

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION LARKANA, SINDH

Minutes of the meeting of Procurement Plan Committee which was held under the Chairmanship of Chairman, BISE Larkana on 29-10-2015 at 03.00 p.m. to discuss and finalize the Annual Procurement Plan (Non-development/revenue works) for the year 2015-2016 as provided under rule no.11 of SPPRA rules 2010.

Following attended the meeting

1. Mr. Muhammad Daud Memon	Chairman	In chair
2. Mr. Hafiz Shafique Rehman	Secretary	Member/Secretary
3. Mr. Fakhuddin Ahmed Babar Abro	Controller of Examination	Member
4. Mr. Ashfaque Ali Shah	Audit Officer	Member
5. Mr. Ahmed Khan Chutto	Deputy Controller	Member
6. Mrs. Zarina Brohi	System Analyst	Member
7. Mr. Ashfaque Ahmed Shaikh	A.S (B&A)	Member
8. Mr. Mazhar Ali Channa	Store Purchase Officer	Member

At the outset of the meeting the secretary of the committee informed the hosome that as per guidelines of rule no. 11 of SPPRA rules 2010 an Annual Procurement Plan for the year 2015-2016 was required to be prepared and finalized by the procurement committee of this Board before going for tendering process, therefore the plan has been prepared within available resources in consultation with all the sectional heads and after verification of available stock position, the same is being placed before the committee members for discussion and approval.

The Committee members examined the indented quantity incorporated in each category and after detailed deliberation over the matter, approved the annual plan with following details, unanimously

Annual PROCUREMENT PLAN (Non-Development/Revenue Works) F.Y 2015-2016

Serial No.	Fund Head & Sub Head	Name of work and break up	Allocated Funds and break up for different locations/sites	Items to be executed	Quantity
a	b	c	d	e	f
04.	Major Head Contingencies.	General Stationary	1,000,000	1. Ball pen (black) Signature 1.0mm	200 pkt
				2. Ball pen (blue) Signature 1.0mm	200 pkt
				3. Ball pen (Red) Signature 1.0mm	600 pkt
				4. Cloth (Duster)	200 meter
				5. Marker Pen Black (Packet of 12 pens)	10 Dozen
				6. Marker Pen Red (Packet of 12 pens)	10 Dozen
				7. Fax Roll	3 Dozen
				8. Phenyl large bottle	2 Dozen
				9. Gatta (Binding)	200 Sheets
				10. Tag (Large size)	50 Dozen
				11. Ragzine	400 yard
				12. Scissor (Medium) size	12 Nos.
				13. Sootil	300 KG
				14. Stapler Pins (Small)	200 pkt
03.	Minor Head General Stationary				

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	Major Head Contingencies. Minor Head General Stationary	General Stationary	1,000,000	Pollythelin bags black inner cover small size 12x19 (as per specimen)	10000
				Pollythelin bags black inner cover small size 10x17 (as per specimen)	10000
				Stamp Pad pelican (plastic body)	06 Dozen
				Stapler Machine	05 Dozen
				Calculator 12digit Casio	24 Nos.
				Numbering Machine (Large)	24 Nos.

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a	b	c	d	e	f
02	Major Head Examination	Examination Stationery	19,000,000	Answer Books White Rose flying paper 55 grams containing 28 pages - un-trimmed size 9"x11½. Trimmed Size 8.6" x 10.7",	1,000,000
03	Minor Head Printing of Answer Books/ Supplement s/ Certificate /forms and stationery including Master Rolls/ Ink for Printing Purpose etc.			Answer Scripts 16 Page	400,000
				Ink for Risograph Ez-220	250
				Master Roll for Risograph EZ-220	30
				Supplements for Practical white flying paper 55 grams containing 04 pages size 9"x11½	500,000
				Ledger Paper A-3	50 Box
				Duplicating Paper 72 Grams (subject to machine test)	6000 Reams
		Absentee's Reports size 6x8.	500 pad		
		Award Sheets (Manual) size 8x13	200 pad		

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02	Major Head Examination Minor Head Printing of Answer Books/ Supplement s/ Certificate /forms and stationery including Master Rolls/ Ink for Printing Purpose etc	Examination Stationery	19,000,000	Award Sheet (Computerized) size 10x15 90 gram papers Computerized Examination Slips HSC size 8x13 imported paper 90 grams with colored printing Computerized Examination Slips SSC size 8x13 imported paper 90 grams with colored printing Envelops 70 grams craft paper No.1 size 11" x 5" one side printed with Board's name monogram. Envelops 70 grams craft paper No.1 size 9"x 4"one side printed with Board's name monogram. Envelops 70 grams craft paper No.1 size 11"x 15"one side printed with Board's name monogram.	20000 sheet 80000 120000 20000 10000 20000

Annual PROCUREMENT PLAN (Non-Development/Revenue Works) F.Y 2015-2016

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02	<u>Major Head</u> Examination	Examination Stationery	19,000,000	16. Invigilator Report size 6"X8" one side printed in pad form each containing 100 white flying papers 68 grams.	500 pad
	<u>Minor Head</u> Printing of Answer Books/ Supplements/ Certificate forms and stationery including Master Rolls/ Ink for Printing Purpose etc			17. Plastic Bag for codification purpose size 15"x11" one side printed (as per specimen)	700000
				18. Signature Sheet size 8x13 white flying paper 70 grams in book form containing 100 forms each	1000 Pad
				19. T.A/D.A Register 300 pages 68 gram paper (as per specimen)	24 Books
				20. Press Copy secret Proforma 8x13 both sides printed in pad form each containing 100 leaves white flying paper 55 grams (as per specimen)	50 pad
		21. Office Copy of question paper secret Proforma 8x13 both sides printed in pad form each containing 100 leaves white flying paper 55 grams (as per specimen)	50 pad		

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02	Major Head Examination Minor Head Printing of Answer Books/ Supplement s/ Certificate /forms and stationery including Master Rolls/ Ink for Printing Purpose etc	Examination Stationery	19,000,000	22.Examination Form HSC -II (P.E) 23.Examination Form HSC -I (P.E) 24. Examination Form HSC -I (P.M) 25.Examination Form HSC -I (Private) 26. Enrolment Form HSC-I (P.M) 27. Enrolment Form HSC-I P.E 28. Enrolment Form SSC-I Science 29. Dispatch Slip 30. Eligibility Certificate 31. Expenditure Register	30000 30000 30000 10000 30000 20000 40000 500 Pad 10 Book 12 Nos.

ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL
YEAR 2015-2016

Serial No.	Fund Head & Sub Head	Name of work and break up	Allocated Funds and break up for different locations/sites	Items to be executed	Quantity
a	b	c	d	e	f
03.	Major Head Examination Minor Head Computerized Enrolment cards/ Marks certificate/ Pacca certificates/	<p align="center">Examination Stationery</p>	<p align="center">9,000,000</p>	<ol style="list-style-type: none"> 1. Pacca Certificate for SSC-II (Computerized) 2. Pacca Certificate for HSC-II (Computerized) 	<p align="center">30,000 40,000</p>

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04. "A"	Major Head Equipments / Machinery Minor Head Purchase of computers and other consumable accessories	Computer/Computer Accessories	1,500,000	Computer Core i7 2.8 Processor , 2GB Ram DDR-3	04
				Kingston, Mother Board Intel Core i7 Supportable ATX,	
				Hard Disk 500 GB SATA Seagate ,Casing ATX with LED	
				Monitor 19" View Sonic, USB Keyboard, USB Mouse.	
				HP Laser Jet Printer 2035 or Equivalent	
				Keyboard USB	
				Mouse USB	
				Toner for laser jet Printer 2035 (Original).	
				Toner for Nashuatec SP-8100dn (Original) agreement required for ensuring	
Toner for Nashuatec SP-8200dn (Original) agreement required for ensuring					
HP Laser Jet Printer 9050dn or equivalent	05				
Photo State Machine	01				
04 "B"	Major Head Equipments and Etc Minor Head Furniture and Fixture	Furniture and other Equipments of Board Complex	1,000,000	Chairs for Committee Room seat back molly foam wheel chair	22
				Meeting Table Oval Type Full Set for committee room	01

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05.	Major Head Equipments / Machinery Minor Head Purchase of computers and other consumable accessories	Up-gradation / Maintenance of Examination / Accounting Software	1,000,000	UP GRADATION / MAINTENANCE OF EXAMINATION / DEVELOPMENT OF ACCOUNTS AND AUDIT SOFTWARE	01 01

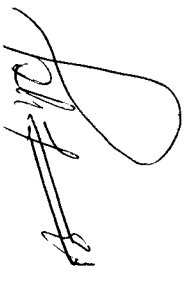
Annual PROCUREMENT PLAN (Non-Development/Revenue Works) F.Y 2015-2016


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06.	<u>Major Head</u> Co- curricular activities <u>Minor Head</u> Sports/ Games Material	Sports Material	500,000	Track Suite printing (embossing) of BISE Larkana on back side. a. Extra Large b. Large size c. Medium size (as per specimen) Sport T. Shirts a. Extra Large b. Large size c. Medium size (as per specimen)	300 Nos. 300 Nos. 300 300 24 15 Dozen 100 nos. 200 nos. 20 dozen 10 pairs along with wooden base
				Along with wooden base (as per specimen)	


It was further decided that the competent authority of the Board will reserve the right to increase or decrease the quantity of any item subject to budget provision or on extreme necessity of the item with reference to the examination work for the year 2015-16.

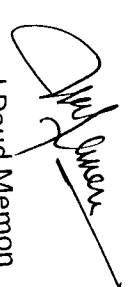
Meeting ended with the vote of thanks to end from the chair.

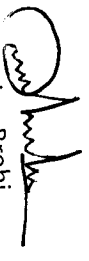

Mazhar Ali Channa
SPO / Member



Ashfaq Ahmad Shaikh
AS B&Account / Member



Ashtaque Ali Shah
Audit Officer/ Member


Ahmed Khan Chutto
Dy. Controller / Member


Prof. Muhammad Daud Memon
Chairman


Mrs. Zarina Brohi
System Analyst / Member


Fakhurddin Ahmed Babar Abro
Controller of Exam / Member


Hafiz Shafique Rehman
Secretary/Member