

F. No.9(3)/2024-25/Gen.
GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE & ENVIRONMENTAL COORDINATION
PAKISTAN ENVIRONMENTAL PROTECTION AGENCY
PLOT NO. 42, STREET NO. 06, H-8/2, ISLAMABAD

Subject: - MINUTES OF MEETING OF THE DEPARTMENTAL PURCHASE COMMITTEE FOR PURCHASE OF STATIONERY / I.T STATIONERY / MISCELLANEOUS & JANITORIAL ITEMS FOR PAK-EPA FOR THE CURRENT FINANCIAL YEAR 2024-25.

The meeting of following Departmental Purchase Committee of Pak-EPA for the purchase of Stationery / I.T Stationery / Miscellaneous & Janitorial items for Pak-EPA for the financial year 2024-25 was held on **29-08-2024** at **2:30 P.M** in the Committee Room of Pak-EPA.

- i) Mr. Imran Jalil,
Deputy Director (A/F) / Chairman Purchase Committee
- ii) Mr. Muhammad Ramzan,
Assistant Director (L/E)/ Member Purchase Committee
- iii) Mr. Muhammad Rashid Cheema,
Assistant Director (A/F) / Secretary /Member Purchase Committee

2. In this connection, 04 sealed tenders were received from different firms for Stationery/ I.T Stationery / Miscellaneous & Janitorial items as per detail below:

Tenders for Stationery /I.T Stationery / Miscellaneous and Janitorial Items

Sr. No.	Name of Firm
i.	M/s M. Hamid Enterprises, Islamabad
ii.	M/s Leo Trading, Islamabad
iii.	M/s SR Enterprises, Islamabad
iv.	M/s MHWA Enterprises, Islamabad

3. The purchase committee opened the sealed technical and financial bids in the same day in presence of the representative of each participating firm. The following four firms successfully qualified in the technical and financial bid.

Sr. No.	Name of Firm
i.	M/s M. Hamid Enterprises, Islamabad
ii.	M/s Leo Trading, Islamabad
iii.	M/s SR Enterprises, Islamabad
iv.	M/s MHWA Enterprises, Islamabad




4. After opening of financial bids, the committee announced loudly and publically all bidders rates and found following firms have quoted lowest rates as per detail.

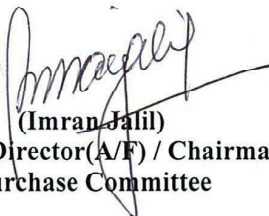
- i) **M/s M. Hamid Enterprise, Islamabad**, quoted lowest rates of
02 I.T Stationery Items mentioned at Sr. No. 5 and 8 and
Stationery / Miscellaneous & Janitorial items (Rates not quoted).
- ii) **M/s Leo Trading, Islamabad**, quoted lowest rates of
12 I.T Stationery Items mentioned at Sr. No. 2, 3, 6, 7, 9, 10, 11, 12, 13, 14, 15 & 16 and
31 Stationery Items mentioned at Sr. No. 6, 10, 12, 13, 14, 15, 16, 21, 22, 42, 45, 46, 50, 52, 53, 55, 57, 58, 59, 62, 74, 75, 77, 78, 80, 84, 92, 94, 95, 96 & 100 and
43 Miscellaneous & Janitorial items mentioned at Sr. No. 1, 4, 11, 16, 23, 25, 26, 28, 29, 30, 31, 32, 34, 35, 39, 45, 51, 54, 55, 57, 60, 62, 63, 65, 66, 67, 68, 71, 72, 73, 78, 79, 80, 83, 86, 87, 90, 92, 93, 98, 99, 100 and 103.
- iii) **M/s SR Enterprises, Islamabad**,
I.T Stationery items (Rates not quoted) and quoted lowest rates of
64 Stationery Items mentioned at Sr. No. 1, 2, 3, 5, 7, 8, 9, 17, 18, 19, 20, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 43, 44, 47, 48, 49, 51, 56, 61, 63, 64, 65, 66, 67, 68, 70, 71, 72, 73, 76, 79, 81, 82, 83, 85, 86, 87, 88, 89, 90, 91, 93, 97, 98 & 99 and
57 Miscellaneous & Janitorial Items mentioned at Sr. No. 2, 3, 5, 7, 8, 9, 10, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 27, 33, 36, 37, 38, 41, 42, 43, 44, 46, 47, 48, 49, 52, 53, 56, 58, 59, 61, 64, 69, 70, 74, 75, 76, 77, 81, 84, 85, 88, 89, 91, 94, 95, 96, 97, 101, 102 and 104.
- iv) **M/s MHWA Enterprises, Islamabad**,
I.T Stationery items (Rates not quoted) and quoted lowest rates of
03 Stationery Items mentioned at Sr. No. 4, 11 & 60 and
02 Miscellaneous & Janitorial Items mentioned at Sr. No. 6 and 40.

5. Attendance sheet for opening of technical and financial bids is at **(Annex-I)** and evaluation technical report is at **(Annex-II)**. The financial comparative statements of Stationery, I.T Stationery and Miscellaneous & Janitorial items are at **(Annex-III)**.

6. Accordingly, Purchase Committee recommends for allotment of tenders for supply of Stationery, I.T Stationery and Miscellaneous & Janitorial items as mentioned at para 4/N above to M/s M. Hamid Enterprises, Islamabad, M/s Leo Trading, Islamabad, M/s SR Enterprises, Islamabad and M/s MHWA Enterprises, Islamabad, as per rates and specification mentioned in their bids for the current financial year 2024-25.

7. It is also recommended that Stationery, I.T Stationery and Miscellaneous & Janitorial items may be purchased subject to available budget allocation under the relevant heads.


(Muhammad Rashid Cheema)
Assistant Director (A/F) /
Secretary/Member Purchase
Committee


(Imran Jalil)
Deputy Director(A/F) / Chairman
Purchase Committee


(Muhammad Ramzan)
Assistant Director (L/E) /
Member
Purchase Committee