

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

1. Name of Procuring Agency: M/O. Overseas Pakistanis & Human Resource Development
2. Method of Procurement: Open Competition through Tender Notice  
Title of Procurement: ANNUAL TENDER FOR THE PURCHASE CONSUMABLES  
ITEMS I.E. STATIONERY, MISCELLANEOUS, IT EQUIPMENT  
AND TONERS FOR THE FINANCIAL YEAR 2023-2024.
3. Tender Inquiry No.: F.No.1(1)/2023-2024-Store(General) dated 19-07-2023
4. PPRA Ref. No. (TSE): TS515814E Dated 20-07-2023 to 07-08-2023.....
5. Date & Time of Bid Closing: 07-08-2023 upto 11:00 a.m.....
6. Date & Time of Bid Opening: 07-08-2023 at 11:30 a.m.....
7. No of Bids Received: Six (06).....
8. Criteria for Bid Evaluation: As per tender documents.....
9. Details of Bid(s) Evaluation: As under.....

S.No.	Firms/Bidders	Bids Evaluation	Status
1	M/S Capital Stationers	Compliance	Accepted
2	M/S Trade Link	Compliance	Accepted
3	M/S ZM Traders	Compliance	Accepted
4	M/S Margalla Enterprises	Compliance	Accepted
5	M/S Galaxy Traders	Compliance	Rejected
6	M/S Z & T Traders	Non Compliance	Rejected

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**F.NO.1 (1)/2023-24-General (Store)**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF OVERSEAS PAKISTANI'S AND**  
**HUMAN RESOURCE DEVELOPMENT**

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**MINUTES OF THE MEETING OF PURCHASE COMMITTEE HELD ON 07-08-2023 AT 11.30 A.M. IN THE OFFICE OF DEPUTY SECRETARY (ADMN) IN THE PRESENCE OF REPRESENTATIVE OF BIDDERS FOR OPENING OF BIDS FOR ANNUAL TENDER OF CONSUMEABLE ITEMS I.E. STATIONERY, MISCELLANEOUS, IT EQUIPMENT AND TONERS FOR THE FINANCIAL YEAR 2023-2024.**

Ministry of OP&HRD invited bids from the interested registered firms having minimum ten years' experience in supplying of stationery, misc., computer consumables and toners items through public notice issued in English newspaper "The News", Islamabad on **20-07-2023** and the other in Urdu "Daily Jang", Islamabad on **21-07-2023**, on the website of Public Procurement Regulatory Authority (PPRA) on **20-07-2023** and on the website of Ministry (OP&HRD) on **19-07-2023**. Last date of receipt for bids was fixed on **07-08-2023 upto 11.00 a.m.**

2. It was total that four (09) firms collected documents but only three (06) firms submitted their bids on last day i.e. 07-08-2023 at 11.00 a.m.

Sr	Name of Firms
1.	M/s Capital Stationers, Islamabad
2.	M/s Galaxy Traders, Islamabad
3.	M/s Trade Link, Islamabad
4.	M/s Z.M Traders, Islamabad
5.	M/S. Margalla Enterprises, Islamabad
6.	M/s Z & T Traders, Islamabad

3. The bids were opened on the same date i.e **07-08-2023 at 11:30 a.m.** in the office of Deputy Secretary (Admn) by the Purchase Committee comprising Deputy Secretary (Admn)/Chairman, Section Officer (General)/Member and Section Officer (ILO-II)/Member, in the presence of representatives of the bidders. Copy of attendance sheet is placed at **Annexure-I** and comparative statement of stationery items, miscellaneous, computer consumables items & toners indicating rates quoted by the Firms is placed at **Annex-II**.

4. The firms and their bids were scrutinized against approved terms & conditions given in the bidding documents. Brief sketch of each firm is given below:-

Brief Position	Remarks
<p><b>M/s Capital Stationers, Shop No.6, Block No.21, Civic Centre, Near GPO, Islamabad</b></p> <ul style="list-style-type: none"> <li>Islamabad based firm having office in Melody, Islamabad Registered on 27.02.1986 having Sale tax Reg No.07-01-4817-050-28, NTN No.0347462-3, Vendor No.30020810</li> <li>100% compliance on active tax payer list.</li> <li>Submitted earnest money CDR No.00693348 of Rs.200,000/- dated 03.08.2023 of Askari Bank,</li> </ul>	<ul style="list-style-type: none"> <li>The firm met the required criteria and required terms and conditions of bidding. The firm provided samples as per specifications mentioned in the tender documents, quality of items was fine. The Purchase Committee recommended rates as per quality of items. The firm qualified the number of items in each category, detail given</li> </ul>

<p>11/1, National Highway Authority, National Industrial Relation Commission, M/ Narcotic Control, Overseas Pakistanis Foundation, Pakistan Health Research Council, Pakistan Sports Board, M/O Energy, Regional Tax Office, SMS Bank, Telephone Industrial of Pakistan, Universal Services Fund, Large Tax Unit.</p> <ul style="list-style-type: none"> <li>Submitted bid for all the three groups above 100% in each category i.e. Stationery, Miscellaneous and Computer Consumable &amp; Toners items.</li> <li>Quoted rates of 78 items out of total 78 stationery items which become 100%.</li> <li>Quoted rates of 82 items out of total 82 Miscellaneous items which become 100%</li> <li>Quoted rates of 50 items out of total 50 IT Equipment &amp; Toners items which become 100%.</li> <li>Provided details about Clientage, staff and other facilities and tax returns.</li> <li>The firm did not provide samples of items which were mandatory in terms &amp; conditions mentioned at Sr.No.6.</li> </ul>	
<b>M/s Trade Link, Office # 6, Mezzanine Floor, 111 Plaza, Blue Area Islamabad</b>	
<ul style="list-style-type: none"> <li>Islamabad based firm having office in Blue Area, Islamabad</li> <li>Registered on 26.04.2012, having Sale tax Reg No. 26-00-3970-074-14, Vendor No. 30135511, NTN No.3970074-7.</li> <li>100% compliance on active tax payer list.</li> <li>Submitted earnest money CDR No.14181353 of Rs.200,000/- dated 04.08.2023 of Allied Bank, Blue Area, Islamabad.</li> <li>Submitted an affidavit to the effect that the firm has never been black listed.</li> <li>Working experience for supplying the items since 2012.</li> <li>Worked with number of Departments, M/O. Finance, M/O. Housing &amp; Works, M/O Interior, M/O. Foreign Affairs, M/O Commerce, M/O. Industries, M/O Education Training, M/O Law &amp; Justice, M/O Planning, M/O Religious Affairs, M/O Science &amp; Technology, M/O I.T Telecom, M/O State &amp; Frontier, M/O Petroleum, CDA, FBR, NAB, President Secretariat, Establishment Division, Cabinet Division, PTV, FPSC, Economic Affairs Division, BISP, Wafaqi Mohtasib, NAVTIC, NESCOM, Prime Minister Secretariat, PAEC, Drug Regulatory Authority, State Bank of Pakistan, Australian High Commission, World Bank and ETC</li> <li>Submitted bid for all the three groups above 100% in each category i.e. Stationery, Miscellaneous and Computer Consumable &amp;</li> </ul>	<ul style="list-style-type: none"> <li>The firm met the required criteria and required terms and conditions of bidding. The firm provided samples as per specifications mentioned in the tender documents, quality of items was fine. The Purchase Committee recommended rates as per quality of items. The firm qualified the number of items in each category, detail given below:-</li> <li>The firm quoted lowest rates for <b>12</b> items in the stationery group of items details of which have been given in the Comparative Statement (<b>Annexure-II</b>).</li> <li>The firm quoted lowest rates for <b>22</b> items in Miscellaneous group of items details of which have been given in the Comparative Statement (<b>Annexure-II</b>).</li> <li>The firm quoted lowest rates for <b>17</b> items in IT Equipment &amp; Toners group of items details of which have been given in the Comparative Statement (<b>Annexure-II</b>).</li> </ul>

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**M/s Margalla Enterprises, 17-B, Khyber Plaza, Fazal-e-Haq Road, Blue Area, Islamabad**

- Islamabad based firm having office in Blue Area, Islamabad
- Registered on 07.04.2011 with FBR having NTN No.3705414-7/GST No.26-00-3705-414-16, Vendor No.30065743 and Registration No.6110158544721.
- 100% compliance on active tax payer list.
- Submitted CDR No.109648624 of Rs.200,000/- dated 04-08-2023 of MCB, Blue Area Branch, Islamabad.
- Submitted an affidavit to the effect that the firm has never been black listed.
- Working experience for supplying the items since 2011
- Worked with number of Departments/Ministries, Industries & Production, Kashmir Affairs & gGB, Law & Justice, Narcotics Control, National Health Services Regulation & Coord., National Food Security, Religious Affairs, Energy Division, FE&PF, NEPRA, Population Studies, ECP, Planning Management, PPRA and WHO, etc.,
- Submitted bid for all the three groups i.e. Stationery, Miscellaneous and Computer Consumable & Toners items.
- Quoted rates of 78 items out of total 78 stationery items which become 100%.
- Quoted rates of 82 items out of total 82 Miscellaneous items which become 100%
- Quoted rates of 50 items out of total 50 IT Equipment & Toners items which become 100%.
- Provided details about, Clientage, staff and other facilities and tax returns.
- The firm provided samples of items (usual/routine use items as per requirement of Ministry), which were mandatory in terms & conditions mentioned at Sr.No.6.
- The firm met the required criteria and required terms and conditions of bidding. The firm provided maximum samples as per specifications mentioned in the tender documents, quality of some items was fine. The Purchase Committee recommended rates as per quality of items. The firm qualified the number of items in each category, detail given below:-
- The firm quoted lowest rates for **29** items, out of total **78** stationery group of items details of which have been given in the Comparative Statement (**Annexure-II**).
- The firm quoted lowest rates for **22** items out of total **82**. Miscellaneous group of items details of which have been given in the Comparative Statement (**Annexure-II**).
- The firm quoted lowest rates for **09** items out of total **50** IT Equipment & Toners group of items details of which have been given in the Comparative Statement (**Annexure-II**).

**M/S Z & T Traders, 7-A, Mezzanine Floor, Mushtaq Mansion, Blue Area, Islamabad**

- Islamabad based firm having office in Blue Area, Islamabad
- Registered on 31-05-2023 with FBR having NTN No.**NIL**, GST No.**NIL**, Registration.3740598595122
- 100% compliance on active tax payer list.
- Submitted earnest money PO No.01482596 of Rs.200,000/- dated 04-08-2023 of Bank Road Branch, Rawalpindi.
- Submitted an affidavit to the effect that the firm has never been black listed.
- Working experience for supplying the items since 2023.
- The firm does not meet the required criteria of bidding. The firm not provides samples and detail of clientage, assignments in hand, working experience as per specifications mentioned in the bidding documents. The firm did not filed rates in each group of items which were mandatory in the terms and conditions mentioned in serial No. 12, the details of which are given below:-

orders/bank drafts may be returned. The summary of comparative statement of the lowest/reasonable bidders against items is as under: -

S.No	Name of Group of Required Items	M/S. Capital Stationers, Islamabad	M/S Trade Link Islamabad	M/S. Z.M Traders Islamabad	M/S Margalla Enterprises, Islamabad
		Number of items Stands lowest			
1.	<b>Seventy Eight (78)</b> Group of Stationery Items	21	12	16	29
2.	<b>Eighty Two (82)</b> Group of Miscellaneous Items	19	22	19	22
3.	<b>Fifty (50)</b> Group of IT Equipment, Computer Consumables & toners Items.	08	17	16	09
<b>Total</b>		<b>48</b>	<b>51</b>	<b>51</b>	<b>60</b>

7. Samples of selected items (usual/routine items) for which the firms offered lowest rates have been collected and made part of the file.

8. The Purchase Committee recommend award of contract to the lowest bidders i.e. **M/s Capital Stationers, Islamabad, M/S Trade Link, Islamabad, M/s Z.M. Traders, Islamabad and M/S Margalla Enterprises, Islamabad** as per Comparative Statement (**Annexure-II**). The Committee further recommended that in case the above mentioned firms fail to comply with the terms & conditions contained in the bidding documents regarding supply of the fine quality and genuine items (as per sample given by the firms) during the contract period their contract will be cancelled, and necessary actions under PPRA Rules, 2004 initiated against the defaulter(s).

9. The meeting ended with vote of thanks to and from the Chair.



(Syed Abbas Ali Shah)  
Section Officer (General)/ Member



(Asim Rasheed)  
Section Officer (ILO-II)/ Member



(SYED FARRUKH MEHBOOB)  
Deputy Secretary (Admn) / Chairman