

**MOST IMMEDIATE**  
**BY SPECIAL MESSENGER**

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF INTER-PROVINCIAL COORDINATION**

...

F. No. 1-1/2020-21-General

Islamabad, the 19<sup>th</sup> August, 2020

From: **Farhan Akhtar,**  
Section Officer (General),  
Ph:9103512

To, **Deputy Director (IT/Web),**  
Public Procurement Regulatory Authority,  
1<sup>st</sup> Floor, FBC Building, Near State Bank, Sector G-5/2,  
**Islamabad**

Subject: **UPLOADING OF EVALUATION REPORT ACCORDING TO THE**  
**RULE-35 OF PUBLIC PROCUREMENT RULES 2004**

Dear Sir,

I am directed to refer to the subject noted above and to enclose herewith a copy of evaluation report prepared in terms of Rule-35 of Public Procurement Rules, 2004, for uploading on the website.

2. It is, therefore, requested that quarters concerned may be directed to place the said evaluation report on PPRA's Website. Bill in this regard may be furnished to this Ministry for necessary payment.

Encl: **Evaluation Report**

(FARHAN AKHTAR)  
Section Officer (General)

**Copy to:-**

- ✓ i. Syed Mudassir Hussain Shah, SO (CCI) / Web Administrator with the request to upload the Evaluation Report on M/o IPC website.

(FARHAN AKHTAR)  
Section Officer (General)

**F. No. 1-1/2020-21-General**  
**GOVERNMENT OF PAKISTAN**  
Ministry of Inter Provincial Coordination  
**ISLAMABAD**  
Tel: 051-9103512



**EVALUATION REPORT**  
**MINUTES OF THE MEETING OF PURCHASE COMMITTEE HELD ON 20<sup>TH</sup> JULY,**  
**2020 FOR PURCHASE OF STATIONARY, COMPUTER STATIONARY AND**  
**OTHER/MISC ITEMS FOR FY-2020-21**

**F. No. 1-1/2020-21-General**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF INTER PROVINCIAL COORDINATION**  
\*\*\*\*\*

Subject: **EVALUATION REPORT- MINUTES OF THE MEETING OF PURCHASE COMMITTEE HELD ON 20<sup>TH</sup> JULY, 2020**

**Advertising Process**

In terms of Rulc-12(2) of Public Procurement Rules, 2004 amended from time to time, a Tender Notice was published in the National Dailies i.e. Pakistan Today and Daily Nawa-e-Waqt on **03.07.2020** as well as appeared on the websites of M/o IPC & PPRA on 2<sup>nd</sup> & 3<sup>rd</sup> July, 2020 respectively, wherein sealed bids were invited for annual tender for purchase of Stationery, Computer Stationery (Toners) and Other / Misc. Items (**Annex-I**).

**Composition of Purchase Committee**

2. With prior approval of the competent authority i.e. Secretary/PAO, IPC, a Purchase Committee having following composition was constituted (**Annex-II**): -

(i) Syed Khalid Gardezi, Senior Joint Secretary(Admn)	<b>Chairman</b>
(ii) Syed Wajid Ali, Deputy Secretary (Admn)	Member
(iii) Mirza Khalid Mehmood, Deputy Secretary (Budget)	Member
(iv) Mr. Sajid Majeed, Section Officer (B&A)	Member
(v) Mr. Farhan Akhtar, Section Officer (General)	Member/Secretary

**Purchase of tender/bidding documents**

3. Deadline for purchase of tender/bidding documents was **17.07.2019**. Following twelve (12) firms purchased the tender/bidding documents on payment (non-refundable Rs.500/-) on or before closing date/time:-

- (i) M/s Office Automation Group, Islamabad
- (ii) M/s Capital Stationers, Islamabad
- (iii) M/s Hurrf Traders, Islamabad
- (iv) M/s Friends Traders, Islamabad
- (v) M/s HB Trading, Islamabad
- (vi) M/s Akram Stationers, Rawalpindi
- (vii) M/s Fatima Traders, Islamabad
- (viii) M/s Islamabad Traders, Islamabad
- (ix) M/s Atique Traders Office, Islamabad.
- (x) M/s Eshaal Traders, Islamabad
- (xi) M/s Z.M. Traders, Islamabad
- (xii) M/s Talha Enterprises, Islamabad

**Deadline for submission of bids**

4. Deadline for submission of bids was **20.07.2019 at 10:30 A.M.**

**Bid Opening**

5. In accordance with Rule 28(1) of Public Procurement Rules, 2004, the date for opening of bids and the last date for the submission of bids was same i.e. **20.07.2020** and the time for opening of bids specified in the bidding documents was **11:00 AM**. Out of twelve (12) firms, following eight (08) firms submitted sealed bids within stipulated time as given in the tender i.e. **20.07.2020 before 10:30 A.M.:-**



### Names of Firms / Vendors

- (i) M/s Office Automation Group, Islamabad
- (ii) M/s Capital Stationers, Islamabad
- (iii) M/s Hurrf Traders, Islamabad
- (iv) M/s Friends Traders, Islamabad
- (v) M/s HB Trading, Islamabad
- (vi) M/s Akram Stationers, Rawalpindi
- (vii) M/s Fatima Traders, Islamabad
- (viii) M/s Z.M. Traders, Islamabad

6. Whereas, representative of following firms reached late (time is mentioned against each) and requested to consider their bids as well:-

Sr. No.	Name of Firm	Time of arrival alongwith bid	Remarks
1.	M/s Islamabad Traders, Islamabad	10:32 AM	02 Minutes Late
2.	M/s Atique Traders Office, Islamabad	10:45 AM	15 Minutes Late

### Meeting of the Purchase Committee for evaluation of received bids

7. Meeting of the Purchase Committee of Ministry of IPC was held on **20.07.2020 at 11:00 A.M** in the Committee Room, 2<sup>nd</sup> Floor, New Secretariat, Kohsar Block, Islamabad to assess the bids received for the purchase of Stationery, Computer Stationery (Toner) and Other/Miscellaneous items for Financial Year 2020-21 Following Members of Purchase Committee attended the meeting. Attendance Sheet in respect of the Purchase Committee and bidders / their representatives who choose to be present are at **Annex-III & IV**:-

(i) Syed Khalid Gardezi, Senior Joint Secretary(Admn)	Chairman
(ii) Syed Wajid Ali, Deputy Secretary (Admn)	Member
(iii) Mirza Khalid Mehmood, Deputy Secretary (Budget)	Member
(iv) Mr. SajidMajeed, Section Officer (B&A)	Member
(v) Mr. Farhan Akhtar, Section Officer (General)	Member/Secretary

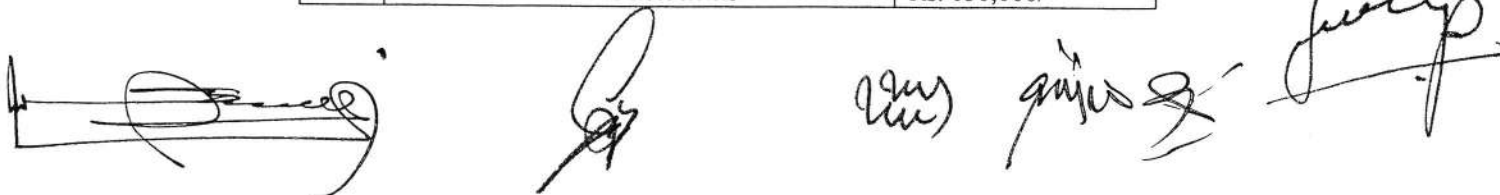
8. At outset of the meeting, Senior Joint Secretary (Admn)/Chairman of the Purchase Committee welcomed the bidders and briefed them about procedure and Public Procurement Rules, 2004.

9. Then, Section Officer (General) informed the Committee that 08 bids were received within stipulated time frame, while 02 bids were received late and he requested the committee to decide as to whether 02 late bids be considered or otherwise. Senior Joint Secretary (Admn) / Chairman Purchase Committee asked from the representative of 08 firms who reached / submitted their bids on time to offer their views in the matter. In response, they raised objection and demanded that both bids being received late may be rejected straightaway in terms of clause 20 of the bidding documents. Ultimately, the Purchase Committee unanimously decided not to consider any of the 02 bids which were received late.

10. Afterwards, 08-sealed bids received in time were shown one by one to all bidders and Chairman and Members of the Purchase Committee by staff of General Section and in agreement of Rule 28(2) of Public Procurement Rules, 2004, the sealed bids were opened publicly in the and quoted unit price was read aloud.

11. All firms were required to submit bid security / earnest money in shape of a bank draft / pay order on the following rate for each category of purchase:-

Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%)
1.	Purchase of Stationery items	Rs. 100,000/-
2	Purchase of Computer Stationery i.e. Toners for Printers, Photocopiers and Fax Machines	Rs. 75,000/-
3.	Purchase of Other / Misc. items	Rs. 150,000/-



12. Following is the details of bid security / earnest money (not exceeding 5%) rightly annexed by the bidders for participating in all three categories:-

Sr. No.	Name of Firm	Stationery	Computer Stationery	Other / Misc. Items	Earnest Money	P.O No.
1.	M/s Hurrf Traders, Islamabad	Yes	Yes	Yes	Rs. 100,000/- Rs. 75,000/- Rs. 150,000/-	AAA15450024 BC ISL 00012144 AAA15450010
2.	M/s Fatima Traders, Islamabad	Yes	Yes	Yes	Rs. 100,000/- Rs. 75,000/- Rs. 150,000/-	BC05624760 BC05624761 BC05624759
3.	M/s Friends Traders, Islamabad	Yes	Yes	Yes	Rs. 325,000/-	00012163
4.	M/s ZM Traders, Islamabad	Yes	Yes	Yes	Rs. 100,000/- Rs. 75,000/- Rs. 150,000/-	4875536 4875533 4875535
5.	M/s Capital Stationers, Islamabad	Yes	No	Yes	Rs. 150,000/- Rs. 100,000/-	520761 520760
6.	M/s Akram Stationers, Rawalpindi	Yes	No	No	Rs. 100,000/-	23585742
7.	M/s HB Trading, Islamabad	No	Yes	No	Rs. 75,000/-	RWP013963

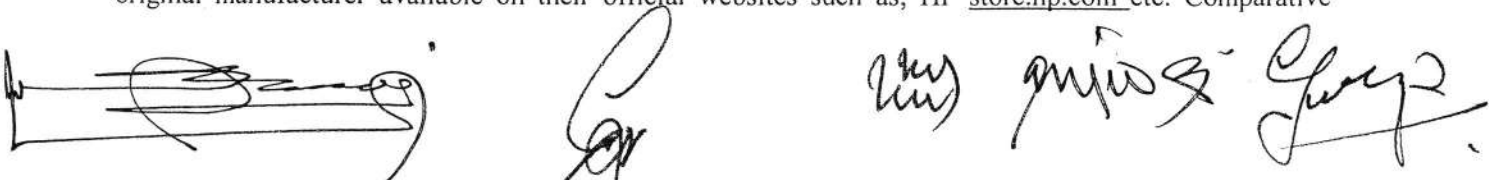
13. Whereas, M/s Office Automation Group, Islamabad annexed bid security / earnest money amounting to Rs. 17,000/- (PO No. AAA15566686) instead of required Rs. 75,000/-. Therefore, their bids were straightway rejected / not considered by the Purchase Committee.

#### Preliminary Evaluation of Bids

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No						
		M/s Hurrf Traders, Islamabad	M/s Fatima Traders, Islamabad	M/s Friends Traders, Islamabad	M/s ZM Traders, Islamabad	M/s Capital Stationers, Islamabad	M/s Akram Stationers, Rawalpindi	M/s HB Trading, Islamabad
1	Earnest money	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Whether sample of each required item provided	No	No	No	No	No	No	No
3	NTN No. with copy of certificate	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	GST No. with copy of certificate	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	Copy of Active Taxpayer List	Yes	Yes	Yes	Yes	Yes	Yes	Yes
6	Vender and Bank Account No.	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7	Documentary Proof of having 01 year experience alongwith copies of two successful contracts	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8	Stamp paper /declaration about black listing	Yes	Yes	Yes	Yes	Yes	Yes	Yes
9	Whether rates quoted on prescribed form	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10	Signature and Stamp on Tender Documents	Yes	Yes	Yes	Yes	Yes	Yes	Yes
11	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details.	Yes	Yes	Yes	Yes	Yes	Yes	Yes

#### Responsiveness of Bids

14. The Purchase Committee with regard to Computer Stationery (Toners) observed that almost all bidders have quoted abnormal rates for supply of Original Toners vis-à-vis rates offered by original manufacturer available on their official websites such as, HP [store.hp.com](http://store.hp.com) etc. Comparative





Statement containing details of abnormal rates quoted by firms as well as rates offered by Original manufacturers is as under: -

S.No	Description	Name of bidder					Original Toner Rates Available on HP website
		M/s Hurrf Traders, Islamabad	M/s Fatima Traders, Islamabad	M/s HB Trading, Islamabad	M/s Friends Traders, Islamabad	M/s ZM Traders, Islamabad	
1.	HP LJ Pro 400M401d (80-A)	8700	17190	4490	6880	4900	19,283
2.	HP LJ P10 404 Toner	24660	19650	14900	26800	20900	17,773
3.	HP LJ P10 402d (26-A)	8840	21190	5990	7140	5800	21,295
4.	HP MFP 127 fn (83-A)	6980	69700	4190	5770	4400	11,737
5.	HP Pro 200m Color 251 nw (131-A)	27000	61319	19900	34300	5800	53,659
6.	HP LJ 1102 Toner (85-A)	6830	11360	4090	5880	4400	12,743
7.	HP LJ P2015d Toner (53-A)	8930	18780	4790	6140	4900	18,612
8.	HP LJ 2035 Toner (05-A)	9640	16630	4790	7700	4900	16,935
9.	HP LJ 1505 Toner (36-A)	7100	12850	4090	5430	4400	14,755
10.	HP LJ 1320 Toner (49-A)	9340	15600	4490	6770	4700	19,115
11.	Toner Photocopier Toshiba e studio 2505	23800	8900	22900	24000	23000	---
12.	Toner Photocopier Konica Minolta Bizhub 554e	21600	38900	25900	23980	23000	---
13.	Toner Photocopier Konica Minolta Bizhub 454e	21600	37600	25900	25300	23000	---
14.	Toner Photocopier Konica Minolta Bizhub 215	8840	27600	29900	11300	11000	---
15.	Toner Photocopier Panasonic 8020	4700	5450	6490	5340	4400	---
16.	Toner Photocopier cannon 6555i NPG-54	38400	39200	46990	47700	54000	---
17.	Toner Fax Machine KX MB 2120 Panasonic	5370	9900	5990	4930	4800	---
18.	Toner Fax Machine KX 422 Panasonic	4100	5200	2490	5180	2900	---
19.	Toner Fax Film 131 Panasonic	1840	5150	2390	1600	1750	---

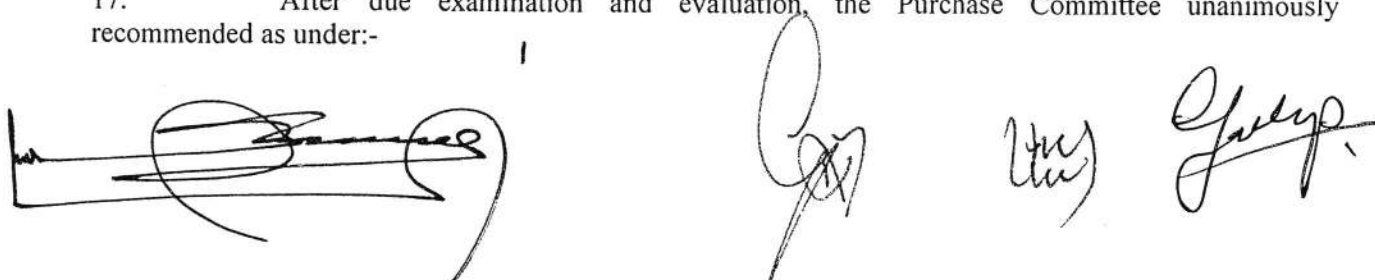
15. Due to the position explained at Para-14 above, the Purchase Committee decided as under:-

- Bidders who have quoted lowest rates (item wise) for supply of stationery, computers stationery (toners) and Misc/Other Items should provide samples for evaluation by Purchase Committee prior to award of contract.
- With regard to computer stationery (toners), the bidders who have quoted lowest rates (item wise) should also provide an authorization certificate from manufacturer or its authorized distributor/dealer as proof of genuineness of the item.

16. Therefore, letters were issued to all bidders for provision of samples for evaluation by the Purchase Committee on 05.08.2020 at 11:00 AM. Accordingly, the Purchase Committee inspected the samples.

#### Recommendations of the Purchase Committee

17. After due examination and evaluation, the Purchase Committee unanimously recommended as under:-



S. #	Name of firms	Stationary items	Computer Stationery (toners)	Other/Misc. items	Total Items
1.	M/s Hurrf Traders, Islamabad	14	04	26	44
2	M/s Capital Stationers, Islamabad	07	Rate not quoted	36	43
3	M/s Fatima Traders, Islamabad	18	01	33	52
4	M/s Akram Stationers, Rawalpindi	28	Rate not quoted	Rate not quoted	28
5	M/s Friends Traders, Islamabad	07	01	06	14
6	M/s ZM Traders, Islamabad	14	04	13	31
7.	M/s HB Trading, Islamabad	Rate not quoted	09	Rate not quoted	09

(ii) Pictures of the samples should be taken and placed in the file for future consultation by Quality Inspection Committee, which were taken accordingly (**Annex-VI**).


(iii) Each & every delivery will be accepted subject to clearance by Quality Inspection Committee comprising of following officers of this Ministry:-

- |               |                 |
|---------------|-----------------|
| (a) DS (IPC)  | <b>Chairman</b> |
| (b) SO (S-II) | Member          |
| (c) SO (B&A)  | Member          |

(iv) Deviation from these samples / supply of substandard items during any stage of financial year will straightaway lead to forfeiture of the earnest money as well as blacklisting of the firm without any notice, as per Public Procurement Rules, 2004.

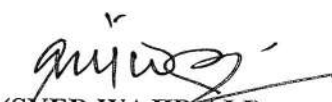
18. The meeting ended with a vote of thanks to and from chair.

  
(FARHAN AKHTAR)  
Section Officer (General)  
Member/Secretary

  
(MIRZA KHALID MAHMOOD)  
Deputy Secretary (Budget)  
Member

  
(SYED KHALID GARDEZI)  
Senior Joint Secretary (Admn)  
Chairman

  
(SAJID MAJEED)  
Section Officer (B&A)  
Member

  
(SYED WAJID ALI)  
Deputy Secretary (Admn)  
Member