

**PUBLIC PROCUREMENT REGULATORY  
AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA - I  
(As Per Rule 47 of PP Rules, 2004)**

To Be Filled And Uploaded on PPRA Website In Respect of All  
Public Contracts of Works, Services and Goods.

- NAME OF THE ORGANIZATION/DEPTT. M/o. Overseas Pakistanis SHRD
- FEDERAL / PROVINCIAL GOVT. FEDERAL
- TITLE OF CONTRACT Purchase of Stationery, misc and Computerized Equip
- TENDER NUMBER 01 For FY. 2021-2
- BRIEF DESCRIPTION OF CONTRACT Annual Tender for  
Purchase of Consumable items i.e. Stationery,  
misc, Toner etc.
- TENDER VALUE Bids evaluated item to item base and not  
based on total cost of the bid for all items
- ENGINEER'S ESTIMATE NA  
(for civil Works only)
- ESTIMATED COMPLETION PERIOD 30 Days
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL  
PROCUREMENT PLAN? YES Yes / No
- ADVERTISEMENT :
  - (i) PPRA Website YES, dt-04-08-2021. 73456776E Yes / No  
(Federal Agencies) (If yes give date and PPRA's tender number)
  - (ii) News Papers YES, PAKISTAN OBSERVER 09-08-21 Yes /  
No DAILY EXPRESS  
(If yes give names of newspapers and dates).
- TENDER OPENED ON (DATE & TIME) 27-08-2021 dt. 11:30 a.m
- NATURE OF PURCHASE LOCAL Local / International
- EXTENSION IN DUE DATE (If any) NO Yes / No

**SYED ABBAS ALI SHAH**  
Section Officer  
Ministry of Overseas Pakistanis &  
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- NUMBER OF TENDER DOCUMENTS SOLD <sup>K</sup> 08 FIRMS (WITHOUT COST)  
(Attach list of Buyers)
- WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS YES Yes / No  
(If yes, enclose a copy).
- WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS NO Yes / No  
(If yes, enclose a copy).
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
  - a) SINGLE STAGE – ONE ENVELOPE PROCEDURE
  - b) SINGLE STAGE - TWO ENVELOPE PROCEDURE.
  - c) TWO STAGE BIDDING PROCEDURE.
  - d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE.
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (i.e EMERGENCY, DIRECT CONTRACTING, NEGOTIATED TENDERING ETC.)
- WHO IS THE APPROVING AUTHORITY SECRETARY (PAO)
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING.
- NUMBER OF BIDS RECEIVED \_\_\_\_\_
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER Yes / No
- WHETHER INTEGRITY PACT WAS SIGNED \_\_\_\_\_ Yes / No



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**CONTRACT AWARD PROFORMA – II**

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➤ NUMBER OF BIDDERS PRESENT AT THE TIME OF  
OPENING OF BIDS 03 (THREE)

➤ NAME AND ADDRESS OF THE SUCCESSFUL BIDDER \_\_\_\_\_  
(i) Capital Stationers, Shop no. 6, Block-21, Civic Centre, Islamabad.  
(ii) Z.M. Tadlers, Shop no. 2-A, Azeez Mansion, Blue Area, Islamabad.

➤ RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATED BID).

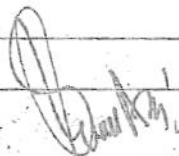
i) Capital Stationers = 1<sup>st</sup>

ii) Z.M. Tadlers = 2<sup>nd</sup>

➤ NEED ANALYSIS (Why the procurement was necessary?) \_\_\_\_\_

Annually tendered for purchase of consumable  
items i.e. Stationery, misc. & other tones and computers/IT  
equipments, items used daily basis during official work.

➤ IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE  
REASONS (Briefly describe) N.A

  
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➤ WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS YES Yes / No

➤ DATE OF CONTRACT SIGNING 28-09-2021 (Attach a copy of agreement) After approval of competent authority, award letters issued.

\* ➤ CONTRACT AWARD PRICE 5900000 / estimated cost may be utilize in the year.

➤ WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS No Yes / No (Attach copy of the bid evaluation report)

➤ ANY COMPLAINTS RECEIVED No Yes / No (If yes result thereof)

➤ ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS No Yes / No (If yes give details)

➤ DEVIATION FROM QUALIFICATION CRITERIA No Yes / No (If yes give details)

➤ SPECIAL CONDITIONS, IF Any (Give Brief Description)

No

\* Annual tender for the purchase of stationery and misc items

[F.No.2/1/2008PPRA-RA.III]

not based on total cost, based on item to item and item purchase as per requirement in the whole year.

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