



HIGH COURT OF SINDH

## **BID EVALUATION REPORT**

**Procurement of Misc. & General Articles on item wise basis  
for Sindh High Court, Karachi.**

**(T00712-20-0017)**

**Dated: 15-04-2021**

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### 1. Tender Data Sheet:-

<b>Purpose &amp; Scope</b>	<b>Procurement of Misc. &amp; General Articles on item wise basis for Sindh High Court, Karachi.</b>
<b>Method of Procurement</b>	Tender (Single Stage One Envelope Method)
<b>Date of availability of tender document on website</b>	27 <sup>th</sup> March, 2021. <a href="http://www.sindhhighcourt.gov.pk/tender.php">http://www.sindhhighcourt.gov.pk/tender.php</a> .
<b>Date &amp; time of Submission of Bids</b>	On or before Tuesday, 13 <sup>th</sup> April, 2021 at 10:30 a.m.
<b>Date &amp; time of Opening of Bids</b>	On 13 <sup>th</sup> April, 2021 at 11:00 a.m.
<b>Specifications of Articles</b>	As per samples available in the Store of Sindh High Court and specifications mentioned in tender document.
<b>Venue of Bid Submission &amp; Opening</b>	Office of D.G (F&A), inside I.T Compound, Sindh High Court, Saddar, Karachi.
<b>Tender Fee</b>	Nil
<b>Bid Security</b>	5% of the bid price with all taxes in the form of Deposit at Call or pay order or demand draft or a Bank Guarantee as per rules.
<b>Evaluation Criteria</b>	Lowest evaluated bid (s) on item wise basis.
<b>Estimated Cost</b>	Rs. 1.0 million approximately.
<b>Place of delivery of items</b>	Store of Sindh High Court, Karachi.
<b>Bid Validity Period</b>	90 days from the date of opening of bids.

### 2. Uploading of Tender Notice & Tender Document:-

Tender Notice and Tender Document for “**Procurement of Misc. & General Articles on item wise basis for Sindh High Court, Karachi**” were uploaded on the official website of Sindh High Court on 26-03-2021 as well as on official website of SPPRA on 29-03-2021 under ID T00712-20-0017.

### 3. Clarification of Bidding Documents:-

Evaluation criteria and specifications of the required items were well defined in tender document. However, bidders were advised that clarifications (if any) for contents of bidding documents may be sent to the Procurement Committee in writing, at least five calendar days prior to the date of opening of bid i.e. 13-04-2021. No objections were received in writing on tender documents, eligibility criteria, specifications, terms & conditions and tender proceedings from any corner.

#### 4. Attendance Sheet:-

M/s. Direct Solution Limited submitted late bid which was not considered as per rules. Following bidders submitted bids on time and their representatives attended the bid meeting as reflected in attendance sheet. (copy enclosed)

S.No	Name of Bidder	Name of Representative	NTN & GST No	Contact No
1	M/s. Add-Wise Supplies & Services	Mr. Muneeb Ahmed Ali	73775766 3277876170260	0343-2823238 0346-3288621 0347-8088922 0345-9632519 0316-2332523
2	M/s. Collateral Services Ltd	Mr. Mobeen Farooq	12983730 3277876128709	0300-2008227 0335-3059079
3	M/s. SF Incorporated	Mr. Farrukh Zaman	39309444 39309444	0334-9199190 0334-3993748
4	M/s. Baz International (SMC) Pvt Ltd	Mr. Ali Shan	43838936 3277876142504	0345-2581487 0333-3383394 0324-2006471

#### 5. Opening of Bids:-

Tender was opened in public on already fix date and time i.e. 13<sup>th</sup> April, 2021 at 11:00 a.m. in the presence of Chairman, Members of Bid Evaluation Committee and representatives of bidders as mentioned above. No complaint was received in writing in respect of tender opening or late bids.

#### 6. Evaluation of Bid Securities:-

S.#	Name of Bidder	Total Bid Amount Rs.	5% Bid Amount Rs.	Name of Bank & Pay Order No	Pay Order Amount Rs.
1	M/s. Add-Wise Supplies & Services	Rs. 5,198,260/=	Rs. 259,913/=	JS Bank ZAP011679	Rs. 270,000/=
2	M/s. Baz International (SMC) Pvt Ltd	Rs. 3,937,159/=	Rs. 196,857/=	Summit Bank 00275209	Rs. 196,858/=
3	M/s. Collateral Services Ltd	Rs. 4,252,999/=	Rs. 212650/=	Telenor Micro Finance Bank 00152427 00152429 00152431	Rs. 143,000/- + Rs. 43000/- + Rs.27,000/- Rs. 213,000/=
4	M/s. SF Incorporated	Rs.3,945,120/=	Rs. 197,256/=	Habib Metropolitan Bank 1491511	Rs. 1000/= (less than required amount)

## 7. Non-responsive Bids

Bid submitted by M/s. S.F Incorporated has been rejected being non-responsive due to submission of Bid Security of less than required amount as mentioned above.

## 8. Evaluation of Eligibility Criteria:-

All Bids were evaluated on the basis of already defined eligibility criteria as mentioned below:-

### MANDATORY REQUIREMENT:-

S.No.	Details	M/s. Add-Wise Supplies & Services	M/s. International (SMC) Pvt Ltd	Baz	M/s. Collateral Services Ltd
1	GST	YES	YES		YES
2	NTN	YES	YES		YES
3	Proof of Active Tax Payer	YES	YES		YES
4	Tender Document	YES	YES		YES

### OTHER REQUIREMENT:-

S. No.	Descriptions	Maximum Marks	M/s. Add-Wise Supplies & Services	M/s. International (SMC) Pvt Ltd	Baz	M/s. Collateral Services Ltd
1	Completely filled, signed & stamp Tender Document.	2	2		1	2
2	Proper Flagging	2	2		2	2
3	Complete Profile of Company	2	2		2	2
4	Purchase Order (Misc. & General Articles) & Delivery Challan of the same Purchase Order for the year 2020. (One PO & One Delivery Challan= 1 mark)	2	1		1	0
5	Purchase Order (Misc. & General Articles) & Delivery Challan of the same Purchase Order for the year 2019. (One PO & One Delivery Challan= 1 mark)	2	2		1	1

6	Purchase Order (Misc. & General Articles) & Delivery Challan of the same Purchase Order for the year 2018. (One PO & One Delivery Challan= 1 mark)	2	2	0	1
7	Purchase Order (Misc & General Articles) & Delivery Challan of the same Purchase Order for the year 2017. (One PO & One Delivery Challan= 1 mark)	2	2	0	1
8	<b><u>WORTH OF PURCHASE ORDERS:-</u></b> Worth of Purchase Order more than Rs. 100,000/= (with all taxes) (One PO= 2 marks)	10	06	0	10
9	<b><u>FINANCIAL STABILITY:-</u></b> Bank Maintenance Certificate with minimum closing balance of Rs. 1 million on 09-04-2021.  <b>OR</b> Audited Financial Statements of the last three years with minimum income of Rs. 500,000/= per year.	10	10	10	10
10	<b><u>AFFIDAVIT:-</u></b> Affidavit as per format of Sindh High Court	5	5	5	5
11	<b><u>CONTRACT AGREEMENT:-</u></b> Contract Agreement as per format of Sindh High Court.	5	5	5	5
12	<b><u>SCANNED DOCUMENTS:-</u></b> Scanned copies of completely filled, signed & stamped tender documents, GST, NTN in DVD.	6	6	6	6

	<b>Total</b>	<b>50</b>	<b>45</b>	<b>33</b>	<b>45</b>
	<b>Passing Marks</b>	<b>25</b>	<b>PASS</b>	<b>PASS</b>	<b>PASS</b>

**9. Specifications & Required Quantity of Articles:-**

S #	Name of Articles	Specifications	Required Quantity	
1	CAR POLISH	High Performance Brand: FORMULA -1 (230 GRAMS)	300	PIECES
2	COTTON WASTE (LARGE)	LOCAL MADE	600	PACKETS
3	DASH BOARD POLISH	7CF (BRAND) 450 ML	300	PCS
4	DASH BOARD POLISH	SUPERSHINE ® (500 ML)	500	PCS
5	FLAG (FOR JUDGES' CAR)	As per sample available in store of Sindh High Court, Karachi.	60	FLAGS
6	FLAG ROD COVER	As per sample available in store of Sindh High Court, Karachi.	40	PIECES
7	MONOGRAM COVER	As per sample available in store of Sindh High Court, Karachi.	150	
8	SOAP (NYLON)	BRAND 101 (80GM)	300	
9	AIR FRESHNER (REFILL BOTTLE)	Brand Perfect ® (300 ML)	120	
10	AIR-FRESHNER	Brand Perfect ® 300 ml e	1500	
11	AUTO-AIR FRESHNER DISPENSER	Brand Perfect ®	12	
12	BUCKET (LARGE)	(MILLAT) NUMBER 6	30	
13	BUCKET (MEDIUM)	(MILLAT) NUMBER 4	50	
14	BUCKET (SMALL)	(MILLAT) NUMBER 2	54	
15	CELL FOR AC REMOTE	Toshiba ® Size AAA	300	
16	PENCIL CELL	Toshiba ® Size AA	500	

17	<b>AIR FRESHNER (ROSE)</b>	Brand Glade ® (300 ML)	120	
18	<b>DUSTER (LARGE)</b>	LOCAL AS PER SAMPLE (SIZE 30X40)	1000	
19	<b>GLASS Mat</b>	LOCAL 50 pieces of glass mat are required. Packet may contain 6 pieces per packet.	50	
20	<b>HAND SANITIZER</b>	Cool & Cool ® (500 ml)	2000	
21	<b>HAND WASH</b>	Dettol ® (250 ml.)	1000	
22	<b>LOCK (LARGE)</b>	CHINA MADE	100	
23	<b>LOCK (MEDIUM)</b>	CHINA MADE	100	
24	<b>LOCK (SMALL)</b>	CHINA MADE	60	
25	<b>MOSQUETO SPRAY</b>	BRAND Kingtox ® 300 ml	500	
26	<b>WATER MUG</b>	BRAND : Millat	50	MUGS
27	<b>NATIONAL FLAG</b>	As per sample available in store of Sindh High Court, Karachi)	24	FLAGS
28	<b>SOAP</b>	LUX® 110 GRAMS	500	SOAPS
29	<b>TISSUE BOX</b>	ROSE PETAL ® (LUXURY 3PLY 210 SHEETS)	1980	BOXES
30	<b>TISSUE ROLL</b>	ROSE PETAL ® (MAXOB 2PLY)	1500	ROLLS
31	<b>TOWEL</b>	SIZE: Large/ full bath size (Export Quality or equivalent standard) Weight: Minimum 600 gm.	50	TOWELS
32	<b>VIM POWDER</b>	VIM ® (790 GM)	500	BAGS
33	<b>WALL CLOCK</b>	BRAND (SETO ®)	24	CLOCKS
34	<b>WATER COOLER</b>	RAHBER ® 15 LITERS	30	PCS
35	<b>WATER GLASS</b>	OMROC® SIZE FOR 280 ML	282	GLASSES
36	<b>TELEPHONE SET</b>	PANASONIC ® KX-92 (AS PER SAMPLE)	30	SETS



37	<b>Tissue Box</b> <b>(Customized with High Court Name, address and/or logo)</b>	Imported/ high quality tissues and box with customized branding / High Court Name, address and/or logo with following specifications:  <ul style="list-style-type: none"> <li>• Tissue size: 20cm X 20cm</li> <li>• 100x2 ply Rose Petal/ imported tissue or equivalent standard.</li> <li>• Minimum 250gm box board.</li> <li>• Two sides printing of name and logo of Sindh High Court.</li> <li>• Color and design as per instruction of client.</li> </ul> Please provide samples or pictures of tissue box to be offered to Sindh High Court or provided to any other organization.	1500	Boxes
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#### 10. Evaluation Criteria for award of tender:

Evaluation criteria have been designed to encourage more participation & completion. Bidders were encouraged to apply for one or more than one item as per their own convenient. Competition of price on individual item will increase the chances that tender may be awarded to more than one bidders which will not only reduce the chances of corruption, favoritism and nepotism but it will also help our organization to achieve the objective of best value of money.

It was clearly defined in tender document that financial evaluation of eligibility qualified Bid (s) shall be done on item wise basis (unit price without GST).

#### 11. Comparison of Financial Proposals:-

Item wise rates of following articles were read aloud during meeting.

S #	Name of Articles	Required Quantity		Rates of Qualified Bidders		
				M/s. Add-Wise Supplies & Services	M/s. Baz International (SMC) Pvt Ltd	M/s. Collateral Services Ltd
				Unit Price without GST Rs.	Unit Price without GST Rs.	Unit Price without GST Rs.
1	CAR POLISH	300	PIECES	713	780	690 Lowest
2	COTTON WASTE (LARGE)	600	PACKET	109.73	26 Lowest	Not Quoted

3	DASH BOARD POLISH	300	PCS	329	260	<b>218.50</b> Lowest
4	DASH BOARD POLISH	500	PCS	<b>384</b> Lowest	Not Quoted	517.50
5	FLAG (FOR JUDGES' CAR)	60	FLAG	Not Quoted	Not Quoted	Not Quoted
6	FLAG ROD COVER	40	PIECE	549	Not Quoted	Not Quoted
7	MONOGRAM COVER	150		439	Not Quoted	Not Quoted
8	SOAP (NYLON)	300		27.43	Not Quoted	Not Quoted
9	AIR FRESHNER (REFILL BOTTLE)	120		274	318.50	<b>245.73</b> Lowest
10	AIR-FRESHNER	1500		248	269	<b>226.07</b> Lowest
11	AUTO-AIR FRESHNER DISPENSER	12		<b>1426</b> Lowest	1885	Not Quoted
12	BUCKET (LARGE)	30		<b>549</b> Lowest	591.50	552
13	BUCKET (MEDIUM)	50		439	429	<b>402.50</b> Lowest
14	BUCKET (SMALL)	54		329	279.50	<b>270.25</b> Lowest
15	CELL FOR AC REMOTE	300		<b>18.65</b> Lowest	22.10	18.98
16	PENCIL CELL	500	<b>18.65</b> Lowest	22.10	18.98	
17	AIR FRESHNER (ROSE)	120	395	468	<b>382.35</b> Lowest	
18	DUSTER (LARGE)	1000	98.75	Not Quoted	<b>74.75</b> Lowest	

19	GLASS Mat	50		Not Quoted	Not Quoted	Not Quoted
20	HAND SANITIZER	2000		933	1170	<b>740 Lowest</b>
21	HAND WASH	1000		252	360	<b>247.69 Lowest</b>
22	LOCK (LARGE)	100		219	Not Quoted	Not Quoted
23	LOCK (MEDIUM)	100		143	Not Quoted	Not Quoted
24	LOCK (SMALL)	60		109.73	Not Quoted	Not Quoted
25	MOSQUETO SPRAY	500		307	338	<b>221.15 Lowest</b>
26	WATER MUG	50	MUG	60.35	<b>58.50 Lowest</b>	63.25
27	NATIONAL FLAG	24	FLAG	1756	Not Quoted	Not Quoted
28	SOAP	500	SOAP	65.84	Not Quoted	Not Quoted
29	TISSUE BOX	1980	BOX	<b>128 Lowest</b>	156	140.56
30	TISSUE ROLL	1500	ROLL	<b>53 Lowest</b>	59.80	57.01
31	TOWEL	50	TOWEL	1200	Not Quoted	<b>747.50 Lowest</b>
32	VIM POWDER	500	BAG	109.73	Not Quoted	<b>77.65 Lowest</b>
33	WALL CLOCK	24	CLOCK	<b>1646 Lowest</b>	Not Quoted	1667.50
34	WATER COOLER	30	PCS	933	Not Quoted	Not Quoted
35	WATER GLASS	282	GLASS	60.35	Not Quoted	<b>52.71 Lowest</b>
36	TELEPHONE SET	30	SET	2085	Not Quoted	<b>1897.50 Lowest</b>
37	Tissue Box (Customized with High Court Name, address and/or logo)	1500	Box	<b>100 Lowest</b>	Not Quoted	103.21

**9. Contract/ Bid Evaluation Form:-**

1	Name of Procuring Agency:	High Court of Sindh, Karachi.
2	Tender Reference No:	NO.SHC/Budget/Tender-2020-20201/VI
3	Tender Description/Name of work/item:	Procurement of Misc. & General Articles on item wise basis for Sindh High Court, Karachi.
4	Method of Procurement:	Tender Single Stage One Envelope Method
5	Tender uploaded on SPPRA with ID:	29-03-2021 T00712-20-0017
6	Total Bid documents Sold:	Nil (free of cost downloading)
7	Total Bids Received:	04
8	Technical Bid Opening date: (if applicable)	13-04-2021 at 11:00 a.m.
9	No. of Bid technically qualified (if applicable):	N/A
10	Bid(s) disqualified	01 Due to less than required Bid Security
11	Financial Bid Opening date:	13-04-2021
12	Nature of Tender:	Domestic
13	Whether Eligibility Criteria was mentioned in tender documents?	Yes
14	Whether Evaluation Criteria was mentioned in tender document?	Yes
15	Whether Bid Securities were obtained from all bidders?	Yes
16	Whether the successful bid was lowest evaluated bid / best evaluated bid?	Yes
17	Whether the successful bidder was technically compliant?	Yes
18	Whether names of the bidders and their quoted prices were read out at the time of opening of bids?	Yes
19	Any complaints received (if yes, result thereof)	No
20	Any deviation from specifications given in the tender notice / documents (if yes, give details)	No
21	Was the extension made in response time? (if yes, give reasons)	No
22	Deviation from qualification criteria? (if yes, give detailed reasons)	No
23	Was it assured by the procuring agency that the selected firm is not black listed?	Yes

**10. Ending:-**

1. Due care has been taken to ensure accuracy & correctness in compilation of bid evaluation report. However, Bid Evaluation Committee reserves the right of rectifying any error and/ or omission etc. at any time.
2. Objection(s) if any must be submitted within three (03) working days of uploading of Bid Evaluation Report along with the copies of required documents on the basis of which objections will be raised.
3. Objection(s) without supporting/missing documents or received after given deadline shall be rejected without consideration.
4. No compromise shall be made on quantity & quality of the required items.
5. No request for change in rates shall be considered under any circumstance of whatsoever nature.
6. The Sindh High Court reserves the right to increase/ decrease the required quantity/ to award or cancel the tender process, subject to rules.

 <b>Kamran Ahmed Hamidi</b> <b>Director General (Finance &amp; Accounts)</b> <b>Chairman</b>	
 <b>Saleem Shaikh</b> <b>Deputy Registrar (Accounts)</b> <b>Member</b>	 <b>Muhammad Shahid Hassan</b> <b>Accounts Officer/ Nominee of A.G Sindh</b> <b>Member</b>

Copy is forwarded to the I/c: Director I.T with request to direct the concerned to upload the bid evaluation report on the official website of this Court and forward the same to all bidders through e-mail as well as inform through SMS that *“Bid Evaluation Report for Procurement of Misc. & General Items has been uploaded on the official website of this Court”*.