

EVALUATION REPORT**(As per Rule 35 of PPRA Rules, 2004)**

1. Name of Procuring Agency: Directorate General Immigration & Passports, Islamabad.
2. Method of Procurement: Open competitive bidding (single stage two envelop procedure)
3. Title of Procurement: Tender for Purchase of stationery & miscellaneous items
4. Tender Inquiry No. 1/3/2021-Gen
5. Date of publishing of Tender: 02-11-2021
6. Date & Time of bid closing: 17-11-2021 at 11:00hrs
7. Date & Time of bid opening: 17-11-2021 at 11:30hrs
8. No. of Bids Received: Four (04)
9. Criteria for Bid Evaluation: As per tender documents Annexure-III
10. Items needs to be procured: stationery & miscellaneous items
11. The results of evaluation of bids submitted by those companies / firms which participated in the tender for purchase of stationery & miscellaneous items is as under:
12. It is stated that Purchase Committee at first stage evaluated the technical proposal of all bidders as per technical compliance sheet at Annexure-III of the tender documents; the results of said evaluation are as under:

S#	Document required to be attached with the technical proposal	M/s Melody Digital Traders	M/s Jamal & Brothers	M/s Sohail Traders	M/s Margalla Traders
1	Covering letter on letter head pad of the firm	Yes	Yes	Yes	Yes
2	Company Profile / Brochures	Yes	Yes	Yes	Yes
3	Copies of valid NTN / ATL & GST	Yes	Yes	Yes	Yes
4	Proof of member ship of Chamber of Commerce	Yes	Yes	Yes	Yes
5	Proof of registration of SECP / Registrar of firms	Not provided	Yes	Yes	Yes
6	Proof of minimum 05 years of experience of similar nature.	Yes 9 work orders containing stationery items	Yes 7 work orders containing stationery items	Yes 01 Work order containing 07 toners & 12 work order containing other stationery/misc items	Yes 09 work orders containing toners
7	Proof of experience for supply of Stationery & Miscellaneous items (minimum 5 years). (copies of work order from 5 different organizations)	Yes	Yes	Yes	Yes
8	Affidavit on stamp paper for being not black listed. (Stamp Paper of Rs. 20).	No	Yes	Yes	Yes
9	Certificate regarding stationery & Miscellaneous Items in compliance with the technical requirements / specifications as mentioned in Annexure - II.	Yes	Yes	Yes	Yes
10	Financial soundness of the company (Minimum 20 Million credit amount). Provide last one year of bank statements or bank letter confirming the 10 million credit amount or above in last one year w.e.f. 1 st May 2021 to 31 st October, 2021.	Yes	Yes	Yes	Yes
11	Satisfactory performance certificates from clients (minimum 5 from different organizations)	Yes	Yes	Yes	Yes

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12	Authorized dealer/reseller or certificate from authorized dealer for supply of stationery items mentioned at Sr#.45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72 must be attached.	Yes	Yes	HP OEM has not verified	HP OEM has verified
13	Annex-I proposal submission form	Yes	Yes	Yes	Yes
14	Annex-II item list with specifications	Yes	Yes	Yes	Yes
15	Annex-III compliance sheet for technical proposal	Not provided	Yes	Yes	Yes
16	Annex-IV financial proposal	Yes	Yes	Yes	Yes
	Remarks	Not Qualified for further process	Qualified for further process	Qualified for further process except toners	Qualified for further process

13. Scrutiny of the documents submitted by the bidders is as under:

- i. M/s Melody digital stands disqualified as they did not submitted the registration with SECP / Registrar of firms, affidavit regarding non black listed and compliance sheet.
- ii. ICT registrar of firms verified the registration of M/s Jamal & Brothers and M/s Sohail Traders while SECP verified that M/s Margalla Traders is incorporated as SMC with SECP.
- iii. Certificates provided by M/s Margalla Traders and M/s Sohail Traders were referred to HP OEM for verification. HP OEM verified certificate of M/s Margalla Traders only. Certificate provided M/s Sohail Traders does not verified by HP OEM hence his bid is not considered responsive for supply of HP toners.

14. The Committee considered the duration of experience of the relevant firms and unanimously decided that although the experience can be considered from the date of registration from SECP / Registrar of firms. However, in case if the bidders are already registered with FBR having valid NTN/GST number than their experience can be considered from their date of GST registration with FBR. Consequently, the following companies / firms stands qualified for further processing.

- a. M/s Jamal & Brothers
- b. M/s Sohail Traders
- c. M/s Margalla Traders

15. As shown above, three (03) bidders stands qualified for further process i.e. evaluation of samples submitted by three (03) qualified firms. The samples of computer papers submitted by M/s Jamal & brothers and M/s Sohail Traders were sent to Production center being maximum consumer for checking actual requirement in reply Manager Production verified that both the samples i.e A4 size 80 gram (Brand Navigator) found as per actual requirement while samples of toners submitted by M/s Margalla Traders were sent to Hardware Section / Technical wing for checking genuiness in reply Hardware Specialist verified that all the samples found genuine. Purchase committee evaluated the remaining samples, the results of said evaluation are as under:

- * NQ means said item is not quoted by firm.
- * NC means said item is quoted by firm but not considered for further process because it is not found as per requirement/standard.
- * OK means said item is quoted by firm and considered for further process (qualified)

STATIONERY ITEMS

S#	Description	M/s Jamal & Brothers	M/s Sohail Traders	M/s Margalla Traders
1	Computer Paper A4 size (Navigator or equivalent)	Ok	Ok	NQ
2	Computer Paper Legal Size (Navigator or equivalent)	Ok	NC/Sample provided Not	NQ
3	Uniball Pen (eye)	NQ	Ok	NQ
4	Pointer (Uniball Signo or equivalent)	NQ	Ok	NQ
5	Gum stick 40gram (UHU or equivalent)	NQ	Ok	NQ
6	File Covers (As per sample)	NQ	Ok	NQ
7	Paper Cutter (Best Quality)	NQ	Ok	NQ
8	Diary Register (No 6)	NQ	Ok	NQ
9	Highlighter (Best Quality) multi color	NQ	Ok	NQ
10	Stapler Pins (Dollar or equivalent)	NQ	Ok	NQ
11	Stapler (MAX japan or equivalent)	NQ	Ok	NQ
12	Stapler pins large (compatible with S#30)	NQ	Ok	NQ
13	Paper Tray (Best Quality)	NQ	Ok	NQ
14	Ball Pen (Clippier or equivalent)	NQ	Ok	NQ
15	Scissor (Office use best quality)	NQ	Ok	NQ
16	Drafting Pad Small	NQ	Ok	NQ
17	Board marker (Best quality) erasable	NQ	Ok	NQ
18	File board (full size) best quality	NQ	Ok	NQ
19	Photocopy Machine Ricoh AFICO MP4001 (Original)	NQ	Ok	Ok
20	Color Flag	NQ	Ok	NQ
21	Pen (M&G Si-pen S7 0.7mm or equivalent)	NQ	Ok	NQ
22	Toner for printer xerox 3215 (Original)	NQ	Ok	NQ
23	Drum unit for printer Xerox 3215 (Original)	NQ	Ok	NQ
24	Box File (Best Quality)	NQ	Ok	NQ
25	Stamp Pad (Long)	NQ	Ok	NQ
26	Stapler Large (Best quality)	NQ	Ok	NQ
27	Immediate Tag (Bundle) Best quality	NQ	Ok	NQ
28	Green Diary (As per sample)	NQ	Ok	NQ
29	Plastic Transparent Covers (As per sample)	NQ	Ok	NQ
30	Table Set (Standard) Best quality	NQ	Ok	NQ
31	Photocopy toner Konica Minolta 454e (Original)	NQ	Ok	Ok
32	Packing Tape 3Inch with logo (As per sample) 40 yards	NQ	Ok	NQ
33	Toner for photocopier machine ricoh mp2000	NQ	Ok	Ok
34	Single Line Register (Large)	NQ	Ok	NQ
35	Punch Machine Large (Two Hole) as per sample	NQ	Ok	NQ
36	Stamp Pad Ink	NQ	Ok	NQ
37	Dak Pad (8 green 4 blue)	NQ	Ok	NQ
38	Board Pins (multi color)	NQ	Ok	NQ
39	Water Dumper (Best quality)	NQ	Ok	NQ
40	Carbon Paper	NQ	Ok	NQ
41	Typewriter Rubber	NQ	Ok	NQ
42	Typewriter lift off tapes IBM 6784-004	NQ	Ok	NQ

43	Scotch Tape 1/2 inch (Deer Bear or equivalent)	NQ	Ok	NQ
44	Pen holder (Best Quality)	NQ	Ok	NQ
45	Toner 42A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
46	Toner 79A (HP Original or equivalent)	NQ	NC	Ok
47	Toner 44A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
48	Toner 49A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
49	Toner 59A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
50	Toner 15A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
51	Toner 35A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
52	Toner 48A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
53	Toner 51A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
54	Toner 64A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
55	Toner 55A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
56	Toner 48A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
57	Toner FX9 (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
58	Toner 36A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
59	Toner 83A (HP Original or equivalent)	NQ	NC	Ok
60	Toner 17A (HP Original or equivalent)	NQ	NC	Ok
61	Toner 19A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
62	Toner 26A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
63	Toner 5A (HP Original or equivalent)	NQ	NC	Ok
64	Toner 80A (HP Original or equivalent)	NQ	NC	Ok
65	Toner 53A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
66	Toner 35A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
67	Toner for printer 500 color m551 (HP original or equivalent)	NQ	NC/Sample Not provided	Ok
68	Toner 12A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
69	Fax Toner M227 (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
70	Toner 30A (HP Original or equivalent)	NQ	NC	Ok
71	Toner HP 254 (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok
72	Toner 32A (HP Original or equivalent)	NQ	NC/Sample Not provided	Ok

MISCELLANEOUS ITEMS

S#	Description	M/s Jamal & Brothers	M/s Sohail Traders	M/s Margalla Traders
1	Tissue Box (Rose petal or equivalent)	NQ	Ok	NQ
2	Air Freshner (50 Lavender and 300 cobra or equivalent)	NQ	Ok	NQ
3	Insect Killer (Cobra or Equivalent)	NQ	Ok	NQ
4	Tissue Roll (Rose petal or equivalent)	NQ	Ok	NQ
5	Glass cleaner (Glint or equivalent)	NQ	Ok	NQ
6	Lemon Max Liquid or equivalent	NQ	Ok	NQ
7	Duster (Best Quality)	NQ	Ok	NQ
8	Soap (Best Quality)	NQ	Ok	NQ
9	Liquid Soap (Best Quality)	NQ	Ok	NQ
10	Masks (Mediplus or equivalent)	NQ	Ok	NQ
11	Sanitizer bottle large (250ml Dettol or equivalent)	NQ	Ok	NQ
12	Dust Bin (Best Quality)	NQ	Ok	NQ
13	Water Dispenser Bottle	NQ	NC/Sample Not provided	NQ
14	Electric Extension (5 connector with USB option or equivalent)	NQ	Ok	NQ
15	Plate Large (Best Quality)	NQ	Ok	NQ

16	Glass (Best Quality)	NQ	Ok	NQ
17	Small Plate (Best Quality)	NQ	Ok	NQ
18	Tea Cup set of 6 (Best Quality)	NQ	Ok	NQ
19	Electric Kettle (Best Quality)	NQ	Ok	NQ
20	Towel (Best Quality)	NQ	Ok	NQ
21	RJ 45 connector (Best Quality)	NQ	Ok	NQ
22	ladder 8 ft steel (Best Quality)	NQ	NC/Sample Not provided	NQ
23	Harpic cleaner or equivalent	NQ	Ok	NQ
24	Passport Basket (As per sample)	NQ	Ok	NQ
25	Fabric tape 3inch 40 yards (Best quality)	NQ	Ok	NQ
26	Elfy Large	NQ	Ok	NQ
27	CMOS Cell (Best quality)	NQ	Ok	NQ
28	Door Lock Handle (Best quality)	NQ	NC/Sample Not provided	NQ
29	Pad Lock Large (Best Quality)	NQ	NC/Sample Not provided	NQ
30	SMD Light 18w (Philips or equivalent)	NQ	NC/Sample Not provided	NQ
31	Flood Light 48w (Best Quality)	NQ	NC/Sample Not provided	NQ
32	Flood light 100w (Best Quality)	NQ	NC/Sample Not provided	NQ
33	Flood light 200w (Best Quality)	NQ	NC/Sample Not provided	NQ
34	Power Cable 7/29 (Pakistan cable or equivalent)	NQ	NC/Sample Not provided	NQ
35	Power Cable 3/29 (Pakistan cable or equivalent)	NQ	NC/Sample Not provided	NQ
36	Auto Air freshner (Best quality)	NQ	Ok	NQ
37	Auto Air freshner refiller	NQ	Ok	NQ
38	Wiring Tape (Best quality)	NQ	NC/Sample Not provided	NQ
39	Thermal paste (Best quality)	NQ	NC/Sample Not provided	NQ
40	Soldering wire (Best quality)	NQ	NC/Sample Not provided	NQ
41	Electric safety gloves (Best quality)	NQ	NC/Sample Not provided	NQ
42	Pepya tissue (As per sample)	NQ	NC/Sample Not provided	NQ
43	Floor Spray (Wooden floor cleaner)	NQ	NC/Sample Not provided	NQ
44	battery 9v (Best quality)	NQ	Ok	NQ
45	Energizer cell AA or equivalent	NQ	Ok	NQ
46	Telephone set with CLI	NQ	NC/Sample Not provided	NQ
47	Broom (As per sample)	NQ	Ok	NQ
48	Acid (Best quality)	NQ	Ok	NQ
49	Wiper (Best quality)	NQ	Ok	NQ
50	Pujara (Old towels)	NQ	Ok	NQ
51	Power Plug three pin (Best quality)	NQ	Ok	NQ
52	Power plug Multi (Best quality)	NQ	Ok	NQ
53	Tube light 4 ft (Best quality)	NQ	Ok	NQ
54	Draw lock (Best quality)	NQ	Ok	NQ
55	Vehicle Dash board polish (Best quality)	NQ	Ok	NQ
56	Vehicle body polish (Best quality)	NQ	Ok	NQ
57	Clock cell (Best quality)	NQ	Ok	NQ

RECOMMENDATIONS OF PURCHASE COMMITTEE

16. On the basis of evaluation of bids and evaluation of samples by Purchase Committee, Three (03) bidders out of Four (04) stands qualified for further process i.e. opening of financial bids. Therefore, the purchase committee recommends opening of the financial bids of following Three (03) qualified bidders for purchase of stationery & miscellaneous items only against those items for which they are technically qualified.

17. The supply of toners by successful bidders shall be verified by Technical/Purchase Committee before acceptance to place in store.

Sr.No.	Company Name
1	M/s Jamal & Brothers
2	M/s Sohail Traders
3	M/s Margalla Traders

18. In view of above, the financial bids of Three (03) qualified companies / firms were opened by purchase committee in the presence of bidders on 24-02-2022, the results of evaluation is as under:

COMPARITIVE STATEMENT FOR PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS
STATIONERY ITEMS

S#	Description	M/s Jamal & Brothers	M/s Sohail Traders	M/s Margalla Traders
1	Computer Paper A4 size	964	985	NQ
2	Computer Paper Legal Size	1099	NC/Sample provided Not	NQ
3	Uniball Pen (eye)	NQ	129	NQ
4	Pointer (Uniball Signot)	NQ	74	NQ
5	Gum stick 40gram	NQ	361	NQ
6	File Covers (As per sample)	NQ	34	NQ
7	Paper Cutter	NQ	154	NQ
8	Diary Register (No 6)	NQ	425	NQ
9	Highlighter	NQ	122	NQ
10	Stapler Pins	NQ	43	NQ
11	Stapler	NQ	665	NQ
12	Stapler pins large	NQ	206	NQ
13	Paper Tray	NQ	325	NQ
14	Ball Pen	NQ	9.90	NQ
15	Scissor	NQ	232	NQ
16	Drafting Pad Small	NQ	74	NQ
17	Board marker erasable	NQ	38	NQ
18	File board	NQ	33	NQ
19	Photocopy Machine Ricoh AFICO MP4001	NQ	13230	10000
20	Color Flag	NQ	58	NQ
21	Pen (M&G Si-pen S7 0.7mm)	NQ	122	NQ
22	Toner for printer xerox 3215 (Original)	NQ	27000	NQ
23	Drum unit for printer Xerox 3215 (Original)	NQ	NQ	NQ
24	Box File	NQ	315	NQ
25	Stamp Pad	NQ	83	NQ
26	Stapler Large	NQ	3440	NQ
27	Immediate Tag	NQ	950	NQ
28	Green Diary	NQ	2750	NQ
29	Plastic Transparent Covers (As per sample)	NQ	43	NQ
30	Table Set	NQ	1741	NQ
31	Photocopy toner Konica Minolta 454e	NQ	26325	28000
32	Packing Tape 3Inch with logo 40 yards	NQ	175	NQ
33	Toner for photocopier machine ricoh mp2000	NQ	6480	2000
34	Single Line Register	NQ	420	NQ
35	Punch Machine Large (Two Hole)	NQ	16200	NQ
36	Stamp Pad Ink	NQ	55	NQ
37	Dak Pad (8 green 4 blue)	NQ	640	NQ
38	Board Pins (multi color)	NQ	67	NQ
39	Water Dumper	NQ	120	NQ

40	Carbon Paper	NQ	270	NQ
41	Typewriter Rubber	NQ	390	NQ
42	Typewriter lift off tapes IBM 6784-004	NQ	2750	NQ
43	Scotch Tape 1/2 inch (Deer Bear)	NQ	42	NQ
44	Pen holder (Best Quality)	NQ	95	NQ
45	Toner 42A	NQ	NC/Sample Not provided	31500
46	Toner 79A	NQ	NC	9800
47	Toner 44A	NQ	NC/Sample Not provided	12000
48	Toner 49A	NQ	NC/Sample Not provided	1650
49	Toner 59A	NQ	NC/Sample Not provided	12000
50	Toner 15A	NQ	NC/Sample Not provided	9000
51	Toner 35A	NQ	NC/Sample Not provided	11300
52	Toner 48A	NQ	NC/Sample Not provided	8100
53	Toner 51A	NQ	NC/Sample Not provided	29000
54	Toner 64A	NQ	NC/Sample Not provided	30000
55	Toner 55A	NQ	NC/Sample Not provided	25000
56	Toner 48A	NQ	NC/Sample Not provided	8100
57	Toner FX9	NQ	NC/Sample Not provided	9000
58	Toner 36A	NQ	NC/Sample Not provided	11200
59	Toner 83A	NQ	NC	11500
60	Toner 17A	NQ	NC	10600
61	Toner 19A	NQ	NC/Sample Not provided	10800
62	Toner 26A	NQ	NC/Sample Not provided	18500
63	Toner 5A	NQ	NC	14700
64	Toner 80A	NQ	NC	19500
65	Toner 53A	NQ	NC/Sample Not provided	14200
66	Toner 35A	NQ	NC/Sample Not provided	11300
67	Toner for printer 500 color m551	NQ	NC/Sample Not provided	140,000
68	Toner 12A	NQ	NC/Sample Not provided	14000
69	Fax Toner M227	NQ	NC/Sample Not provided	12000
70	Toner 30A	NQ	NC	12000
71	Toner HP 254	NQ	NC/Sample Not provided	40000
72	Toner 32A	NQ	NC/Sample Not provided	15000

COMPARITIVE STATEMENT FOR PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS
MISCELLANEOUS ITEMS

S#	Description	M/s Jamal & Brothers	M/s Sohail Traders	M/s Margalla Traders
1	Tissue Box	NQ	149	NQ
2	Air Freshner	NQ	147	NQ
3	Insect Killer	NQ	480	NQ
4	Tissue Roll	NQ	58	NQ
5	Glass cleaner	NQ	347	NQ
6	Lemon Max Liquid	NQ	240	NQ
7	Duster	NQ	21	NQ
8	Soap	NQ	58	NQ
9	Liquid Soap	NQ	165	NQ
10	Masks	NQ	1.95	NQ
11	Sanitizer bottle large (250ml)	NQ	340	NQ
12	Dust Bin	NQ	145	NQ
13	Water Dispenser Bottle	NQ	NC/Sample Not provided	NQ
14	Electric Extension (5 connector with USB option)	NQ	840	NQ
15	Plate Large	NQ	340	NQ
16	Glass	NQ	95	NQ
17	Small Plate	NQ	240	NQ

18	Tea Cup set of 6	NQ	1640	NQ
19	Electric Kettle	NQ	2990	NQ
20	Towel	NQ	375	NQ
21	RJ 45 connector	NQ	8	NQ
22	ladder 8 ft steel	NQ	NC/Sample Not provided	NQ
23	Harpic cleaner	NQ	345	NQ
24	Passport Basket	NQ	490	NQ
25	Fabric tape 3inch 40 yards	NQ	240	NQ
26	Elfy Large	NQ	35	NQ
27	CMOS Cell	NQ	240	NQ
28	Door Lock Handle	NQ	NC/Sample Not provided	NQ
29	Pad Lock Large	NQ	NC/Sample Not provided	NQ
30	SMD Light 18w	NQ	NC/Sample Not provided	NQ
31	Flood Light 48w	NQ	NC/Sample Not provided	NQ
32	Flood light 100w	NQ	NC/Sample Not provided	NQ
33	Flood light 200w	NQ	NC/Sample Not provided	NQ
34	Power Cable 7/29	NQ	NC/Sample Not provided	NQ
35	Power Cable 3/29	NQ	NC/Sample Not provided	NQ
36	Auto Air freshner	NQ	1390	NQ
37	Auto Air freshner refiller	NQ	660	NQ
38	Wiring Tape	NQ	NC/Sample Not provided	NQ
39	Thermal paste	NQ	NC/Sample Not provided	NQ
40	Soldering wire	NQ	NC/Sample Not provided	NQ
41	Electric safety gloves	NQ	NC/Sample Not provided	NQ
42	Pepya tissue	NQ	NC/Sample Not provided	NQ
43	Floor Spray	NQ	NC/Sample Not provided	NQ
44	battery 9v	NQ	150	NQ
45	Energizer cell AA	NQ	170	NQ
46	Telephone set with CLI	NQ	NC/Sample Not provided	NQ
47	Broom	NQ	165	NQ
48	Acid	NQ	54	NQ
49	Wiper	NQ	285	NQ
50	Pujara	NQ	285	NQ
51	Power Plug three pin	NQ	185	NQ
52	Power plug Multi	NQ	95	NQ
53	Tube light 4 ft	NQ	NQ	NQ
54	Draw lock	NQ	150	NQ
55	Vehicle Dash board polish	NQ	270	NQ
56	Vehicle body polish	NQ	870	NQ
57	Clock cell	NQ	15	NQ

18. Supply order will be awarded to bidders who quoted lowest price in individual item basis.

Official

Signature:



Stamp:

Muhammad Imtiaz Abbasi
Assistant Director
Dte General Immigration & Passports
Islamabad