

Supply of Office Stationery for Head Office
Bid Evaluation Report

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1173/2020
3	Tender Description	Supply of Office Stationery for Head Office
4	Method of Procurement	Single Stage One Envelope Bidding Procedure.
5	Tender Published & SPPRA S.No.	T00531-20-0006. Express Tribune, Daily Express, Sindh Express (08/09/2020).
6	Total Bid Documents Sold	03
7	Total Bids Received	03
8	Technical/Financial Bid Opening Date & Time	25/09/2020 at 1130 Hrs
9	No. of bids qualified	01
10	Bid(s) Rejected & Disqualified	02

Details on the above as given below:

S	Name of Firm or Bidder	Qualified / Disqualified in Technical / Eligibility Inspection	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.2,350,000/-)	Reasons for acceptance/rejection	Remarks
	1	2	3	4	5	6	7
1.	M/s. M.R Enterprises	Qualified	Rs.2,192,354/-	1 st Lowest	Rs.157,646/- Below the Estimated Cost	Accepted - Evaluated Qualified Bidder	Accepted for Award of Contract
2.	M/s. Ubaid Enterprises	Disqualified	Rs.2,556,060/-	2 nd Lowest	Rs.206,060/- Above the Estimated Cost	High in Bid	-----
3.	M/s. Times Business Aids	Rejected due to Non-Responsive Bid	-----	-----	-----	Rejected due to Non-Responsive Bid	-----

Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender documents, M/s. M.R Enterprises is the lowest evaluated qualified bidder and their bid is also below the estimated cost, hence recommended for Supply of Office Stationery for Head Office of 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





COMPARISON OF RATES OF OFFICE STATIONERY

S. No.	Items	Approximate quantity required on monthly basis	MR Enterprises (Tender Rate - 2020)		Ubalid Enterprises (Tender Rate - 2020)		Times Business Aids (Tender Rate - 2020)	
			Rate Per Unit	Amount (Unit Rate x Quantity)	Rate Per Unit	Amount (Unit Rate x Quantity)	Rate Per Unit	Amount (Unit Rate x Quantity)
1	Ball Pen (Black/Blue/Red/Green)	25	65	1,625	70	1,750		-
2	Pointer (Black/Blue/Red/Green)	5	130	650	150	750		-
3	Gel Pen (Black/Blue/Red/Green)	5	550	2,750	660	3,300		-
4	Highlighter (Yellow/Pink/Orange/Green)	5	280	1,400	360	1,800		-
5	Dock Clip 15mm	5	26	130	48	240		-
6	Dock Clip 25mm	5	40	200	60	300		-
7	Dock Clip 32mm	5	60	300	84	420		-
8	Dock Clip 41mm	5	108	540	108	540		-
9	Dock Clip 51mm	5	138	690	180	900		-
10	Gum Stick Small	5	1320	6,600	425	2,125		-
11	Gum Stick Medium	5	1440	7,200	864	4,320		-
12	Jem Clip 30 mm	5	18	90	30	150		-
13	Jem Clip 36 mm	5	25	125	35	175		-
14	Punch Machine No. 60	5	210	1,050	290	1,450		-
15	Punch Machine H/D	1	1150	1,150	1890	1,890		-
16	Stapler Machine 24/6	20	180	3,600	230	4,600		-
17	Stapler Machine H/D STD-3000	1	2300	2,300	2700	2,700		-
18	Register 200 Pages	3	115	345	130	390		-
19	Register 400 Pages	5	148.20	741	225	1,125		-
20	Stapler Machine Small	10	110	1,100	145	1,450		-
21	Stapler Pin # 20	5	18	90	180	900		-
22	Stapler Pin # 24/6	20	26	520	30	600		-
23	Heavy Duty Stapler Pin # 23/15	2	90	180	110	220		-
24	Heavy Duty Stapler Pin # 23/17	2	110	220	140	280		-
25	Heavy Duty Stapler Pin # 23/13	2	80	160	110	220		-
26	Heavy Duty Stapler Pin # 23/10	2	70	140	95	190		-
27	Heavy Duty Stapler Pin # 23/8	2	50	100	80	160		-
28	Paper RIM A4, 70 gram	150	575	86,250	630	94,500	597	89,550
29	Paper RIM Legal White, 70 gram	10	600	6,000	720	7,200	713	7,130
30	Paper RIM Legal Green, 70 gram	20	175	3,500	210	4,200		-
31	Scotch Tape 1"	10	30	300	40	400		-
32	Scotch Tape 3/4"	10	15	150	18	180		-
33	Packing Tape Jumbo 3"	5	55	275	85	425		-
34	Paper Tape 1"	5	18	90	25	125		-
35	Brown Tape 3"	5	35	175	85	425		-
36	Blanko Fluide (Brush)	5	80	400	140	700		-
37	Blanko Fluide (Pen)	5	70	350	70	350		-
38	Transparent Plastic/L Folder (A4) of Good Quality	36	12	432	15	540		-
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	36	15	540	30	1,080		-
40	Box File	20	95	1,900	105	2,100		-
41	Paper Cutter	5	30	150	55	275		-
42	Scissor Small	5	75	375	60	300		-
43	Rough Pad Small	25	13.5	337.50	20	500		-
44	Rough Pad Large	25	25	625	40	1,000		-
45	Rubber Band	5	30	150	80	400		-
46	Colourful Separator Plastic	20	48	960	65	1,300		-
47	Separator Card	20	90	1,800	25	500		-
48	Separator 1 to 10	20	25	500	80	1,600		-
49	Sharpener	50	6	300	80	400		-
50	Plastic Colourful Flag	25	40	1,000	15	375		-

SIGNATURE MEMBER DC-AL
 Head - Fin Div.
 Head - Admin Div.
 Member-DBL

Date: _____

51	Common Pin	5	20	100	28	140	-
52	Computer File	20	160	3,200	300	6,000	-
53	Sticky Notes 2x3	26	25	650	30	780	-
54	Sticky Notes 3x3	26	30	780	45	1,170	-
55	Sticky Notes 3x5	25	50	1,250	65	1,625	-
56	Pen Holder	5	75	375	350	1,750	-
57	Spiral Binding Ring 10mm	50	#	400	10	500	-
58	Spiral Binding Ring 12mm	50	10	500	12	600	-
59	Spiral Binding Ring 14mm	50	16	800	15	750	-
60	Spiral Binding Ring 16mm	50	20	1,000	20	1,000	-
61	Spiral Binding Card	50	8	400	5	250	-
62	Spiral Binding Plastic Sheet	50	10	500	10	500	-
63	Calendar Refill	5	60	300	80	400	-
64	White Envelope - Small	100	1.25	125	2.5	250	-
65	Brown Envelope - Small	100	1	100	2	200	-
66	Steel Envelope Opener	5	110	550	80	400	-
67	White Envelope - A4	20	6	80	6	120	-
68	White Envelope - Legal	20	5	100	8	160	-
69	White Envelope - A3	20	8	160	10	200	-
70	Brown Envelope - A4	50	2.25	112.50	3	150	-
71	Brown Envelope - Legal	20	3.25	65	5	100	-
72	Brown Envelope - A3	20	4.25	85	7	140	-
73	Dock Clip 36mm	25	25	625	35	875	-
74	Jem Clip 75mm	5	140	700	160	800	-
75	Heavy Duty Stapler Pin # 23/24	5	150	750	220	1,100	-
76	Heavy Duty Stapler Pin # 23/20	5	130	650	180	900	-
77	Board Marker	15	30.42	456.30	35	525	-
78	Permanent Marker	15	24	360	30	450	-
79	Executive Box File	15	168	2,520	210	3,150	-
80	Eraser	25	11.11	277.75	20	500	-
81	Ring File Fiber A/4 F/S Mpm Brand	50	57	2,850	90	4,500	-
82	Ring File Fiber A/3 F/S Mpm Brand	25	57	1,350	110	2,750	-
83	Message Slip	26	40	1,040	40	1,040	-
84	Executive Pencil	15	11.11	166.65	12	180	-
85	Pencil	50	8	400	8	400	-
86	Pin Remover	15	42	630	45	675	-
87	Stamp Pad	5	35	175	55	275	-
88	Stamp Pad Ink	5	22	110	45	225	-
89	Steel Scale Large	3	25	75	40	120	-
90	Colourful Flag Paper	20	40	800	65	1,300	-
91	Sticky Notes 3x4	20	45	900	55	1,100	-
92	Thumb Pin with plastic head	3	30	90	40	120	-
93	Plastic Paper Tray	3	360	1,080	390	1,170	-
94	Water Duplex (Plastic)	5	75	125	35	175	-
95	Calculator	3	360	1,080	475	1,425	-
96	Signature Pen/Gel	3	954	2,862	1350	4,050	-
97	Rubber Band Box Penguin Brand	5	30	150	180	900	-
98	Rubber Band 200 Gm universal Brand	1	850	850	560	560	-
99	Signature Pen Vision 8F-lite 0.8	1	1200	3,600	1550	4,650	-
100	Transparency Sheet (Per Pkt 100 Sheets)	2	600	1,200	850	1,700	-

SIGNATURE MEMBER
Head - Fin Div. 
Head - Admin Div. 
Member-IDBL. 
Date: 

101	H/D Stapler Pin Remover Opal Sr 300	2	269.1	538.20	490	980	-	
102	Spiral Note Book Alba Dell Brand	5	160	800	130	650	-	
103	Table Sharpener China Dell Brand	3	400	1,200	490	1,470	-	
104	Scotch Tape Dispenser Large National / Lucky	3	110	330	190	570	-	
105	Attendance Register Same Brand	3	108	324	140	420	-	
106	D - Ring Stickers	5	22	110	30	150	-	
107	Correction Pen UHI Brand	5	95	475	140	700	-	
108	Carbon Paper Blue Kcr 100 Sheets	2	320	640	360	720	-	
109	Counter Pen	5	33	165	45	225	-	
110	Posted Flag	15	45	675	180	2,700	-	
			One Month	182,696.18	One Month	213,005	One Month	96,680
			12 Months	2,197,354.16	12 Months	2,556,060	12 Months	1,160,160

SIGNATURE MEMBERS PC-ADMIN
 Head - Fin Div. [Signature]
 Head - Admin Div. [Signature]
 Member-ZDKL [Signature]
 Date: [Signature]


OFFICE STATIONERY


Evaluation Performa

Serial No: 02Bidder Name: Uband Enterprises

S. No.	Requisite	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Evidence attached as
1	Banks presently on Cliental List (For counting of each bank services to at least 5 branches are mandatory) in relevant field	40		5 Banks and above	Award letters to be attached duly issued from each concerned Bank for last three years.	Annexure "A"
		20	20	3 Banks and above		
2	Years in Business in relevant field	30	30	5 Years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "B"
		15		3 years and above		
3	Average Yearly Turn Over in Last 3 Years	30	0	9 Million and above	Audit Report / Tax Return for the Last three years	Annexure "C"
		15		5 Million and above		
		5		1 Million and above		
Total Marks		100	50	Qualified / Disqualified		

Members Signatures- Evaluation Committee


Athar Iqbal
Administration Division


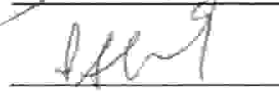
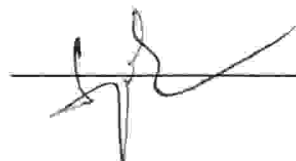

Fouzia Shamim
Operations Division


Tafmoor Ghauri
Finance Division

Members - Procurement Committee

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL

Signature

OFFICE STATIONERY

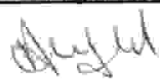
Evaluation Performa

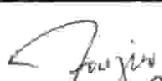
Serial No: 02

Bidder Name: Jimmy Berman Aids

S. No.	Requisite	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Evidence attached as
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		15		3 years and above		
3	Average Yearly Turn Over in Last 3 Years	30	—	9 Million and above	Audit Report / Tax Return for the Last three years	Annexure "C"
		15		5 Million and above		
		5		1 Million and above		
Total Marks		100	—	Qualified / Disqualified		

Members Signatures- Evaluation Committee


Athar Iqbal
Administration Division


Fouzia Shamim
Operations Division


Taimoor Ghausi
Finance Division

* Disqualified
due to non
responsive
Bid

Members - Procurement Committee

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL

Signature

