

**PUBLIC PROCUREMENT REGULATORY**  
**AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA – I**

**To Be Filled And Uploaded on PPRA Website In Respect of All**  
**Public Contracts of Works, Services and Goods Worth Fifty**  
**Million or More**

Name Of The Organization/Deptt.	Small & Medium Enterprises Development Authority (SMEDA)
Federal / Provincial Govt.	Federal
Title Of Contract	Supply and Installation of IT & Office Equipment
Tender Number	680
Brief Description Of Contract:	For the supply and Installation of IT & Office Equipment (Printers, Photocopier and Scanner) under PSDP project Research, Regulatory Insight and Advocacy Assistance, for SMEs (RRI&A).
Tender Value:	Rs. 828,500/- (Eight Hundred Twenty Eight Thousand Five Hundred Rupees Only)
Engineer's Estimate: (For Civil Works Only)	N/A
Estimated Completion Period:	March 05, 2022
Whether The Procurement Was Included In Annual Procurement Plan?	Yes
Advertisement: (i) PPRA Website (Federal Agencies) (If yes give date and PPRA's tender number)  (ii) Newspaper: (If yes give names of newspapers and dates)	Yes Tender No.: 680 PPRA's Ref No: TS463672E Tender Date: November 02, 2021  No
Tender Opened On (Date & Time):	Technical - November 18, 2021 – 03:30 PM Financial – December 06, 2021 - 02:00 PM
Nature Of Purchase	Local
Extension In Due Date (If Any)	No

Number Of Tender Documents Sold: (Attach list of Buyers)	No
Whether Qualification Criteria Was Included In Bidding/Tender Documents (If Yes Enclose A Copy)	Yes
Whether Bid Evaluation Criteria Was Included In Bidding/Tender Documents (If Yes Enclose A Copy)	Yes
Which Method Of Procurement Was Used:	Single Stage – Two Envelope Procedure
Please Specify If Any Other Method Of Procurement Was Adopted With Brief Reasons (I.E. Emergency, Direct Contracting, Negotiated Tendering Etc.)	N/A
Who Is The Approving Authority:	Chief Executive Officer (CEO), SMEDA
Whether Approval Of Competent Authority Was Obtained For Using A Method Other Than Open Competitive Bidding	N/A
Number Of Bids Received:	One (01)
Whether The Successful Bidder Was Lowest Bidder	Yes
Whether Integrity Pact Was Signed	N/A

## ATTACHMENT – II

(See regulation 2)

# PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

## **CONTRACT AWARD PROFORMA – II**

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Public Contracts of Works, Services & Goods Worth Fifty  
Million Rupees or More

Number Of Bidders Present At The Time Of Opening Of Bids:	One (01)
Name And Address Of The Successful Bidder:	M/S Shirazi Trading Company Pvt. Ltd. 67/A, Block XX, Phase III (Commercial), Defence Housing Authority, Lahore
Ranking Of Successful Bidder In Evaluation Report (I.E. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Evaluation Bid)	M/S SHIRAZI TRADINGCOMPANY PVT. LTD. (1 <sup>st</sup> )
Need Analysis (Why The Procurement Was Necessary?)	The Research, Regulatory Insight & Advocacy Assistance for SMEs (RRI&A) Project funded under Public Sector Development Program (PSDP) to undertake research to augment SME development goals of the Government of Pakistan. IT equipment (Printer, Photocopier and Scanner) were procured for correspondence upon copies of important document at faster rate without any data loss.
In Case Extension Was Made In Response Time, What Were The Reasons (Briefly Describe)	N/A
Whether Names Of The Bidders And Their Prices Were Read Out At The Time Of Opening Of Bids	Yes
Date of Contract Signing; (Attach a copy of agreement)	February 01, 2022

Contract Award Price	Rs. 828,500/- (Eight Hundred Twenty Eight Thousand Five Hundred Rupees Only)
Whether Copy Of Evaluation Report Given To All Bidders: (Attach Copy Of The Bid Evaluation Report)	Yes (Uploaded on PPRA's website)
Any Complaints Received: (If Yes Result Thereof)	N/A
Any Deviation From Specifications Given In The Tender Notice / Documents: (If Yes Give Details)	No
Deviation From Qualification Criteria (If Yes Give Details)	No
Special Conditions, If Any (Give Brief Description)	No

- 15.5 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in calling into effect the Bid Securing Declaration pursuant to Clause IB 13.

**IB.16 Pre-Bid Meeting**

- 16.1 The Employer may, on his own motion or at the request of any prospective Bidder(s), hold a pre-bid meeting to clarify issues and to answer any questions on matters related to the Bidding Documents. The date, time and venue of pre-bid meeting, if convened, is as stipulated in the Bidding Data. All prospective Bidders or their authorized representatives shall be invited to attend such a pre-bid meeting.
- 16.2 The Bidders are requested to submit questions, if any, in writing so as to reach the Employer not later than seven (7) days before the proposed pre-bid meeting.
- 16.3 Minutes of the pre-bid meeting, including the text of the questions raised and the replies given, will be transmitted without delay to all Purchasers of the Bidding Documents. Any modification of the Bidding Documents listed in Sub-Clause 8.1 hereof which may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to Clause IB.6 and not through the minutes of the pre-bid meeting.
- 16.4 Absence at the pre-bid meeting will not be a cause for disqualification of a Bidder.

**E. BID OPENING AND EVALUATION**

**IB.17 Bid Opening, Clarification and Evaluation**

- 17.1 The Employer will open the financial bids, in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Data.
- 17.2 The bidder's name, Bid Prices, the presence or absence of Bid Securing Declaration, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the bid opening. The Employer will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.
- 17.3 To assist in the examination, evaluation and comparison of Bids the Employer may, at its discretion, ask the bidder for a clarification of its Bid. The request for

clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

17.4 (a) Prior to the detailed evaluation, pursuant to Sub-Clauses IB.17.7 to 17.9, the Employer will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include to determine the requirements listed in Bidding Data.

(b) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Employer in accordance with the Corrected Schedule of Prices.

If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and Bid Securing Declaration will come into effect.

17.5 A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

17.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Employer, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

17.7 The Employer will evaluate and compare only the bids previously determined to be substantially responsive pursuant to Sub-Clauses IB.17.4 to 17.6 as per requirements given hereunder. Bids will be evaluated for complete scope of works within a given category. The prices will be compared on the basis of the Evaluated Bid Price pursuant to Sub-Clause 16.8 herein below.

(a) Technical Evaluation

It will be examined in detail whether the Works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bids will be technically evaluated on the basis of bidder's data submitted under clause 17.10 (a). In addition, the data submitted under Schedule B to Bid will be compared with the given technical features/criteria so that the quoted equipment specifications don't deviate from the basic technical requirements. Other technical information

submitted with the bid regarding the Scope of Work will also be reviewed.

(b) Commercial Evaluation

It will be examined in detail whether the bids comply with the commercial/contractual conditions of the Bidding Documents. It is expected that no material deviation/stipulation shall be taken by the bidders.

17.8 Evaluated Bid Price

In evaluating the bids, the Employer will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:

- (i) making any correction for arithmetic errors pursuant to Sub-Clause 17.4 hereof.
- (ii) making an appropriate price adjustment for any other acceptable variation or deviation.
- (iii) making an appropriate price adjustment for Deviations in terms of Payments (if any and acceptable to the Employer).

17.9 Evaluation Methods

Pursuant to Sub-Clause 16.7, Para (ii), and (iii) following evaluation methods for price adjustments will be followed:

(i) Price Adjustment for Technical Compliance

The cost of making good any deficiency resulting from technical non compliance will be added to the Corrected Total Bid Price for comparison purposes only. The adjustments will be applied taking the highest price quoted by other bidders being evaluated in detail in their original Bids for corresponding item. In case of non availability of price from other bidders, the price will be estimated by the Employer.

(ii) Price Adjustment for Commercial Compliance

The cost of making good any deficiency resulting from any quantifiable variations and deviations from the Bid Schedules and Conditions of Contract, as determined by the Employer will be added to the Corrected Total Bid Price for comparison purpose only. Adjustment for commercial compliance will be added to the Corrected Total Bid Prices.

(iii) Price Adjustment for Deviation in Terms of Payments

Refer to Bidding Data

17.10 Weightage Criteria to Evaluate the Bids is given below:

Bids will be evaluated on 20:80 ratio, 20% for technical and 80% for financial, for complete scope of works within a category

a) Technical Evaluation

Technical Evaluation of only Eligible and Responsive bids will be carried out as per criteria given below:

Sr. No.	Criteria	Scoring Scheme	Max Marks	Supporting Documents
1	Experience of the firm that will supply & install Computers (Laptops)	Number of years since establishment: 2 marks for each year. 20 marks for 10 years and above.	20	-NTN, or Firm/ Company incorporation certificate or Any other
2	Assignments/ Projects carried out for supplying of similar IT & Office equipment during the last 5 years	5 marks for each assignment, upto a maximum of 35 marks	35	- Work Order/ Completion Certificates
3	Financial Strength	Annual Sales Turnover Rs. 1-5 Million (5 Marks) Rs. 5-10 Million (15 Marks) More than Rs. 10 Million (25 Marks)	25	annual audit accounts of last 1 year
4	Warranty	10 marks for 1 year 15 marks for 2 years 20 marks for 3 years or more	20	- Undertaking on firm's letter head



Format for above item # 2

Sr#	Organization	Address	Contact#	Contact Person	Brief details of Project/Assignment	Year
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A bidder has to score at least 70 marks to qualify technically to be subsequently eligible for financial evaluation.

Technical Bid Score: (Marks obtained by the bidder in technical evaluation/100) x 20

**b) Financial Evaluation**

Financial Evaluation of Technically qualified bidders will be carried out as per following method:

**Financial Bid Score: (M/B) x 80**

**M = Value of Minimum bid received**

**B = Value of bid being evaluated**

It will also be examined in detail whether the bids comply with the commercial/contractual conditions of the Bidding Documents.

iii) Total Score=Technical Bid Score + Financial Bid Score

Bidder with highest total score will be considered as "Most Advantageous Bidder".

**Note:** Interested bidders should apply for each category separately, since each category will be evaluated separately. Any bid covering partial bid for any given category shall be considered non-responsive.

**IB.18 Process to be Confidential**

18.1 Subject to Sub-Clause IB.17.3 heretofore, no bidder shall contact Employer on any matter relating to its Bid from the time of the Bids opening to the time the bid evaluation result is announced by the Employer. The evaluation result shall be announced at least ten (10) days prior to award of Contract. The announcement to all bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated.

18.2 Any effort by a bidder to influence Employer in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation result, however, mere fact of lodging a complaint shall not warrant suspension of procurement process.

## F. AWARD OF CONTRACT

### IB.19. Post Qualification

- 19.1 The Employer, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.

- 19.2 The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications submitted under Clause IB.11, as well as such other information required in the Bidding Documents.

### IB.20 Award Criteria & Employer's Right

- 20.1 Subject to Sub-Clause IB.20.2, the Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as "Most Advantageous Bidder" by scoring highest marks in the bid evaluation, provided that such bidder has been determined to be qualified to satisfactorily perform the Contract in accordance with the provisions of Clause IB.19.

- 20.2 Notwithstanding Sub-Clause IB.20.1, the Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Employer's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.

### IB.21 Notification of Award & Signing of Contract Agreement

- 21.1 Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder in writing ("Letter of Acceptance") that his bid has been accepted.
- 21.2 Within seven (7) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will send the successful

# EVALUATION REPORT

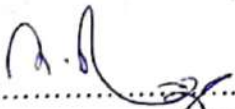
## (As Per Rule 35 of PP Rules, 2004)

1. Name of Procuring Agency: Research, Regulatory Insight & Advocacy Assistance for SMEs (RRI&A), SMEDA
2. Method of Procurement: PPRA Clause Reference No. 36(b)
3. Title of Procurement: Supply & Installation of IT & Office Equipment
4. Tender Inquiry No.: 680
5. PPRA Ref. No. (TSE): TS463672E
6. Date & Time of Bid Closing: 18th November, 2021, 3:00 PM
7. Date & Time of Bid Opening: Technical 18<sup>th</sup> November, 2021, 03.30 PM  
Financial 06<sup>th</sup> December, 2021, 02.00 PM
8. No of Bids Received: 01
9. Criteria for Bid Evaluation: 20% Technical marks and 80% Financial marks as given in Tender documents
10. Details of Bid(s) Evaluation: As mentioned below

Category of Items	Name of Bidder	Marks		Evaluated Cost (Rs)	Rule/Regulation/SBD*/Policy/ Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
		Technical	Financial		
Category - 1	No Bid Received				
Category - 2	Shirazi Trading Company Pvt. Ltd.	15	80	99,000	Most Advantageous Bidder
Category - 3	Shirazi Trading Company Pvt. Ltd.	14	80	640,000	Most Advantageous Bidder
Category - 4	Shirazi Trading Company Pvt. Ltd.	16	80	89,500	Most Advantageous Bidder

**Most Advantageous Bidder: M/s Shirazi Trading Company Pvt. Ltd. In Categories 2, 3 and 4**

11. Any other additional / supporting information, the procuring agency may like to share.

Signature:.....

**MUHAMMAD RAZA**  
Manager Projects  
SMEDA  
Ministry of Industries & Production  
Government of Pakistan

Official Stamp:.....

\* Standard Bidding Documents (SBD)

