



Board of Intermediate Education
Bakhtiar Youth Center, North Nazimabad,
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MINUTES OF MEETING

MINUTES OF THE MEETING OF PROCUREMENT COMMITTEE HELD ON 15.10.2020 AT 03.00 P.M., TO OPEN THE BIDS INVITED FOR PRINTING & SUPPLY OF MISC. FORMS & ENVELOPES ETC.

A meeting of the Procurement Committee BIE Karachi was held on 15.10.2020 at 03.00 p.m. in the Committee room of Board of Intermediate Education Karachi, under the Convener ship of Audit Officer BIE Karachi, to open the Bids invited for Printing & Supply of Misc. Forms & Envelopes etc. for the Board of Intermediate Education Karachi. Following attended the meeting:

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|--|---------------------|
| 1. Mr. Zahid Ali Lakho
Audit Officer,
BIE, Karachi. | Convener |
| 2. Mr. Farhan Iftikhar
Assistant Secretary,
Accounts Section
BIE, Karachi. | Member <i>Fah</i> |
| 3. Mr. Iqbal Hussain
Superintendent,
Humanities Private Section,
BIE, Karachi. | Member <i>Iqbal</i> |
| 4. Mr. Najaf Ali Mughni
System Administrator,
Abbasi Shaheed Hospital,
Karachi. | Member |
| 5. Mr. Muhammad Fahad
Dy. Executive Engineer (Electrical),
Acting Engineer
University of Karachi | Member <i>Fahad</i> |

Meeting started with the recitation from Holy Quran. The Committee was informed that sealed bids were invited through press for **Printing & Supply of Misc. Forms & Envelopes etc.** for the Board of Intermediate Education Karachi was published in leading newspapers; Daily Express Tribune (English) as on September 26, 2020 as well as Daily Express (Urdu) as on September 27, 2020 and Daily Awami Awaz (Sindhi) as on September 28, 2020. The same was hosted on the website of BIE Karachi as well as SPPRA at Sr. No. **T00535-20-0005** dated **01.10.2020**. According to SPPRA, Rules, Single stage - One envelope bid, containing Technical and Financial Proposals, were invited for the purpose.

In response to advertisement, three (09) interested firms purchased the tender documents out of which (06) interested firms submitted their bids (Attendance Sheet annexed at "A") which are as follows:

- 1) M/s. Al Faisal Enterprises
- 2) M/s. Bin Sajjad
- 3) M/s. Vorson
- 4) M/s. Benison Printers
- 5) M/s. Shan Printing Press
- 6) M/s. Ubaid Enterprises

The bids were opened by the Procurement Committee as on 15.10.2020 in presence of the representatives of Bidding Firms and the rate quoted by bidders was announced loudly one by one. Committee preliminary evaluated the bid technically with regard to availability of required documents; viz. NTN and Sales Tax Registration, business experience and dealing of firms in supply of similar stores, committee has satisfied after preliminary evaluation of the documents submitted by the bidders except M/s. Vorson.

Furthermore, the bids of M/s. Vorson has been declared disqualified by the Procurement Committee after assessment of documents due to non fulfillment of eligibility criteria mentioned in bidding documents.

Keeping in view of the necessity of required articles, committee emphasized to complete the delivery of stores within stipulated period as mentioned in the bidding document, and decided that the respective Inspection Committee must ensure the inspection of stores in accordance with the samples of articles approved by the procurement Committee.

The detailed comparative statements for items were prepared by the Committee is attached with minutes as Annexure "B".

The Committee unanimously recommended awarding the contract to the best evaluated bid / lowest quoted rates.

DECISION:

The Committee recommended awarding the contract for printing & Supply of Misc. Forms & Envelopes etc. on the basis of lowest quoted rates & best evaluation to the bidders as follows:

1) **M/S. BIN SAJJAD, KARACHI**

S. No.	Name of Articles & Approved Specification	Qty	Rate	Amount
PRINTING OF ENVELOPE				
9	ii) Size 10"x 12"	20000	2.75	55,000/-
	iii) Size 12" x 16"	100000	3.90	390,000/-
	iv) Size 8 1/2" x 12"	5000	2.75	13,750/-
	TOTAL			RS.458,750/-

2) **M/S. BENISON, KARACHI**

S No.	Name of Articles & Approved Specification	Qty	Rate	Amount
PRINTING OF FORMS				
1				
B	One Side Printing Forms Size 20" x 30/4"	100000	1.15	115,000/-
C	Both side Printing Forms Size 17" x 27/8"	100000	1.25	125,000/-
2	Printing of Graph Sheet Size 18" x 23/4"	150000	1.32	198,000/-
TOTAL				RS.438,000/-

3) **MS/ SHAN PRINTING PRESS, HYDERABAD**

S. No.	Name of Articles & Approved Specification	Qty	Rate	Amount
5	Printing of Cash Books Size 10"x15"	40	1125	45,000/-
6	Printing of Stock Register Size 10"x15"	10	1250	12,500/-
7	Printing of Stock Register (For Sections) Size 10"x15"	100	1125	112,500
8	Printing of Cash Receipt Books Size 18"x23/4"	700	190	133,000/-
TOTAL				RS.303,000/-

(Handwritten signatures and initials in blue ink)

3) **MS/ SHAN PRINTING PRESS, HYDERABAD**

S. No.	Name of Articles & Approved Specification	Qty	Rate	Amount	Remarks
5	Printing of Cash Books Size 10"x15"	40	1125	45,000/-	Lowest Quoted Rates
6	Printing of Stock Register Size 10"x15"	10	1250	12,500/-	Lowest Quoted Rates
7	Printing of Stock Register (For Sections) Size 10"x15"	100	1125	112,500	Lowest Quoted Rates
8	Printing of Cash Receipt Books Size 18"x23"/4	700	190	133,000/-	Lowest Quoted Rates
			TOTAL	RS.303,000/-	

4) **MS/ UBAID ENTERPRISES, KARACHI**

S. No.	Name of Articles & Approved Specification	Qty	Rate	Amount	Remarks
1	PRINTING OF FORMS				
A	Printing of Misc. Forms One side & Both side printing. Different size	30000	1.20	36,000/-	Lowest Quoted Rates
3	Printing of File Boards Size 10"x14" size	5000	22	110,000/-	Lowest Quoted Rates
4	Printing of File Covers closed size 9½"x14" or Open Size 18½"x14" excluding 3½"	30000	13.50	405,000/-	Lowest Quoted Rates
9	PRINTING OF ENVELOPE				
	i) Size 4 ½" x 9"	10000	1.10	11,000/-	Lowest Quoted Rates
			TOTAL	RS.551,000/-	

Following members of Procurement Committee has recommended to accept the best evaluated bids and lowest quoted rates in favor of successful bidders including all Govt. taxes.

Committee Members	Signature	Committee Members	Signature
(FARHAN IFTIKHAR) Assistant Secretary (Accounts) BIEK		(IQBAL HUSSAIN) Superintendent Humanities (Pvt.) Section BIEK	
(NAJAF ALI MUGHNI) System Administrator, Abbasi Shaheed Hospital, Member other than Procuring Agency		(MUHAMMAD FAHAD) Deputy Executive Engineer (Electrical) Acting Engineer, University of Karachi Member other than Procuring Agency	
Convener		Signature	
(ZAHID ALI LAKHO) Audit Officer BIEK, Convener			