

# **SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY**

## **CONTRACT EVALUATION FORM**

### **TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS**

- 1) NAME OF THE ORGANIZATION / DEPTT. Sindh Bank Ltd/Administration
- 2) PROVINCIAL / LOCAL GOVT / OTHER Scheduled Bank
- 3) TITLE OF CONTRACT Supply of Office Stationery to Head Office
- 4) TENDER NUMBER SNDB/COK/ADMIN/TD/12612022
- 5) BRIEF DESCRIPTION OF CONTRACT Supply of Office Stationery to Head Office
- 6) FORUM THAT APPROVED THE SCHEME Competent Authority
- 7) TENDER ESTIMATED VALUE Rs.5,300,000/-
- 8) ENGINEER'S ESTIMATE  
(For civil works only) \_\_\_\_\_
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Year
- 10) TENDER OPENED ON (DATE & TIME) Tech & Fin(09/09/2022 at 1115 Hrs)
- 11) NUMBER OF TENDER DOCUMENTS SOLD 2  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 2
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 2
- 14) BID EVALUATION REPORT 26.10.2022  
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Al Faisal Enterprises. State Life Building No. 68
- 16) CONTRACT AWARD PRICE Rs.4,337,784/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). 1. M/s. Al Faisal Enterprise  
2. HIRE

18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE ☒ Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE ☐
- c) TWO STAGE BIDDING PROCEDURE ☐
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE ☐

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e.  
EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS:

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT \_\_\_\_\_

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

i) SPPRA Website  
(If yes, give date and SPPRA Identification No.)

Yes	T00531-22-003 25.08.2022
No	

ii) News Papers  
(If yes, give names of newspapers and dates)

Yes	Express Tribune, Daily Express & Sindh Express 25.08.2022
No	

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A  
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED  
BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY  
COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT  
THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF  
CONTRACT?  
(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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31) ANY COMPLAINTS RECEIVED  
(If yes, result thereof)

Yes	
No	No

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS  
(If yes, give details)

Yes	
No	No

33) WAS THE EXTENSION MADE IN RESPONSE TIME?  
(If yes, give reasons)

Yes	
No	No

34) DEVIATION FROM QUALIFICATION CRITERIA  
(If yes, give detailed reasons.)

Yes	
No	No

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT  
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE  
SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO  
BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:  
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN  
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	No

39) Date of Award of Contract 04.11.2022

Signature & Official Stamp of  
Authorized Officer

ARSHAD ABBAS SOOMRO  
Head of Administration & Security  
Administration Division  
Sindh Bank Limited  
Head Office Karachi

**FOR OFFICE USE ONLY**

**SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi**  
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Print

Save

Reset



<u>Buyer List</u>		
S.No	Company Name	AMOUNT DEPOSITED
1	MR Enterprises	300
2	AL Faisal	300
<b>Total</b>		<b>600</b>



**3 SCOPE OF WORK.** Same as given in Financial Proposal.

Sindh Bank Limited (SNDB) invites proposal from candidates for the Supply of Office Stationery to its Head Office on need basis.

BNK-954

Supply of Office Stationery to Head Office Bid Evaluation Report		
1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/CGK/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 are 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

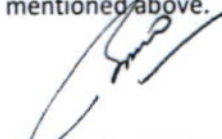
To: M/s. Al-Faisal Enterprises & S-I/I Shah Waliullah Nagar Sector 111/2, Orangi Town Karachi

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

SINDH BANK LIMITED  
HEAD OFFICE  
3RD FLOOR, FEDERATION HOUSE,  
ABDULLAH SHAH GHAZI ROAD,  
CLIFTON, KARACHI-75600.

UAN : +92-111-333-225  
PHONE : +92-21-35829320  
+92-21-35829394  
FAX : +92-21-35870543  
WEB : www.sindhbank.com.pk

پولیس این : +92-111-333-225  
فون : +92-21-35829320  
+92-21-35829394  
فیکس : +92-21-35870543  
ویب : www.sindhbank.com.pk

سندھ بینک لمیٹڈ  
ہیڈ آفس، تیسری منزل، فیڈریشن ہاؤس،  
عبداللہ شاہ غازی روڈ، کلکشن، کراچی۔ ۷۵۶۰۰



## 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.

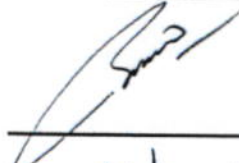

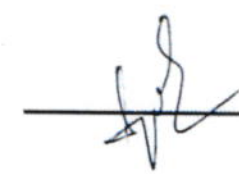
### Members – Procurement Committee

### Signature

1) HEAD OF ADMINISTRATION

2) CHIEF FINANCIAL OFFICER

3) CHIEF MANAGER, IDBL


  
  


4 FINANCIAL PROPOSAL

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. 

Head - Admin Div. 

PRICE SCHEDULE Member-IDBL. 

(Applicable for the year 2022-23)

Date: 

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/Blue 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/Diamond or equivalent	5 Packet	52/-	260/-
6	Dock Clip 25mm	Crystal/Diamond or equivalent	5 Packet	85/-	425/-
7	Dock Clip 32mm	Crystal/Diamond or equivalent	5 Packet	130/-	650/-
8	Dock Clip 41mm	Crystal/Diamond or equivalent	5 Packet	190/-	950/-
9	Dock Clip 51mm	Crystal/Diamond 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 1/2"	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-TBBL.

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-IO&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/Bost on 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

Tender Document - Supply of Office Stationery to Head Office

Sindh Bank Ltd

Head - Fin Div.

Head - Admin Div.

Member T&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. Faisalwasi, Faisal

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



Dated: 09/09/2022

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL.

Date:



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/Diamond or equivalent	5 Packet	58.00	290.00
6	Dock Clip 25mm	Crystal/Diamond or equivalent	5 Packet	85.00	425.00
7	Dock Clip 32mm	Crystal/Diamond or equivalent	5 Packet	130.00	650.00
8	Dock Clip 41mm	Crystal/Diamond or equivalent	5 Packet	200.00	1000.00
9	Dock Clip 51mm	Crystal/Diamond 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 - Adm. Div. \_\_\_\_\_

Member-IOPL \_\_\_\_\_

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
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-IOBL

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-TOL.

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
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-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
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/Boston 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.

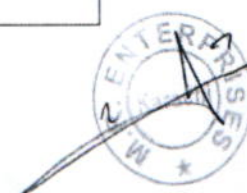
Member-IDHL

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 MEMBER 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
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

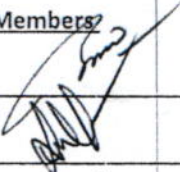
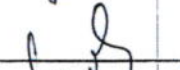
S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1)	M.R Enterprises	Rizwan	021-34555884		
2)	Azfarul Enterprises		By Arif Bux		

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)

NAME

FIRM

BID OFFERED

ATT

YR

YR

YR

TOTAL BIDS ACCEPTED FOR EVALUATION

#02

TOTAL BIDS REJECTED

REMARKS

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

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. [Signature]

Head - Admin Div. [Signature]

Member-IDBL [Signature]

Date: [Signature]

**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	Chiental list for supply of relevant tender items	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



## ANNEXURE "L"

### Mandatory Performa

(To be filled by Procurement Committee of the Bank)

S.No: 01

Bidder: M R 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.	<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


## ANNEXURE "M"

### Qualification/Disqualification Performance

(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		
OVERALL ASSESSED : QUALIFIED / DISQUALIFIED				

#### Members - Procurement Committee

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

Signature





# AL-FAISAL ENTERPRISES

Deals in : Office Stationary, Computer Stationary, **Printing** All kinds of Papers,  
Educational Examination Furniture & General Order Suppliers

Ref No. \_\_\_\_\_

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

## INTEGRITY PACT

Contract Number: 1261

Dated: 4/11/2022

Contract Value: Rs. 4337784

Contract Title: Office Stationary

Declaration of Fees, Commissions and Brokerage etc. Payable by the Suppliers of Services Pursuant  
To Rule 89 Sindh Public Procurement Rules Act, 2010

M/s. AL-FAISAL ENTERPRISES hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (Gos) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Gos) through any corrupt business practice.

Without limiting the generality of the foregoing, M/s. AL-FAISAL ENTERPRISES represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Gos, except that which has been expressly declared pursuant hereto.

M/s. AL-FAISAL ENTERPRISES certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Gos and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. M/s

AL-FAISAL ENTERPRISES accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Gos under any law, contract or other instrument, be voidable at the option of Gos.

S-1/1, Shah Waliullah Nagar,  
Sector 11½, Orangi Town, Karachi.  
Contact: 0346-2204133  
0333-2203680, 0334-0286633

### Store Mailing Address:

State Life Building No. 6B, Habib Square  
M.A. Jinnah Road, Karachi.  
Tel: 021-32412244, 32425523, Fax: 32425846  
Cell: 0346-2204133, 0333-2203680, 0334-0286633  
E-mail: [alfaisalenterprises@hotmail.com](mailto:alfaisalenterprises@hotmail.com)





# AL-FAISAL ENTERPRISES

Deals in : Office Stationary, Computer Stationary, **Printing** All kinds of Papers,  
Educational Examination Furniture & General Order Suppliers

Ref No. \_\_\_\_\_

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

Notwithstanding any rights and remedies exercised by Gos in this regard, M/s. \_\_\_\_\_ agrees to indemnify Gos for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Gos in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by , as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Gos.

For and On Behalf of

AL-FAISAL ENTERPRISES

Signature: Faisal

Name: S.M. Faisal wasi



For and On Behalf Of

Sindh Bank Limited

Signature: \_\_\_\_\_

Name: \_\_\_\_\_



S-1/1, Shah Waliullah Nagar,  
Sector 11½, Orangi Town, Karachi.  
Contact: 0346-2204133  
0333-2203680, 0334-0286633

## Store Mailing Address:

State Life Building No. 6B, Habib Square,  
M.A. Jinnah Road, Karachi.

Tel: 021-32412244, 32425523, Fax: 32425846

Cell: 0346-2204133, 0333-2203680, 0334-0286633

E-mail: [alfaisalenterprises@hotmail.com](mailto:alfaisalenterprises@hotmail.com)



SNDB/COK/ADMIN/TD/1261/2022

Dated: 04/11/2022

**M/s. Al-Faisal Enterprises**  
**State Life Building No.68.**  
**Habib Square**  
**M.A Jinnah Road.**  
**Karachi.**

**Subject: Contract Award-Supply of Office Stationery to Head Office**

Dear Sir,

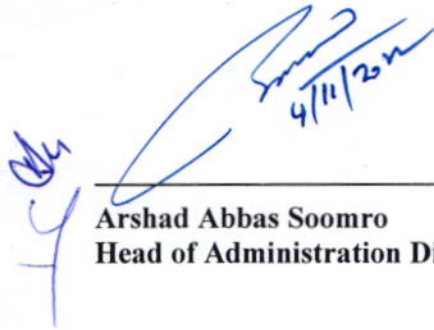
The management of Sindh Bank Limited is pleased to award the subject contract to

M/s. Al-Faisal Enterprises, in accordance with terms and conditions mentioned in our tender dated 25/08/2022.

Please acknowledge.

Sincerely,

For & behalf of Sindh Bank Limited,

  
4/11/2022

**Arshad Abbas Soomro**  
**Head of Administration Division & Chief Security Officer**

## ANNEXURE "M"

### Qualification/Disqualification Performa

(To be filled by Procurement Committee of the Bank)

S.No: 01

Bidder: M/R 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		
OVERALL ASSESSED : QUALIFIED / DISQUALIFIED				

**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	Ciental 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

  
Tahir Ghousi  
Finance Division

**Members Procurement Committee**

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

signature


## ANNEXURE "L"

### Mandatory Performa

(To be filled by Procurement Committee of the Bank)

S.No: 02

Bidder: Al Paisal 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]*



**SYED ALI FARAZ STAMP VENDOR**

L.No.06, Shop No.14, Ruby Centre, Talpur Road, Boulton Market, Karachi

S.No: 35106 DATE: 04 OCT 2022

ISSUED TO WITH ADDRESS MR Muhammad Javed Tanoli

THROUGH WITH ADDRESS MR Advocate L.No: 8539/SBC/KHI.

PURPOSE: Agreement for Supply of Office Stationery

VALUE RS: (ATTACHED) for Head Office of Sindh Bank Ltd

STAMP VENDOR'S SIGNATURE: [Signature]

S.V IS NOT RESPONSIBLE FOR ANY FAKE DOCUMENTATIONS  
PLEASE DO NOT USE THIS PAPER FOR DIVORCE DEED WILL PURPOSEOFFICE SUPERINTENDENT  
Stamp Office, City Court  
Karachi

25 OCT 2022

THIS AGREEMENT is entered into at Karachi

On this the 4 day of Nov, 2022

BETWEEN

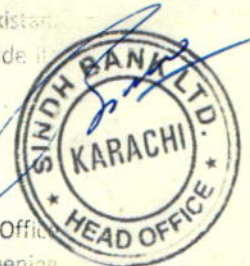
M/S. AL-Faisal Enterprises, Sole Proprietor concern having its principal place of business at State Life Building No.6B, Habib Square, M.A Jinnah Road Karachi (hereinafter referred to as "Supplier", which expression shall be deemed to mean and include its successors-in-interest and assigns) of the First Part;

AND

SINDH BANK LIMITED, a banking company incorporated under the laws of Pakistan and having its Head office at 3<sup>rd</sup> Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan. (Hereinafter referred to as "THE BANK", which expression shall be deemed to mean and include its successors-in-interest and assigns) of the Second Part

**WHEREAS:**

"THE BANK" intends to acquire the services of "Supplier" for Supply of Office Stationery at Head Office (goods) for its Branches and Supplier agrees to provide the services to the bank, as per tender opening dated 09/09/2022, along with detail of descriptions and Price Schedule mentioned in Financial Proposal at a Total Cost of Rs.4,337,784/-.

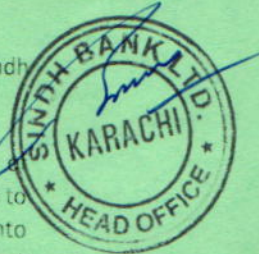




The terms and conditions are as follows:

**Terms & Conditions:**

- All terms and conditions of the tender document will remain part of this agreement.
- 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, which confirmation will be given by the concerned official of the bank.
- The Supplier shall supply the said goods as per specifications of the tender within 03 working days from the date of issue of Purchase Order by the Bank.
- A fine of Rs 500/- per day will be charged, if even after 05 days of issuance of Purchase order, the supplies are not provided till the requisite is completed.
- In the event of the default on the part of the Supplier, in the performance of any condition of the contract/tender or delay in supply of the items even after a lapse of 10 days of the issuance of the purchase order, it shall be lawful for the Bank to forfeit the performance security and cancel the whole part of the supply order or cancel the contract. Decision of the Bank will be final and will be legal binding on the Supplier.
- Supplier agrees to maintain adequate inventory of the goods so that the replacement is available within 24 hours, if any fault arises in the goods supplied during the warranty period. In case the effected part is not available, then the Supplier will provide the backup of the same product/item or better till the resolution of the fault is met, without any extra cost to the Bank.
- The Supplier also undertakes to bear all kind of taxes i.e. Stamp duty/ Services Charges/Professional Tax / Sales Tax Invoice, Income Tax, Zila / Octroi Tax (if any) and all other incidental charges etc, up to the place of destination.
- The Bank reserves the right to test/check the goods to ensure that it is provided as per specification in the tender document. For any discrepancies, at the time of supply or later, the Bank reserve the right to forfeit full performance security and cancel the tender and initiate the process for blacklisting of the Supplier. The decision of the Bank shall be final and binding upon the Supplier.
- Delivery will be made by the Supplier at head office.
- The cost must include all taxes, labor including delivery charges upto the Head Office of Sindh Bank.
- Supplier binds/undertakes that in case of any observation arising in respect of quality/performance of the goods within the warranty period, the supplier will be liable to address it at his own cost within 24 hours. Non-compliance of the same will result into initiation of a case against the company for non-commitment and forfeiting of performance security or any other action as deemed necessary.
- Any notice, request or consent required or permitted to be given or made pursuant to this agreement shall be in writing. Any such notice, request or consent shall be deemed to have





been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the given address.

- A party may change its address for notice by giving a notice to the other Party in writing of such change, at the time of said occasion.
- The contractor will not assign their job to anyone, except prior written permission of the bank.
- This agreement is valid for a period of one year commencing from 4/11/22 to 4/11/23

Payment Schedule:

Bill will only be processed on the basis of following conditions:-

1. Certificate of satisfaction from the concerned officer/department.
2. If the obligation of warranty period 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.

Performance Security:

5% of the total tender amount will be retained by the Bank as "Performance Security" and will be returned to the supplier after 90 days of supply of complete tender items, including satisfactory confirmation by the concerned officer, where the items have been supplied

Authorized Representative:

- Any action required or permitted to be taken, and any document required or permitted to be executed under this agreement by the Bank or the Supplier may be taken or executed by the officials.

Termination of Agreement by the Bank:

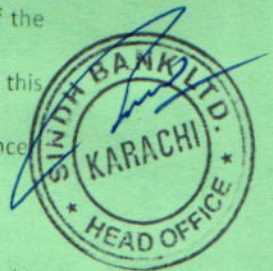
- If the Supplier, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Agreement.
- If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than thirty (30) days; and
- If the Bank, in its sole discretion and for any reason whatsoever, decided to terminate this Agreement.
- If two (2) warning letters/emails are issued by the Bank for unsatisfactory current performance to the bidder.

Goods Faith:

- The Parties undertake to act in good faith with respect to each other's rights under this agreement and to adopt all reasonable measures to ensure the realization of the objectives of this agreement.

Settlement of Disputes:

- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Agreement and the success of the assignment. The Parties shall use their





best efforts to settle amicably all disputes arising out of or in connection with the Agreement or its interpretation.

- If Parties fail to amicably settle any dispute arising out of or in connection with the Agreement within (10) days of commencement of such informal negotiations, the dispute shall first complaint redressal committee of the bank and if parties could not reach at amicable situation, then the matter will be referred to the grievance committee of Bank and if matter could not be resolved the matter will be referred for arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

Conflict of Interest:

- The Supplier shall hold the Bank's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

Confidentiality:

- Except with the prior written consent of the Sindh Bank, the Supplier and the Personnel shall not at any time communicate to any person or entity and confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

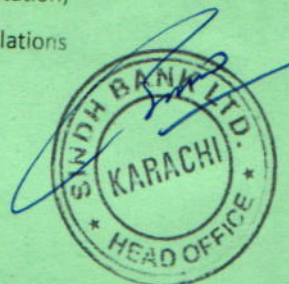
Indemnity

Supplier (the "Indemnifier") agrees that it shall indemnify, defend, and hold harmless the Bank and its parent, subsidiaries, affiliates, successors, and assigns and their respective directors, officers, employees and agents (collectively, the "Indemnities") from and against any and all liabilities, claims, suits, actions, demands, settlements, losses, judgments, costs, damages and expenses (including, without limitation, reasonable attorneys', accountants' and experts' fees) arising out of or resulting from, in whole or in part: (i) any act, error or omission, whether intentional or unintentional, by the Indemnifier or its officers, directors, employees, or sub-administrators, related to or arising out of the business covered by this Agreement, or (ii) an actual or alleged breach by the Indemnifier of any of its representations, warranties or covenants contained in this Agreement (including, without limitation, any failure of Indemnifier to comply with applicable local, state, provincial or federal regulations concerning Indemnifier's performance under this Agreement).

This Article shall survive after termination of this Agreement.

ACCESS TO REGULATOR.

Supplier and The Bank agree to provide State Bank of Pakistan necessary access to the documentation and accounting records in relation to the Supply of Office Stationery at Head Office and right to conduct on – site inspection, If required.





Anti – Money Laundering.

"Supplier acknowledge that they do not violate any statutory / prudential requirement on anti-money laundering or record keeping procedure as per existing laws / rules and regulations of locals as well as foreign jurisdiction."

**Support Escalation Matrix:**

For timely addressing of complaints given support escalation matrix will be utilized/followed:-

LEVEL-1		Name/Designation (support staff)	S.m. Faisalwasi
First complain if the call is not resolved "within specified response time" (24 hours)		Landline Phone	32412244
		Email	afaisalwasi@enterprisesafe.com
		Cell	0334-0286633
LEVEL-2		Name/Designation (Regional Head/Manager/GM)	M. Sabir Hussain
Second complain, if the call is attended within "Specified Response Time" and not attended / or the problem still unresolved even after complaining at Level-1 (48 hours)		Landline Phone	32412244
		Email	
		Cell	0315 2311626
LEVEL-3		Name/Designation (CEO of the firm)	S.m. Faisalwasi
Third complain, if the call is attended within "Specified Response Time" and not attended /or the problem still unresolved even after complaining at Level-2		Landline Phone	32412244
		Email	afaisalwasi@enterprisesafe.com
		Cell	0334-0286633

Note: Ensure that no column above is left blank





In witnesses hereunder both the parties have set their hands on the day and year above first mentioned.

Supplier Signature

*Faisal*

Name : S.M.FAISALWASI

Designation PROPERITOR

Company Name : AL-FAISALENTERPRISES

Address: S-1/1,shahwaliullah nagar sector 111/2,  
Orangi town ,Karachi.  
Stamp

Witness:

*Khannat Gul*

Signature

Name : khannat gul

Designatio : STAFF

Address: H.NO.2,Streetno.2,Harooabad,sitearea  
,karachi

Customer Signature

Name

Designation

Company Name Sindh Bank Limited

Address Federation House, Sindh Bank

Ltd. Head Office Karachi

Stamp



Signature

Name

Designation

Company Name Sindh Bank Limited

Address Federation House, Sindh Bank

Ltd. Head Office, Karachi

Stamp





396418



NBP-0002-2211010001353760

GoS-KHI-2464B9FDAACD7F61

Non-Judicial

Rs 15,183/-

Description	: Contract - 15(a)
Principal	: SINDH BANK LIMITED [00000000]
Contractor	: AL FAISAL ENTERPRISES SOLE PROPRIETOR [36337617]
Applicant	: S M FAISAL WASI [42401-4940050-5]
Stamp Duty Paid by	: AL FAISAL ENTERPRISES SOLE PROPRIETOR [36337617]
Issue Date	: 01-Nov-2022, 04:10:19 PM
Paid Through Challan	: 20225146BA8773C6
Amount in Words	: Fifteen Thousand One Hundred and Eighty Three Rupees Only

Please Write Below This Line

