

ATTACHMENT – I
(See regulation 2)

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. universal Service Fund
- FEDERAL / PROVINCIAL GOVT. Federal
- TITLE OF CONTRACT Supply of Stationery, Toner and Miscellaneous Item
- TENDER NUMBER USE/TDRS/ ADMIN/ Stationary / 2024 - 25/09
- BRIEF DESCRIPTION OF CONTRACT Supply of Stationary
Toner Miscellaneous Item.
- TENDER VALUE Galaxy Traders Lot 1,2,3 Financial proposal Attached
- ENGINEER'S ESTIMATE N/A
(for civil Works only)
- ESTIMATED COMPLETION PERIOD one year
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL
PROCUREMENT PLAN? yes Yes / No
- ADVERTISEMENT :
 - (i) PPRA Website TS 5 49929E Yes / No
(Federal Agencies) (If yes give date and PPRA's tender number)
 - (ii) News Papers daily Express and dawnish Express Yes /
No
(If yes give names of newspapers and dates)
- TENDER OPENED ON (DATE & TIME) 13 Nov - 24 at 11:30
- NATURE OF PURCHASE Local Local / International
- EXTENSION IN DUE DATE (If any) NO Yes / No

- NUMBER OF TENDER DOCUMENTS SOLD N/A
(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.)
- 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 5
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER__ Yes / No
- WHETHER INTEGRITY PACT WAS SIGNED N/A 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 3
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Mr. Nabeel Aslam
M/S Galaxy Traders 7, Block 21, 2nd Floor
Civic Center Sector C7-6 Islamabad.
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATED BID).
1st
- NEED ANALYSIS (Why the procurement was necessary?) 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 27 dec 2024 To 27 dec -2025
(Attach a copy of agreement)
- CONTRACT AWARD PRICE _____
- 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

Terms of Reference (TORs)

Scope of Work

(a). Universal Service Fund (USF) invites proposals from sole proprietor / companies / firms having office in Islamabad / Rawalpindi, for supply and delivery of various Stationary items (Lot-1), printer / Photocopier Toners (Lot-2) and janitorial items (Lot-3) on monthly basis for a minimum of one year.

(b). Bidder may submit quotations against 1, 2 or all 3 Lots as per their expertise, however the bid will be evaluated on item wise basis.

(c). Universal Service Fund will award the contract to the most advantageous bidder of each list.

(d). All Stationary items (Lot-1), printer / Photocopier Toners (Lot-2) and janitorial items (Lot-3) shall be delivered within seven working days at USF office against issuance of monthly purchase order as per prices locked through tender.

(e). All delivered Stationary items, printer / Photocopier Toners and janitorial items as specified in attached list must be original/verifiable.

(f). Payment shall be processed against original commercial / GST invoice duly issued in line with respective months purchase order.

(g). The bidder must specify the brand / equivalent of the stationary items (Lot-1, Lot-2 & Lot-3) along with quoted rate.

(h). USF Co. may ask for sample any time during technical evaluation from bidder, (From eligible bidder)

(i). The submitted samples must match the specifications of the quoted items.

Lot-1: Stationary:

S. No	Name of Items	Specifications	Unit	Rate with GST
1	Binder Clip	25mm DC-25 (20mm x 1" width) <i>Owner</i>	Pkt	135.70
2	Binder Clip	41mm DC-41 (2"), 41mm (1-5/8") width) <i>Owner</i>	Pkt	283.20
3	Blanco Correction Pen	Fine Metal Tip <i>Kita</i>	Each	69.62
4	Calculator	Solar Dual Power Calculator-14 Digit, <i>CI-9300</i>	Each	1900.00
5	Cell AA Batteries	AA Battery Nominal Voltage: 1.50 <i>Energizer</i>	Each	212.40
6	Cell AAA Batteries	A AA Battery Nominal Voltage: 1.50 <i>Energizer</i>	Each	212.40
7	Clutch Pencil	0.7 mm Mechanical Clutch	Each	1003
8	Color Paper	210x297 mm, 80gms-100 Sheets, Premium quality	Pkt	405.60
9	Double Tape	<i>1 Inch</i>	Each	448.40
10	Drafting Pad	Small, Fine Quality <i>Local Paper</i>	Each	90.00
11	Drafting Pad	<i>Alfalah</i> 80gm, 297x210 mm, (A4) <i>1161</i>	Each	283.20
12	Drafting Pad	(A4) or equivalent, Fine Quality <i>Local</i>	Each	120.00

13	Drafting Pad	Albalah 80 gm, 210x148 mm, Small 1162	Each	174.64
14	Envelope White	Good Quality, Cloth, 14/18, Legal	Each	82.60
15	Envelope White	Good Quality, 9"x4" (PKT OF 50), 80g	Pkt	289.10
16	Envelope White	Good Quality, Legal Size, 80g	Each	18.88
17	Envelope, White	Good Quality, A-4 Size, 80g	Each	16.52
18	File	QW-324A (30-35 Pages), Imported (only Black)	Each	141.60
19	File - Box File	A-4 Size Imported	Each	348.10
20	File - Box File	Large Imported	Each	348.10
21	File Folder Clip	064 A (Fiber) Long Lever	Each	684.40
22	File Ring	Transparent (Data Book) imported 1444	Each	767.00
23	File Ring	Hard Binding (Data Book) 1444 HB	Each	684.40
24	File Ring Binder	252D (52mm Capacity) Comet	Each	1003
25	File Separators	(Colored Dividers) A-4 Sheet (Set of 1-10)	Pkt	151.04
26	File Transparent	Master or equivalent, A320 A/4	Each	69.62
27	Glue Stick, 21 GM	UHU or equivalent Glue Stick, 21 GM-glides smoothly M&G	Each	162.84
28	Highlighter - (Multi Colors)	Mercury.	Each	57.82
29	Log Book	No. 3/ No.4	Each	272.366
30	Marker Board	140mm, (black, red, blue, green) Mercury	Each	68.44
31	Meeting Folder	Legal size, Imported, rexine	Each	1534
32	My Clear Bag	Kent Long Durable Material, Hold 30 pages 8004F	Each	106.20
33	Packing Tape	3 " x 100 Yards, Transparent Royal Grip	Each	182.90
34	Paper Clip	(Packet), 26 MM -3 Flower	Pkt	51.92
35	Paper Clip	(Packet), 30 MM -3 Flower	Pkt	63.72
36	Paper Cutter	Adjustable Quality AL200P Harkin	Each	100.30
37	Paper Ream	, 70 gm, Brightness above 102 %, A4 (500 sheet) PPLite	Each	1292.10
38	Paper Ream	Double A or equivalent, 80 gm, Brightness above 102 %, A4 (500 sheet)	Each	1882.10
39	Paper Ream	80 gm, Brightness above 102 %, Legal (500 sheet) AA	Each	2295.10
40	Paper Stand	A-4 Size, High quality	Each	885
41	Pen	M&G or equivalent, Expert Gel Broad, 0.7mm	Each	120
42	Pen	Uni Ball Eye or equivalent Nibe size 0.7mm	Each	290
43	Pen	M&G or equivalent Leader, 0.7mm	Each	100
44	Pen Ball Point	Mercury Picasso-Grip or equivalent 0.8 mm Lush	Each	21.24
45	Pen Stand	PMP P972S or equivalent Crystal plastic	Each	1003
46	Pen Stand	Wooden Jar- Good Quality Mesh 3.511 A	Each	1003
47	Pencil	NO.2-1/2 HB Dotscrate	Each	21.24
48	Pencil Sharpener	2.5 x 1 x 1.5 cm, Steel	Each	22.42

81	Wireless Mouse	stable connection & smoother tracking. HP	Each	885
82	File thread	06" & 12" size	Each	83,177
83	Court Case File	Legal Size	Each	100.30
84	Flap court File	Legal Size	Each	17.70

LOT-2: Toners:

S. No	Items	Unit	Rate with GST
1	HP Color LaserJet M855 dn, Toner 826-A (Complete set)	Each	778800
2	Toner Cartridge 039 (Printer Model No. LBP 351X)	Each	100300
3	Toner for Printer HP Color LaserJet 1515n Original (125-A)	Each	135700
4	Toner Laser Jet 80-A for Hp LaserJet PRO 400 M401DNHP Original	Each	21000
5	Toner LaserJet Toner HP 1020 Original	Each	25960
6	Toner LaserJet Toner HP 106-A Original	Each	16520
7	HP LaserJet 404 DN, Toner 76-A	Each	28320
8	Toner Laser Toner (HP Q7553A) for P2015 Printer Original	Each	36580
9	Toner Hp LaserJet P1102 Original imported 85-A Original	Each	22420
10	Toner HP LaserJet Toner 26-A Original	Each	34220
11	Toner Canon Photocopier, NPG 50 For IR2545	Each	40710
12	Canon LBP226dw B/W Printer, toner No: 057	Each	75520
13	Canon LBP664Cx Color Printer, Toner No: 055 (set of four toner)	Each	225000
14	HP Colour Laserjet Pro M454Dw, Toner 415A complete 4 Set	Each	135000

LOT-3: Miscellaneous Items

S. No	Name of Items	Specification	Unit	Rate with GST
1	Air Freshener	(Imported) air wick or equivalent, 250ml (for dispenser)	Each	879.10
2	Air Freshener Large	(Imported) Aseel or equivalent, 300ml	Each	613.60
3	Bathroom Cleaner	Harpic or equivalent, 500ml	Each	761.10
4	Dishwasher	Lemon max or equivalent, dish wash liquid (475ml)	Each	339.84
5	Disposables Glass	Standard size	Each	9.44

71 | Page

GALAXY TRADERS
Room No. 21st Floor Block 21,
Civic Centre Market, G-6
Islamabad



6	Dry Dust Mop with Steel Handle	Good quality	Each	684.40
7	Dustbin Plastic	Standard size	Each	165.20
8	Duster	Good quality (yellow, Extra Large) 20"x30"	Each	51.92
9	Floor Wiper with Steel Handle	Good quality	Each	650
10	Household Cleaner	Glint or equivalent 500 ml, for glass, anti-dust, mildly perfumed	Each	650
11	Insect Killer	Baygon, meritein, black cobra or equivalent, 250ml, health hygiene	Each	407.10
12	Liquid Hand Wash	Life boy or equivalent, 5 Liter <i>Black silk</i>	Each	997.10
13	Liquid Hand Wash	Dettol or equivalent, 600 ml <i>250</i>	Each	531.00
14	Liquid Hand Wash	life bouy or equivalent, 1000ml, refill <i>900ml</i>	Each	1056.10
15	Liquid Hand Wash Soap	Palmolive or equivalent, 250ml <i>OASIS</i>	Each	342.20
16	Phenyl Bottle	Good quality, 3 ltr, perfumed phenyl <i>21K</i>	Each	498.60
17	Sanitizer	(Imported) OROSEPT or equivalent, 100ml, alcohol based, DGHM standard	Each	413
18	Sanitizer Liquid	(Imported) OROSEPT or equivalent, 5 ltr, alcohol based, DGHM standard	Each	4720
19	Sanitizer Liquid	(Imported) OROSEPT or equivalent, 1 ltr, alcohol based, DGHM standard	Each	1770
20	Sanitizer Liquid	(Imported) OROSEPT or equivalent, 500 ml, alcohol based, DGHM standard	Each	1003
21	Surface Cleaner	Dettol or equivalent, stain remover, killing of 99.9% germs, 1 ltr	Each	1469.10
22	Surgical Face Mask	Mask 3 Layers Multiple protections- Pack of 50	Pkt	330.40
23	Tissue Box	Rose Petal or equivalent, 3x ply, 210 sheets, (Luxury) <i>FAY</i>	Each	180.84
24	Tissue Box	Rose Petal or equivalent, 2x ply, 200 sheets, (Supreme)	Each	221.84
25	Tissue Roll <i>Institutional</i>	Rose Petal or equivalent, Regular role	Each	120
26	Toilet Cleaner	Harpic or equivalent, 500ml, ability to kill COVID-19 viruses	Each	761.10
27	Towels	Standard Bath Size 27"x54"	Each	525.10
28	Wooden polish	KIWI, power plus or equivalent, 250ml, for furniture & leather goods	Each	755.20
29	Hand Towel	Rose Petal or equivalent, 2x ply, 100 sheets	Each	271.40

Summary of Lots:

LOT#	Description
1	Stationary
2	Toners
3	Miscellaneous items

49	Marker Permanent	No.70, 140mm, (black, red, blue, green) <i>Mercury</i>	Each	68
50	Marker Permanent	Permanent, Fine Tip (Black, Blue, Green, Red) <i>Schneider</i>	Each	295
51	Plastic File Separators	Thick Sheets, A4 Page Dividers, (A to Z, 25 Parts) Multi colored	Pkt	649
52	Plastic Folder L Shape	Durable Material, Hold 30 pages	Each	28.32
53	Plastic Tray	Transparent Double Desk imported	Each	1475
54	Pointer	0.3 Fine liner <i>Dollar</i>	Each	40.12
55	Post it Flag	3M or equivalent, 100 sheet, 3 Neon Color, 75x25 mm	Each	171.10
56	Post it Flag	3M or equivalent, (please sign), transparent Neon colors, 20 sheets <i>Kadiji</i>	Each	88.50
57	Power Extension Multi plug	Power Extension Multi plug, with 5 meter wire, Voltage, 240 Volts, Bronze <i>Local made</i>	Each	1800
58	Punching Machine	(Heavy Duty) imported <i>Kw-9670</i>	Each	5664
59	Punching Machine	(2-Hole 20 sheets punch machine) <i>Kw-978</i>	Each	1475
60	Register	No.10 <i>Al-Imran</i>	Each	295
61	Rubber	<i>Pelikan</i> AS-40 <i>AL-30</i>	Each	65
62	Scissor	6", Imported	Each	350
63	Scotch Tape	1" X 50 Yards <i>Royal Grip</i>	Each	74.34
64	Signature Book	(41403), 20 Compartments, PVC Cover	Each	
65	Stamp Pad	<i>Crystal Medium</i>	Each	63.72
66	Stamp Pad INK	<i>Crystal</i>	Each	51.92
67	Stapler Machine	<i>OPAL</i> Metal Full-Strip Stapler, (20 Sheets) <i>45-N</i>	Each	566.40
68	Stapler Pin	(H-13) 13mm Heavy Duty, 23/13, Imported <i>M&G</i>	Pkt	283.20
69	Stapler Pin	(imported, 24/6), pack of 20, #10 <i>Dollar</i>	Pkt	75.52, 52
70	Stapler Remover	5080	Each	127.44
71	Steel Ruler	thickness-0.5- 2 mm, Length-300mm	Each	64.90
72	Sticking Notes	3M or equivalent 3"3", Removable Adhesive (Pkt of 100) imported <i>Kadiji</i>	Each	88.50
73	Sticking Notes	3"5", Removable Adhesive (Pkt of 100) imported <i>Kadiji</i>	Each	171.10
74	Tape Dispenser	3311 or equivalent <i>Owner</i>	Each	413
75	Three pin multi plug adaptor	Three pin multi plug adaptor Imported, Output Voltage: 220V	Each	354
76	Thumb pin	23mm, Multi-color (plastic head Color)	Pkt	92.04
77	UHU	UHU or equivalent - All Purpose Adhesive - No.6 (60ml)	Each	467.28
78	USB 64 GB 3.0 Steel	transfer speeds of up to 200MB/s Read and 60MB/s Write <i>Kingston</i>	Each	1132.80
79	USB 8 GB 3.0 Steel	transfer speeds of up to 200MB/s Read and 60MB/s Write <i>Kingston</i>	Each	684.40
80	Visiting Card Album	Visiting Card Album 256 Card - Imported	Each	1711





CONTRACT AGREEMENT

FOR

SUPPLY OF STATIONERY, TONERS AND OTHER MISCELLANEOUS
ITEMS

TENDER ID; "USF/TDRS/ADMIN/STATIONARY/2024-25/09"
(LOT 1 & 3 - STATIONARY & MISCELLENEOUS ITEMS)

BY AND BETWEEN

UNIVERSAL SERVICE FUND

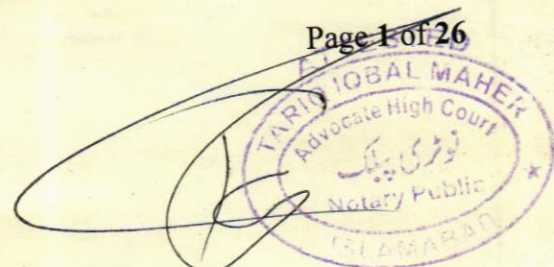
AND

M/S GALAXY TRADERS

MADE AS OF

27th DAY OF DECEMBER, 2024

AT ISLAMABAD



26/12/2024



RECEIPT



NO=17302/L
DATE: 26-12-2024

Biometric Verification
BIOMETRIC VERIFICATION
نام: راجہ تنویر احمد خان

CNIC : 6110181572861
Verification Status : Verified
Date : 26-12-2024
Time : 10:54:06
Service Charges : 120
Consumer ID : 3740570695841
Issue Date : 26-12-2024
Expiry Date : 26-02-2025



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M/S GALAXY TRADERS
AND
USF

Note: Stamp paper is not issued for sale/
purchase of acquired land or state land,
by the parties.

نوٹ: اسٹامپ پیپر حاصل کرنے والا خود
ذمہ دار ہوگا۔ اسٹامپ پیپر کی خرید و بیع اسٹامپ و فرائڈ کا کوئی
توثیق شدہ تحریر و کتبیل و تصدیق کا اسٹامپ فریڈا خود ذمہ دار ہے۔

AL-NOOR TRADERS
Asif Latif Dar Lic. # 660/DRA
Shop # 2, Block 6, Main Civic Centre,
Near NBP Melody Market, G-9/1 Makaz,
Islamabad. Mobile No. 0333-5742184

نوٹ: یہ اسٹامپ پیپر بھی سرکاری اراضی / Govt
ریاستی اداروں کی ملکیت میں کسی دوسری اراضی
خرید و فروخت کے لیے جاری نہیں کیا گیا۔

CONTRACT AGREEMENT

FOR

SUPPLY OF STATIONERY, TONERS AND OTHER MISCELLANEOUS
ITEMS

TENDER ID: "US/ITB/RS/ADMIN/STATIONARY/2024-25/09"
(LOT 1 & 3 - STATIONARY & MISCELLANEOUS ITEMS)

BY AND BETWEEN

UNIVERSAL SERVICE FUND

AND

M/S GALAXY TRADERS

MADE AS OF

27th DAY OF DECEMBER 2024

AT ISLAMABAD

Form of Contract

This Agreement for "**Supply of Stationery, Toners and other Miscellaneous Items**", made on the 27th day of December, 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 3rd Floor, Evacuee Trust Complex, Agha Khan Avenue, 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 Galaxy Traders, company incorporated under Companies Act 2017 (Previously known as the Companies Ordinance, 1984), Having its registered office @ Address; 7, Block 21, 2nd floor, Civic Centre, G-6, Islamabad, Pakistan (hereinafter referred to as the "**Service Provider**" or "**Supplier**" 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 **Supply of Stationery, Toners and other Miscellaneous Items** and has accepted a Bid by the Supplier for the supply of those goods in the sum of [as per Attached List in Annex C] (hereinafter called "the Contract Price"). The Contract shall be valid for a period of One (01) year from the date of Signing of Contract.

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; (if any)
 - d) the Technical Specifications;
 - e) the Special Conditions of Contract;
 - f) the General Conditions of the Contract;
 - g) Letter of Intent & Acceptance;
 - 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 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 Galaxy Traders,

GALAXY TRADERS
Room No.7 2nd Floor Block.21.
Civic Centre Market, G-6
Islamabad

Witnesses:

1. 

Name: Zakir Hussain

Title: Chief Law Officer

CNIC No: 35202-2195657-1

Witnesses:

1. 

Name: Raja Tanveer

Title: Galaxy Traders

CNIC No: 61101-8157286-1

