

Supply of Office Stationery to Head Office
Bid Evaluation Report

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1224/2021
3	Tender Description	Supply of Office Stationery to Head Office
4	Method of Procurement	Single Stage One Envelope Bidding Procedure.
5	Tender Published & SPPRA S.No.	T00531-20-0050. Express Tribune, Daily Express, Sindh Express (26/11/2021).
6	Total Bid Documents Sold	01
7	Total Bids Received	01
8	Technical/Financial Bid Opening Date & Time	15/12/2021 at 1100 Hrs
9	No. of bids qualified	01
10	Bid(s) Rejected & Disqualified	00

Details on the above as given below:

S.No	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. 3,000,000/-)	Reasons for acceptance/rejection	Remarks
1	2	3	4	5	6	7	
1.	M/s. M.R Enterprises	Qualified	Rs.2,880,540/-	1 st Lowest	Rs.119,460/- Below the Estimated Cost	Accepted as Only Qualified Evaluated Bid well within 15% limit	Rule 48 has been complied with

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

Members Signature- Procurement Committee

Arshad Abbas Soomro
Head of Administration



Dils Hussain Khan
Chief Financial Officer



Syed Muhammad Aqeel
Chief Manager, IDBL Karachi



COMPARISON OF RATES OF OFFICE STATIONERY

S.No.	Items	Approximate quantity required on monthly basis	MR Enterprises (Tender Rate - 2021)		Al Madina Stationery (Market Rate - 2021)	
			Rate Per Unit	Amount (Unit Rate x Quantity)	Rate Per Unit	Amount (Unit Rate x Quantity)
1	Ball Pen (Black/Blue/Red/Green)	25	85	2,125	120	3,000
2	Pointer (Black/Blue/Red/Green)	5	140	700	220	1,100
3	Gel Pen (Black/Blue/Red/Green)	5	740	6,700	500	2,500
4	Highlighter (Yellow/Pink/Orange/Green)	5	330	1,650	600	3,000
5	Dock Clip 15mm	5	35	175	450	2,250
6	Dock Clip 25mm	5	62	310	600	3,000
7	Dock Clip 32mm	5	93	465	800	4,000
8	Dock Clip 45mm	5	140	700	950	4,750
9	Dock Clip 51mm	5	190	950	1,080	5,400
10	Gum Stick Small	5	1600	8,000	1,680	8,400
11	Gum Stick Medium	5	1540	7,700	3,000	15,000
12	Jern Clip 30 mm	5	25	125	400	2,000
13	Jern Clip 36 mm	5	34	170	600	3,000
14	Punch Machine No. 60	5	300	1,500	400	2,000
15	Punch Machine H/D	1	1750	1,750	2,800	2,800
16	Stapler Machine 24/6	20	230	4,600	400	8,000
17	Stapler Machine H/D STD-3000	1	3000	3,000	3,500	3,500
18	Register 200 Pages	3	136	408	300	900
19	Register 400 Pages	3	205	615	400	1,200
20	Stapler Machine Small	10	145	1,450	200	2,000
21	Stapler Pin # 20	5	26	130	600	3,000
22	Stapler Pin # 24/6	20	36	720	800	18,000
23	Heavy Duty Stapler Pin # 23/15	2	98	196	180	360
24	Heavy Duty Stapler Pin # 23/17	2	135	270	200	400
25	Heavy Duty Stapler Pin # 23/13	2	108	216	160	320
26	Heavy Duty Stapler Pin # 23/10	2	95	190	140	280
27	Heavy Duty Stapler Pin # 23/8	2	75	150	100	200
28	Paper RIM AA, 70 gram	150	738	110,700	730	109,500
29	Paper RIM Legal White, 70 gram	10	850	8,500	870	8,700
30	Paper RIM Legal Green, 70 gram	20	182	3,640	350	7,000
31	Scotch Tape 1"	10	40	400	40	400
32	Scotch Tape 3/4"	10	20	200	80	800
33	Packing Tape Jumbo 3"	5	110	550	120	600
34	Paper Tape 1"	5	25	125	20	200
35	Brown Tape 1"	5	110	550	100	500
36	Blanko Fluide (Brush)	5	150	750	480	2,400
37	Blanko Fluide (Pen)	5	90	450	70	350
38	Transparent Plastic/L. Folder (A4) of Good Quality	36	20	720	22	792

SIGNATURE MEMBERS/PC-ADMIN
 Head - Fin Div.
 Head - Admin Div.
 Member - HR Div.
 Head:

39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	38	30	1,080	85	1,280
40	Box File	20	170	3,400	300	6,000
41	Paper Cutter	5	45	225	150	750
42	Scissor Small	5	110	550	120	600
43	Rough Pad Small	25	18	400	50	750
44	Rough Pad Large	25	32	800	70	1,750
45	Rubber Band	5	45	225	80	400
46	Colourful Separator Plastic	20	75	1,500	130	2,600
47	Separator Card	20	80	1,600	200	4,000
48	Separator 1 to 10	20	35	700	150	3,000
49	Sharpener	50	8	400	10	500
50	Plastic Colourful Flag	25	50	1,250	80	2,000
51	Common Pin	5	25	125	60	800
52	Computer File	20	150	3,000	140	2,800
53	Sticky Notes 2x3	25	30	780	60	1,560
54	Sticky Notes 3x3	25	50	1,300	100	2,600
55	Sticky Notes 3x5	25	70	1,750	140	3,500
56	Pen Holder	5	150	750	200	1,000
57	Spiral Binding Ring 10mm	50	10	500	15	750
58	Spiral Binding Ring 12mm	50	12	600	20	1,000
59	Spiral Binding Ring 14mm	50	18	900	25	1,250
60	Spiral Binding Ring 16mm	50	22	1,100	28	1,400
61	Spiral Binding Card	50	15	750	15	750
62	Spiral Binding Plastic Sheet	50	20	1,000	20	1,000
63	Calendar Refill	5	98	490	300	1,500
64	White Envelope - Small	100	1.75	175	3	300
65	Brown Envelope - Small	100	1.25	125	3	300
66	Steel Envelope Opener	5	180	900	150	750
67	White Envelope - A4	20	5	100	7	140
68	White Envelope - Legal	20	7	140	10	200
69	White Envelope - A3	20	10	200	15	300
70	Brown Envelope - A4	50	3	150	8	400
71	Brown Envelope - Legal	20	4	80	10	200
72	Brown Envelope - A3	20	6	120	14	280
73	Dock Clip 56mm	25	35	875	420	10,500
74	Jem Clip 75mm	5	160	800	150	750
75	Heavy Duty Stapler Pin # 23/24	5	375	875	3,000	15,000
76	Heavy Duty Stapler Pin # 23/20	5	345	725	2,800	14,000
77	Board Marker	15	35	525	75	750
78	Permanent Marker	15	29	435	60	600
79	Executive Box File	15	250	3,750	300	4,500
80	Eraser	25	18	450	10	150

SIGNATURE MEMBER PC-ADMIN

Head - Pin Div.

Head - Admin Div.

Member-DBL

Date

81	Ring File Fiber A/4 F/S Mpm Brand	50	90	4,500	150	7,500
82	Ring File Fiber A/3 F/S Mpm Brand	25	90	2,250	100	5,000
83	Message Slip	26	45	1,170	50	1,300
84	Executive Pencil	15	18	270	400	6,000
85	Pencil	50	10	500	15	750
86	Pin Remover	25	55	825	50	750
87	Stamp Pad	5	45	225	60	300
88	Stamp Pad Ink	5	25	125	60	300
89	Steel Scale Large	5	35	105	50	150
90	Colourful Flag Paper	20	50	1,000	100	1,000
91	Sticky Notes 3x4	20	60	1,200	120	1,400
92	Thumb Pin with plastic head	5	35	105	70	210
93	Plastic Paper Tray	3	450	1,350	600	1,800
94	Water Dumper (Plastic)	5	28	140	60	300
95	Calculator	3	750	2,250	200	2,100
96	Signature Pen/Gel	3	1280	3,780	100	300
97	Rubber Band Box Penguin Brand	5	45	225	50	250
98	Rubber Band 200 Gm universal Brand	1	850	850	600	600
99	Signature Pen Vision 6-11te 0.8	3	1600	4,800	180	540
100	Transparency Sheet (Per Pkt 100 Sheets)	2	2000	4,000	1,500	3,000
101	H/D Stapler Pin Remover Opal 5r 500	2	450	900	600	1,200
102	Spiral Note Book Atlas Dell Brand	5	210	1,050	400	2,000
103	Table Sharpener China Deli Brand	3	490	1,470	600	1,800
104	Scotch Tape Dispenser Large National / Lucky	3	260	780	450	1,350
105	Attendance Register Same Brand	3	160	480	200	2,100
106	O-Ring Stickers	5	35	175	120	600
107	Correction Pen Uni Brand	5	115	575	80	400
108	Carbon Paper Blue Kcr 100 Sheets	2	410	820	600	1,200
109	Counter Pen	5	45	225	50	300
110	Posted Flag	25	50	750	90	1,350
			One Month	240,045	One Month	370,192.00
			12 Months	2,880,540.00	12 Months	4,442,304.00

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. _____

Head - Admin Div. _____

Member-TOBL. _____

Date: _____

TENDER No: SNDB/COK/ADMIN/TD/1224/2021

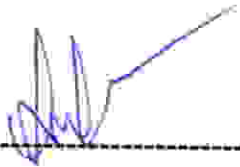
Date: 16/02/2022

Supply of Office Stationery to Head Office
Certificate in Compliance of Rule 48 of SPPRA

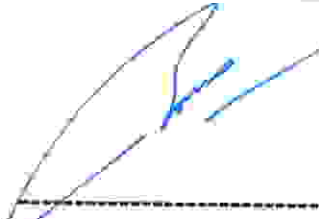
This is to certify that as only one bid was received against the tender, so Rule 48 has been complied with detail as follows:

S.No	Market Price.	Estimated Price	Current tender Price
01	Rs. 4,442,304/-	Rs. 3,000,000/-	Rs. 2,880,540/-

Member Procurement Committee



Head of Finance Division



Head of Admin Division



Member of IDBL



Al Madina Stationery

M/S SINDH BANK LIMITED

REVISE FINANCIAL PROPOSAL FOR TABLE STATIONERY ITEMS

S.NO	ITEM	DETAIL	QTY	RATES	TOTAL
1	BALL PEN (BLACK/BLUE/RED/GREEN)	SIGNATURE OR EQUIVALENT	25.00 PKT	120.00	3000.00
2	POINTER (BLACK/BLUE/RED/GREEN)	DOLLAR OR EQUIVALENT	5.00 PKT	220.00	1100.00
3	GEL PEN (BLACK/BLUE/RED/GREEN)	SIGNO OR EQUIVALENT	5.00 PKT	500.00	2500.00
4	HIGHLIGHTER (YELLOW/PINK/ORG/GREEN)	DOLLAR OR EQUIVALENT	5.00 PKT	600.00	3000.00
5	DOCK CLIP 15MM	CRYSTAL OR EQUIVALENT	5.00 PKT	450.00	2250.00
6	DOCK CLIP 25MM	CRYSTAL OR EQUIVALENT	5.00 PKT	600.00	3000.00
7	DOCK CLIP 32MM	CRYSTAL OR EQUIVALENT	5.00 PKT	800.00	4000.00
8	DOCK CLIP 41MM	CRYSTAL OR EQUIVALENT	5.00 PKT	950.00	4750.00
9	DOCK CLIP 51MM	CRYSTAL OR EQUIVALENT	5.00 PKT	1080.00	5400.00
10	GUM STICK SMALL	UHU OR EQUIVALENT	5.00 PKT	1680.00	8400.00
11	GUM STICK MEDIUM	UHU OR EQUIVALENT	5.00 PKT	3000.00	15000.00
12	JEM CLIP 30MM	CRYSTAL OR EQUIVALENT	5.00 PKT	400.00	2000.00
13	JEM CLIP 36M	CRYSTAL OR EQUIVALENT	5.00 PKT	600.00	3000.00
14	PUNCH MACHINE	OPAL OR EQUIVALENT	5.00 PCS	400.00	2000.00
15	PUNCH MACHINE H/D	OPAL OR EQUIVALENT	1.00 PCS	2800.00	2800.00
16	STAPLER MACHINE 24/6	OPAL OR EQUIVALENT	20.00 PCS	400.00	8000.00
17	STAPLER MACHINE H/D STD-3000	STD OR EQUIVALENT	1.00 PCS	3500.00	3500.00
18	REGISTER 200 PAGES	PAPER QUALITY OF 70GM	3.00 PCS	300.00	900.00
19	REGISTER 400 PAGES	PAPER QUALITY OF 70GM	3.00 PCS	400.00	1200.00
20	STAPLER MACHINE SMALL	MAX/OPAL OR EQUIVALENT	10.00 PCS	200.00	2000.00
21	STAPLER PIN # 10	DOLLAR OR EQUIVALENT	5.00 PKT	600.00	3000.00
22	STAPLER PIN # 24/6	DOLLAR OR EQUIVALENT	20.00 PKT	900.00	18000.00
23	HEAVY DUTY STAPLER PIN # 23/15	DOLLAR OR WHASHIN	2.00 PKT	180.00	360.00
24	HEAVY DUTY STAPLER PIN # 23/17	DOLLAR OR WHASHIN	2.00 PKT	200.00	400.00
25	HEAVY DUTY STAPLER PIN # 23/13	DOLLAR OR WHASHIN	2.00 PKT	160.00	320.00
26	HEAVY DUTY STAPLER PIN # 23/10	DOLLAR OR WHASHIN	2.00 PKT	140.00	280.00
27	HEAVY DUTY STAPLER PIN # 23/8	DOLLAR OR WHASHIN	2.00 PKT	100.00	200.00
28	PAPER RIM A4 70 GRAM	PAPER ONE OR EQUIVALENT	150.00 RIM	730.00	109500.00
29	PAPER RIM LEGAL WHITE 70 GRAM	PAPER ONE OR EQUIVALENT	10.00 RIM	870.00	8700.00
30	PAPER RIM LEGAL GREEN 70 GRAM	AA OR EQUIVALENT	20.00 PKT	350.00	7000.00
31	SCOTCH TAPE 1"	3M/CHINA OR EQUIVALENT	10.00 PCS	40.00	400.00
32	SCOTCH TAPE 1/2"	3M/CHINA OR EQUIVALENT	10.00 PCS	80.00	800.00
33	PACKING TAPE JUMBO 3"	GOLD STAR OR EQUIVALENT	5.00 PCS	120.00	600.00
34	PAPER TAPE 1"	GOLD STAR OR EQUIVALENT	5.00 PCS	40.00	200.00
35	BROWN TAPE 3"	GOLD STAR OR EQUIVALENT	5.00 PCS	100.00	500.00
36	BLANKO FLUID (BRUSH)	PELIKAN OR EQUIVALENT	5.00 PCS	180.00	900.00
37	BLANKO FLUID (PEN)	PELIKAN OR EQUIVALENT	5.00 PCS	70.00	350.00
38	PLASTIC L FOLDER A4 GOOD QUALITY	SAMPLE AVAIBLE IN ADMIN	36.00 PCS	21.00	792.00
39	PLASTIC L FOLDER COLOR LEGAL	SAMPLE AVAIBLE IN ADMIN	36.00 PCS	35.00	1260.00
40	BOX FILE	KORONA/EURO OR EVQ	20.00 PCS	300.00	6000.00
41	PAPER CUTTER	SD OR EQUIVALENT	5.00 PCS	150.00	750.00
42	SCISSOR SMALL	GOLDEN HORSE	5.00 PCS	120.00	600.00
43	ROUGH PAD SMALL	SOLO OR EQUIVALENT	25.00 PCS	30.00	750.00



Shop # 03, Plot # 18-C, 25th Street, Tauheed Commercial Area, D.H.A. Karachi.
 Ph: 021-35869880, Cell: 0321-8935297 Email: salmanalmadina@gmail.com



Al Madina Stationery

44	ROUGH PAD LARGE	SDLO OR EQUIVALENT	25.00	PCS	70.00	1750.00
45	RUBBER BAND BOX	BATA OR EQUIVALENT	5.00	BOX	80.00	400.00
46	COLOUR SEPRATOR PLASTIC	HUA JIC OR EQU	20.00	PCS	130.00	2600.00
47	SEPRATOR CARD	FOCAL OR EQU	20.00	PCS	200.00	4000.00
48	SEPRATOR 1 TO 10	YIJIAN OR EQU	20.00	PCS	150.00	3000.00
49	SHARPENER	PANAMA OR EQUIVALENT	50.00	PCS	10.00	500.00
50	PLASTIC COLOUR FLAG	PRONTI OR EQUIVALENT	25.00	PCS	80.00	2000.00
51	COMMON PIN	CHINA DR EQUIVALENT	5.00	PKT	60.00	300.00
52	COMPUTER FILE	SIZE A4 SQUARE LINE OR EQU	20.00	PCS	140.00	2800.00
53	STICKY NOTES 2X3	PRONTI OR EQU	26.00	PCS	60.00	1560.00
54	STICKY NOTES 3X3	PRONTI OR EQU	26.00	PCS	100.00	2600.00
55	SITCKY NOTES 3X5	PRONTI OR EQU	25.00	PCS	140.00	3500.00
56	PEN HOLDER	GOLDEN HORSE OR EQU	5.00	PCS	200.00	1000.00
57	SPIRAL BINDING RING 10MM	IBCCO OR EQUIVALENT	50.00	PCS	15.00	750.00
58	SPIRAL BINDING RING 12MM	IBCCO OR EQUIVALENT	50.00	PCS	20.00	1000.00
59	SPIRAL BINDING RING 14MM	IBCCO OR EQUIVALENT	50.00	PCS	25.00	1250.00
60	SPIRAL BINDING RING 16MM	IBCCO OR EQUIVALENT	50.00	PCS	28.00	1400.00
61	SPIRAL BINDING CARD	IBCCO OR EQUIVALENT	50.00	PCS	15.00	750.00
62	SPIRAL BINDING PLASTIC SHEET	IBCCO OR EQUIVALENT	50.00	PCS	20.00	1000.00
63	CALENDER REFILL	LOCAL OR EQUIVALENT	5.00	PCS	300.00	1500.00
64	WHITE ENVELOPE SMALL	PAPER QUALITY OF 70GM	100.00	PCS	3.00	300.00
65	BROWN ENVELOPE SMALL	PAPER QUALITY OF 70GM	100.00	PCS	3.00	300.00
66	STEEL ENVELOPE OPENER	LOCAL OR EQUIVALENT	3.00	PCS	150.00	750.00
67	WHITE ENVELOPE A4	PAPER QUALITY OF 70GM	20.00	PCS	7.00	140.00
68	WHITE ENVELOPE LEGAL	PAPER QUALITY OF 70GM	20.00	PCS	10.00	200.00
69	WHITER ENVELOPE A3	PAPER QUALITY OF 70GM	20.00	PCS	15.00	300.00
70	BROWN ENVELOPE A4	PAPER QUALITY OF 70GM	50.00	PCS	8.00	400.00
71	BROWN ENVELOPE LEGAL	PAPER QUALITY OF 70GM	20.00	PCS	10.00	200.00
72	BROWN ENVELOPE A3	PAPER QUALITY OF 70GM	20.00	PCS	14.00	180.00
73	DOCK CLIP 36MM	CRYSTAL OR EQUIVALENT	25.00	PKT	420.00	10500.00
74	JEM CLIP 75MM	CRYSTAL OR EQUIVALENT	5.00	PKT	150.00	750.00
75	HEAVY DUTY STAPLER PIN # 23/24	DOLLAR OR WHASHIN	5.00	PKT	3000.00	15000.00
76	HEAVY DUTY STAPLER PIN # 23/20	DOLLAR OR WHASHIN	5.00	PKT	2800.00	14000.00
77	BOARD MARKER	DOLLAR OR EQUIVALENT	15.00	PCS	50.00	750.00
78	PERMANENT MARKER	DOLLAR OR EQUIVALENT	15.00	PCS	40.00	600.00
79	EXECUTIVE BOX FILE	KORONA/BOSTON OR EQU	15.00	PCS	300.00	4500.00
80	ERASER	PELIKAN OR EQUIVALENT	25.00	PCS	10.00	250.00
81	RING FILE FIBER A4/F/S MPM BRAND	ABBA DR EQUIVALENT	50.00	PCS	150.00	7500.00
82	RING FILE FIBER F/S MPM BRAND	ABBA DR EQUIVALENT	25.00	PCS	200.00	5000.00
83	MESSAGE SLIP	LOCAL OR EQU 4X4 INCHES	26.00	PCS	50.00	1300.00
84	EXECUTIVE PENCIL	FABER CASTLE OR EQU	15.00	PCS	400.00	6000.00
85	PENCIL	GOLDFISH OR EQU	50.00	PCS	15.00	780.00
86	PIN REMOVER	OPAL/PELIKAN OR EQU	15.00	PCS	50.00	750.00
87	STAMP PAD	DOLLAR OR EQUIVALENT	5.00	PCS	60.00	300.00
88	STAMP PAD INK	DOLLAR OR EQUIVALENT	5.00	PCS	60.00	300.00
89	STEEL SCALE LARGE	CHINA OR EQUIVALENT	3.00	PCS	50.00	150.00
90	COLOUR FUL FLAGE PAPER	PRONTI OR EQUIVALENT	20.00	PCS	100.00	2000.00
91	STICKY NOTES 3X4	STICK ON OR EQU	20.00	PCS	120.00	2400.00
92	THUMB PIN WITH PLASTIC HEAD	STERLING DR EQUIVALENT	3.00	PKT	70.00	210.00

*Al Madina
Stationery*

Shop # 03, Plot # 18-C, 25th Street, Tauheed Commercial Area, D.H.A. Karachi,
Ph: 021-35869880, Cell: 0321-8935297 Email: salmanalmadina@gmail.com