



**GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT**

Finance Department, Civil Secretariat, Peshawar

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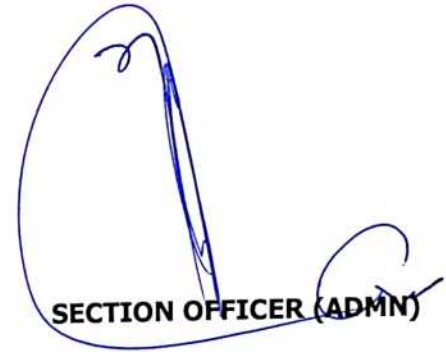
Dated Peshawar; the 27<sup>th</sup> March, 2025

**NOTIFICATION**

**No. SO(A)/FD/1-1/2024-25/4.**

In light of Rule-45 of Khyber Pakhtunkhwa Public Procurement of Goods, Works & Services Rules, 2014, Final Evaluation Reports & Comparative Statements for procurement of Stationery, Others and Printing items have been uploaded on the official website of Finance Department Khyber Pakhtunkhwa as well as Khyber Pakhtunkhwa Public Procurement Regulatory Authority website for information of all concerned.

2. Consequently, applications/grievances of bidder (s), if any, shall be submitted in writing to the undersigned till 07.04.2025 (02:00 PM).

  
**SECTION OFFICER (ADMN)**

**Endst: No. & Date Even:**

Copy is forwarded to the:

1. Managing Director, Khyber Pakhtunkhwa Public Procurement Regulatory Authority with the request to kindly upload the on the Authority's website, please.
2. PA to Additional Secretary (Admn), Finance Department.
3. PA to Director FMIU, Finance Department.
4. Master file.

  
**SECTION OFFICER (ADMN)**  
Tel # 091-9210074



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## MINUTES OF MEETING OF BID OPENING FOR

### PROCUREMENT OF STATIONERY, OTHERS AND PRINTING ITEMS FOR FINANCE DEPARTMENT FOR THE YEAR 2024-25.

Meeting Date: 12.03.2025 (11:00 AM)  
Venue: Office of Additional Secretary (Admn)  
Chaired By: Additional Secretary (Admn), Finance  
Department  
Participants: As per attendance sheet

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

The following representative of firms/bidders attended the meeting:

S.No.	Name of Firm/Supplier	Applied For
1	M/S Insaf Stationery	Stationery, Others and Printing
2	M/S Haji & Sons	Stationery, Others and Printing
3	M/S ZEEVA Enterprises	Stationery, Others and Printing
4	M/S Fast International	Stationery, Others and Printing
5	M/S MACAW Traders	Stationery, Others and Printing
6	M/S Office World	Stationery
7	M/S Shaheen Traders	Others
8	M/S City Enterprises Peshawar	Others

The Additional Secretary (Admn), Finance Department shared brief introduction of the Bid Opening for procurement of the Stationery, Other and Printing items for Finance Department, Khyber Pakhtunkhwa. The chair invited the Section Officer (Admn) to proceed the bid opening process. The Section Officer (Admn) explained that none of the bidders become eligible for stationery, others & printing items in the previous bidding and the committee agreed to re-tender the same items which was re-advertised not only in the leading newspapers on 25.02.2025 but the same also uploaded on Department's and KPPRA website. He further elaborated that procuring items are divided into three categories i.e. Stationery, Others 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 under framework contract from the date of signing of contract. 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, the following bidders were short listed (**copy of eligibility evaluation is attached**).

S. No.	Bidder Firms
1	M/S Office world
2	M/S Macaw
3	M/S ZEEVA Enterprises
4	M/S Haji and Sons



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The Section Officer (Admn) further remarked that according to the Bid Solicitation Document, the contract shall be awarded to bidder who is offering the lowest responsive rate for each package and not for individual item.

The Committee thoroughly checked the rates and units of the items offered by the bidders and noticed that some bidders offered lowest rates but witnessed difference in the units which ultimately reduce the package rates. As per the comparative statement, M/S ZEEVA Enterprises and M/S Haji & Sons are offering lowest responsive rates as mentioned against each package in the remarks column. Therefore, the Committee unanimously agreed to recommend the rates of second lowest bidder for packages where there is discrepancy in units **(copy of Comparative statement is attached)**.

Packages	Lowest Responsive Rate	Packages	Lowest Responsive Rate
Package-1	M/S Haji & Sons	Package-10	M/S Haji & Sons
Package-2	M/S ZEEVA Enterprises	Package-11	M/S Haji & Sons
Package-3	M/S ZEEVA Enterprises	Package-12	M/S Haji & Sons
Package-4	M/S ZEEVA Enterprises	Package-13	M/S Haji & Sons
Package-5	M/S ZEEVA Enterprises	Package-14	M/S ZEEVA Enterprises
Package-6	M/S ZEEVA Enterprises	Package-15	M/S ZEEVA Enterprises
Package-7	M/S ZEEVA Enterprises	Package-16	M/S ZEEVA Enterprises
Package-8	M/S Haji & Sons	Package-17	M/S ZEEVA Enterprises
Package-9	M/S ZEEVA Enterprises	Package-18	M/S Haji & Sons

In light of the above the committee recommended to award contract to M/S ZEEVA Enterprises and M/S Haji & Sons for the above mentioned packages.

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

*Kamran*



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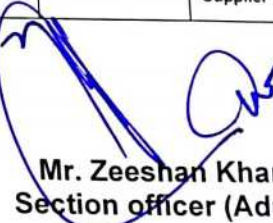
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## EVALUATION OF MANDATORY CRITERIA OF STATIONERY, OTHERS AND PRINTING ITEMS

S.#	Firms Name	M/S Haji & Sons	M/S Office World	M/S Insaif Stationery	M/S City Enterprises	M/S Shaheen	M/S ZEEVA Enterprises	M/S MACAW Traders	M/S International	Fast
1.	Original Receipt of Rs. 3,000/- paid for obtaining of BSDs.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
2.	CDR	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
3.	Registration with Income Tax, Sales Tax and reflected on Active Taxpayer List (ATL) of FBR. (Provide copy of certificate of incorporation i.e. Income Tax & attach all relevant certificates)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
4.	Business profile (Provide copy of business profile which shows business details)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
5.	Certificate of manufacturer or their Authorized Dealer / Importer or General Order Supplier (Provide copy)	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	
6.	Minimum (03) Three Years relevant experience with 05 Nos. of supply orders along with satisfactory supply completion certificates from the Public sector only.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
7.	Bank Statement of (Business Account only) with minimum balance of Rs. 2,500,000/- (2.5 Million) till 27.02.2025 or latest. (Provided Bank statement duly signed and stamped by the bank)	Yes	Yes	No	Yes	No	Yes	Yes	No	
8.	NOT BLACKLISTED by any of Government Department, Agency, Organization or autonomous body anywhere in Pakistan. (Provide copy of affidavit as annexed in this document on non-judicial stamp paper)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
9.	NOT BEEN DEFAULTER / INSOLVENT NOR BANKRUPT in past from any government department or financial institution. (Provide copy of affidavit attached as annexed in this document on non-judicial stamp paper)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
10.	Joint Venture / Consortium	NO	NO		NO		NO	NO	NO	
	Remarks	Eligible	Eligible	Not Eligible BSD was not signed and stamped.  No information provided for Joint Venture/ Consortium	Not Eligible Original BSD was not provided with the Bid Documents. Moreover, Certificate of manufacturer or their Authorized Dealer / Importer or General Order Supplier was not provided.	Not Eligible Original BSD was not provided with the Bid Documents. Moreover, Bank statement was also not signed and stamped by the Bank Official.	Eligible	Eligible	Not Eligible Bank Statement shows less than required balance and was unsigned and unstamped by the Bank Official.	

  
Mr. Amin Jan  
Assistant Director-VI FMIU

  
Mr. Zeeshan Khan,  
Section officer (Admn)

  
Mr. Kamran Khan,  
Additional Secretary (Admn)  
Finance Department



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COMPARATIVE STATEMENT OF BIDS  
FOR PURCHASE OF STATIONERY, OTHERS AND PRINTING ITEMS  
BID OPENING: 12.03.2025 (Revised)

Packages		NAME OF BIDDERS				REMARKS
		M/S HAJI AND SONS	M/S OFFICE WORLD	M/S MACAW TRADERS	M/S ZEEVA ENTERPRISES	
Package-1	STATIONERY	2,776	3,243	3,693	2,830	M/S Haji & Sons is offering lowest responsive rate.
Package-2		5,484	5,351	6,955	3,845	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-3		7,385	351	8,977	4,908	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-4		10,786	-	10,924	5,310	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-5		427,786	488,392	309,960	302,205	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-6		9,803	-	9,984	6,080	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-7		10,577	-	7,996	5,375	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-8		4,243	-	6,329	2,260	M/S Haji & Sons is offering lowest responsive rate.
Package-9		11,136	-	6,959	4,470	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-10	OTHERS	15,411	-	18,754	8,870	M/S Haji & Sons is offering lowest responsive rate.
Package-11		16,109	-	18,508	8,574	M/S Haji & Sons is offering lowest responsive rate.
Package-12		7,473	-	16,096	7,800	M/S Haji & Sons is offering lowest responsive rate.
Package-13		27,358	-	33,794	15,120	M/S Haji & Sons is offering lowest responsive rate.
Package-14		12,058	-	21,688	7,850	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-15	PRINTING	30,774	-	37,800	17,250	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-16		255	-	369	205	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-17		1,157	-	1,398	979	M/S ZEEVA Enterprises is offering lowest responsive rate.
Package-18		5,290	-	6,993	3,435	M/S Haji & Sons is offering lowest responsive rate.

According to the Bid Solicitation Document, the contract shall be awarded to bidder who is offering the lowest responsive rate of each package and not of individual item. Therefore, as per the comparative statement, M/S ZEEVA Enterprises and M/S Haji & Sons are offering lowest responsive rates as mentioned against each package in the remarks column. Hence, the committee recommends to award contract to M/S ZEEVA Enterprises and M/S Haji & Sons for their respective packages.

Mr. Imran Ahmad  
Assistant Director (Admin)

Mr. Zeeshan Khan,  
Section Officer (Admin)

Mr. Kamran Khan  
Additional Secretary (Admin)  
Finance Department