

**EVALUATION REPORT**  
**(As Per Rule 35 of PP Rules, 2004)**

1. Name of Procuring Agency: **National Bank of Pakistan.**
2. Method of Procurement: 36 (b) - **Single Stage Two Envelope Procedure.**
3. Title of Procurement: **Tender / Quotations for Printing, Stuffing & Delivery of Statement of Account (One Window In House Solution)**
4. Tender Inquiry No.: **NT-1/3/2019-2**
5. PPRA Ref. No. (TSE): **TS376890E, dated 3/1/2019**
6. Date & Time of Bid Submission: **January 18, 2019 at 10:30 a.m.**
7. Date & Time of Bid Opening: **January 18, 2019 at 11:00 a.m.**
8. No of Bids Received: **Two (2)**
9. Criteria for Bid Evaluation: Mentioned in the attached RFP/Bidding documents.
10. Details of Bid(s) Evaluation: As follows:

Name of Bidder	Marks		Evaluated Cost (PKR)*	Rules/Regulations/SBD*/ Policy/Basis for Rejection/ Acceptance as per Rule 35 of PP, 2004
	Technical (if applicable)	Financial (if applicable)		
M/s. Leopard Courier Services	Compliant	Yes	<b><u>Rs. 76,194,000/-</u></b>	Bid accepted as Lowest Evaluated Bid
M/s. Pakistan Post	Compliant	Yes	Rs. 104,475,100/-	

\* All costs are inclusive of all applicable taxes

**Lowest Evaluated Bidder: M/s. The Leopard Courier Services**

11. Any other additional / supporting information, the procuring agency may like to share.  
Attached **Annexure-II**

**Wing Head**

Stationery Transport &  
Engineering Procurement Wing  
Logistic Support Group

**EVALUATION CRITERIA****Tender / Quotation for Printing, Stuffing & Delivery of  
Statement of Accounts (One Window In-House Solution)****TENDER ID: NT-1/3/2019-2**

The bids/proposals with all complete documents will be evaluated as under.

1. All bidders are required to submit filled, correct and complete **Annexure A** – Technical Requirement Document (all sheets separately) along with their bids. If the bidder fails to do so, its bid will be considered as rejected. All bidders are also requested to affix their company's stamp/signature on each page of the submitted Annexure A – Technical Requirements.
2. All bidders are required to propose a comprehensive single window solution to NBP as any alternate solution/one involving multiple stakeholders will not be considered for evaluation and in such case, bid will be considered as rejected.
3. If any bidder includes propose financial details (i.e price, cost bid security amount etc.) in its TECHNICAL PROPOSAL or response to any NBP clarification query during evaluation of technical proposal, its bid will be considered as rejected.
4. For evaluation of technical/operational functional requirements mentioned in Annexure-A Technical Requirement Document, NBP will request bidders to share cards on NBP provided art work and demonstrate their proposed solution to NBP during evaluation stage, at no extra cost to NBP. If any bidder failed to demonstrate its respective solution, its bid will be considered as technically disqualified / rejected / non-responsive. The place, date & time of demonstration sessions will be communicated to bidders separately by NBP.
5. Technical Requirements mentioned in Annexure A – Technical Requirement Document with **“Priority (High/ /Low)”** is evaluated as follows:
  - a. For evaluation purpose, a desired response of only ‘Y’, ‘Yes’, ‘N’, ‘No’, ‘C’ ‘Customizable’ is required in the availability column for all technical requirements (mentioned in all sheets of **Annexure A** – Technical Requirement Document). Bidder may provide ‘C’ (Customization required) against maximum of **10% of ‘High’ Priority** requirements (i.e. Requirements # from **1 to 16** in “Technical Requirements” sheet and “Services Requirements” sheet). If bidder responses of ‘C’ against these ‘High’ Priority requirements become greater than 10%, its bid will be considered as technically disqualified / rejected / non-responsive.
  - b. All technical requirements with “High” Priority must be answered as ‘Y’ or ‘C’. If bidder response ‘N’ against any of such “High” Priority requirement, its bid will be considered as technically disqualified and will be rejected.
  - c. All technical requirements with “Low” Priority can be answered as ‘Y’, ‘Yes’, ‘N’, ‘No’ or ‘C’ ‘Customizable’. If bidder responds ‘N’ or ‘No’ against any of the “Low” Priority requirement, its bid will not be considered as rejected.
  - d. For all “High” priority technical requirements against which Bidder is responding “Y”, bidder should specify the proper reference of the proposal in the reference /

substantiation column. NBP may ask any other additional documentary evidence against any requirement that must be provided by the Bidder during the period of evaluation. Bidders should respond to such requests within the time frame indicated in the letter / fax / e-mail seeking the explanation. NBP may also verify all these documentary evidence independently from its original sources (if required). Failing to provide the reference or in verification, its bid will be considered as technically disqualified and will be rejected.

- e. For all requirements against which Bidder is not providing any response (i.e. an empty availability cell or an availability cell with a response other than ‘Y’/’Yes’ or ‘N’/’No’ or ‘C’/’Customizable’), NBP will first check that against such requirements proper reference documents have been provided or not in the submitted bid. If reference document is found then NBP ask clarification from the bidder about its response, however if reference document will also not found or provided then response of bidder shall be considered as ‘No’ and its bid will be considered as rejected if the requirement item is high priority.
  - f. The bidders are required to include the price of all requirements with ‘High’ priority where the response is ‘Y’ and ‘C’ in its financial proposal as the price mentioned in financial proposal will be considered as final and cannot be increased in any case after the submission of bid.
  - g. “Low” priority requirements that shall be responded “Y” by bidder shall be treated as complimentary, without any addition in the above mentioned quoted price.
6. The prices will be evaluated on the basis of items mentioned in the Bidding Documents and Technical Requirement and Annexure A of the RFP documents.
  7. Bid from the technically qualified Bidder and having lowest evaluated price/cost will be considered as lowest evaluated Bid and accepted by NBP for contract award.
  8. As per requirement of Standard Bidding Document of RFP, NBP may conduct a post-qualification evaluation exercise for the bidder which is selected as having submitted the lowest evaluated bid. A negative evaluation will result in rejection of the bidder’s bid, in which event NBP shall proceed to the next lowest evaluated bidder to make a similar evaluation.