

# 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 Insurance Limited
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Other
- 3) TITLE OF CONTRACT Supply of Scanners
- 4) TENDER NUMBER SIL/HO/SUPPLY OF SCANNERS/2021
- 5) BRIEF DESCRIPTION OF CONTRACT Supply of HP Scanners
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE 1,000,000/-
- 8) ENGINEER'S ESTIMATE  
(For civil works only) -
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 18-02-2022
- 10) TENDER OPENED ON (DATE & TIME) 19-11-2021
- 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  
(Enclose a copy) Enclosed
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Apollo Telecom (Pvt) Ltd. Karachi
- 16) CONTRACT AWARD PRICE 1,075,651/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). 2nd (qualified and offered the required product)
- 18) METHOD OF PROCUREMENT USED : - (Tick one)
- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_  Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE Yes \_\_\_\_\_
- 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 \_\_\_\_\_

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	T00013-21-0009 Dated November 3rd, 2021
No	

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

Yes	
No	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	
No	No

Signature & Official Stamp of  
Authorized Officer



Nadeem Akhter (Head of P.C)

**FOR OFFICE USE ONLY**

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

Print

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IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

  
**SINDH INSURANCE**  
POWER TO THE PEOPLE

SIL/HO/PROCUREMENT/2022-058

31<sup>st</sup> January, 2022

M/s Apollo Telecom (Pvt) Limited  
707, 7<sup>th</sup> Floor  
Partway Trade Centre  
Shahrah-e-Faisal,  
Karachi.

**Sub: Letter of Award-Supply of Scanners to Sindh Insurance Limited**

Dear Sir,

The management of Sindh Insurance Limited is pleased to award the subject contract to **M/s Apollo Telecom (Pvt) Limited** vide tender reference # SIL/HO/SCANNERS/2021 & SPPRA serial # T00013-21-0009.

Thanks & Regards

  
**Nadeem Akhter**  
Head of Procurement Committee

V301460

270 3770/



**KARIM ANWER ALI STAMP VENDOR**  
 L NO 95, Plot No AK 12-512-E Liaquat Colony  
 Shah Waliullah Road, Karachi South  
 SR No. U.S. 50 Date: 30 DEC 2021  
 Issued with Address: Muhammad Waris Khan Ajmeri  
 Through With Address: Advocate High Court  
 Purpose: L.No: 45443, High Court Karachi  
 Value Rs. 1000 /- Attached :  
 Stamp Vendor Signature :  
 Do Not use Divorced & will Purpose and Vendor  
 Will Not responsible for any illegal/ Fake Agreements

(RUPEES ONE HUNDRED ONE) 13 JAN 2022

### CONTRACT AGREEMENT

This Agreement is made on this 13 day of **January, 2022** Between Sindh Insurance Limited having its head office at 1st Floor, Imperial Court, Dr. Zia Uddin Ahmed Road, Karachi (hereinafter called the Purchaser)

And

M/S. Apollo Telecom Private Limited having its registered office at Port-way Trade Centre 7th Floor, Office# 707, Main Shakra-e-Faisal, SMCHS, Karachi (Hereinafter called the Vendor).

*South Region*

WHEREAS the Vendor is the Supplier of HP Scanners

AND WHEREAS Sindh Insurance Limited is inclined to purchase the HP Scanners mentioned below on the terms and conditions laid down hereinafter for the supply of equipment by Sindh Insurance Limited of total sum amounting to Rs. 1,075,651/- (Rupees: one million seventy-five thousand six hundred fifty-one Only)

*[Signature]*

Details of Equipment is as follows.

HP Scanners						
S.No.	Item Description	Qty	Unit Price PKR	Total Price PKR	GST 17% PKR	Total Price with GST PKR
1	HP ScanJet Enterprise Flow 7500 Flatbed Scanner	4	229,840	919,360	156,291	1,075,651

**Terms & Conditions:**

1. The vendor will provide the performance security in the form acceptable to Sindh Insurance Limited for 5% of the order value for the period of 90 days from the date of completion of contract. In case Vendor does not fulfil its commitments, Sindh Insurance Limited reserves the right to enforce the performance security.
2. The vendor shall provide the items as per specifications and upon the recommendations of Sindh Insurance Limited as per following schedule after receipt of Purchase Order:

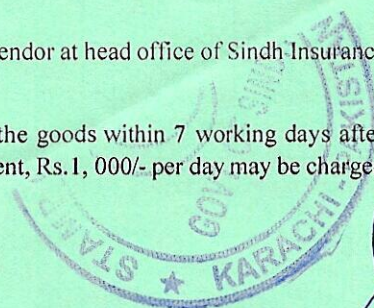
Quantity	Date of Delivery	Payment
04	Within 3 to 4 weeks	Within 30 days after delivery and satisfaction note of I.T Department
04	Within 45 days of this agreement	

3. Sindh Insurance will have the option to enforce the performance bond on happening of any one or all the following events.

- a. If the vendor fails to deliver the Goods as per agreed Schedule.
- b. If the vendor fails to get the Goods inspected by the IT Department
- c. If the Goods supplied by the vendor fails to perform as per Sindh Insurance's requirement.

In addition, Sindh Insurance Ltd will have the option to cancel the order and offer the same to the next lowest bidder.

4. The Vendor is obliged and bound to replace any or all parts broken or damaged in transit at his own cost and risk and shall deliver all the equipment in good and sound condition.
5. The vendor also undertakes to bear all kind of taxes i.e. Stamp duty/ Service Charges/Professional Tax / Sales Tax Invoice, Income Tax, Zila / Octroi Tax (if any) and all other incidental charges etc., up to the place of destination.
6. Proportionate payments against supply of equipment will be made within Thirty days from the equipment delivery date as per clause 2.
7. In case of any dispute at any point the matter will be settled amicably. If the parties do not reach a settlement the dispute will be referred to the Complaint Redressal Committee for Dispute Resolution.
8. Delivery will be made by the vendor at head office of Sindh Insurance Limited.
9. In case of failure to supply the goods within 7 working days after the delivery time, as described under clause no 2 of this agreement, Rs.1, 000/- per day may be charged.



Handwritten signatures in blue ink, including one that appears to be 'Sindhu' and another that is more stylized.



10. The terms of this agreement shall be valid for a period of one year, commencing from the date of signing of this agreement.

In witnesses hereunder both the parties have set their hands on the day and year above first mentioned.

Termination of Agreement by Sindh Insurance Limited:

- If the Supplier, in the judgment of Sindh Insurance has engaged in corrupt or fraudulent practices in competition for or in executing the Agreement.
- If issued two (2) warning letter/emails by Sindh Insurance Ltd for its unsatisfactory current performance by Sindh Insurance Ltd to the bidder.
- If, as result of Force Majeure the supplier is unable to perform a material portion of the Services for a period of not less than thirty (30) days; and
- If Sindh Insurance, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

Sindh Insurance Limited

Registered Address:

1<sup>st</sup> Floor, Imperial Court, Dr. Zia Uddin Ahmed  
Road, Near PIDC, Karachi.

Name: M. Faisal Siddiqui

Signature: 

Title: CEO-Sindh Sindh Insurance Ltd

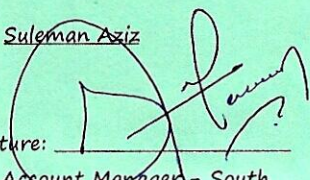


Apollo Telecom Private Limited

Registered Address:


Sport way Trade Center, 7<sup>th</sup> Floor, Office no. 707,  
Shahrah e Faisal SMCH, Karachi.

Name: Suleman Aziz

Signature: 

Title: Account Manager - South

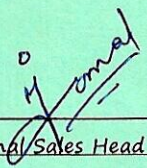
Witness Nadeem Akhter

Signature: 

Title: CFO & Company Secretary  
Sindh Insurance Ltd



Witness Hasan Jamal Khan

Signature: 

Title: Regional Sales Head - South



IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

  
**SINDH INSURANCE**  
POWER TO THE PEOPLE

SIL/HO/PROCUREMENT/2021-0314

4<sup>th</sup> November, 2021

M/s Apollo Telecom (Pvt) Limited  
27, Badri Building  
I.I Chundrigar Road,  
Karachi.

Dear Sir

**Subject: Letter of Acceptance-Network Restructuring for Sindh Insurance Limited.**

M/s Apollo Telecom (Pvt) Limited as the successful bidder of the subject tender reference # SIL/HO/NETWORK RESTRUCTURING/2021 & SPPRA serial # T00013-21-0005.

You are requested to visit our head office and sign the agreement within 07 days of the issuance of this letter.

Kindly acknowledge.



**Nadeem Akhter**  
Head of Procurement Committee.



Bid Evaluation Report	
Supply of Scanners	
Name of Procuring Agency	Sindh Insurance Ltd
Tender Ref no.	SIL/HO/SCANNER-2021
Method of Procurement	Single Stage Two Envelopes
Tender Description	Supply of Scanners
Tender Published	SPPRA S.No. T00013-21-0009 Dated November, 03, 2021
Total Bid Document Sold	2
Total Bid Received	2
Technical Bid Opening Date	19th October, 1600Hrs
Financial Bid Opening Date	19th October, 1600Hrs
No. of Bids Technically Qualified	2
Bids Rejected	1

S.	Company Name	Qualified/Disqualified in Technical / Eligibility Inspection	Cost of Bid Offered	Ranking In terms of Cost	Comparison With Estimated Cost (Rs. 3,000,000/-)	Reason for Acceptance/Rejection	Remarks
1	2	3	4	5	6	7	
1	M/s Apollo Telecom (Pvt) Limited	Technically qualified	Rs. 1,075,651 /-	2	Rs. 75,651/- Above the Estimated Cost	Accepted being the qualified bidder	Accepted
2	M/s SeeSam Solutions (Pvt) Limited	Technically qualified but did not fulfil the terms & conditions	Rs. 796,000 /-	1	Rs.204,000/- Below the Estimated Cost	Rejected due to non-fulfilment of terms & conditions	Rejected

Note:- M/s Apollo Telecom (Pvt) Limited is awarded the tender of being the 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 Modaraba  
Senir Manager Finance(AVP-I)  
Independent Member

Signature 

Signature 

Signature 

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

  
**SINDH INSURANCE**  
POWER TO THE PEOPLE

SIL/HO/ADMIN/2021-0344

6<sup>th</sup> December, 2021

M/s SeeSam Solutions (Pvt) Limited  
43-10-G, Block-6,  
P.E.C.H.S  
Karachi.

**Sub: Provision of Sample / Demo Unit (Tender for Supply of Scanners)**

Dear Sir,

This is with reference to your letter dated 29<sup>th</sup> November, 2021 in response to our letter # SIL/HO/ADMIN/2021-0337 dated 26<sup>th</sup> November, 2021 in which you were given two more days to provide demo of the same model of the scanner which was offered in the bid and as mentioned in the terms & conditions of the technical specification, but no demo has been provided even after two weeks of the bid opening i.e, 19<sup>th</sup> November, 2021.

Keeping the above in view, you are informed that your bid is rejected on account of non-fulfilment of the agreed terms & conditions.



Nadeem Akhter  
Head-Procurement Committee

November 29<sup>th</sup>, 2021

**Mr. Nadeem Akhter**  
Head of Procurement Committee  
Sindh Insurance Limited  
Karachi



Dear Mr. Akhter,

Refers' to your Letter No. SIL / HO / ADMIN / 2021 – 0337 dated November 26<sup>th</sup>, 2021 **subject Provision of sample / demo unit (tender for supply of scanners)** issued to us in response of our bid submitted against **Tender Ref. No. SIL/HO/SCANNERS-2021** due on November 19<sup>th</sup>, 2021.

We at SeeSam Solutions (private) Limited would like to inform you that the quoted Scanner Model AD345GF in subjected tender is the latest launched model by OEM of the equipment. Referring to your demo request we have placed order to OEM which shall be available in our store within 5 - 7 weeks' time.

Vide this letter we would like to request you, please allow us required time of 7 weeks (maximum) for demo of quoted model AD 345GF at the earliest availability of unit in store.

Hope you will consider our request.

Thanks & regards,

  
29/NOV/2021  
**Faisal Hoda**  
Director Innovations & Growth

Email: [faisal.hoda@seesam.biz](mailto:faisal.hoda@seesam.biz)

**Corporate Office / Karachi Office**

43-10-G Block 6, P.E.C.H.S.,  
Karachi, Pakistan.  
Tel: (92 21) 3430 1934-36, 3453 0671-73  
Fax: (92 21) 3430 1933  
E-mail: [solutions@seesam.biz](mailto:solutions@seesam.biz)

**Lahore Office**

91-A, Block B, BOR Society,  
Johar Town, Lahore.  
Tel: (92 42) 3516 7701-2  
Fax: (92 42) 3523 6493  
E-mail: [lahore@seesam.biz](mailto:lahore@seesam.biz)

**Islamabad Office**

Plot No. 2-H, Basement No.1  
Chaudhry Market, Sector I-9/4  
Islamabad.  
Tel: (92 51) 410 1901-03  
E-mail: [islamabad@seesam.biz](mailto:islamabad@seesam.biz)

**Hyderabad:** (92 22) 278 7055  
**Sukkur:** (92 71) 562 1699  
**Multan:** (92 61) 457 5516  
**Rawalpindi:** (92 51) 551 7353  
**Quetta:** (92) 300 388 2718  
**Peshawar:** (92) 333 516 1725

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IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

  
**SINDH INSURANCE**  
POWER TO THE PEOPLE

SIL/HO/ADMIN/2021-0337

26<sup>th</sup> November, 2021

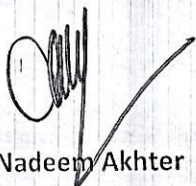
M/s SeeSam Solutions (Pvt) Limited  
43-10-G, Block-6,  
P.E.C.H.S  
Karachi.

**Sub: Provision of Sample / Demo Unit (Tender for Supply of Scanners)**

Dear Sir,

This is with reference to the tender for supply of scanners opened on 19<sup>th</sup> November, 2021, in which you committed to provide the sample / demo unit within 2 days (copy of relevant page attached) and the matter was discussed by you with our Manager I.T during bid opening but no demo has been arranged as yet.

In view of the above, we are giving you two more working days to provide the demo of the same model of the Scanner which was offered in the bid and as mentioned in terms and conditions of technical specifications, otherwise your bid will be rejected.



Nadeem Akhter  
Head-Procurement Committee

*Paul*  
*S.A.*  
*26/11/21*

## Scope of Work / Technical Specifications for – SIL

Technical Specification		
	SIL Requirement	SeeSam Offered AD345GF
General	HP / Canon / Epson or equivalent	Equivalent - Avison
Scanner type	Flatbed with Automatic Document Feeder (ADF)	Yes
ADF scan speed	Simplex: 50 ppm Or Higher Duplex: 100 ipm Or Higher	Simplex: 60 ppm Duplex: 120 ipm
Auto document feeder (ADF) input capacity	100 sheets	Yes
Interface	USB 2.0	USB 3.2 Gen 1 x 1
Optical resolution	600 x 600 dpi hardware	Yes
Scanning media types supported	Photo paper, Plain paper	Yes
Paper handling	A4, A5, Legal (Standard)	via ADF – Yes Flatbed – up to A4
Scan Mode	B/W and Color	Yes
Supported OS	Windows 10, Windows 8, Windows 7 (32 bit / 64 bit)	Yes
Warranty	At least 01-year Hardware Warranty with onsite support from Principle AND Vender (Parts Exchange Centre Should be in Karachi). In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc." Please mention the country of origin / manufacturing / assembly of the quoted brand / model.	Agreed

### Note:


- The tender will be dealt as per single stage two envelope method i.e. the financial and technical bids will be opened at one time and after announcing of financial bids, the contract will be awarded to a bidder who qualifies the eligibility criteria & Offered lowest evaluated financial bid.
  - o **Agreed**
- This is a Single Stage one envelop procedure, therefore 1st lowest bid will be evaluated first. If the 1st lowest bidder is disqualified evaluation criteria, then next lowest bid will be evaluated. Similarly if 2nd bidder is disqualified, then 3rd lowest bidder will be evaluated and so on. On qualification of a bidder during this process no further evaluation will be done.
  - o **Agreed**
- Selected bidder must provide a demo/sample unit immediately (within two working days) for necessary inspection/verification of the specifications.
  - o **Agreed, Subject to availability of demo unit in stock**


## Bidders Qualification Report

S. No.	Requisite	Total Marks	M/s SeeSam Solutions	M/s Apollo Telecom	Remarks	Attachment of relevant evidence in each case is required. In case of non-
1	Firm's Status	<b>15</b>	<b>15</b>	<b>15</b>	Public / Private Ltd.	NTN Certificate / Letter of Incorporation / Partnership Agreement / Company Registration/ Sales Tax Supply of I.T related products made during the period. List to be attached.
		10			Partnership Firm	
		05			Sole Proprietorship	
2	Cliental List	<b>20</b>	<b>20</b>	<b>20</b>	10 and above	Enclose Documentary evidence
		15			8 and above	
		10			5 and above	
3	Years in Business in relevant field	<b>20</b>	<b>20</b>	<b>20</b>	5 Years and above	Certificate required if Authorized distributor
		15			4 years and above	
		10			3 years and above	
4	Set-up	<b>15</b>	<b>15</b>		Importer / Authorized distributors	Financial report / Tax Return
		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	Addresses & Landline Numbers
		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>100</b>	<b>95</b>	<i>Both bidders qualified</i>	

  
Mr. Nadeem Akbar

  
Mr. Meher Bishwanaray

  
M. Adnan Shaker

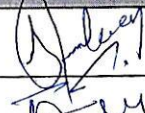
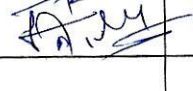
IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

**SINDH INSURANCE**  
POWER TO THE PEOPLE

OPENING OF BIDS  
FINANCIAL PROPOSALS


Supply of Scanners


Dated: 19/11/2021

S.no	Company Name	Total	Signature of Company Representative	Remarks
1	M/s Apollo	1075,652/-		
2	M/s Sec Law	796,000/-		
3	/	/	/	/
4	/	/	/	/
5	/	/	/	/
6	/	/	/	/

**Procurement Committee Memebers**

- 1 Mr. Nadeem Akhter  
Sindh Insurance Ltd  
CFO & Company Secretary  
Chairman
- 2 Ms. Meher Dinshaw Khory  
Sindh Insurance Ltd  
Member
- 3 Mr. Muhammad Adnan Shakeel  
Sindh Mdaraba  
Asst. Manager Finance (AVP-II)  
Independent Member

  
19/11/21

Meher Behrana  
  
19/11/21

November 19<sup>th</sup>, 2021

**Head of Administration Division**

Sindh Insurance Ltd.

Head Office

1st Floor, Imperial Court,  
Dr. Ziauddin Ahmed Road,  
Karachi

Dear Sir,

This is with reference to your tender document No. SIL/HO/Scanners-2021 having closing dated 19<sup>th</sup> November 2021, Tender for Supply of Scanners. First of all we would like to say thanks to give us an opportunity to show the unparalleled advantages of the latest devices.

Every organization wants innovative products and solutions which not only help them to improve their productivity but easy to install, easy to manage and easy to buy; also prefer to have a single source who has wide range of capabilities and knowledge. To be acknowledged and trusted by our clients, we provide one window solutions with the world class brands like nashuatec, & others.

SeeSam Solutions is proud to be associated with Ricoh International (RIBV) for distributing their nashuatec products in Pakistan and offering their complete Managed Document Services (MDS) & Managed Print Services (MPS). Nashuatec brand provides cutting-edge IT based hardware and software solutions for the document life cycle.

For demanding general office and professional environments, our advanced, high-quality multifunctional products deliver all the benefits of combined digital local/ network printing, copying, scanning and faxing. Enhanced with document workflow solutions, our products provide the productive and efficient answer to all your needs.

We hope that you find our proposal covering all your requirements with the complete satisfaction guaranteed by SeeSam.

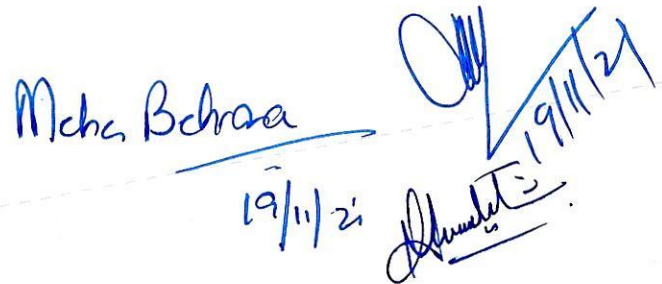
Sincerely,



**Aamir Aziz Khan**

Executive Director Commercial

Email: [aamir@seesam.biz](mailto:aamir@seesam.biz)



Encl: Pay Order No. 08775376, amounting **Rs. 16,500** Dated: 18th Nov 21 drawn on Bank Al Habib Limited., Citi Tower Branch, Karachi

**Corporate Office / Karachi Office**

43-10-G Block 6, P.E.C.H.S.,  
Karachi, Pakistan.  
Tel: (92 21) 3430 1934-36, 3453 0671-73  
Fax: (92 21) 3430 1933  
E-mail: [solutions@seesam.biz](mailto:solutions@seesam.biz)

**Lahore Office**

91-A, Block B, BOR Society,  
Johar Town, Lahore.  
Tel: (92 42) 3516 7701-2  
Fax: (92 42) 3523 6493  
E-mail: [lahore@seesam.biz](mailto:lahore@seesam.biz)

**Islamabad Office**

Plot No. 2-H, Basement No.1  
Chaudhry Market, Sector I-9/4  
Islamabad.  
Tel: (92 51) 410 1901-03  
E-mail: [islamabad@seesam.biz](mailto:islamabad@seesam.biz)

**Hyderabad:** (92 22) 278 7055  
**Sukkur:** (92 71) 562 1699  
**Multan:** (92 61) 457 5516  
**Rawalpindi:** (92 51) 551 7353  
**Quetta:** (92) 300 388 2718  
**Peshawar:** (92) 333 516 1725

[www.seesam.biz](http://www.seesam.biz)



**BID FORM**

**Annexure**

**FORM OF BID**

Tender Reference No: SIL/HO/SCANNERS-2021

Dated: 19<sup>th</sup> Oct, 2021

**Head of Administration Division**  
Sindh Insurance Ltd.  
Head Office  
1st Floor, Imperial Court,  
Dr. Ziauddin Ahmed Road, Karachi  
Gentleman,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer, in conformity with the said bidding documents for the sum of currency Rs. 796,000/- seven hundred ninety-six thousand only

We understand that all the Annexures attached hereto form part of this Bid

We undertake, if our Bid is accepted, for supply of scanners to SIL (06 Units), that will be in accordance with the terms defined in the proposal and /or contract.

Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries Pakistan

If our Bid is accepted, we will obtain SIL Guarantee/Pay order in a sum equivalent to five percent (5%) of the Contract Price for the due performance of the Contract, in the form prescribed by SIL.

We agree to abide by this Bid for a period of ninety (90) days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

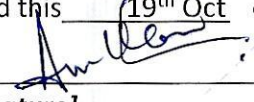

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract, are listed below:

We understand that you are not bound to accept the lowest or any Bid you may receive.


**Name & Address of Bidder in Block Capital**  
**SEESAM SOLUTIONS (PVT) LTD (43-10-G- BLOCK 6 PECHS KARACHI)**

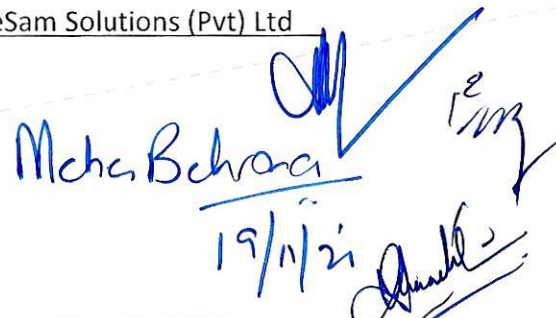
Dated this 19<sup>th</sup> Oct day of Friday 2021

  
[Signature]  Amir Aziz Khan (Executive Director Commercial)  
[In the Capacity of]

Duly authorized to sign Bid for and on behalf of SeeSam Solutions (Pvt) Ltd

Witness;

  
Signature; \_\_\_\_\_  
Name: Hadeed Khan  
Address: 43-10-G- BLOCK 6 PECHS KARACHI  
Occupation: Private Services

  
Mcha Behara  
19/11/21

**Corporate Office / Karachi Office**

43-10-G Block 6, P.E.C.H.S.,  
Karachi, Pakistan.  
Tel: (92 21) 3430 1934-36, 3453 0671-73  
Fax: (92 21) 3430 1933  
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Rawalpindi: (92 51) 551 7353  
Quetta: (92) 300 388 2718  
Peshawar: (92) 333 516 1725

www.seesam.biz

## Financial For – SIL

### PRICE SCHEDULE (Applicable for the year 2021)

Name of Bidder: SeeSam Solutions (Pvt) Ltd

S.No	Item	Quantity	Unit Cost	*Total Amount
01	Scanners	04	Rs. 199,000/-	Rs. 796,000/-

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

#### Note

- The company will be considered disqualified from the very outset, if not GST registered.
  - o **Agreed**
- 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.
  - o **Agreed**
- 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.
  - o **Agreed**
- Calculation of bid security. 2% of the \*Total Amount will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favor of Sindh Insurance Ltd.
  - o **Agreed – attached with Financial Bid**
- 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
  - o **Agreed**
- 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.
  - o **Agreed**
- 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.
  - o **Agreed**
- All conditions in the contract agreement attached as Annexure G are part of this tender document.
  - o **Agreed**
- The tender will be considered cancelled if the contract agreement/performance security after due signature is not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (7 days) on SPPRA website.
  - o **Agreed**
- 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.
  - o **Agreed**
- In case the financial bids are the same, the successful bidder will be the one who has the highest turnover of the two bidders.
  - o **Agreed**
- Pre Bid Meeting: Within one week (For Any Clarification)**
  - o **Agreed**

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: \_\_\_\_\_

  
  
  
 Mehra Behra  
 19/11/21



#### 4. FINANCIAL PROPOSAL

##### PRICE SCHEDULE

(Applicable for the year 2021)

Name of Bidder \_\_\_\_\_

S.No	Item	Quantity	Unit Cost	*Total Amount
01	Scanners	04	199,000/-	796,000/-

\*This total amount will be taken as lowest submitted price 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, transportation and labor charges.
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 /Bank Guarantee in favor 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/performance security after due signature is not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (7 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 \_\_\_\_\_



Mehar Behrooz

15  
19/11/21

**PRICE SCHEDULE**

(Applicable for the year 2021)

Name of Bidder M/s Apollo Telecom Private Limited.

S.No	Item	Quantity	Unit Cost	*Total Amount
01	Scanners	04	PKR 268,913/- (Inc Tax)	PKR 1,075,652/- (Inc Tax)

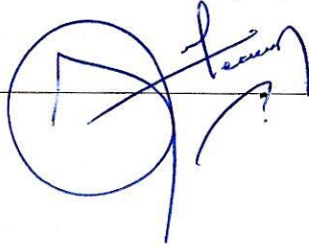
\*This total amount will be taken as lowest submitted price offered by the vendor.

**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, 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.
- Calculation of bid security.** 2% of the \*Total Amount will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favor 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/performance security after due signature is not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (7 days) on SPPRA website.
- 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.
- 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




*Handwritten signature and date 19/11/21*

*Mehs Behrana 19/11/21*

*Handwritten initials*

*Handwritten signature*

## Financial Summary

HP Scanner						
S.No.	Item Description	User	Unit Price PKR	Total Price PKR	GST 17% PKR	Total Price with GST PKR
1	HP ScanJet Enterprise Flow 7500 Flatbed Scanner	4	229,840	919,360	156,291	1,075,651

Note: The above prices including with 1 Year Brand warranty.

\*All Claims shall be done through Apollo Telecom.

Mehs Behra

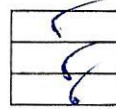
19/11/21



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

TYPE OF PROCUREMENT ADMIN / IT / CONSULTANT / MEDIA  
 TENDER NAME Supply of Scanners  
 TYPE OF TENDER SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE-TWO ENVELOPE  
 OPENING DATE 19-Nov-21  
 OPENING TIME 1100 Hours

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



ATTENDANCE (REPS. OF BIDDERS)	NAME	FIRM
	<u>Suleman Aziz</u>	<u>M/S Apollo</u>
	<u>Javed Iqbal</u>	<u>M/S Suleman</u>
	<u>/</u>	<u>/</u>
	<u>/</u>	<u>/</u>

TOTAL BIDS ACCEPTED FOR EVALUATION 02

TOTAL BIDS REJECTED \_\_\_\_\_

REMARKS M/S Suleman Solutions offered the lowest bid, but demo to be given within 2 days. otherwise, their bid will be rejected

PROCUREMENT COMMITTEE

Mr. Nadeem Akhter [Signature] 19/11/21

Ms. Meher Dinshaw Khory Meher Behra - 19/11/21

Mr. Muhammad Adnan Shakeel [Signature]



# Sindh Insurance Limited

## ATTENDANCE SHEET

### BID OPENING

Date:- 19-Nov-21

### Supply of Scanners


SNO.	Company Name	Name of Company Representative	Contact No.	Signature
1	<i>Apollo Telecom</i>	<i>Suleman dzig</i>	<i>0323-2383128</i>	
2	<i>Seejam Solutions Pvt Ltd</i>	<i>Javed IQBAL</i>	<i>0333-2323150</i>	
3	/	/	/	/
4	/	/	/	/
5	/	/	/	/

### Signature of Procurement Committee

Mr. Nadeem Akhter  
Head-Procurement Committee

  
19/11/21

Ms. Meher Dinshaw Khory  
Member:-

*Meher Behrana*  
19/11/21  


Mr. Muhammad Adnan Shakeel  
Independent Member