

# 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 of Note Counting Machines
- 4) TENDER NUMBER SNDB/GOK/ADMIN/ID/898/2018
- 5) BRIEF DESCRIPTION OF CONTRACT Same as above
- 6) FORUM THAT APPROVED THE SCHEME Competent Authority
- 7) TENDER ESTIMATED VALUE Rs.4,300,000/-
- 8) ENGINEER'S ESTIMATE  
(For civil works only) \_\_\_\_\_
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Year
- 10) TENDER OPENED ON (DATE & TIME) 13/04/2018 at 1100 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 02
- 14) BID EVALUATION REPORT 15/05/2018  
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Asian Machines & Technologies
- 16) CONTRACT AWARD PRICE Rs.4,320,000/-
- 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. Asian Machines & Technologies  
2. SY Office Automation
- 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	00531-17-0005
No	

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

Yes	Express Tribune, Daily Express & Sindhi Express (26/03/2018)
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	

Signature & Official Stamp of  
Authorized Officer

31/01/2010  
Mohammad Saleem  
Chief Engineer & Vice President  
SINGH BANK LTD.  
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

**BUYER RECORD**  
**Note Counting Machines**

<b>S.No.</b>	<b>TENDER NAME</b>	<b>AMOUNT</b>
1	Asian Machines	300
2	SY Office Automation	300
<b>Total</b>		<b>600/-</b>

M/s. Asian Machines & Technologies.  
#15, Plot No.43/1-Q.  
Block-6, PECHS.  
Karachi.

**Subject: Contract Award-Supply & Installation of Note Counting Machines**

Dear Sir,

The management of Sindh Bank Limited is pleased to award the subject contract to M/s. Asian Machines & Technologies, in accordance with terms and conditions mentioned in our tender dated 26/03/2018.

Please acknowledge.

Sincerely,

For & behalf of Sindh Bank Limited,

  
Mohammad Saleem  
VP/Chief Engineer

### Supply & Installation of Note Counting Machines and Evaluation Report

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SBM/03/ADM/IT/2023/011
3	Tender Description	Supply & Installation of Note Counting Machines
4	Method of Procurement	Single Stage One Envelope Bidding Procedure
5	Tender Published & SIMPA S.No.	00931-23-0015, Express Tribune, Daily Express, Staff/Upgrade (26/01/2023)
6	Total Bid Documents Sold	02/572
7	Total Bids Received	02/572
8	Technical/Financial Bid Opening Date & Time	15/04/2023 at 2:00 PM
9	No. of bids qualified	01
10	Bids Rejected	01

Details on Bid above as given below:

S.No	Name of Bidder	Qualified/Disqualified in Technical/Financial	Cost offered by the Bidder (Rs/-)	Ranking in terms of cost	Comparison with Estimated cost (Rs. 4,000,000/-)	Reason for acceptance/rejection	Remarks
1	2	3	4	5	6	7	8
1	M/s. Aslan Machines & Technologies	Qualified	Rs. 4,100,000/- (Rs. 100,000/- each)	2 <sup>nd</sup> Lowest Bidder	Rs. 100,000/- above the estimated cost	Accepted - Only Qualified Bidder	Accepted Award of Contract
2	M/s. SP Qinn Automation	Disqualified	Rs. 4,072,500/- (Rs. 81,150/- each)	1 <sup>st</sup> Lowest Bidder	Rs. 27,500/- below the estimated cost	Disqualified - Submitted 50% in Evaluation Criteria	

Accordingly going by the Technical/Financial Evaluation offered in the tender document, M/s. Aslan Machines & Technologies is the only evaluated qualified bidder for supply & installation of Note Counting Machines to Sindh Bank Limited Branches Sindh & also below the estimated cost.

*(Signature)*  
 Member - Administration  
 Member - Operation Division  
 Member - Finance Division

*(Signature)*  
 Chairman - Board of Administration  
 Mr. Saad Faraj  
 Member - Chief Financial Officer  
 Mr. Syed Muhammad Aqueel  
 Member - Chief Manager, IODL Karachi

intended to be used for necessary inspection/verification. The site inspection shall be done as per the conditions attached at Reference to

SIGNATURE MEMBERS PC-ADMIN  
Head - Finance  
Head - Admin/Div.

### 4 FINANCIAL PROPOSAL

#### PRICE SCHEDULE

Applicable for the year 2018-2019

Name of Bidder SY OFFICE AUTATION Date \_\_\_\_\_

S. No.	Item Description	Quantity	Approximate quantity required	Amount
1	Note Counting Machines	SY. 275	2	4672,500
*Grand Total Amount				4672,500

\*Grand Total: This amount will be equivalent to only the "Bid Offered". Whichever is applied that the amount of Bidder will be the maximum "Evaluated Bid" to be given, if no further clarification refer "Note 7" below.

#### Note

- The bid must include all applicable taxes, stamp duty (as applicable under Stamp Act 1988) duly stamped on the contract agreement, installation, commissioning, transportation and labour 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 receipt/satisfaction from the concerned officer.
- Calculation of bid security, 5% of the (Total Amount) will be submitted with the tender document as bid security in shape of Pay Order/Bank Guarantee in favour of State Bank Ltd.
- In case of over writing/cutting/erase of Bidder 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 and then, bid will be accepted.
- Delivery Period: A prior notice of 10 days will be given for the supply/installation of requisite and it will be expected within 05 days of issue of the purchase order, the bid supplies/installation will be made available at the site.
- If the item is not provided/installed after 10 days of issuance of Purchase Order, a fine of Rs.5,000/- per day will be deducted from the bill.
- 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. SPPFA-Rule-93 may please be referred.
- In case it is revealed at any stage after installation of the equipment that the asked specification of the tender have not been met, the amount of the total installation of that specific equipment will be fined to the vendor with appropriate action as deemed necessary by the procurement committee.
- 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-compliance.
- All conditions in the contract agreement attached at \_\_\_\_\_

(to be filled by the bidder for necessary inspection/satisfaction. The site inspection should be carried out as per the guidelines attached at Annexure A.)

SIGNATURE MEMBERS PG-ADMIN  
 Head - Ed. Div. \_\_\_\_\_  
 Head - Admin. Div. \_\_\_\_\_  
 Member - I.D. Div. \_\_\_\_\_  
 Date: \_\_\_\_\_

**4 FINANCIAL PROPOSAL**

**PRICE SCHEDULE**  
 (Applicable for the year 2018-2019)

Name of Bidder: SY. COFFICE AUTOMATION

S. No.	Item Description	Rate/Unit	Approximate quantity required	Amount
1	Note Counting Machines <u>3Y. 275</u>	<u>81,450/-</u>	50	<u>4072500/-</u>
<b>*Grand Total Amount:</b>				<u>4072500/-</u>

**\*Clear final:**  
 The amount will be considered as only the "Net Offered", whereas be approved that the successful bidder will be the one whose "Estimated Bid" is the lowest. (For further clarification refer Note 7, below.)

**Note:**

- The price must include all applicable taxes, stamp duty (as applicable under Stamp Act 1958) duly stamped on the contract agreement, installation, commissioning, transportation and labour charges.
- No advance payment for the supply of equipment will be made. Bills are only to be processed for deferred payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security:** 5% of the "(Total Amount)" will be submitted with the tender document as Bid Security in shape of P.O. Order / Bank Guarantee in favour of Sindh Bank Ltd.
- In case of over writing/cutting/use of black colour 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.
- Delivery Period:** A prior notice of 10 days will be given for the supply/installation of requisite and it will be expected within 05 days of issue of purchase order. The said supplies/installation will be made available at the site.
- If the item is not provided/installed after 10 days of issuance of purchase order a fine of Rs.5,000/- per day will be deducted from the bill.
- 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.
- In case it is revealed at any stage after installation of the equipment that the as per specification of the tender have not been met, the amount of the total installation of that specific equipment will be paid to the vendor with appropriate action as deemed necessary by the procurement committee.
- 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-compliance.
- All conditions in the contract agreement attached as Annexure B are part of the tender documents.





Date: 13/4/16

**Supply & Installation of Note Counting Machines**

Serial No. 1  
 Bidder: SY Office

S. No.	Requirement	Total Marks	Marks Obtained	Remarks	Attachments of interested bidder to each para is mandatory. In case of non-compliance no mark will be awarded.	Attach evidence of
1	Banks presently in (limited) Ltd. (1 or more) to each bank network to at least 25 branches nationwide for supply of system done having the said specifications as below attached in the tender	30	30	1 and above	Annual letter to be presented duly signed from each concerned bank to the year 2017	Annexure "A"
		15		1 and above		
2	Years of Business in relevant field	20	0	2 Years and above	BPS Certificate / Letter of Incorporation / Company Registration Form / Letter of Declaration of Commencement of Business to be submitted to bank/BAF	Annexure "B"
		10		2 years and above		
3	Average Yearly Turn Over in Last 3 Years	30	30	On an average of 10M and above per year	Bank Report / Tax Return	Annexure "C"
		15		On an average of 5M and above per year		
		10		On an average of 10 M and above per year		
4	Number of Offices in cities including Capital Territory & Federal Administrative Territories	20	20	4 and above	Airtel Company Profile with location of complete addresses and PTC/landline numbers of the offices with office No. and the numbers will be accepted	Annexure "D"
		10		1 and above		
<b>Total Marks</b>		<b>100</b>	<b>50</b>	<b>Qualified / Disqualified</b>		

**Members Signature- Evaluation Committee:**


  
 Muhammad Athar Iqbal  
 Admin Division


  
 Sakina Raza  
 Operation Division

  
 Dilshad Hussain Khan  
 Finance Division

**Members Signature- Procurement Committee:**

Lt. Col. (R) Shahzad Begg  
 Head of Administration

  
 Mr. Saad Jamal  
 Chief Financial Officer

  
 Mr. Syed Muhammad Aqeel  
 Chief Manager, IDB, Karachi