

Evaluation Report

1	Name of Procuring Agency	Project Planning and Development Unit (PPDU), Ministry of Water Resources (MoWR), Islamabad.
2	Method of Procurement	Open Competitive Bidding, Single Stage One Envelop Procedure as per Public Procurement Rules, 2004.
3	Title of Procurement	Procurement of Stationery and Misc. Store Items
4	Tender Inquiry No.	IFB## 6-2/Proc/PPDU/G(Stationery)/2022-23
5	PPRA Reference No. (TSE)	TS490222E
6	Date and Time for Bid Closing	5 th October, 2022 at 1100 hours
7	Date and Time for Bid Opening	5 th October, 2022 at 1130 hours
8	No. of Bids Received	Two (2)
9	Criteria for Bid Evaluation	<p>MANDATORY REQUIREMENTS:</p> <ul style="list-style-type: none"> i. Bidder must provide details of year of incorporation and details of NTN/STRN registrations, and Active Taxpayer List (ATL) certificate. ii. Bidder(s) must have at-least Three (03) years of experience of similar nature as requisitioned in the bid. iii. Bidder(s) must provide documentary evidences (Supply Orders) establishing their years of experience along with Complete List of Client including details of at least 4 current clients along with their contact information. iv. The bid and price schedule should be submitted on the prescribed format on company's letterhead. Both must be properly signed and stamped by the authorized person. v. Earnest Money as mentioned at following ITB clause 13.1 must be furnished from scheduled Bank of Pakistan along with financial bid. vi. Bids shall remain valid for the period of 120 days as mentioned at ITB clause 14.1. vii. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- stating that the bidder is not-blacklisted by any public sector organization in Pakistan and that bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. (Bids from any bidder who is found or purported to be engaged in these offenses shall be rejected without assigning any reason). <p>EVALUATION CRITERIA:</p> <ul style="list-style-type: none"> (i) Substantively responsive bid (from qualified bidder) offering the lowest Delivered Duty Paid (DDP) price Individually for each item inclusive of all applicable indirect taxes (GST), duties, freight (transportation), installation and commissioning charges, insurances & warranties, if any, etc. (ii) At-least three (03) years of experience of similar nature as requisitioned in the bid.

		<p>(iii) Bidders must provide documentary evidences establishing their annual minimum turnover of PAK Rupees 10 Million in any one year for last 3 years. To substantiate the bidder shall submit last 3 years FBR returns and audited financial statement.</p> <p>(iv) A Bidder, if he so chooses, can bid for any number of selective Items from the list of goods provided for in the Schedule of Requirements. A Bidder is also at a liberty to bid for all the items mentioned in the Schedule of Requirements. The contract shall be awarded to the lowest evaluated bidder Individually for Each Item.</p> <p>(v) The Bidder has to quote only one make and model against each item (where required) as alternate model/bid or separate accessories shall not be accepted.</p> <p>(vi) The Bidder has to quote only one rate for each item/ as per Bid's specification.</p> <p>(vii) For toners, a bidder must submit an authorization certificate from manufacturer or its authorized distributor/agent as proof of their genuineness.</p> <p>(viii) Compliance to the technical specification as proposed in Section III of Bidding Document. However, the Procurement Committee may call samples from Success full bidder/s for verification and testing purpose.</p> <p>(ix) The items specified in the List of equipment are required to be deliver, install and commission within given time period as mentioned in Part-One, Section-III, Schedule of Requirement.</p> <p><u>The bidder must have proper Business setup i.e. shop, outlet or branch office in Rawalpindi/Islamabad and landline telephone facility</u></p>
10	Details of Bids Evaluation	02

11. Lowest Evaluated Responsive Bidders recommended for award of contract: -

The Committee recommended the award of contract to the lowest evaluated responsive bidder individually for each item at Deliver Duty Paid Unit Rates inclusive of GST) as per details here under:

Office Stationery:

Sr. #	Item Name	Lowest Firm Name	Lowest Unit Rate (PKR)	Lowest DDP Unit Rate (PKR)
1	Pencil Led Rubber Top	United Stationers	17	20
2	White Fluid	United Stationers	155	188
3	Gum Stick	United Stationers	250	304
4	Stamp Ink	IM Stationers	44	53
5	Tags	United Stationers	41	49
6	Ball Point Blue	United Stationers	123	149
7	Ball Point Black	United Stationers	123	149
8	Ball Point Red	United Stationers	500	607
9	Ball Point Green	United Stationers	500	607
10	Uni Ball (Blue)	United Stationers	165	200
11	Uni Ball (Black)	United Stationers	165	200

12	Uni Ball (Red)	United Stationers	165	200
13	Uni Ball (Green)	United Stationers	165	200
14	Permanent Marker (Blue)	IM Stationers	43	52
15	Permanent Marker (Black)	IM Stationers	43	52
16	Schneider Marker (Blue)	United Stationers	7500	9112
17	Schneider Marker (Black)	United Stationers	7500	9112
18	Schneider Marker (Red)	United Stationers	7500	9112
19	Binding Tap 3"	IM Stationers	175	212
20	Scotch Tape 1"	IM Stationers	65	78
21	Packing Tape 3"	IM Stationers	105	127
22	Paper Cutter	United Stationers	110	133
23	Paper cutter Heavy Duty	United Stationers	4400	5346
24	Paper Clip 36 mm	IM Stationers	52	63
25	Paper Pin (No 02)	United Stationers	55	66
26	Stapler Pin 24/6	United Stationers	49	59
27	Stapler Pin 23/24	United Stationers	319	387
28	Stapler Machine Medium	United Stationers	436	530
29	Stapler Machine Small	United Stationers	240	291
30	Stapler Machine (Heavy Duty)	United Stationers	4620	5613
31	Sharpener	United Stationers	10	12
32	Table Set	United Stationers	2350	2855
33	Pen Jar	United Stationers	275	334
34	Punch Machine (Single)	United Stationers	209	253
35	Double Punch Machine Medium	United Stationers	539	654
36	Double Punch Machine Heavy Duty	IM Stationers	4150	5042
37	Eraser L/Size	United Stationers	150	182
38	Scissor Medium	United Stationers	308	374
39	Stamp Pad Size 5m (Blue)	United Stationers	77	93
40	Pencil Cell AA	United Stationers	2112	2566
41	Pencil Cell AAA	United Stationers	2112	2566
42	Short Hand Book (100 Sheet)	United Stationers	70	85
43	Pin Remover	United Stationers	99	120
44	Colour Flag	United Stationers	132	160
45	Highlighter	United Stationers	190	231
46	Spiral No 08	United Stationers	1540	1871
47	Spiral No 12	United Stationers	1850	2248
48	Spiral No 16	United Stationers	2500	3037
49	Spiral No 18	United Stationers	2500	3037
50	Spiral No 22	United Stationers	2500	3037
51	Spiral No 24	United Stationers	2500	3037
52	Spiral No 30	United Stationers	2500	3037
53	Box File A4	IM Stationers	340	413
54	Plastic File swin Grip QW-324A	United Stationers	450	547
55	L/Shape Cover Plastic	United Stationers	68	83
56	Ring File (Cover plastic)	United Stationers	352	428
57	Binding sheet plastic	United Stationers	3300	4009
58	Pelikan Sticky Note Colour	United Stationers	77	93

59	Colour paper A-4 size (100 sheet)	United Stationers	385	467
60	Steel Foot 12"	United Stationers	80	97
61	Calculator 14 digit (big font)	United Stationers	1850	2247
62	File Separator Set of 10	United Stationers	180	218
63	Envelope White Size 11x5 (80g)	United Stationers	6	7
64	Envelope White A-4 Size (80g)	United Stationers	8	10
65	Envelope White File Size (80g)	United Stationers	8	10
66	Envelope White A-3 Size (80g)	United Stationers	18	22
67	Envelope Brown Size 9x4 (80g)	United Stationers	11	13
68	Envelope Brown Size 11x5 (80g)	United Stationers	35	42
69	Envelope Brown A-4 Size (80g)	IM Stationers	35	42
70	Envelope Brown File Size (80g)	United Stationers	85	103
71	Envelope Brown A-3 Size (80g)	United Stationers	8	10
72	Telephone Index (Big Size)	United Stationers	770	935
73	Cash Book	United Stationers	2200	2673
74	Log Book No 04	United Stationers	286	347
75	Peon Book	United Stationers	770	935
76	Attendance Register No 03	United Stationers	264	321
77	Stock Register	United Stationers	730	887
78	File Register No 10	United Stationers	1100	1336
79	Diary / Dispatch Register	United Stationers	1100	1336
80	Drafting pad Legal size	United Stationers	75	91
81	Drafting pad A-4 size	United Stationers	75	91
82	Drafting pad Size 8 inch	United Stationers	95	115
83	Dak Pad(Two Fold)	United Stationers	2500	3075
84	DVD (RW) Individual Packing	United Stationers United	200	243
85	Water Glass	IM Stationers	380	461
86	Water Glass (Meetings)	IM Stationers	800	972
87	Water Jug (Glass)	IM Stationers	1500	1822
88	Glass / Tea Cup Mat	IM Stationers	45	54
89	Tea spoon (12 Nos.)	United Stationers	2400	2916
90	Rice Spoon (12 Nos.)	United Stationers	2400	2916
91	Plate Large size	IM Stationers	430	522
92	Plate Small size	United Stationers	400	486
93	Sugar pot	IM Stationers	425	516
94	Tea cup with saucer (for Meeting)	United Stationers	1550	1883
95	Tea cup with saucer	United Stationers	550	668
96	Bowl Big (for Tarkari)	IM Stationers	1500	1822

97	Bowl (Medium)	United Stationers	1200	1458
98	Bowl (Small)	IM Stationers	850	1033
99	Tray (for Dry Fruit)	United Stationers	1900	2308
100	Tray	United Stationers	1450	1762
101	Knife medium	IM Stationers	400	486
102	Fork (Small)	United Stationers	200	243
103	Fork (Large)	United Stationers	450	547
104	Wall clock (standard size)	United Stationers	5500	6682

IT Equipment:

Sr. #	Item Name	Lowest Firm Name	Lowest Unit Rate (PKR)	Lowest DDP Unit Rate (PKR)
01	USB Pen Drive (8 GB)	United Stationers	1650	2005
02	USB Pen Drive (16 GB)	United Stationers	1750	2126
03	USB Pen Drive (32 GB)	United Stationers	1870	2272
04	USB Pen Drive (64 GB)	United Stationers	2150	2612
05	Hard Drive (01 TB)	United Stationers	19800	24057
06	HDMI Cable	United Stationers	650	790
07	Wireless Mouse	IM Stationers	1500	1822
08	Wireless Keyboard	IM Stationers	2000	2430
09	Wire Mouse	IM Stationers	1250	1590
10	Wire Keyboard	United Stationers	1500	1822

Computer Stationery:

Sr. #	Item Name	Lowest Firm Name	Lowest Unit Rate (PKR)	Lowest DDP Unit Rate (PKR)
01	Computer Paper Legal 80 gm	United Stationers	2350	2855
02	Computer Paper A-4 size 80 gm	United Stationers	2100	2551

Printer Toner Color & Black:

Sr. #	Item Name	Lowest Firm Name	Lowest Unit Rate (PKR)	Lowest DDP Unit Rate (PKR)
01	Toner for Photocopier State Cannon IR2525	United Stationers	28500	34627
02	Toner HP LaserJet-M12a (79-A)	United Stationers	13500	16402
03	Toner HP LaserJet MFP 135a	United Stationers	12900	15673
04	Toner HP LaserJet -400 (80-A)	United Stationers	23500	28552
05	Toner HP LaserJet -M130	United Stationers	13500	16402
06	Toner HP LaserJet MFP M227 FDN	United Stationers	16500	20047
07	Toner HP Colour LaserJet MFP M283	United Stationers	85000	103275
08	Toner HP-205A Colour Set	United Stationers	70800	86022
09	Toner HP LaserJet-M5225N Colour Set	United Stationers	190500	231457
10	Toner HP LaserJet-M252N Colour Set	United Stationers	110800	134622

11	Toner HP LaseJet-M452N Colour Set	United Stationers	110800	134622
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Printed Items:

Sr. #	Item Name	Lowest Firm Name	Lowest Unit Rate (PKR)	Lowest DDP Unit Rate (PKR)
01	Name Plate Plastic Single	United Stationers	4500	5467
02	Stamp Siny S-843	United Stationers	1500	1822
03	Stamp Rubber	IM Stationers	800	972
04	Meeting Pad	IM Stationers	1700	2065
05	Name Plate Single (for meeting)	United Stationers	1500	1822
06	File Cover A4 Size	IM Stationers	240	291
07	File Cover Legal Size	IM Stationers	290	352
08	File Board A4 Size	IM Stationers	100	121
09	File Board Legal Size	IM Stationers	110	133
10	Official Diaries	United Stationers	2500	3037
11	Souvenir Official	United Stationers	3900	4738
12	Visiting Card	United Stationers	25	30
13	File Cover A4 size (Pocket)	IM Stationers	300	364

Miscellaneous Store Items & Others:

Sr. #	Item Name	Lowest Firm Name	Lowest Unit Rate (PKR)	Lowest DDP Unit Rate (PKR)
01	Tissue Paper (Perfumed)	United Stationers	270	328
02	Tissue Paper Deluxe	United Stationers	385	467
03	Tissue Roll	United Stationers	85	103
04	Kitchen Roll	IM Stationers	225	273
05	Air Freshener	United Stationers	750	911
06	Revive All Polish	United Stationers	550	668
07	Face Mask (White)	United Stationers	850	1033
08	Hand sanitizer	IM Stationers	1500	1822
09	Cleaner Sepray	United Stationers	350	425
10	Glint	United Stationers	450	547
11	Face Wash Acno Fight Rivaj UK	United Stationers	3500	4252
12	Garbage Bag (10 kg)	United Stationers	850	1033
13	Bath Soap	United Stationers	450	547
14	Towel (standard)	United Stationers	1500	1822
15	Dustbin Large	United Stationers	220	267
16	Dustbin Small	United Stationers	190	231
17	Call Bell	United Stationers	2500	3037
18	Microfiber Cloth	United Stationers	1500	1822
19	Car Body Polish	United Stationers	1500	1822
20	Water Can (30 Ltr)	Not quoted		
21	Water Bottle (19 Ltr)	United Stationers	950	1154
22	Water Bottle (01 Ltr)	United Stationers	85	103
23	Water Bottle (1/2 Ltr)	United Stationers	55	66

24	Water Filters	United Stationers	4000	4860
25	Remote Cell	United Stationers	70	84
26	Telephone Adaptor	United Stationers	450	547
27	Telephone Plug Wire	United Stationers	250	340

Electronic Items:

Sr. #	Item Name	Lowest Firm Name	Lowest Unit Rate (PKR)	Lowest DDP Unit Rate (PKR)
01	Extension Lead (Multiple Socket)	IM Stationers	4000	4860
02	Multi Plug (Flat)	United Stationers	250	304
03	Multi Plug (Round small)	United Stationers	200	243
04	Multi Plug (Round Big)	United Stationers	450	547
05	Electric Steel Cattle	IM Stationers	6000	7290



Procurement Expert (PPDU)
Ministry of Water Resources, Islamabad