

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/1261/2022
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.	T00531-22-003. Express Tribune, Daily Express, Sindh Express (25/08/2022).
6	Total Bid Documents Sold	02
7	Total Bids Received	02
8	Technical/Financial Bid Opening Date & Time	09/09/2022 at 1115 Hrs
9	No. of bids qualified	02
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.5,300,000/-)	Reasons for acceptance/ rejection	Remarks
1	2	3	4	5	6	7	
1.	M/s. Al-Faisal Enterprises	Qualified	Rs.4,337,784/-	1 <sup>st</sup> Lowest	Rs.962,216/- Below the Estimated Cost	Accepted as Most Advantageous Bid	Accepted-Award of Contract
2.	M/s. M.R Enterprises	Qualified	Rs.4,727,940/-	2 <sup>nd</sup> Lowest	Rs.572,060/- Below the Estimated Cost	High in Bid	---

Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender documents, **M/s. Al-Faisal Enterprises** is the most advantageous bid 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

Dilshad Hussain Khan  
Chief Financial Officer

Syed Muhammad Aqeel  
Chief Manager, IDBL Karachi

## Letter of Acceptance

Date: 26/10/2022

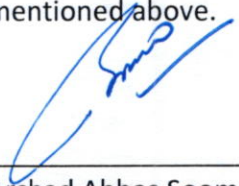
To: M/s. Al-Faisal Enterprises & S-I/I Shah Waliullah Nagar Sector 111/2, Orangi Town Karachi

Subject: Supply of Office Stationery at Head Office

Notification of Award of Contract No: SNDB/COK/ADMIN/TD/1261/2022

This is to notify you that your Bid dated 25/8/2022 for execution of then & SNDB/COK/ADMIN/TD/1261/2022 for the accepted contract amount of the equivalent of (Rs.4,337,784/- & Rupees: Four Million Three Hundred Thirty Seven Thousand Seven Hundred Eighty Four Only) as corrected and modified in accordance with instructions to bidders is hereby accepted by our agency.

You are requested to furnish the Performance Security within 28 days in accordance with the conditions of Contract, using for that purpose the Performance Security Form included in the bidding document and sign the contact agreement attached herewith within stipulated time mentioned above.

  
Arshad Abbas Soomro  
Head of Administration & Chief Security Officer  
Sindh Bank Ltd

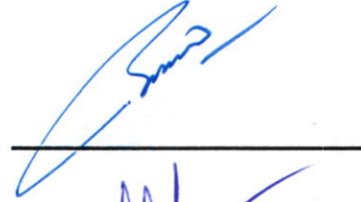
## CERTIFICATE

This is to certify that no complaint has been received in related to  
Supply of Office Stationery at Head Office having Reference No.  
SNDB/COK/ADMIN/TD/1261/2022 having SPPRA ID No: TOO531-22-  
0003.

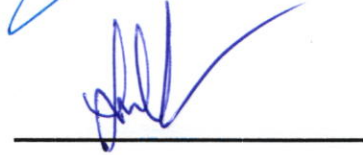
### Members – Procurement Committee

### Signature

1) HEAD OF ADMINISTRATION



2) CHIEF FINANCIAL OFFICER



3) CHIEF MANAGER, IDBL



4 FINANCIAL PROPOSAL

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. *[Signature]*

Head - Admin Div. *[Signature]*

PRICE SCHEDULE Member-IDBL. *[Signature]*

(Applicable for the year 2022-23)

Date: *[Signature]*

Name of Bidder

S. No.	Item	Detail	Tentative quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
1	Ball Pen (Black/Blue/Red/Green)	Signature/Blu or equivalent	25 Packet	125/-	3125/-
2	Pointer (Black/Blue/Red/Green)	Dollar or equivalent	5 Packet	210/-	1050/-
3	Gel Pen (Black/Blue/Red/Green)	Signo or equivalent	5 Packet	970/-	4850/-
4	Highlighter (Yellow/Pink/Orange/Green)	Dollar or equivalent	5 Packet	455/-	2275/-
5	Dock Clip 15mm	Crystal/Diam ond or equivalent	5 Packet	52/-	260/-
6	Dock Clip 25mm	Crystal/Diam ond or equivalent	5 Packet	85/-	425/-
7	Dock Clip 32mm	Crystal/Diam ond or equivalent	5 Packet	130/-	650/-
8	Dock Clip 41mm	Crystal/Diam ond or equivalent	5 Packet	190/-	950/-
9	Dock Clip 51mm	Crystal/Diam ond or equivalent	5 Packet	220/-	1100/-
10	Gum Stick Small	UHU or equivalent	5 Packet	1728/-	8640/-
11	Gum Stick Medium	UHU or equivalent	5 Packet	1512/-	7560/-
12	Jem Clip 30 mm	Crystal or equivalent	5 Packet	38/-	190/-
13	Jem Clip 36 mm	Crystal or equivalent	5 Packet	48/-	240/-
14	Punch Machine No. 60	Opal or Deli or equivalent	5 Pcs	430/-	2150/-
15	Punch Machine H/D	Opal or deli or equivalent	1 Pcs	2050/-	2050/-



## SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. \_\_\_\_\_

Tender Document - Supply of Office Stationery to Head Office

Sindh Bank Ltd

Head - Admin Div. \_\_\_\_\_

Member-IDBL. \_\_\_\_\_

Date: \_\_\_\_\_

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
16	Stapler Machine 24/6	Opal or equivalent	20 Pcs	285/-	5700/-
17	Stapler Machine H/D STD-3000	STD or equivalent	1 Pcs	3000/-	3000/-
18	Register 200 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos	190/-	570/-
19	Register 400 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos	260/-	780/-
20	Stapler Machine Small	Max/Opal or equivalent	10 Pcs	198/-	1980/-
21	Stapler Pin # 20	Fuji/Dollar or equivalent	5 Pkt	30/-	150/-
22	Stapler Pin # 24/6	Fuji/Dollar or equivalent	20 Pkt	45/-	900/-
23	Heavy Duty Stapler Pin # 23/15	Fuji/Dollar or equivalent	2 Pkt	120/-	240/-
24	Heavy Duty Stapler Pin # 23/17	Fuji/Dollar or equivalent	2 Pkt	175/-	350/-
25	Heavy Duty Stapler Pin # 23/13	Fuji/Dollar or equivalent	2 Pkt	130/-	260/-
26	Heavy Duty Stapler Pin # 23/10	Fuji/Dollar or equivalent	2 Pkt	115/-	230/-
27	Heavy Duty Stapler Pin # 23/8	Fuji/Dollar or equivalent	2 Pkt	105/-	210/-
28	Paper RIM A4, 70 gram	Paper One or equivalent	150 Rim	1350/-	202500/-
29	Paper RIM Legal White, 70 gram	Paper One or equivalent	10 Rim	1656/-	16560/-
30	Paper RIM Legal Green, 70 gram	AA or equivalent	20 Pkt	290/-	5800/-
31	Scotch Tape 1"	3M/China or Equivalent	10 Pcs	45/-	450/-
32	Scotch Tape ½"	3M/China or Equivalent	10 Pcs	23/-	230/-
33	Packing Tape Jumbo 3"	Gold Star or equivalent	5 Pcs	125/-	625/-



SIGNATURE MEMBERS PC-ADMIN

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

Head - Fin Div. \_\_\_\_\_

Head - Admin Div. \_\_\_\_\_

Member IDBL. \_\_\_\_\_

S. No.	Date: _____ Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
34	Paper Tape 1"	Gold Star or equivalent	5 Pcs	22/-	110/-
35	Brown Tape 3"	Gold Star or equivalent	5 Pcs	125/-	625/-
36	Blanko Fluide (Brush)	Pelikan or equivalent	5 Nos	140/-	700/-
37	Blanko Fluide (Pen)	Pelikan or equivalent	5 Nos	48/-	240/-
38	Transparent Plastic/L Folder (A4) of Good Quality	Data Office or Equivalent	36 Pcs	20/-	720/-
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	Data Office or Equivalent	36 Pcs	24/-	864/-
40	Box File	Korona/Euro or equivalent	20 Nos	170/-	3400/-
41	Paper Cutter	SD or equivalent	5 Nos	50/-	250/-
42	Scissor Small	Golden Horse or equivalent	5 Nos	120/-	600/-
43	Rough Pad Small	Solo or equivalent	25 Nos	25/-	625/-
44	Rough Pad Large	Solo or equivalent	25 Nos	48/-	1200/-
45	Rubber Band	Bata or equivalent	5 Packet	57/60	288/-
46	Colourful Separator Plastic	Hua Jic or Equivalent	20 Nos	100/-	2000/-
47	Separator Card	Focal, Multiline or Equivalent	20 Nos	6/-	120/-
48	Separator 1 to 10	Yijian or Equivalent	20 Nos	70/-	1400/-
49	Sharpener	Panama or equivalent	50 Pcs	12/-	600/-
50	Plastic Colourful Flag	Pronti or equivalent	25 Nos	48/-	1200/-
51	Common Pin	China or equivalent	5 Packet	40/-	200/-



SIGNATURE MEMBERS PC-ADMIN

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

Head - Fin Div.

Head - Admin Div.

Member-DBL.

S. No.	Date: _____ Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
52	Computer File	Size A-4 (Square Line or equivalent)	20 Nos	150/-	3000/-
53	Sticky Notes 2x3	Pronti or equivalent	26 Nos	40/-	1040/-
54	Sticky Notes 3x3	Pronti or equivalent	26 Nos	60/-	1560/-
55	Sticky Notes 3x5	Pronti or equivalent	25 Nos	85/-	2125/-
56	Pen Holder	Golden Horse or equivalent	5 Nos	200/-	1000/-
57	Spiral Binding Ring 10mm	IBCCO or Equivalent	50 Nos	16/-	800
58	Spiral Binding Ring 12mm	IBCCO or Equivalent	50 Nos	18/-	900/-
59	Spiral Binding Ring 14mm	IBCCO or Equivalent	50 Nos	22/-	1100/-
60	Spiral Binding Ring 16mm	IBCCO or Equivalent	50 Nos	24/-	1200/-
61	Spiral Binding Card	IBCCO or Equivalent	50 Nos	19/-	950/-
62	Spiral Binding Plastic Sheet	IBCCO or Equivalent	50 Nos	25/-	1250/-
63	Calendar Refill	Local or Equivalent	5 Nos	120/-	600/-
64	White Envelope - Small	HB or Equivalent Paper quality of 70 gram	100 Nos	1/70	170/-
65	Brown Envelope -Small	HB or Equivalent Paper quality of 70 gram	100 Nos	1/35	135/-
66	Steel Envelope Opener	Local or Equivalent	5 Nos	90/-	450/-
67	White Envelope - A4	HB or Equivalent Paper quality of 70 gram	20 Nos	8/-	160/-



SIGNATURE MEMBERS PC-ADMIN

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

Head - Fin Div. \_\_\_\_\_

Head - Admin Div. \_\_\_\_\_

Member-TD&amp;L. \_\_\_\_\_

S. No.	Date: _____ Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
68	White Envelope - Legal	HB or Equivalent Paper quality of 70 gram	20 Nos	12/-	240/-
69	White Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos	20/-	400/-
70	Brown Envelope - A4	HB or Equivalent Paper quality of 70 gram	50 Nos	3/-	150/-
71	Brown Envelope - Legal	HB or Equivalent Paper quality of 70 gram	20 Nos	5/-	100/-
72	Brown Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos	12/-	240/-
73	Dock Clip 36mm	Crystal or equivalent	25 Packet	45/-	1125/-
74	Jem Clip 75mm	Crystal or equivalent	5 Packet	110/-	550/-
75	Heavy Duty Stapler Pin # 23/24	Fuji, Dollar, Whashin or equivalent	5 Packet	290/-	1450/-
76	Heavy Duty Stapler Pin # 23/20	Fuji, Dollar, Whashin or equivalent	5 Packet	190/-	950/-
77	Board Marker	Dollar or equivalent	15 Nos	48/-	720/-
78	Permanent Marker	Dollar or equivalent	15 Nos	45/-	675/-
79	Executive Box File	Korona/Boston or equivalent	15 Nos	305/-	4575
80	Eraser	Pelikan or equivalent	25 Nos	15/-	375
81	Ring File Fiber A/4 F/S Mpm Brand	Abba or equivalent	50 Nos	110/-	5500/-



SIGNATURE MEMBERS PC-ADMIN

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

Head - Fin Div. \_\_\_\_\_

Head - Admin Div. \_\_\_\_\_

Member-IOBL. \_\_\_\_\_

S. No.	Date: _____ Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
82	Ring File Fiber A/3 F/S Mpm Brand	Abba or equivalent	25 Nos	120/-	3000/-
83	Message Slip	Local or Equivalent 4 x 4 inches	26 Nos	35/-	910/-
84	Executive Pencil	Faber Castell or equivalent	15 Nos	14/-	210/-
85	Pencil	Goldfish or equivalent	50 Nos	13/-	650/-
86	Pin Remover	Opal/Pelikan or equivalent	15 Nos	65/-	975/-
87	Stamp Pad	Dollar or equivalent	5 Nos	52/-	260/-
88	Stamp Pad Ink	Dollar or equivalent	5 Nos	28/-	140/-
89	Steel Scale Large	China or equivalent	3 Nos	40/-	120/-
90	Colourful Flag Paper	(Pronoti or equivalent )	20 Nos	65/-	1300/-
91	Sticky Notes 3x4	Stick on or equivalent	20 Nos	60/-	1200/-
92	Thumb Pin with plastic head	Sterling or equivalent	3 Packet	45/-	135/-
93	Plastic Paper Tray	Designer or equivalent	3 Nos	450/-	1350/-
94	Water Dumper (Plastic)	Local or Equivalent	5 Nos	35/-	175/-
95	Calculator	Citizen 710, Casio MJ-120 or equivalent	3 Nos	730/-	2190/-
96	Signature Pen/Gel	Dollar Eye Micro or equivalent	3 Packet	1600/-	4800
97	Rubber Band Box	Penguin Brand or Equivalent	5 Packet	57/-	285/-



SIGNATURE MEMBERS PC-ADMIN

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

Head - Fin Div.

Head - Admin Div.

Member-IO&amp;L

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
98	Rubber Band 200 Gm	Universal Brand or equivalent	1 Kg	570/-	570/-
99	Signature Pen	Vision El-lite 0.8 or equivalent	3 Packet	1900/-	5700/-
100	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalent	2 Packet	2500/-	5000/-
101	H/D Stapler Pin Remover	Opal Sr-300 or equivalent	2 Nos	500/-	1000/-
102	Spiral Note Book	Alba Deli Brand or equivalent	5 Nos	250/-	1250/-
103	Table Sharpener	Deli Brand or equivalent	3 Nos	560/-	1680/-
104	Scotch Tape Dispenser Large	National / Lucky or equivalent	3 Nos	150/-	450/-
105	Attendance Register	HB or Equivalent	3 Nos	165/-	495/-
106	O - Ring Stickers	Mehfooz or equivalent	5 Box	45/-	225/-
107	Correction Pen	Uni Brand or equivalent	5 Nos	50/-	250/-
108	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent	2 Packet	490/-	980/-
109	Counter Pen	Keen or Equivalent-	5 Nos	60/-	300/-
110	Posted Flag	JB or Equivalent	15 Nos	80/-	1200/-
			Total Amount		361482/-
			*Grand Total X 12 Month		4337784/-

\* This amount will be considered as only the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7. Below



**Note:**

1. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
2. **Delivery Period:** A prior notice of 03 days will be given for the supply of office stationery and it will be expected within 03 days, the said supplies will be made available at the site.
3. If the item is not provided on due date (date given on supply order) a fine of Rs.500/-per day will be deducted from the bill.
4. The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, transportation charges.
5. No advance payment for the supply of office stationery will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
6. Calculation of bid security. 5% of the \*(Grand Total) will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
7. Lowest Evaluated Bidder is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/items during contract period. SPPRA Rule 49 may please be referred. As it is a package tender, so no partial cost will be considered.
8. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 days) on SPPRA website.
9. The Tender will stand cancelled if the item are not supply within 3 working days of issue of supply order.
10. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
11. If the obligation of warranty period/conditions of the tender are not met or delayed, the supply etc, requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the supply of office stationery will also be borne by the supplier.
12. All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
13. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.
14. All payments will be made in Pak Rs.
15. Each Department Stationary will be packed by vendor separately.
16. Low Quality Stationary will not be acceptable.
17. Emergency Stationary without delay for any department will be provided by vendor on same day.

We, hereby accept all the terms and conditions as given above.

*S.M. Fawadwasi, Darsal*

(Signature of bidder with name, Designation and Company Seal)



Dated: *09/09/2022*

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. *[Signature]*

Head - Admin Div. *[Signature]*

Member-IDBL. *[Signature]*

Date: *[Signature]*

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL.

Date:

## 4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2022-23)

Name of Bidder

*M.R Enterprises*

S. No.	Item	Detail	Tentative quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
1	Ball Pen (Black/Blue/Red/Green)	Signature/Blu or equivalent	25 Packet	150.00	3750.00
2	Pointer (Black/Blue/Red/Green)	Dollar or equivalent	5 Packet	210.00	1050.00
3	Gel Pen (Black/Blue/Red/Green)	Signo or equivalent	5 Packet	980.00	4900.00
4	Highlighter (Yellow/Pink/Orange/Green)	Dollar or equivalent	5 Packet	455.00	2275.00
5	Dock Clip 15mm	Crystal/Diam ond or equivalent	5 Packet	58.00	290.00
6	Dock Clip 25mm	Crystal/Diam ond or equivalent	5 Packet	85.00	425.00
7	Dock Clip 32mm	Crystal/Diam ond or equivalent	5 Packet	130.00	650.00
8	Dock Clip 41mm	Crystal/Diam ond or equivalent	5 Packet	200.00	1000.00
9	Dock Clip 51mm	Crystal/Diam ond or equivalent	5 Packet	265.00	1325.00
10	Gum Stick Small	UHU or equivalent	5 Packet	1800.00	9000.00
11	Gum Stick Medium	UHU or equivalent	5 Packet	1900.00	9500.00
12	Jem Clip 30 mm	Crystal or equivalent	5 Packet	38.00	190.00
13	Jem Clip 36 mm	Crystal or equivalent	5 Packet	55.00	275.00
14	Punch Machine No. 60	Opal or Deli or equivalent	5 Pcs	390.00	1950.00
15	Punch Machine H/D	Opal or deli or equivalent	1 Pcs	2050.00	2050.00



SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. \_\_\_\_\_

Head - Admin Div. \_\_\_\_\_

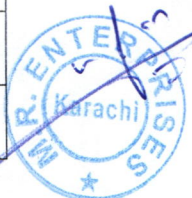
Member-IDBL \_\_\_\_\_

Date: \_\_\_\_\_

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
16	Stapler Machine 24/6	Opal or equivalent	20 Pcs	319.00	6380.00
17	Stapler Machine H/D STD-3000	STD or equivalent	1 Pcs	4000.00	4000.00
18	Register 200 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos	190.00	570.00
19	Register 400 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos	260.00	780.00
20	Stapler Machine Small	Max/Opal or equivalent	10 Pcs	198.00	1980.00
21	Stapler Pin # 20	Fuji/Dollar or equivalent	5 Pkt	30.00	150.00
22	Stapler Pin # 24/6	Fuji/Dollar or equivalent	20 Pkt	45.00	900.00
23	Heavy Duty Stapler Pin # 23/15	Fuji/Dollar or equivalent	2 Pkt	120.00	240.00
24	Heavy Duty Stapler Pin # 23/17	Fuji/Dollar or equivalent	2 Pkt	175.00	350.00
25	Heavy Duty Stapler Pin # 23/13	Fuji/Dollar or equivalent	2 Pkt	130.00	260.00
26	Heavy Duty Stapler Pin # 23/10	Fuji/Dollar or equivalent	2 Pkt	115.00	230.00
27	Heavy Duty Stapler Pin # 23/8	Fuji/Dollar or equivalent	2 Pkt	105.00	210.00
28	Paper RIM A4, 70 gram	Paper One or equivalent	150 Rim	1440.00	216000.00
29	Paper RIM Legal White, 70 gram	Paper One or equivalent	10 Rim	1750.00	17500.00
30	Paper RIM Legal Green, 70 gram	AA or equivalent	20 Pkt	290.00	5800.00
31	Scotch Tape 1"	3M/China or Equivalent	10 Pcs	45.00	450.00
32	Scotch Tape ½"	3M/China or Equivalent	10 Pcs	23.00	230.00
33	Packing Tape Jumbo 3"	Gold Star or equivalent	5 Pcs	125.00	625.00



SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL.

Date:

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
34	Paper Tape 1"	Gold Star or equivalent	5 Pcs	25.00	125.00
35	Brown Tape 3"	Gold Star or equivalent	5 Pcs	125.00	625.00
36	Blanko Fluide (Brush)	Pelikan or equivalent	5 Nos	140.00	700.00
37	Blanko Fluide (Pen)	Pelikan or equivalent	5 Nos	110.00	550.00
38	Transparent Plastic/L Folder (A4) of Good Quality	Data Office or Equivalent	36 Pcs	25.00	900.00
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	Data Office or Equivalent	36 Pcs	35.00	1260.00
40	Box File	Korona/Euro or equivalent	20 Nos	170.00	3400.00
41	Paper Cutter	SD or equivalent	5 Nos	50.00	250.00
42	Scissor Small	Golden Horse or equivalent	5 Nos	120.00	600.00
43	Rough Pad Small	Solo or equivalent	25 Nos	30.00	750.00
44	Rough Pad Large	Solo or equivalent	25 Nos	60.00	1500.00
45	Rubber Band	Bata or equivalent	5 Packet	60.00	300.00
46	Colourful Separator Plastic	Hua Jic or Equivalent	20 Nos	100.00	2000.00
47	Separator Card	Focal, Multiline or Equivalent	20 Nos	150.00	3000.00
48	Separator 1 to 10	Yijian or Equivalent	20 Nos	100.00	2000.00
49	Sharpener	Panama or equivalent	50 Pcs	12.00	600.00
50	Plastic Colourful Flag	Pronti or equivalent	25 Nos	65.00	1625.00
51	Common Pin	China or equivalent	5 Packet	40.00	200.00



SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDL.

Date:

Tender Document - Supply of Office Stationery to Head Office

Sindh Bank Ltd

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
52	Computer File	Size A-4 (Square Line or equivalent)	20 Nos	150.00	3000.00
53	Sticky Notes 2x3	Pronti or equivalent	26 Nos	40.00	1040.00
54	Sticky Notes 3x3	Pronti or equivalent	26 Nos	60.00	1560.00
55	Sticky Notes 3x5	Pronti or equivalent	25 Nos	110.00	2750.00
56	Pen Holder	Golden Horse or equivalent	5 Nos	250.00	1250.00
57	Spiral Binding Ring 10mm	IBCCO or Equivalent	50 Nos	18.00	900.00
58	Spiral Binding Ring 12mm	IBCCO or Equivalent	50 Nos	22.00	1100.00
59	Spiral Binding Ring 14mm	IBCCO or Equivalent	50 Nos	29.00	1450.00
60	Spiral Binding Ring 16mm	IBCCO or Equivalent	50 Nos	32.00	1600.00
61	Spiral Binding Card	IBCCO or Equivalent	50 Nos	19.00	950.00
62	Spiral Binding Plastic Sheet	IBCCO or Equivalent	50 Nos	29.00	1450.00
63	Calendar Refill	Local or Equivalent	5 Nos	140.00	700.00
64	White Envelope - Small	HB or Equivalent Paper quality of 70 gram	100 Nos	3.50	350.00
65	Brown Envelope -Small	HB or Equivalent Paper quality of 70 gram	100 Nos	2.50	250.00
66	Steel Envelope Opener	Local or Equivalent	5 Nos	210.00	1050.00
67	White Envelope - A4	HB or Equivalent Paper quality of 70 gram	20 Nos	10.00	200.00



SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-ID#L.

Date:

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
68	White Envelope - Legal	HB or Equivalent Paper quality of 70 gram	20 Nos	14.00	280.00
69	White Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos	20.00	400.00
70	Brown Envelope - A4	HB or Equivalent Paper quality of 70 gram	50 Nos	6.00	300.00
71	Brown Envelope - Legal	HB or Equivalent Paper quality of 70 gram	20 Nos	8.00	160.00
72	Brown Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos	12.00	240.00
73	Dock Clip 36mm	Crystal or equivalent	25 Packet	60.00	1500.00
74	Jem Clip 75mm	Crystal or equivalent	5 Packet	200.00	1000.00
75	Heavy Duty Stapler Pin # 23/24	Fuji, Dollar, Whashin or equivalent	5 Packet	220.00	1100.00
76	Heavy Duty Stapler Pin # 23/20	Fuji, Dollar, Whashin or equivalent	5 Packet	190.00	950.00
77	Board Marker	Dollar or equivalent	15 Nos	48.00	720.00
78	Permanent Marker	Dollar or equivalent	15 Nos	45.00	675.00
79	Executive Box File	Korona/Bost on or equivalent	15 Nos	310.00	4650.00
80	Eraser	Pelikan or equivalent	25 Nos	25.00	625.00
81	Ring File Fiber A/4 F/S Mpm Brand	Abba or equivalent	50 Nos	110.00	5500.00



## SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDHL.

Date:

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
82	Ring File Fiber A/3 F/S Mpm Brand	Abba or equivalent	25 Nos	120.00	3000.00
83	Message Slip	Local or Equivalent 4 x 4 inches	26 Nos	60.00	1560.00
84	Executive Pencil	Faber Castell or equivalent	15 Nos	24.00	360.00
85	Pencil	Goldfish or equivalent	50 Nos	13.00	650.00
86	Pin Remover	Opal/Pelikan or equivalent	15 Nos	65.00	975.00
87	Stamp Pad	Dollar or equivalent	5 Nos	52.00	260.00
88	Stamp Pad Ink	Dollar or equivalent	5 Nos	28.00	140.00
89	Steel Scale Large	China or equivalent	3 Nos	40.00	120.00
90	Colourful Flag Paper	(Pronoti or equivalent )	20 Nos	65.00	1300.00
91	Sticky Notes 3x4	Stick on or equivalent	20 Nos	90.00	1800.00
92	Thumb Pin with plastic head	Sterling or equivalent	3 Packet	45.00	135.00
93	Plastic Paper Tray	Designer or equivalent	3 Nos	500.00	1500.00
94	Water Dumper (Plastic)	Local or Equivalent	5 Nos	35.00	175.00
95	Calculator	Citizen 710, Casio MJ-120 or equivalent	3 Nos	1050.00	3150.00
96	Signature Pen/Gel	Dollar Eye Micro or equivalent	3 Packet	1600.00	4800.00
97	Rubber Band Box	Penguin Brand or Equivalent	5 Packet	60.00	300.00



SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

Head - Admin Div.

Member-IDBL.

Date:

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
98	Rubber Band 200 Gm	Universal Brand or equivalent	1 Kg	1000.00	1000.00
99	Signature Pen	Vision El-lite 0.8 or equivalent	3 Packet	1900.00	5700.00
100	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalent	2 Packet	2500.00	5000.00
101	H/D Stapler Pin Remover	Opal Sr-300 or equivalent	2 Nos	500.00	1000.00
102	Spiral Note Book	Alba Deli Brand or equivalent	5 Nos	250.00	1250.00
103	Table Sharpener	Deli Brand or equivalent	3 Nos	560.00	1680.00
104	Scotch Tape Dispenser Large	National / Lucky or equivalent	3 Nos	290.00	870.00
105	Attendance Register	HB or Equivalent	3 Nos	190.00	570.00
106	O - Ring Stickers	Mehfooz or equivalent	5 Box	45.00	225.00
107	Correction Pen	Uni Brand or equivalent	5 Nos	125.00	625.00
108	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent	2 Packet	490.00	980.00
109	Counter Pen	Keen or Equivalent-	5 Nos	60.00	300.00
110	Posted Flag	JB or Equivalent	15 Nos	80.00	1200.00
			Total Amount		393995.00
			*Grand Total X 12 Month		4727940.00

\* This amount will be considered as only the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7. Below



ATTENDANCE SHEET  
BID OPENING -

FOR SELECTION OF Supply of office Stationery to Head office

Date: 09-09-2022

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1)	M.R Enterprises	Rizwan	021-34555884		
3)	Affair Enterprise		By Drug Box		

Signature –Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)

# MINUTES OF THE OPENING OF THE TENDER (TECHNICAL /FINANCIAL PHASE)

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

Supply of office Stationery to Head office

TYPE OF TENDER

SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE / TWO STAGE-TWO ENVELOPE

OPENING DATE

09-09-22

OPENING TIME

1115 Hrs.

ATTENDANCE (MEMBER PC)

MEM

MEM

MEM

MEM

ATTENDANCE (REPS. OF BIDDERS)

ATT

ATT

ATT

ATT

ATT

TOTAL BIDS ACCEPTED FOR EVALUATION

TOTAL BIDS REJECTED

REMARKS

NAME

FIRM

BID OFFERED

1) M.R Enterprises R. 4,727,940/-  
2) AL Faisal Enterprises R.S. 4,337,784/-

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL

Date:

Date: 9/9/22

## SUPPLY OF OFFICE STATIONERY Evaluation Performa

Serial No: 01

Bidder Name: M.R Enterpriss

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	Cliential list for supply of relevant tender items	40	40	5 Companies and above	Award letters to be attached duly issued from each concerned companies	Annexure "A"
		30	30	3 Companies and above		
		15		1 Companies 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	30	6 Million and above	Audit Report / Tax Return for the Last three years	Annexure "C"
		15		3 Million and above		
		10		1 Million and above		
Total Marks		100	90	Qualified / Disqualified		

### Members Signatures- Evaluation Team

Athar Iqbal  
Administration Division

Fouzia Shamim  
Operations Division

Taimoor Ghausi  
Finance Division

### Members Procurement Committee

1 HEAD OF ADMINISTRATION

2 CHIEF FINANCIAL OFFICER

3 CHIEF MANAGER, IDBL

Signature

[Signature]  
[Signature]  
[Signature]

## ANNEXURE "L"

### Mandatory Performa

(To be filled by Procurement Committee of the Bank)

S.No: 01


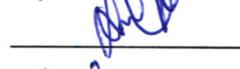

Bidder: MR Enterpriss

S.No	Description	Remarks -Complied with or not
01	Attachment of Affidavit (specimen attached as Annexure "I") on stamp paper from the owner of the company.	not complied with
02	Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the bank will not be responsible if the documents are not received by the Procurement Committee at the time of opening of bids.	complied with
03	The bidders are required to submit bids only in prescribed financial proforma given in Tender Document	complied with
04	Attachment of Annexure "A" Financial Proposal & Annexure "B", if Bank Guarantee is going to be submitted as Bid Security.	complied with
05	The representative present at the time of opening of tender shall be in possession of authority letter on the company's letter head, duly signed by the CEO of the company	complied with
<b>OVERALL ASSESSED : COMPLIED WITH/NOT COMPLIED</b>		

#### Members - Procurement Committee

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

#### Signature

## ANNEXURE "M"

### Qualification/Disqualification Performa

(To be filled by Procurement Committee of the Bank)

S.No: 01

Bidder: MR Enterpriss

S.No	Description	Qualified	Disqualified	Remarks
01	History of Blacklisted by SPPRA & Sindh Bank Ltd in the past.	NO		
02	Issued with two (2) warning letters/emails by the Sindh Bank Ltd in past to the bidder for unsatisfactory performance.	NO		
03	The company is registered with GST/Income Tax/Sindh Revenue Board.	YES		
04	Alternate Bid is offered.	NO		
05	Tender fee not submitted/Tender Fee submitted in form of Cheque.	NO		
06	In the past, the company's agreement has prematurely been terminated after due qualification in that specific category of the tender in which the bidder is participating.	NO		
<b>OVERALL ASSESSED : QUALIFIED / DISQUALIFIED</b>				

**Members - Procurement Committee**

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

**Signature**



Date: 9/9/2022


## SUPPLY OF OFFICE STATIONERY Evaluation Performa

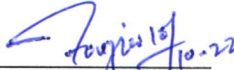
Serial No: 02


Bidder Name: AL Faisal 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	Cliential list for supply of relevant tender items	40	40	5 Companies and above	Award letters to be attached duly issued from each concerned companies	Annexure "A"
		30		3 Companies and above		
		15		1 Companies 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		6 Million and above	Audit Report / Tax Return for the Last three years	Annexure "C"
		15	15	3 Million and above		
		10		1 Million and above		
Total Marks		100	85	Qualified / Disqualified		

### Members Signatures- Evaluation Team

  
Athar Iqbal  
Administration Division

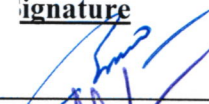
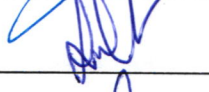

  
Fouzia Shamim  
Operations Division

  
Taimoor Ghausi  
Finance Division

### Members Procurement Committee

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

Signature

## ANNEXURE "L"

### Mandatory Performa

S.No: 02 (To be filled by Procurement Committee of the Bank)

Bidder: AL Raisad Enterprises

S.No	Description	Remarks -Complied with or not
01	Attachment of Affidavit (specimen attached as Annexure "I") on stamp paper from the owner of the company.	<i>Complied with</i>
02	Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the bank will not be responsible if the documents are not received by the Procurement Committee at the time of opening of bids.	<i>Complied with</i>
03	The bidders are required to submit bids only in prescribed financial proforma given in Tender Document	<i>Complied with</i>
04	Attachment of Annexure "A" Financial Proposal & Annexure "B", if Bank Guarantee is going to be submitted as Bid Security.	<i>Complied with</i>
05	The representative present at the time of opening of tender shall be in possession of authority letter on the company's letter head, duly signed by the CEO of the company	<i>Complied with</i>
OVERALL ASSESSED : COMPLIED WITH/NOT COMPLIED		

#### Members - Procurement Committee

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

#### Signature

*[Handwritten signatures of the Procurement Committee members]*

## ANNEXURE "M"

### Qualification/Disqualification Performa

(To be filled by Procurement Committee of the Bank)

S.No: 02

Bidder: AL Faisal Enterprises

S.No	Description	Qualified	Disqualified	Remarks
01	History of Blacklisted by SPPRA & Sindh Bank Ltd in the past.	No		
02	Issued with two (2) warning letters/emails by the Sindh Bank Ltd in past to the bidder for unsatisfactory performance.	No		
03	The company is registered with GST/Income Tax/Sindh Revenue Board.	Yes		
04	Alternate Bid is offered.	No		
05	Tender fee not submitted/Tender Fee submitted in form of Cheque.	No		
06	In the past, the company's agreement has prematurely been terminated after due qualification in that specific category of the tender in which the bidder is participating.	No		
<b>OVERALL ASSESSED : QUALIFIED / DISQUALIFIED</b>				

#### Members - Procurement Committee

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

Signature

