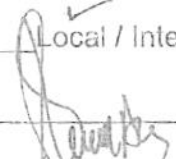


**PUBLIC PROCUREMENT REGULATORY  
AUTHORITY (PPRA)**

**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 ARD
- FEDERAL / PROVINCIAL GOVT. FEDERAL
- TITLE OF CONTRACT Purchase of Stationery, misc and Computers Con
- TENDER NUMBER 01 For FY. 2021-2
- BRIEF DESCRIPTION OF CONTRACT Annual Tender for  
Purchase of Consumable items i.e. Stationery,  
misc, Toner's 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, i: PAKISTAN OBSERVER, ii: DAILY EXPRESS 09-08-21 Yes /  
No (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

  
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Section Officer,  
Ministry of Overseas Pakistanis &  
Government of Pakistan, Islamabad

1 mo 16/221. *PO*

- NUMBER OF TENDER DOCUMENTS SOLD <sup>X</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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Ministry of Overseas Pakistanis &  
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**PUBLIC PROCUREMENT REGULATORY  
AUTHORITY (PPRA)**

**(As Per Rule 47 of PP Rules, 2004)**

**CONTRACT AWARD PROFORMA – II**

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

➤ 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. Treaders, 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).

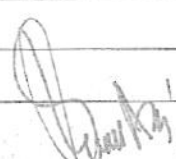
i: Capital Stationers = 1<sup>st</sup>

ii: Z.M. Treaders = 2<sup>nd</sup>

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

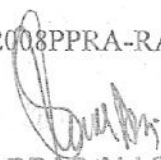
Annually tendered for purchase of consumable  
items i.e. Stationery, misc. & other tones and computers/IT  
equipments, items used daily basis during official work.

➤ 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 after approval, Award letter issued.  
(Attach a copy of agreement)
- CONTRACT AWARD PRICE item to item base not based on total cost
- 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  
\_\_\_\_\_  
\_\_\_\_\_

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

  
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Human Resource Development  
Government of Pakistan, Islamabad

F.No.1(1)/2021-22-Gen(Store)  
Government of Pakistan  
Ministry of Overseas Pakistani &  
Human Resource Development  
(General Section)  
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**TERMS & CONDITIONS OF THE TENDER FOR PURCHASE OF STATIONERY, MISCELLANEOUS,  
COMPUTER CONSUMABLES ITEMS AND TONERS FOR THE FINANCIAL YEAR 2021-22.**

The terms and conditions of the tender for purchase of office stationery, miscellaneous, computer consumables items and toners by the Ministry of Overseas Pakistanis & Human Resource Development are as under:-

1. The firms should be located at Islamabad.
2. The firm should have at least five years' experience in supply of stationery/non stationery, miscellaneous items and toners to the Government Ministries/Departments.
3. Bidder shall enclose earnest money (Rupees one hundred thousand only) with the tender document in shape of **Pay Order/Bank Draft/Call Deposit** from any scheduled bank in favour of **DDO of Ministry of Overseas Pakistanis & Human Resource Development**.
4. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till **30-06-2022**.
5. Rates to be quoted shall be inclusive of GST and all taxes and will be valid to the whole in F.Y 2021-22.
6. Samples of the items where possible especially for **papers**, should be attached with the tender without which the offer will not be entertained.
7. The firms shall be liable to supply the requisite items at "B" Block, Pak Secretariat, Islamabad at their own expenses and even at short notice if needed failing which the earnest money/security deposit of the firm will be forfeited and the firms will be black listed.
8. The Firms must have Sales Tax, Registration Certificate, National Tax Number and Vender No. as well as facilities of telephone/fax lines.
9. An affidavit to the effect that the firms has never been indulged in any litigation and has never been black-listed by any Ministry/Division/Department/Organization of the Government(s) must be attached with the bids.
10. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
11. No bid document will be considered if there is any overwriting, cutting and space left blank. If any firm does not want to submit bid for any item, then the space left for bidding should be strike out by the firm.
12. Bids will be evaluated item to item basis and will not be based on total cost of the bid for all items of supply included in each group of items mentioned in the tender document. The Firm must quote at least 50% items in each group/categories of items.
13. Last date for receipt of quotations in this Ministry is **27-08-2021 at 11.00 am** tender will be opened on **same day at 11.30 am** in the presence of bidders or their authorized representatives.
14. Ministry of Overseas Pakistanis & Human Resource Development reserves the right to regret (any or all bids) and also decrease/increase the number of items as per PPRA Rules.
15. The M/O OP&HRD has the right to cancel the contract and forfeit the earnest money/ security presented, in case of supply of sub-standard items or other than the specification or unsatisfactory performance.
16. The successful bidders shall furnish a "Performance Guarantee" equal to 3% of awarded contract amount as per PPRA Rule 39.
17. Receipt of incomplete supplies or delay in services will render the supply order liable to be levied with liquidated damages and 0.25% of the amount will deducted from the number of days.

**(Muhammad Asad UI Haq)**  
Section Officer (G A)