



GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT

Finance Department Civil Secretariat Peshawar

<http://www.finance.gkp.pk>

[facebook.com/GoKPFD](https://www.facebook.com/GoKPFD)

twitter.com/GoKPFD

MINUTES OF PRE-BID MEETING

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

Meeting Date: 12.02.2025 (11:00 AM)
Venue: Committee Room Finance Department
Chaired By: Additional Secretary (Admn), Finance Department
Participants: As per attendance sheet

1. Welcome Note:

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.

2. Brief Introduction of BSDs:

2.1 Additional Secretary (Admn), Finance Department shared brief introduction of the Bid Solicitation Documents for procurement of the subject items for Finance Department, Khyber Pakhtunkhwa and apprised that the purpose of this meeting is to incorporate the suggestions & comments from the prospective bidders and the changes so made are supplemented/amended accordingly.

2.2 The following representative of firms/suppliers attended the meeting:

S.No.	Name of Firm/Supplier	Applied For
1	Insaf Stationary	Stationary, Others and Printing
2	Haji & Sons	Stationary, Others and Printing
3	Zeeva Enterprises	Stationary, Others and Printing
4	Fast Traders	Stationary, Others and Printing
5	Mehran Traders	Stationary, Others and Printing
6	Shakeel & Sons	Stationary, Others and Printing
7	The Printman Printers	Printing
8	Fast International	Stationary, Others and Printing

2.3 The following queries have been raised by the representatives of prospective bidders:

S.No.	Queries	Replies
1	Provision of Completion certificate for 5 Supplies?	The completion certificate, duly verified from the concern entity, shall be provided by the bidder from the respective entities and must be align with the supply order otherwise eligibility will be deemed defective.
2	Whether CDR should be submitted for one item or each category?	CDR shall be provided separately for each category i.e. Stationery, Others and Printing items.
3	If anyone quoted item rate for high quality but supplied substandard item to become successful bidder?	The bids shall be quoted as per the sample shown by the Procuring entity and the supplies will be made as per the sample which shall be checked randomly by the Inspection Committee and if items were found sub-stranded or dilated from the sample, the contract shall immediately be withdrawn, the CDR shall stand forfeited and the bidder shall be black listed.
4	Is the contract valid for the financial year i.e. 30 th June 2025?	The contract will be signed for one year from the date of signing of contract and may be extended upto a maximum of three years on the mutual consent of the bidder and the procuring entity.
5	Can the bidder increase the price of items during contract period?	The price shall be fixed till the maturity of contract.

Handwritten signature/initials

2.4 After threadbare discussion with the prospective bidders, the Procurement Committee agreed to attach samples with specs of the items in order to procure durable and available items/goods from the market (Samples attached).

2.5 In the last, the chair apprised the forum that minutes of the pre-bid meeting will be circulated amongst the suppliers/firms who attended the meeting and will be uploaded upon the website of procuring entity. The opening will be held at the same venue as mentioned in the BSDs. The meeting ended with vote of thanks to and from the chair.

2.6 This is issued with the approval of the Chairman Procurement Committee.

[Handwritten signature]
13/2/25



GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT

Finance Department, Civil Secretariat, Peshawar

finance.gkp.pk

financekpgovt

financekpgovt

ATTENDANCE LIST OF PARTICIPANTS OF PRE-BID MEETING OF PROCUREMENT OF STATIONERY, MISCELLANEOUS ITEMS AND PRINTING ITEMS FOR FINANCE DEPARTMENT ON 12.02.2025 AT 11:00 AM

S. No.	Name	Firm	Mobile No/Contact No.	E-mail	Signature
1	Masullah	Insaaf Stationary house	0334 9007074	Muhammad Sirin 22@gmail.com Sirinmuhhammad8181@gmail.com	
2	Siraj Ahmed	Haji & Sons	0335-98 34685	haji-sons.com	
3	Noman Ahmad	Zuwa Enterprises	0348- 9024260	nomanahmad14@gmail.com	
4	Faisal	Fast Traders	0315- 8152034	fasttraders1@gmail.com	
5	Mehran Adali	Mehran Trader	0304 5933405	Mehran adali 270@gmail.com	
6	Faisal Shakeel	Shakeel & Sons	0315 5845601	Shakeel.Sons 2015@gmail.com	
7	FARAZ ALAM	The Printman Printers	0311193477 0311193477	Printman 96 @Yahoo.com	
8	Muhammed Hammed Khan	Fest International	0333-9417300 0333-9417300 WhatsApp	fest International 14@gmail.com	