



GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT

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MINUTES OF MEETING OF BID OPENING FOR

PROCUREMENT OF STATIONERY, MISC/OTHER ITEMS AND PRINTING ITEMS FOR FINANCE DEPARTMENT FOR THE YEAR 2024-25.

Meeting Date: 19.02.2025 (11:00 AM)
Venue: Office of Additional Secretary (Admn)
Chaired By: Additional Secretary (Admn), Finance Department
Participants: As per attendance sheet

The meeting started by a welcome note from the chair and followed by recitation of the Holy Quran. Then introductory session was held with the participants.

The following representative of firms/suppliers attended the meeting:

S.No.	Name of Firm/Supplier	Applied For
1	M/S Insaf Stationary	Stationary, Others and Printing
2	M/S Haji & Sons	Stationary, Others and Printing
3	M/S Zeeva Enterprises	Stationary, Others and Printing
4	M/S Fast International	Stationary, Others and Printing
5	M/S MACOW Traders	Printing
6	M/S Office World	Stationary, Others

The Additional Secretary (Admn), Finance Department shared brief introduction of the Bid Opening for procurement of the Stationery, Miscellaneous/other and Printing items for Finance Department, Khyber Pakhtunkhwa. The chair invited the Section Officer (General) to proceed the bid opening process. The Section Officer (General) said that procuring items are divided into three categories i.e. Stationery, Miscellaneous/other and Printing items which are further divided into 18 Nos. of packages. He also briefed the participants that the bid will be processed on single stage single envelope. He further remarked that before announcing the rates of the procuring items quoted by the bidders, the committee will examine the mandatory requirements of the bidders to confirm their responsiveness.

After scrutiny of the mandatory requirements of the bidders by the committee, only M/S MACOW Traders was become eligible for printing category whereas the rest of bidders were become not eligible (**copy of eligibility evaluation is attached**). Consequently, the committee unanimously decided to reject all the bids due to none fulfillment of the mandatory requirements to bring transparency, competitiveness and value for money in the procurement as envisaged in Section 3 of KPPRA Act 2022 and agreed for re-bidding of the subject procurement.

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

Mandatory Requirements for Procurement of Stationery Items, Miscellaneous / Other items And Printing Items
Bid opening on 19.02.2025 (11:00 AM)

S.No	Requirement	Fulfillment of Mandatory Requirements (Yes/No)					
		M/S ZEEVA ENTERPRISES	M/S HAJI & SONS	M/S FAST INTERNATIONAL	M/S INSAF STATIONERY HOUSE	M/S MACAW TRADERS	OFFICE WORLD
0	Receipt of Rs. 3000 Paid for the Bidding Documents	Yes	Yes	Yes	Yes	Yes	Yes
1	Registration with NTN / Valid Income Tax Registration/ Valid Sales Tax Registration and reflected on Active Taxpayer List (ATL) of FBR. (Provide copy of certificate of incorporation)	Yes	Yes	Yes	Yes	Yes	Yes
	<i>b.) Business profile in brief should be attached</i>	No	Yes	No	No	Yes	No
2	CDR	Yes	Yes	Yes	Yes	Yes	Yes
3	Manufacturer or their Authorized Dealer / Importers or General Order Supplier	Yes	Yes	Yes	Yes	Yes	Yes
4	The bidder must have minimum (03) Three Years relevant experience in the relevant field of business.	Yes	Yes	Yes	Yes	Yes	Yes
5	The bidder shall submit 05 x purchase orders along with satisfactory supply completion certificates from the different public sector organizations of an amount of PKR 500,000/- per purchase order on the letter head of the respective organizations.	Yes	Yes	Yes	Yes	Yes	Yes
6	Bank Statement of (Business Account) only the last 12 months should be attached, which will be verified from the banks.	Yes	No	Yes	Yes	Yes	Yes
7	This undertaking should be tender specific. Submission of undertaking on legal valid and attested stamp paper that the firm is NOT BLACKLISTED by any of Government Department, Agency, Organization or autonomous body anywhere in Pakistan. (Provide copy of affidavit attached as annexed in this document on non-judicial stamp paper)	Yes	Yes	Yes	Yes	Yes	Yes
9	The bidder has NOT been defaulter / insolvent nor bankrupt in past from any government department or financial institution.	Yes	Yes	Yes	Yes	Yes	Yes

Note: The competent authority is pleased to re-advertise the tender of Stationery items, Miscellaneous and printing under section-03 of Khyber Pakhtunkhwa Public Procurement Regulatory Authority 2022 to bring transparency and value for money.


 Section Officer (Admin)
 Finance Department


 Additional Secretary (Admin)
 Finance Department
 Government of Khyber Pakhtunkhwa


 Assistant Director IT,
 Finance Department



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Finance Department, Civil Secretariat, Peshawar

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ATTENDANCE LIST OF PARTICIPANTS OF BID OPENING MEETING OF PROCUREMENT OF STATIONERY, MISC/OTHER ITEMS AND PRINTING ITEMS FOR FINANCE DEPARTMENT ON 19.02.2025 AT 11:00 AM

BIDDERS

S. No.	Name	Firm	Mobile No/Contact No.	E-mail	Signature
1	Noman Ahmad	Zeeva Enterprises	0348-9034360		
2	Sajid Ahmad	Haji & Son	0335-9834685		
3	Muhammad Hamid Khan	FAST INTERNATIONAL	0313-9417360		
4	Nasruminullah	Insef Stationery House	0334-9007074		
5	Makar Naseem	Macew Traders	0360-7918937		
6	Faleem Ahmad	OFFICE WORLD	0315-7170404		