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**F. No. 1(1) 2019-20 Admn-IV**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF COMMERCE**

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**MINUTES OF THE MEETING OF TENDER OPENING OF FINANCIL BIDS FOR PURCHASE OF STATIONERY, MISCELLANEOUS, IT EQUIPMENTS, MACHINERY/EQUIPMENTS ITEMS AND TONERS FOR PHOTOCOPY & COMPUTER PRINTER HELD ON 04.12.2019, AT 10.00 HRS, IN THE COMMITTEE ROOM, FOR FINANCIAL YEAR 2019-2020 COMMERCE DIVISION**

The purchase committee in its meeting held on 4<sup>th</sup>, December, 2019, at 10.00 hrs opened financial bids of the following eight (08) companies qualified in the technical bid (*Annex-I*):-

R/H  
P-2-105/c

S#	FIRMS NAME
1.	M/s, Jamal & Brothers, Islamabad
2.	M/s, Atique Traders, Islamabad
3.	M/s, Rayyan Enterprises, Islamabad
4.	M/s, Sohail Traders, Islamabad
5.	M/s, Haroon Brothers, Islamabad
6.	M/s, Paper Line, Islamabad
7.	M/s, City Communication, Islamabad
8.	M/s, Capital Stationers

2. The meeting was held under the Chairmanship of Joint Secretary (Admn). The following were also present:-

S#	Name of Officer	Designation
1.	Mrs. Maria Kazi	Joint Secretary (Admn) Chairperson,
2.	Engr. Zulfiquar Ali Bhatti	Deputy Secretary (Admn/Fin) Member
3.	Mr. Naseer Ahmed	Director (Trade Policy) Member
4.	Mr. Muhammad Yasir Arfat	Section Officer (F&A) Member
5.	Mr. Ali Abbasi	Manager (I/T) For IT related items
6.	Mr. Muhammad Arshid	Section Officer (General) Member/Secretary

3. The representatives of the four firms (04-Nos) attended meeting of financial bids opening. One company namely M/s, Capital Stationers has been disqualified, due to faulty bid.

S#	FIRM'S NAME	Represented by
1.	M/s, Jamal & Brothers, Islamabad	No one was present
2.	M/s, Atique Traders, Islamabad	No one was present
3.	M/s, Rayyan Enterprises, Islamabad	Mr. Inaam Ullah
4.	M/s, Sohail Traders, Islamabad	No one was present
5.	M/s, Haroon Brothers, Islamabad	Mr. M. Rafaqat
6.	M/s, Paper Line, Islamabad	No one was present
7.	M/s, City Communication, Islamabad	Mr. Ali Haider Kazmi
8.	M/s, Capital Stationers	Mr. M. Sajid

MUSHAMMAD YASIR ARFAT  
Section Officer (F&A)  
Ministry of Commerce & Textile  
Islamabad

ALI ABBASI  
Manager (I/T)  
Ministry of Commerce & Textile  
Islamabad

4. All the financial bids were opened in the presence of committee members and the representatives of the firms. Rates given by all firms were announced one by one in the presence of all members and representatives, of bidding companies. The rates were examined and items wise tender is awarded to firms quoted lowest rate as per comparative statements attached as Annex- A, B, C, C-I, D & E. The category wise details of number of items awarded to each firm are as under:-

**NASEER AHMAD**  
Director  
Ministry of Commerce & Textile  
(Commerce Division)  
Government of Pakistan  
Islamabad

**MUHAMMAD ARSHID**  
Section Officer

Cont's.....P/2  
**Engr. Zulfiquar Ali Bhatti**  
Deputy Secretary

**(Number of items awarded to lowest bidder)**

S#	Firms Name	Stationery	Misc.	Toners (China)	Toners (Original)	I.T Equipment	Machinery	Total Number Of Items Awarded
1.	M/s, Jamal & Brothers, Ibd.	-	-	-	02	-	-	02
2.	M/s, Atique Traders, Ibd	04	-	-	-	-	-	04
3	M/s, Rayyan Enterprises, Ibd.	09	06	-	-	24	05	44
4	M/s, Sohail Traders, Ibd	09	15	01	-	-	-	25
5	M/s, Haroon Brothers, Ibd.	12	01	20	20	25	04	82
6	M/s, Paper Line, Islamabad	04	10	22	22	21	01	80
7	M/s, City Communication, Ibd.	18	09	-	-	-	-	27
	Total:	56	41	43	44	70	10	264

5. The rates are valid for financial year, 2019-20.



(Muhammad Yasir Arfat)  
Section Officer (F&A)



(Muhammad Arshid)  
Section Officer (Member/Secretary)



(Ali Abbasi)  
Manager (I/T)/Member



(Engz Zulliqar Ali Bhatti)  
Deputy Secretary (A/F)/ Member



(Naseer Ahmed)  
Director (TP)/ Member



(Maria Kazi)  
Joint Secretary (Admn)/ Chairman,

Islamabad, 26 December, 2019

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Subject: **MINUTES OF THE MEETING REGARDING PRE-QUALIFICATION OF FIRMS/  
VENDORS FOR FINANCIAL YEAR 2019-20**

Pre-qualification notice for repair maintenance of computers, Printers Laptops, LCD,LED, Video Conference system, Vehicles, Motorcycles, Photo-copiers, Fax Machines Electric heaters, Fans, Furniture and Fixture etc during financial year 2019-20 was published in the following news papers as detailed below:-


S.No	Name of News paper	Date of publication
1.	Daily Dunya News, Islamabad	29 September, 2019
2.	Daily National Herald Tribune Rawalpindi	29 September, 2019
3.	Daily country News, Islamabad	29 September, 2019


2 The tender notice was also uploaded on Public Procurement Regularity Authority (PPRA)(Inquiry No TS 40293E)and Ministry of Commerce Websites. The last date for submission of bids was 14<sup>th</sup> October, 2019 but the same was extended upto 18<sup>th</sup> of October, 2019 on the advice of PPRA. This was also published in the following newspapers:-

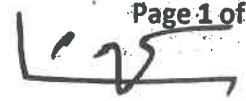
S.No	Name of News paper	Date of publication
1.	Daily Dunya News, Islamabad	12 October, 2019
2.	Daily National Herald Tribune Rawalpindi	12 October, 2019
3.	Daily Labour News, Islamabad	15 October, 2019

3. The extension of date notice was also uploaded on PPRA (Inquiry No TS401293E corrigendum) and Ministry of Commerce websites. The last date for submission of bids was 18<sup>th</sup> October, 2019 by 10.00am. In response to above pre-qualification notice total 20(Twenty) companies/suppliers/firms submitted pre-qualification bids. As per rules the meeting of purchase committee was held on 18<sup>th</sup> October, 2019 at 12.00 noon in the Committee room of this Ministry under the Chairmanship of Joint secretary (Admn).The following were present: -

1	Joint Secretary (Admn)	Chairman
2	Deputy Secretary (Admn/Finance	Member
3	Director (TP)	Member
4	Section Officer (F&A)	Member
5	Section Officer (GA)	Member & Secretary
6	Deputy Manager (NICL)	Technical Member

  
**NASEER AHMAD**  
Director  
Ministry of Commerce & Textile  
(Commerce Division)  
Government of Pakistan  
Islamabad

  
**MUHAMMAD ARSHID**  
Section Officer

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Sd/- (Signature)

4 The following merit point system for weighting evaluation factors/criteria has applied. The number of points allocated to each factor as per Instruction to bidders (ITB) vide serial No 26 read with serial No13.3 are as under:

S.No	Documents/Experience required	Maximum Marks
1	NTN, GST	06 Marks
2	Actual tax payer	06 Marks
3	Past experience	06Marks
4	Affidavit in original	06Marks
5	Easy availability	06 Marks
6	Financial statement	06 Marks
	<b>Total</b>	<b>36 Marks</b>

5 Twenty (20) sealed bids had been received from firms/ venders up to the deadline of 18<sup>th</sup> October, 2019. The bids have been evaluation by the Purchase Committee on the basis documents, experience and quality of work in their respective field. Names of firms qualified or dis-qualified in their respective field of work is as under:-

**A-Repair /Maintenance of Vehicle of various kind (Annex-I)**

S.No	Name of Firm (M/S)	Total Marks	Marks Obtained	Qualified Yes/No
I.	M/s Auto Planet, Islamabad	36	32.3	Yes
II.	M/s. Rawal Autos Islamabad	36	36	Yes
III.	M/s Alyas Autos, Islamabad	36	28	Yes
IV.	M/s Car Clinic Automobile, Islamabad	36	26	No
V.	M/s. Car Engineers, Islamabad	36	30.5	Yes
VI.	M/s Pakistan Tyers House, Islamabad	36	30	Yes

**B-Repair of Machinery and IT equipments (Annex-II)**

S. No	Name of firm	Total Marks	Marks obtained	Qualified Yes/No
I.	M/s Hotsol Enterprises, Islamabad	36	36	Yes
II.	M/s UA Enterprises, Rawalpindi.	36	36	Yes
III.	M/s FZ Traders, Islamabad.	36	30	Yes
IV.	M/s Smartnet, Islamabad	36	18	No

**NASIR AHMAD**  
Director  
Ministry of Commerce & Textile  
(Commerce Division)  
Government of Pakistan  
Islamabad




**MUHAMMAD ARSHAD**  
Section Officer

V.	M/s Qamrosh Traders, Islamabad.	36	26	No
VI.	Z.M Traders, Islamabad.	36	36	Yes
VII.	City Communication, Islamabad.	36	34	Yes
VIII.	AH Traders, Islamabad.	36	36	Yes
IX.	M/s Mecatch (Pvt) Limited Islamabad	36	30	Yes

**C-Repair /Maintenance of Furniture and fixture- (Annex-III)**

S. No	Name of firm	Total Marks	Marks obtained	Qualified Yes/No
I.	M/s AH Traders, Islamabad.	36	36	Yes
II.	M/s UA Enterprises, Rawalpindi	36	36	Yes
III.	M/s FZ. Traders, Islamabad.	36	30	Yes
IV.	All Rounders RWP	36	29	Yes
V.	M/s Akber Sons, Rawalpindi.	36	29	Yes

6 The pre-qualified firms are eligible to do business with this Ministry in their respective field of work during financial year 2019-20.

  
(Muhammad Arshid)  
Section Officer (GA)  
Member Secretary

  
Naseer Ahmed)  
Director (TP)

  
Engr. Zulfiqar Ali Bhatti  
Deputy Secretary (A/F)

  
M.  
(Yasir Ararat)  
Section Officer (F&A)/Member

  
(Muhammad Arshad Rafique)  
Deputy Manager (NICL)

  
(Dr. M. Adnan)  
Joint Secretary (Admn)

Joint Secretary (Admn/Ins)  
Ministry of Commerce & Textile  
Commerce Division  
Government of Pakistan  
Islamabad

December, 26 2019