

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 LIMITED/ADMINISTRATION
- 2) PROVINCIAL / LOCAL GOVT / OTHER SCHEDULED BANK
- 3) TITLE OF CONTRACT Supply of Office Stationery for Head Office
- 4) TENDER NUMBER SNDB/COK/ADMIN/TD/1173/2020
- 5) BRIEF DESCRIPTION OF CONTRACT Same as Above
- 6) FORUM THAT APPROVED THE SCHEME Competent Authority
- 7) TENDER ESTIMATED VALUE Rs. 2,350,000/-
- 8) ENGINEER'S ESTIMATE
(For civil works only) -
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 01 Year
- 10) TENDER OPENED ON (DATE & TIME) 25/09/2020 At 1130 Hours
- 11) NUMBER OF TENDER DOCUMENTS SOLD 03
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 03
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 01
- 14) BID EVALUATION REPORT
(Enclose a copy) 17/09/2020 Attached
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s.M.R Enterprises & Flat no 1, First Floor,
Hussain Naigian
Tayyabjee Road
Karachi
- 16) CONTRACT AWARD PRICE Rs.2,192,354/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID). 1) M/s.M.R Enterprises
- 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 COMPETENT AUTHORITY

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	SPPRA S. No: T00531-20-0006
No	

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

Yes	Express Tribune, Daily Express & Ibrat 08/09/2020
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: 11/12/2020

Signature & Official Stamp of
Authorized Officer

LT Col (R) Shahzad Begg
EVP/Head of Administration
SINDH BANK LIMITED

FOR OFFICE USE ONLY

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

M/s. M.R Enterprises
Flat No.1, First Floor
Hussain Mansion
Tayyabjee Road
Karachi

Subject: Contract Award – Supply of Office Stationery for Head Office

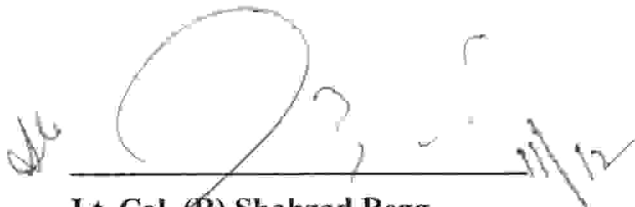
Dear Sir,

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

M/s. M.R Enterprises in accordance with terms and conditions mentioned in our tender dated 08/09/2020.

Sincerely,

For & behalf of Sindh Bank Limited,



Lt. Col. (R) Shahzad Begg
EVP-1/Head of Administration Division



M.R ENTERPRISES

112 SWAMI NARAYAN BUILDING MAIN SHARAH LIQUAT PAPER MARKET KARACHI.

N.T.NO 1433823-8

PH: 021-32628381

G.S.T.#. 12-00-4817-172-82

INTEGRITY PACT

Contract Number: SNDB/COK/Admin/7D/1173/2020

Dated: 11/12/2020

Contract Value: B. 2,192,354/-

Contract Title: Supply of office Stationery for Head office

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.M.R 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.M.R 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.M.R 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.M.R 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.

Notwithstanding any rights and remedies exercised by Gos in this regard, M/s.M.R Enterprises 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

M.R Enterprises

Signature: _____

Name: Muhammad Rehan

SIGNATURE MEMBERS PG-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL

Date:

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2020-21)

Name of Bidder

M.R. Enterprises

S. No.	Item	Detail	Approximate 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	65	1625
2	Pointer (Black/Blue/Red/Green)	Dollar or equivalent	5 Packet	130	650
3	Gel Pen (Black/Blue/Red/Green)	Signo or equivalent	5 Packet	550	2750
4	Highlighter (Yellow/Pink/Orange/Green)	Dollar or equivalent	5 Packet	280	1400
5	Dock Clip 15mm	Crystal/Diamond or equivalent	5 Packet	26	130
6	Dock Clip 25mm	Crystal/Diamond or equivalent	5 Packet	40	200
7	Dock Clip 32mm	Crystal/Diamond or equivalent	5 Packet	60	300
8	Dock Clip 41mm	Crystal/Diamond or equivalent	5 Packet	108	540
9	Dock Clip 51mm	Crystal/Diamond or equivalent	5 Packet	138	690
10	Gum Stick Small	UHU or equivalent	5 Packet	1320	6600
11	Gum Stick Medium	UHU or equivalent	5 Packet	1440	7200
12	Jem Clip 30 mm	Crystal or equivalent	5 Packet	18	90
13	Jem Clip 36 mm	Crystal or equivalent	5 Packet	25	125
14	Punch Machine No. 60	Opal or Deli or equivalent	5 Pcs	210	1050
15	Punch Machine H/D	Opal or deli or equivalent	1 Pcs	1150	1150



SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

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	180	3600
17	Stapler Machine H/D STD-3000	STD or equivalent	1 Pcs	2300	2300
18	Register 200 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos	115	345
19	Register 400 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos	149.76	449.28
20	Stapler Machine Small	Max/Opal or equivalent	10 Pcs	110	1100
21	Stapler Pin # 20	Fuji/Dollar or equivalent	5 Pkt	18	90
22	Stapler Pin # 24/6	Fuji/Dollar or equivalent	20 Pkt	26	520
23	Heavy Duty Stapler Pin # 23/15	Fuji/Dollar or equivalent	2 Pkt	90	180
24	Heavy Duty Stapler Pin # 23/17	Fuji/Dollar or equivalent	2 Pkt	110	220
25	Heavy Duty Stapler Pin # 23/13	Fuji/Dollar or equivalent	2 Pkt	80	160
26	Heavy Duty Stapler Pin # 23/10	Fuji/Dollar or equivalent	2 Pkt	70	140
27	Heavy Duty Stapler Pin # 23/8	Fuji/Dollar or equivalent	2 Pkt	60	120
28	Paper RIM A4, 70 gram	Paper One or equivalent	150 Rim	575	86250
29	Paper RIM Legal White, 70 gram	Paper One or equivalent	10 Rim	600	6000
30	Paper RIM Legal Green, 70 gram	AA or equivalent	20 Pkt	175	3500
31	Scotch Tape 1"	3M/China or Equivalent	10 Pcs	30	300
32	Scotch Tape ½"	3M/China or Equivalent	10 Pcs	15	150
33	Packing Tape Jumbo 3"	Gold Star or equivalent	5 Pcs	55	275



Head - Fin. Div.

Head - Adm. in Div.

Member - Estt.

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	18	90
35	Brown Tape 3"	Gold Star or equivalent	5 Pcs	55	275
36	Blanko Fluide (Brush)	Pelikan or equivalent	5 Nos	90	450
37	Blanko Fluide (Pen)	Pelikan or equivalent	5 Nos	30	150
38	Transparent Plastic/L Folder (A4) of Good Quality	Data Office or Equivalent	36 Pcs	12	432
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	Data Office or Equivalent	36 Pcs	15	540
40	Box File	Korona/Euro or equivalent	20 Nos	95	1900
41	Paper Cutter	SD or equivalent	5 Nos	30	150
42	Scissor Small	Golden Horse or equivalent	5 Nos	75	375
43	Rough Pad Small	Solo or equivalent	25 Nos	13.50	337.50
44	Rough Pad Large	Solo or equivalent	25 Nos	25	625
45	Rubber Band	Bata or equivalent	5 Packet	30	150
46	Colourful Separator Plastic	Hua Jic or Equivalent	20 Nos	48	960
47	Separator Card	Focal, Multiline or Equivalent	20 Nos	90	1800
48	Separator 1 to 10	Yijian or Equivalent	20 Nos	25	500
49	Sharpener	Panama or equivalent	50 Pcs	6	300
50	Plastic Colourful Flag	Pronti or equivalent	25 Nos	40	1000
51	Common Pin	China or equivalent	5 Packet	20	100



SIGNATURE MEMBER

Head - Fin D-v.

Head - Admin D-v.

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	160	3200
53	Sticky Notes 2x3	Pronti or equivalent	26 Nos	25	650
54	Sticky Notes 3x3	Pronti or equivalent	26 Nos	30	780
55	Sticky Notes 3x5	Pronti or equivalent	25 Nos	50	1250
56	Pen Holder	Golden Horse or equivalent	5 Nos	75	375
57	Spiral Binding Ring 10mm	IBCCO or Equivalent	50 Nos	8	400
58	Spiral Binding Ring 12mm	IBCCO or Equivalent	50 Nos	10	500
59	Spiral Binding Ring 14mm	IBCCO or Equivalent	50 Nos	16	800
60	Spiral Binding Ring 16mm	IBCCO or Equivalent	50 Nos	20	1000
61	Spiral Binding Card	IBCCO or Equivalent	50 Nos	8	400
62	Spiral Binding Plastic Sheet	IBCCO or Equivalent	50 Nos	10	500
63	Calendar Refill	Local or Equivalent	5 Nos	60	300
64	White Envelope - Small	HB or Equivalent Paper quality of 70 gram	100 Nos	1.25	125
65	Brown Envelope - Small	HB or Equivalent Paper quality of 70 gram	100 Nos	1	100
66	Steel Envelope Opener	Local or Equivalent	5 Nos	110	550
67	White Envelope - A4	HB or Equivalent Paper quality of 70 gram	20 Nos	4	80



SIGNATURE MEMBERS PC-ADNIA

Head - Fin. Div.

Head - Admin. Div.

Member-Inv.

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	5	100
69	White Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos	8	160
70	Brown Envelope - A4	HB or Equivalent Paper quality of 70 gram	50 Nos	2.25	112.50
71	Brown Envelope - Legal	HB or Equivalent Paper quality of 70 gram	20 Nos	3.25	65
72	Brown Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos	4.25	85
73	Dock Clip 36mm	Crystal or equivalent	25 Packet	25	625
74	Jem Clip 75mm	Crystal or equivalent	5 Packet	140	700
75	Heavy Duty Stapler Pin # 23/24	Fuji, Dollar, Whashin or equivalent	5 Packet	150	750
76	Heavy Duty Stapler Pin # 23/20	Fuji, Dollar, Whashin or equivalent	5 Packet	130	650
77	Board Marker	Dollar or equivalent	15 Nos	30.42	456.30
78	Permanent Marker	Dollar or equivalent	15 Nos	24	360
79	Executive Box File	Korona/Boston or equivalent	15 Nos	168	2520
80	Eraser	Pelikan or equivalent	25 Nos	11.11	277.75
81	Ring File Fiber A/4 F/S Mpm Brand	Abba or equivalent	50 Nos	52	2600



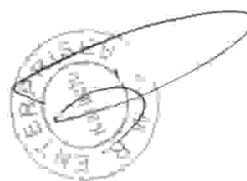
SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-108

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	52	1300
83	Message Slip	Local or Equivalent 4 x 4 inches	26 Nos	40	1040
84	Executive Pencil	Faber Castell or equivalent	15 Nos	11.11	166.65
85	Pencil	Goldfish or equivalent	50 Nos	8	400
86	Pin Remover	Opal/Pelikan or equivalent	15 Nos	42	630
87	Stamp Pad	Dollar or equivalent	5 Nos	35	175
88	Stamp Pad Ink	Dollar or equivalent	5 Nos	22	110
89	Steel Scale Large	China or equivalent	3 Nos	25	75
90	Colourful Flag Paper	(Pronoti or equivalent)	20 Nos	40	800
91	Sticky Notes 3x4	Stick on or equivalent	20 Nos	45	900
92	Thumb Pin with plastic head	Sterling or equivalent	3 Packet	30	90
93	Plastic Paper Tray	Designer or equivalent	3 Nos	360	1080
94	Water Dumper (Plastic)	Local or Equivalent	5 Nos	25	125
95	Calculator	Citizen 710, Casio MJ-120 or equivalent	3 Nos	360	1080
96	Signature Pen/Gel	Dollar Eye Micro or equivalent	3 Packet	954	2862
97	Rubber Band Box	Penguin Brand or Equivalent	5 Packet	30	150



Head - Fin Div.

Head - Admin Div.

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	850	850
99	Signature Pen	Vision El-lite 0.8 or equivalent	3 Packet	1200	3600
100	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalent	2 Packet	600	1200
101	H/D Stapler Pin Remover	Opal Sr-300 or equivalent	2 Nos	269.10	538.20
102	Spiral Note Book	Alba Deli Brand or equivalent	5 Nos	160	800
103	Table Sharpener	Deli Brand or equivalent	3 Nos	400	1200
104	Scotch Tape Dispenser Large	National / Lucky or equivalent	3 Nos	110	330
105	Attendance Register	HB or Equivalent	3 Nos	108	324
106	O - Ring Stickers	Mehfooz or equivalent	5 Box	22	110
107	Correction Pen	Uni Brand or equivalent	5 Nos	95	475
108	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent	2 Packet	320	640
109	Counter Pen	Keen or Equivalent	5 Nos	33	165
110	Posted Flag	JB or Equivalent	15 Nos	45	675
Total Amount					18,2676.18
*Grand Total X 12 Month					2,19,23,54.16

* 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



SIGNATURE MEMBERS OF ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL

Date:

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2020-21)

Name of Bidder

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
1	Ball Pen (Black/Blue/Red/Green) <i>Piano Pro</i>	Signature/Blu or equivalent	25 Packet	70/pkt	1750/-
2	Pointer (Black/Blue/Red/Green)	Dollar or equivalent	5 Packet	150/pkt	750/-
3	Gel Pen (Black/Blue/Red/Green)	Signo or equivalent	5 Packet	660/pkt	3300/-
4	Highlighter (Yellow/Pink/Orange/Green)	Dollar or equivalent	5 Packet	360/-	1800/-
5	Dock Clip 15mm	Crystal/Diam ond or equivalent	5 Packet	48/pkt	240/-
6	Dock Clip 25mm	Crystal/Diam ond or equivalent	5 Packet	60/pkt	300/-
7	Dock Clip 32mm	Crystal/Diam ond or equivalent	5 Packet	84/pkt	420/-
8	Dock Clip 41mm	Crystal/Diam ond or equivalent	5 Packet	108/pkt	540/-
9	Dock Clip 51mm	Crystal/Diam ond or equivalent	5 Packet	180/-	900/-
10	Gum Stick Small <i>(12 Pcs Pkt)</i>	<i>Dollar 88mm</i> UHU or equivalent	5 Packet	425/-	2125/-
11	Gum Stick Medium <i>12 Pcs Pkt</i>	<i>Dollar 209mm</i> UHU or equivalent	5 Packet	864/-	4320/-
12	Jem Clip 30 mm <i>Three Flower</i>	Crystal or equivalent	5 Packet	30/-	150/-
13	Jem Clip 36 mm <i>Three Flower</i>	Crystal or equivalent	5 Packet	35/-	175/-
14	Punch Machine No. 60 <i>AXENT</i>	Opal or Deli or equivalent	5 Pcs	290/-	1450/-
15	Punch Machine H/D <i>AXENT</i>	Opal or deli or equivalent	1 Pcs	1890/-	1890/-

UBAID ENTERPRISES
Room # 204 Bombay Life Building
2nd Floor, Tripuri Road,
Karachi Ph: 0345-2976206

SIGNATURE MEMBERS P.O.

Sindh Bank Ltd

Head - Fin Div.

Tender Document

Supply of Office Stationery to Head Office

Head - Admin Div.

Member-IDBL

S. No.	Item	Date:	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
16	Stapler Machine 24/6	Peto H-30	Opal or equivalent	20 Pcs	230/-	4600
17	Stapler Machine H/D STD-3000		STD or equivalent	1 Pcs	2700/-	2700
18	Register 200 Pages Paragon		HBO or Equivalent Paper quality of 70 gram	3 Nos	130/-	390
19	Register 400 Pages Paragon		HBO or Equivalent Paper quality of 70 gram	3 Nos	225/-	675
20	Stapler Machine Small Peto No-10-HD23		Max/Opal or equivalent	10 Pcs	145/-	1450
21	Stapler Pin # 20 Washine size: 23/20		Fuji/Dollar or equivalent	5 Pkt	180/-	900
22	Stapler Pin # 24/6		Fuji/Dollar or equivalent	20 Pkt	30/-	600
23	Heavy Duty Stapler Pin # 23/15 Washine		Fuji/Dollar or equivalent	2 Pkt	110/-	220
24	Heavy Duty Stapler Pin # 23/17 Washine		Fuji/Dollar or equivalent	2 Pkt	140/-	280
25	Heavy Duty Stapler Pin # 23/13		Fuji/Dollar or equivalent	2 Pkt	110/-	220
26	Heavy Duty Stapler Pin # 23/10 Washine		Fuji/Dollar or equivalent	2 Pkt	95/-	190
27	Heavy Duty Stapler Pin # 23/8 Washine		Fuji/Dollar or equivalent	2 Pkt	80/-	160
28	Paper RIM A4, 70 gram BLE 10K		Paper One or equivalent	150 Rim	630/-	94500
29	Paper RIM Legal White, 70 gram 10K		Paper One or equivalent	10 Rim	720/-	7200
30	Paper RIM Legal Green, 70 gram 100 sheets put		AA or equivalent	20 Pkt	210/-	4200
31	Scotch Tape 1" Johnsons		3M/China or Equivalent	10 Pcs	40/-	400
32	Scotch Tape 1/2" Johnsons		3M/China or Equivalent	10 Pcs	18/-	180
33	Packing Tape Jumbo 3" Johnsons - 50 yards.		Gold Star or equivalent	5 Pcs	85/-	425


AID ENTERPRISES
 m # 204, Bombay Lila Building,
 2nd Floor, Talpur Road,
 Dohi Ph: 0345-2976208

SIGNATURE MEMBERS PC-9

Head - Fin Div.

Sindh Bank Ltd

Head - Admin Div.

Tender Document - Supply of Office Stationery to Head Office

Member-IDBL

Date:

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit (Rs)	Amount in Pak Rs
34	Paper Tape 1" <i>BULL Brand</i>	Gold Star or equivalent	5 Pcs	25/-	125
35	Brown Tape 3" <i>Johnsons</i>	Gold Star or equivalent	5 Pcs	85/-	425
36	Blanko Fluide (Brush)	Pelikan or equivalent	5 Nos	140/-	700
37	Blanko Fluide (Pen) <i>KITA</i>	Pelikan or equivalent	5 Nos	70/-	350
38	Transparent Plastic/L Folder (A4) of Good Quality <i>Polo</i>	Data Office or Equivalent	36 Pcs	15/-	540
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful <i>Polo</i>	Data Office or Equivalent	36 Pcs	30/-	1080
40	Box File <i>Korona</i>	Korona/Euro or equivalent	20 Nos	105/-	2100
41	Paper Cutter	SD or equivalent <i>China</i>	5 Nos	55/-	275
42	Scissor Small <i>China steel</i>	Golden Horse or equivalent	5 Nos	60/-	300
43	Rough Pad Small <i>Pakistani Paper</i>	Solo or equivalent	25 Nos	20/-	500
44	Rough Pad Large <i>Pakistani Paper</i>	Solo or equivalent	25 Nos	40/-	1000
45	Rubber Band <i>100 gm Pak</i>	Bata or equivalent	5 Packet	80/-	400
46	Colourful Separator Plastic	Hua Jic or Equivalent	20 Nos	65/-	1300
47	Separator Card	Focal, Multiline or Equivalent	20 Nos	2/50	50
48	Separator 1 to 10	Yijian or Equivalent	20 Nos	80/-	1600
49	Sharpener <i>Dux</i>	Panama or equivalent	50 Pcs	7/-	350
50	Plastic Colourful Flag <i>Polo</i>	Pronti or equivalent	25 Nos	45/-	1125
51	Common Pin	China or equivalent	5 Packet	28/-	140

Handwritten Signature
 IBABID ENTERPRISES
 Room # 204, Bombay Life Building
 2nd Floor, Talpur Road,
 Karachi Ph. 0345-2976208

SIGNATURE MEMBERS EC-ADM.

Sindh Bank Ltd

Head - Fin Div.

Tender Document - Supply of Office Stationery to Head Office

Head - Admin Div.

Member-IDBL.

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	300/-	6000
53	Sticky Notes 2x3 <i>Polo</i>	Pronti or equivalent	26 Nos	30/-	780
54	Sticky Notes 3x3 <i>Polo</i>	Pronti or equivalent	26 Nos	45/-	1170
55	Sticky Notes 3x5 <i>Polo</i>	Pronti or equivalent	25 Nos	65/-	1625
56	Pen Holder <i>Chino made</i>	Golden Horse or equivalent	5 Nos	350/-	1750
57	Spiral Binding Ring 10mm	IBCCO or Equivalent	50 Nos	10/-	500
58	Spiral Binding Ring 12mm	IBCCO or Equivalent	50 Nos	12/-	600
59	Spiral Binding Ring 14mm	IBCCO or Equivalent	50 Nos	15/-	750
60	Spiral Binding Ring 16mm	IBCCO or Equivalent	50 Nos	20/-	1000
61	Spiral Binding Card	IBCCO or Equivalent	50 Nos	5/-	250
62	Spiral Binding Plastic Sheet	IBCCO or Equivalent	50 Nos	10/-	500
63	Calendar Refill	Local or Equivalent	5 Nos	80/-	400
64	White Envelope - Small	HB or Equivalent Paper quality of 70 gram	100 Nos	2/50	250
65	Brown Envelope -Small	HB or Equivalent Paper quality of 70 gram	100 Nos	2/-	200
66	Steel Envelope Opener	Local or Equivalent	5 Nos	80/-	400
67	White Envelope - A4	HB or Equivalent Paper quality of 70 gram	20 Nos	6/-	120

UBAID ENTERPRISES 17
 Room # 204, Bombay Life Building
 2nd Floor, Talpur Road,
 Karachi Ph: 8245-2976208

SIGNATURE MEMBERS PG-ADMIN:

Sindh Bank Ltd

Head - Fin Div. Tender Document - Supply of Office Stationery to Head Office

Head - Admin Div.

Member-TDAL.

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	8/-	160
69	White Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos	10/-	200
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	7/-	140
73	<i>cream clip</i> Dock Clip 36mm	<i>Three Flower</i> Crystal or equivalent	25 Packet	35/-	875
74	Jem Clip 75mm	<i>Polo</i> Crystal or equivalent	5 Packet	160/-	800
75	Heavy Duty Stapler Pin # 23/24	<i>Washin</i> Fuji, Dollar, Whashin or equivalent	5 Packet	220/-	1100
76	Heavy Duty Stapler Pin # 23/20	<i>Washin</i> Fuji, Dollar, Whashin or equivalent	5 Packet	180/-	900
77	Board Marker	<i>Dollar</i> Dollar or equivalent	15 Nos	35/-	525
78	Permanent Marker	<i>Dollar</i> Dollar or equivalent	15 Nos	30/-	450
79	Executive Box File	<i>Elegant / Korona</i> Korona/Boston or equivalent	15 Nos	210/-	3150
80	Eraser	<i>Dux / Shand</i> Pelikan or equivalent	25 Nos	20/-	500
81	Ring File Fiber A/4 F/S Mpm Brand	<i>1" Ring</i> Abba or equivalent	50 Nos	90/-	4500

UGAID ENTERPRISES
Room # 201, Bombay Life Building,
2nd Floor, Talpur Road,
Karachi Ph: 0345-2976208

SIGNATURE MEMBERSHIP CARD

Sindh Bank Ltd

Head - Fin Div.

Tender Document - Supply of Office Stationery to Head Office

Head - Admin Div.

Member-IDPL

S. No.	Item	Date:	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 <i>1" Ring</i>		Abba or equivalent	25 Nos	<i>110/-</i>	<i>2750</i>
83	Message Slip		Local or Equivalent 4 x 4 inches	26 Nos	<i>40/- per</i>	<i>1040</i>
84	Executive Pencil <i>Dollar</i>		Faber Castell or equivalent	15 Nos	<i>12/each</i>	<i>180</i>
85	Pencil <i>Deer</i>		Goldfish or equivalent	50 Nos	<i>8/each</i>	<i>400</i>
86	Pin Remover <i>Polo/owner</i>		Opal/Pelikan or equivalent	15 Nos	<i>45/-</i>	<i>675</i>
87	Stamp Pad <i>crystal</i>		Dollar or equivalent	5 Nos	<i>55/-</i>	<i>275</i>
88	Stamp Pad Ink <i>crystal</i>		Dollar or equivalent	5 Nos	<i>45/-</i>	<i>225</i>
89	Steel Scale Large <i>12"</i>		China or equivalent	3 Nos	<i>40/-</i>	<i>120</i>
90	Colourful Flag Paper <i>Polo</i>		(Pronoti or equivalent)	20 Nos	<i>65/-</i>	<i>1300</i>
91	Sticky Notes 3x4 <i>Polo</i>		Stick on or equivalent	20 Nos	<i>55/-</i>	<i>1100</i>
92	Thumb Pin with plastic head		Sterling or equivalent	3 Packet	<i>40/-</i>	<i>120</i>
93	Plastic Paper Tray <i>Double Tray</i>		Designer or equivalent	3 Nos	<i>390/-</i>	<i>1170</i>
94	Water Dumper (Plastic) <i>Owner</i>		Local or Equivalent	5 Nos	<i>35/-</i>	<i>175</i>
95	Calculator <i>CT 712/912</i>		Citizen 710, Casio MJ-120 or equivalent	3 Nos	<i>475/-</i>	<i>1425</i>
96	Signature Pen/Gel <i>Uni ball eye</i>		Dollar Eye Micro or equivalent	3 Packet	<i>1350/-</i>	<i>4050</i>
97	Rubber Band Box		Penguin Brand or Equivalent	5 Packet	<i>180/- per box</i>	<i>900</i>

AID ENTERPRISES

Room # 204, Bombay Life Building
2nd Floor, Talpur Road,
Karachi Ph: 0345-2976208URBAID ENTERPRISES
Room # 204, Bombay Life Building
2nd Floor, Talpur Road,
Karachi Ph: 0345-2976208

SIGNATURE MEMBERS FOR ADMIN

Sindh Bank Ltd

Tender Document - Supply of Office Stationery to Head Office

Head - Admin Div.

Member-IDBL.

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	560/- kg	560
99	Signature Pen	Vision EI-lite 0.8 or equivalent	3 Packet	1550/-	4650
100	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalent	2 Packet	850/-	1700
101	H/D Stapler Pin Remover	Opal Sr-300 or equivalent	2 Nos	490/-	980
102	Spiral Note Book <i>Paragon</i>	Alba Deli Brand or equivalent	5 Nos	130/-	650
103	Table Sharpener <i>Delo/Power</i>	Deli Brand or equivalent	3 Nos	490/-	1470
104	Scotch Tape Dispenser Large	National / Lucky or equivalent	3 Nos	190/-	570
105	Attendance Register <i>Paragon</i>	HB or Equivalent	3 Nos	140/-	420
106	O - Ring Stickers	Mehfooz or equivalent	5 Box	30/-	150
107	Correction Pen <i>Uni Japan</i>	Uni Brand or equivalent	5 Nos	140/-	700
108	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent	2 Packet	360/-	720
109	Counter Pen	Keen or Equivalent-	5 Nos	45/-	225
110	Posted Flag	JB or Equivalent	15 Nos	180/-	2700
Total Amount					213005/-
*Grand Total X 12 Month					2556060/-

* 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

UBAID ENTERPRISES
Room # 204 Bombay Life Building,
2nd Floor, Talpur Road,
Karachi Ph. 0345-2976208

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.


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

Dated: 25-09-2020

Signature _____
Head - Fin Div. _____
Head - Admin Div. _____
Member-DBL _____
Date: _____

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2020-21)

Name of Bidder

S. No.	Item	Detail	Approximate 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		
2	Pointer (Black/Blue/Red/Green)	Dollar or equivalent	5 Packet		
3	Gel Pen (Black/Blue/Red/Green)	Signo or equivalent	5 Packet		
4	Highlighter (Yellow/Pink/Orange/Green)	Dollar or equivalent	5 Packet		
5	Dock Clip 15mm	Crystal/Diamond or equivalent	5 Packet		
6	Dock Clip 25mm	Crystal/Diamond or equivalent	5 Packet		
7	Dock Clip 32mm	Crystal/Diamond or equivalent	5 Packet		
8	Dock Clip 41mm	Crystal/Diamond or equivalent	5 Packet		
9	Dock Clip 51mm	Crystal/Diamond or equivalent	5 Packet		
10	Gum Stick Small	UHU or equivalent	5 Packet		
11	Gum Stick Medium	UHU or equivalent	5 Packet		
12	Jem Clip 30 mm	Crystal or equivalent	5 Packet		
13	Jem Clip 36 mm	Crystal or equivalent	5 Packet		
14	Punch Machine No. 60	Opal or Deli or equivalent	5 Pcs		
15	Punch Machine H/D	Opal or deli or equivalent	1 Pcs		

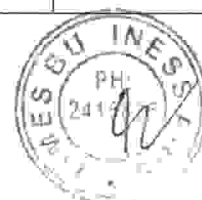


SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

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		
17	Stapler Machine H/D STD-3000	STD or equivalent	1 Pcs		
18	Register 200 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos		
19	Register 400 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos		
20	Stapler Machine Small	Max/Opal or equivalent	10 Pcs		
21	Stapler Pin # 20	Fuji/Dollar or equivalent	5 Pkt		
22	Stapler Pin # 24/6	Fuji/Dollar or equivalent	20 Pkt		
23	Heavy Duty Stapler Pin # 23/15	Fuji/Dollar or equivalent	2 Pkt		
24	Heavy Duty Stapler Pin # 23/17	Fuji/Dollar or equivalent	2 Pkt		
25	Heavy Duty Stapler Pin # 23/13	Fuji/Dollar or equivalent	2 Pkt		
26	Heavy Duty Stapler Pin # 23/10	Fuji/Dollar or equivalent	2 Pkt		
27	Heavy Duty Stapler Pin # 23/8	Fuji/Dollar or equivalent	2 Pkt		
28	Paper RIM A4, 70 gram	Paper One or equivalent	150 Rim	597.00	89550.00
29	Paper RIM Legal White, 70 gram	Paper One or equivalent	10 Rim	713.00	7130.00
30	Paper RIM Legal Green, 70 gram	AA or equivalent	20 Pkt		
31	Scotch Tape 1"	3M/China or Equivalent	10 Pcs		
32	Scotch Tape ½"	3M/China or Equivalent	10 Pcs		
33	Packing Tape Jumbo 3"	Gold Star or equivalent	5 Pcs		



SIGNATURE MEMBERS HQ-AU

Head - Fin Div.

Head - Admin Div.

Member, T&PL

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		
35	Brown Tape 3"	Gold Star or equivalent	5 Pcs		
36	Blanko Fluide (Brush)	Pelikan or equivalent	5 Nos		
37	Blanko Fluide (Pen)	Pelikan or equivalent	5 Nos		
38	Transparent Plastic/L Folder (A4) of Good Quality	Data Office or Equivalent	36 Pcs		
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	Data Office or Equivalent	36 Pcs		
40	Box File	Korona/Euro or equivalent	20 Nos		
41	Paper Cutter	SD or equivalent	5 Nos		
42	Scissor Small	Golden Horse or equivalent	5 Nos		
43	Rough Pad Small	Solo or equivalent	25 Nos		
44	Rough Pad Large	Solo or equivalent	25 Nos		
45	Rubber Band	Bata or equivalent	5 Packet		
46	Colourful Separator Plastic	Hua Jic or Equivalent	20 Nos		
47	Separator Card	Focal, Multiline or Equivalent	20 Nos		
48	Separator 1 to 10	Yijian or Equivalent	20 Nos		
49	Sharpener	Panama or equivalent	50 Pcs		
50	Plastic Colourful Flag	Pronti or equivalent	25 Nos		
51	Common Pin	China or equivalent	5 Packet		



SIGNATURE MEMBERS SC-ADMIN

Head - Fin Div.

Head - Admin Div.

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		
53	Sticky Notes 2x3	Pronti or equivalent	26 Nos		
54	Sticky Notes 3x3	Pronti or equivalent	26 Nos		
55	Sticky Notes 3x5	Pronti or equivalent	25 Nos		
56	Pen Holder	Golden Horse or equivalent	5 Nos		
57	Spiral Binding Ring 10mm	IBCCO or Equivalent	50 Nos		
58	Spiral Binding Ring 12mm	IBCCO or Equivalent	50 Nos		
59	Spiral Binding Ring 14mm	IBCCO or Equivalent	50 Nos		
60	Spiral Binding Ring 16mm	IBCCO or Equivalent	50 Nos		
61	Spiral Binding Card	IBCCO or Equivalent	50 Nos		
62	Spiral Binding Plastic Sheet	IBCCO or Equivalent	50 Nos		
63	Calendar Refill	Local or Equivalent	5 Nos		
64	White Envelope - Small	HB or Equivalent Paper quality of 70 gram	100 Nos		
65	Brown Envelope -Small	HB or Equivalent Paper quality of 70 gram	100 Nos		
66	Steel Envelope Opener	Local or Equivalent	5 Nos		
67	White Envelope - A4	HB or Equivalent Paper quality of 70 gram	20 Nos		



SIGNATURE MEMBERS PC-ADM1

Head - Fin Div.

Head - Admin Div.

Member-IPBL

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		
69	White Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos		
70	Brown Envelope - A4	HB or Equivalent Paper quality of 70 gram	50 Nos		
71	Brown Envelope - Legal	HB or Equivalent Paper quality of 70 gram	20 Nos		
72	Brown Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos		
73	Dock Clip 36mm	Crystal or equivalent	25 Packet		
74	Jem Clip 75mm	Crystal or equivalent	5 Packet		
75	Heavy Duty Stapler Pin # 23/24	Fuji, Dollar, Whashin or equivalent	5 Packet		
76	Heavy Duty Stapler Pin # 23/20	Fuji, Dollar, Whashin or equivalent	5 Packet		
77	Board Marker	Dollar or equivalent	15 Nos		
78	Permanent Marker	Dollar or equivalent	15 Nos		
79	Executive Box File	Korona/Boston or equivalent	15 Nos		
80	Eraser	Pelikan or equivalent	25 Nos		
81	Ring File Fiber A/4 F/S Mpm Brand	Abba or equivalent	50 Nos		



SIGNATURE MEMBERS PS-ADMIN
Head - Fin Div.

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		
83	Message Slip	Local or Equivalent 4 x 4 inches	26 Nos		
84	Executive Pencil	Faber Castell or equivalent	15 Nos		
85	Pencil	Goldfish or equivalent	50 Nos		
86	Pin Remover	Opal/Pelikan or equivalent	15 Nos		
87	Stamp Pad	Dollar or equivalent	5 Nos		
88	Stamp Pad Ink	Dollar or equivalent	5 Nos		
89	Steel Scale Large	China or equivalent	3 Nos		
90	Colourful Flag Paper	(Pronoti or equivalent)	20 Nos		
91	Sticky Notes 3x4	Stick on or equivalent	20 Nos		
92	Thumb Pin with plastic head	Sterling or equivalent	3 Packet		
93	Plastic Paper Tray	Designer or equivalent	3 Nos		
94	Water Dumper (Plastic)	Local or Equivalent	5 Nos		
95	Calculator	Citizen 710, Casio MJ-120 or equivalent	3 Nos		
96	Signature Pen/Gel	Dollar Eye Micro or equivalent	3 Packet		
97	Rubber Band Box	Penguin Brand or Equivalent	5 Packet		



SIGNATURE MEMBERS RC-ADMIN

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		
99	Signature Pen	Vision El-lite 0.8 or equivalent	3 Packet		
100	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalent	2 Packet		
101	H/D Stapler Pin Remover	Opal Sr-300 or equivalent	2 Nos		
102	Spiral Note Book	Alba Deli Brand or equivalent	5 Nos		
103	Table Sharpener	Deli Brand or equivalent	3 Nos		
104	Scotch Tape Dispenser Large	National / Lucky or equivalent	3 Nos		
105	Attendance Register	HB or Equivalent	3 Nos		
106	O - Ring Stickers	Mehfooz or equivalent	5 Box		
107	Correction Pen	Uni Brand or equivalent	5 Nos		
108	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent	2 Packet		
109	Counter Pen	Keen or Equivalent-	5 Nos		
110	Posted Flag	JB or Equivalent	15 Nos		
Total Amount					96680.00
*Grand Total X 12 Month					11,60,160.00

* 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



Circular

SNDB/CO/ADMIN/BIDDING/CIRC/ 4173/2020

Date: 25-09-2020

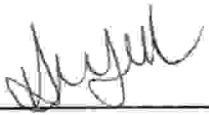
Opening of Tender for Selection of Supply of office Stationary for H/O

Bidders have been called upon to participate for the subject purpose. Members of the procurement committee are requested to attend the event as per the given schedule:

Bid Opening Date: 25-09-2020

Bid Opening Time: 11:30 Hours

Venue : Board Room

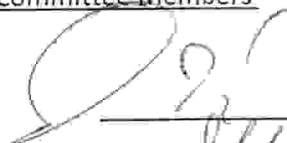
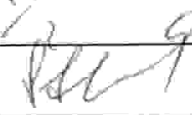
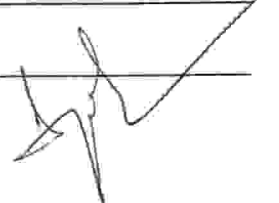

Ather Iqbal
Incharge Procurement

Signature –Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)

ATTENDANCE SHEET
 BID OPENING -

FOR SELECTION OF Supply of office stationery to Head office

Date: 25/9/2020

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	Usaid Enterprises	_____	_____	Buy Dup Box	_____
2	Imes Business Sids (PVT) LTD	_____	0333 2361441	_____	_____
3	M.R Enterprises	_____	_____	Buy Dup Box	_____

Signature –Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)

FOR SELECTION OF Supply of office stationery for Head Office

Date: 28-09-2020

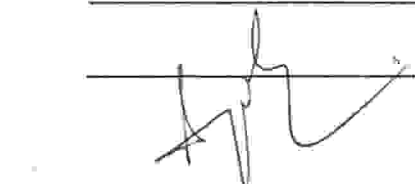
S.No	Company Name	Total Bid Offered		Signature of Company Representative	Remarks
		Announced	Evaluated		
1	Ubarid Enterprises	Rs. 2,556,060/-			
2	Times Business Aids	Rs. 1,160,160/-		X	
3	M.R Enterprises	Rs. 2,192,354/-			

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 other day the 11 and 12

TYPE OF TENDER

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

OPENING DATE

25.09.20

OPENING TIME

11:30 Hours

ATTENDANCE (MEMBER PC)

ATTENDANCE (REPS. OF BIDDERS)

NAME

FIRM

- 1) Ubaad Enterprises
- 2) Times Business Aids
- 3) M.R Enterprises

TOTAL BIDS ACCEPTED FOR EVALUATION

#03

TOTAL BIDS REJECTED

REMARKS

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDB

Date:

COMPARISON OF RATES OF OFFICE STATIONERY

S. No.	Items	Approximate quantity required on monthly basis	MR Enterprises (Tender Rate - 2020)		Uhalid Enterprises (Tender Rate - 2020)		Times Business Aids (Tender Rate - 2020)	
			Rate Per Unit	Amount (Unit Rate x Quantity)	Rate Per Unit	Amount (Unit Rate x Quantity)	Rate Per Unit	Amount (Unit Rate x Quantity)
1	Ball Pen (Black/Blue/Red/Green)	25	65	1,625	70	1,750		-
2	Pointer (Black/Blue/Red/Green)	5	130	650	150	750		-
3	Gel Pen (Black/Blue/Red/Green)	5	550	2,750	660	3,300		-
4	Highlighter (Yellow/Pink/Orange/Green)	5	280	1,400	360	1,800		-
5	Dock Clip 15mm	5	26	130	48	240		-
6	Dock Clip 25mm	5	40	200	60	300		-
7	Dock Clip 32mm	5	60	300	84	420		-
8	Dock Clip 41mm	5	108	540	108	540		-
9	Dock Clip 51mm	5	138	690	180	900		-
10	Gum Stick Small	5	1,320	6,600	425	2,125		-
11	Gum Stick Medium	5	1,440	7,200	864	4,320		-
12	Jem Clip 30 mm	5	18	90	30	150		-
13	Jem Clip 36 mm	5	25	125	35	175		-
14	Punch Machine No. 60	5	210	1,050	290	1,450		-
15	Punch Machine H/D	1	1,150	1,150	1,890	1,890		-
16	Stapler Machine 24/6	20	180	3,600	230	4,600		-
17	Stapler Machine H/D STD-3000	1	2,300	2,300	2,700	2,700		-
18	Register 200 Pages	3	115	345	130	390		-
19	Register 400 Pages	3	149.76	449.28	225	675		-
20	Stapler Machine Small	10	110	1,100	145	1,450		-
21	Stapler Pin # 20	5	18	90	180	900		-
22	Stapler Pin # 24/6	20	20	520	30	600		-
23	Heavy Duty Stapler Pin # 23/15	2	90	180	110	220		-
24	Heavy Duty Stapler Pin # 23/17	2	110	220	140	280		-
25	Heavy Duty Stapler Pin # 23/13	2	80	160	110	220		-
26	Heavy Duty Stapler Pin # 23/10	2	70	140	95	190		-
27	Heavy Duty Stapler Pin # 23/8	2	80	120	80	160		-
28	Paper RIM A4, 70 gram	150	575	86,250	630	94,500	597	89,550
29	Paper RIM Legal White, 70 gram	10	600	6,000	720	7,200	713	7,130
30	Paper RIM Legal Green, 70 gram	20	175	3,500	210	4,200		-
31	Scotch Tape 1"	10	30	300	40	400		-
32	Scotch Tape 1/2"	10	15	150	18	180		-
33	Packing Tape Jumbo 3"	5	55	275	85	425		-
34	Paper Tape 1"	5	18	90	25	125		-
35	Brown Tape 3"	5	55	275	85	425		-
36	Blanko Fluide (Brush)	5	80	450	140	700		-
37	Blanko Fluide (Pen)	5	80	150	70	350		-
38	Transparent Plastic/L Folder (A4) of Good Quality	36	12	432	15	540		-
39	Transparent Colourful Plastic/L Folder (Legal) Colourful- Colourful	36	15	540	30	1,080		-
40	Box File	20	95	1,900	105	2,100		-
41	Paper Cutter	5	30	150	55	275		-
42	Scissor Small	5	75	375	60	300		-
43	Rough Pad Small	25	17.5	337.50	20	500		-
44	Rough Pad Large	45	25	625	40	1,000		-
45	Rubber Band	5	30	150	80	400		-
46	Colourful Separator Plastic	10	48	960	65	1,300		-
47	Separator Card	20	30	1,800	25	500		-
48	Separator 1 to 10	20	15	500	80	1,600		-
49	Sharpener	50	6	300	250	1,250		-
50	Plastic Colourful Flag	25	40	1,000	45	1,125		-

SIGNATURE MEMBER PC-AD-11
 Head - Fin Div.
 Head - Admin Div.
 Member-DBL

Date: _____

51	Common Pin	5	20	100	28	140	-
52	Computer File	20	160	3,200	300	6,000	-
53	Sticky Notes 2x3	26	25	650	30	780	-
54	Sticky Notes 3x3	26	30	780	45	1,170	-
55	Sticky Notes 3x5	25	50	1,250	65	1,625	-
56	Pen Holder	5	75	375	350	1,750	-
57	Spiral Binding Ring 10mm	50	8	400	10	500	-
58	Spiral Binding Ring 12mm	50	10	500	12	600	-
59	Spiral Binding Ring 14mm	50	16	800	15	750	-
60	Spiral Binding Ring 16mm	50	20	1,000	20	1,000	-
61	Spiral Binding Card	50	8	400	5	250	-
62	Spiral Binding Plastic Sheet	50	10	500	10	500	-
63	Calendar Refill	5	60	300	80	400	-
64	White Envelope - Small	100	1.25	125	2.5	250	-
65	Brown Envelope - Small	100	1	100	2	200	-
66	Steel Envelope Opener	5	110	550	80	400	-
67	White Envelope - A4	20	4	80	6	120	-
68	White Envelope - Legal	20	5	100	8	160	-
69	White Envelope - A3	20	8	160	10	200	-
70	Brown Envelope - A4	50	2.25	112.50	3	150	-
71	Brown Envelope - Legal	20	3.25	65	5	100	-
72	Brown Envelope - A3	20	4.25	85	7	140	-
73	Desk Clip 36mm	25	25	625	35	875	-
74	Jem Clip 75mm	5	140	700	160	800	-
75	Heavy Duty Stapler Pin # 23/24	5	150	750	220	1,100	-
76	Heavy Duty Stapler Pin # 23/20	5	130	650	180	900	-
77	Board Marker	15	10.42	456.30	35	525	-
78	Permanent Marker	15	2.4	360	30	450	-
79	Executive Box File	15	16.8	2,520	210	3,150	-
80	Eraser	25	11.13	277.75	20	500	-
81	Ring File Fiber A/4 F/S Mpm Brand	50	52	2,600	90	4,500	-
82	Ring File Fiber A/3 F/S Mpm Brand	25	52	1,300	110	2,750	-
83	Message Slip	26	40	1,040	40	1,040	-
84	Executive Pencil	15	11.11	166.65	12	180	-
85	Pencil	50	8	400	8	400	-
86	Pin Remover	15	42	630	45	675	-
87	Stamp Pad	5	35	175	55	275	-
88	Stamp Pad Ink	5	22	110	45	225	-
89	Steel Scale Large	3	25	75	40	120	-
90	Colourful Flag Paper	20	40	800	65	1,300	-
91	Sticky Notes 3x4	20	45	900	55	1,100	-
92	Thumb Pin with plastic head	3	30	90	40	120	-
93	Plastic Paper Tray	3	360	1,080	390	1,170	-
94	Water Dumper (Plastic)	5	25	125	35	175	-
95	Calculator	3	360	1,080	475	1,425	-
96	Signature Pen/Gel	3	954	2,862	1350	4,050	-
97	Rubber Band Box Penguin Brand	5	30	150	180	900	-
98	Rubber Band 200 Gm universal Brand	1	850	850	560	560	-
99	Signature Pen Vision El-lite D.B	3	1200	3,600	1550	4,650	-
100	Transparency Sheet (Per Pkt 100 Sheets)	2	600	1,200	850	1,700	-

SIGNATURE MEMBERS

Head - Fin Div.

Head - Admin Div.

Member-IDBL

Date:

101	H/D Stapler Pin Remover Dpa/Sr-300	2	280	538.20	490	980	-
102	Spiral Note Book Alba Deli Brand	5	160	800	130	650	-
103	Table Sharpener China Deli Brand	3	400	1,200	490	1,470	-
104	Scotch Tape Dispenser Large National / Lucky	3	110	330	190	570	-
105	Attendance Register Same Brand	3	108	324	140	420	-
106	O - Ring Stickers	5	22	110	30	150	-
107	Correction Pen Uni Brand	5	95	475	140	700	-
108	Carbon Paper Blue Kcr 100 Sheets	2	320	640	360	720	-
109	Counter Pen	5	33	165	45	225	-
110	Posted Flag	15	45	675	180	2,700	-
			One Month	182,686.18	One Month	233,005	One Month 96,680
			12 Months	2,192,354.16	12 Months	2,556,060	12 Months 1,160,160

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

Date: 25/9/2022

OFFICE STATIONERY

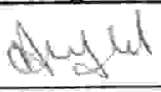
Evaluation Performa

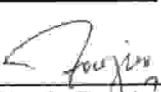
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Bidder Name: James Busman Aids

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

Members Signatures- Evaluation Committee


Athar Iqbal
Administration Division


Fouzia Shamim
Operations Division

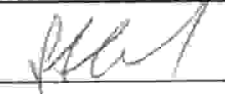

Taimoor Ghausi
Finance Division


* Disqualified
due to non
responsive
Bid

Members - Procurement Committee

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


Signature





OFFICE STATIONERY

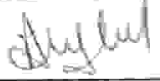
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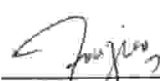
Serial No: 02


Bidder Name: Uband Enterprises

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

Members Signatures- Evaluation Committee


Athar Iqbal
Administration Division

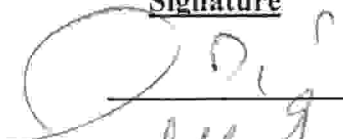
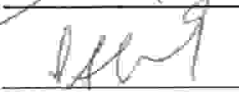
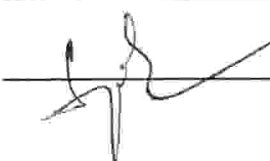

Fouzia Shamim
Operations Division


Taimoor Ghausi
Finance Division

Members - Procurement Committee

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

Signature

Date: 25/9/2020

OFFICE STATIONERY

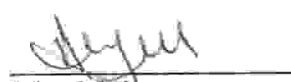
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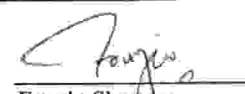
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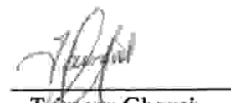
Bidder Name: M. R Enterprises

S. No.	Requisite	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Evidence attached as
1	Banks presently on Cliental List (For counting of each bank services to at least 5 branches are mandatory) in relevant field	40		5 Banks and above	Award letters to be attached duly issued from each concerned Bank for last three years.	Annexure "A"
		20	20	3 Banks and above		
2	Years in Business in relevant field	30	30	5 Years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "B"
		15		3 years and above		
3	Average Yearly Turn Over in Last 3 Years	30	30	9 Million and above	Audit Report / Tax Return for the Last three years	Annexure "C"
		15		5 Million and above		
		5		1 Million and above		
Total Marks		100	80	Qualified / Disqualified		

Members Signatures- Evaluation Committee


Athar Iqbal
Administration Division

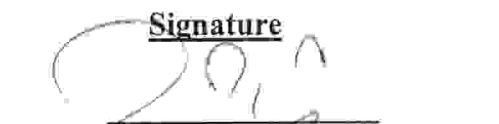
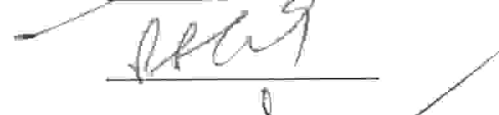


Fouzia Shamim
Operations Division


Taimoor Ghausi
Finance Division

Members - Procurement Committee

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

Signature

**Supply of Office Stationery for Head Office
 Bid Evaluation Report**

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

Details on the above as given below:

S.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.2,350,000/-)	Reasons for acceptance/rejection	Remarks
1	2	3	4	5	6	7	
1.	M/s. M.R Enterprises	Qualified	Rs.2,192,354/-	1 st Lowest	Rs.157,646/- Below the Estimated Cost	Accepted - Evaluated Qualified Bidder	Accepted for Award of Contract
2.	M/s. Ubaid Enterprises	Disqualified	Rs.2,556,060/-	2 nd Lowest	Rs.206,060/- Above the Estimated Cost	High In Bid	-----
3.	M/s. Times Business Aids	Rejected due to Non-Responsive Bid	-----	-----	-----	Rejected due to Non-Responsive Bid	-----

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

Members Signature- Procurement Committee

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

Saeed Jamal
 Member- Chief Financial Officer

Syed Muhammad Aqeel
 Member- Chief Manager, IDBL Karachi

Supply of Office Stationery Items for Head Office				
S.NO	COMPANY NAME	AMOUNT (RS)	PAY ORDER NO	NAME OF BANK
01	Times Business Aids	300	14425997	Habib Metropolitan Bank
02	Ubaid Enterprises	300	06477799	NBP
03	M. R Enterprises	300	02187021	Bank Islami
Total			900/-	

1. <u>NAME</u>	2. <u>DATE</u>
3. <u>STATE</u>	4. <u>CITY</u>
5. <u>STREET</u>	6. <u>ZIP</u>
7. <u>PHONE</u>	8. <u>TELETYPE</u>
9. <u>TELEFAX</u>	10. <u>TELEVISION</u>
11. <u>INTERNET</u>	12. <u>EMAIL</u>
13. <u>MOBILE</u>	14. <u>HOME</u>
15. <u>WORK</u>	16. <u>CELL</u>
17. <u>LANDLINE</u>	18. <u>ISDN</u>
19. <u>VOIP</u>	20. <u>OTHER</u>
21. <u>REMARKS</u>	22. <u>REMARKS</u>
23. <u>REMARKS</u>	24. <u>REMARKS</u>
25. <u>REMARKS</u>	26. <u>REMARKS</u>
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93. <u>REMARKS</u>	94. <u>REMARKS</u>
95. <u>REMARKS</u>	96. <u>REMARKS</u>
97. <u>REMARKS</u>	98. <u>REMARKS</u>
99. <u>REMARKS</u>	100. <u>REMARKS</u>



SINDH BANK LIMITED, a banking company incorporated under the laws of Pakistan and having its Head office at 3rd 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 **25/09/2020**, along with detail of descriptions and Price Schedule mentioned in Financial Proposal which is attached herewith and marked as Annexure-A:

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



OLN



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 11/12/2020 to 10/12/2021

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 "Indemnitied") 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)	Rafiq Hussain (Staff)
First complain if the call is not resolved "within specified response time" (24 hours)	Landline Phone	32601501
	Email	Rafiq.hussain007@hotmail.com
	Cell	0322-3422353
LEVEL-2	Name/Designation (Regional Head/Manager/GM)	Muhammad Zubair (GM)
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	32628381
	Email	zubairmakki@live.co.pk
	Cell	0321-8981873
LEVEL-3	Name/Designation (CEO of the firm)	Muhammad Rehan
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	32624074
	Email	m.renterprises@live.com
	Cell	0310-0229965
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

Name Muhammad Behan

Designation Proprietor

Company Name M.R Enterprises

Address 1st Floor Hussain Mention

Paper Market Karachi

Stamp

Customer Signature

Name

Designation

Company Name Sindh Bank Limited

Address Federation House, Sindh Bank

Ltd. Head Office Karachi

Stamp

Witness:

Signature

Name Muhammad Rizwan

Designation Proprietor

Address 12 Yousur Hakimuddin Bldg Tayyab Jee

Road Karachi

Signature

Name

Designation

Company Name Sindh Bank Limited

Address Federation House, Sindh Bank

Ltd. Head Office, Karachi

Stamp