



GOVERNMENT OF SINDH  
REHABILITATION DEPARTMENT  
PROVINCIAL DISASTER MANAGEMENT AUTHORITY (SINDH)  
BUILDING NO.C-26, MAIN KHAYABAN-E-JAMI  
DHA, PHASE-VII, KARACHI.  
Phone 021-35318192, Fax: 021-35314219  
Karachi dated: 24.07.2025

**Subject: MINUTES OF PRE BID MEETING OF THE PROCUREMENT COMMITTEE FOR THE  
PROCUREMENT OF GOODS (OFFICE MANAGEMENT) FOR PDMA SINDH HELD ON  
24.07.2025 AT 1500**

The meeting of the Procurement Committee notified vide letter No.SO-I(Rehab)3-14/2014/5540, dated 01.07.2025 for the procurement of Goods for FY 2025-26 for PDMA Sindh was held under the Chairmanship of Deputy Director (HQ&C), PDMA Sindh in PDMA Head office Karachi on 24.07.2025 at 1500. List of the participants is attached.

2. After welcoming the participants, the Chairman informed the committee that, Provincial Disaster Management Authority (PDMA) intends to initiate the procurement of essential goods required for office management and administrative functions.

3. The purpose of this procurement is to ensure uninterrupted administrative operations, to run day to day office affairs.

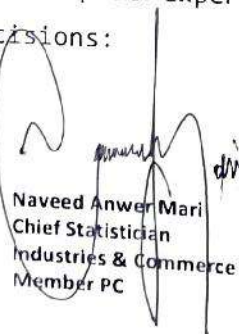
4. The items to be procured, and the proposed procurement details and method are outlined below;

S#	Item	Method of Procurement
1	Stationary	Single Stage One Envelope (Framework Contract)
2	Other Store Tear Gas/Computer Stationary	Single Stage One Envelope (Framework Contract)
3	Printing & Publication	Single Stage One Envelope (Framework Contract)
4	Entertainment & Gifts	Single Stage One Envelope (Framework Contract)

5. During the course of meeting it was further apprised that the main purpose of this meeting was to finalize specification of the goods, the bidding document, date of publication of NIT, last date of collection of bid documents, last date of uploading of bids and opening of tender through EPADS, tender fees and method of procurement.

6. Draft bidding documents that include all ToRs and detailed specification were placed before the PC, which was examined and discussed at length. It was also pointed out that the Bidding Document were finalized in light of the past experience. The PC, after deliberations, took the following decisions:

  
Shahid Ali  
Section Officer  
Rehabilitation Department  
Member PC

  
Naveed Anwer Mari  
Chief Statistician  
Industries & Commerce Dept.  
Member PC

  
Shoukat Ali  
Assistant Director (P)  
PDMA Sindh  
Secretary / Member PC

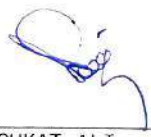
  
Dr. Ahmed Ali Shaikh  
Director (Technical)  
Sindh Food Authority  
Member PC


  
Sajjad Muhammad  
Deputy Director (HQ&C)  
PDMA Sindh  
Chairman PC

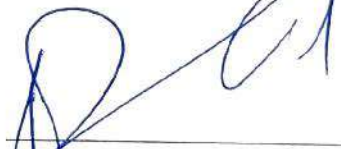
- i. The draft bidding documents were examined and the PC unanimously finalized and approved the bidding documents, which may be perused at "Annexure -A".
- II. The draft Tender Notice document was examined and unanimously approved by PC "Annexure -B".
- III. The PC decides the dates of publication of Tender Notice, Last date of collection of bid documents, the last date of uploading of bid and Date of opening of tender through EPADS and method of procurement.
- IV. The tender fee was finalized at Rs.5,000/- non- refundable for each item/category.
- V. The Tender Shall be Single Stage one envelope (FrameWork Contract)
- VI. Tender Shall be opened through EPADS and at PDMA Head office Karachi i.e. Building No. C-26, Main Khayaban-e-Jami, DHA, Phase-VII, Karachi.
- VII. Procurement of Goods as per NIT with specification was finalized.
- VIII. The Earnest Money/Bid Security shall be 2% of the total allocated budget for tender item No. 01, 02, 03 and 04 as specified in the Revised Annual Procurement Plan 2025-26 and bid data sheet.
- IX. The successful bidder shall be required to deposit a Performance Guarantee equivalent to 3% of the allocated budget for tender item No. 01, 02, 03 and 04 as specified in the Revised Annual Procurement Plan 2025-26 at the time of award of contract.
- X. The PC Shall start evaluating technical proposals following the next day of opening of tender through EPADS.
- XI. Evaluation of samples shall be conducted through PC or technical committee or Laboratory and onsite, the inspection expenses shall be borne/ paid by the bidders.
- XII. The PC recommends publication of the Tender Notice in the three leading newspapers of English, Urdu & Sindhi, which shall also be hoisted on PDMA Sindh, SPPRA/EPADS website as per govt policy.

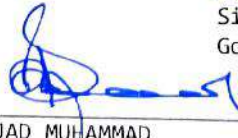
7. The meeting ended with vote of thanks to and from the Chair.

  
NAVEED ANWER MARI  
Chief Statistician  
Industries & Commerce Department  
Govt of Sindh/Member PC

  
SHOUKAT ALI  
Assistant Director (Procurement)  
PDMA Sindh / Secretary & Member PC

  
SHAHID ALI  
Section Officer  
Rehabilitation Department  
Govt of Sindh/Member PC

  
DR. AHMED ALI SHAIKH  
Director Technical  
Sindh Food Authority  
Govt of Sindh /Member PC

  
SAJJAD MUHAMMAD  
Deputy Director (HQ&C)  
PDMA Sindh/Chairman PC

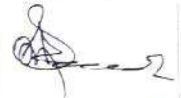
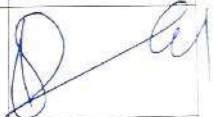


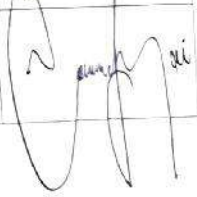
24/07/2025



ATTENDANCE SHEET FOR PROCUREMENT COMMITTEE

PRE-BID MEETING FOR THE PROCUREMENT OF GOODS FOR OFFICE MANAGEMENT (FRAME WORK CONTRACT) FOR PDMA SINDH FOR PERIOD OF CFY 2025-26

HELD ON 24<sup>TH</sup> JULY 2025 AT 1500 HOURS (PDMA HEAD OFFICE KARACHI)

S.NO	NAME	DESIGNATION	DEPARTMENT	CONTACT	SIGNATURE
1	Sajjad Muhammad.	DD (Hq. Sec)	PDMA, Rehab	0331-2917531	
2	Dr. Ahmad Ali Shah	Dir. Tech.	SFA	0333 2388290	
3	Shoukat Ali	Ad (P)	PDMA	0300 5266670	
4	Shahid Ali	Section Officer	Rehabilitation	0333 3575326	
5	Naveed Anwar Madi	Chief Statistician	Industries & Commerce	0333 3090695	

GOVERNMENT OF SINDH  
REHABILITATION DEPARTMENT  
PROVINCIAL DISASTER MANAGEMENT AUTHORITY (SINDH)  
BUILDING NO.C-26, MAIN KHAYABAN-E-JAMI  
DHA, PHASE-VII, KARACHI.  
Phone 021-35318192, Fax: 021-35314219  
Karachi dated: 18.08.2025

**Subject: MINUTES OF THE SECOND MEETING OF THE PROCUREMENT COMMITTEE FOR THE PROCUREMENT OF GOODS (FRAMEWORK CONTRACT STATIONARY, COMPUTER STATIONARY, PRINTING & PUBLICATION, ENTERTAINMENT & GIFT) FOR OFFICE MANAGEMENT OF PDMA SINDH (OPENING OF BIDS) HELD ON 18.08.2025 AT 1400**

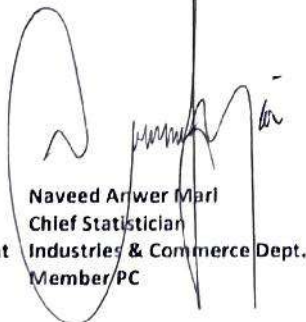
A meeting of the Procurement Committee constituted in pursuance of rule 7 of the SPP Rule-2010 and notified vide No:SO-I(REHAB)/3-14/2014/5540, dated:01.07.2025 regarding the procurement of Goods (Framework Contract Stationary, Computer Stationary, Printing & Publication, Entertainment & Gift) was held under the Chairmanship of Deputy Director (HQ&C), PDMA Sindh/ Chairman PC, on 18<sup>th</sup> August, 2025 at PDMA Head office Karachi at 1400 hours for opening of tenders through EPADS, as per schedule communicated vide NIT published in leading daily newspapers Daily Express dated 02<sup>nd</sup> August 2025, Daily Times dated 02<sup>nd</sup> August 2025 and Daily Nijat dated 02<sup>nd</sup> August 2025, Kawish dated 05/08/2025, hosted on PDMA website and EPADS (Tender No# S-250803602, S-250803601, S-250803600, S-250803599). (The attendance sheets of the Procurement Committee members and participated vender/firm is attached as Annexure- "A" and "B-1 to B-4").

2. After welcoming the PC members and participant/vendor to the meeting, the Chair informed committee members that the bids opening process is through EPADS and the tender will be opened as per given scheduled date and time in the cited office address through EPADS, The procurement Committee shall scrutinize the bids i.e. tender fee, 2% earnest money in compliance with Single Stage One Envelop procedure in the initial phase, hence the technical and financial bids shall be evaluated as per SPP Rules, 2010 (Amended from time to time).

3. It was informed to the participant that the bidder who qualify in the initial scrutiny shall be evaluated further by the Procurement committee and the inspection of items shall be conducted through PC or through reputable Laboratory and the Inspection/Testing cost if any shall be borne by the bidder.

4. After the opening of bids, the committee found that only one bidder had participated in the bidding process through E-PADS for tendered item category No. 1,2,3,4. Also the bidder had submitted the required bid securities and tender fee within the stipulated time and date. The name of the bidder, rates, total amounts, and bid securities were read aloud and duly recorded. The details of the bidder is mentioned below:-

  
Shahid Ali  
Section Officer  
Rehabilitation Department  
Member PC

  
Naveed Arwer Mar  
Chief Statistician  
Industries & Commerce Dept.  
Member PC

  
Shoukat Ali  
Assistant Director (P)  
PDMA Sindh  
Secretary / Member PC

  
Dr. Ahmed Ali Shalkh  
Director (Technical)  
Sindh Food Authority  
Member PC

  
Sajjad Muhammad  
Deputy Director (HQ&C)  
PDMA Sindh  
Chairman PC



Category/Item wise details are as under:-

**05. (i) NIT Category No.01: Stationary:-**

S#	Item	No. of BDs submitted by the bidders	Tender Original copy of 2% Earnest Money & Tender fee submitted before opening	Attendance Sheet
01	Stationary	01	Yes	Annexure "B-I"

Detail of financial bid for the Category No.01 Stationary:

S#	Name of the Bidder	Bid Quote by the Bidder		2% Earnest money Pay Order (Bank)
		Rate/ Category Rs. Cost offered by the Bidder (PKR)*	2% Earnest money Pay (Order No)	
i.	M/s Kapital Trading Co	Annexure C-1	02368310	Meezan Bank

**05. (ii)- NIT Category No.02 Computer Stationary:-**

S#	Item	No. of BDs submitted by the bidders	Tender Original copy of 2% Earnest Money & Tender fee submitted before opening	Attendance Sheet
01	Computer Stationary	01	Yes	Annexure "B-II"

Detail of financial bid for the Category No.02 Computer Stationary:-

S#	Name of the Bidder	Bid Quote by the Bidder		2% Earnest money Pay Order (Bank)
		Rate/ Category Rs. Cost offered by the Bidder (PKR)*	2% Earnest money Pay (Order No)	
i.	M/s Kapital Trading Co	Annexure C-2	02368309	Meezan Bank

**05. (iii) NIT Category No. .03 Printing & Publication**

S#	Item	No. of BDs submitted by the bidders	Tender Original copy of 2% Earnest Money & Tender fee submitted before opening	Attendance Sheet
01	Printing & Publication	01	Yes	Annexure "B-III"

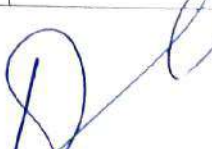
Detail of financial bid for the Category No.03 Printing & Publication:-


S#	Name of the Bidder	Bid Quote by the Bidder		2% Earnest money Pay Order (Bank)
		Rate/ Category Rs. Cost offered by the Bidder (PKR)*	2% Earnest money Pay (Order No)	
i.	M/s Kapital Trading Co	Annexure C-3	02368308	Meezan Bank

  
Shahid Ali  
Section Officer  
Rehabilitation Department  
Member PC

  
Naveed Anwer Mar  
Chief Statistician  
Industries & Commerce Dept.  
Member PC

  
Shoukat Ali  
Assistant Director (P)  
PDMA Sindh  
Secretary / Member PC

  
Dr. Ahmed Ali Shaikh  
Director (Technical)  
Sindh Food Authority  
Member PC

  
Sajjad Muhammad  
Deputy Director (HQ&C)  
PDMA Sindh  
Chairman PC

18/8/25

05. (iv) NIT Category No. 04 Entertainment & Gifts

S#	Item	No. of BDs submitted by the bidders	Tender Original copy of 2% Earnest Money & Tender fee submitted before opening	Attendance Sheet
01	Entertainment & Gifts	01	Yes	Annexure "B-IV"

Detail of financial bid for the Category No.03 Entertainment & Gifts:-


S#	Name of the Bidder	Bid Quote by the Bidder		
		Rate/ Category Rs. Cost offered by the Bidder (PKR)*	2% Earnest money Pay (Order No)	2% Earnest money Pay Order (Bank)
i.	M/s Kapital Trading Co	Annexure C-4	02368311	Meezan Bank


The PC, after deliberations, took the following decisions:

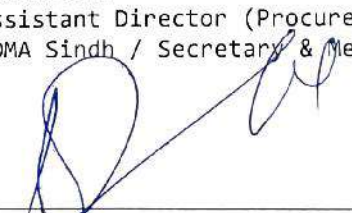
- It was decided that Procurement committee will evaluate / assess that tendered items as per NIT specifications.
- It was decided that the NTN GST registration status of the firms would be checked from FBR portals.
- That the detailed evaluation of bids for above procurement may be done in the next meeting of the procurement committee and recommendation would be finalized.

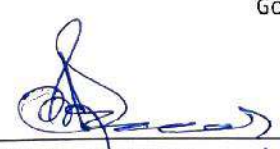
7. The meeting ended with vote of thanks to and from the Chair.

  
NAVEED ANWER MARI  
Chief Statistician  
Industries & Commerce Department  
Govt of Sindh/Member PC

  
SHAHID ALI  
Section Officer  
Rehabilitation Department  
Govt of Sindh/Member PC

  
SHOUKAT ALI  
Assistant Director (Procurement)  
PDMA Sindh / Secretary & Member PC






  
DR. AHMED ALI SHAIKH  
Director Technical  
Sindh Food Authority  
Govt of Sindh /Member PC

  
SAJJAD MUHAMMAD  
Deputy Director (HQ&C)  
PDMA Sindh/Chairman PC

18/08/2025

# ATTENDANCE SHEET FOR PROCUREMENT COMMITTEE


SECOND MEETING (BID OPENING) OF THE PROCUREMENT COMMITTEE FOR THE PROCUREMENT OF STATIONERY, COMPUTER STATIONERY, PRINTING AND PUBLICATION, ENTERTAINMENT & GIFT AND RATION BAGS (FRAMEWORK CONTRACT FOR FY-2025-26) HELD ON 18.08.2025 AT 14:00

S:#	NAME	DESIGNATION	DEPARTMENT	CONTACT#	SIGNATURE
1	Sajjad Muhammad	DD (H&C)	PDMA (REHAB.)	0331-2917531	
2	Shoukat ali	AD (P)	PDMA	0300-9266610	
3	Sahid Ali	Section Officer	Rehabilitation	0334359326	
4	Dr. Ahmad Ali Staff	Director Technical	SFA	0333 2388280	
5	Naveed Anwar Masi	Chief Statistician	Industries & Commerce	0333 3090695	



## ATTENDANCE SHEET FOR BIDDERS

MEETING FOR OPENING OF BIDS FOR THE PROCUREMENT OF COMPUTER STATIONERY, (FRAMEWORK  
CONTRACT FOR FY-2025-26) HELD ON 18.08.2025 AT 14:00

S:#	NAME	DESIGNATION	Firm/ DEPARTMENT	CONTACT#	SIGNATURE
1	Waseem	CEO	Keptel Trading Co.	0336-8313007	
2					
3					
4					
5					



GOVERNMENT OF SINDH  
REHABILITATION DEPARTMENT  
PROVINCIAL DISASTER MANAGEMENT AUTHORITY (SINDH)  
BUILDING NO.C-26, MAIN KHAYABAN-E-JAMI  
DHIA, PHASE-VII, KARACHI.  
Phone 021-35318192, Fax: 021-35314219  
Karachi dated: 25.08. 2025

**Subject: MINUTES OF THE THIRD PROCUREMENT COMMITTEE MEETING HELD ON 25TH AUGUST 2025 AT 1500 HOURS FOR THE EVALUATION OF TECHNICAL AND FINANCIAL BIDS FOR THE PROCUREMENT OF STATIONARY, COMPUTER STATIONARY, PRINTING & PUBLICATIONS, ENTERTAINMENT & GIFTS (FRAMEWORK CONTRACT) FOR CFY 2025-26**

A meeting of the Procurement Committee constituted in pursuance of rule 7 of the SPP Rule-2010 and notified vide No:SO-I(REHAB)/3-14/2014/5540, dated:01.07.2025 regarding procurement of goods Stationary, Computer Stationary, Printing & Publications, Entertainment & Gifts (Framework Contract) was held under the Chairmanship of Deputy Director (HQ&C), PDMA Sindh/ Chairman PC, on 25<sup>th</sup> August, 2025 at PDMA Head office Karachi at 1500 hours, for evaluation of technical and financial bids (the attendance sheet of procurement committee is attached as Annexure-A).

2. After welcoming the PC members to the meeting, the Chair informed the committee that a total four (04) bids were received for four tendered categories. All of the bids were found technically qualified for tendered category No. 1, 2, 3, and 4, i.e., Stationery, Computer Stationery, Printing & Publications, and Entertainment & Gifts. Furthermore, the PC members also evaluated the samples submitted by the bidder for the respective categories. The bidding process was single-stage, one-envelope as per Rules 46(i) of SPP Rules, 2010 (amended from time to time); hence, the technical and financial bids were evaluated in accordance with the said rules

3. On the basis of bidder qualification report and technical Evaluation/ Specifications (Sample Evaluation) report, the detail of responsive and non-responsive (qualified / disqualified) bidders are as under:-

**03.(i) NIT Category No.01 Stationary**

Sr.No	Name of Bidder/Firm	Status	BQR at Annexure	TER (Sample Evaluation) Report at Annexure
1	M/S Kapital Trading Co	Qualified	"A-1"	"B-1"

Following is the detail of bidder for the NIT category No.01 Stationary

Sr.No	Name of Bidder/Firm	Total quoted Bid Rs	Submitted pay order against 2% Bid Security
1	M/S Kapital Trading Co	Annexure C-1	Rs.132,000/-

The PC was informed that only one bidder had participated and found technically qualified, details are given in BQR. The PC decided that as per Rule-48 of SPP Rules the prices may be compared with market price (from registered firms) and previous rate item for NIT Category No.01 items.

  
Shahid Ali  
Section Officer  
Rehabilitation Department

  
Naveed Anwer Mari  
Chief Statistician  
Industries & Commerce Dept.

  
Shoukat Ali  
Assistant Director (P)  
PDMA Sindh

  
Dr. Ahmed Ali Shaikh  
Director (Technical)  
Sindh Food Authority

  
Sajjad Muhammad  
Deputy Director (HQ&C)  
PDMA Sindh

03.(ii) NIT Category No.02: Computer Stationary

Sr. No	Name of Bidder/Firm	Status	BQR at Annexure	TER (Sample Evaluation) Report at Annexure
1	M/S Kapital Trading Co	Qualified	"A-2"	"B-2"

Following is the detail of bidder for the NIT category No.02 Computer Stationary

Sr.No	Name of Bidder/Firm	Total quoted Bid Rs	Submitted pay order against 2% Bid Security
1	M/S Kapital Trading Co	Annexure C-2	Rs.125,000/-

The PC was informed that only one bidder had participated and found technically qualified, details are given in BQR. The PC decided that as per Rule-48 of SPP Rules the prices may be compared with market price (from registered firms) and previous rate item for NIT Category No.02 items.

03.(iii) NIT Category No.03: Printing & Publications

Sr.No	Name of Bidder/Firm	Status	BQR at Annexure	TER (Sample Evaluation) Report at Annexure
1	M/S Kapital Trading Co	Qualified	"A-3"	"B-3"

Following is the detail of bidder for the NIT Category No.3 Printing & Publication

Sr.No	Name of Bidder/Firm	Total quoted Bid Rs	Submitted pay order against 2% Bid Security
1	M/S Kapital Trading Co	Annexure C-3	Rs.62,000/-

The PC was informed that only one bidder had participated and found technically qualified, details are given in BQR. The PC decided that as per Rule-48 of SPP Rules the prices may be compared with market price (from registered firms) and previous rate item for NIT Category No.03 items.

03.(iv) NIT Category No.04: Entertainment & Gifts

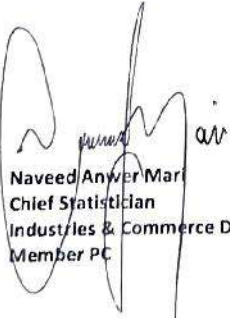
Sr.No	Name of Bidder/Firm	Status	BQR at Annexure	TER (Sample Evaluation) Report at Annexure
1	M/S Kapital Trading Co	Qualified	"A-4"	"B-4"

Following is the detail of bidder for the NIT Category No.4 Entertainment & Gift

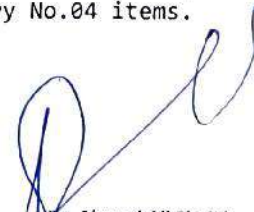
Sr.No	Name of Bidder/Firm	Total quoted Bid Rs	Submitted pay order against 2% Bid Security
1	M/S Kapital Trading Co	Annexure C-4	Rs.89,200/-


The PC was informed that only one bidder had participated and found technically qualified, details are given in BQR. The PC decided that as per Rule-48 of SPP Rules the prices may be compared with market price (from registered firms) and previous rate item for NIT Category No.04 items.

  
Shehid Ali  
Section Officer  
Rehabilitation Department  
Member PC

  
Naveed Anwer Mar  
Chief Statistician  
Industries & Commerce Dept.  
Member PC

  
Shoukat Ali  
Assistant Director (P)  
PDMA Sindh  
Secretary / Member PC

  
Dr. Ahmed Ali Shaikh  
Director (Technical)  
Sindh Food Authority  
Member PC

  
Sajjad Muhammad  
Deputy Director (HQ&C)  
PDMA Sindh  
Chairman PC


25/8/25





- The Chair informed the committee that, as per the decision of the Procurement Committee (PC) and in compliance with Rule 48 of the SPP Rules, it is crucial to ensure competitiveness by verifying that the proposed rates align with market standards or match previous rates. To achieve this, quotations should be obtained from registered firms in the market and compared with the rates offered by the successful bidder. If the successful bidder's rates are found to be the most advantageous and responsive, a recommendation for the award of the contract may be made in the next meeting of the Procurement Committee.


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

  
NAVEED ANWER MARI  
Chief Statistician,  
Industries & Commerce Department  
Govt of Sindh/Member PC

  
SHOUKAT ALI  
Assistant Director (Procurement)  
PDMA Sindh / Secretary & Member PC

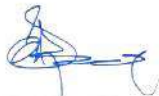


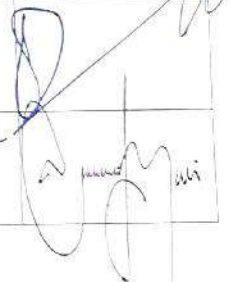
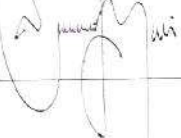
  
SHAHID ALI  
Section Officer  
Rehabilitation Department  
Govt of Sindh/Member PC

  
DR. AHMED ALI SHAIKH  
Director Technical  
Sindh Food Authority  
Member PC

  
SAJJAD MUHAMMAD  
Deputy Director (HQ&C)  
PDMA Sindh/Chairman PC

28/08/25

**ATTENDANCE SHEET FOR PROCUREMENT COMMITTEE**  
**MEETING FOR THE EVALUATION OF TECHNICAL & FINANCIAL BIDS**  
**OF GOODS (FRAME WORK CONTRACT, Stationary, Computer Stationary, Printing & Publication,**  
**Entertainment & Gift & Ration) FOR PDMA SINDH FOR FY 2025-26**  
**HELD ON 25<sup>TH</sup> AUGUST 2025 AT 1500 HOURS (PDMA HEAD OFFICE KARACHI)**

S.NO	NAME	DESIGNATION	DEPARTMENT	CONTACT	SIGNATURE
1	Sajjad Muhammad	DD (Hq & Sc)	PDMA (REAB)	0331-2917531	
2	Shoukat ali	Asst (Procurement)	PDMA	0300-9266610	
3	Shehri Al	Section Officer	Rehabilitation	03343575326	
4	Dr. Ahmad Ali Staff	Dir. Tech	SFA	0333 2388290	
5	Naveed Mai	Chief Stabs	Doic	0833-3090695	





**GOVERNMENT OF SINDH  
REHABILITATION DEPARTMENT  
PROVINCIAL DISASTER MANAGEMENT AUTHORITY (SINDH)  
BUILDING NO. C-26, MAIN KHAYABAN-E-JAMI  
DHA PHASE-VII, KARACHI.  
Phone 021-35318192, Fax: 02135314219  
Karachi Dated: 01-09-2025**

**Subject: MINUTES OF THE FOURTH PROCUREMENT COMMITTEE MEETING HELD ON 1<sup>st</sup> SEPTEMBER 2025 AT 1600 HOURS FOR THE EVALUATION OF TECHNICAL AND FINANCIAL BIDS FOR THE PROCUREMENT OF STATIONARY, COMPUTER STATIONARY, PRINTING & PUBLICATIONS, ENTERTAINMENT & GIFTS (FRAMEWORK CONTRACT) FOR CFY 2025-26**

A meeting of the Procurement Committee constituted in pursuance of rule 7 of the SPP Rule-2010 and notified vide No.SO-I(Rehab)/3-4/2014/5540, dated:01.07.2025 regarding procurement of Stationary, Computer Stationary, Printing & Publications, Entertainment & Gifts (Framework Contract) was held under the Chairmanship of Deputy Director (HQ&C), PDMA Sindh/ Chairman PC, on 1<sup>st</sup> September, 2025 at PDMA Head office Karachi at 1600 hours, for evaluation of technical and financial bids (the attendance sheet of procurement committee is attached as Annexure-A).

2. The Chair welcome the PC members to the meeting and informed the committee that only one (01) vender/firm has participated in the tender process and submitted bids for 04 tendered categories i.e Stationary, Computer Stationary, Printing & Publications, Entertainment & Gifts (Framework Contract) and upon evaluation of technical bids, the participated vendor / firm was found technically qualified (as per Bidder Qualification Report **Annexure - A1 to A4**) for tendered categories Stationary, Computer Stationary, Printing & Publications, Entertainment & Gifts (Framework Contract). The bidding process was single stage one envelope as per (Rules 46(i) of SPP Rules- 2010 (amended from time to time).

3. The details of qualified bidder as per technical and financial evaluation in the last PC meeting are as under: -

**03.(i) NIT Category No.01 STATIONARY (Framework Contract):-**

Sr.No	Name of Bidder/Firm	Status	BQR at Annexure
01	M/S Kapital Trading Co.	Qualified	"A-1"

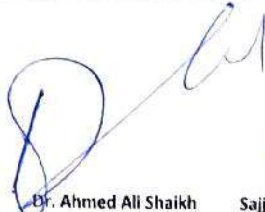
**03.(ii) NIT Category No.02: COMPUTER STATIONARY (Framework Contract):-**


Sr.No	Name of Bidder/Firm	Status	BQR at Annexure
02	M/S Kapital Trading Co.	Qualified	"A-2"

  
Naveed Anwer Mari  
Chief Statistician  
Industrial & Commerce Department  
Govt of Sindh Member PC

  
Shahid Ali  
Section Officer  
Rehabilitation Department  
Member PC

  
Shoukat Ali  
Assistant Director (Procurement)  
PDMA Sindh  
Secretary / Member PC

  
Dr. Ahmed Ali Shaikh  
Director (Technical)  
Sindh Food Authority  
Member PC

  
Sajjad Muhammad  
Deputy Director (HQ&C)  
PDMA Sindh  
Member PC, Chairman PC

03.(iii) NIT Category No.03: PRINTING & PUBLICATIONS (Framework Contract):-

Sr.No	Name of Bidder/Firm	Status	BQR at Annexure "A-3"
03	M/S Kapital Trading Co.	Qualified	

03.(iv) NIT Category No.04: ENTERTAINMENT & GIFTS (Framework Contract): -

Sr.No	Name of Bidder/Firm	Status	BQR at Annexure "A-4"
04	M/S Kapital Trading Co.	Qualified	

4. The Procurement Committee inspected the samples provided by the technically qualified bidder and found satisfactory and in compliance with the required specifications. The details are given below:

Sr.No	Name of Bidder/Firm	Status	Sample Evaluation Report at Annexure
1	M/S Kapital Trading Co.	Satisfactory	"B-1 to B-4"

5. The Chair also informed the Procurement Committee that, as per decision taken in last PC meeting held on 25.08.2025 and in compliance with Rule-48 of SPP Rules, to ensure competitiveness, it is crucial to verify that the proposed rates align with market standard and in this regard, quotations were received from registered firms in the market for comparison with the successful bidder, and if found most advantageous and responsive, the same would be recommended for award of the contract. The details of quotations received for NIT category No.1,2,3 and 4 are mentioned as under:-

NIT Category No.01: STATIONARY (FRAMEWORK CONTRACT);

Sr. No	Category	Total Bid quoted by the successful bidder M/S Kapital Trading Co.	Rate quoted by the registered firm (From Market)		
			M/S Five Star Enterprises	M/S Gentek Solutions	M/S Sky High Company
01	Stationary	Annexure-D-1	Annexure-D-1	Annexure-D-1	Annexure-D-1

Upon evaluation and comparison of financial bid with the market rates/quotations it was found that the financial bid of M/S Kapital Trading Co. remains lowest and matched with the specification of NIT, therefore, PC recommended M/S Kapital Trading Co. for award of Contract.

NIT Category No.02: COMPUTER STATIONARY (FRAMEWORK CONTRACT);

Sr. No	Items	Total Bid quoted by the successful bidder M/S Kapital Trading Co.	Rate quoted by the registered firm (From Market)		
			M/S Five Star Enterprises	M/S Gentek Solutions	M/S Sky High Company
01	Computer Stationary	Annexure-D-2	Annexure-D-2	Annexure-D-2	Annexure-D-2

Upon evaluation and comparison of financial bid with the market rates/quotations it was found that the financial bid of M/S Kapital Trading Co. remains lowest and matched with the specification of NIT, therefore, PC recommended M/S Kapital Trading Co. for award of Contract.

Naveed Anwer Mali  
Chief Statistician  
Industrial & Commerce Department  
Govt of Sindh Member PC

Shahid Ali  
Section Officer  
Rehabilitation Department  
Member PC

Shoukat Ali  
Assistant Director (Procurement)  
PDMA Sindh  
Secretary / Member PC

Dr. Ahmed Ali Shaikh  
Director (Technical)  
Sindh Food Authority  
Member PC

Sajjad Muhammad  
Deputy Director (HQ&C)  
PDMA Sindh  
Member PC, Chairman PC

01/9/25



Sr. No	Items	Total Bid quoted by the successful bidder M/S Kapital Trading Co.	Rate quoted by the registered firm (From Market)		
			M/S Five Star Enterprises	M/S Gentek Solutions	M/S Sky High Company
01	Printing & Publications	Annexure-D-3	Annexure-D-3	Annexure-D-3	Annexure-D-3

Upon evaluation and comparison of financial bid with the market rates/quotations it was found that the financial bid of M/S Kapital Trading Co. remains lowest and matched with the specification of NIT, therefore, PC recommended M/S Kapital Trading Co. for award of Contract.

**NIT Category No.04: ENTERTAINMENT & GIFTS (FRAMEWORK CONTRACT)**

Sr. No	Items	Total Bid quoted by the successful bidder M/S Kapital Trading Co.	Rate quoted by the registered firm (From Market)		
			M/S Five Star Enterprises	M/S Gentek Solutions	M/S Sky High Company
01	Entertainment & Gifts	Annexure-D-4	Annexure-D-4	Annexure-D-4	Annexure-D-4

Upon evaluation and comparison of financial bid with the market rates/quotations it was found that the financial bid of M/S Kapital Trading Co. remains lowest and matched with the specification of NIT, therefore, PC recommended M/S Kapital Trading Co. for award of Contract.

6. Finally, Procurement Committee (PC) recommended the successful bidder for the award of contract. The total quoted bids for the below mentioned (04) categories were compared with the market price, wherein all items price found below with the market price detail mentioned as under;

No	Name of Item	Name of Successful bidder	Total quoted and evaluated cost by the successful bidder (Rs.)	Comparison with Market Price	Recommendations by the Procurement Committee
01	Stationary	M/S Kapital Trading Co.	Annexure-D-1	Below with Market Price	Recommended for award of contract by the PC
02	Computer Stationary	M/S Kapital Trading Co.	Annexure-D-2	Below with Market Price	Recommended for award of contract by the PC
03	Printing & Publications	M/S Kapital Trading Co.	Annexure-D-3	Below with Market Price	Recommended for award of contract by the PC
04	Entertainment & Gifts	M/S Kapital Trading Co.	Annexure-D-4	Below with Market Price	Recommended for award of contract by the PC

7. The Procurement Committee has prepared comparative statements for the below mentioned 04 categories i.e Stationary, Computer Stationary, Printing & Publications, Entertainment & Gifts (Framework Contract), details of evaluation along with recommendations are mentioned as under;

Naveed Anwer Mari  
Chief Statistician  
Industrial & Commerce Department  
Govt of Sindh Member PC

Shahid Ali  
Section Officer  
Rehabilitation Department  
Member PC

Shoukat Ali  
Assistant Director (Procurement)  
PDMA Sindh  
Secretary / Member PC

Dr. Ahmed Ali Shaikh  
Director (Technical)  
Sindh Food Authority  
Member PC

Sajjad Muhammad  
Deputy Director (HQ&C)  
PDMA Sindh  
Member PC, Chairman PC

01-8-25

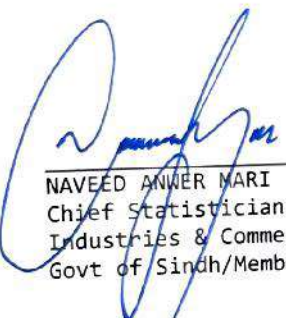
1. **STATIONARY** (Framework Contract) Annexure -(D-1)
2. **COMPUTER STATIONARY** (Framework Contract) Annexure -(D-2)
3. **PRINTING & PUBLICATIONS** (Framework Contract) Annexure -(D-3)
4. **ENTERTAINMENT & GIFTS** (Framework Contract) Annexure -(D-4)

8. The PC has also prepared Bid Evaluation Reports (BERs) for all the below mentioned categories, the details are at under;


1. **STATIONARY** (Framework Contract) at Annexure-(E-1)
2. **COMPUTER STATIONARY** (Framework Contract) at Annexure-(E-2)
3. **PRINTING & PUBLICATIONS** (Framework Contract) at Annexure-(E-3)
4. **ENTERTAINMENT & GIFTS** (Framework Contract) at Annexure-(E-4).

The PC recommended awarding the contract to M/s Kapital Trading Co. and the approved rates shall remain valid for one year in accordance with Rule-15(B)(2) of the SPP Rules, 2010, and PC also decided to upload all documents related to this tender including the Minutes of Meetings, BQR, BER, Technical Evaluation Report and Comparative Statements on EPADS portal and PDMA Websites as per SPP Rules.


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



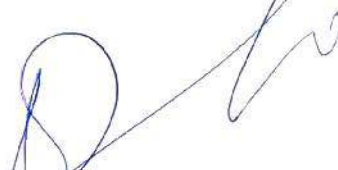
NAVEED ANWER MARI  
Chief Statistician,  
Industries & Commerce Department  
Govt of Sindh/Member PC



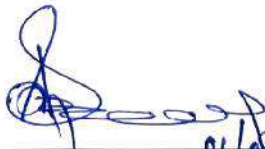
SHAHID ALI  
Section Officer  
Rehabilitation Department  
Govt of Sindh/Member PC



SHOUKAT ALI  
Assistant Director (Procurement)  
PDMA Sindh / Secretary & Member PC



DR. AHMED ALI SHAIKH  
Director Technical  
Sindh Food Authority  
Member PC




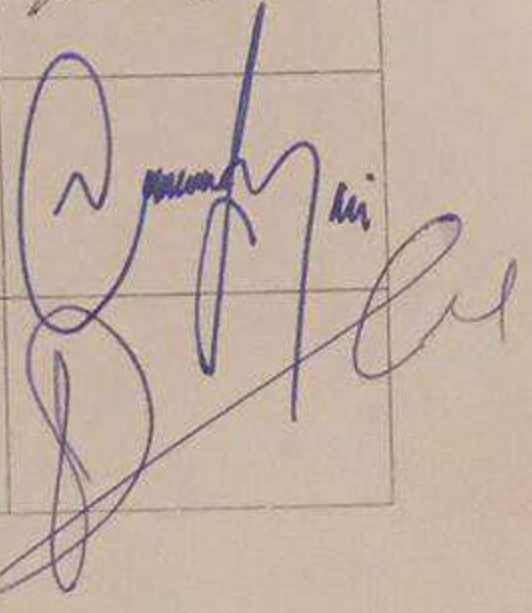
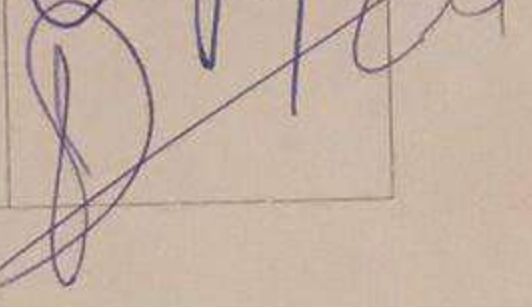


SAJJAD MUHAMMAD  
Deputy Director (HQ&C)  
PDMA Sindh / Chairman PC

01/08/2025



ATTENDANCE SHEET FOR PROCUREMENT COMMITTEE  
MEETING FOR EVALUATION OF THE TECHNICAL & FINANCIAL BIDS  
OF (FRAMEWORK CONTRACT) STATIONARY, COMPUTER STATIONARY, PRINTING & PUBLICATIONS,  
ENTERTAINMENT & GIFT AND RATION BAG FY 2025-26  
HELD ON 01<sup>st</sup> SEPTEMBER 2025 AT 1600 HOURS (PDMA HEAD OFFICE KARACHI)

S.NO	NAME	DESIGNATION	DEPARTMENT	CONTACT	SIGNATURE
1	Sajjad Muhammad	DD(H&A)	PDMA (REHAB)	0331-2917531	
2	Shoukat ali	AO (procurement)	PDMA	0300-9266610	
3	Shehida A.L.	Section officer	Rehabilitation	03343575326	
4	Naveed Anwar Mairi	Chief Statistician	DIOC	0333-3090695	
5	Dr. Ahmad Anis Saeed	Dir. Tech.	SFA	0333-2388280	





# PROVINCIAL DISASTER MANAGEMENT AUTHORITY SINDH

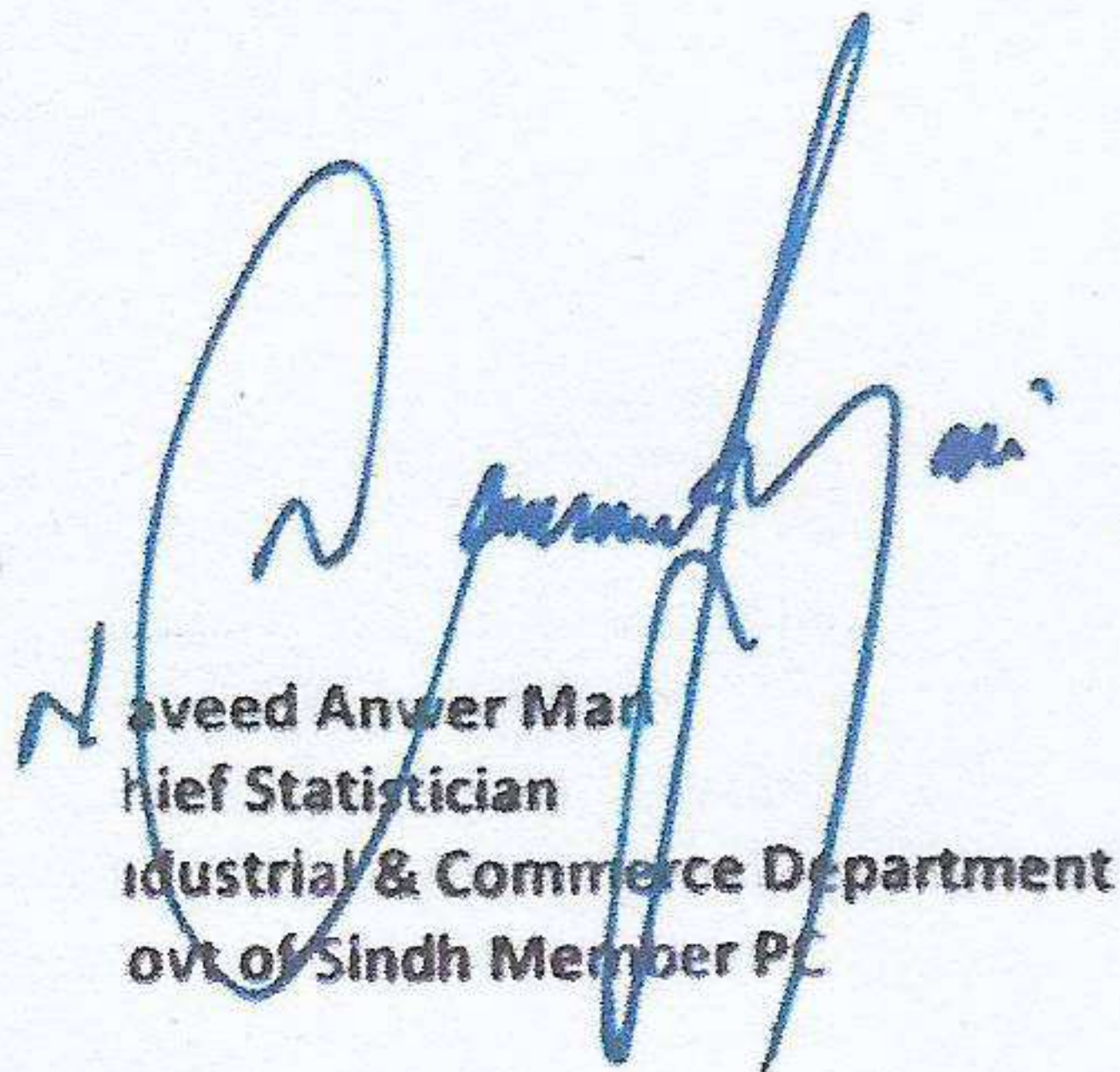
## BID EVALUATION REPORT

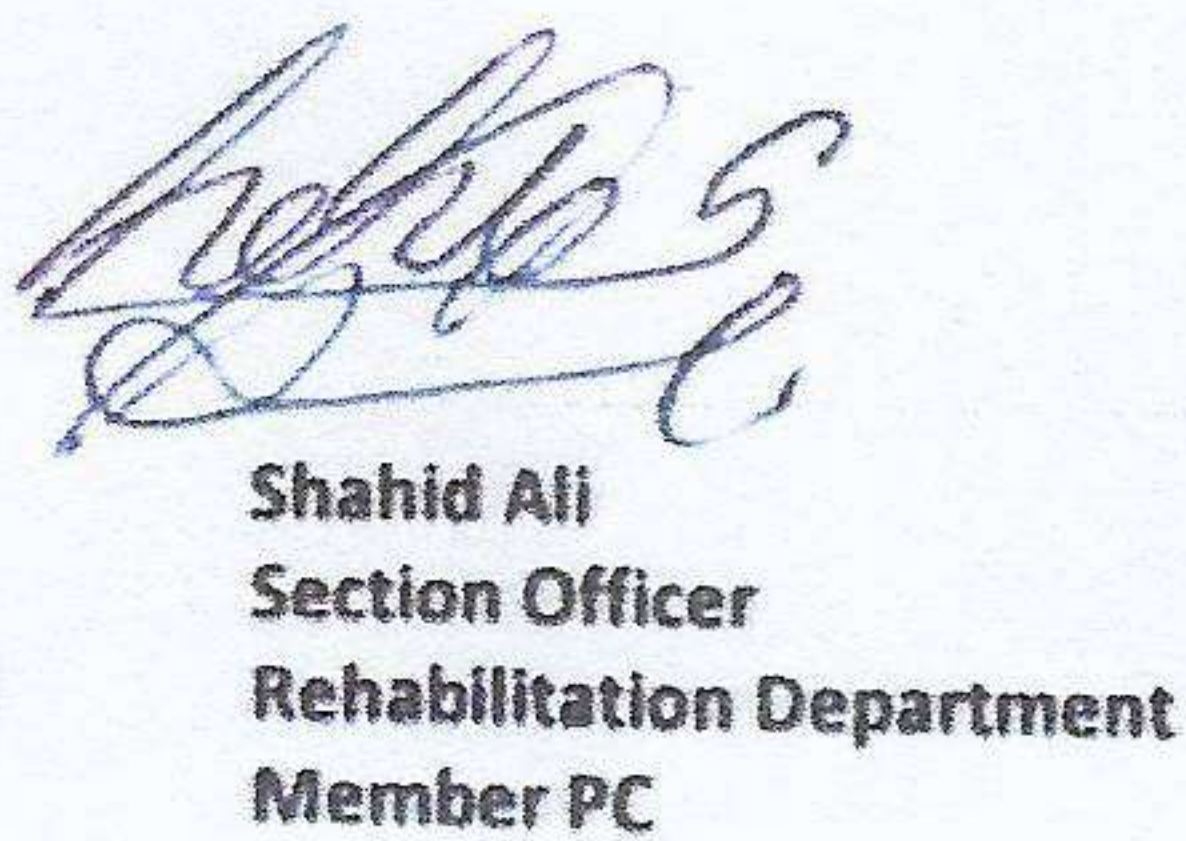
### PROCUREMENT OF COMPUTER STATIONARY FOR FY 2025-26

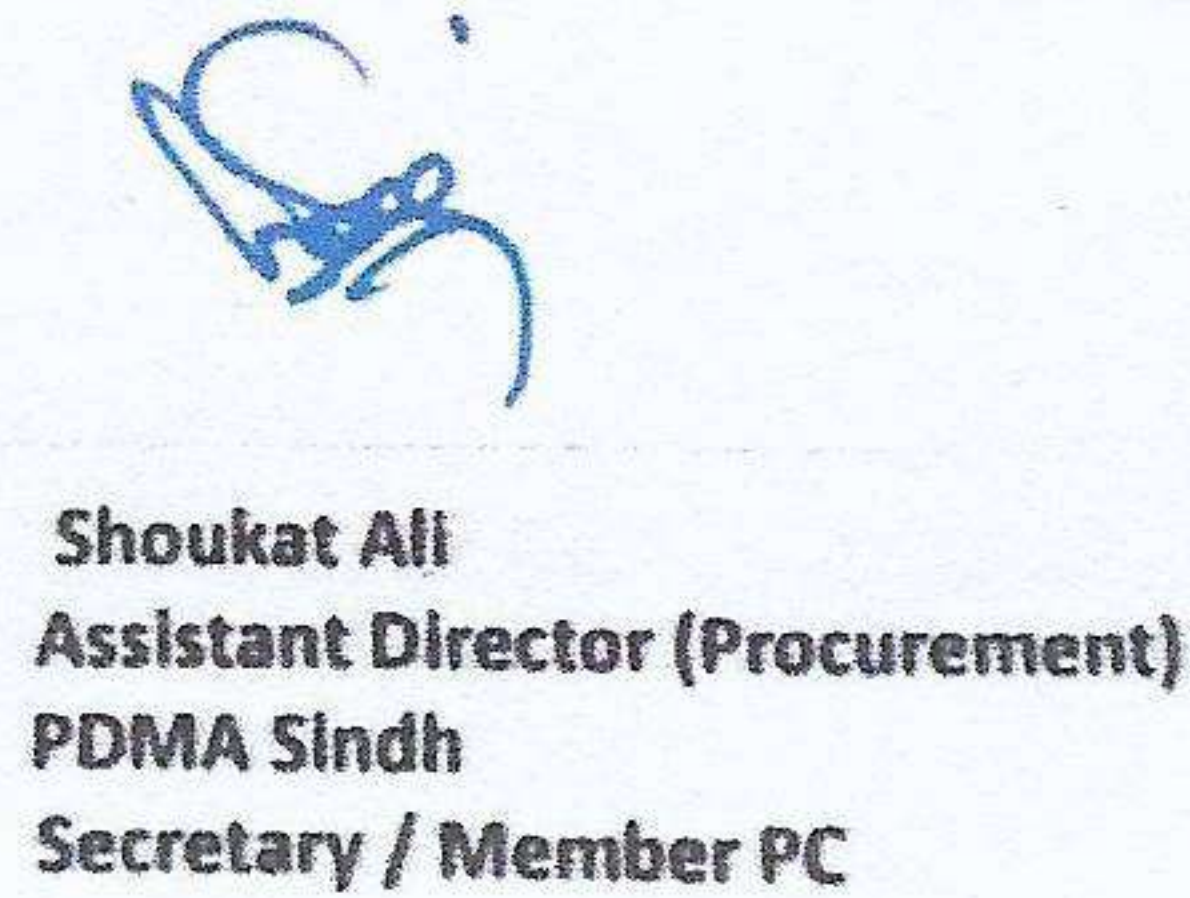
(Annexure- E-2)

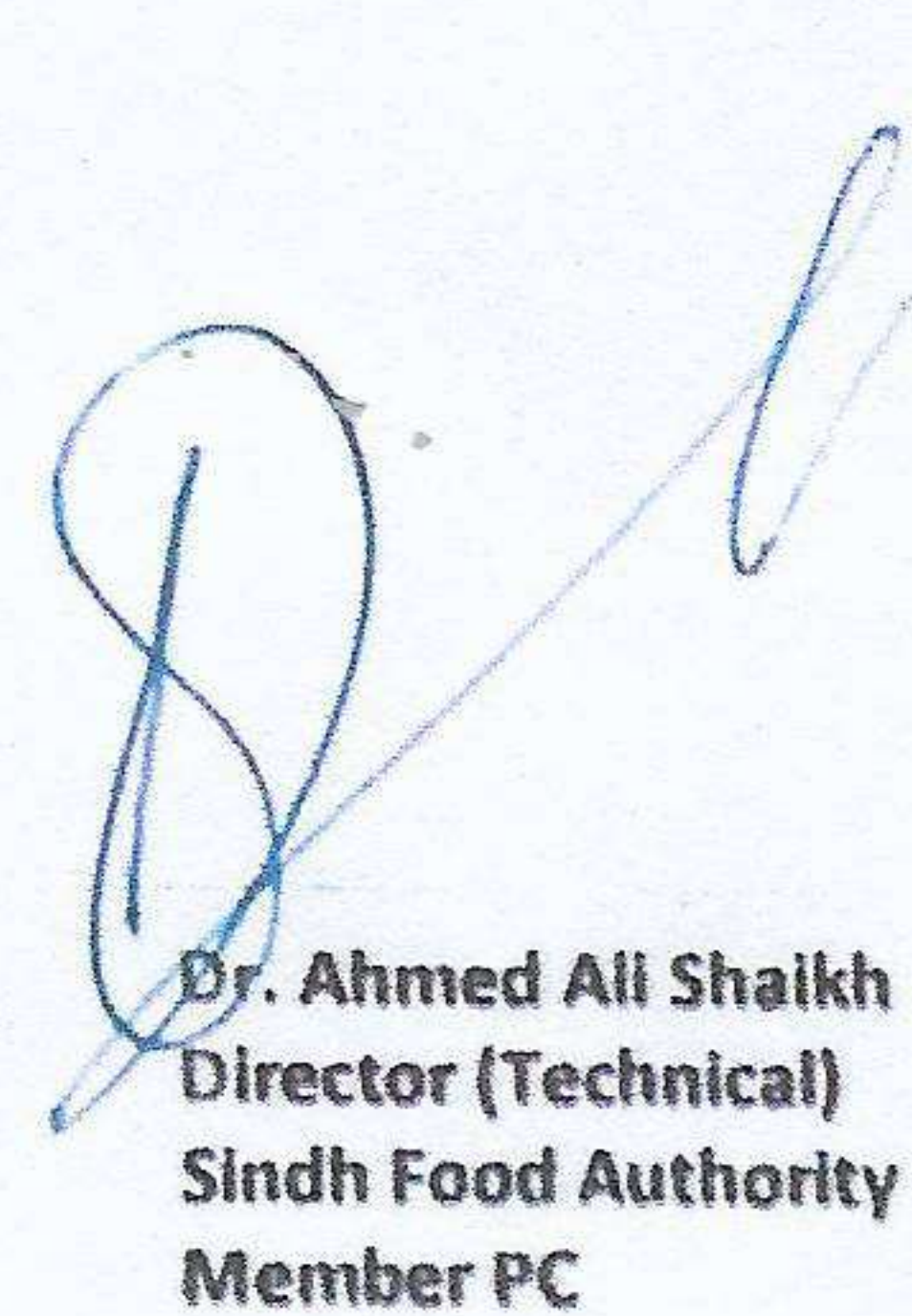
1. Name of Procuring Agency Provincial Disaster Management Authority Sindh
2. Tender Reference No. INF/KRY/2382/2025
3. Tender Description / name Procurement of Stationary, Computer Stationary, Printing & Publications & Entertainment & Gifts
4. Name of Item & Quantity Computer Stationary (Quantity: 1 Package)
5. Method of procurement National Competitive Bidding (Single stage one envelope procedure)
6. Tender Published 04.08.2025 (Daily Times, Daily Express Nijat 02-08-2025, and Kawish 05-08-2025)
7. EPADS NIT NO S-250803602
8. Total Bids received 01 Nos.
9. Technical bids opening date received 18.08.2025 at 1400 Hours
10. Nos. of bids technically qualified 01
11. Bid(s) Rejected 00
12. Financial Bids opening date 18.08.2025 at 1400 Hours

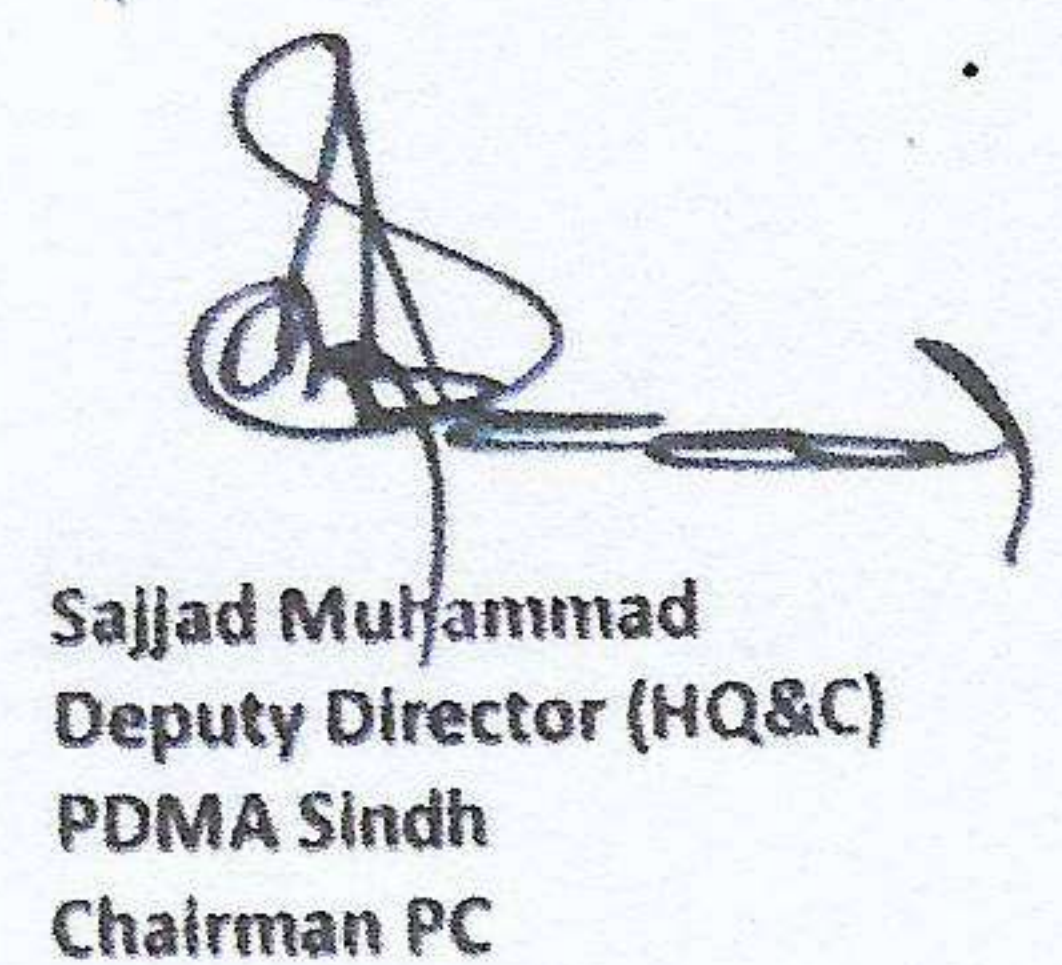
Sr. #	Items	Quoted rates in NIT by the successful bidder	Rate quoted by the registered firms (From Market) Evaluated based on quoting maximum lowest rates.		
01	Procurement of Computer Stationary	M/s KAPITAL TRADING CO.	M/S Five Star Enterprises	M/S Gentek Solutions	M/S Sky High Company
Remarks		The bidder remain successful	The bidder remain unsuccessful	The bidder remain unsuccessful	The bidder remain unsuccessful
Ranking as per lowest quoted rates		1 <sup>st</sup> Lowest	2 <sup>nd</sup> Lowest	3 <sup>rd</sup> Lowest	4 <sup>th</sup> Lowest

  
Naveed Anwer Mar  
Chief Statistician  
Industrial & Commerce Department  
Govt of Sindh Member PC

  
Shahid Ali  
Section Officer  
Rehabilitation Department  
Member PC

  
Shoukat Ali  
Assistant Director (Procurement)  
PDMA Sindh  
Secretary / Member PC

  
Dr. Ahmed Ali Shaikh  
Director (Technical)  
Sindh Food Authority  
Member PC

  
Sajjad Muhammad  
Deputy Director (HQ&C)  
PDMA Sindh  
Chairman PC





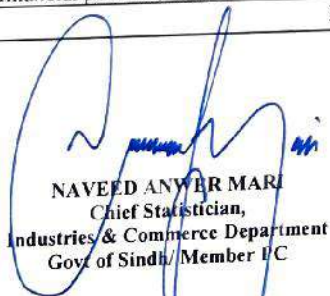
**PROVINCIAL DISASTER MANAGEMENT AUTHORITY**  
**Rehabilitation Department**


**Annexure A-2**

**Bidders Qualification Report**

A Meeting of the procurement committee, constituted under Notification No: SO-I(REHAB)/3-14/2014/5540, dated: 01.07.2025, issued by the Rehabilitation Department for the procurement of Goods for PDMA Sindh in FY 2025-26, was held on 25-08-2025 at PDMA head office Karachi at 1500 hours. The Committee examined and evaluated technical proposals (tech evaluation report) based on the requisite information provided in the bid document (NIT). The detail of the findings regarding tendered Category No - 02 Computer Stationary are as followed:

<b>Bidders Qualification Report</b>		
<b>NIT Category No. 02 : "COMPUTER STATIONARY".</b>		<b>NAME OF BIDDER / FIRM</b>
<b>Sr#</b>	<b>ELIGIBILITY CRITERIA</b>	<b>M/S Kapital Trading Co</b>
1	Bidder Must upload Bid Document	Yes
2	Tender Fees Rs.5000/- in shape of Pay order/ Demand draft in favor of PDMA Sindh.	Yes
3	Valid NTN Certificate with Active Status & Valid GST with Active Status also SRB (if required)	Yes
4	Documentary Evidence of Income Tax returns of last one year (2023-2024)	Yes
5	The bidder must have at least two years experience in supplying similar items/equipment/goods	Yes
6	Bidder must have an average annual financial turnover of at least PKR 30 (M) during last 03 years as verifiable from financial statement issued by certified chartered accounted in pakistan should be provided & Bank statement	Yes
7	The Firm should not be Blacklisted (affidavit on non-judicial Stamp paper Rs.500/- with all 05 conditions) as per Bid Data Sheet	Yes
8	Sample provided / sample evaluated by committee or technical or Lab (Satisfactory (Yes)/ Unsatisfactory (No))	Yes
9	Similar experience at least three similar assignment one public sector and two private sector during last three years & clientle (work order/supply order/purchase order and completion certificate from clientle) as proof must be attached	Yes
10	The bidder must provide detailed brochure or specification of items.	Yes
11	Financial Data (Bank Statement, Audit Reports of last two years Company's financial position, etc.) of the bidder's company.	Yes
<b>Remarks</b>		<b>Qualified</b>

  
**NAVEED ANWER MARI**  
Chief Statistician,  
Industries & Commerce Department  
Govt of Sindh/ Member P C

  
**SHAHID ALI**  
Section Officer,  
Rehabilitation Department,  
Govt of Sindh/Member P C

  
**SAJJAD MUHAMMAD**  
Deputy Director (HQ & C),  
PDMA Sindh/ Member PC -Chairman PC

  
**SAHOUKAT ALI**  
Assistant Director (Procurement),  
PDMA Sindh/ Secretary-Member PC

  
**DR. AHMED ALI SHAIKH**  
Director Technical,  
Sindh Food Authority, Member PC



## PROVINCIAL DISASTER MANAGEMENT AUTHORITY (SINDH)

**COMPARATIVE STATEMENT**


EVALUATION AND COMPARISON OF FINANCIAL BID FOR NIT ITEM (COMPUTER STATIONARY) QUOTED BY M/S CAPITAL TRADING CO. WITH THE RECEIVED QUOTATIONS FROM MARKET.

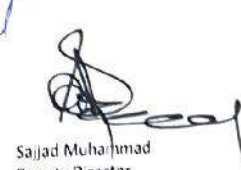
S.NO	ITEM / DESCRIPTION	Quoted rates in NIT by the successful bidder M/S Kapital Trading Co.	Rate quoted by the registered firms (From Market) comparison based on quoting maximum lowest rates.			Remarks
			M/S Five Star Enterprises	M/S Gentek Solutions	M/S Sky High Company	
1	Toner (Black)	4,655	5,075	5,425	5,950	PC Recommended M/S CAPITAL TRADING CO. for award of contract
2	Toner (Black)	5,187	5,655	6,045	6,630	
3	Toner (Black)	5,320	5,800	6,200	6,800	
4	Toner (Black)	4,655	5,075	5,425	5,950	
5	Toner (Black)	4,921	5,365	5,735	6,290	
6	Toner (Black)	5,852	6,380	6,820	7,480	
7	Color Toner	12,569	13,703	14,648	16,065	
8	Photo Copier Machine Toner	16,625	18,125	19,375	21,250	
9	Usb Flash Drive (16 Gb)	599	653	698	765	
10	Usb Flash Drive (32 Gb)	865	943	1,008	1,105	
11	Usb Extension Cable	998	1,088	1,163	1,275	
12	Power Cable	173	189	202	221	
13	Printer Cable	173	189	202	221	
14	Mouse	333	363	388	425	
15	Keyboard	998	1,088	1,163	1,275	
16	Vga Cable	599	653	698	765	
17	External Hard Drive / Portable Hd	9,709	10,585	11,315	12,410	
18	Ram	7,315	7,975	8,525	9,350	
19	Router	4,389	4,785	5,115	5,610	
20	Rj 45 Plier	732	798	853	935	
21	RJ 45 CONNECTOR (100 PCS Box)	1,064	1,160	1,240	1,360	
22	RJ 11 CONNECTOR (100 PCS Box)	1,017	1,109	1,186	1,301	
23	Cat 6 Ethernet Wire (Roll)	25,270	27,550	29,450	32,300	
24	Tool Box	4,323	4,713	5,038	5,525	
25	Tester For Wire	865	943	1,008	1,105	
26	Voltmeter	1,463	1,595	1,705	1,870	
27	Cutter	798	870	930	1,020	
28	Wifi Usb/Catcher	1,729	1,885	2,015	2,210	
29	Hdmi/ Vga / Dvi / Convertors	466	508	543	595	
30	Hdmi Wire	266	290	310	340	
31	Battery For Laptop	3,724	4,060	4,340	4,760	
32	Charger For Laptop	1,995	2,175	2,325	2,550	

  
Shahid Ali  
Section Officer  
Rehabilitation Deptt:  
Member PC

  
Naveed Anwer Mirl  
Chief Statistician  
Industries & Commerce Deptt.  
Member PC

  
Shoukat Ali  
Assistant Director (P)  
PDMA Sindh  
Secretary/Member PC

  
Dr. Ahmed Ali Shaikh  
Director (Technical)  
Sindh Food Authority  
Member PC

  
Sajjad Muhammad  
Deputy Director  
(HQ&C) PDMA Sindh  
Chairman PC





**GOVERNMENT OF SINDH  
REHABILITATION DEPARTMENT  
PROVINCIAL DISASTER MANAGEMENT AUTHORITY (SINDH)**

**ANNEXURE B-2**


**TECHNICAL EVALUATION REPORT**

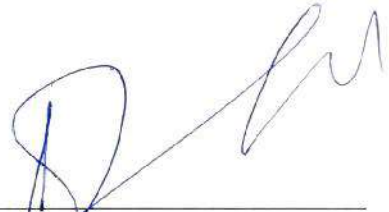
A meeting of the Procurement Committee, constituted under notification No. SO-I(Rehab)/3-14/2014/5540, dated: 01.07.2025, issued by the Rehabilitation Department for the purchase of Goods ( Stationary, Computer Stationary, Printing & Publications & Entertainment & Gifts) as Frame Work Contract for PDMA Sindh in FY 2025-26, was held on 25<sup>th</sup> August, 2025 at PDMA Head Office Karachi at 1500 hours. The committee examined / evaluated the samples/catalog of the tendered **item No.02 (Computer Stationary)** in accordance with NIT specifications outlined in the bidding document. The details of the findings are as follows:


NIT Item No.	Item	Specification	M/S Kapital Trading Co.	Result / Decision
2	Computer Stationary	Tendered Specification as per Bidding Document Annexure B-2.1	Satisfactory (According to Specifications)	Qualified on Technical Grounds
Result / Decision			QUALIFIED	

  
NAVEED ANWER MARI  
Chief Statistician,  
Industries & Commerce Department  
Govt of Sindh / Member PC

  
SHAHID ALI  
Section Officer  
Rehabilitation Department  
Govt of Sindh / Member PC

  
SHOUKAT ALI  
Assistant Director (Procurement)  
PDMA Sindh / Secretary & Member PC

  
DR. AHMED ALI SHAIKH  
Director Technical  
Sindh Food Authority  
Member PC

  
SAJJAD MUHAMMAD  
Deputy Director (HQ&C)  
PDMA Sindh / Chairman PC