

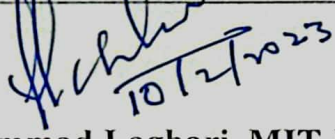
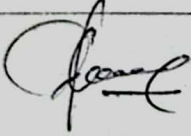
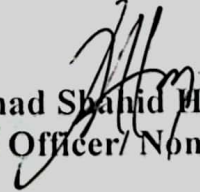


HIGH COURT OF SINDH

BID EVALUATION REPORT

**Service Level Agreement for availing Photocopying Services
for Copying Branch of High Court of Sindh**

Dated: 08-02-2023

 10/2/2023 Suhail Muhammad Laghari, MIT-II Chairman	
 Kamran Memon Deputy Registrar (Accounts) Member	 Muhammad Shahid Hassan Accounts Officer/ Nominee of A.G Sindh Member

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1. UPLOADING OF TENDER NOTICE & TENDER DOCUMENT:-

Tender Notice for "Service Level Agreement for availing Photocopying Services for Copying Branch of High Court of Sindh" was published in newspapers under ID INF-KRY No. 97/2023 and also uploaded on the official website of High Court of Sindh, Karachi on 19th January, 2023.

2. TENDER OPENING:-

No objection was received on tender documents, eligibility criteria, specifications, terms & conditions and tender proceedings from any corner. Tender was opened in public on 2nd February, 2023 at 11:45 a.m., in the presence of Chairman, Members of Bid Evaluation Committee and representatives of bidder, as reflected in Attendance Sheet.

3. EVALUATION OF ELIGIBILITY CRITERIA:-

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

Sr.No	Eligibility Criteria	M/s. Yasir Photo Copy
1	Profile of company/ firm along with relevant documents.	YES
2	Registration with relevant tax/ regulatory authorities (copies required).	YES
3	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	YES
4	Average Financial turnover of at least Rs. 0.25 million per annum during the last three years.	YES
5	Copies of at least one (01) Work Order along with delivery challans/ performance certificates of similar nature during the last three (03) years	YES
Has bidder qualified the eligibility criteria?		YES

4. TECHNICAL PROPOSAL:-

Technical proposals were evaluated on the already defined criteria as mentioned below:-

S #	Specifications of services required by Sindh High Court		M/s. Yasir Photo Copy
1	Work load of Copying Branch (no of copies per day).	5,000 to 6,500 copies per day. Number of copies may be increased/decreased as per work load.	Agreed
2	Number of machines required.	04 Machines due to heavy work load.	Agreed
3	Specifications of machines (Copy per minute, new or refurbished, scanning, RADF, etc.)	Photocopy Machines for dealing with heavy work load is required. All maintenance will be the responsibility of the service provider.	Agreed
4	Working Hours per day.	8 a.m. to 4 p.m. Working hours may be increased subject to work load.	Agreed
5	Number of working days.	Six days a week i.e. Monday to Saturday.	Agreed
6	Payment Mode.	Payment will be made on production of record of document photo copied. Service Provider will be responsible for maintaining daily record of document photo copied. Payment will be made from the funds of Copying Branch. Cheque will be issued by the Office of Nazir Branch.	Agreed
7	Any other terms and conditions.	Operator/ labour will be provided by the Service Provider. Space and Electricity will be provided by Sindh High Court.	Agreed

5. FINANCIAL PROPOSAL:-

S #	Description	Unit Price with all taxes Rs.
1	Unit Cost of Copying (Legal Paper) with paper, labor and all charges with all taxes	Rs. 3.0 per page

M/s. Yasir Photo Copy is the sole bidder in this tender but on evaluating the rates in the market for photocopy it is found that his rate at Rs.3/- per page is lower than the market rates. (copy enclosed)

According to Rule 48 of Sindh Public Procurement Rules, 2010, even when only one (01) bid is submitted, the bidding process may be considered valid, if the bid was advertised in accordance with rules and prices are comparable to the market rates or the last awarded contract.


6. BID SECURITIES:-

S #	Name of Bidder	Total Quoted Bid Amount	Bid Security (1 % of Bid Amount)	Name of Bank and Amount of Pay Order
1	M/s. Yasir Photo Copy	Rs. 450,000/=	Rs. 4,500/=	HBL Rs. 5,000/=

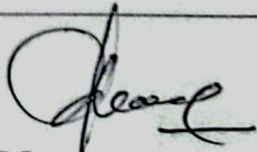
All bid securities have been checked and found correct.

7. ENDING:-

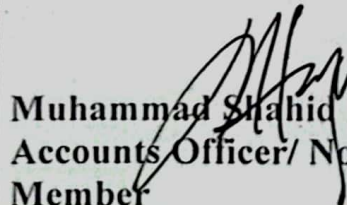
- The Sindh High Court reserves the right to award or cancel the tender process, subject to rules.
- Tender may be awarded to the technically qualified lowest bidders subject to approval of the Hon'ble competent authority of this Court.


10/12/23

Suhail Muhammad Laghari, MIT-II
Chairman



Kamran Memon
Deputy Registrar (Accounts)
Member



Muhammad Shahid Hassan
Accounts Officer/ Nominee of A.G Sindh
Member

Copy for information & necessary action to:

- Director I.T with request to direct the concerned to upload the Bid Evaluation Report on the official website of this Court for information of all concerned.