
SINDH LEASING COMPANY LTD.

Mr. Muhammad Arif Jang
MANAGER ADMINISTRATION
SINDH MICROFINANCE BANK LTD.

Mr. Wajid Hussain
CPD & COMPANY SECRETARY
SINDH MICROFINANCE BANK LTD.



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

TYPE OF PROCUREMENT : ADMIN

TENDER NAME : SUPPLY OF PRINTED STATIONARY

TYPE OF TENDER : SINGLE STAGE- ONE ENVELOPE

OPENING DATE : 29-12-2017 ✓

OPENING TIME : 04:30 Hours ✓

ATTENDANCE (MEMBER PC): Mr. Syed Wajid Hussain
: Mr. Muhammad Arif Jang
: Mr. Sumair Ahsanullah

ATTENDANCE (REPS. OF BIDDERS)

TOTAL BIDS ACCEPTED FOR EVALUATION: ONE (01)

TOTAL BIDS REJECTED : 00

REMARKS : One bidder qualified

Convener of Procurement Committee : Syed Wajid Hussain

Signature: 

Date:



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ATTENDANCE SHEET
BID OPENING

FOR SELECTION OF: SUPPLY OF PRINTED STATIONARY

Date: 29-12-2017

S.No.	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	M/S United Agencies printers	M. Hussain Anees	0333 2267577	Muhammad Arif Building Saggi Kunda Bux Road Behiwal Sindh secretariat, kbi	
2	/	/	/	/	/
3	/	/	/	/	/
4	/	/	/	/	/
5	/	/	/	/	/

Signature –Procurement Committee Members

Mr. Sumair Ahsanullah

Mr. Muhammad Arif Jang

Mr. Syed Wajid Hussain



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Sindh Microfinance Bank Limited

Technical /Eligibility Criteria of M/S: United Agencies (Pak) Printers

S. No.	Requisite	Vendor Action	Sufficient Evidence Produced	
1	Minimum 2 x Banks Currently on Cliental List on Tendered Related Experience	Letters to be attached duly issued from each concerned Bank verifying that the company is currently printing stationary for them.	<input checked="" type="checkbox"/> Yes	No
2	Minimum 5 year experience in the relevant field	NTN Certificate Registration Letter is required to be enclosed	<input checked="" type="checkbox"/> Yes	No
3	Minimum an average of 15 million turnover in last 3 years	Audit Report or Tax Return of Last 3 Years	<input checked="" type="checkbox"/> Yes	No
4	Own Printing Premises	Attach Relevant Evidence including title document	<input checked="" type="checkbox"/> Yes	No
5	Multi-Colour Printing Facility	Attach evidence	<input checked="" type="checkbox"/> Yes	No
6	Attach Minimum 4 certification of cliental satisfaction in the relevant field	Attach Relevant Letters from Clients	<input checked="" type="checkbox"/> Yes	No
Qualified / Disqualified				

Mr. Sumair Ahsanullah

Mr. Muhammad Arif Jang

Mr. Syed Wajid Hussain



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OPENING OF BID

FINANCIAL PROPOSALS- SUPPLY OF PRINTED STATIONARY

Date: 29-12-2017

S.No.	Company Name	Total Bid Offered	Signature of Company Representative	Remarks
01	M/S United Agencies (Pak) Pvt. Ltd	RS. 418,196/-		-
	/	/	/	/
	/	/	/	/
	/	/	/	/

Signature –Procurement Committee Members

Mr. Sumair Ahsanullah

Mr. Muhammad Arif Jang

Mr. Syed Wajid Hussain

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

Name of Bidder United Agencies (Pak) Printers

S. No.	Items	Color	Quantity	Size	Unit Rate Per Item	Amount (Unit Rate x Quantity)
1	Loan Application	Multi-Color	369	Standard	120/-	44,280/-
2	Passbook		15,200	Standard	8/-	121,600/-
3	DCS		149	Standard	116/-	17,284/-
4	FATCA		285	Standard	120/-	34,200/-
5	SS Card		15,150	Standard	3/-	45,450/-
6	Micro Saving Account		273	Standard	120/-	32,760/-
7	Cash Books		44	Standard	250/-	11,000/-
8	RO Ledger		148	Standard	225/-	33,300/-
9	RO Ledger		148	Standard	225/-	33,300/-
10	SCS Top Sheet		49	Standard	3/-	147/-
11	Disbursement Muster Roll		57	Standard	150/-	8550/-
12	Debit Voucher		157	Standard	25/-	3925/-
13	CPV		120	Standard	25/-	3000/-
14	Brochure		20,000	Standard	0.6/-	12,000/-
15	TA Form		150	Standard	116/-	17,400/-
TOTAL AMOUNT						418,196/-

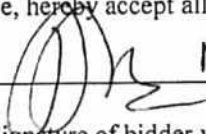
*This Grand total amount will be taken as lowest submitted price offered by the vendor.

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 provided/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, commissioning, transportation and labor charges. 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.
- Calculation of bid security. 1% of the *(Grand Total Amount) will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favor of Sindh Microfinance Bank Ltd.
- The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- 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 (7 days) on SPPRA website.

7. The Tender will stand cancelled if the items are not supplied within five (5) working days of issue of supply order.
8. The Tender will stand cancelled if the item are not supply/installed within 5 working days of issue of supply order.
9. In case financial bids are the same, the successful bidder will be the one who has the highest turnover of the two bidder.
10. If the obligation of warranty period are not met or delayed, the supply 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. All printing will be on imported paper.
15. In case for the requirement of emergency supplies, the supplier shall provide the requisites within 24 hours.
16. Sample of demanded stationery item can be seen by visiting stationery department, Sindh Microfinance Bank Ltd. MACH Society Karachi during working hours.

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


M. Hussain Anees, Sole Proprietor
(Signature of bidder with name, Designation and
Company Seal) Dated: 29th Dec, 2017

United Agencies (Pvt) Printers
Proprietor



SINDH MICROFINANCE BANK LTD
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SMBF/ADMIN/TD/103/2017
January 1, 2018

CERTIFICATE

This is to certify that SPPRA Rule 48 has been complied in our Tender reference No. SMFB/ADMIN/TD/103/2017- SPPRA S.No. 35710 for "Supply of Printed Stationary" was published in accordance with the rules. Only one bid was received, the market rates were reviewed and it was found that the quoted price by the bidder is reasonable, hence the bidder qualified technically and financially.

Convener of Procurement Committee:

Syed Wajid Hussain

CFO & Company Secretary

Review



SINDH MICROFINANCE BANK LTD
سندھ رائیکرو فائنانس بینک لمیٹڈ

DETAILS OF BID SECURITY ON ACCOUNT OF SUPPLY OF PRINTED STATIONARY

<u>S.NO.</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>PAY ORDER NO.</u>	<u>ATTACHED AT PAGE NO.</u>	<u>SIGNATURE OF REPRESENTATIVE</u>	<u>REMARKS</u>
1.	M/S United Agencies (Pvt) Limited	Rs. 5821/-	14092083			

Head of Administration:
Date: 29-12-2017

Received By:
Date: 29-12-2017



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NOTICE INVITING TENDERS

Sindh Microfinance Bank Limited would like to invite sealed bids under SPPRA rules, 2010 (Amended 2017) from vendors for the Supply of printed stationary as per the details given below:

S. No.	Tender Description	Tender No.	Bidding Procedure	Tender Collection (Start Date)	Tender Collection (End Date)	Tender Submission Date/Time	Tender / Bid Opening Date (Technical & Financial)
01	Supply of Printed Stationary	SMFB/ADMIN/TD/103/2017	Single Stage one envelope	14/12/2017 (During working hours)	28/12/2017 (During working hours)	29/12/2017 up to 0400 Hours	29/12/2017 At 0430 Hours

Tender document containing evaluation criteria and other relevant details may be collected (during office hours) on submission of a written request on company's letterhead from the following address on payment of Rs. 800/- (Non-Refundable), through pay order/cheque in the name of "SINDH MICROFINANCE BANK LIMITED".

Attachment of pay order of 1% of the total bid cost as a Bid Security in the name of SINDH MICROFINANCE BANK LIMITED with the FINANCIAL PROPOSAL is mandatory. No tender will be accepted without Bid Security & such tender(s) will be rejected at the spot.

The Bidder may download the Tender document from Sindh Microfinance Bank Ltd / SPPRA websites and deposit the same along with the tender fee.

In case of undesirable circumstances on submission/opening date & time or if Government declares Holiday the tender shall be submitted/opened on the next working day at the same time & venue.

This advertisement along with tender documents are also available on the websites of Sindh Microfinance Bank Limited www.sindhmf.com & SPPRA (www.pprasindh.gov.pk).

Address for submission/venue of opening of Tender Documents is as under:

COMPANY SECRETARY
SINDH MICROFINANCE BANK LIMITED
HEAD OFFICE
39/F, 2nd Floor, M.A.C.H. Society
Karachi 75600



Note: The likely expense expected to incur in respect of Supply of Printed Stationary will be less than 1 million, so the notification will be hoisted on Sindh Microfinance Bank Limited and SPPRA Websites only.