

**PUBLIC PROCUREMENT REGULATORY**  
**AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA – I**

To Be Filled And Uploaded on PPRA Website In Respect of All  
Public Contracts of Works, Services and Goods Worth Fifty  
Million or More

- NAME OF THE ORGANIZATION/DEPTT. unilateral Service Fund
- FEDERAL / PROVINCIAL GOVT. Federal
- TITLE OF CONTRACT Provision of computer HWSW for USF office.
- TENDER NUMBER USF/ITDRS/IT/HWSW/2024-25/03/09
- BRIEF DESCRIPTION OF CONTRACT Provision of computer  
HWSW for USF office
- TENDER VALUE Shivazi Trading Co. Pvt Ltd Rs. 130,000/-
- ENGINEER'S ESTIMATE N/A  
(for civil Works only)
- ESTIMATED COMPLETION PERIOD N/A
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL  
PROCUREMENT PLAN? Yes Yes / No
- ADVERTISEMENT :
- (i) PPRA Website TS546817E Yes / No  
(Federal Agencies) (If yes give date and PPRA's tender number)
- (ii) News Papers Yes Yes /  
No  
(If yes give names of newspapers and dates)
- TENDER OPENED ON (DATE & TIME) 18<sup>th</sup> Sep-24 at 11:00AM
- NATURE OF PURCHASE Local Local / International
- EXTENSION IN DUE DATE (If any) N/A Yes / No



- NUMBER OF TENDER DOCUMENTS SOLD NIA  
(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 Yes 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.) NIA
- WHO IS THE APPROVING AUTHORITY CEO
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED  
FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING.
- NUMBER OF BIDS RECEIVED Nine 9
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER Yes / No
- WHETHER INTEGRITY PACT WAS SIGNED No Yes / No

**PUBLIC PROCUREMENT REGULATORY**  
**AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA – II**

To Be Filled And Uploaded on PPRA Website In Respect of All  
Public Contracts of Works, Services & Goods Worth Fifty  
Million Rupees or More

- NUMBER OF BIDDERS PRESENT AT THE TIME OF  
OPENING OF BIDS 7
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Mr. Muhammad  
Muzammil Khan M/s Shirozi Trading company  
(Pvt) Ltd. Plot No. 41, Ataturk Avenue Blue Area
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATED BID).  
Lot 5 1<sup>st</sup>
- NEED ANALYSIS (Why the procurement was necessary?)  
As per the Policy of USF Approved  
Budget and Requirement of The Department.
- IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE  
REASONS (Briefly describe) N/A



- 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 21<sup>st</sup> Nov 2024  
(Attach a copy of agreement)
- CONTRACT AWARD PRICE Lot 5 Rs. 130,000
- WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS yes 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  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b) Details of the Sample(s) where applicable and requested in the **BDS**.
- c) Documentary evidence established in accordance with ITB 13 that the Bidder is eligible and/or qualified for the subject bidding process;
- d) Documentary evidence established in accordance with **ITB 13.3(a)** that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods;
- e) Documentary evidence established in accordance with ITB 12 that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;
- f) Bid security or Bid Securing Declaration furnished in accordance with **ITB 18**;
- g) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and
- h) Any other document required in the **BDS**.

11.2 Where a sample(s) is required by a procuring agency, the sample shall be:

- (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
- (b) carriage paid;
- (c) received on, or before, the closing time and date for the submission of bids; and
- (d) evaluated to determine compliance with all characteristics listed in the **BDS**.



	11.3	<p>The Procuring Agency shall retain the sample(s) of the successful Bidder. A Procuring Agency shall reject the Bid if the sample(s)-</p> <p>(a) do(es) not conform to all characteristics prescribed in the bidding documents; and</p> <p>(b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.</p>
	11.4	Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.
	11.5	Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.
	11.6	All samples produced from materials belonging to an unsuccessful Bidder shall be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
<b>12. Documents Establishing Eligibility of Goods and Related Services and Conformity to Bidding Documents</b>	12.1	Pursuant to ITB 11, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.
	12.2	The documentary evidence of the eligibility of the goods and related services shall consist of a statement in the Price Schedule of the country of origin of the goods and related services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
	12.3	<p>The documentary evidence of conformity of the goods and related services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:</p> <p>a) a detailed description of the essential technical specifications and performance characteristics of the</p>



### Annexure: A

Bidders must give compliance to the below mentioned clauses as these are mandatory for being eligible for the bidding process:

Sr.No#	Attributes	Ref. Page no. in proposal
1	The Bidder can be a Sole Proprietor/Company/Firm  In case of company, Incorporation certificate issued by Security and Exchange Commission of Pakistan (SECP)  In case of Firm, Form-C issued by registrar of Firms	
2	Valid Registration with FBR for Income Tax purposes and with relevant Tax/Revenue Authority and are on Active Taxpayer List (ATL).	
3	The Bidder shall provide an undertaking on letter head that the Bidder has not been declared blacklisted by any Government/Semi-Government institutions.	
4	Applicants are required to state, in their proposals, the name, title, contact number and email address of the applicant's authorized representative through whom all communication shall be directed until the process has been completed or terminated.	
5	<b>For LOT: 1-5: The Bidder must be an authorized distributor/agent/partner/dealer etc of the principal (OEM). (Relevant Certification to be attached)</b>  <b>(General Orders suppliers/vendors will not be entertained).</b>	

**Note: Exact page numbers against all requirements shall be mentioned. Bids not in compliance may lead to disqualification.**





**CONTRACT AGREEMENT**

**FOR**

**“PROVISION OF COMPUTER HARDWARE/SOFTWARE FOR USE  
OFFICE”**

**TENDER I.D “USF/TDRS/IT/HWSW/2024-25/03/09 ”**

**(LOT # 5)**

**BETWEEN**

**UNIVERSAL SERVICES FUND**

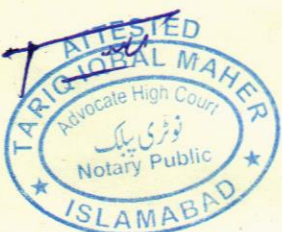
**AND**

**M/S SHIRAZI TRADING**

**21<sup>st</sup> NOVEMBER, 2024**

**AT**

**ISLAMABAD**





Serial No.

1372

Date 07-11-2024

**CONTRACT AGREEMENT**  
**SHIRAZI TRADING COMPANY (PVT) LTD**

100

**VS**  
**UNIVERSAL SERVICE FUND**

نوٹ: یہ اشیاء کسی بھی سرکاری اراضی / CDA یا  
ریاستی اداروں کی ملکیت میں کسی دوسری اراضی  
خرید و فروخت کے لئے جاری نہیں کیا گیا۔

**SALAH MUHAMMAD**  
STAMP VENDOR Lic. No. 404/DRA  
Shop # 9-D, Block # 16  
Main Civic Center G-6 Market  
Islamabad, Cell: 0300-5634740

CONTRACT AGREEMENT

FOR

PROVISION OF COMPUTER HARDWARE SOFTWARE FOR THE

OFFICE

TENDER ID: "US/IT/BS/11/WS/2024 2503/09"

(LOT #5)

BETWEEN

UNIVERSAL SERVICE FUND

AND

SHIRAZI TRADING

13 NOVEMBER 2024

AT

ISLAMABAD





## Form of Contract

This Agreement for “**Provision of Computer Hardware/Software for USF Office**” made on the 21<sup>st</sup> day of November, 2024, at Islamabad.

### By and Between

**Universal Services Fund** a company incorporated under Section 42 of Companies Act 2017 (Previously known as the Companies Ordinance, 1984), having its registered office at Office No. 310-12, 3<sup>rd</sup> Floor, Evacuee Trust Complex, Agha Khan Road, F/5, Islamabad, Pakistan (hereinafter referred to as “USF” which expression shall, unless repugnant to the context and contrary to the meaning thereof shall include its successors-in-interest, administrators, legal representatives, executors and assigns) of the FIRST PART.

And

**M/S SHIRAZI TRADING**, company incorporated under Companies Act 2017 (Previously known as the Companies Ordinance, 1984), Having its registered office at, @ Plot No. 41, Ataturk Avenue, East End Block, Blue Area, Islamabad, Pakistan (hereinafter referred to as the “**Service Provider**” which expression shall where the context so allows include his/its successors-in-interest, executors, administrators, heirs and permitted assigns) of the Other Part.

(USF and the Service Provider shall hereinafter be collectively referred to as ‘Parties’ and individually as ‘Party’ as the context of this Contract requires or permits).

WHEREAS the USF invited Bids for certain goods and related services, viz., **Computer Hardware/Software for USF Office** and has accepted a Bid by the Supplier for the supply of those goods and related services (Lot 5) (hereinafter called “the Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

- a) **This form of Contract;**
- b) **the Form of Bid and the Price Schedule submitted by the Bidder;**
- c) **the Schedule of Requirements/TOR's;**
- d) **the Technical Specifications;**
- e) **the Special Conditions of Contract;**
- f) **the General Conditions of the Contract;**
- g) **Letter of Intent & Acceptance; and**
- h) **[add here: any other documents]**

3. In consideration of the payments to be made by the USF to the Supplier as hereinafter



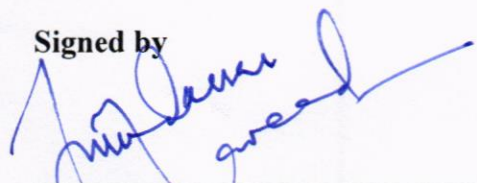


mentioned, the Supplier hereby covenants with the USF to provide the goods and related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The USF hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

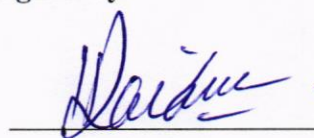
**IN WITNESS WHEREOF**, hereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed by



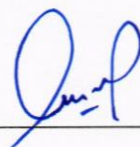
For and on behalf of  
**Universal Service Fund**

Signed by



For and on behalf of  
**M/S SHIRAZI TRADING**

Witnesses:

1. 

Name: ZAKIR HUSSAIN

Title: Director Law

CNIC No: 35208-2195657-1

Witnesses:

1. 

Name: M. Muzaamil Khan

Title: Sales Executive

CNIC No: 61101-3103987-1

