

**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. **NHMP N-5(C-III) R.Y KHAN**
- FEDERAL / PROVINCIAL GOVT. **Federal Government**
- TITLE OF CONTRACT **STATIONERY**
- TENDER NUMBER **No.TS522167E**
- BRIEF DESCRIPTION OF CONTRACT **1) Paper Ream A4 70g 100 No.2) Blue Ball Point 250 Pkt 3) Ball Point Red 30 PKT 4) Box File Blue 150 No 5) Lead Pencil 50 pkt 6) Calculator CT-9300 10 No. 7) Stapler HD-1217 24 Nos 8) Staples Pins 200 pkt 9) Highlighter 48 Nos 10) Correction Fluid 36 Nos 11) Gum Stick Large 36 Nos 12) Binding Tape 2 inch 24 Nos 13) Binding Tape 1 inch 24 Nos. 14) Scotch Tape 2 inch 24 Nos 15) Scotch Tape 1 inch 24 Nos 16) Punch Machine 6 Nos 17) Eraser 100 Nos 18) Sharpener 60 Nos 19) Stapler Pin Remover 24 Nos 20) paper Clips 24 Pkt 21) Paper Pins 24 pkt 22) Marker Black Permanent 40 Nos 23) Marker Black Temporary 20 Nos 24) Paper Cutter 48 Nos 25) Scale Steel 24 Nos 26) Carbon Paper 12 pkt 27) Envelope Large 1000 Nos 28) Envelope 9x4 500 Nos 29) Envelope A-4 2000 Nos 30) Toner for Computer Printer 24 Nos 31) File Board 50 Nos 32) Stamp Pad 12 Nos 33) Uni-bal Pen 6 Pkt 34) Jell Pen 6 PKT.**
- TENDER VALUE **Rs. 719,210/-**
- ENGINEER'S ESTIMATE **N/A**  
(for civil Works only)
- ESTIMATED COMPLETION PERIOD **40 Days**
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN? **YES** Yes / No
- ADVERTISEMENT:
  - (i) PPRA Website Yes **(No.04/N-5 ,C-III/NHMP/2023-24 TS522167E dated 05-10-2023** Yes / No
  - (ii) (Federal Agencies) (If yes give date and PPRA's tender number)
  - (iii) News Papers No (nill)  
(If yes give names of newspapers and dates)
- TENDER OPENED ON (DATE & TIME) **23-10-2023 & 12:00**
- NATURE OF PURCHASE **Local** Local / International
- EXTENSION IN DUE DATE (If any) **No** Yes / No

- NUMBER OF TENDER DOCUMENTS SOLD 02  
(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. YES
  - 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 **Addl. Inspector General of Police NHMP**
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING **(N/A)**.
- NUMBER OF BIDS RECEIVED 02
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER Yes / No
- WHETHER INTEGRITY PACT WAS SIGNED N/A Yes / No

**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.

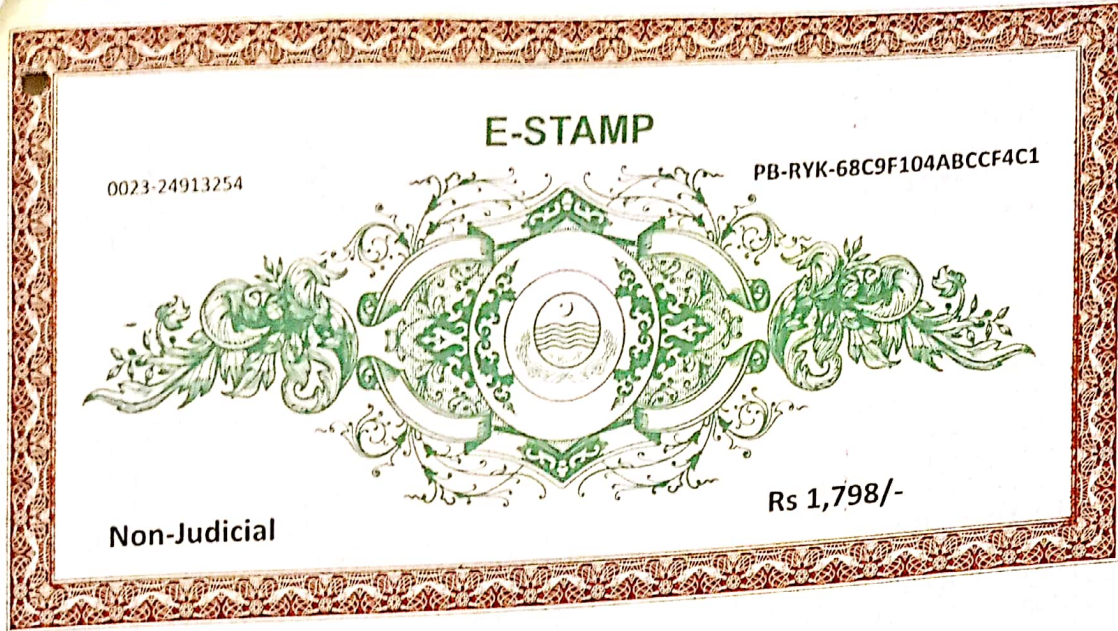
- NUMBER OF BIDDERS PRESENT AT THE TIME OF  
OPENING OF BIDS 02
  
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER  
i- M/S Umer Traders, Habib Colony, Street No. 4, Rahim Yar Khan
  
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATED BID).  
1st
  
- NEED ANALYSIS (Why the procurement was necessary?) To fulfil the official  
requirements of NHMP for smooth working.
  
- IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE  
REASONS (Briefly describe) Nil

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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 16-01-2023  
(Attach a copy of agreement)
- CONTRACT AWARD PRICE Rs. 719,210/-
- 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 \_\_\_\_\_ Yes / No  
(If yes give details)
- DEVIATION FROM QUALIFICATION CRITERIA \_\_\_\_\_ Yes / No  
(If yes give details)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- SPECIAL CONDITIONS, IF Any  
(Give Brief Description)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Description : CONTRACT - 22A(b)  
 First Party : DSP CPO [10000-0000000-1]  
 Second Party : Umer Shehzad [31303-1448371-9]  
 Agent : Umer Shehzad [31303-1448371-9]  
 Stamp Duty Paid by : Umer Shehzad [31303-1448371-9]  
 Issue Date : 15-Jan-2024, 12:12:39 PM  
 Paid Through Challan : 2024055E7C7746A8  
 Amount in Words : One Thousand Seven Hundred and Ninety Eight Rupees Only

Please Write Below This Line  
**AGREEMENT**

This agreement is made at LHQs N-5, C-III, Karamabad Rahim Yar Khan,  
 Between

**National Highways and Motorways Police** having its office at Rahim Yar Khan (here in offer referred to as "NHMP" which term shall wherever the context so permit shall mean and include its succession interest, nominees, executors, administrators and transferees) of the first Party.

And  
**M/S Umer Traders** having its office at Habib Colony Street No.4, Rahim Yar Khan (herein offer referred to as M/S Umer Traders (Suppliers) shall where ever the context so permit shall mean and include its nominees, executors, transferees and permitted assigns) on the second part.

Whereas, NHMP is a law enforcement agency, functioning under the laws of Pakistan intend and agree to purchase of stationery items to Sector N-5 Central-III, Rahim Yar Khan.

Whereas, M/S Umer Traders (Supplier) is a GST Registered firm intend and agree to supply of stationery items under the following terms and conditions of the agreement.

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: -

- This form of Contract;
- the Form of Bid and the Price Schedule submitted by the Bidder;
- the Schedule of Requirements;
- the Technical Specifications;
- the Special Conditions of Contract;
- the General Conditions of the Contract;
- the Procuring Agency's Letter of Acceptance;

**General Terms and Conditions**  
**Particulars of Items: -**

Item Description	Quantity	Rate Per Unit	Total Price (Rs.)
Paper Ream A4 70g AA	100 Ream	1940	1,94,000/-
Ball Point Red Piano or Equivalent	30 Packets	240	7,200/-
Ball point Blue Piano or Equivalent	250 Packet	240	60,000/-
Box File Blue	150 Nos	600	90,000/-
Lead Pencil	50 Packet	245	12,250/-
Calculator CT-9300	10 Nos	1700	17,000/-
Stapler H.D-1217	24 Nos	870	20,880/-



Stapler Pins	200 Packet	90	18,000/-
Highlighter	48 Nos	85	4080/-
Correction Fluid	36 Nos	210	7560/-
Gum Strick (large)	36 Nos	200	7200/-
Binding Tape(2 inch)	24 Nos	250	6000/-
Binding Tape (1 inch)	24 Nos	150	3600/-
Scotch tape(2 inch)	24 Nos	230	5520/-
Scotch tape(1 inch)	24 Nos	135	3240/-
Punch Machine	6 Nos	750	4500/-
Eraser	100 Nos	18	1800/-
Sharpener	60 Nos	20	1200/-
Stapler Pin Remover	24 Nos	170	4080/-
Paper Clips	24 Packet	70	1680/-
Paper Pins	24 Packet	65	1560/-
Marker Black (Permanent)	40 Nos	110	4400/-
Marker Black (Temporary)	20 Nos	115	2300/-
Paper Cutter	48 Nos	280	13,440/-
Scale (Steel)	24 Nos	120	2880/-
Carbon Paper	12 Packet	1400	16,800/-
Envelope (large)	1000 Nos	22	22,000/-
Envelope 9x4 White	500 Nos	8	4000/-
Envelope A-4 White	2000 Nos	30	60,000/-
Toner for Computer Printer	24 Nos	3500	84,000/-
File Board	50 Nos	270	13,500/-
Stamp Pad	12 Nos	120	1440/-
Uni-ball pen	6 Packet	2800	16,800/-
Jell pen	6 Packet	1050	6300/-
<b>Total Price</b>			<b>Rs. 719,210/-</b>

**Delivery:** - The M/S Umer Traders shall deliver all the Stationary Items at LHQ N-5 central-III, Karamabad Rahim Yar Khan within 15 days from the date of supply order.

**Inspection:** - Purchase/Inspection Committee of Sector Central-III shall examine and inspect all items at LHQ N-5 Central-III, Karamabad Rahim Yar Khan in accordance with the approved sample. The Inspection Committee will get a random sample from supplies.

**Supplier's Guarantee:** -

M/S Umer Traders must supply and clearly state that the items being supplied by them are exactly, as per approved sample, absolutely free from materials and manufacturing defects and is in accordance with the specification/approved sample and quality. A certificate to this effect shall be furnished by the firm.

**Warranty/Guarantee:** - Warranty/Guarantee of the items shall be according to the tender documents. Immature mortality of items within warranty period shall be replaced by the firm free of cost immediately. The firm will extend its after sales services on spot. The supplier firm will also be responsible for any loss that occurs due to his supplies.

**Payments:** - The payment shall be made after final delivery of all agreed number of stationery items upon inspection and satisfactory report of items as per specifications and conditions given in tender documents, and on production of bill along with GST invoice bearing Bank Account Number and Vender Number.

**Taxes/Duties:** - All taxes and duties expenses shall be paid by the suppliers. The taxes required to withheld by NHMP as withholding agent shall be deducted accordingly.

**Liquidated Damages:** - If the supplier fails to deliver any or all the items of the specified standard within the specified time period, the supplier shall deposit, without prejudice to other remedies under the contract, liquidated damages i.e sum equivalent to 0.5% per week and maximum up to 20% of total amount of the Tender would be imposed on the firm for delayed supplies.

**Security Deposit (CDR):** - The supplier shall deposit a security equivalent to 10% of the total value of supply amount (Rs. 71,921/-) order in favor of CPO LHQs, N-5, Central-III, Karamabad Rahim Yar Khan, which shall remain with department till completion of warranty period.

**Penalty for Failure of Supply:** - If firm fails to supply any or all the items as per specification and required standard, 10% security amount (Rs. 71,921/-) will be forfeited and the un-supplied items will be purchased on the risk and cost of the supplier. Action for blacklisting of the firm will also be initiated.

**Force Majeure:** - (a) The obligations of either party in relation to a sale by the Supplier shall be suspended to the extent that such performance is impeded or made unreasonably onerous by an event beyond the control of the party affected (Force Majeure). Force Majeure shall not include any event which is caused by the negligence or default of the party affected.





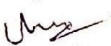
limited to, fire, gas/electricity supply disruptions, extreme weather, pandemics, war, extensive military mobilization affecting the performance of supplier, global supply chain disruptions, insurrection, seizure, embargo, caused by any such circumstance referred to above occurring after entering into this contract.


(b) If a Party (hereinafter referred to as "the Affected Party") is or will be prevented from performing its substantial obligation under the contract by Force Majeure, it shall give a Notice to the other Party giving full particulars of the event and circumstance of Force Majeure in writing or in electronic forms that provide record of the content of communication of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing or in electronic forms that provide record of the content of communication, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

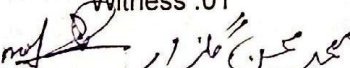
**Dispute Resolution: -** In the event of any dispute arising out of this contract, either party shall issue a notice of dispute to settle the dispute amicably. The parties hereto shall, within twenty-eight (28) days from the notice date, use their best efforts to settle the dispute amicably through mutual consultations and negotiation. Any unsolved dispute may be referred by either party to an arbitrator that shall be appointed by mutual consent of the both parties After the dispute has been referred to the arbitrator, within 30 days, or within such other period as may be proposed by the Parties, the Arbitrator shall give its decision. The rendered decision shall be binding to the Parties.

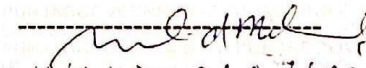
**NOTE: -**

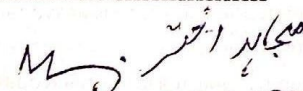
- The agreement has been executed with the approval of Addl-IGP (CR) NHMP.
- In case of any violation of the above terms and conditions, the responsibility for any loss or damage will lie on the supplier firm.

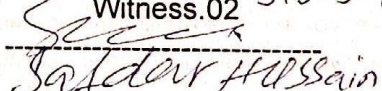
  
**M/S Umer Traders**  
Habib Colony street no 4,  
Rahim Yar Khan

  
**Chief Patrol Officer (LHQs)**  
Sector N-6 / (Central-III)  
Rahim Yar Khan

Witness .01  
  
31303-5703406-1

Witness .01  
  
**KHALID MEHMOOD**  
313039435210-1

Witness .02  
  
31303-1555736-1

Witness .02  
  
**Safdar Hussain**  
31303-6421049-7

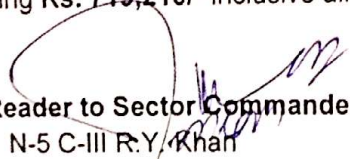



## FINANCIAL COMPARATIVE REPORT

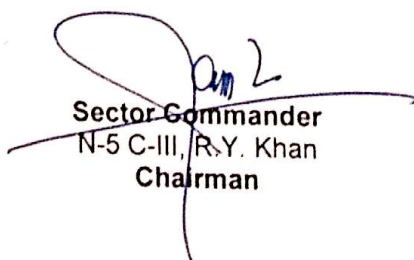
On dated 14-11-2023 at 1200 hrs financial evaluation of the firm, qualified in technical evaluation, was carried out by financial committee for purchase of stationery items tender No. 04/N-5/C-III/2022-23. Recommendation of the committee are as under:

Evaluation Parameters Item Description and Specifications	Umer Traders	Union Traders	Recommendations
Paper Ream A4 70g AA	1940	2100	Financial bid was opened on 14-11-2023 1200 hrs in presence of Purchase/Financial committee and representative of M/S Umer Traders and M/S Union Traders. The rates offered by M/S Umer Traders was Rs. 719,210/- and M/S Union Traders was Rs. 806,080/- inclusive all taxes. Therefore, the purchase committee recommended to award the tender to <b>M/S Umer Traders</b> Being Lowest bidder i.e Rs. <b>719,210/-</b> for all required items.
Ball Point Red Piano or Equivalent	240	260	
Ball point Blue Piano or Equivalent	240	250	
Box File Blue	600	650	
Lead Pencil	245	260	
Calculator CT-9300	1700	1900	
Stapler H.D-1217	870	900	
Stapler Pins	90	95	
Highlighter	85	95	
Correction Fluid	210	250	
Gum Stick (large)	200	250	
Binding Tape(2 inch)	250	300	
Binding Tape (1 inch)	150	180	
Scotch tape(2 inch)	230	270	
Scotch tape(1 inch)	135	150	
Punch Machine	750	950	
Eraser	18	22	
Sharpener	20	25	
Stapler Pin Remover	170	200	
Paper Clips	70	80	
Paper Pins	65	90	
Marker Black (Permanent)	110	140	
Marker Black (Temporary)	115	135	
Paper Cutter	280	350	
Scale (Steel)	120	150	
Carbon Paper	1400	1800	
Envelope (large)	22	26	
Envelope 9x4 White	8	10	
Envelope A-4 White	30	35	
Toner for Computer Printer	3500	3800	
File Board	270	350	
Stamp Pad	120	170	
Uni-ball pen	2800	3500	
Jell pen	1050	1200	

Keeping in view, it is requested that the approval for purchase of stationery items amounting Rs. **719,210/-** inclusive all taxes may please be granted.

  
Reader to Sector Commander  
N-5 C-III R.Y. Khan  
Member

  
Accountant  
N-5 C-III R.Y. Khan  
Member

  
Sector Commander  
N-5 C-III, R.Y. Khan  
Chairman

  
LO LHQ  
N-5 C-III R.Y. Khan  
Member

  
Chief Patrol Officer Beat-23  
N-5 C-III R.Y. Khan  
Member



# TECHNICAL COMPARATIVE REPORT

Dated:

On dated 23-10-2023 at 1200 hrs technical evaluation of the samples furnished by the firms participating in tender (No. 04/N-5, C-III, 2023-24) for purchase of Stationary items as specified below in presence of Technical Committee was carried out. After recruiting of the samples following recommendations were made by the Technical committee: -

Evaluation Parameters Item Description and Specifications	M/S Union Traders	M/S Umer Traders	Recommendations
Paper Ream A4 70g AA or Equivalent	<b>As Specified</b>	<b>As Specified</b>	Technical bid was opened on 23-10-2023 in presence of Technical committee and representative of M/s Union Traders and M/s Umer traders. Technical committee examined all the samples provided by the firms in detail. Samples and material provided by M/s Union Traders and M/s Umer traders were found satisfactory and according to the criteria laid down in the tender document. After written declaration, the technical committee recommended to open the financial bids of all participating firms i.e. <b>M/S Union Traders and M/S Umer Traders</b> for being technically qualified for opening of Financial Bid.
Ball Point Red Piano or Equivalent			
Ball point Blue Piano or Equivalent			
Box File Blue			
Lead Pencil			
Calculator CT-9300			
Stapler H.D-1217			
Stapler Pins			
Highlighter			
Correction Fluid			
Gum Stick (large)			
Binding Tape(2 inch)			
Binding Tape (1 inch)			
Scotch tape(2 inch)			
Scotch tape(1 inch)			
Punch Machine			
Eraser			
Sharpener			
Stapler Pin Remover			
Paper Clips			
Paper Pins			
Marker Black (Permanent)			
Marker Black (Temporary)			
Paper Cutter			
Scale (Steel)			
Carbon Paper			
Envelope (large)			
Envelope 9x4 White			
Envelope A-4 White			
Toner for Computer Printer			
File Board			
Stamp Pad			
Uni-ball pen			
Jell pen			

**MTO**  
LHQ C-III R.Y. Khan  
Member

**Admin Beat-23**  
N-5 C-III R.Y. Khan  
Member

**Sector Store In-charge**  
LHQ C-III R.Y. Khan  
Member

**Admin Beat-24**  
N-5 C-III R.Y. Khan  
Member

**NAEEM IQBAL**  
CPO LHQ, C-III, R.Y. Khan  
Chairman