

**Supply of Printed Stationery
Bid Evaluation Report**

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1157/2020
3	Tender Description	Supply of Printed Stationery
4	Method of Procurement	Single Stage One Envelop Bidding Procedure
5	Tender Published & SPPRA-S.No.	T00531-19-0043, Express Tribune, Daily Express, Sindh Express (14/02/2020).
6	Total Bid Documents Sold	01
7	Total Bids Received	01
8	Technical / Financial Bid Opening Date & Time	04/03/2020 at 1130 Hrs.
9	No. of bids qualified	01
10	Bid(s) Rejected	-

Details on the above as given below:

S. No.	Name of Firm or Bidder	Qualified / Disqualified in Technical/ Eligibility Inspection	Total Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.9,240,000/-)	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6	7
01.	M/s. Print Link.	Qualified in Evaluation Process	Rs.7,056,223/-	Only Lowest Bidder	Rs.2,183,777 /- below the estimated cost	Accepted- Only Qualified Evaluated Bidder	Rule 48 has been complied with.

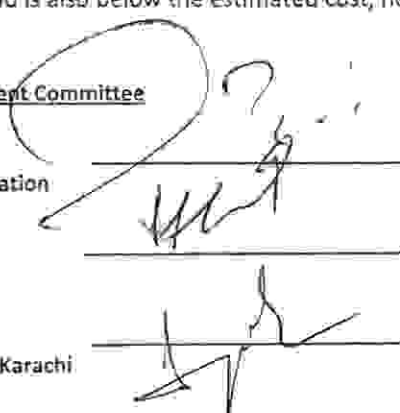
Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender document, M/s. Print Link is the only lowest evaluated bidder and their bid is also below the estimated cost, hence recommended for Supply of Printed Stationery to Sindh Bank Limited.

Members Signature- Procurement Committee

Lt. Col. (R) Shahzad Begg
 Chairperson-Head of Administration

Saeed Jamal
 Member-Chief Financial Officer

Syed Muhammad Aqeel
 Member- Chief Manager, IDBL Karachi



The Manager
Sindh Bank Limited
Head office
Karachi

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. 

Head - Admin Div. 

FINANCIAL PROPOSAL
PRICE SCHEDULE

(Applicable for the year 2020-2021)

Name of Bidder M/S Printlink

Date: _____

Printlink

S. No	Item	Tentative Monthly Quantity	No. of items	Quantity	Color	Size	Unit Per Item	Amount (Unit Rate x Quantity)
1	Voucher Register-100 Pages (Offset Paper of 70 gram)	10	no. of Register	10	1+1	8.25x13.25	125	1250-
2	Security Stationery Register-100 Pages (Offset Paper of 70 gram)	10	no. of Register	10	1+1	8.25x13.25	125	1250-
3	Account Opening Forms (Individual A/c. & Company A/c.) (Art Paper of 120 gram)	1,000	no. of Forms	1,000	3+3	8.25 x 11.5	14.50	14,500-
4	Terms & Conditions for Account Opening (Art Paper of 120 gram with 03 fold) in urdu	1,000	no. of Forms	1,000	3+3	24.5 x 12	15.20	15,200-
5	Cash Book Register-100 Pages (Offset Paper of 70 gram)	20	no. of Register	20	1+1	8.25 x 9	125	2,500-
6	Credit Vouchers (Offset Paper of 70 gram)	50	no. of Pad of 100 Sheets	50	1	4.25 x 8	65	3,250-
7	Debit Vouchers (Offset Paper of 70 gram)	50	no. of Pad of 100 Sheets	50	1	4.25 x 8	65	3,250-
8	Key Register-100 Pages (Offset Paper of 70 gram)	10	no. of Register	10	1+1	8.25 x 13.25	125	1,250-
9	A/c Opening Register-100 Pages (Offset Paper of 70 gram)	10	no. of Register	10	1+1	8.25 x 13.25	125	1,250-
10	A/c Closing Register-100 Pages (Offset Paper of 70 gram)	10	no. of Register	10	1+1	8.25 x 13.25	125	1,250-
11	Cheque Return Memo (Offset Paper of 70 gram)	25	no. of Pad of 100 Sheets	25	1	8.25 x 11.5	65	1,625-
12	Pay Order/DD/TT/Remittance Request Forms (Offset Paper of 70 gram)	25	no. of Pad of 100 Sheets	25	1	8.25 x 11.5	65	1,625-
13	Deposit Slips NCR Sheet (1+1) -White & Blue	2000	no. of Pad of 25 Sets	2000	1+1	5.5 x 7.75	47.50	95,000-



SIGNATURE MEMBERS BC-AT

Sl. No.	Description	no. of Leaves	no. of nos	no. of Pad of 100 Sheets	no. of Files	no. of Register	no. of Card	no. of nos	no. of nos	no. of nos	no. of Register	no. of Register	no. of Register
14	Locker Application Form	50	50	1	1	1							
15	Specimen Signature Card for A/c (Cards of 310 gram)	1,000	1,000	1	1	1							
16	Specimen Signature Card for Locker Operation (Cards of 310 gram)	100	100	3									
17	Cash Debit Vouchers (Mandyall Paper of 55 gram)	50	50	1									
18	Voucher Covers	1000	1000	1									
19	Misplaced Cheque Book Requisition Form (Offset Paper of 68 gram)	10	10	1	1	1							
20	Sindh Bank Files - 360 gram	500	500	1									
21	Locker Visit Register-100 Pages (Offset Paper of 70 gram)	10	10	1	1	1							
22	Sindh Bank Personal Files - 700 gram	300	300	3									
23	Visiting Cards	1000	1000	3			Standard size						
24	Envelopes A-4 (Offset Paper of 70-75 gram)	2,500	2,500	3			10 x 12						
25	Envelopes Legal (Offset Paper of 70-75 gram)	1000	1000	3			11 x 15						
26	Envelopes Small (Offset Paper of 70-75 gram)	2000	2000	3			9 x 4						
27	Letter Head-A4 (Offset Paper of 100 gram)	2000	2000	3			8.25 x 11.75						
28	ATM Application Register-100 Pages (Offset Paper of 70 gram)	10	10	1	1	1	8.25 x 13.25						
29	Zakat Exemption Register-100 Pages (Offset Paper of 70 gram)	10	10	1	1	1	8.25 x 13.25						
30	Prize Bond Register-100 Pages (Offset Paper of 70 gram)	10	10	1	1	1	8.25 x 13.25						

Signature



SIGNATURE MEMBERS POOL

Sl. No.	Description	Quantity	Unit	Rate	Total	Remarks
31	TDR/ CDR Application Form (Offset Paper of 70 gram)	100	Sheet	8.25 x 11.25	1250	1250 -
32	Inward/Outward Mail Register-100 Pages (Offset Paper of 70 gram)	10	Register	8.25 x 13.25	1250	1250 -
33	Attendance Register (Offset Paper of 70 gram)	10	Register	8.25 x 13.25	1250	1250 -
34	Envelopes A-4 (Security Thread Envelop)	300	nos	3	930	3*10 930 -
35	Envelopes Legal (Security Thread Envelop)	300	nos	3	930	3*10 930 -
36	Small Window Envelopes 70-75 gms	2500	nos	3	18125	7*25 18125 -
37	E-Forms - 1+3 copies with machine numbering	10	no. of Pad of 25 Sheets	8.25 x 13.25	1750	1750 -
38	M-Forms - 1+1 copy with machine numbering (Local Paper of 68 gram)	10	no. of Pad of 50 Sets	8.25 x 13.25	1400	1400 -
39	E-Forms - 1+3 copy with machine numbering (Local Paper of 68 gram)	10	10 pads of 50 Sets	8.25 x 13.25	1400	1400 -
40	LC Application & Agreement Form with numbering (Offset Paper of 70 gram)	300	no. of Leaves	3+1 16.5 x 13.25	1725	5*75 1725 -
41	LC Opening Register with numbering (Offset Paper of 70 gram)	10	no. of Register	8.25 x 13.25	1250	1250 -
42	E-FORM Stock / Issue Register with numbering (Offset Paper of 70 gram)	10	no. of Register	8.25 x 13.25	1250	1250 -
43	FDBC/FBP Register with numbering (Offset Paper of 70 gram)	10	no. of Register	8.25 x 13.25	1250	1250 -
44	Inward Foreign Bills Register with numbering (Offset Paper of 70 gram)	10	no. of Register	8.25 x 13.25	1250	1250 -
45	Leave Record Book (Offset Paper of 70 gram)	10	no. of Register	8.25 x 13.25	1250	1250 -
46	Locker Account Ledger (Offset Paper of 70 gram)	10	no. of Register	8.25 x 13.25	1250	1250 -
47	Atm window envelope (100 gram offset paper)	2000	nos	3	9500	4*75 9500 -

Head - Fin Div.
Head - Admin Div.
Member - IDBL

Date: _____

Signature



Sl. No.	Description	Quantity	Unit	Value	Rate	Total
48	Atm brochure (115 gram matt paper)	1000	nos	1000	8.25x12	4.50 13,500 -
49	Atm welcome letter	2000	nos	2000	8.25 x 11.5	5 10,000 -
50	Voucher envelope (craft paper 115 gm) without Branch address	1000	nos	1000	11 x 15	9.90 9,900 -
51	Cad file (700 gm imported blue board)	100	nos	100	13.25 x 22	83 8,300 -
52	Cheque Book Issue Register (Offset Paper of 70 gram)	10	10 Register	10	1+1 8.25 x 13.25	125 1,250 -
53	Safe in Safe Out Register (Offset Paper of 70gram)	10	10 Register	10	1+1 8.25 x 13.25	125 1,250 -
54	Stock Register for Security Stationery (Offset Paper of 70 gram)	10	10 Register	10	1+1 8.25 x 13.25	125 1,250 -
55	Inward / Outward Clearing/Cash Cheque Return Register (Offset Paper of 70 gram)	10	10 Register	10	1+1 8.25 x 13.25	125 1,250 -
56	Envelope (Half of A-4 size & Offset Paper of 70-75 gram)	1000	nos	1000	8.4 x 5.9	6.95 6,950 -
57	Voucher Envelope Draft Paper (120gm CRAFT paper)	1000	nos	1000	11 x 15	9.95 9,950 -
58	ENVELOPES WINDOW (BROWN CRAFT PAPER 70 GRAM)	1000	nos	1000	10 x 12	3.90 3,900 -
59	ENVELOPES SMALL (BROWN CRAFT PAPER 70 GRAM)	1000	nos	1000	11 X 15	4.90 4,900 -
60	ENVELOPES A-4 HALF (BROWN CRAFT PAPER 70 GRAM)	2000	nos	2000	9X4	2.25 4,500 -
61	ENVELOPES A-4 (BROWN CRAFT PAPER 70 GRAM)	500	nos	500	-	4.50 2,250 -
62	ENVELOPES LEGAL (BROWN CRAFT PAPER 70 GRAM)	1000	nos	1000	-	5.50 5,500 -
63	Sindh Tender File (700 gm. imported)	50	200 Files	50	13.25 x 22	83 4,150 -
64	Prize Bond Register (100 Pages)	10	nos	10	3+3	9.50 95

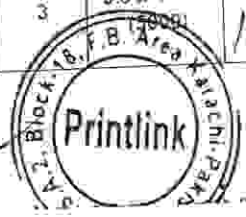


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SIGNATURE MEMBERS PO-ADMI

Sl. No.	Description	Quantity	Unit	Rate	Value	Remarks
65	Terms & Conditions for Account Opening (Art Paper of 120 gram with 03 fold) English & Urdu	2,000	nos	18	36,000	Head - Fin Div.
66	Asan Account Opening Form with Terms & Conditions Hart Paper of 120 Gram (English)	1,000	Forms	13.90	13,900	Head - Admin Div. Member - IDBL.
67	Asan Account Opening Form with Terms & Conditions Hart Paper of 120 Gram (Urdu)	1,000	Forms	15	15,000	Date: 1,000
68	KYC Form for Individual (Offset Paper of 70 gram)	10	no. of Forms	3.50	35	
69	KYC Form for Companies (Offset Paper of 70 gram)	10	no. of pad	5.50	55	
70	ATM Application Form 1:5 Hart Paper	1000	no. of pad	5.50	5,500	
71	Cheque Book Requisition Pad	25	no. of pad	85	2,125	
72	Undertaking Form Pad 70 Gram Art Paper	10	no. of pad	100	1,000	
73	Pay Order Issuance Register 100 Pages Offset Paper 70 grams	10	no. of pad	125	1,250	
74	TDR/CDR Register 100 Pages	10	no. of Register	125	1,250	
75	Inward/Outward Mail Register 100 Pages	10	no. of Register	125	1,250	
76	Petty Cash Register 100 Pages	10	no. of Register	125	1,250	
77	OBC Register 100 Pages	10	no. of Register	125	1,250	
78	Dispatch Book 100 Pages	10	no. of Register	125	1,250	
79	Inter City Clearing Register 100 Pages	10	no. of Register	125	1,250	
80	Letter Head Continuation Sheet (A-4 Offset Paper 70 Gram)	500	no. of Register	3.55	1,775	
81	Loan Application Form upto Rs. 1 Million (English)	25	no. of Leaves	18.50	463	

Signature



82	Loan Application Form upto Rs. 1 Million (Urdu)	25	no. of Leaves	25	3	17.5 X 11.75 (5000)	18.50	463 -
83	Loan Application Form above Rs. 1 Million (English)	50	no. of Leaves	50	3	17.5 X 11.75 (5000)	18.50	925 -
84	Loan Application Form above Rs. 1 Million (Urdu)	50	no. of Leaves	50	3	17.5 X 11.75 (5000)	20	1,000 -
85	Schedule of Bank Charges Islamic Bank 4 Color Printing	25	no. of Leaves	25	3	17.5 X 11.75 (5000)	45	1,125 -
86	Schedule of Bank Charges Conventional Banking 4 Color Printing	25	no. of Books	25	4	11.75 x 8.5 (1000)	45	1,125 -
87	Authority to 3 rd Party Pad	10	no. of Books	10	4	11.75 x 8.5 (1000)	95	950 -
88	ATM Cash Register Book	10	no. of pad	10	1	A4	125	1,250 -
89	Stop Payment Caution Memo	10	no. of Register	10	1	8.5 x 14	100	1,000 -
90	Prize Bond Pad	10	no. of pad	10	1	A4	125	1,250 -
91	Prize Bond Pad 70 gms imp	10	no. of Register	10	1	A4	100	1,000 -

TOTAL AMOUNT	Total	5,02,580 -
Add GST 17%	GST 17%	85,439 -
Grand total	Per month	588,019 -
*GRAND TOTAL = [TOTAL Amount x 12 (12 months)]		7,056,223 -



Signature

SIGNATURE MEMBERS PC-ADM.

Head - Fin Div. [Signature]

Head - Admin Div. [Signature]

Member-IDBL. [Signature]

Date: [Signature]



TENDER No: SNDB/COK/ADMIN/TD/1157/2020

Date: 20/07/2020

Supply & Printing of Printed Stationery
Certificate in Compliance of Rule 48 of SPPRA

This is to certify that as only one bid was received against the tender, so Rule 48 has been complied with detail as follows:

S.No	Market Price.	Estimated Price	Current Tender Price
01	Rs.7,409,364/-	Rs. 9,240,000/-	Rs.7,056,223/-

Member Procurement Committee

Head of Finance Division

Head of Admin Division

Member of IDBL

08-07-2020

Constellation

Dear Sir,

We are security and general stationery printers. Currently we are providing printing to Bank Alfalah, BankIslami, JSBank, Khushhali Bank, Summit Bank, Telenor Microfinance Bank, SME Bank, UMicrofinance Bank, Mobilink Microfinance Bank and ICBC.

PRINTED STATIONERY - PRICES

S. No.	Items	Tentative Monthly Quantity	2020 Unit Rate Per Item (CONSTELLATION)	Amount (Unit Rate x Quantity)
1	Voucher Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
2	Security Stationery Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
3	Account Opening Forms (Individual A/c. & Company A/c.) (Art Paper of 120 gram)	1,000	17	17,000
4	Terms & Conditions for Account Opening (Art Paper of 120 gram with 03 fold) in Urdu	1,000	17	17,000
5	Cash Book Register-100 Pages (Offset Paper of 70 gram)	20	132	2,640
6	Credit Vouchers (Offset Paper of 70 gram)	50	60	3,000
7	Debit Vouchers (Offset Paper of 70 gram)	50	60	3,000
8	Key Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
9	A/c Opening Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
10	A/c Closing Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
11	Cheque Return Memo (Offset Paper of 70 gram)	25	60	1,500
12	Pay Order/GO/TT/Remittance Request Forms (Offset Paper of 70 gram)	25	60	1,500
13	Deposit Slips (COI Sheet (2x1) - White & Blue	2000	45	90,000
14	Locker Application Form	50	7.75	388
15	Specimen Signature Card for A/c (Cards of 310 gram)	1,000	7.75	7,750
16	Specimen Signature Card for Locker Operation (Cards of 310 gram)	100	6	600
17	Cash Debit Vouchers (Manually Paper of 50 gram)	40	60	2,400
18	Voucher Covers	1,000	3.5	3,500
19	Mutual Cash Book Requisition Form (Offset Paper of 58 gram)	10	80	800
20	Sindh Bank Files - 360 gram	500	25	12,500
21	Voucher Virus Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
22	Sindh Bank Personal Files - 700 gram	200	50.8	10,160
23	Voting Cards	1,000	4.5	4,500
24	Envelopes A-4 (Offset Paper of 70/75 gram)	2,500	10.5	26,250
25	Envelopes Legal (Offset Paper of 70/75 gram)	1,000	13.25	13,250
26	Envelope Small (Offset Paper of 70/75 gram)	2,000	7.45	14,900
27	Letter Head A4 (Offset Paper of 150 gram)	2,000	6.75	13,500
28	ATM Application Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
29	Zakat Exemption Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
30	Prize Bond Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
31	TDR/CDR Application Form (Offset Paper of 70 gram)	10	132	1,320
32	Inward/Outward Mail Register-100 Pages (Offset Paper of 70 gram)	10	132	1,320
33	Attendance Register (Offset Paper of 70 gram)	10	132	1,320

Constellation Printing Company

S-A, Plot ST-7, Block F, North Nazimabad, Karachi 74700, Pakistan
Telephone: 92-21 3664 6352, 92-21 3667 6352, 92-21 3667 8088

info@constellationprinting.com, www.constellationprinting.com



Constellation

34	Envelopes A-4 (Security Thread Envelop)	300	9	1,500
35	Envelopes Legal (Security Thread Envelop)	300	5	1,500
36	Small Window Envelopes:	2500	7.45	18,625
37	E-Forms - 1+2 copies with machine numbering	10	165	1,650
38	M- Forms - 1+1 copy with machine numbering (Local Paper of 68 gram)	10	150	1,500
39	M-Forms - 1+2 copy with machine numbering (Local Paper of 68 gram)	10	175	1,750
40	LC Application & Agreement Form with numbering (Offset Paper of 70 gram)	300	5.5	1,650
41	LC Opening Register with numbering (Offset Paper of 70 gram)	10	132	1,320
42	E-FORM 5(Lack / Issue Register with numbering (Offset Paper of 70 gram)	10	132	1,320
43	FOBC/FBP Register with numbering (Offset Paper of 70 gram)	10	132	1,320
44	Inward Foreign Bills Register with numbering (Offset Paper of 70 gram)	10	132	1,320
45	Leave Record Book (Offset Paper of 70 gram)	10	132	1,320
46	Locker Account Ledger (Offset Paper of 70 gram)	10	132	1,320
47	ATM window envelope (100 gram offset paper)	2000	5.25	10,500
48	ATM brochure (115 gram matt paper)	2000	5.25	10,500
49	ATM welcome letter	2000	4.5	9,000
50	Voucher envelope (draft paper 125 gm) without branch address	1000	9.5	9,500
51	Gift file (700 gm imported blue board)	100	105	10,500
52	Cheque Book Issue Register (Offset Paper of 70 gram)	10	132	1,320
53	Safe in Safe Out Register (Offset Paper of 70 gram)	10	132	1,320
54	Stock Register for Security Stationery (Offset Paper of 70 gram)	10	132	1,320
55	Inward / Outward Cheque/Cash Cheque Return Register (Offset Paper of 70 gram)	10	132	1,320
56	Envelope (Half of A-4 size & Offset Paper of 75 gram)	1000	6.8	6,800
57	Voucher Envelope Craft Paper (115gm CRAFT paper)	1000	9.8	9,800
58	ENVELOPES WINDOW (BROWN CRAFT PAPER 70 GRAM)	1000	4.75	4,750
59	ENVELOPES SMALL (BROWN CRAFT PAPER 70 GRAM)	1000	5.75	5,750
60	ENVELOPES A-4 HALF (BROWN CRAFT PAPER 70 GRAM)	2000	2.75	5,500
61	ENVELOPES A-4 (BROWN CRAFT PAPER 70 GRAM)	500	4.75	2,375
62	ENVELOPES LEGAL (BROWN CRAFT PAPER 70 GRAM)	1000	5.75	5,750
63	Gift Tender file (700 gm. imported)	50	105	5,250
64	PRIZEBOND REG 100 PAGES	10	132	1,320
65	Terms & Conditions for Account Opening (Art Paper of 120 gram with 03 total English & English + rdu)	2,000	18.5	17,000
66	Asan Account Opening Form with Terms & Conditions Hart Paper of 120 Gram (English)	1,000	16.5	16,500
67	Asan Account Opening Form with Terms & Conditions Hart Paper of 120 Gram (Urdu)	1,000	16.5	16,500
68	KYC Form for Individual (Offset Paper of 70 gram)	10	3	30
69	KYC Form for Companies (Offset Paper of 70 gram)	10	4.75	48
70	ATM Application Form 115 Hart Paper	1000	4.75	4,750
71	Cheque Book Requisition Pad	25	75	1,875
72	Undertaking Form Pad 70 Gram Art Paper	10	95	950
73	Pay Order Issuance Register 100 Pages Offset Paper 70 grams	10	132	1,320
74	TDR/CDR Register 100 Pages	10	132	1,320