



Bid Evaluation Report

1	Name of Procuring Agency	Sindh Microfinance Bank Ltd.
2	Tender Reference No.	SMFB/ADMIN/TD/872 /2019
3	Tender Description	Supply of Printed Stationary
4	Method of Procurement	Single Stage- one Envelope
5	Tender Published & SPPRA S.No.	July 10 2019, SPPRA ID # 00679-19-0001
6	Total Bid Documents Sold	01
7	Total Bids Received	01
8	Technical / Financial Bid Opening Date & Time	26/07/2019 at 1630 Hours
9	No. of bids qualified	01
10	Bid(s) Rejected	0

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.570,000/-)	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6	7
1.	United Agencies (Pak) Printers	Qualified	Rs. 560,392/-	Lowest	Rs. 9608/-Lower than the estimated cost	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. Shoaib Shamim

Head of Risk & Compliance
Sindh Microfinance Bank Ltd.

Mr. Omar Niaz Rizvi

CFO & Company Secretary
Sindh Microfinance Bank Ltd.



SINDH MICROFINANCE BANK LTD
سندھ مائیکرو فائنانس بینک لمیٹڈ

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 26-07-2019

OPENING TIME 16:30 Hours

ATTENDANCE (MEMBER PC): Mr. Omar Niaz Rizvi

Mr. Shoaib Shamim

Mr. Sumair Ahsanullah

ATTENDANCE (REPS. OF BIDDERS)

TOTAL BIDS ACCEPTED FOR EVALUATION: one (1)

TOTAL BIDS REJECTED : None

REMARKS : one bidder qualified

Convener of Procurement Committee Mr.Omar Niaz Rizvi

Signature:

Date:



SINDH MICROFINANCE BANK LTD
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ATTENDANCE SHEET
BID OPENING

FOR SELECTION OF: *SUPPLY OF PRINTED STATIONARY*

Date: 26-07-2019

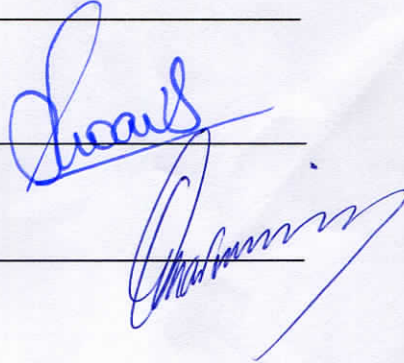
S.No.	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	<i>UNITED AGENCIES</i>	<i>MR HOSSAIN</i>	<i>021-32603364</i>		
2	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>
3	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>
4	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>
5	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>

Signature –Procurement Committee Members

Mr. Sumair Ahsanullah

Mr. Shoaib Shamim

Mr. Omar Niaz Rizvi





SINDH MICROFINANCE BANK LTD
سندھ ہائیکرو فنانانس بینک لمیٹڈ

Sindh Microfinance Bank Limited

Technical /Eligibility Criteria of M/S: UNITED AGENCIES (PAC) PRINTERS

S. No.	Requisite	Vendor Action	Sufficient Evidence Produced	
			Yes	No
1	At least one (1) Microfinance institute or company Currently on Cliental List.	Letters to be attached duly issued from each concerned verifying that the company is currently printing stationary for them.	✓ Yes	No
2	Minimum 5 year experience in the relevant field	NTN Certificate Registration Letter is required to be enclosed	✓ Yes	No
3	Minimum an average of 15 million turnover in last 3 years	Audit Report or Tax Return of Last 3 Years	✓ Yes	No
4	Own Printing Premises	Attach Relevant Evidence including title document	✓ Yes	No
5	Multi-Colour Printing Facility	Attach evidence	✓ Yes	No
6	Attach certification of cliental satisfaction in the relevant field	Attach Relevant Letters from Clients	✓ Yes	No
Qualified / Disqualified				

Mr. Sumair Ahsanullah

Mr. Shoaib Shamim

Mr. Omar Niaz Rizvi

Shoaib Shamim

Omar Niaz Rizvi



SINDH MICROFINANCE BANK LTD
سینڈھ مائیکرو فنانانس بینک لمیٹڈ

OPENING OF BID

FINANCIAL PROPOSALS-

Date: 26-07-2019

S.No	Company Name	Total Bid Offered	Signature of Company Representative	Remarks
01	UNITED-AGENCIES (PAK) PRINTERS	Rs. 560,392/-		
	/	/	/	
	/	/	/	
	/	/	/	

Signature –Procurement Committee Members

Mr. Sumair Ahsanullah

Mr. Shoaib Shamim

Mr. Omar Niaz Rizvi

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	403	Standard	144/=	58,032/=
2	E&S Check List		423	Standard	144/=	60,912/=
3	Passbook		20,700	Standard	9.6/=	1,98,720/=
4	DCS		178	Standard	139/=	24,742/=
5	SS Card		18,266	Standard	3.60/=	67,758/=
6	Micro Saving Account		321	Standard	144/=	46,224/=
7	Cash Books (Large)		25	Standard	250/=	6250/=
8	RO 1/ LO 1		72	Standard	270/=	19,440/=
9	RO 2/ LO 2		65	Standard	270/=	17,550/=
10	SCS Top Sheet		26	Standard	200/=	5200/=
11	Disbursement Muster Roll		40	Standard	275/=	11,000/=
12	CPV		195	Standard	25/=	4875/=
13	Brochure		20,000	Standard	1/=	20,000/=
14	TA Form		91	Standard	139/=	12,649/=
15	Register Cash Movement		6	Standard	350/=	2100/=
16	Register Re issuable SOD And EOD		13	Standard	350/=	4550/=
17	Key Custodian Register		1	Standard	390/=	390/=
TOTAL AMOUNT						5,60,392/=

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

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 provided/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, 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.
4. 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.
5. 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.
6. 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 items 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 bidders.
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, Owner (Proprietor)

(Signature of bidder with name, Designation and

Company Seal) Dated: 24-7-19

United Agencies (Pak) Printers

Proprietor

SMFB/ADMIN/TD/872 /2019
August 22, 2019

CERTIFICATE

This is to certify that SPPRA Rule 48 has been complied in our Tender reference No. SMFB/ADMIN/TD/872 /2019- SPPRA S.No. 00679-19-0001 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:



Omar Niaz Rizvi
CFO & Company Secretary



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DETAILS OF BID SECURITY ON ACCOUNT OF

<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>
01.	UNITED AGENCIES (Pvt) PRINTERS	Rs 5600/-	15088556			

Head of Administration:

Date: 26-07-2019

Received By:

Date: 26-07-2019