

**MINUTES OF THE MEETING OF PROCUREMENT COMMITTEE HELD UNDER THE CHAIRMANSHIP OF MR. ABDUL KARIM MEMON, ADDITIONAL DEPUTY COMMISSIONER-II / CHAIRMAN PROCUREMENT COMMITTEE, DEPUTY COMMISSIONER OFFICE, KHAIRPUR FOR OPENING, SCRUTINIZING AND EVALUATION OF THE BIDS FOR PURCHASE OF STATIONERY ON 16<sup>TH</sup> FEBRUARY, 2018.**

List of participants attached.

The chair welcomed to the participants of the meeting.

The meeting of opening, scrutinizing and evaluation of the bids for purchase of Stationery to be purchased for the office of Deputy Commissioner, Khairpur held on 16<sup>th</sup> February, 2018 with reference to NIT NO.DC/AB/496, dated: 29-01-2018 hoisted on SPPRA website at Serial No. 36548 & Tender ID # 2147483647 for Purchase of Stationery as the cost of bids was estimated below than Rs. 1.00 million.

The sealed bids for Supply of Stationery were invited under Rul-46 (1) SPP Rules, 2010 (Single stage one envelop procedure). M/S Hashemi Safron, M/S Hasnain Motors General order supplier, Khairpur and M/S Balouch Brothers Government contractor purchased BID document and participated / submitted their BID documents within scheduled date and time.

The bids were opened by the Procurement Committee and evaluated the same in accordance with bidders qualification already defined in the bidding documents. The amount of bid price quoted by the qualified bidders announced openly which are as under:


Sr. #	Name of Firm	Bid Price
01	M/S Hashemi Safron	Rs.317,032/-
02	M/S Hasnain Motors	Rs.340,949/-
03	M/S Balouch Brothers	Rs.344,538/-

The bidder's qualification report and Comparative Statement showing the item wise rates is at Annexure-A & B respectively. The details of bid security and tender fees produced by the bidders are as under:

Name of Firm	Tender fees/ bid security	Pay Order No.	Date	Amount	Bank & Branch
M/S Hashemi Safron	Tender Fees				
	Bid Security	04373423	16-02-2018	Rs.8,600/-	Bank Al Habi Katchery Khairpur
M/S Hasnain Motors	Tender Fees				
	Bid Security	102336451	16-02-2018	Rs.8,600/-	MCB Bank Limited, Khairpur
M/S Balouch Brothers	Tender Fees				
	Bid Security	19715423	15-02-2018	Rs.8,580/-	HBL, Mall Khairpur

The Committee after discussion on the bidders' qualification and bid price of bids quoted by the bidders, unanimously recommended that M/S Hashemi Safron may be awarded the task / work being lowest evaluated bid.

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

  
ASSISTANT COMMISSIONER  
KHAIRPUR  
MEMBER  
PROCUREMENT COMMITTEE  
Sajjad Ali Mirani

  
ASSISTANT DIRECTOR FOR  
SOCIAL WELFARE DEPARTMENT  
MEMBER  
PROCUREMENT COMMITTEE  
Assistant Director  
Social Welfare  
Tal: Khairpur

ADDL: DEPUTY COMMISSIONER-II  
CHAIRMAN PROCUREMENT COMMITTEE  
KHAIRPUR

Abdul Karim Memon



**OFFICE OF THE DEPUTY COMMISSIONER KHAIRPUR**

NO. DC/AB/ 881/2018 KHAIRPUR

Dated: 16-02-2018

Copy for information to the:

1. The Deputy Director (Capacity building), SPPRA, Government of Sindh, Karachi.
2. Assistant Director (Assessment), SPPRA, Government of Sindh, Karachi.

  
ADDL: DEPUTY COMMISSIONER-II  
CHAIRMAN PROCUREMENT COMMITTEE  
KHAIRPUR

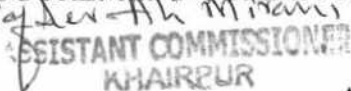
## BID EVALUATION REPORT

1	Name of Procuring Agency	OFFICE OF THE DEPUTY COMMISSIONER, KHAIRPUR
2	Tender Reference No.	NIT NO.DC/AB/496/2018, dated: 29-01-2018
3	Tender Description / Name of Work / Item	Purchase of Stationery
4	Method of Procurement	Under Rule-46(1) Single stage One envelop procedure
5	Tender Published	SPPRA Website at Serial No.36548 & Tender ID-2147483647
6	Total Bid documents sold	03
7	Total Bids received	03
8	Technical Bid Opening date: (if applicable) (Provide details in separate form)	Not applicable
9	No. of Bids technically qualified (applicable)	All 3 bidders were declared qualified as per criteria
10	Bid(s) Rejected / Technically	Not applicable
11	Financial Bid Opening date	16 <sup>th</sup> February, 2018
12	Bid evaluation report	As shown below

S #	Name of bidder	Cost offered by bidder	Ranking in term of cost	Comparison with estimated cost	Reason for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1	M/S Hashemi Safron	Rs.317,032/-	1 <sup>st</sup> Lowest	Below	Lowest evaluated	Recommended to award contract
2	M/S Hasnain Motors General order supplier Khairpur	Rs.340,949/-	2 <sup>nd</sup> Lowest	2 <sup>nd</sup> Below	Responsive but highest rates	Not recommended
3	M/S Balouch Brothers Government Contractor	Rs.344,538/-	3 <sup>rd</sup> Lowest	Highest	Highest	Not recommended

  
ASSISTANT COMMISSIONER  
KHAIRPUR  
MEMBER

PROCUREMENT COMMITTEE

  
ASSISTANT COMMISSIONER  
KHAIRPUR

  
ASSISTANT DIRECTOR  
SOCIAL WELFARE DEPARTMENT  
MEMBER

PROCURE COMMITTEE

  
ADDL: DEPUTY COMMISSIONER-II  
CHAIRMAN PROCUREMENT COMMITTEE  
KHAIRPUR

  
Abdul Rasool Memon

Addl: Deputy Commissioner-II  
KHAIRPUR

**COMPARATIVE STATEMENT OF RATES OFFERED BY THE COMPANIES / FIRMS / SUPPLIERS FOR  
PURCHASE OF STATIONERY FOR THE OFFICE OF DEPUTY COMMISSIONER, KHAIRPUR NIT  
NO.DC/AB/496/2018 DATED: 29-01-2018 HOISTED ON SPPRA WEBSITE AT SERIAL NO. 36548 &  
TENDER ID # 2147483647.**

S #	NAME OF ITEM	QUANTITY	RATES OFFERED BY			REMARKS
			M/S Hashemi Safron	M/S Hasnain Motors, General order supplier	M/S Balouch Brothers, Government Contractor	
1	Legal Size White Paper (80 gms.)	40 Reams	575	577	576	M/S Hashemi Safron is lowest
2	Legal Size White Paper (70 gms.)	40 Reams	398	398.5	400	M/S Hashemi Safron is lowest
3	A-4 Size White Papers (80 gms.)	200 Reams	565	566	566	M/S Hashemi Safron is lowest
4	A-4 Size White Papers (70 gms.)	200 Reams	360	360.5	361	M/S Hashemi Safron is lowest
5	Ball Point Pens	40 dozens	142	143	143	M/S Hashemi Safron is lowest
6	Brush Pens	8 dozens	156	156.2	157	M/S Hashemi Safron is lowest
7	Pencils	16 dozens	81	82	82	M/S Hashemi Safron is lowest
8	Tags (Full Size)	10 Nos.	10	11	10.5	M/S Hashemi Safron is lowest
9	Tags (Medium Size)	08 dozens	8	8.5	9	M/S Hashemi Safron is lowest
10	File Pad	20 Nos.	20	20.5	20.5	M/S Hashemi Safron is lowest
11	Stapler (Full Size)	04 Nos.	180	182	181	M/S Hashemi Safron is lowest
12	Stapler (12 No. Size)	09 Nos.	150	152	151	M/S Hashemi Safron is lowest
13	Staples (Full Size)	04 dozens	15	16	16.5	M/S Hashemi Safron is lowest
14	Staples (12 No. Size)	04 dozens	12	12.5	13	M/S Hashemi Safron is lowest
15	Paper Pins	04 dozens	15	16	15.5	M/S Hashemi Safron is lowest
16	Square Pins	20 Nos.	15	15.5	16	M/S Hashemi Safron is lowest

17	Whito	20 Nos.	30	31	30.5	M/S Hashemi Safron is lowest
18	Highlighters	20 Nos.	30	30.5	31	M/S Hashemi Safron is lowest
19	Fax Roll (20 Meters)	20 Nos.	105	106	107	M/S Hashemi Safron is lowest
20	Erasers	10 dozens	60	62	61	M/S Hashemi Safron is lowest
21	Envelops (Small Size)	1000	2.5	2.5	3	M/S Hashemi Safron is lowest
22	Envelops (Medium Size)	1000	4	4.5	4.75	M/S Hashemi Safron is lowest
23	Envelops (Large Size)	500	8	8.5	9	M/S Hashemi Safron is lowest
24	Punch Machine	20 Nos.	210	211	213	M/S Hashemi Safron is lowest
25	Calculator	10 Nos.	475	480	481	M/S Hashemi Safron is lowest
26	Folio File	98 Nos.	285	290	288	M/S Hashemi Safron is lowest
27	Cobra File	98 Nos.	205	207	206	M/S Hashemi Safron is lowest
28	Box Size Sign Pen	08 dozens	195	196	198	M/S Hashemi Safron is lowest
29	Executive Table Sets	05 Nos.	4500	4550	4700	M/S Hashemi Safron is lowest
30	Registers (Small Size)	72 Nos.	135	136	137	M/S Hashemi Safron is lowest

**NOTE:-**

From perusal of the rates offered by the above mentioned companies / suppliers /firms, M/S Hashemi Safron has offered lowest rate than the others, hence the lowest rate offered by M/S Hashemi Safron is accepted.

  
 ASSISTANT COMMISSIONER  
 KHAIRPUR  
 MEMBER  
 PROCUREMENT COMMITTEE  
 ASSISTANT COMMISSIONER  
 KHAIRPUR

  
 ASSISTANT DIRECTOR  
 SOCIAL WELFARE DEPARTMENT  
 MEMBER  
 PROCURE COMMITTEE

  
 ADDL: DEPUTY COMMISSIONER-II  
 CHAIRMAN PROCUREMENT COMMITTEE  
 KHAIRPUR  
 Abdul Kader Memon

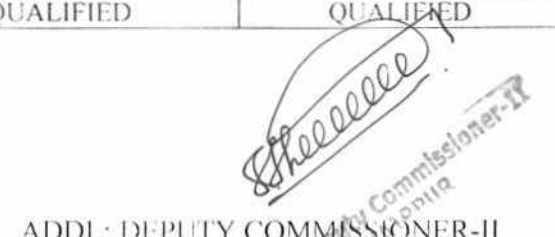
**BIDDERS QUALIFICATION REPORT**

**OFFICE OF DEPUTY COMMISSIONER, KHAIRPUR NIT NO.DC/AB/496/2018 DATED: 29-01-2018 HOISTED ON SPPRA WEBSITE AT SERIAL NO. 36548 & TENDER ID # 2147483647 FOR PURCHASE OF STATIONERY.**

MANDATORY REQUIREMENT	M/S Hashemi Safron	M/S Hasnain Motors, General order supplier Khairpur	M/S Balouch Brothers Government contractors
Bidder must be Pakistani firm / individual (Mandatory)	Yes	Yes	Yes
Registration with Federal Board of Revenue (FBR) for Income (Mandatory)	Yes	Yes	Yes
Registration with Federal Board of Revenue (FBR) for Sales Tax (Mandatory)	Yes	Yes	Yes
Registration with Sindh Board of Revenue (SRB) for Sales Tax (If applicable)	No	No	No
Bidder/s Authority letter nominating to the representative for participation in the bidding process (a copy must be provided at the time of opening of bids and other copy must be added with bids (Mandatory)	Yes	Yes	Yes
3 years Turnover should be at least 5 (Million) in this connection certificate from concerned bank must be obtained or 3 years bank statement duly verified by the concerned bank, which may be submitted with bid (Mandatory)	Yes	Yes	Yes
05 five years similar business experience brief report of at least 10 to 15 similar nature supply / assignments completed or in hand must be accompanied with bid (Mandatory)	Yes	Yes	Yes
RULES	QUALIFIED	QUALIFIED	QUALIFIED

  
 ASSISTANT COMMISSIONER KHAIRPUR  
 MEMBER  
 PROCUREMENT COMMITTEE  
 Sajid Ali Mirza  
 ASSISTANT COMMISSIONER  
 KHAIRPUR

  
 ASSISTANT DIRECTOR  
 SOCIAL WELFARE DEPARTMENT  
 MEMBER  
 PROCURE COMMITTEE  
 Kamran Ahmed Mangi  
 Assistant Director  
 Social Welfare Tak: Khairpur

  
 ADDL: DEPUTY COMMISSIONER-II  
 CHAIRMAN PROCUREMENT COMMITTEE  
 KHAIRPUR  
 Abdul Basim Memon

PARTICIPANTS FOR TENDER OF PRINTING, STATIONARY & UNIFORM FOR  
THE YEAR 2017-18

S. No	Name of Company	Contact No:	Signature
1.	Abdul Kareem Memon	0300-9265216	
2.	Safdar Ali Mirani	0303 4873536	
(3)	Kamran Ahsan Marvi	0333-7595060	
4.	Niaz-Ali	03088315237	
(5)	Mir Mansoor Talpur	0333 7582081	
(6)	Mujib Salook	03362720313	

HANDSHAK  
Assistant Director  
Talpur  
GENERIC STORES  
GEN. SUPPLIER  
RAIPUR  
  
M/S SALOOK & BROTHERS  
Government Contractor

**OFFICE OF THE DEPUTY COMMISSIONER, KHAIRPUR**

**ANNUAL PROCUREMENT PLAN (WORKS, GOODS, & SERVICES) FOR THE FINANCIAL YEAR 2017-2018**

SR. #	Description of Procurements	Quantity (Where applicable)	Estimated Unit Cost (Where applicable)	Estimated Total Cost	Funds Allocation / Proposed (Rupees)	Source of funding	Proposed Procurement Method	Timing of Procurement	Remarks
1	Purchase of Stationery Articles ✓	N.A	N.A	N.A	343,110 ✓	Annual Budget 2017-2018	Single stage one envelop procedure under rule 46(1) SPPRA Rules 2010	Financial Year 2017-2018	
2	Purchase of Printing Articles	N.A	N.A	N.A	485,900	Annual Budget 2017-2018	Single stage one envelop procedure under rule 46(1) SPPRA Rules 2010	Financial Year 2017-2018	
3	Purchase of Uniform & Protective Clothings	N.A	N.A	N.A	585,000	Annual Budget 2017-2018	Single stage one envelop procedure under rule 46(1) SPPRA Rules 2010	Financial Year 2017-2018	
4	Event Management. Services & Goods material purchased for celebration of Urs of Hazrat Scahal Sarmast.	N.A	N.A	N.A	5,000,000	Annual Budget 2017-2018	Single stage one envelop procedure under rule 46(1) SPPRA Rules 2010	Financial Year 2017-2018	
5	Purchase of Dry food for effected persons of fire & other incedent	N.A	N.A	N.A	2,205,000	Annual Budget 2017-2018	Single stage one envelop procedure under rule 46(1) SPPRA Rules 2010	Financial Year 2017-2018	

Prepared by



ADDL: DEPUTY COMMISSIONER-II  
KHAIRPUR

Approved by



DEPUTY COMMISSIONER  
KHAIRPUR