



**Institute of  
Business Administration  
Karachi**

*Leadership and Ideas for Tomorrow*

### WORK ORDER

To	M/s Hyder Printers
Order No	IBA-MC/PD/P&S-208/0075/2014-15
Date of Issue	March 9, 2015
Date of Delivery	10 working days after getting final approval
Place of Delivery	IBA, Main Campus
Total Amount	Rs. 749,250.00 (Including GST) (Rupees Seven Hundred Forty Nine Thousand Two Hundred Fifty Only)

S. #	Description	Qty	Rate	Amount
	<b><u>Designing, Composing &amp; Printing of Program Announcement 2015-16:</u></b>			
	Size of Document: 11 x 8 1/2 (followed size as per sample)			
	Type of Binding: 02 pin Binding Hot Glue Stitch binding (non shearing)			
	Type of Printing: 05 + 05 color printing			
	Total Pages: 270 Pages total (including title page, back page and 01 Main title page) as per sample			
	Total Leaves: 270 leaves (approx)	1500		
		copies &	Rs. 426.92	Rs. 640,384.65
		2000 copies		
	Title Cover of Booklet: Original art and 04 color printing lamination and 1/4 inch thick card stock			
	Grammage of Paper & Origin: 80 gram matt finish paper Indonesia			
	Total Photographs: Specs will be according to design & art work of 355 pictures and graphics*			
	Envelope: 02 color printing on 100gsm matt finish with pasting according to specimen			
	Designing & Composing: Aesthetic Designing & Composing with the consent of concerned authorities:			
	Total			Rs. 640,384.65
	17% GST			Rs. 108,865.00
	Total Amount			Rs. 749,250.00

Page 1 of 1

### Terms & Conditions:

1. Material of this order is subject to final inspection at the time of delivery.
2. We reserve the right to cancel any or all the above items if materials are not in accordance with our specification or if the delivery is delayed.
3. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
4. General Sales Tax will be paid on applicable items only.
5. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate / item cost is final and no change whatsoever will be accepted.
7. Government taxes, levies and charges will be charged at actual as per SRO.
8. Competent Authority reserves the right to change / alter / remove any item in article or reduce / enhance quantity without assigning any reason.
9. Two sets of Purchase Order & Delivery Challan should be submitted to Manager, Department.
10. Advance Payment subject to Bank Guarantee.
11. CDs / specimen should be returned to the Purchase Office.
12. All rights reserved with IBA. No part of the logo can be printed / copied / transferred in any form without the permission of the IBA authority.
13. All Government taxes (including Income tax and stamp duty) levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
14. Stamp duty @ 3% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
15. Any addition/reduction in page(s) quantity will be based on approved per page rate Rs. 15812 exclusive of GST should be charged.
16. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration / charges and expenses etc.

Manager Purchase & Stores

10/10/18

Registrar

# Schedule of Requirement

Tender # PS/06/14-15  
Financial Proposal

## 3. TENDER FORM Designing, Composing & Printing of Program Announcement 2015-16

S.#	Specification	Qty	Rate	Amount
1.	<p><b>Size of Document:</b> 11" x 8.5" (closed size) as per sample.</p> <p><b>Type of Binding:</b> 2 pin Binding / Hot Glue stitch binding (non shearing)</p> <p><b>Type of Printing:</b> 05+05 Color Printing</p> <p><b>Total Pages:</b> 210 pages total (Including title page, rear page and 01 Map pull out page) as per sample</p> <p><b>Total Leaves:</b> 135 Leaves (approx)</p> <p><b>Title Cover of Booklet:</b> 310 gsm art card 05 color printing, Lamination, Spot UV Size (10.75 x 8.25) close size</p> <p><b>Gramage of Paper &amp; Origin:</b> 128 gsm, matt finish paper (Indonesia)</p> <p><b>Total Photographs:</b> Specs will be according to design &amp; art work of 355 pictures and captions.</p> <p><b>Envelope:</b> 02 color printing on 140gsm matt finish with pasting according to specimen</p> <p><b>Designing &amp; Composing:</b> Aesthetic Designing &amp; Composing with the consent of concerned authorities, designer required to be available at the Main Campus</p>	1500 Copies & Envelopes	426.9231	640,384.65
Total				640,384.65
17% GST				108,865.00
Total Amount				749,249.65

Grand Total Rupees (in words) Seven Lac forty nine thousand  
two hundred forty nine & sixty five paise only

Please also quote per page rate for ready reference:

Rate for addition/reduction in page quantity per page Rs.

\* Excluding GST

1.5812 \*  
**HYDER PRINTERS**  
(Exclusive of Taxes)

Stamp & Signature

Page 5 of 10





# 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 Printing Services
- 4) TENDER NUMBER PS/06/14-15
- 5) BRIEF DESCRIPTION OF CONTRACT Designing, Composing & Printing of Program Announcement-15
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs 900,000/-
- 8) ENGINEER'S ESTIMATE  
(For civil works only) NA
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Year
- 10) TENDER OPENED ON (DATE & TIME) February 11, 2015 (3:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD THREE  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED THREE
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS TWO  
Copy Enclosed
- 14) BID EVALUATION REPORT  
(Enclose a copy) M/s Hyder Printers
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s Hyder Printers
- 16) CONTRACT AWARD PRICE Rs. 749,250.00
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID) M/s Hyder Printers  
M/s The Times Press (Pvt) Ltd  
M/s Benison Printers

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

- a) SINGLE STAGE - ONE ENVELOPE PROCEDURE ☐ Domestic/ Local
- b) SINGLE STAGE - TWO ENVELOPE PROCEDURE ☒ Domestic
- 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:

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT Procurement Committee

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

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

21) ADVERTISEMENT :

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

Yes	February 27, 2015 and SPPRA ID # 659/2015
No	

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

Yes	
No	-

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
--------------------	-------------------------------------	------	--------------------------

23) WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

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

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"/>
-----	-------------------------------------	----	--------------------------

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"/>
-----	-------------------------------------	----	--------------------------

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

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

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"/>
-----	-------------------------------------	----	--------------------------

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY  
COMPLIANT?

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

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"/>
-----	-------------------------------------	----	--------------------------

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"/>
-----	-------------------------------------	----	--------------------------



31) ANY COMPLAINTS RECEIVED  
(If yes, result thereof)

Yes	
No	✓

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

Yes	
No	✓

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

Yes	
No	✓

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

Yes	
No	✓

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT  
BLACK LISTED?

Yes	✓	No	
-----	---	----	--

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		No	✓
-----	--	----	---

37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN  
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	✓	No	
-----	---	----	--

38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	✓

Signature & Official Stamp of  
Authorized Officer

Capt. (Retd) Ahmed Zaheer P.  
**REGISTRAR**  
Institute of Business Administration  
Karachi, Pakistan

**FOR OFFICE USE ONLY**

**SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi**  
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

## Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: PS/06 14-15
3. Tender Description/Name of work/item: Designing, Composing & Printing of Program Announcement 2015-16
4. Method of Procurement: Single Stage Two Envelope
5. Tender Published: IBA & SPPRA websites on January 24, 2015 SPPRA Serial # 22546  
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold; 03 printers have collected Tender Documents
7. Total Bids Received: 03 companies
8. Technical Bid Opening date: (if applicable) February 11, 2015 *(Provide details in separate form)*
9. No. of Bid technically qualified (if applicable): 3 companies
10. Bid(s) Rejected: No
11. Financial Bid Opening date: February 18, 2015

### 12. Bid Evaluation Report:

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1.	M/s Hyder Printers	Rs.749,250.00	Lowest bidder	Rs.900,000.00	Accepted due to technical qualification and quoted lowest cost	Technically evaluated 93.00%
2.	M/s The Times Press (Pvt) Ltd	Rs.956,475.00	2 <sup>nd</sup> Lowest	---		Technically evaluated 90.80%
3.	M/s Benison Printers	Rs.970,515.00	3 <sup>rd</sup> Lowest	---		Technically evaluated 95.60%

**Note: Minimum eligible percentage for technical qualification was 80%**

**Signatures of the Members of the Committee**

  
MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
Karachi  
Sayed Tahirullah  
18/02/2015

  
CHAIRPERSON  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
Karachi  
Dr. Hameed Raza  
18/02/2015

  
MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
Karachi  
Dr. Hameed Raza  
18/02/2015



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

### **List of Buyers**

**Tender #** PS/06/14-15

**Caption:** Designing, Composing & Printing of Program Announcement  
2015-16

**Number of Tender Documents Sold:** 03

<b>S #</b>	<b>List of Buyers</b>
01	M/s Hyder Printers
02	M/s The Times Press (Pvt) Ltd
03	M/s Benison Printers





4-3-15

10 MAR 2015

## AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day March 9, 2015

BETWEEN

M/s Institute of Business Administration, through its Registrar, located at Main Campus, University Road, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s HYDER PRINTERS., having its office at 5-C, 5/22, Nazimabad, Karachi-74600, hereinafter referred to as "THE PRINTERS" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor Mr. ABDUL HAMEED BUTT, holding CNIC No. 42101-8696685-3 on the SECOND PART.

WHEREAS "IBA" intends to obtain printing services of IBA Program Announcement on exclusive basis with the work of Designing, Composing & Printing as per conceptual specimen (IBA requirement) discussions in respect of the same before the determination of scope of work will be held with "IBA" or as "Printing Work" and "THE PRINTERS"



NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

**WITNESSETH**

"IBA" hereby offer to appoint "THE PRINTERS" as their official Printers for the specific purpose of "Printing Work" work of Designing, Composing & Printing discussions in respect of the same with "IBA" before the determination of Scope of Work & Preliminary Layout, Formatting, Layout, Dummy making, Preparing Printing material to illustrate the schematic design to suitable scale with any/all other relevant details for presentation to "IBA" for printing. "THE PRINTERS" hereby agree to the offer of the "IBA" in acceptance of the terms & conditions here in below forth.

**Article I:**  
**DUTIES & SCOPE OF WORK & AGREEMENT**

- 1.1 This Agreement includes, the "printing work", Work of Designing, Composing & Printing discussions with "IBA" before the determination of scope of work & preliminary layout, Formatting, Layout, Dummy making, Preparing Printing material to illustrate the schematic design to suitable scale with any/all other relevant details for presentation to "IBA".
- 1.2 "THE PRINTERS" agrees to provide any/all kind of designing, composing and printing services to "IBA" whenever and wherever form is required as per the terms & conditions of this Agreement.
- 1.3 "THE PRINTERS" will coordinate their work with Manager Purchase & Stores, of the "IBA" who will assist "THE PRINTERS" in supervision of proposed printing work.
- 1.4 "THE PRINTER" hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 1.5 "THE PRINTER" will visit the Purchase Offices located at Main Campus, University Road, Karachi as & when required with prior appointment.
- 1.6 All logistic charges will be borne by "THE PRINTER".

**Article II**  
**SCOPE OF PROFESSIONAL SERVICES:**

- 2.1 "THE PRINTERS" will discuss with "IBA" before the determination of scope of work & Preliminary layout. Further provide the services of Designing, Composing, Printing, Formatting layout, Dummy Making, Preparing Printing material to illustrate the schematic design & idea to suitable scale with any/all other relevant details for presentation to "IBA".



- 2.4 "THE PRINTER" hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 2.5 Minimum 20 (Twenty) working days after Final Proof Read will be required to deliver the Program Announcement at the PRINTER'S expense.
- 2.6 All staff must have CNIC and clearly mentioned to discourage work through child labor.
- 2.7 Printer must adopt Environmental Friendly procedure and avoid the use of Toxic material used in printing works.

### Article III **REMUNERATION**

- 3.1 The cost offered by the Printer is Rs. 749,249.65 (inclusive of all taxes) Designing, Composing & Printing of IBA Program Announcement but limited to in tender vide # PS/05/14-15 variation may occurred.
- 3.2 A Penalty @ 2% per month, of the total agreed payment as per Work Order, of the total cost will be imposed in case of delayed delivery. Penalty will be imposed after 20 days subject to signed proof read material handed over to the printer by IBA before the starting date mentioned on the Work Order. Work will be deemed completed in finished form as per specification and "THE PRINTER" have to deliver the required number of Program Announcement to IBA.
- 3.3 Payment will be made after delivery and submission of invoice. Advance Payment subject to Bank Guarantee.
- 3.4 Performance Security 5% of total amount of Work Order will be provided by the party.
- 3.5 Stamp Duty @ 0.3% of the cost of transaction / work order will be deposited in Government treasury by the PRINTER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.6 Any addition/reduction in page(s) quantity will be based on approved per page rate Rs. 1,5812 exclusive of GST should be charged.
- 3.7 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by PRINTER as per SRO/Notification.

### Article IV: **ARBITRATION**



**Article V:**  
**TERMINATION**

- 5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day's notice.

**Article VI:**  
**INDEMNITY**

- 6.1 "THE PRINTERS" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE PRINTERS", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE PRINTERS" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

**Article VII:**  
**NOTICE**

- 7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

**Article VIII:**  
**INTEGRITY PACT**

- 8.1 The intention not to obtain the procurement / work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- 8.2 Without limiting the generality of the forgoing the M/s Hyder Printers represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- 8.3 M/s Hyder Printers accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.

**Article IX:**  
**MISCELLANEOUS**

- 9.1 Any addition & alteration(s) made in the contents as required by the contractor on proof reading or in course of the work in progress which entail extra time & labor and material on part of the printing, shall not be charged separately/extra on 'Quantum Merit' basis before & on final material handed over to the "IBA". After PROOF READING if any alteration(s), arise charges will be paid on mutually agreed upon.
- 9.2 Material(s) will be handed over by the "IBA" or vet the cost with authentic stamp and signature.
- 9.3 Copyright of each item shall be reserved with the "IBA".
- 9.4 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
- 9.5 The validity of the contract will be effective from the date of issue of Work Order.
- 9.6 All terms and conditions of tender vide # PS/05/14-15 will be the integral part of this agreement and can't be revoked.

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

"IBA"

NAME: Capt. (Retd.) Ahmed Zaheer PN

CNIC # \_\_\_\_\_

Address:

Registrar, Institute of Business

Administration Main Campus

University Road, Karachi

WITNESS:

1. \_\_\_\_\_

HYDER PRINTERS

NAME: ABDUL HAMEED BUTT

CNIC # 42101-8696685-3

Address:

5 C 5/22 NAZIMABAD

Karachi-74600

2. \_\_\_\_\_



## Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: PS/06/14-15
3. Tender Description/Name of work/item: Designing, Composing & Printing of Program Announcement 2015-16
4. Method of Procurement: Single Stage Two Envelope
5. Tender Published: IBA & SPPRA websites on January 24, 2015 SPPRA Serial # 22546  
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold: 03 printers have collected Tender Documents
7. Total Bids Received: 03 companies
8. Technical Bid Opening date: (if applicable) February 11, 2015 *(Provide details in separate form)*
9. No. of Bid technically qualified (if applicable): 3 companies
10. Bid(s) Rejected: No
11. Financial Bid Opening date: February 18, 2015

### 12. Bid Evaluation Report:

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1.	M/s Hyder Printers	Rs.749,250.00	Lowest bidder	Rs.900,000.00	Accepted due to technical qualification and quoted lowest cost	Technically evaluated 93.00%
2.	M/s The Times Press (Pvt) Ltd	Rs.956,475.00	2 <sup>nd</sup> Lowest	---		Technically evaluated 90.80%
3.	M/s Benison Printers	Rs.970,515.00	3 <sup>rd</sup> Lowest	---		Technically evaluated 95.60%

**Note: Minimum eligible percentage for technical qualification was 80%**

**Signatures of the Members of the Committee**

  
MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Syed Jehangir  
Project Administrator  
IBA, Karachi

  
CHAIRPERSON  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Dr. Naveed Toheed  
Professor  
IBA, Karachi

  
MEMBER (EXTERNAL)  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Havis Anwer  
SPPRA Advisor  
HES



# Comparative Statement for Designing, Composing & Printing of Program Announcement 2015-16

Tender # PS/06/14-15

S. #	Description	Qty	Unit	M/s Hyder Printers		M/s The Times Press		M/s Benison Press	
				Rate	Amount	Rate	Amount	Rate	Amount
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	<p><b>Size of Document:</b> 11" x 8.5" (closed size) as per sample.</p> <p><b>Type of Binding:</b> 2 pin Binding / Hot Glue stitch binding (non shearing)</p> <p><b>Type of Printing:</b> 05+05 Color Printing</p> <p><b>Total Pages:</b></p> <p>270 Pages total (Including Title page, rear page and 01 Map pull out page) as per sample</p> <p><b>Total Leaves:</b> 135 Leaves (approx)</p> <p><b>Title Cover of Booklet:</b> 310 gsm art card 05 color printing. Lamination, Spot UV Size (10.75 x 8.25) close size</p> <p><b>Grammage of Paper &amp; Origin:</b> 128 gsm, matt finish paper (Indonesia).</p> <p><b>Total Photographs:</b> Specs will be according to design &amp; art work of 355 pictures and graphics*</p> <p><b>Envelope:</b> 02 color printing on 128gsm, Matt finish with pasting according to specimen</p> <p><b>Designing &amp; Composing:</b> Aesthetic Designing &amp; Composing with the consent of concerned authorities, designer required to be available at the Main Campus.</p>	1500	copies	426.92	640,384.65	545.00	817,500.00	553.00	829,500.00
					Rs. 640,384.65		Rs. 817,500.00		Rs. 829,500.00
					Rs. 108,865.39		Rs. 138,975.00		Rs. 141,015.00
					Rs. 749,250.04		Rs. 956,475.00		Rs. 970,515.00
					Total				
					17% GST				
					Total Amount				

CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
Sri Lanka Open University  
Project Account  
S.A. Konesalu

CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
Sri Lanka Open University  
Project Account  
S.A. Konesalu

CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
Sri Lanka Open University  
Project Account  
S.A. Konesalu

**Muhammad Hanif / Executive I (Purchase) @ Main Campus**

---

**From:** Syed Jehanzeb / Asst. Manager Finance (Projects) @ Main Campus  
**Sent:** Saturday, February 21, 2015 11:47 AM  
**To:** Procurement Committee  
**Cc:** Muhammad Hanif / Executive I (Purchase) @ Main Campus  
**Subject:** Item # 2

Decision: The committee approved the tender for Composing & Printing of Program Announcement 2015-16 at Rs. 749,249.65 (inclusive of all taxes) to M/s Hyder Printers.

Thank You,  
Syed Jehanzeb

**From:** Muhammad Sohail Khan / Manager Purchase and Stores @ IBA  
**Sent:** Thursday, February 19, 2015 3:32 PM  
**To:** Syed Jehanzeb / Asst. Manager Finance (Projects) @ Main Campus  
**Cc:** Dr. Nasir Touheed / Professor of Computer Science, Coordinator Testing Services of IBA  
**Subject:** PC Agenda as on February 21, 2015

Dear Jehanzeb,

Please find the attachments regarding the appended below agenda items to be discussed in forth coming PC meeting being held on February 21, 2015

1. Approval for Composing & Printing of Program Announcemenet 2015-16
2. Approval for tender ad & documents of Uniform & Liveries for Office Attendants

Thank you,  
Sohail .

**Institute of Business Administration, Karachi**  
**Financial Proposal Opening**  
**February 18, 2015**

Statement of Tender for: Designing, Composing & Printing of Program Announcement 2015-16	Tender # PS/06/2014-15
--	------------------------

S. #	Company Name	Tender Amount in Figures / in Words	Conditions, if any	Earnest Money Pay Order No. / Amount & Date	Contractors / Representative Signature	Remarks
1-	M/s Zee Times Press (Pvt.) Ltd.	Rs 956,475.00		08340779 Habib Bank Rs 48,000/- Feb 10, 2015	ABSENT	
2-	M/s Mydler Printers	Rs 749,249.65		12125870 Allied Bank Rs 37,500/- Feb 11, 2015		
3-	M/s Benson Printers	Rs 970,515.00		9451066 UBL Rs 50,000/- Feb 11, 2015		

*[Signature]* *[Signature]* *[Signature]*



# AGGREGATED WEIGHTAGE MEAN

TENDER # PS/06/14-15

## DESIGNING, COMPOSING & PRINTING OF PROGRAM ANNOUNCEMENT 2015-16

Name of Participant	M/s The Times Press	M/s Hyder Printers	M/s Benison Printers
M. Sohail Ahmad	95	93	95
S. Akmal Khan	92	96	100
Sahid Ahmad	86	88	98
Mansoor Ali	92	93	93
Rizwan Rizvi	89	95	92
/	/	/	/
/	/	/	/
/	/	/	/
Weighted Mean	90.8	93	95.6
Aggregated Percentage			

 Syed Qasim  
 Syed Qasim  
 Syed Qasim

### 3. Technical Qualifications Criterion

- a. Maximum marks for Technical Proposal: 100  
b. Minimum qualifying percentage is 80%. Applicant who secured less than 80% will be categorically disqualified for further process.  
c. Please note failing to submit support / claim documents would lead to rejection of the vendors tender document.

1- Years in business: (please tick appropriate area)

**Maximum 10 Marks**

Note : Please provide supporting documents of your claims.

- i. 20 + years: ✓ 10 Marks  
ii. 15 ~ 19 years : \_\_\_\_\_ 05 Marks  
iii. 10 ~ 14 years : \_\_\_\_\_ 02 Marks

2- Clientele List: (please attach list) : (please tick appropriate area)

**Maximum 10 Marks**

Note : Please provide supporting documents with contact numbers of your claims.

- i. 15 + clients: ✓ 10 Marks  
ii. 10 ~ 14 clients: \_\_\_\_\_ 05 Marks  
iii. 05 ~ 9 clients: \_\_\_\_\_ 02 Marks

3- Manpower / Human Resources:

**Maximum 18 Marks**

Note : Please provide description of manpower/human resources of your claims that include education, experience, age etc) At least ONE personnel under Manpower should be available on Payroll of Printer for every category.

S. No.	Manpower	Marks
1	Designer	4 + 3
2	Supervisor	4 + 4
3	Technician Printing	3 + 4
4	Technician Machinery	3 + 4
5	Composer	4 + 3
Total Marks		18

Stamp & Signature



4- Detail of Design Section: (please attach list) : (please tick appropriate area) **Maximum 10 Marks**  
Note : Please provide supporting documents of your claims.


- i. Proper Designer with complete accessories available in house: ✓ 10 Marks  
ii. Sub-let: \_\_\_\_\_ 05 Marks

5- Printing Work / Process: **Maximum 10 Marks**  
Note : Please provide plan scheme of work.

- i. In house / Under One Roof: ✓ 10 Marks  
ii. Partial: \_\_\_\_\_ 05 Marks  
iii. Sublet: \_\_\_\_\_ Zero Marks

6- Status of Machineries & Equipments: **Maximum 12 Marks**  
(Each Machine & Equipment carries ONE mark)  
Note : Please provide description of machine including origin, make and model of your claims.

S. #	Machine & Equipment	Yes / No
1	04 color Machine	No
2	02 color Machine	YES
3	Three knife cutting Machine	No
4	Conventional Paper Cutting Machine	YES
5	Lamination Machine	YES
6	Hot Glue Binding Machine	YES
7	Stitching Machine	YES
8	Stapler Machine	YES
9	Pasting Machine	YES
10	Desktop Publishing System	YES
11	Designing & Composing	YES
12	Generator to operate machines	YES
Total Marks		

  
Stamp & Signature





7- Experience of similar printing under mentioned: *(please tick appropriate area)*

**Maximum 15 Marks**

*Note : Please provide supporting documents of your claims. Each item carries 05 marks*

- |      |                       |                                     |          |
|------|-----------------------|-------------------------------------|----------|
| i.   | Program Announcement: | <input checked="" type="checkbox"/> | 05 Marks |
| ii.  | Graduate Directory :  | <input checked="" type="checkbox"/> | 05 Marks |
| iii. | Annual Report:        | <input checked="" type="checkbox"/> | 05 Marks |

8- Dedicated Designer & Composer: *(please tick appropriate area)*

**Maximum 10 Marks**

*Note : The printer is required to depute a dedicated designer & composer at IBA*

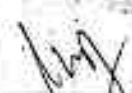
- |      |             |                                     |          |
|------|-------------|-------------------------------------|----------|
| i.   | Full time : | <input checked="" type="checkbox"/> | 10 Marks |
| ii.  | Part Time:  | <input type="checkbox"/>            | 05 Marks |
| iii. | In-House:   | <input type="checkbox"/>            | 02 Marks |

9- Annual turnover of last three years company (Financial): *(Please tick appropriate area)*

**Maximum 5 Marks**

*Note: Please provide supporting documents of your claims.*

- |      |                |                                     |          |
|------|----------------|-------------------------------------|----------|
| i.   | 5 + million:   | <input checked="" type="checkbox"/> | 05 Marks |
| ii.  | 3 ~ 5 million: | <input type="checkbox"/>            | 03 Marks |
| iii. | 1 - 3 million: | <input type="checkbox"/>            | 02 Marks |

  
Stamp & Signature





Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

## BIDDER QUALIFICATION REPORT

*Rule-46 (1)(a)*

BIDDER'S NAME: M/s Hyder Printers

- (i) Relevant Experience: *copy attached*
- (ii) Turn over of at least three years: *copy attached*
- (iii) Sales Tax Registration Certificate: *copy attached*
- (iv) Income Tax Registration Certificate: *copy attached*



HYDER PRINTERS

### **Company Profile:**

We provide designing, printing & binding services in excellent quality, reasonable price and exact lead-time.

As a specialized manufacture, we have over 31 years experience in color printing service of paper products. We have a generator in place of short electric supply to complete the jobs.

### **Product Range :**

We provide the following products:

- Annual Reports
- Program Announcement / Prospectus
- Books, booklets, magazines, brochures
- Convocation Certificate, & Jackets
- Shade cards
- Colour Book
- Paper bags, paper boxes
- Catalogs, leaflets, posters, folders
- Greeting cards, Certificates
- Calendars & Dairies etc.
- Graduate Directories
- Cake Box

### **Departments:**

#### **Creative & Designing Department:**

Our designing department is always ready to create new ideas with the help of your business nature and the work. We have 3 persons for completion of the job target.

#### **Printing Department:**

Printing department is the backbone of the printing services. We have fully trained staff for the printing services. 20 persons are working in our printing department.





HYDER PRINTERS

**Binding Department:**

6 fully trained persons are ready to complete the job in professional attitude.

**Out Door Staff:**

We provide our services at you door spot so that we have 4 out door staff. They know the entire infrastructure in Karachi.

**Accounts Department:**

We have an accounts manager who maintains our accounts in proper manners.

## GST REGISTRATION #

GOVERNMENT OF PAKISTAN  
Federal Board of Revenue  
Islamabad

File No. ST/CRO/CREG/OL/2009/17/324

### CERTIFICATE OF REGISTRATION Under Sales Tax Act, 1990)

This is to certify that M/S HYDER PRINTERS

address 5-C5/22 NAZIMABAD NORTH NAZIMABAD  
KARACHI

have been registered as

☒ Manufacturer

☐ Importer

☐ Exporter

☐ Distributor

☐ Retailer

☐ Wholesaler

☐ Service Provider

This means that they must

- (i) Charge sales tax on all taxable supplies made during the course of taxable activity.
- (ii) File a return in the designated bank relating to a month on or before the 15th of the following month, unless otherwise prescribed.
- (iii) File a Nil-Return if no taxable activity takes place during a tax period.
- (iv) Abide by provisions of Sales Tax Act, 1990, and rules made thereunder.

Their Sales Tax Registration Number is

17-00-8442-065-37

Date of Registration is

12-FEB-2009

and National Tax Number is

1178296

[Note: The Sales Tax Registration number must be shown in the return and on all the invoices issued by them and quoted in all their correspondence with the Sales Tax Department.]

  
Secretary (Registration)  
CENTRAL REGISTRATION OFFICE



HYDER PRINTERS

NTN REGISTRATION #

GOVERNMENT OF PAKISTAN  
REVENUE DIVISION  
CENTRAL BOARD OF REVENUE

**NATIONAL TAX NUMBER CERTIFICATE**

(Issued under Section 20 of the Finance Act, 1997)

National Tax Number (NTN)

13782746-0

Signature: HYDER PRINTERS

Address: S-C-5, 22-NAT ROAD,

KARACHI

Supplies/Volume: 1401911144

502-87-471027

NCC/Item Reg./Company Inc Number:

*This certificate shall be prominently displayed at a conspicuous place of the premises in which business or work for gain is carried on. It is also required to be indicated on the signature wherever it is affixed.*

Date of issue: 26/10/2000

  
Riaz Hussain Naqvi  
Chairman



HYDER PRINTERS

## STATUS OF PRINTER



MCB Bank Limited

August 27, 2008

### CERTIFICATE

This is to certify that **Mr. Abdul Hameed Butt** is maintaining his personal cheques account in our branch in the name of style 'Detail' is hereunder.

Account Title:	M/S. HYDER PRINTERS
Account Type:	CURRENT
Account No:	3055-5
Account Since:	20-JUL-2001

This certificate is the result of the specific request.

The above information is being communicated to you in strict confidence without any responsibility or liability for error or omission on the part of the bank, its employees, agents, and/or representatives. The bank shall have no liability to any party who relies on this certificate.

Yours sincerely,

  
MANAGER