

**EVALUATION REPORT**  
**(As Per Rule 35 of PP Rules, 2004)**


1. Name of Procuring Agency: HQ NADRA Islamabad
2. Method of Procurement: Single Stage One Envelope Method
3. Title of Procurement: Supply of Janitorial & Stationery Items
4. Tender Inquiry No.: 131/2022
5. PPRA Ref. No. (TSE): TS486234E
6. Date & Time of Bid Closing: 15<sup>th</sup> August, 2022 At 1100 Hrs
7. Date & Time of Bid Opening: 15<sup>th</sup> August, 2022 At 1100 Hrs
8. No of Bids Received: 07 x Bids
9. Criteria for Bid Evaluation: Item wise Lowest Rates as per Bidding Documents
10. Details of Bid(s) Evaluation: As under:-

Name of Bidder	Marks		Evaluated Cost	Rule/Regulation/SBD*/Policy/ Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
	Technical (if applicable)	Financial (if applicable)		
M/s Saeed Traders	N/A	Single Stage One Envelope	Attached Annex "A"	05 x qualified firms were awarded for the items as per the lowest rates. It is pertinent to mention that LOT-I (Janitorial Items) at serial # 1, 6, 9, 10, 11 & 13 and LOT-II (Stationery Items) at serial # 9, 13 & 17 are dropped as not further required.
M/s Waqas Enterprises	N/A	Single Stage One Envelope	Attached Annex "A"	
M/s Apex High Rise	N/A	Single Stage One Envelope	Attached Annex "A"	
M/s Reliable Traders	N/A	Single Stage One Envelope	Attached Annex "A"	
M/s Ghazi Stationers	N/A	Single Stage One Envelope	Attached Annex "A"	
M/s Vertex Trading	N/A	Single Stage One Envelope	N/A	Rejected by Tender opening Board due to proof of bank statement and relevant experience not provided as per bidding documents.
M/s Tahir Traders	N/A	Single Stage One Envelope	N/A	Rejected by Tender opening Board due to sample inspection report not provided as per bidding documents.

**Most Advantageous Bidder:** Attached Annex "A"

11. Any other additional / supporting information, the procuring agency may like to share. Nill

**Signature:**

  
**Naveed A. Channa**  
**Head of Department**  
**NADRA HQ (Procurement)**  
**14<sup>th</sup> October, 2022**

S naadba 19/10/22

**COMPARATIVE STATEMENT FOR SUPPLY OF JANITORIAL & STATIONERY ITEMS (TENDER # 131/2022  
FINANCIAL BIDS OPENED ON 15-08-2022 (item wise as per respective LOTs)**

LOT I - Janitorial Items										
Sr. #	Name of Item / Description	UOM	Description/ Specification	Qty	M/s Saeed Traders	M/s Waqas Enterprises	M/s Apex High Rise (Pvt) Ltd.	M/s Reliable Traders	M/s Ghazi Stationers	Most Advantageous Bid
1.	AIR FRESHENER	EA	300-ML	500	585.00	N/Q	195.39	N/Q	N/Q	M/s Apex High Rise (Pvt) Ltd.
2.	Dry Mob	EA	(As Per Sample)	900	445.77	468.00	341.64	479.70	648.18	M/s Apex High Rise (Pvt) Ltd.
3.	Micro Fiber Luxury Towel	EA	(As Per Sample)	100	596.70	526.50	538.20	807.30	458.64	M/s Ghazi Stationers
4.	Lemon Oil	EA	500-ML	200	948.87	N/Q	1002.69	N/Q	N/Q	M/s Saeed Traders
	Scrub Sponge (Scotch Bright Or equivalent)	EA	(As Per Sample)	300	106.47	117.00	37.44	58.032	109.34	M/s Apex High Rise (Pvt) Ltd.
6.	Son Of Gun	EA	295-ML	100	831.87	994.50	549.90	700.83	955.89	M/s Apex High Rise (Pvt) Ltd.
7.	Toilet Cleaner (Spray Harpic or equivalent)	EA	500-GM	200	363.87	380.25	274.95	349.83	394.29	M/s Apex High Rise (Pvt) Ltd.
8.	Sweep Liquid 500 ml	EA	500-ML	700	59.67	35.10	73.71	74.88	43.61	M/s Waqas Enterprises
9.	Tissue Paper	EA	(As Per Sample)	5000	366.21	351.00	195.39	230.49	279.63	M/s Apex High Rise (Pvt) Ltd.
10.	Battery Cell Medium	EA	C-SIZE 1.5 V	120	92.43	105.30	31.59	188.604	115.83	M/s Apex High Rise (Pvt) Ltd.
11.	Electric Kettle	EA	1.8 LTR	10	4,329.00	5,265.00	3,484.26	7,254.00	3,913.65	M/s Apex High Rise (Pvt) Ltd.
12.	Extension Wire Board	EA	08 PORT WITH USB HUB	60	2,983.50	4,680.00	549.90	3,978.00	3,910.14	M/s Apex High Rise (Pvt) Ltd.
13.	Microwave Oven	EA	30 LTR	10	31,590.00	31,005.00	17,117.10	34,983.00	26,202.15	M/s Apex High Rise (Pvt) Ltd.

Note: i) Above rates are inclusive of all applicable taxes.  
ii) The member of User Department is requested to review & evaluate the bids as per their requirement.

President: Mr. Imran Hashim, Dy. Director (HQ Procurement)

Members:

1. Mr. Mudassar Alam, Asstt. Director (F&A Dte.)
2. Mr. Fiyyaz Hussain, Asst. Director (Admin Dte. - EMD)
3. Syed Fasih Afzaal, Dy. Asst. Director (User Dept. - NCS)

**COMPARATIVE STATEMENT FOR SUPPLY OF JANITORIAL & STATIONERY ITEMS (TENDER # 131/2022  
FINANCIAL BIDS OPENED ON 15-08-2022 (item wise as per respective LOTS))**

Lot II - Stationery Items										
Sr. #	Name of Item / Description	UOM	Description/ Specification	Qty	M/s Saeed Traders	M/s Waqas Enterprises	M/s Apex High Rise (Pvt) Ltd.	M/s Reliable Traders	M/s Ghazi Stationers	Most Advantageous Bid
1.	Ball Point (Piano or equivalent)	EA	0.8mm	5000	12.64	<b>11.70</b>	15.21	12.2733	11.86	M/s Waqas Enterprises
2.	Box File Exclusive (QB—S.2 No. 556 or equivalent)	EA	(As Per Sample)	2000	342.81	409.50	<b>317.07</b>	327.60	326.43	M/s Apex High Rise (Pvt) Ltd.
3.	Calculator (CT-86011 or equivalent)	EA	(As Per Sample)	500	2,570.49	N/Q	<b>916.11</b>	3,042.00	2,713.23	M/s Apex High Rise (Pvt) Ltd.
4.	Envelope SE-A4s Size Khaki	EA	(As Per Sample)	8000	<b>3.80</b>	5.85	5.85	6.435	5.24	M/s Saeed Traders
5.	Envelope Large Size Khaki	EA	(As Per Sample)	9000	<b>4.95</b>	8.19	8.19	6.435	11.08	M/s Saeed Traders
	Envelope A4 Size SE 8 White	EA	(As Per Sample)	4000	<b>9.35</b>	11.70	10.53	14.04	16.80	M/s Saeed Traders
7.	File Cover NADRA 13.3" X 9.8"	EA	(As per sample)	18000	<b>40.95</b>	58.50	<b>40.95</b>	92.2896	55.29	M/s Saeed Traders M/s Apex High Rise (Pvt) Ltd.
8.	Flag Color	EA	(As Per Sample)	200	115.83	64.35	222.30	64.35	<b>52.93</b>	M/s Ghazi Stationers
9.	Fluid Pencil (Dollar 0.02mm or equivalent)	EA	(As Per Sample)	500	<b>59.67</b>	64.35	70.20	134.3628	N/Q	M/s Saeed Traders
10.	Folder for File	EA	L-SHAPE (As Per Sample)	2000	36.27	35.10	40.95	31.59	<b>25.73</b>	M/s Ghazi Stationers
11.	Hand Dairy	EA	(As Per Sample)	200	630.63	1,170.00	<b>409.50</b>	N/Q	1,097.46	M/s Apex High Rise (Pvt) Ltd.
12.	Highlighter Different Color (Dollar or equivalent)	EA	(As Per Sample)	800	59.67	58.50	76.05	54.288	<b>49.39</b>	M/s Ghazi Stationers
13.	Paper Clip (50mm (Three Flowers Sliver or equivalent)	EA	(As Per Sample)	932	99.45	117.00	105.30	690.30	<b>51.76</b>	M/s Ghazi Stationers
14.	Register No.10	EA	(As Per Sample)	89	326.43	585.00	<b>157.95</b>	315.90	267.93	M/s Apex High Rise (Pvt) Ltd.
15.	Register No.20	EA	(As Per Sample)	287	438.75	936.00	<b>222.30</b>	363.87	534.69	M/s Apex High Rise (Pvt) Ltd.
16.	Scale Steel	EA	HARD METAL	150	73.71	102.96	93.60	116.7192	<b>66.53</b>	M/s Ghazi Stationers
	Stapler Machine (MDM or equivalent)	EA	(As Per Sample)	150	717.21	468.00	409.50	<b>349.83</b>	N/Q	M/s Reliable Traders

- Note: i) Above rates are inclusive of all applicable taxes.  
ii) The member of User Department is requested to review & evaluate the bids as per their requirement.  
iii) As the Rates of M/s Saeed Traders and M/s Apex High Rise (Pvt.) Ltd. For the item File Cover NADRA 13.3" x 9.8" at serial no. 7 (Lot II-Stationary Items) are identical, hence both firms will be awarded with the half and half of total quantity required.

President: Mr. Imran Hashim, Dy. Director (HQ Procurement)

- Members:
1. Mr. Mudassar Alam, Asstt. Director (F&A Dte.)
  2. Mr. Fiyyaz Hussain, Asst. Director (Admin Dte. - EMD)
  3. Syed Fasih Afzaal, Dy. Asst. Director (User Dept. - NCS)