

Bid Evaluation Report	
Supply of Microsoft Office LTSC Standard 2021	
Name of Procuring Agency	Sindh Insurance Ltd
Tender Ref no.	SIL/HO/MS LTSC LICENSES/2021
Method of Procurement	Single Stage Two Envelopes
Tender Description	Supply of Microsoft Office LTSC Standard 2021
Tender Published	SPPRA S.No. T00013-21-0013 Dated December, 31, 2021
Total Bid Document Sold	2
Total Bid Received	2
Technical Bid Opening Date	17th January, 2022 at 4:00pm
Financial Bid Opening Date	17th January, 2022 at 4:00pm
No. of Bids Technically Qualified	2
Bids Rejected	-

S. No	Company Name	Qualified/Disqualified in Technical / Eligibility Inspection	Cost of Bid Offered	Ranking In terms of Cost	Comparison With Estimated Cost (Rs. 2,500,000/-)	Reason for Acceptance/Rejection	Remarks
1	2	3	4	5	6	7	
1	M/s Megaplust Pakistan	Technically qualified	Rs. 2,267,811/-	1	Rs. 232,189/- Below the Estimated Cost	Not accepted due to higher cost	Accepted being the lowest cost bidder
2	M/s Apollo Telecom (Pvt) Limited	Technically qualified	RS. 2,436,870/-	2	Rs.63,130/- Below the Estimated Cost	Accepted being the qualified & lowest cost bidder	Not accepted due to higher cost

Note:- M/s Megaplust Pakistan is awarded the tender for Supply of Microsoft Office LTSC Standard 2021 being the lowest cost qualified bidder.

Procurement Committee Members

- 1 **Mr. Nadeem Akhter**  
Sindh Insurance Ltd  
CFO & Company Secretary  
Head of Procurement Committee
- 2 **Ms. Meher Dinshaw Khory**  
Sindh Insurance Ltd  
Head-HR & Admin  
Member
- 3 **Muhammad Adnan Shakeel**  
Sindh Modraba  
Senir Manager Finance(AVP-I)  
Independent Member

Signature 

Signature 


Signature 


**Bidders Qualification Report (Supply of Microsoft Office LTSC Standard 2021)**

S. No.	Requisite	Total Marks	Marks Obtained By Apollo Telecom	Marks Obtained By Mega plus Pakistan	Remarks
1	Firm's Status	<b>15</b>	<b>15</b>		Public / Private Ltd.
		10		<b>10</b>	Partnership Firm
		05			Sole Proprietorship
2	Cliental List	<b>20</b>	<b>20</b>	<b>20</b>	10 and above
		15			8 and above
		10			5 and above
3	Years in Business in relevant	<b>20</b>	<b>20</b>	<b>20</b>	5 Years and above
		15			4 years and above
		10			3 years and above
4	Set-up	<b>15</b>		<b>15</b>	Importer / Authorized distributors
		10	<b>10</b>		Others
5	Cumulative Turn Over in Last 3 Years	<b>15</b>	<b>15</b>	<b>15</b>	On an average of 2 Million and above
		10			On an average of 1 Million and above
6	No of offices/outlets / branches	<b>15</b>	<b>15</b>	<b>15</b>	Above 02
		10			Upto 02
		5			only 01
<b>Total Marks</b>		<b>100</b>	<b>95</b>	<b>95</b>	

**Both the bidders have qualified**

  
**Nadeem Akhter**  
 CFO & Company Secretary  
 Sindh Insurance Limited

  
**Meher Dinshaw Khory**  
 Head HR & Admin  
 Sindh Insurance Limited

  
**Muhammad Adnan Shakeel**  
 Senior Manager Finance  
 Sindh Modaraba

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

TYPE OF PROCUREMENT ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME Supply of Microsoft Office LTSC Standard 2021

TYPE OF TENDER SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE-TWO ENVELOPE

OPENING DATE 17-Jan-22

OPENING TIME 1600 Hours

ATTENDANCE MEMBER (PC) Mr. Nadeem Akhter  
Ms. Meher Dinshaw Khory  
Mr. Muhammad Adnan Shakeel

✓
✓
✓

ATTENDANCE (REPS. OF BIDDERS)	NAME	FIRM
	<u>Syed Sharique Azeem</u>	<u>Megaplus</u>
	<u>Suleman Aziz</u>	<u>Apollo Telecom</u>
	<u>/</u>	<u>/</u>
	<u>/</u>	<u>/</u>

TOTAL BIDS ACCEPTED FOR EVALUATION 02

TOTAL BIDS REJECTED -

REMARKS Both the bidders are qualified

PROCUREMENT COMMITTEE

Mr. Nadeem Akhter [Signature] 17/01/22

Ms. Meher Dinshaw Khory Meher Behroze

Mr. Muhammad Adnan Shakeel [Signature]


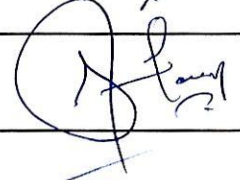
# Sindh Insurance Limited

## ATTENDANCE SHEET

### BID OPENING

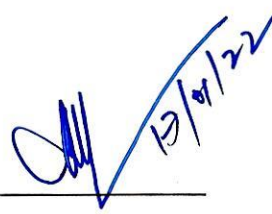
Date:- 17-Jan-22

Supply of Microsoft Office LTSC Standard 2021

S NO.	Company Name	Name of Company Representative	Contact No.	Signature
1	MegaPlus Pakistan	Sheel Shoukat Ali	0341-8118200	
2	Apollo Telecom	Bulman Aziz	0323-2383128	
3				
4				
5				

### Signature of Procurement Committee

Mr. Nadeem Akhter  
Head-Procurement Committee

  
17/01/22

Ms. Meher Dinshaw Khory  
Member:-



Mr. Muhammad Adnan Shakeel  
Independent Member



IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO



OPENING OF BIDS  
FINANCIAL PROPOSALS

Supply of Microsoft Office LTSC Standard 2021

Dated: 17/01/2022

S.no	Company Name	Total	Signature of Company Representative	Remarks
1	Meg Plus.	2,267,811		
2	Apollo Telecom	2,436,875		
3				
4				
5				
6				

**Procurement Committee Memebers**

- 1 Mr. Nadeem Akhter  
Sindh Insurance Ltd  
CFO & Company Secretary  
Head Of Procurement Committee
- 2 Ms. Meher Dinshaw Khory  
Sindh Insurance Ltd  
Head HR & Admin  
Member
- 3 Mr. Muhammad Adnan Shakeel  
Sindh Mdaraba  
Senior ~~Proc.~~ Manager Finance(AVP-II)  
Independent Member

17/01/22

Meher Behara

## 2 FINANCIAL PROPOSAL

### PRICE SCHEDULE

(Applicable for the year 2022)

Name of Bidder Apollo Telecom Private Limited

S.No	Item	Quantity	Unit Cost	Total Amount In Rs.
01	Microsoft Office LTSC Standard 2021	30	PKR 81,229	PKR 2,436,870
*Grand Amount in Pak Rs.				PKR 2,436,870

*The product is as per standard*

*M. Ch. B. Ch. a.*

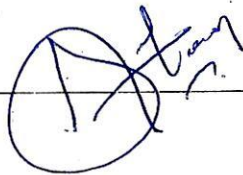
\*This total amount will be taken as the financial bid offered by the vendor.

#### Note

- The company will be considered disqualified from the very outset, if not GST registered.
- The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, commissioning.
- 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.** 2% of the \*Total Amount will be submitted with the tender document as bid security in shape of Pay Order /Insurance Guarantee in favour of Sindh Insurance Ltd.
- In case it is reviled 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
- 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.
- 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.
- All conditions in the contract agreement attached as Annexure G are part of this tender document.
- The tender will be considered cancelled if the contract agreement after due signature is not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 days) on SPPRA website.
- 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.
- In case the financial bids are the same, the successful bidder will be the one who has the highest turnover of the two bidders.
- Pre Bid Meeting: Within one week (For Any Clarification)**

Note. There can be subsequent modification or amendment to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Insurance Ltd. & SPPRA website regularly.

Signature & Stamp of Bidder




## Apollo Telecom (Pvt) Ltd.

### Corporate HQ.

Pak Plaza, 22 Service Rd, A.K. Fazal-e-Haq Rd,  
G-6/3, Islamabad. 44000, Pakistan.  
Phone: +92 (0) 51 111 111 747  
Fax: 051 280 1323  
Email: hr@apollo.com.pk  
www.apollo.com.pk

### Central Region

36 A Block B, Bor Society  
Johar Town Lahore  
54000-Pakistan  
Phone : +92 (0) 42 35166650-51

### South Region

Office 707, 7th Floor, Portway Trade Center,  
Sindhi Muslim Cooperative Housing Society,  
Block A Shahrah-e-Faisal  
Karachi. 74600-Pakistan  
Phone : +92 (0) 21 34322070

## 4 FINANCIAL PROPOSAL

### PRICE SCHEDULE

(Applicable for the year 2022)

Name of Bidder Mega Plus Pakistan

*Meha Behra*

S.No	Item	Quantity	Unit Cost	Total Amount In Rs.
01	<u>Microsoft Office LTSC Standard</u> <u>2021</u>	30	75,594	2,267,811
<b>*Grand Amount in Pak Rs.</b>				2,267,811

*The product is as per requirement*

\*This total amount will be taken as the financial bid offered by the vendor.

**Note**

1. The company will be considered disqualified from the very outset, if not GST registered.
2. **The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, commissioning.**
3. 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.** 2% of the \*Total Amount will be submitted with the tender document as bid security in shape of Pay Order /Insurance Guarantee in favour of Sindh Insurance Ltd.
5. In case it is reviled 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
7. 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.
8. 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.
9. All conditions in the contract agreement attached as Annexure G are part of this tender document.
10. The tender will be considered cancelled if the contract agreement after due signature is not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 days) on SPPRA website.
11. The tender will stand cancelled if any of the given condition of the tender in not met in strictly as per the requisite of the tender document.
12. In case the financial bids are the same, the successful bidder will be the one who has the highest turnover of the two bidders.
14. **Pre Bid Meeting: Within one week (For Any Clarification)**

*Note. There can be subsequent modification or amendment to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Insurance Ltd. & SPPRA website regularly.*

Signature & Stamp of Bidder \_\_\_\_\_

