

Subject: **MINUTES OF THE MEETING REGARDING PROCURMENT OF MACHINERY & EQUIPMENTS, IT EQUIPMENTS, FURNITURE & FIXTURE**

The subject meeting was held on 07.05.2018 at 2.00 PM under the Chairmanship of Additional Secretary (PFC) /Project Director (CB&S-FD), Finance Department in his office. The following members of the Procurement Committee attended the meeting:

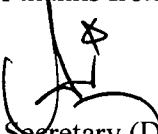
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| i. Additional Secretary PFC /Project Director (CB&S-FD),
Finance Department | Chairman |
| ii. Deputy Secretary (Dev-I)
Finance Department. | Member |
| iii. Director FMIU,
Finance Department. | Member |
| iv. Representative of ST&IT, Department. | Member |
| v. Section Officer (Admn),
Finance Department. | Member |
| vi. Assistant Director (A&F),
CB&S, Finance Department. | Member |

2. The Chair, while opening the discussion, welcomed the participants and invited Assistant Director (A&F) to apprise the Committee about the agenda of the meeting. Assistant Director (A&F) shared the comparative statement of the bids, opened on 24.04.2018. The items were discussed one by one and the committee evaluated the comparative statement at **Annex-I, II, & III**. The following item-wise recommendations were made:

- i. **I.T Equipment:** (06) six numbers of bidders have applied for I.T Equipment, wherein, the Committee unanimously recommended M/S Delta office System for supply of I.T Equipment on turnkey basis being lowest and full filling the required technical and performance specifications. Deputy Secretary (Dev-I) Finance Department suggested that Toner/cartridges of different categories may be refilled instead of purchasing new one, however, representative of Admin section stated that the said quantity in the tender in hand may be approved and in future a notification will be issued for refilling of Toner for one time instead of purchase.
- ii. **Plant & Machinery:** During evaluation of Machinery & Equipment, the committee unanimously recommended M/S Haq Electronics on turnkey basis, fulfilling the terms & conditions of the tender, technical and performance specifications and as per demand of Admin section, being the sole authorized agent for DC inverter (Gree).
- iii. **Furniture & Fixture:** During opening of the bids all the bidders participated in furniture & fixture were requested to provide samples of the items on 02-05-2018. Accordingly only two bidders namely M/S Quick Business and M/S Delta Office System produce the samples as desired. The procurement

committee inspected the samples and unanimously recommended M/S Delta Office System on turnkey basis, for supply of furniture & fixture being lowest in rates and the sample provided by the bidder fulfill the specifications given in the tender documents.

- iv. **Additional Recommendations:** Purchase committee further recommended that a separate inspection committee may be constituted for inspection of the said IT equipment, Plant & Machinery and Furniture upon supply before payment.
3. The meeting ended with vote of thanks from the Chair.




Deputy Secretary (Dev-I)
Finance Department
Member



Assistant Director FMIU,
Finance Department
Member




Section Officer (Admin)
Finance Department
Member



Representative of ST&IT,
Department CB&S,
Member



Assistant Director (A/F),
Finance Department
Member




Additional Secretary PFC/PD(CB&S)
Finance Department

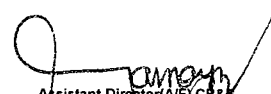
**CHECK LIST FOR IT EQUIPMENT
TENDER OPENED ON 24.04.2018**

S.No	Requirment	Fulfillment of Terms & Conditions of the Tender (YES / NO)					
		SUPER TECH	QUICK BUSINESS	INSAF STAT: & G.SUP	PANOSONIC	DELTA OFFICE	SILICON TECH:
1	NTN and Sales Tax registration certificates & (ATL) copies, Three years income returns along with Audit Report shall be provided in the proposal. Khyber Pakhtunkhwa Revenue Authority Registration/Certificate where applicable. Updated/last month Sales Tax Return	YES	YES	YES	YES	YES	YES
2	2% Call Deposit	YES	YES	YES	YES	YES	YES
3	Bidder must have 5 years of experience in supplying similar items. Bidders must also provide 5 supply orders (one supply order per year) with completion certificate along with satisfactory report form the procurement entity.	YES	YES	NO	YES	YES	YES
4	Rates/quotations must be valid for 90-days.	YES	YES	YES	YES	YES	YES
5	The supplier must be an authorized dealer of the manufacturer	YES	YES	NO	NO	YES	YES
6	The items shall be supplied within 15 days of the time limit given in the supply order, failing which the call deposit shall stand forfeited and the firm will be blacklisted.	YES	YES	YES	YES	YES	YES
7	An affidavit to the effect that the bidder has never been indulged in any litigation and has never been blacklisted by any Department/Organization of the Government(s) and those original/genuine items will be supplied.	YES	YES	YES	NO	YES	YES
8	The bidder shall quote only a single item against each Machinery and IT Equipment fulfilling the required specifications. Options not accepted.	YES	YES	YES	YES	YES	YES
9	Bidders must quote high quality IT equipment/Machinery from well-established International/National Brands.	YES	YES	YES	YES	YES	YES
10	The Machinery & IT equipment must be offered with required warranty, explicitly mentioned in our specifications for each product. The bidder has to bid for Machinery & IT equipment etc. on turnkey basis. Please note that partial bids shall not be entertained.	YES	YES	YES	YES	YES	YES


Remarks: four bidders namely M/S Super Tech, M/S Quick Business, M/S Delta Office and M/s Silicon Tech; fulfills terms&conditions of the tender.

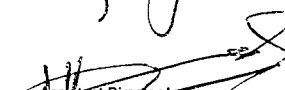

Additional Secretary (PFC)
(RD/CB&S)
Finance Department


Deputy Secretary (Dey-I)
Finance Department


Assistant Director (A/F, CB&S)
Finance Department


Section Officer (Admin)
Finance Department


Representative of ST&IT
Department


Assistant Director-I
Finance Department


**COMPARTIVE STATEMENT FOR MACHINERY & IT EQUIPMENT
TENDER OPENED ON 24.04.2018**

S #	NAME OF ITEM	Type	Specification	QTY	RATES QUOTED BY THE FIRMS										TOTAL RELATED EXPENDITURE/COST							
					SUPER TECH		QUICK BUSINESS		INSAF STAT: & G.SUP		PANASONIC		DELTA OFFICE		SILICON TECH:		SUPER TECH	QUICK BUSINESS	INSAF STAT: & G.SUP	PANOS-ONIC	DELTA OFFICE	SILICON TECH:
					Tech: Position	RATES p/unit	Tech: Position	RATES p/unit	Tech: Position	RATES p/unit	Tech: Position	RATES p/unit	Tech: Position	RATES p/unit	Tech: Position	RATES p/unit						
1	Laptop 2 in 1	IT equipment	Processor: Intel Core i7 8th Gen. Hard Disk:500 GB SSD or above Pen: Touch Pen RAM:16GB or higher Screen: Touch 13.3" FHD Screen Graphics: Intel HD Graphics Battery: Adapter with battery Webcam:2.0 MP Wide screen HD Webcam LAN Card: Wireless 802.11 b/n+blue tooth Carry bag: Yes Internal Speaker: Stereo Speakers Windows: Wind 10 home Registered Warranty: one year local warranty	5	YES	205,900	YES	203,000	YES	225,000	YES	232,612	YES	205,500	YES	214,000	1,029,500	1,015,000	1,125,000	1,163,060	1,027,500	1,070,000
2	Computer	IT equipment	Processor: Intel Core i7-Latest Gen. Chipset: Intel Q170 or above Hard Disk 500 GB RAM 4 GB DDR3 Screen 18.5" LED Wide Screen Optical Drive Super Multi16xDVD/RW Graphics Intel HD Graphic Lan Card Built-in Mouse USB Optical Mouse with Pad Key Board USB Key Board Warranty One year Warranty	30	YES	80,000	YES	79,600	YES	70,500	YES	93,000	YES	79,500	YES	84,300	2,400,000	2,388,000	2,115,000	2,790,000	2,385,000	2,529,000
3	Printer	IT equipment	Printing Technology Laser Print Speed 25-30 PPM Print Resolution 300 dpi- 1200 dpi Standard Connectivity USB 2.0 or above Ethernet 10/100/1000 Gigabit/Wifi Wireless/Mobile Printing Duplex Printing Automatic, Standard Memory 128 MB or above Paper Size A4, Legal, foolscap Paper Capacity 250 sheets or higher Duty Cycle 15,000 pages or higher Warranty 1 year Warranty Availability/Surety of spare parts/toner in the market	30	YES	34,000	YES	35,000	YES	37,000	YES	35,695	YES	33,900	YES	36,144	1,020,000	1,050,000	1,110,000	1,070,850	1,017,000	1,084,320

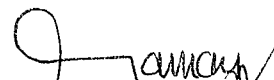
**COMPARTIVE STATEMENT FOR MACHINERY & IT EQUIPMENT
TENDER OPENED ON 24.04.2018**

S #	NAME OF ITEM	Type	Specification	QTY	RATES QUOTED BY THE FIRMS											TOTAL RELATED EXPENDITURE/COST						
					SUPER TECH		QUICK BUSINESS		INSAF STAT: & G.SUP		PANOSONIC		DELTA OFFICE		SILICON TECH:		SUPER TECH	QUICK BUSINESS	INSAF STAT: & G.SUP	PANOS-ONIC	DELTA OFFICE	SILICON TECH:
					Tech: Position	RATES p/unit	Tech: Position	RATES p/unit	Tech: Position	RATES p/unit	Tech: Position	RATES p/unit	Tech: Position	RATES p/unit	Tech: Position	RATES p/unit						
4	Multimedia Projector	IT equipment	4100 or above Lumens, Lamp Life 3000 hours or above, Display Type 3LCD or above, Higher Resolution, Connectivity HDMI, VGA, Wireless (alongwith Connectivity Dongle), Slider Changer Device, 1 Year Warranty	1	YES	179,000	YES	192,000	YES	210,000	YES	130,000	YES	178,900	NO	142,000	179,000	192,000	210,000	130,000	178,900	142,000
5	UPS	IT equipment	600 VA or above with backup time of 10-20 minutes for a Desktop PC 1 year Warranty	36	YES	6,700	YES	6,000	YES	6,800	YES	6,345	YES	5,800	YES	5,800	241,200	216,000	244,800	228,420	208,800	208,800
6	USB Network Dongle	IT equipment	USB WIFI DONGLES(600MB) 1 Year Warranty	50	YES	5,700	YES	2,600	YES	3,400	YES	2,200	YES	2,100	YES	1,966	285,000	130,000	170,000	110,000	105,000	98,300
7	USB 32GB	IT equipment	USB 32 GB 1year Warranty	30	YES	1,850	YES	1,800	YES	2,500	YES	1,725	YES	1,700	YES	1,750	55,500	54,000	75,000	51,750	51,000	52,500
8	Anti-Virus Software	IT equipment	2 years license	150	YES	4,800	YES	4,100	YES	4,250	YES	4,968	YES	4,100	YES	1,940	720,000	615,000	637,500	745,200	615,000	291,000
10	LED 55 inch	IT equipment	Resolution 1920*1080 full HD Processor Quad-Core Accessibility voice guide (Au English)/Enlarge/High Contrast/Lean TV / Remote (Au English)/Multi output audio Digital Clean view /Auto Search /Auto power off/Caption (subtitle /Connect share(HDD/Connect share (USB) Connectivity HDMI/USB /RGB etc Connectivity Ethernet/ Digital Audio Output (optical)/RF in (terrestrial /Cable)/ HDMI Quick Switch /Wireless LAN Built Warranty: 1 Year	2	YES	157,000	YES	156,500	YES	190,000	YES	138,000	YES	155,000	YES	176,588	314,000	313,000	380,000	276,000	310,000	353,176
14	Toner Sets	Machinery & IT equipment	80A	60		12,900		12,500		15,500		14,200		12,500		14,060	774,000	750,000	930,000	852,000	750,000	843,600
			83A	15		8,700		8,500		11,000		8,900		8,500		9,598	130,500	127,500	165,000	133,500	127,500	143,970
			26A	60		14,900		14,200		15,500		14,610		14,100		16,017	894,000	852,000	930,000	876,600	846,000	961,020
			05A	10		11,600		9,900		13,500		11,500		9,800		12,532	116,000	99,000	135,000	115,000	98,000	125,320
			49A	15		11,800		11,747		12,000		12,852		11,700		13,205	177,000	176,205	180,000	192,780	175,500	198,075
			203	20		9,100		9,000		14,000		13,625		8,900		9,780	182,000	180,000	280,000	272,500	178,000	195,600
			53A	10		11,400		11,947		15,500		12,540		11,900		13,694	114,000	119,470	155,000	125,400	119,000	136,940
			P1102	5		14,000		10,747		14,300		9,360		10,500		9,414	70,000	53,735	71,500	46,800	52,500	47,070
Total				529		769,350		769,141		860,750		742,132	-	754,400		762,788	8,701,700	8,330,910	8,913,800	9,179,860	8,244,700	8,480,691

Remarks: The Committee unanimously recommended M/S Delta office System for supply of I.T Equipment on turn key basis, being lowest and full filling the required technical and performance specifications.


Additional Secretary (PFC) / PD(CB&S)
Finance Department


Deputy Secretary (Dev-I)
Finance Department


Assistant Director (A/F) CB&S
Finance Department


Section Officer (Admn)
Finance Department



Representative of ST&IT
Department


Assistant Director-I
Finance Department

**CHECK LIST FOR PLANT & MACHINERY
TENDER OPENED ON 24.04.2018**

S.No	Requirement	Fulfillment of Terms & Conditions of the Tender (YES / NO)			
		SUPER TECH	HAQ ELECTRONICS	INSAF STAT: & G.SUP	PANOSONIC
1	NTN and Sales Tax registration certificates & (ATL) copies, Three years income returns along with Audit Report shall be provided in the proposal. Khyber Pakhtunkhwa Revenue Authority Registration/Certificate where applicable. Updated/last month Sales Tax Return	YES	YES	YES	YES
2	2% Call Deposit	YES	YES	YES	YES
3	1. Bidder must have 5 years of experience in supplying similar items. Bidders must also provide 5 supply orders (one supply order per year) with completion certificate along with satisfactory report from the procurement entity.	YES	YES	NO	YES
4	Rates/quotations must be valid for 90-days.	YES	YES	YES	YES
5	The supplier must be an authorized dealer of the manufacturer	NO	YES	NO	NO
6	The items shall be supplied within 15 days of the time limit given in the supply order, failing which the call deposit shall stand forfeited and the firm will be blacklisted.	YES	YES	YES	YES
7	An affidavit to the effect that the bidder has never been indulged in any litigation and has never been blacklisted by any Department/Organization of the Government(s) and those original/genuine items will be supplied.	YES	YES	YES	NO
8	The bidder shall quote only a single item against each Machinery and IT Equipment full filling the required specifications. Options not accepted.	YES	YES	YES	YES
9	Bidders must quote high quality IT equipment/Machinery from well-established International/National Brands.	YES	YES	YES	YES
10	The Machinery & IT equipment must be offered with required warranty, explicitly mentioned in our specifications for each product. The bidder has to bid for Machinery & IT equipment etc. on turnkey basis. Please note that partial bids shall not be entertained.	YES	YES	YES	YES

Remarks: one bidder namely M/s Haq Electronic fulfills the terms & conditions of the tender.


Additional Secretary (PFC)
/PD(CB&S)
Finance Department


Deputy Secretary (Dev-I)
Finance Department


Assistant Director (Admin) CB&S
Finance Department


Section Officer (Admin)
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Representative of ST&IT
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Assistant Director-I
Finance Department

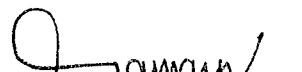
**COMPARITIVE STATEMENT FOR PIANT & MACHINERY
TENDER OPENED ON 24.04.2018**

S #	NAME OF ITEM	Type	Specification	QTY	RATES QOUTED BY THE FIRMS								TOTAL RELATED EXPENDITURE/COST			
					SUPER TECH		HAQ ELECTRONICS		INSAF STAT: & G.SUP		PANOSONIC		SUPER TECH	HAQ ELECTRONICS	INSAF STAT: & G.SUP	PANOSONIC
					Tech: Position	RATE PER UNIT	Tech: Position	RATE PER UNIT	Tech: Position	RATE PER UNIT	Tech: Position	RATE PER UNIT				
1	Ceiling Fan	Machinery & Equipment	56 inch. 1 year warranty, 220/230 Volt, Stator Pure Copper wiring	4	YES	4,700	YES	4,100	YES	5,300	YES	5,200	18,800	16,400	21,200	20,800
2	Mini-Refrigerator	Machinery & Equipment	6cft, single door, 1 year warranty,	6	YES	26,500	YES	26,000	YES	33,800	YES	31,640	159,000	156,000	202,800	189,840
3	Split AC	Machinery & Equipment	Inverter AC Start, Low voltage startup (150V or below), Auto Voltage Adoaptation (150V-260V), both cooling and heating, Energy Efficient Class A, Auto Restart, Turbo cooling, Precise Temperature Control, 4 way air outlet, Double layer condensor, 1 year warranty (1.5T(18000BTU) and (1Ton (12000BTU))	20	NO	63,000	YES	107,000	YES	109,000	NO	71,000	1,260,000	2,140,000	2,180,000	1,420,000
				15	NO	75,000	YES	89,000	YES	90,000	NO	58,000	1,125,000	1,335,000	1,350,000	870,000
4	Wall/Bracket Fan	Machinery & Equipment	24 inch, Adjustable and wall mountable, 1 year warranty, 220/230 volt Stator Pure Copper wiring	5	YES	6,400	YES	5,800	YES	6,000	YES	4,800	32,000	29,000	30,000	24,000
				50		175,600		231,900		244,100		170,640	2,594,800	3,676,400	3,784,000	2,524,640

Remarks: the committee unanimously recommended M/S Haq Electronics on turnkey basis, being lowest in rates, & fulfilling the terms & conditions of the tender, technical and performance specifications



Additional Secretary (PFC)
/PD(CB&S)
Finance Department


Deputy Secretary (Dev-1)
Finance Department


Assistant Director (A/F), CB&S
Finance Department


Section Officer (Admn)
Finance Department



Representative of ST&IT
Department


Assistant Director-I
Finance Department

**CHECK LIST FOR FURNITURE & FIXTURE
TENDER OPENED ON 24.04.2018 & 02.05.2018 (SAMPLEs)**

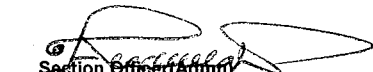
S.No	Requirment	Fulfillment of Terms & Conditions of the Tender (YES / NO)			
		RED ROSE TRADING	INSAF STATIONARY	QUICK BUSINESS	DELTA OFFICE SYSTEM
1	NTN and Sales Tax registration certificates & (ATL) copies.Khyber Pakhtunkhwa Revenue Authority Registration/Certificate where applicable.	YES	YES	YES	YES
2	2% Call Deposit	YES	YES	YES	YES
3	Rates/quotations must be valid for 90-days.	YES	YES	YES	YES
4	1. Bidder must have 5 years of experience in supplying similar items. Bidders must also provide 5 supply orders (one supply order per year) with completion certificate along with satisfactory report form the procurement entity.	YES	YES	YES	YES
5	An affidavit to the effect that the bidder has never been indulged in any litigation and has never been blacklisted by any Department/Organization of the Government(s) and those original/genuine items will be supplied.	NO	YES	YES	YES
6	Bid for the furniture & fixture must be submitted on turnkey basis as per sample oicture given in the tender document. Please note that partial bids shall not be entertained.	YES	YES	YES	YES
7	The Biders should submitted/present sampls for each & every items on 02.05.2018 at 11.00am as per deceision of the purchase/selection committee on day of opening of tender dated 24.04.2018	NO	NO	YES	YES

Remarks: Two bidders namely M/s Quick Business and M/S Delta Office System mostly fullfill the terms & conditions of the tender and has provided the samples on 02-05-2018.



Additional Secretary (PFC)
/PD(CB&S)
Finance Department


Deputy Secretary (Dev-I)
Finance Department


Assistant Director (A/P), CB&S
Finance Department


Section Officer (Admin)
Finance Department



Representative of ST&IT
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Assistant Director-I
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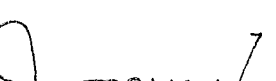
**COMPARTIVE STATEMENT FOR FURNITURE
TENDER OPENED ON 24.04.2018**

S.No	New Demand	Type	Specification	QTY	RED ROSE TRADING		INSAF STATIONARY		QUICK BUSINESS		DELTA OFFICE SYSTEM		RED ROSE TRADING	INSAF STATIONARY	QUICK BUSINESS	DELTA OFFICE SYSTEM
					Sample	RATE PER UNIT	Sample	RATE PER UNIT	Sample	RATE PER UNIT	Sample	RATE PER UNIT				
1	Al-mirah	Furniture & Fixture	As per Sample Shown in Prebid meeting held on 15-03-2018	10	NO	22,000	NO	17,300	YES	19,447	YES	11,800	220,000	173,000	194,470	118,000
2	Central Table Wooden top alongwith Glass Set (Three Pieces)	Furniture & Fixture	-do-	4	NO	17,200	NO	17,300	YES	15,447	YES	28,000	68,800	69,200	61,788	112,000
3	Central wooden Table fully Glass top Set (Three Pieces)	Furniture & Fixture	-do-	6	NO	28,000	NO	36,500	YES	26,947	YES	11,500	168,000	219,000	161,682	69,000
4	Office Chairs	Furniture & Fixture	-do-	40	NO	7,000	NO	5,850	YES	6,347	YES	5,500	280,000	234,000	253,880	220,000
5	Computer Table	Furniture & Fixture	-do-	27	NO	12,200	NO	12,300	YES	12,847	YES	9,000	329,400	332,100	346,869	243,000
6	Dress Stand	Furniture & Fixture	-do-	6	NO	5,200	NO	5,250	YES	5,947	YES	5,500	31,200	31,500	35,682	33,000
7	Office Table	Furniture & Fixture	-do-	15	NO	18,300	NO	17,500	YES	18,247	YES	10,500	274,500	262,500	273,705	157,500
8	Revolving Chair/Executive Chair	Furniture & Fixture	-do-	25	NO	26,500	NO	25,800	YES	21,447	YES	21,000	662,500	645,000	536,175	525,000
9	Side Rack	Furniture & Fixture	-do-	20	NO	7,400	NO	6,000	YES	12,947	YES	7,200	148,000	120,000	258,940	144,000
10	Sofa set	Furniture & Fixture	-do-	6	NO	44,500	NO	44,600	YES	36,547	YES	33,000	267,000	267,600	219,282	198,000
Total				159		188,300		188,400		176,170		143,000	2,449,400	2,353,900	2,342,473	1,819,500

Remarks: The procurement committee inspected the samples on 02-05-2018 and unanimously recommended M/S Delta Office System on turnkey basis, for supply of furniture & fixture being lowest in rates and the sample provided by the bidder fulfill the specifications given in the tender documents.



Additional Secretary (PEC)
/PD(CB&S)
Finance Department


Deputy Secretary (Dev-I)
Finance Department


Assistant Director (A/F) CB&S
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Section Officer (Admin)
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