

ELECTION COMMISSION OF PAKISTAN

MINUTES OF THE PURCHASE/EVALUATION COMMITTEE'S
MEETING HELD IN CONNECTION WITH OPENING OF TENDERS
RELATING TO THE PURCHASE OF PHYSICAL ASSETS AS WELL AS
EVALUATION OF BIDS ON 16TH MAY, 2011.

A meeting of the Purchase/Evaluation Committee was held under the Chairmanship of Joint Secretary (Admn.) on 16th May, 2011 to open the sealed tenders invited through newspapers from prospective suppliers for procurement of various Physical Assets, primarily required in the ECP Secretariat. The meeting was attended by following members/participants:

1. **Mr. Muhammad Imtiaz Alam,**
Joint Secretary (Admn.) Chairman
2. **Mr. Muhammad Afzal Khan,**
Joint Secretary (Budget) Member
3. **Mr. Noor Gulab Riza,**
Deputy Secretary (Admn.) Member
4. **Qazi Muhammad Khurshid**
Deputy Secretary (Budget) Member
5. **Mr. Abdul Rahim Khan,**
Accounts Officer Member
6. **Mr. Aziz Bahadar,**
Section Officer (Admn.) Member

2. As per schedule, the Committee started proceedings with opening of bids already dropped by the bidders in a sealed box, in the presence of bidders/representatives who were present on the occasion. Items of Physical Assets for which sealed bids were invited with 5% bid security under single-stage single-envelope method, are mentioned as given below:-

| Sl.No | Name of Items | Quantity |
|-------|---|----------|
| 1. | 2. | 3. |
| 1. | Security X-Ray Scanning Machine | 01 |
| 2. | Air Conditioners 4 Tons (Reversible): | 13 |
| 3. | Air Conditioners 2.5 Tons (Reversible): | 10 |

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| | | |
|-----|---|-----|
| 4. | Furniture (Revolving Chair/Table): | |
| i | Executive Tables for Hon'ble Members | 04 |
| ii | Tables with Revolving Chairs SO's/Supdt. | 35 |
| iii | Tables/Revolving Chairs Assistant/UDC/LDC | 70 |
| iv | Computer Table with Steno Revolving Chairs | 25 |
| v | Staff Chairs Wooden with Cloth Cushion Drivers/Daftary/NQ's/ Chowkidar | 60 |
| vi | Visitors Chairs Conference Room (Leather) | 50 |
| | SO's and Branches (Wooden Cloth Cushion) | 100 |
| 5. | Vacuum Cleaners: | 04 |
| 6. | Photostat Machine (55 CPM) Features and specifications of respective brand may be given separately with the bid. | 01 |
| 7. | Biometric Attendance System: | 01 |
| 8. | Duplex Card Printer: | 01 |

3. The sealed envelopes were opened one-by-one and rates offered by the bidders for supply of specified brand of items were announced before all the bidders and members Committee. The item-wise position is given below:-

i. **Security X-Ray Scanning Machine:**

As per specifications drawn for the Scanning Machine, following three firms offered different brands of machines against rates mentioned against each:-

| Sl.No. | Names of Firm | Amount | Brand |
|--------|---|----------------|--------------------------------|
| 1. | M/s Shirazi Trading, Islamabad. | Rs.2,544,750/- | Astrophysics XIS 5335 (USA) |
| | | Rs.3,156,660/- | XIS 6040 (USA) |
| | | Rs.3,395,000/- | XIS 6545 (USA) |
| 2. | M/s Scientific Resources, Islamabad. | Rs.2,866,500/- | Auto Clear 400+ME (USA) |
| 3. | M/s Telc. Electronic, Islamabad. | Rs.3,104,712/- | GG6550 GRAM GOLD (China) |

It may be observed from the above that M/s Shirazi Trading Co. Islamabad has offered alternative bids in violation of terms and condition of set forth in the tender documents, and technically their bid stands disqualified. Amongst the two other responsive bidders, M/s Scientific Resources, Islamabad has offered the lowest bid @ Rs.2,866,500/- for "Auto Clear 400 + ME (USA)" brand. The Committee recommended the purchase of said machine against the lowest bid, subject to the inspection and verification of its satisfactory performance at places where it is already working.

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ii. **Air Conditioners (13 Numbers 4.00 Tons and 10 Numbers 2.5 Tons):**

For supply of Air conditioners, the response to the tender was observed to be unexpectedly as the single bid received from M/s Noor and Sons, Islamabad was found to be unacceptable due to exorbitant rates as compared to the market rates for quoted brand. Moreover, the bidder could not provide necessary documentation and GST/NTN registration in support of his bid and by virtue thereof his bid does not fulfill eligibility criteria.

Though bid for supply of air conditioners technically stands disqualified but purchase of some air conditioners is essentially required which cannot be postponed to the next financial year. As an alternative, it is advisable that the Admin Wing will redraw the essential requirement and issue a fresh tender only on the ECP and PPRA websites, which is estimated to below the value of Rs.2.00 million for which tenders in the newspapers is not mandatory.

iii. **Office Furniture:**

During the last financial year, the tender issued for purchase of furniture was cancelled and now a fresh tender was issued on the basis of previous requirement with some addition anticipating for the offices of Members Election Commission, as given below:-

| | | |
|-----|---|-----------|
| 4. | Furniture (Revolving Chair/Table): | |
| i | Executive Tables for Hon'ble Members | 04 |
| ii | Tables with Revolving Chairs SO's/Supdt. | 35 |
| iii | Tables/Revolving Chairs Assistant/UDC/LDC | 70 |
| iv | Computer Table with Steno Revolving Chairs | 25 |
| v | Staff Chairs Wooden with Cloth Cushion Drivers/Daftary/NQ's/ Chowkidar | 60 |
| vi | Visitors Chairs Conference Room (Leather) SO's and Branches (Wooden Cloth Cushion) | 50 100 |

For the supply of above quantity of office furniture, the following three bids were offered aggregate value of each bid is mentioned there-against.

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| Sl.No. | Names of Firm | Amount |
|--------|-------------------------------------|----------------|
| 1. | M/s Al-Qadir Furniture, Rawalpindi. | Rs.2,447,500/- |
| 2. | M/s M.H. Furniture, Rawalpindi. | Rs.3,206,519/- |
| 3. | M/s IMBACO, Islamabad. | Rs.2,466,180/- |

It may be figured out from that the bid offered by M/s Al-Qadir Furniture, Rawalpindi is found to be the lowest as compared to the two other bidders. It has been apprised the said firm has also been supplying furniture to the Supreme Court and some other important organizations, having good reputation. It was recommended that the contract for supply of furniture may be awarded to M/s Al-Qadir Furniture, Rawalpindi against their lowest bid @ Rs. 2,447,500/-

iv) **Photo State Machine (50 to 60 CPM):**

Bids were invited for purchase of One Photo State Machine and accordingly, 7 (seven) bidders participated in the bidding as given below:-

| Sl.No. | Names of Firm | Amount | Brand |
|--------|---|----------------|------------------------------------|
| 1. | M/s Office Automation Group, Islamabad. | Rs.570,000/- | Konica Minolta Bizhub 601 (50 CPM) |
| | | Rs.840,000/- | 601 (60 CPM) |
| 2. | M/s Universal Business, Islamabad. | Rs.442,900/- | Yashica KM 5035 (50 CPM) |
| | | Rs.483,587/- | KM 5530 (55 CPM) |
| | | Rs.542,726/- | Lexmark X-854e (60 CPM) |
| 3. | M/s Shirazi Trading, lbd. | Rs.987,900/- | Cannon IR ADV-6055 (55 CPM) |
| 4. | M/s Mansha Brothers, lbd. | Rs.629,500/- | Panasonic DP-8060 (60 CPM) |
| 5. | M/s NXTTEK, Islamabad. | Rs.819,000/- | Konica Minolta Bizhub 501 (50 CPM) |
| 6. | M/s General Traders, lbd. | Rs.875,000/- | Toshiba e-Studio 555 (55 CPM) |
| 7. | M/s See Sam Solution, lbd. | Rs.688,000/- | Nushuatec MP 5000B (50 CPM) |
| | | Rs.1,099,000/- | Nashuatec MP600 (60 CPM) |

Out of 7 bidders, three bidders at Sl.No.1, 2 and 7 above offered alternative bids in violation of the terms and condition explicitly

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mentioned in tender documents. It is necessary to mention that the hitch in the alternative bids is that it could not be evaluated evenly on the standard criteria against the principles of parity and fairness as laid down in the PPRA Rules. By disqualifying the three bids from M/s Office Automation Group, M/s Universal Business, and M/s See Sam Solutions, the remaining brands against prices offered by the qualified suppliers do not fulfill the precise needs of this office.

It was advised that the all bids for photo state machine may be rejected and the requirement be redrawn with new specifications, for which subsequent proposal will be put up by the Admin Wing accordingly.

v). **Vacuum Cleaners and Biometric Attendance System:**

Two bids for Vacuum Cleaners and six bids for Biometric Attendance System were received separately for both items. During the course of evaluation it was found the all bids are below limit Rs.100,000/- which requires only quotations. As such, it was recommended that the said items may be purchased from the open market against quotations which will provide the advantage of selecting more reliable brand against market competitive price and all bids for said items may be rejected.

vi). **Duplex Card Printer:**

For Duplex Card Printer, which will be used for manufacturing plastic office cards for the employees of this office, four bids were received as mentioned following:-

| Sl.No. | Names of Firm | Amount | Brand |
|--------|---|--------------|--------------------|
| 1. | M/s Digital Management Systems Private Ltd., Islamabad. | Rs.325,000/- | Evolis (France) |
| 2. | M/s Apple Wood, Lahore. | Rs.428,835/- | SD360 |
| 3. | M/s NXTTEK, Rawalpindi. | Rs.352,635/- | CS-320 (Taiwan) |
| 4. | M/s Computer & Networking Services, Ibd. | Rs.335,790/- | DLTCX-1209 (Japan) |

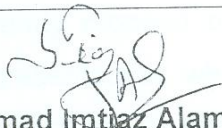
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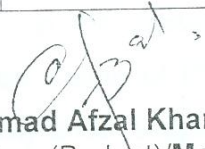
It may be seen from the above that the rate quoted by M/s Digital Management System (Pvt.) Ltd, Islamabad for "Evolis (France)" brand @ Rs.325,000/- is found to be the lowest as compared to the other bidders and was recommended to be accepted.

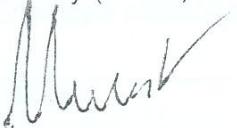
4. The Committee further recommended that necessary offer letters may be issued the successful bidders in accordance with terms and conditions of the bid against necessary performance guarantee. It was also recommended that 5% Bid Security may be released to the bidders who stand disqualified by technical grounds or their bids are not in contention for any competition. However, the Security Deposit of the successful bidders and their second nearest may be retained until acceptance of the offer by the first lowest eligible bidders. The instance minutes/evaluation report will be placed on the ECP website for information of the bidders in terms of PPRA Rules.


5. In sum, the following position emerges indicating items to be supplied by the successful bidders as well as their cost mentioned against each:

| S.NO | ITEMS | SUCCESSFUL BIDDER | TOTAL COST |
|------|--|---|-----------------------|
| 1. | 2. | 3. | 4. |
| 1. | Security X-Ray Scanning Machine (Auto Clear-USA) | M/s Scientific Resources, lbd. | Rs.2,866,500/- |
| 2. | Furniture (Sheesham wood) | M/s Al Qadir Furniture, Rawalpindi. | Rs.2,447,500/- |
| 3. | Duplex Card Printer (Evolis-France) | M/s Digital Management Systems Private Ltd., lbd. | Rs.325,000/- |
| | | Total: | Rs.5,639,000/- |



(Muhammad Imtiaz Alam)
Joint Secretary (Admn)/Chairman


(Muhammad Afzal Khan)
Joint Secretary (Budget)/Member


(Noor Gulab Riza)
Deputy Secretary (Admn)/Member


(Qazi Muhammad Khurshid)
Deputy Secretary (Budget)/Member


(Abdul Rahim Khan)
Accounts Officer/Member


(Aziz Bahadar)
Section Officer (Admn)/Member

Islamabad, dated 16th May, 2011.