



OFFICE OF THE  
DISTRICT EDUCATION OFFICER (PRIMARY)  
DISTRICT WEST, KARACHI

Karachi, dated the April 23, 2015

MINUTES OF MEETING/BOARD PROCEEDING DATED: 20-04-2015  
PROCEEDING REGARDING OPENING OF TECHNICAL BID, FOR  
PROCUREMENT UNDER S.S.B. (STATIONERY ITEMS)  
FOR THE FINANCIAL YEAR 2014-15.

The meeting started with the recitation of Holy Quran. Opening the discussion of meeting Mr. Kashif Akhtar, Deputy Director (Primary), Directorate of School Education, Karachi Region, Karachi / Chairman, Procurement Committee briefed the forum that the evaluation of Technical bid **STATIONERY** has been carried out in the light of criteria laid down in the bidding documents as per SPPRA Rules 2010.

**1- STATIONERY**

In the light of advertisement (03) Three Firms had purchased bidding documents out of which 02 participated / submitted their bids. The detailed evaluation report for procurement of **STATIONERY** items are at **Annex- A**.

As per criteria the following companies /firms have qualified for further process.

1. M/s. Faiz Scientific Company, Karachi.
2. M/s. Maryah Printers, Islamabad.

in view of above it is proposed that all those companies/ firms who have qualified in the technical bids are eligible to appear in the financial bids. As per SPPRA Rules, 2010, the committee unanimously approved the above bidders.

Engineer  
-III

➤ MECHANISM FOR DELIVERY OF PURCHASE ARTICLES.


Mr. Kashif Akhtar, Deputy Director (Primary), Directorate of School Education, Karachi Region, Karachi / Chairman, Procurement Committee suggested to ensure transparency regarding delivery of articles a Inspection Committee was constituted as per School Specific Budget (SSB) guideline Notification No.SOG-III/SSB/FW-011-12 Dated: 13-12-2013 read with SPPRA Rules, 2010 containing reputed officers.

The following Procurement Committee Members attended the meeting

1. Mr. Kashif Akhtar Deputy Director (Primary)  
Directorate of School Education,  
Karachi / Chairman of  
Procurement Committee
2. Ms. Rukhsana Memon District Education Officer  
(Primary), District West, Karachi.
3. Mr. Asim Hussain Executive Engineer-I, Education &  
Works Department, Government  
of Sindh, Karachi.

  
MR. KASHIF AKHTAR  
Deputy Director (Primary) School Education  
Karachi Region, Karachi

  
Executive Engineer  
Education Works Division-III  
Karachi.

  
RUKHSANA MEMON  
District Education Officer  
(Primary) Distr. West Karachi

  
EXECUTIVE ENGINEER  
Education Works Division-I  
Karachi





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**PART TWO : EVALUATION CRITERIA FOR STATIONERY ITEMS (SSB) 2014-15**

The Technical Bids shall be Evaluated on the basis of following parameters:

Evaluation Parameters Company Information	Marks	Brief	M/s. Fa Scientific
<b>Required Field</b>	10	02 marks for each year in business (Max 10)	10
	15	0.75 marks per million turnover (Max 15)	15
1	10	10 marks if firm has NTN Certificate	10
• Sales Tax Registration Certificate	10	10 marks if firm is registered with sales tax department	10
2			
<b>Technical Proposal</b>			
• Specifications & Brochures	10	10 marks if the bidder provides complete details and specifications of items to be supplied for which he want to quote.	5
<b>FINANCIAL CAPABILITIES</b>			
Income Tax Annual Returns of 5 Years	10	02 marks on production of each year Tax Pay Returns (Max 10)	10
3	5	01 mark on production of Financial Statement Report (Max 5)	4
Audited Financial Statements of 5 Years			
Monthly Sales Tax Summaries of 10 Months.	10	1 mark on production of each month record (Max 10)	10
4	20	04 marks for each similar complexity assignment (documented proof) Max 5 assignment.	20
Relevant Field Experience			
<b>TOTAL :-</b>	<b>100</b>		<b>94</b>

Note: Firm must get 70% marks in Technical Evaluation for qualifying as per above mentioned criteria

**RUKHSANA MEMON**  
District Education Officer  
(Primary) Distt. West Karachi

**MR. KASHIF AKHTAR**  
Deputy District Officer (Finance) Special Assistant  
General Incharge, Local

**Executive Engineer**  
Education Works Division-III  
Karachi

**EXECUTIVE ENGINEER**  
Education Works Division-I  
Karachi



**OFFICE OF THE  
DISTRICT EDUCATION OFFICER (PRY)  
DISTRICT WEST KARACHI**

Karachi, dated the May, 29, 2015

**MINUTES OF MEETING / BOARD PROCEEDING REGARDING OPENING OF  
FINANCIAL BID, FOR PROCUREMENT UNDER SCHOOL SPECIFIC BUDGET  
(SSB) FOR THE FINANCIAL YEAR 2014-15.**

The meeting held on 25-05-2015 at 12:00 PM under the Chairmanship of Mr. Kashif Akhtar, Deputy Director School Education (Primary), Karachi Region, Karachi / Chairman Procurement Committee.

The meeting started with the recitation of Holy Quran.

The financial bids (category wise) were opened and rates were announced publically in the presence of Procurement Committee Members as well as with the Bidders / representatives of Bidders (Attendance sheet enclosed). The lowest bidders will be awarded work orders as per policy. The category wise details of bids are as under:-

**1. SCHOOL STATIONERY ITEMS**

The financial bids of following firms were opened who had qualified in Technical evaluation.

1. M/s. Faiz Scientific Karachi
2. M/s. Maryah Printers Islamabad.

The lowest Bidder will be awarded work orders.

**The following Procurement Committee Members attended the meeting**

1. Mr. Kashif Akhtar  
Deputy Director School Education / Chairman  
of Procurement Committee
2. Ms. Rukhasana Memon  
District Education Officer, (Pry) District West,  
Karachi
3. Mr. Nazir Haider  
Assistant Engineer Public Health Engineering  
Sub Division-III Karachi.



## Bid Evaluation Report

1. Name of procuring Agency: District Education Officer District West, Karachi
2. Tender Reference No. DSE/(P)/Admn /(204-09)/2015 Dated: 25-02-2015
3. Tender Description/ Name of Work/ Item **SCHOOL STATIONERAY ITEMS**
4. Method of Procurement Single Stage Two envelopes i.e. Technical & Financial
5. Tender Published Daily Express, Daily Tribune, Daily Abrat  
27-03-2015 27-03-2015 27-03-2015  
SPPRA SR.NO.23357

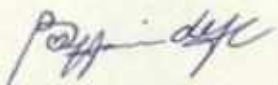
Print & Electronic Media (SPPRA ID No. & News Papers Names with dates)

6. Total Bid documents sold: 03
7. Total Bids Received: 02
8. Technical Bid Opening date:  
(if applicable) 20-04-2015 (provide details in separate form)
9. No. of Bid technically qualified  
(if applicable): 02
10. Bids Rejected 00
11. Financial Bid Opening date: 25-05-2015
12. Bid Evaluation report:

S#	Name of Firm or Bidder	Cost Offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance /rejection	Remarks
1.	M/s. Faiz Scientific Co.	COMPRATIVE STATEMENT ATTACHED				
2.	M/s.Maryah Printers.					

- The lowest bidder will be awarded work orders.

  
**RUKHSANA MEMON**  
District Education Officer  
(Primary) Distt. West Karachi.

  
**SYED NAZIR HAIDER**  
ASSISTANT ENGINEER  
PUBLIC HEALTH ENGINEERING  
SUB DIVISION III, KARACHI

Phone: 99246093



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DISTRICT WEST KARACHI

COMPARATIVE STATEMENT

S.No.	Description and Specification	M/s. Fa Scientific Karachi
1	Drawing Sheet Different Colors Paper Size: 210 x 297 mm / 8.3 x 11.7" Paper Gramm age: 70 GSM Paper Color. White	14
2	A/4 Size Paper (Regular) Paper Size: 210 x 297 mm / 8.3 x 11.7" Paper Gramm age: 70 GSM Paper Color. White	515
3	Attendance Register Students 100 Pages (8x12) hard Board 68 Gms.	190
4	Ball pens (Packed) Blue/Black/Red 10 Each Packet Piano / Picasso / Equivalent * Retractable Ball Point * Fine Point in Silver Body Color with Needle * Extra smooth glide * Low Viscosity Ink Formula * Medium 0.7 mm tip gives line width of 0.4mm * Non-refillable * Pocket Clip.	52
5	Chalks (Box) 10 Stick Each Box	4.5

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Deputy Director (Primary) School Education  
Karachi Region, Karachi

**RUKHSA NA MEMON**  
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PUBLIC HEALTH ENGINEERING  
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6	<b>Color Paper (Regular A-4)</b> Different Color 80 G 500 Sheets, Paper Size: 210 x 297 mm / 8.3 x 11.7" Paper Grammage: 70 GSM Paper Color: White	999	1000
7	<b>Dusters 2"x6" MDF</b>	18	30
8	<b>Gem Clips Packet 26mm (80 pieces packet) Fine Quality.</b>	34	28
9	<b>Glue Stick (Small) U.H.U.</b> * Adhesive Type: Stick * small size, Color Dried: Clear * Color on Application, non toxic, acid-free formulation and archival safe * Handy twist-up * Screw cap prevents it drying out applicator.	60	80
10	<b>Pencils HB Packet Each Packet 12 Nos.</b> Lead Diameter: 2 mm Pencil Grade: HB Barrel Material: Wood Grip Type: Ergonomic Features: Break Resistant	99	116
11	<b>Permanent Markers (Blue / Black / Red)</b> Fiber tip and instant - drying ink waterproof and non-toxic. Line width for bullet is 1.5 mm and chisel is 2-5 mm	32	36
12	<b>Erasers Pelikan (Packet of 45) 50 Each Eraser Type: Lead Pencil Eraser Shape: Rectangle Features Color: White Material: Plastic Size (H X W X D): (0.5" X 1.7 X 0.7"). (11.4mm x 42.9 mm x 17.3 mm) Weight (Approximate): (0.16 oz.) (5.5 g) Absolutely age - resistant Non-abrasive No discoloration of the eraser on paper Best erasing performance with little wear Sliding sleeve for convenient handling Protective cellophane wrapper with practical tear-and-open strip Minimal crumbling.</b>	640	26
13	<b>Sharpeners (Dozen) Size: (25mm*15mm*10mm) single-hole pencil sharpener Material: Aluminum alloy / Plastic.</b>	45	120
14	<b>Stapler Machine (Big) 50 LCN Heavy Duty Sheet Capacity: 20sheets Size: Normal Mens.: 1.24" Power: Manual Power: Manual Material: Plastic and steel Staple Capacity: 100pes (60mm) Dimensions: 13.2*4.1*5.9cm Staple Size: 24/6&amp;26/6.</b>	285	360

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**ROKHSANA MEMON**  
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15	Stapler Pins Dollar 24/6 x 1000 (Packet) 1000 Pin Each Type: Normal Stapler Stapler pin color: Silver Staple size: 24/6 & 24/6 Wire Gauge: 24 G Wire Thickness: 0.34mm Wire Material: Metal Staple Leg Length: 6.00 mm Crown Length: 12.7 mm Crown width: 0.68 mm.	27	30
16	Scales 12" Inch Stainless Steel : Maximum Measurement: 12 inches Graduation: 1/8", 1/16", 1/32", 1/64" Range: 12 inches Width: 1 inch Thickness: 3/64 inches System of Measurement: Inch Material Type: Steel	40	40
17	Stamp Pad (Dollar) Standard Quality.	77	120
18	Stamp Ink (Bottle) Dollar Blue	45	40
19	Scotch Tape 12 Nos Each Roll Adhesive: Acrylic Tape Type: Packing, carton sealing Backing / Carrier: Kraft Paper Thickness: 6.100mm Size: 1.88" x 60 yards Core Size: 76mm (3") Color: Brown Tensile Strength: 33lbs Features: Water proof.	99	120
20	Tags Different Sizes (Small / Big / Medium) (Gross) 45*12)& large, 125 sheets/5 pads/pack	140	120
21	Teachers' Diary (English / Urdu / Sindhi) Each 200 Pages (8*12), 68 grams.	190	180
22	Thread (Golla) 100 Meter Each Golla Thread Different or Equivalent Color Asli Pari.	18	40
23	Office Pins / Paper Pin (Packet) Material: Stainless steel Surface of office pin: Nickel Plated Length: 1-1/4 inch (32mm) Diameter: .033 inch (0.84mm) Packing: Hard Paper Box	30	26
24	Colored Paper Sheet (Regular A-4) Different Color 80 G 500 Sheets, Paper Size: 210 X 297 mm / 8.3 X 11.7" Paper Gramm age: 70 GSM Paper Color: White	999	1000
25	Punch Machine (Medium) Type: Standard punch (2 holes) Material: Metal & plastic Product size: 11.5x8.7x7cm Hole Diameter: 6mm 2 Holes distance: 80mm (center to center) Performance: 20 sheets of 80 GSM	145	250



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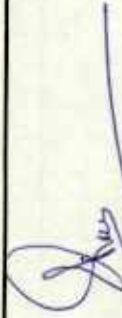


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26	<b>Rubber Band Packet Each Packet 500 Gram Material: Synthetic Rubber Packaging: 500g Diameter: 3"</b> Features: • Nature color without any impurity, and super flexible • Anti-aging waterproof, high strength & environmental protection, non-toxic and tasteless	195	50
27	<b>File Covers (Dozen) Standard Size.</b>	110	12
28	<b>Pupil Diary Each Diary (5+8) 200 pages, 68 GMs paper.</b>	115	140
29	<b>Register 200 Pages (8*13) Hard Band, 68 Grams, Standard Size</b>	190	360

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