

**MINUTES OF THE PROCUREMENT MEETING FOR PURCHASE OF STATIONARY
ITEMS HELD ON 27-05-2025 AT 0300 HOURS**

Pursuant to the tender floated at the official website of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (being less than Rs. 05 Million) and Higher Education Department, the procurement committee meeting was held on under the Chairmanship of Special Secretary Higher Education Department on 27th May, 2025 at 03:00 hours in the committee room. The following committee members were present;

- i. **Mr. Zobaid, Planning Officer HED;**
- ii. **Mr. Waqar Ahmad, Deputy Director HEMIS;**
- iii. **Section Officer (Budget & Accounts) HED;**
- iv. **Khawaja Muhammad Saqib, Deputy Director IT, Directorate of HED;**
- v. **Mr. Arsalan Ahmed, Section Officer (General), E&SE; HED**

The meeting started with the recitation of Holy Quran. Section Officer (General) briefed the forum that after release of budget from Finance Department, a tender was floated for invitation of bids through single stage single envelop procedure. In response, the following three bidders participated in the bid;

- i. **M/S Al-Qadir International**
- ii. **M/S Sarhad Brothers Stationers**
- iii. **M/S Eco Biz Enterprises**

The sealed envelopes opened in presence of all bidders (attendance sheet of bidders attached). After checking mandatory documents and samples inspection, the successful bidders announced as per annexed sheet.

The committee recommended the case to competent authority for approval and work order.

Meeting ended with the vote of thanks from and to chair.


**Section Officer General
HED**


**Planning Officer
HED**


**Section Officer (B&A)
HED**


**Deputy Director (IT)
Directorate of HED**


Dy. Director HEMIS


**Special Secretary HED
Chairman of Procurement Committee**

Evaluation Sheet for Purchase of Stationary Items

S. No	Item Name	Al-Qadir	Sarhad	Ecobiz	Awarded to
1	Paper 60-70 gram (A4 size)	1950	smartist 70gm 1200	Copymate 1290	Sarhad
2	Paper 60-70 gram (legal size)	2550 (70 gm)	Copymate=1380 (80gm), AA=1955	1400 (70gm), 1750 80gm	Sarhad
3	stapler	900/piece	440/piece	560/piece	Sarhad
4	stapler Pin	105/PKT	70/PKT	105/PKT	Sarhad
5	Stick Notes	90, 105, 225	90,105,125	130,160, 215	Sarhad
6	Duster wool	600	55	80 pieces	Al-Qadir <i>being</i>
7	Tissue Box (Rose Petal)	500	260	240	Ecobiz
8	Pencil	330 PKT	225 PKT	360 PKT	Sarhad
9	Eraser	30/piece	10/piece	790 / 60 pieces	Sarhad
10	Sharpener	30	15/piece	1245 / 50 piece	Sarhad
11	Marker (Permanent)	105	65	105	Sarhad
12	Highlighter	105	60	170	Sarhad
13	Whitener	90	65	190	Sarhad
14	Gel Pen	375 (each)	725/PKT (10)	515/PKT (10)	Ecobiz
15	Ordinary Pen	225/PKT	180/PKT (Dollar), 130/PKT (Piano)	320/PKT (Piano)	Sarhad
16	Punch	750 /piece	190/piece	900 /piece	Sarhad
17	Laces	105, 225	65,135	150,300	Sarhad
18	Cell	75/each	920/Box (20 pieces)	2020/PKT	Sarhad
19	Air Freshener	450	370	747	Sarhad
20	Envelope	300/Pkt (50 pieces), 750/Pkt (50 pieces)	160/Pkt (100 pieces), 460/Pkt (100 pieces)	10/piece, 20/piece	Sarhad

Section Officer (General) MED

Section Officer (Budget & Accounts)

Deputy Director (IT) DME

Deputy Director/HEMS

Rep of Planning Cell

Special Secretary MED

fulfilling the specs lowest bids were not compliant.