



SINDH GOVERNOR'S HOUSE  
(MILITARY SECRETARY WING)

## OFFICE ORDER

The Competent Authority has been pleased to constitute a tender opening/purchase/inspection committee comprising of the following officer/officials for procurement of Uniform and Liveries for Class-IV employees of Military Secretary Wing, Sindh Governor's House, Karachi with immediate effect:-

a. Comptroller	Chairman
b. Section Officer (Co-ord)	Member
c. Accounts Officer (Accounts)	Member
d. Store Keeper/Caretaker (Household)	Member

Col  
Aqeel Nisar

No.SOE(MSG)4(63)/2014-15/135 Karachi, dated 20/02/2015 February, 2015

Copy forwarded to:-

1. The Comptroller, Sindh Governor's House, Karachi.
2. The Section Officer (Co-ord), MS. Wing, Sindh Governor's House, Karachi.
3. The Accounts Officer (Acctts) MS Wing, Sindh Governor's House, Karachi.
4. The Store Keeper/Caretaker (Household), MS Wing, Sindh Governor's House, Karachi.
5. The Acting AEN (BSC), M.S. Wing, Sindh Governor's House, Karachi.
6. Office Order File.

*Mehmood Raza Shah*  
(SYED MEHMOOD RAZA SHAH)  
SECTION OFFICER (ESTT:)

ISSUED  
24/2/15

**ANNEXURE-II**

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**PRICE RS.100/- ( NOT REFUNDABLE / TRANSFERABLE )**  
**SCHEDULE TO INVITATION TO TENDER**  
**( UNIFORM / LIVERIES )**

**DATE OF OPENING OF TENDER..... 2015**  
**TIME OF RECEIPT OF TENDER ..... 12.00 NOON**  
**TIME OF OPENING OF TEMDER..... 02.00 P.M.**

Offer shall remain open for 30 (thirty) days from the date of opening of tender. Tenders / Bidders should quote their prices on the basis of free delivery at consignee's end at his Karachi office. Offers should be quoted both in figure and words. Delivery of store is however, required immediately.

S. #.	ENTITLEMENT	TOTAL STRENGTH	QTY	TOTAL SUPPLY	TOTAL AMOUNT
1.	<b>Head Khidmatgar - 01 No.</b> <b>Naib Qasid - 24 Nos.</b> <b>D R- 01 No.</b>  Khaki Coat Black Pant Topi Black Shoe (Bata) Black Socks	26 Nos.	   02 Each 02 " 01 " 01 Pair 02 Pair	   52 Nos. 52 Nos. 26 Nos. 26 Pairs 52 Pairs	
2.	<b>Head Bearer - 01 No.</b> <b>Bearers - 19 Nos.</b>  White Coat Black Pant Black Shoes (Bata) Black Socks Topi Hand Gloves	20 Nos.	   02 Each 02 " 01 Pair 02 Pair 01 Each 02 Pair	   40 Nos. 40 Nos. 20 Nos. 40 Nos. 20 Nos. 40 Pairs	

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3.	<b>Garage Supdt. Drivers</b> - <b>Nos.</b> White Coat White Pant Net Cap (Topi) Black Shoes (Bata) Black Socks White Gloves P Cap	<b>01 No.</b> <b>26</b>	<b>27 Nos.</b>			
				02 Each 02 " 01 Each 01 Pair 02 pair 02 Pair 01 Each	54 Nos. 54 Nos. 27 Nos. 27 Pairs 54 Pairs 54 Pairs 27 Nos.	
4.	<b>Khalasi</b> - Gray Pant Gray Bushart Cap Black Shoes (Bata) Black Socks	<b>15 Nos.</b>	<b>15 Nos.</b>			
				02 Each 02 Each 01 Each 01 Pair 02 Pair	30 Nos. 30 Nos. 15 Nos. 15 Pairs 30 Pairs	
5.	<b>Masalchi</b> - Gray Pant Gray Bushart Cap Black Shoes (Bata) Black Socks	<b>02 Nos.</b>	<b>02 Nos.</b>			
				02 Each 02 Each 01 Each 01 Pair 02 Pair	04 Nos. 04 Nos. 02 Nos. 02 Nos. 04 Nos.	
6.	<b>Ward Boy</b> - Blue Pant White Bushart Black Shoes (Bata) Black Socks	<b>02 Nos.</b>	<b>02 Nos.</b>			
				02 Each 02 Each 01 Pair 02 Pair	04 Nos. 04 Nos.. 02 Nos. 04 Pairs	
7.	<b>Dhobi -</b> Gray Pant Gray Bushart Black Shoes (Bata) Black Socks	<b>05 Nos.</b>	<b>05 Nos.</b>			
				02 Each 02 Each 01 Pair 02 Pair	10 Nos. 10 Nos. 05 Nos. 10 Pairs	

8.	<b>Sanitation Workers - 17 Nos.</b>	<b>17 Nos.</b>		
	Khaki Pant Khaki Bushart Cap Black Shoes (Bata) Black Socks		02 Each 02 Each 01 Each 01 Each 02 Each	34Nos. 34 Nos. 17 Nos. 17 Nos. 34 Nos.
9.	<b>Tailor - 04 Nos.</b>	<b>04 Nos.</b>		
	Gray Pant Gray Bushart Cap Black Shoes (Bata) Black Socks		02 Each 02 Each 01 Each 01 Each 02 Each	08 Nos. 08 Nos. 04 Nos. 04 Nos. 08 Pairs
10.	<b>Garden Supervisor 01 No.</b> <b>Head Mali 02 Nos.</b> <b>Asst. H. Mali 03 Nos.</b> <b>Malies 36 Nos.</b>	<b>42 Nos.</b>		
	Khaki Qamiz Khaki Shalwar Black Chappals Black Socks Caps (Hat)		02 Each 02 Each 01 Pairs 01 Pairs 01 Each	84 Nos. 84 Nos. 42 Pairs 42 Pairs 42 Pairs
11.	<b>Chief Cook, 01 No.</b> <b>Cook, Asst. Cook - 07 Nos.</b>	<b>08 Nos.</b>		
	Black Pant White Coat Latha Head Wear Black Shoes (Bata) Black Socks Apron		02 Each 02 " 02 " 01 Pair 02 Pair 02 Each	16 Nos. 16 Nos. 16 Nos. 08 Pairs 16 Pairs 16 Nos.
12.	<b>Ladies 06 Nos.</b> <b>Sanitation Workers</b>	<b>06 Nos.</b>		
	Sari, Blouse Latha Head wear Black chappal (Bata) Black Socks		02 Each 02 Each 02 Each 01 Pair 01 Pair	12 Nos. 12 Nos. 12 Nos. 06 Pairs 06 Pairs

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13.	<b>Pesh Imam -01 No. Moazan - 01 No.</b> White Kameez Shalwar (KT 4000) Black Shoes (Bata) Black Socks KraKuli Topi Black Sherwani (Lawrance Pur Cloth)	<b>02 Nos.</b>			
			02 Each 01 Pair 02 Pair 01 No. 01 No	04 Nos. 02 Pairs 04 Pairs 02 Nos 01 No	
14.	<b>Steward 01 No.</b> White Drill Pant White Drill Coat (Open Collar) White Shirt Black Bow or Neck Tie Black Shoes (Bata) Black Socks	<b>01 No.</b>			
			02 Each 02 Each 02 Each 01 Each 01 Pair 02 Pairs	02 Nos. 02 Nos. 02 Nos. 01 No. 01 Pair 02 Pairs	
15.	<b>Barbers - 02 Nos.</b> White: Shalwar Kameez (KT 4000) Long Cloth Coat Neck sheet for Hair Cut Black Socks Black Shoes (Bata)	<b>02 Nos.</b>			
			02 Each 02 Each 02 Each 02 Each 01 Pairs	04 Nos. 04 Nos. 04 Nos. 04 Nos. 02 Pairs	
16	<b>Staff Nurses - 02 Nos.</b>  White Shalwar White Kameez (Nursing Pattern) Dopatta (Shaffoon) Sandal Black (Bata) Black Socks	<b>02 Nos.</b>			
			02 Each 02 Each 02 Each 01 Pair 01 Pair	04 Nos. 04 Nos. 04 Nos. 02 Pairs 02 Pairs	
17	<b>Dispensers - 02 Nos.</b> White Pant White Shirt Black Shoes (Bata) Black Socks Aprons White	<b>02 Nos.</b>			
			02 Each 02 Each 01 Pair 02 Pairs 01 Each	04 Nos. 04 Nos. 02 Pairs 04 Pairs 02 Nos.	
18	<b>Dispatch Riders - 02 Nos.</b> Khaki Pant Khaki Shirt Beret Cap Black Shoes (Bata) Black Socks	<b>02 Nos.</b>			
			02 Each 02 Each 01 Each 01 Pair 02 Pairs	04 Nos. 04 Nos. 02 Nos. 02 Pairs 04 Pairs	

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19	<b>Aya</b> - 03 Nos. Qameez, Shalwar Dopatta Black Chapel Black Socks	03 Nos.	02 Each 02 Each 02 Each 01 Pair 02 Pairs	06 Nos. 06 Nos. 06 Nos. 06 Pairs 06 Pairs
20	<b>AC Mechanic</b> - 04 Nos. Bushart Pant Socks Black Shoes (Bata)	04 Nos.	02 Each 02 Each 02 Pairs 01 Pair	08 Nos. 08 Nos. 08 Pairs. 04 Pairs
21	<b>Plumber</b> - 03 Nos. Bushart Pant Socks Black Shoes (Bata)	03 Nos.	02 Each 02 Each 02 Pairs 01 Pair	06 Nos. 06 Nos. 06 pairs. 03 Pairs
22	<b>Electrician</b> - 03 Nos. Bushart Pant Socks Black Shoes (Bata)	03 Nos.	02 Each 02 each 02 Pairs 01 Pair	06 Nos. 06 Nos. 06 pairs. 03 Pairs
23	<b>Wiremen</b> - 03 Nos. Bushart Pant Socks Black Shoes (Bata)	03 Nos.	02 Each 02 Each 02 Pairs 01 Pair	06 Nos. 06 Nos. 06 pairs. 03 Pairs
24	<b>Glazier</b> - 01 No. Bushart Pant Socks Black Shoes (Bata)	01 No.	02 Each 01 Each 02 Pairs 01 Pair	02 Nos. 02 Nos. 02 pairs. 01 Pairs
25	<b>Carpenter</b> - 02 Nos. Bushart Pant Socks Black Shoes (Bata)	02 Nos.	02 Each 02 Each 02 Pairs 01 Pair	04 Nos. 04 Nos. 04 pairs. 02 Pairs
26	<b>Mason</b> - 02 Nos. Bushart Pant Socks Black Shoes (Bata)	02 Nos.	02 Each 02 each 02 Pairs 01 Pair	04 Nos. 04 Nos. 04 pairs. 02 Pairs
27	<b>Painters</b> - 02 Nos. Bushart Pant Socks Black Shoes (Bata)	02 Nos.	02 Each 02 Each 02 pairs 01 Pair	04 Nos. 04 Nos. 04 pairs. 02 Pairs

28	<b>Pump Operators - 06 Nos.</b> Bushart Pant Socks Black Shoes (Bata)	<b>06 Nos.</b>	02 Each 02 Each 02 Pairs 01 Pair	12 Nos. 12 Nos. 12 pairs. 06 Pairs	
29	<b>Beldars - 06 Nos.</b> Bushart Pant Socks Black Shoes (Bata)	<b>06 Nos.</b>	02 Each 02 Each 02 Pairs 01 Pair	12 Nos. 12 Nos. 12 pairs. 06 Pairs	
30	<b>Chowkidar - 02 Nos.</b> Bushart Pant Socks Black Shoes (Bata)	<b>02 Nos.</b>	02 Each 02 Each 02 Pairs 01 Pair	04 Nos. 04 Nos. 04 pairs. 02 Pairs	
31	<b>Cleaner - 04 Nos.</b> Bushart Pant Socks Black Shoes (Bata)	<b>04 Nos.</b>	02 Each 02 Each 02 Pair 01 Pair	08 Nos. 08 Nos. 08 Pairs. 04 Pairs	
32	<b>Mate - 02 Nos.</b> Bushart Pant Socks Black Shoes (Bata)	<b>02 No.</b>	02 Each 02 each 02 pairs 01 Pair	04 Nos. 04 Nos. 04 pairs. 02 Pairs	
33	<b>Wing Staff - 02 Nos.</b> White Shalwar-Kameez ( KT 4000) Waist Coat White Topi Black Socks Black Shoes (Bata)	<b>02 Nos.</b>	02 Each 01 each 01 Each 02 Pair 01 Pair	06 Nos. 03 Nos. 03 Nos. 06 Pairs. 03 Pairs	
34	<b>Swimming Pool Operator 01 No.</b> Track Suits Jogger Socks	<b>01 No.</b>	02 Each 01 each 02 Each	02 Nos. 01 Pairs. 02 Nos.	

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01	NAME OF THE FIRM / MANUFACTURER WITH FULL ADDRESS AND TELEPHONE AND FAX NUMBER IF ANY	
02	GENERAL SALES TAX REGISTRATION NUMBER (PHOTOCOPY OF G.S.T REGISTRATION CERTIFICATE)	
03	INCOME TAX REGISTRATION NUMBER (PHOTOCOPY OF RECENT INCOME TAX CERTIFICATE)	
04	NAME OF ITEMS FOR QUOTED	
05	RATE PER UNIT INCLUDING ALL TAXES AND CHARGES	
06	TOTAL VALUE OF BID/TENDER	
07	VALIDITY OF OFFER	
08	SUPPLY PERIOD REQUIRED (WITH EXACT DATE, MONTH AND YEAR)	
09	AMOUNT OF EARNEST MONEY (2.5% OF TOTAL VALUE OF BID / TENDER)	
10	PAY ORDER/DEMAND DRAFT/CALL DEPOSIT NUMBER AND DATE (EARNEST MONEY)	
11	NAME OF BANK WITH BANK/BRANCH CODE WHERE THE PAY ORDER/DEMAND DRAFT/CALL DEPOSIT TO BE DRAWN.	
12	SIGNATURE OF BIDDER WITH (OFFICIAL SEAL)	
13	FULL NAME OF THE BIDDER (IN CAPITAL LETTERS) MAILING ADDRESS, TELEPHONE/ FAX NUMBER AND E-MAIL ADDRESS.	



**DETAILS ATTACHED**

**N.B.**

1. Tenders are requested to submit sealed tender at **1200 Hours on March, 2015** in the office the undersigned situated at Sindh Governor House, Karachi.
2. The tender will be opened on the same day at 1400 hours in presence of the tenders / bidders or their authorized representatives.
3. Tenders / bidders are requested to mention specifications and other details of the store. failing which offer will not be entertained.
4. Tenders / bidders are requested to quote their rates inclusive all taxes and also furnish Sales Tax Registration Certificate (photocopy) duly stamped of their firm, failing which offer will not be entertained.
5. In case validity offered by the tenderer/bidders is shorter than validity required in the tender, such tender/offer will be ignored under provision of Sindh Purchase Manual – 1991.
06. **EARNEST MONEY:** All firms whether registered should have to provide Earnest money @ 2.5% OR un-registered firms @ 12.5% of total value of tender / bid under the provision of Sindh Purchase Manual-1991.
07. Original purchase receipt of tender documents must be enclosed along with the offer / bid. otherwise offer will not be entertained.
08. The store is required as locally manufactured and therefore required to be quoted in local currency i.e., Pakistan Rupee.
09. The validity of the offered rates should be at least thirty (30) days from the date of opening of tender.
10. The successful tenderer / bidders will have to enter in a written contract with the undersigned before initiating any supply of store and performing other related assignments.
11. The successful bidders are required to enter in aforesaid contract within a week time after he being asked to supply the store in the form of supply order/advance acceptance. In case of failing to enter the contract stipulated time the supply order/ advance acceptance will be treated as cancelled.
12. All supplies should be made within ten (10) days. This delivery period will not extend and tenders/bidders who fail to deliver the store shall face forfeiture of their security deposit.
13. The Store is required to be delivered at the consignee's end i.e.,  
**Military Secretary Wing,  
Sindh Governor's House,  
Aiwan -e- Saddar Road,  
Karachi.**
14. OTHER TERMS AND CONDITIONS ARE ATTACHED WITH THIS SCHEDULE-ANNEXURE-III

ANNEXURE-III

SPECIAL CONDITIONS

1. Firms registered with the Directorate of Industries (Supply Wing) Government of Sindh Karachi shall furnish photocopy of their valid Registration/Renewal Certificate with the offer.
2. Tenders should be properly sealed with Wax.
3. Tenders are required to quote the amount separately against each item both in figures and words on their letterhead duly sealed and signed and not on tender documents.
4. Store is required to be delivered within 10 (ten) days of the contract date. The tenders shall, give specific date of their shortest guaranteed delivery period by which the supply will be completed positively.
5. Tenders shall purchase separate tender documents and furnish cash receipt(s) for each alternate offer in case they want to submit alternate offer for any item(s) else. However, the choice to select/ignore any of the alternate offers shall rest with the purchaser.
6. The tenderer shall confirm free demonstration at consignee's end, where necessary.
7. **EARNEST MONEY:-** All firms whether registered will have to submit Earnest Money @ 2.5 % ~~or un-registered firms @ 12.5%~~ of the value of their offer in the shape of Pay Order in the name of Military Secretary to Governor Sindh, Karachi. The offer received without earnest money will not be entertained.

- 3% Memo
8. **Security Deposit:-** The successful tenders will have to deposit with the purchaser Security Deposit as under :-

REGISTERED FIRM. 3% Memo 2.5% of the value of the contract

~~UN-REGISTERED FIRM. 12.5% of the value of the contract~~

Memo

9.

**WARRANTY:** The successful tenderer/bidder shall submit a warranty certificate to the effect that store supplied by them are found new and absolutely free from any material and manufacturing defects and strictly in conformity with the specifications and samples as stipulated in Tender Enquiry and also guarantee the in case the store are found defects and rejected at the time of final inspection by the Committee, the same shall be replaced/removed the defects to the entire satisfaction of the Consignee/Inspection Committee free of cost.

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**INSPECTION:** An inspection of store will be made by the Military Secretary to Governor Sindh and Comptroller Sindh Governor House before finalizing the procurement and resultant payment.

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The purchaser reserves the right to increase or decrease the quantity and accept/reject any or all tenders without assigning any reason(s).

12

The tenders shall enclose with their tender following certificate, failing which the tender is liable to be considered non-responsive.

**CERTIFICATE**

WE GUARANTEE TO SUPPLY THE STORES EXACTLY IN ACCORDANCE WITH THE REQUIREMENTS SPECIFIED IN THE INVITATION TO TENDER

NAME (IN BLOCK  
LETTERS) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DESIGNATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

OFFICIAL SEAL \_\_\_\_\_