



No. NITB-4(54)/2025

Islamabad, May 23, 2025

**TECHNICAL EVALUATION REPORT OF TENDER FOR SUPPLY OF
STATIONERY, TONERS AND MISCELLANEOUS ITEMS**

The meetings of the Technical Evaluation Committee were held on 15-05-2025 and 19-05-2025 in the Committee Room for the technical evaluation of the bids received against the tender titled "Supply of Stationery, Toners and Miscellaneous Items". The following attended the meetings:

- i. Mr. Shahbaz Malik, Sr. Advisor Procurement & Legal Affairs (Chairman)
- ii. Mr. Imran Ahmed, Deputy Director Admin (Member)
- iii. Mr. Ajaz Aslam, Software Engineer (Member)
- iv. Mr. Rao Zeeshan Umar, Program Coordinator (Secretary / Member)

Agenda

The agenda of the meetings included the following points in particular:

- i. Technical evaluation of bids against the Preliminary/General Criteria;
- ii. Technical evaluation of the bids qualified in accordance with Preliminary/General Criteria;
- iii. Forming queries and sending to the respective bidders for clarification; and
- iv. Evaluating the clarifications received from the bidders.

Discussion and Observations

In response to the subject tender, five (05) bids were received. The bids were initially evaluated against the 'Preliminary/General Criteria' published in the RFP – summary is given below:

- I. The bidder named '**Shirazi Trading**' didn't submit the bid security of PKR 200,000/- as required under **RFP Clause 2.6**. The bidder, therefore, does not qualify for the next phase of Technical Evaluation.
- II. The bidder named '**Premier Technologies**' didn't submit complete proposal on EPADS, but only 3 pages reflecting Lot-wise requirement that was published by NITB through the RFP. The bidder, therefore, doesn't qualify for the next phase of Technical Evaluation.
- III. The bidder named '**Friends Traders**' did not submit the 'Financial Capability and Yearly Growth Rate' of past two (02) years as required under Annexure-I: 'Initial Evaluation Criteria' of the RFP.



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IV. The bidder named '**Razzaq Associates**' submitted the undertakings without getting them notarized as required under Annexure-I: 'Initial Evaluation Criteria' of the RFP.

The Committee found it of value to seek clarification (**Annex-I**) from the respective bidders regarding points III and IV above. In response the bidders submitted their reply (**Annex-II**), and resultantly following three bidders were considered for further technical evaluation:

- a) M/s Friends Traders
- b) M/s Nisar Brothers
- c) M/s Razzaq Associates

The Committee examined the Samples provided by the three above-named bidders. The sample Toners provided by **M/s Nisar Brothers** were not original as required under the RFP and further clarified in Pre-Bid meeting (minutes attached as **Annex-III**). The bidder, therefore, stands disqualified for non-compliance with Lot 2 requirement.

The remaining two bidders namely **M/s Friends Traders** and **M/s Razzaq Associates** qualify as per the technical evaluation of their bids. The Committee recommends for opening of Financial Proposals of these two technically qualified bidders.

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

Mr. Rao Zeeshan Umar
Program Coordinator
(Secretary / Member)

Mr. Ajaz Aslam
Software Engineer
(Member)

Mr. Imran Ahmed
Deputy Director Admin
(Member)

Mr. Shahbaz Malik
Sr. Advisor Procurement & Legal Affairs
(Chairman)

Annex - I

Zimbra

rao.zeeshan@nitb.gov.pk

Supply of Stationery, Toners and Miscellaneous Office Use items

From : rao zeeshan <rao.zeeshan@nitb.gov.pk>

Thu, May 22, 2025 11:26 AM

Subject : Supply of Stationery, Toners and Miscellaneous Office
Use items**To :** friendstraders300@gmail.com**Cc :** Shahbaz.malik <shahbaz.malik@nitb.gov.pk>,
imran.ahmed <imran.ahmed@nitb.gov.pk>, ejaz
<ejaz@nitb.gov.pk>

Dear Ali Aslam Butt, (Friends Traders)

During the evaluation of your bid submitted for the subject tender, the evaluation committee finds missing "Financial capability and yearly growth rate in past 02 years", a mandatory requirement under "ANNEXURE A" of the RFP. Please furnish your comments/input in this regard.

Regards,
Rao Zeeshan Umar
Program Coordinator (Admn)
National Information Technology Board.

Zimbra

Annex - I
rao.zeeshan@nitb.gov.pk

Supply of Stationery, Toners and Miscellaneous Office Use items

From : rao zeeshan <rao.zeeshan@nitb.gov.pk>

Thu, May 22, 2025 11:40 AM

Subject : Supply of Stationery, Toners and Miscellaneous Office Use items**To :** rzqassociate@gmail.com**Cc :** Shahbaz.malik <shahbaz.malik@nitb.gov.pk>, imran.ahmed <imran.ahmed@nitb.gov.pk>, ejaz <ejaz@nitb.gov.pk>

Dear Usman sb, (Razzaq Associates)

During the evaluation of your bid submitted for the subject tender, the evaluation committee finds missing that "Lack of attestation by Notary Public ", a mandatory requirement under "ANNEXURE A" of the RFP. Please furnish your comments/input in this regard.

Regards,
Rao Zeeshan Umar
Program Coordinator (Admn)
National Information Technology Board.

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Annex-II
rao.zeeshan@nitb.gov.pk

Re: Supply of Stationery, Toners and Miscellaneous Office Use items

From : ali butt <friendstraders300@gmail.com>

Thu, May 22, 2025 12:18 PM

Subject : Re: Supply of Stationery, Toners and Miscellaneous Office Use items 1 attachment**To :** rao zeeshan <rao.zeeshan@nitb.gov.pk>

We had recently done a tender with NITB. We had initially attached supply orders as proof of financial capability. However, after receiving clarification on the required documents, We have obtained and am now attaching a bank statement to better meet the financial capability requirements.

On Thu, May 22, 2025 at 11:26 AM <rao.zeeshan@nitb.gov.pk> wrote:

Dear Ali Aslam Butt, (Friends Traders)

During the evaluation of your bid submitted for the subject tender, the evaluation committee finds missing "Financial capability and yearly growth rate in past 02 years", a mandatory requirement under "ANNEXURE A" of the RFP. Please furnish your comments/input in this regard.

Regards,
Rao Zeeshan Umar
Program Coordinator (Admn)
National Information Technology Board.

— Friends Traders Statement 2021-2024.pdf 111 KB

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Annex-II
rao.zeeshan@nitb.gov.pk

Undertakings NITB Tender Doc .pdf

From : Razaq Associates <rzqassociate@gmail.com>

Thu, May 22, 2025 12:31 PM

Subject : Undertakings NITB Tender Doc .pdf 1 attachment**To :** rao zeeshan <rao.zeeshan@nitb.gov.pk>**Cc :** shahbaz malik <shahbaz.malik@nitb.gov.pk>, imran ahmed <imran.ahmed@nitb.gov.pk>, ejaz@nitb.gov.pk

Dear Mr. Rao Zeeshan,

Greetings!

Thank you for reaching out to us. With reference to your email, we would like to clarify that the document was mistakenly uploaded without the official stamp. However, please note that the submitted hard copy does include the required stamp, file is also enclosed for your reference.

Incase on any other query feel free to contact us, please

Regards

Usman Ghani
Managing Director -Razaq Associates
Tel # +92 300 8551233

 **Undertakings NITB Tender Doc .pdf**
990 KB



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No. NITB-4(54)/2025

Islamabad, May 6th, 2025

Subject: MINUTES OF PRE-BID MEETING FOR THE TENDER "SUPPLY OF STATIONERY, TONERS AND MISCELLANEOUS OFFICE USE ITEMS (DATED 06.05.2025)

A Pre-Bid meeting of the Purchase Committee (non-dev-ii) was held on 06-05-2025 at 11:00 am in the committee room, under the chairmanship of Mr. Mohammad Imran Hyder, Director General (Admin), in attendance of the followings (Annex-A):

- | | |
|---|-------------------|
| i. Mr. Muhammad Aslam Lashari, Director (F&A), | Member |
| ii. Mr. Ahtisham Masood, Director, (Infra & Cloud), | Member |
| iii. Ms. Hina Babar, Program Coordinator, NITB | for admin support |

2. **Agenda**

Agenda of the meeting was to respond queries of prospective bidders (if any) regarding the subject Tender.

3. The following representative of prospective bidders attended the meeting:

- | |
|---|
| i. Mr. Hamza Basit, Sales, M/s. Friends Traders |
| ii. Mr. Ahmad Raza, Marketing Executive, M/s. Office Automation Group |
| iii. Mr. Mehboob, Director Sales, M/s. Cybercom |

4. **Discussions:**

Meeting was started with verse of holy Quran along with a welcome note by Director (F&A) and open the forum for discussion on the agenda. Following Queries were raised by the respective prospective bidders.

Sr.#	Query	Response to Query
1	A query was raised concerning the possibility of participating in only a single lot.	Vendors were informed during the meeting that participation in all lots is mandatory, as outlined in the terms and conditions.
2	A query was raised about whether original toners are required.	Yes. The NITB required original toners specifically and expected for other items as well.



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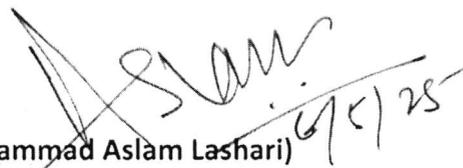


3	A query was raised whether paper rim should be AA or equivalent is also acceptable?	Paper rim equivalent to AA is also acceptable.
4	Query was raised regarding the samples of lots.	As per RFP, sample of lots to be provided at the time of technical bid opening.
5	The meeting ended with a vote of thanks.	


(Ahtisham Masood)

Director (Infra & CS) / Member

10/05/2025


(Muhammad Aslam Lashari)

Director (F&A) / Member


(Mohammad Imran Hyder)
Director General (Admin)
Chairman