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 ORGANIZATI	Sindh Insurance Limited	
2)	PROVINCIAL / LOCAL GOVT		
3)	TITLE OF CONTRACT	Supply of MS Office LTSC Standard-2021	
4)	TENDER NUMBER	SIL/HO/MS LTSC LICENSES/2021	2
5)	BRIEF DESCRIPTION OF COM	NTRACT Supply of MIcosoft Office LTSC Standatd-	-2021
6)	FORUM THAT APPROVED TO		
7)	TENDER ESTIMATED VALUE	E 2,500,000/-	
8)	ENGINEER'S ESTIMATE (For civil works only)	-	
9)	ESTIMATED COMPLETION P	PERIOD (AS PER CONTRACT) 11-04-2022	
10)	TENDER OPENED ON (DATE	& TIME) 13-01-2022	
11)	NUMBER OF TENDER DOCU (Attach list of buyers)	MENTS SOLD 02	
12)	NUMBER OF BIDS RECEIVED	02	
13)	NUMBER OF BIDDERS PRES	ENT AT THE TIME OF OPENING OF BIDS 02	
14)	BID EVALUATION REPORT (Enclose a copy)	Enclosed	
15)	NAME AND ADDRESS OF TH	HE SUCCESSFUL BIDDER Megaplus Pakistan, Shahra	a-e-Faisal, Karachi.
16)	CONTRACT AWARD PRICE	2,267,811/	
17)	RANKING OF SUCCESSFUL I (i.e. 1 st , 2 nd , 3 rd EVALUATION I	BIDDER IN EVALUATION REPORT BID).	
		1st Lowest qualified bidder	
			* 1000
18)	METHOD OF PROCUREMENT	Γ USED : - (Tick one)	
	a) SINGLE STAGE – ON	E ENVELOPE PROCEDURE	Domestic/ Local
	b) SINGLE STAGE – TW	O ENVELOPE PROCEDURE Yes	
	c) TWO STAGE BIDDING	G PROCEDURE	
	d) TWO STAGE – TWO I	ENVELOPE BIDDING PROCEDURE	
		ANY OTHER METHOD OF PROCUREMENT WA CONTRACTING ETC. WITH BRIEF REASONS:	S ADOPTED i.e.

10)	A DDD C	WING AUTHORITY FOR AWARD OF CONTR		CFO & Company Secretary
19)	AFFRO	OVING AUTHORITY FOR AWARD OF CONTRA	ACI_	
20)	WHET	HER THE PROCUREMENT WAS INCLUDED II	N ANN	Yes No No
21)	ADVE	RTISEMENT:		
	i)	SPPRA Website (If yes, give date and SPPRA Identification No.)	Yes	T00013-21-0013 Dated December 31st, 2021
		(12 yes, give une und Silia i identification ive.)	No	
	ii)	News Papers (If yes, give names of newspapers and dates)	Yes	Jang, Business Recorder, Awami Awaz 31st December, 2021
			No	
22)	NATUI	RE OF CONTRACT		Domestic/ Local
23)		HER QUALIFICATION CRITERIA	TGO	
		NCLUDED IN BIDDING / TENDER DOCUMEN enclose a copy)	18?	Yes No
24)	WAS II	HER BID EVALUATION CRITERIA NCLUDED IN BIDDING / TENDER DOCUMEN enclose a copy)	TS?	Yes No
25)		HER APPROVAL OF COMPETENT AUTHORIT DD OTHER THAN OPEN COMPETITIVE BIDD		S OBTAINED FOR USING A Yes No
26)	WAS B	ID SECURITY OBTAINED FROM ALL THE BI	DDER	S? Yes V No
27)		HER THE SUCCESSFUL BID WAS LOWEST EVEST EVALUATED BID (in case of Consultancies		ATED Yes No
28)		HER THE SUCCESSFUL BIDDER WAS TECHN LIANT?	ICAL	LY Yes V No
29)		HER NAMES OF THE BIDDERS AND THEIR OF OPENING OF BIDS?	QUOT	Yes No No
30)	CONTR	HER EVALUATION REPORT GIVEN TO RACT? copy of the bid evaluation report)	BIDDI	Yes No

			N.
31) ANY COMPLAINTS RECEIVED (If yes, result thereof)	Yes	
		No	No
32	ANY DEVIATION FROM SPECIFICATIONS GIVEN IN	THE T	ENDER 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	
35) WAS IT ASSURED BY THE PROCURING AGENCY BLACK LISTED?	No THAT	THE SELECTED FIRM IS NOT Yes No
36	WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF SUPPLIER'S PREMISES IN CONNECTION WITH THE BE ASCERTAINED REGARDING FINANCING OF WISI (If yes, enclose a copy)	PROC	UREMENT? IF SO, DETAILS TO
37	WERE PROPER SAFEGUARDS PROVIDED ON MOB THE CONTRACT (BANK GUARANTEE ETC.)?	ILIZA	Yes No
38	SPECIAL CONDITIONS, IF ANY (If yes, give Brief Description)	Yes	
	ure & Official Stamp of horized Officer Nadeem Akhter (Head of P.C)	No	No
OFFI	CE USE ONLY		

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

Print Save Reset

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO



SIL/HO/PROCUREMENT/2022-0355

24th February, 2022

M/s Megaplus Pakistan M44, Block-6. P.E.C.H.S, Karachi.

Sub: Letter of Award-Supply of Microsoft Office LTSC Standard-2021 to Sindh Insurance Limited

Dear Sir,

The management of Sindh Insurance Limited is pleased to award the subject contract to <u>M/s Megaplus</u> Pakistan vide tender reference # SPPRA S.No. T00013-21-0013

Thanks & Regards

Nadeem Akhter

Head of Procurement Committee

Sindh Insurance Ltd.

Head Office: 1st Floor, Imperial Court,

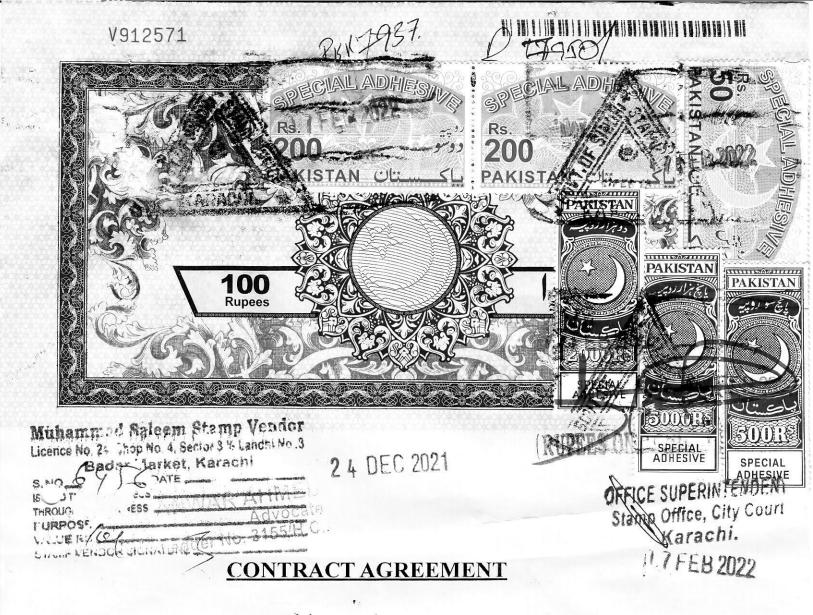
Dr. Ziauddin Ahmed Road,

Karachi - Pakistan.

Tel : +92-21-3564 0715 - 17

Fax : +92-21-3564 0714

Web: www.sindhinsuranceltd.com



This Agreement is made on this 21st of February, 2027 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. Megaplus Pakistan having its registered office at ___M-44, Block-6, PECHS, Razi Road, Off Shahrah-e-Faisal, Karachi, Pakistan (Here in after called the Vendor).

WHEREAS the Vendor is the Supplier of Microsoft Office LTSC Standard-2021

AND WHEREAS Sindh Insurance Limited is inclined to purchase the <u>Microsoft Office</u> <u>LTSC Standard-2021</u> on the terms and conditions laid down of total sum amounting to Rs. <u>2,267,811/-</u> (Rupees: Two million two hundred sixty-seven thousand eight hundred eleven Only)





Details of items are as follows.

S.No	Product Description	Quantity	Unit Price Without GST	Total Price Without GST	Unit Price With GST	17% GST	Total Price With GST
1	Office LTSC Standard 2021	30	PKR 64,610	PKR 1,938,300	PKR 75,594	PKR 329,511	PKR 2,267,811

Terms & Conditions:

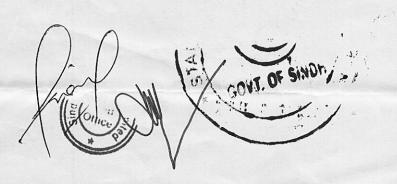
- 1. The vendor will provide the performance security in the form acceptable to Sindh Insurance Limited for the 5% of the order value for the period of 90 days from the date of completion of contract. In case Vendor does not fulfil its commitments, Sindh Insurance Limited reserves the right to forfeit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

Quantity	Date of Delivery	Payment
30	Within 04 weeks of purchase order	Within 30 days after delivery and satisfaction note from I.T Department

- 3. Sindh Insurance will have the option to forfeit 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 obtain the satisfactory note by the IT Department.
 - c. If the Goods supplied by the vendor fails to perform as per Sindh Insurance's requirement.
- 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 / license in good and sound condition.
- 5. The vendor also undertakes to bear all kind of taxes i.e. Stamp duty/ Services
- 6. 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.
- 7. Delivery will be made by the vendor at head office of Sindh Insurance Limited.
- 8. 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.
- 9. In case of failure to supply the goods within abovementioned delivery time, as described under clause no 2 of this agreement, Rs.1,000/- per day may be charged till supply of the goods.

Termination of Agreement by the Sindh Insurance:

- If the Supplier, in the judgment of the Sindh Insurance has engaged in corrupt or fraudulent practices in competition for or in executing the Agreement.
- If issued two (5) warning letter/emails by Sindh Insurance Ltd for its unsatisfactory current performance by the 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 the thirty (30) days; and
- If the Sindh Insurance, in its sole discretion and for any reason whatsoever, decided to terminate this Agreement.
- If issued two (02) warning letter/emails by Sindh Insurance Ltd for its unsatisfactory current performance by the Sindh Insurance Ltd to the bidder.





Sindh Insurance Limited

Registered Address:

1st Floor, Imperial Court, Dr. Zia Uddin Ahmed

Road, Near PIDC, Karachi.

Name: M. Faisal Siddigu

Signature:

Title: CEO-Sindh Sindh Insurance Ltd

Nadeem Akhter

Signature: ______
Title: CFO/CS-Sindh Sindh Insurance Ltd

MegaPlus Pakistan

Registered Address:

M-44. Block-6. PECHS. Razi Road. Off Shahrah-e-Faisal.

PECHS 6. Karachi.

Name: Syed Shariq Ali

Signature: _____

Title: Corporate Account Manager - South

THE GA OF US OF THE STATE OF TH

Yasir Zahir

Signature: _______
Title: Regional Sales Head South





IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO



SIL/HO/PROCURMENT/2022-056

28th January, 2022

M/s Megapluas Pakistan M44, Block-6. P.E.C.H.S, Karachi.

Dear Sir

Subject: <u>Letter of Acceptance-Supply Microsoft Office LTSC Standard-2021</u>

M/s Megaplus Pakistan as the successful bidder of the subject tender reference # SIL/HO/SCANNERS/2021 & SPPRA serial # T00013-21-0013.

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

: +92-21-3564 0715 - 17 : +92-21-3564 0714

: www.sindhinsuranceltd.com

Fax

Kindly acknowledge.

Nadeem Akhter

Head of Procurement Committee.

SINDH INSURANCE

		21-Jan-2022
	Bid Evaluaion Report	N.
	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. —	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 Megaplus Pakitsan	Technically qualified	Rs. 2,267,811/-	1	Rs. 232,189/- Below the Estimated Cost	Not accepted due to higher cost	Acceeted 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 accpeted due to higher cost

Note:- M/s Megaplus 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

Clanatum

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	15	15		Public / Private Ltd.
		10		10	Partnership Firm
		05			Sole Proprietorship
2	Cliental List	20	20	20	10 and above
		15			8 and above
		10			5 and above
3	Years in	20	20	20	5 Years and above
	Business	15			4 years and above
	in relevant	10			3 years and above
4	Set-up	15		15	Importer / Authorized distributors
	Set-up .	10	10		Others
5	Cumulative Turn	15	15	15	On an average of 2 Million and above
	Over in Last 3 Years	10			On an average of 1 Million and above
6	No of	15	15	15	Above 02
	offices/outlets	10	10	10	Upto 02
	/ branches	5			only 01
T	otal Marks	100	95	95	

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)	Suleman Azyz Apolio Teleman
TOTAL BIDS ACCEPTED FOR EVALUATION	02
TOTAL BIDS REJECTED	
REMARKS	Bolt live biffer on qualifre-
PROCUREMENT COMMITTEE Mr. Nadeem Akhter	[May]
Ms. Meher Dinshaw Khory	Mcha Belvana
Mr. Muhammad Adnan Shakeel	June 14

Sindh Insurance Limited

ATTENDANCE SHEET

BID OPENING

Date:-

17-Jan-22

Supply of Microsoft Office LTSC Standard 2021

s <u>⇒</u> .	Company Name	Name of Company Representative	Contact No.	Signature
1	Megallus Pakile	Shel Shows Ali	0341-8118200	
2	Apollo Telecsum	Duleman Aziz	0323-2373128	1 / tom
3				
4				
5				

Signature of Procurement Committee

Mr. Nadeem Akhter Head-Procurement Committee

Ms.Meher Dinshaw Khory Member:-

Mr. Muhammad Adnan Shakeel Independent Member

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

SINDH INSURANCE

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	1	
2	Meg Plus. 2 Apo no Teleur 2	,436870	7- 1	
3		1		
4				
5				
6	6	C.		

Procurement Committee Memebers

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

Moha Behrara

FINANCIAL PROPOSAL 4

PRICE SCHEDULE

(Applicable for the year 2022)

Name of Bidder Mega Plus Pakis Pour

Mcha Behrae

S.No	Item	Quantity	Unit Cost	Total Amount In Rs.
01	Microsoft Office LTSC Standard	30		
	2021		75,594	2,2 67,811

*Grand Amount in Pak Rs.

The product is as per

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

Note

17/01/24 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.
- No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of 3. 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 4. 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 5. 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.
- 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.
- 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 11 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. & SPPBA Website regularly.

Signature & Stamp of Bidder





2 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2022)

Name of Bidder Apollo Telecom Private Limited

Mohabdrana

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

*Grand Amount in Pak Rs.

PKR 2,436,870

*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.

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

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.

All conditions in the contract agreement attached as Annexure G are part or 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.

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.

2. 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 Lid. & SPPRA website regularly.

Signature & Stamp of Bidder



Apollo Telecom (Pvt) Ltd.

Corporate HQ.

www.apollo.com.pk

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: br@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