

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

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/889/2018
3	Tender Description	Supply of Office Stationery to Head Office
4	Method of Procurement	Single Stage One Envelop Bidding Procedure
5	Tender Published & SPPRA S.No.	S.No: 36929 Notification, EXPRESS TRIBUNE, DAILY EXPRESS (20/02/2018) S SINDH EXPRESS (20/02/18)
6	Total Bid Documents Sold	02
7	Total Bids Received	02
8	Technical/Financial Bid Opening Date & Time	09/03/2018 at 1130 Hrs.
11	No. of bids qualified	02
12	Bid(s) Rejected	-

Details on the above as given below:

S. No.	Name of Firm or Bidder	Qualified / Disqualified in Technical/ Eligibility Inspection	Total Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.1,800,000/-)	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6	7
01.	M/s. M.R Enterprises.	Qualified- Obtained 100% in Evaluation Process	Rs.1,600,043.28/-	1 <sup>st</sup> Lowest	Rs. 199,956.72/- Below the estimated cost	Accepted 1 <sup>st</sup> Lowest Evaluated Qualified Bidder	Accepted for Contract Award
02.	M/s. Zaib Enterprises.	Qualified- Obtained 80% in Evaluation Process	Rs. 1,871,328/-	2 <sup>nd</sup> Lowest	Rs. 71,328- Above the estimated cost	High in Bid	-

Accordingly going by the Technical/Financial Evaluation offered in the tender document, **M/s. M.R Enterprises.** stands as Only Lowest evaluated Qualified Bidder for Supply of Office Stationery to Head Office.

**Members Signature- Procurement Committee**

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

Mr. Saeed Jamal  
 Chief Financial Officer

Mr. Syed Muhammad Aqeel  
 Chief Manager, IDBL Karachi

Date: 09/03/2018

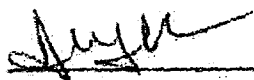
**Supply of Office Stationery for Head Office**

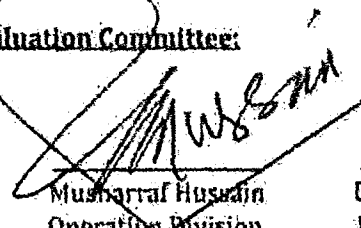
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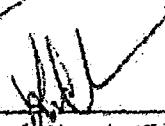
Bidder: MR Enterprises

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 Chequing SNDD/DAI/NIB Lia A/C B/L etc. (counting of each bank services to at least 5 branches are mandatory) in relevant field.	40	40	5 Banks and above	Award letters to be attached duly signed from each concerned Bank.	Annexure "A"
		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 of 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	Annexure "C"
		15		4 Million and above		
		5		3 Million and above		
Total Marks		100	100	Qualified / Disqualified		

**Members Signature- Evaluation Committee:**

  
 Muhammad Ather Iqbal  
 Admin Division

  
 Musharrat Hussain  
 Operation Division

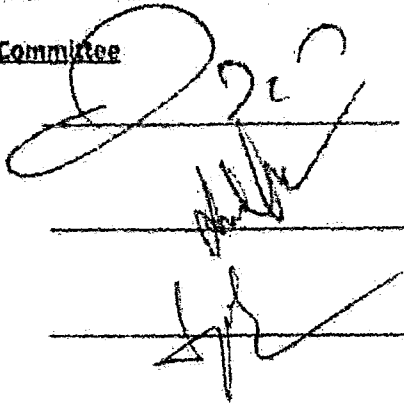
  
 Dilshad Hussain Khan  
 Finance Division

**Members Signature- Procurement Committee:**

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

Mr. Saeed Jamal  
 Chief Financial Officer

Mr. Syed Muhammad Aqeel  
 Chief Manager, IDBL Karachi



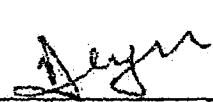
Date: 9/3/2012


**Supply of Office Stationery for Head Office**


Serial No: 2  
 Bidder: Zaib 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 Client's 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 said concerned Bank	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	6 Million and above	Amda Report - Tins Return	Annexure "C"
		15		3 Million and above		
		5		1 Million and above		
<b>Total Marks</b>		<b>100</b>	<b>80</b>	<b>Qualified / Disqualified</b>		

**Members Signature- Evaluation Committee:**

  
 Muhammad Ather Iqbal  
 Admin Division

  
 Musharruf Hussain  
 Operation Division

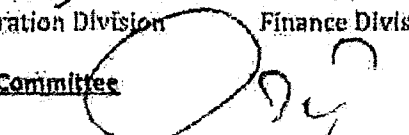
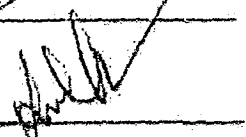
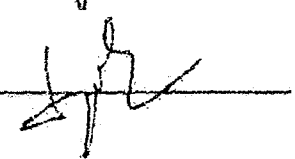
  
 Dilshad Hussain Khan  
 Finance Division

**Members Signature- Procurement Committee**

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

Mr. Saeed Jamal  
 Chief Financial Officer

Mr. Syed Muhammad Aqeel  
 Chief Manager, IDBL Karachi

**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

09/3/2018

OPENING TIME

11:30 Hours

ATTENDANCE (MEMBER PC)

Head of Administration

Chief Financial Officer

Chief Manager, IDBL, Karachi

ATTENDANCE (REPS. OF BIDDERS)

NAME	FIRM
1 - Zaib Enterprises	
2 - NR Enterprises	

TOTAL BIDS ACCEPTED FOR EVALUATION

02

TOTAL BIDS REJECTED

-

REMARKS

\_\_\_\_\_

**PROCUREMENT COMMITTEE SIGNATURE**

Head of Administration: \_\_\_\_\_

Chief Finance Officer: \_\_\_\_\_

Chief Manager, IDBL: \_\_\_\_\_

ATTENDANCE SHEET  
 BID OPENING -

FOR SELECTION OF Supply of Office Stationery to Head Office.

Date: 09/03/2018

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
01	Zarb Enterprises				
02	MIR Enterprises				
				By Drop	
				Box	

Signature - Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)

# M.R. Enterprises

Deals In All Kinds Of Paper, Stationery

G.S.T.NO. 12-00-4817-172-82

M.R. ENTERPRISES P. LUCE CAN

SIGNATURE MEMBERS PC-ADMIN

N.T.NO 1433823-8

Head - Fin Div.

Head - Admin Div.

Date: March-2018

**M/S SINDH BANK LIMITED**

Member-IDBL.

FINANCIAL PROPOSAL FOR TABLE STATIONERY ITEMS

Date:

S.NO	ITEM	DETAIL	QTY	RATES	TOTAL
1	BALL PEN (BLACK/BLUE/RED/GREEN)	CLIPPER OR EQUIVALENT	25.00 PKT	53.00	1325.00
2	POINTER (BLACK/BLUE/RED/GREEN)	DOLLAR OR EQUIVALENT	5.00 PKT	118.00	590.00
3	GEL PEN (BLACK/BLUE/RED/GREEN)	SIGNO OR EQUIVALENT	5.00 PKT	414.00	2070.00
4	HIGHLIGHTER (YELLOW/PINK/ORG/GREEN)	DOLLAR OR EQUIVALENT	5.00 PKT	220.00	1100.00
5	DOCK CLIP 15MM	CRYSTAL OR EQUIVALENT	5.00 PKT	19.00	95.00
6	DOCK CLIP 25MM	CRYSTAL OR EQUIVALENT	5.00 PKT	32.00	160.00
7	DOCK CLIP 32MM	CRYSTAL OR EQUIVALENT	5.00 PKT	42.00	210.00
8	DOCK CLIP 41MM	CRYSTAL OR EQUIVALENT	5.00 PKT	70.00	350.00
9	DOCK CLIP 51MM	CRYSTAL OR EQUIVALENT	5.00 PKT	98.28	491.40
10	GUM STICK SMALL	UHU OR EQUIVALENT	5.00 PKT	720.00	3600.00
11	GUM STICK MEDIUM	UHU OR EQUIVALENT	5.00 PKT	796.00	3980.00
12	JEM CLIP 30MM	CRYSTAL OR EQUIVALENT	5.00 PKT	16.00	80.00
13	JEM CLIP 36M	CRYSTAL OR EQUIVALENT	5.00 PKT	21.65	108.25
14	PUNCH MACHINE	OPAL OR EQUIVALENT	5.00 PCS	139.23	696.15
15	PUNCH MACHINE H/D	OPAL OR EQUIVALENT	1.00 PCS	1150.00	1150.00
16	STAPLER MACHINE 24/6	OPAL OR EQUIVALENT	20.00 PCS	135.00	2700.00
17	STAPLER MACHINE H/D STD-3000	OPAL OR EQUIVALENT	1.00 PCS	1750.00	1750.00
18	REGISTER 200 PAGES	PAPER QUALITY OF 70GM	3.00 PCS	115.00	345.00
19	REGISTER 400 PAGES	PAPER QUALITY OF 70GM	3.00 PCS	149.76	449.28
20	STAPLER MACHINE SMALL	OPAL OR EQUIVALENT	10.00 PCS	70.00	700.00
21	STAPLER PIN # 20	DOLLAR OR EQUIVALENT	5.00 PKT	13.00	65.00
22	STAPLER PIN # 24/6	DOLLAR OR EQUIVALENT	20.00 PKT	20.00	400.00
23	HEAVY DUTY STAPLER PIN # 23/15	DOLLAR OR WHASHIN	2.00 PKT	70.00	140.00
24	HEAVY DUTY STAPLER PIN # 23/17	DOLLAR OR WHASHIN	2.00 PKT	75.00	150.00
25	HEAVY DUTY STAPLER PIN # 23/13	DOLLAR OR WHASHIN	2.00 PKT	51.48	102.96
26	HEAVY DUTY STAPLER PIN # 23/10	DOLLAR OR WHASHIN	2.00 PKT	45.63	91.26
27	HEAVY DUTY STAPLER PIN # 23/8	DOLLAR OR WHASHIN	2.00 PKT	45.63	91.26
28	PAPER RIM A4 70 GRAM	AA OR EQUIVALENT	150.00 RIM	425.00	63750.00
29	PAPER RIM LEGAL WHITE 70 GRAM	AA OR EQUIVALENT	10.00 RIM	444.60	4446.00
30	PAPER RIM LEGAL GREEN 70 GRAM	AA OR EQUIVALENT	20.00 PKT	105.30	2106.00
31	SCOTCH TAPE 1"	3M OR EQUIVALENT	10.00 PCS	15.21	152.10
32	SCOTCH TAPE 1/2"	3M OR EQUIVALENT	10.00 PCS	9.36	93.60
33	PACKING TAPE JUMBO 3"	GOLD STAR OR EQUIVALENT	5.00 PCS	45.00	225.00
34	PAPER TAPE 1"	GOLD STAR OR EQUIVALENT	5.00 PCS	14.63	73.15
35	BROWN TAPE 3"	GOLD STAR OR EQUIVALENT	5.00 PCS	35.69	178.45
36	BLANKO FLUID (BRUSH)	PELIKAN OR EQUIVALENT	5.00 PCS	63.18	315.90
37	BLANKO FLUID (PEN)	PELIKAN OR EQUIVALENT	5.00 PCS	30.00	150.00
38	PLASTIC FOLDER A4 GOOD QUALITY	SAMPLE AVAILBLE IN ADMIN	36.00 PCS	9.24	332.64
39	PLASTIC FOLDER COLOR LEGAL	SAMPLE AVAILBLE IN ADMIN	36.00 PCS	13.50	486.00
40	BOX FILE	KORONA/EURO OR EVQ	20.00 PCS	58.00	1160.00
41	PAPER CUTTER	SD OR EQUIVALENT	5.00 PCS	25.51	127.55
42	SCISSOR SMALL	GOLDEN HORSE	5.00 PCS	29.25	146.25
43	ROUGH PAD SMALL	SOLO OR EQUIVALENT	25.00 PCS	12.79	319.75
44	ROUGH PAD LARGE	SOLO OR EQUIVALENT	25.00 PCS	24.57	614.25
45	RUBBER BAND BOX	BATA	5.00 BOX	25.00	125.00

Cont Page

# M.R. Enterprises

Deals In All Kinds Of Paper, Stationery

G.S.T.NO. 12-00-4817-172-82

MEMBERS PC-ADM  
 Head - Fin Div.   
 Head - Admin Div.   
 UNIT NO 1433823-6   
 Page 2

46	COLOUR SEPRATOR PLASTIC	HUA JIC OR EQU	20.00	PCS	960.00	960.00
47	SEPRATOR CARD	FOCAL OR EQU	20.00	PCS	1600.00	1600.00
48	SEPRATOR 1 TO 10	YIJIAN OR EQU	20.00	PCS	18.72	374.40
49	SHARPENER	PANAMA OR EQUIVALENT	50.00	PCS	3.51	175.50
50	PLASTIC COLOUR FLAG	PRONTI OR EQUIVALENT	25.00	PCS	25.00	625.00
51	COMMON PIN	CHINA OR EQUIVALENT	5.00	PKT	16.38	81.90
52	COMPUTER FILE	A4 SIZE	20.00	PCS	140.00	2800.00
53	STICKY NOTES 2X3	STICK ON OR EQU	26.00	PCS	18.60	483.60
54	STICKY NOTES 3X3	STICK ON OR EQU	26.00	PCS	18.00	468.00
55	SITCKY NOTES 3X5	STICK ON OR EQU	25.00	PCS	30.00	750.00
56	PEN HOLDER	GOLDEN HORSE OR EQU	5.00	PCS	65.00	325.00
57	SPIRAL BINDING RING 10MM	IBCCO OR EQUIVALENT	50.00	PCS	3.39	169.50
58	SPIRAL BINDING RING 12MM	IBCCO OR EQUIVALENT	50.00	PCS	5.27	263.50
59	SPIRAL BINDING RING 14MM	IBCCO OR EQUIVALENT	50.00	PCS	5.73	286.50
60	SPIRAL BINDING RING 16MM	IBCCO OR EQUIVALENT	50.00	PCS	6.25	312.50
61	SPIRAL BINDING CARD	IBCCO OR EQUIVALENT	50.00	PCS	3.51	175.50
62	SPIRAL BINDING PLASTIC SHEET	IBCCO OR EQUIVALENT	50.00	PCS	4.68	234.00
63	CALENDER REFILL	LOCAL OR EQUIVALENT	5.00	PCS	40.37	201.85
64	WHITE ENVELOPE SMALL	PAPER QUALITY OF 70GM	100.00	PCS	0.88	88.00
65	BROWN ENVELOPE SMALL	PAPER QUALITY OF 70GM	100.00	PCS	0.64	64.00
66	STEEL ENVELOPE OPENER	SAMPLE AVAIALE IN ADMIN	5.00	PCS	55.00	275.00
67	WHITE ENVELOPE A4	PAPER QUALITY OF 70GM	20.00	PCS	2.63	52.60
68	WHITE ENVELOPE LEGAL	PAPER QUALITY OF 70GM	20.00	PCS	3.51	70.20
69	WHITER ENVELOPE A3	PAPER QUALITY OF 70GM	20.00	PCS	5.85	117.00
70	BROWN ENVELOPE A4	PAPER QUALITY OF 70GM	50.00	PCS	1.78	89.00
71	BROWN ENVELOPE LEGAL	PAPER QUALITY OF 70GM	20.00	PCS	2.11	42.20
72	BROWN ENVELOPE A3	PAPER QUALITY OF 70GM	20.00	PCS	3.51	70.20
73	DOCK CLIP 36MM	CRYSTAL OR EQUIVALENT	25.00	PKT	21.65	541.25
74	JEM CLIP 75MM	CRYSTAL OR EQUIVALENT	5.00	PKT	125.00	625.00
75	HEAVY DUTY STAPLER PIN # 23/24	DOLLAR OR WHASHIN	5.00	PKT	88.92	444.60
76	HEAVY DUTY STAPLER PIN # 23/20	DOLLAR OR WHASHIN	5.00	PKT	84.24	421.20
77	BOARD MARKER	DOLLAR OR EQUIVALENT	15.00	PCS	30.42	456.30
78	PERMANENT MARKER	DOLLAR OR EQUIVALENT	15.00	PCS	22.82	342.30
79	EXECUTIVE BOX FILE	KORONA/BOSTON OR EQU	15.00	PCS	127.53	1912.95
80	ERASER	PELIKAN OR EQUIVALENT	25.00	PCS	11.11	277.75
81	RING FILE FIBER A4/F/S MPM BRAND	ABBA OR EQUIVALENT	50.00	PCS	46.80	2340.00
82	RING FILE FIBER A3/F/S MPM BRAND	ABBA OR EQUIVALENT	25.00	PCS	46.80	1170.00
83	MASSAGE SLIP	4X4 INCHES	26.00	PCS	12.87	334.62
84	EXECUTIVE PENCIL	FABER CASTLE OR EQU	15.00	PCS	11.11	166.65
85	PENCIL	GOLDFISH OR EQU	50.00	PCS	5.38	269.00
86	PIN REMOVER	OPAL/PELIKAN OR EQU	15.00	PCS	32.00	480.00
87	STAMP PAD	DOLLAR OR EQUIVALENT	5.00	PCS	32.00	160.00
88	STAMP PAD INK	DOLLAR OR EQUIVALENT	5.00	PCS	19.89	99.45
89	STEEL SCALE LARGE	CHINA OR EQUIVALENT	3.00	PCS	19.89	59.67
90	COLOUR FUL FLAGE PAPER	PRONOTI OR EQUIVALENT	20.00	PCS	35.00	700.00
91	STICKY NOTES 3X4	STICK ON OR EQU	20.00	PCS	36.86	737.20
92	THUMB PIN WITH PLASTIC HEAD	STERLING OR EQUIVALENT	3.00	PKT	19.89	59.67
93	PLASTIC PAPER TRAY	DESIGNER OR EQUIVALENT	3.00	PCS	260.00	780.00
94	WATER DUMPER (PLASTIC)	SAMPLE AVAIALE IN ADMIN	5.00	PCS	25.00	125.00
95	CALCULATOR	CASIO MJ-120 OR EQU	3.00	PCS	222.30	666.90

Flat# 1, First Floor, Hussain Mansion, Tayyabjee Road, Karachi.

Phone No: 021-32628381.



# M.R. Enterprises

Deals In All Kinds Of Paper, Stationery

G.S.T.NO. 12-00-4517-172-82

N.T.NO 1433823-8

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96	SIGNATURE PEN/GEL	EYE MICRO OR EQU	3.00	PKT	830.00	2490.00
97	RUBBER BAND 'BOX PENGUIN' BRAND	PENGUIN BRAND	5.00	PKT	25.78	128.70
98	RUBBER BAND 200 GM UNIVERSAL BRAND	200GM UNIVERSAL	1.00	KG	600.00	600.00
99	SIGNATURE PEN VISION ELITE 0.8	VISION ELITE 0.8 OR EQU	3.00	PKT	965.00	2895.00
100	TRANSPARENCY SHEET (100 SHEETS)	LOCAL OR EQUIVALENT	2.00	PKT	510.00	1020.00
101	H/D STAPLER PIN REMOVER OPAL SR-300	OPAL SR-300 OR EQU	2.00	PCS	269.10	538.20
102	SPIRAL NOTE BOOK ALBA DELI BRAND	ALBA DELI BRAND	5.00	PCS	120.00	600.00
103	TABLE SHARPENER CHINA DELI BRAND	DELI BRAND OR EQU	3.00	PCS	286.65	859.95
104	SCOTCH TAPE DISPENSER NATIONAL/LUCKY	NATIONAL/LUCKY OR EQU	3.00	PCS	69.03	207.09
105	ATTENDANCE REGISTER SAME BRAND	HB OR EQUIVALENT	3.00	PCS	74.88	224.64
106	RE-RING MEHFOZ	MEHFOZ OR EQU	5.00	BOX	16.32	81.60
107	CORRECTION PEN UNI BRAND	UNI BRAND OR EQU	5.00	PCS	81.90	409.50
108	CARBON PAPER BLUE KCR 100 SHEETS	KCR 100 SHEETS	2.00	PKT	240.00	480.00
109	COUNTER PEN	KEEN OR EQUIVALENT	5.00	PCS	25.00	125.00
110	POSTED FLAG	JB OR EQUIVALENT	15.00	PCS	37.44	561.60

Total Amount

133336.94

Grand Total x 12 Month

1600043.28

Thanking You

Rehan Makki

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL.

Date:



Signature MEMBERS PC-ADMIN  
 Head - Fin Div. \_\_\_\_\_  
 Head - Admin Div. \_\_\_\_\_  
 Member-IDDL \_\_\_\_\_

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2018-19)

Name of Bidder \_\_\_\_\_

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

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount	
1	Ball Pen (Black/Blue/Red/Green)	Signature/Blu or equivalent	25 Packet (10 Pcs Pkt)	60/pkt	1500/-	Dollar Clipp
2	Pointer (Black/Blue/Red/Green)	Dollar or equivalent	5 Packet (10 Pcs Pkt)	150/pkt	750/-	Dollar
3	Gel Pen (Black/Blue/Red/Green)	Signo or equivalent	5 Packet (12 Pcs Pkt)	456/pkt	2280/-	
4	Highlighter (Yellow/Pink/Orange/Green)	Dollar or equivalent	5 Packet (12 Pcs Pkt)	312/pkt	1560/-	
5	Dock Clip 15mm	Crystal/Diamond or equivalent	5 Packet (12 Pcs Pkt)	28/pkt	140/-	
6	Dock Clip 25mm	Crystal/Diamond or equivalent	5 Packet (12 Pcs Pkt)	36/pkt	180/-	
7	Dock Clip 32mm	Crystal/Diamond or equivalent	5 Packet (12 Pcs Pkt)	51/pkt	255/-	
8	Dock Clip 41mm	Crystal/Diamond or equivalent	5 Packet (12 Pcs Pkt)	72/pkt	360/-	
9	Dock Clip 51mm	Crystal/Diamond or equivalent	5 Packet (12 Pcs Pkt)	120/pkt	600/-	
10	Gum Stick Small (Dollar/Shank)	UHU or equivalent	5 Packet (24 Pcs Pkt)	840/pkt	4200/-	Shank brand 24 Pcs Pkt
11	Gum Stick Medium (Dollar/Shank)	UHU or equivalent	5 Packet (12 Pcs Pkt)	804/pkt	4020/-	Shank/Dollar
12	Jem Clip 30 mm	Crystal or equivalent	5 Packet	21/pkt	105/-	Three Flower or Polo brand
13	Jem Clip 36 mm	Crystal or equivalent	5 Packet	24/pkt	120/-	



S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount	
14	Punch Machine No. 60 <i>DINOLE BRAND</i>	Opal or equivalent	5 Pcs	160/-	800/-	
15	Punch Machine H/D	Opal or equivalent	1 Pcs	1600/-	1600/-	Opal 800/- Euro
16	Stapler Machine 24/6	Opal or equivalent	20 Pcs	160/-	3200/-	Opal
17	Stapler Machine H/D STD-3000	STD or equivalent	1 Pcs	2400/-	2400/-	STD/Fuji
18	Register 200 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos	130/- each	390/-	Paragon offset paper
19	Register 400 Pages	HBO or Equivalent Paper quality of 70 gram	3 Nos	160/- each	480/-	Paragon offset paper
20	Stapler Machine Small	Max/Opal or equivalent	10 Pcs	120/-	1200/-	Opal/Polo
21	Stapler Pin # 20 10	Fuji/Dollar or equivalent	5 Pkt	14/- pkt	70/-	Dollar/KSTA
22	Stapler Pin # 24/6	Fuji/Dollar or equivalent	20 Pkt	23/- pkt	460/-	Dollar/KSTA
23	Heavy Duty Stapler Pin # 23/15	Fuji/Dollar or equivalent	2 Pkt	80/- pkt	160/-	WASHING Opal
24	Heavy Duty Stapler Pin # 23/17	Fuji/Dollar or equivalent	2 Pkt	95/- pkt	190/-	Washing Opal
25	Heavy Duty Stapler Pin # 23/13	Fuji/Dollar or equivalent	2 Pkt	70/- pkt	140/-	Washing Opal
26	Heavy Duty Stapler Pin # 23/10	Fuji/Dollar or equivalent	2 Pkt	65/- pkt	130/-	Washing Opal

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-ID&amp;L

Date:

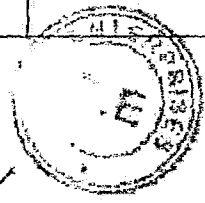
SINDH ENTERPRISES

Sindh Bank Ltd

Proprietor

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount	
27	Heavy Duty Stapler Pin # 23/8	Fuji/Dollar or equivalent	2 Pkt	45/-/pkt	90/-	Washan/KW
28	Paper RIM A4, 70 gram	Paper One or equivalent	150 Rim	446/-/pkt	66900/-	BLC Brand Imported
29	Paper RIM Legal White, 70 gram <i>1-K Brand</i>	Paper One or equivalent	10 Rim	526/-/pkt	5260/-	1-K Brand Imported
30	Paper RIM Legal Green, 70 gram <i>(200 sheets/pkt)</i>	AA or equivalent	20 Pkt	150/-/pkt	3000/-	
31	Scotch Tape 1"	3M/China or Equivalent	10 Pcs	24/50	245/-	Johnson's
32	Scotch Tape 1/2"	3M/China or Equivalent	10 Pcs	15/each	150/-	Johnson's
33	Packing Tape Jumbo 3"	Gold Star or equivalent	5 Pcs	70/-	350/-	Johnson's
34	Paper Tape 1"	Gold Star or equivalent	5 Pcs	20/-	100/-	Fuji/Cyber
35	Brown Tape 3"	Gold Star or equivalent	5 Pcs	70/-	350/-	Johnson's
36	Blanko Fluide (Brush)	Pelikan or equivalent	5 Nos	110/-	550/-	Pelikan
37	Blanko Fluide (Pen) <i>KTM/DUX/SHARK Brand</i>	Pelikan or equivalent	5 Nos	30/-	150/-	KTM/Shark
38	Transparent Plastic/L Folder (A4) of Good Quality	Data Office or Equivalent	36 Pcs	12/-/each	432/-	
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	Data Office or Equivalent	36 Pcs	18/-/each	648/-	
40	Box File	Korona/Euro or equivalent	20 Nos	88/-/Korona 140/-/Imported	1760/-	Korona/Alba
41	Paper Cutter	SD or equivalent	5 Nos	40/-/each	200/-	Imported China

SIGNATURE MEMBERS PC-ADMIN  
 Head - \_\_\_\_\_  
 Head - \_\_\_\_\_  
 Member - \_\_\_\_\_  
 \_\_\_\_\_



RECEIVED  
 08/03/2018  
 \_\_\_\_\_

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
42	Scissor Small	Golden Horse	5 Nos	60/- each	300/-
43	Rough Pad Small	Solo or equivalent	25 Nos	18/-	450/-
44	Rough Pad Large	Solo or equivalent	25 Nos	28/-	700/-
45	Rubber Band 100 fm in each put	Bata or equivalent	5 Packet	60/- put	300/-
46	Colourful Separator Plastic	Hua Jic or Equivalent	20 Nos	48/- set	960/-
47	Separator Card	Focal, Multiline or Equivalent	20 Nos	1/80 each	36/-
48	Separator 1 to 10 card separator 10 card set	Yijian or Equivalent	20 Nos	28/- set	560/-
49	Sharpener	Panama or equivalent	50 Pcs	4/20	210/-
50	Plastic Colourful Flag	Pronti or equivalent	25 Nos	45/- put	1125/-
51	Common Pin	China or equivalent	5 Packet	22/- put	110/-
52	Computer File	Size A-4 (Square Line or equivalent)	20 Nos	250/-	5000/-
53	Sticky Notes 2x3	Pronti or equivalent	26 Nos	22/- put	572/-
54	Sticky Notes 3x3	Pronti or equivalent	26 Nos	38/- put	988/-
55	Sticky Notes 3x5	Pronti or equivalent	25 Nos	48/- put	1200/-
56	Pen Holder	Golden Horse or equivalent	5 Nos	110/-	550/-
57	Spiral Binding Ring 10mm	IBCCO or Equivalent	50 Nos	5/each	250/-
58	Spiral Binding Ring 12mm	IBCCO or Equivalent	50 Nos	7/each	350/-

Panagon  
Panagon  
1000 gm put  
Imported China  
Each put  
50 pcs

Imported

SIGNATURE MEMBERS  
Head - Fin Div. \_\_\_\_\_  
Head - Admin Div. \_\_\_\_\_  
Member-108L \_\_\_\_\_  
2021

17  
Proprietor

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
59	Spiral Binding Ring 14mm	IBCCO or Equivalent	50 Nos	7/- each	350/-
60	Spiral Binding Ring 16mm	IBCCO or Equivalent	50 Nos	8/- each	400/-
61	Spiral Binding Card	IBCCO or Equivalent	50 Nos	5/- each	250/-
62	Spiral Binding Plastic Sheet	IBCCO or Equivalent	50 Nos	5/- each	250/-
63	Calendar Refill	Local or Equivalent	5 Nos	55/- each	275/-
64	White Envelope - Small	HB or Equivalent Paper quality of 70 gram	100 Nos	1/20 each	120/-
65	Brown Envelope - Small	HB or Equivalent Paper quality of 70 gram	100 Nos	1/- each	100/-
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	3/50 each	70/-
68	White Envelope - Legal	HB or Equivalent Paper quality of 70 gram	20 Nos	4/50 each	90/-
69	White Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos	12/- each	240/-
70	Brown Envelope - A4	HB or Equivalent Paper quality of 70 gram	50 Nos	3/50 each	175/-

SIGNATURE MEMBERS

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

18/02/2018  
 2018 ENI  
 18/02/2018

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
71	Brown Envelope - Legal	HB or Equivalent Paper quality of 70 gram	20 Nos	4/- each	80/-
72	Brown Envelope - A3	HB or Equivalent Paper quality of 70 gram	20 Nos	10/- each	200/-
73	Dock Clip 36mm	Crystal or equivalent	25 Packet	72/- per packet	1800/-
74	Jem Clip 75mm	Crystal or equivalent	5 Packet	90/- per packet	450/-
75	Heavy Duty Stapler Pin # 23/24	Fuji, Dollar or Washin or equivalent	5 Packet	160/- per packet	800/-
76	Heavy Duty Stapler Pin # 23/20	Fuji, Dollar or Washin or equivalent	5 Packet	140/- per packet	700/-
77	Board Marker	Dollar or equivalent	15 Nos	30/- each	450/-
78	Permanent Marker	Dollar or equivalent	15 Nos	24/- each	360/-
79	Executive Box File	Korona/Boston or equivalent	15 Nos	140/-	2100/-
80	Eraser	Pelikan or equivalent	25 Nos	18/- each	450/-
81	Ring File Fiber A/4 F/S Mpm Brand	Abba or equivalent	50 Nos	70/- each	3500/-
82	Ring File Fiber A/3 F/S Mpm Brand	Abba or equivalent	25 Nos	90/- each	2250/-
83	Message Slip	Local or Equivalent 4 x 4 Inches	26 Nos	25/- each	650/-

Three Files  
Palo

Washin  
Opal

Washin  
Opal

Shark/Dux

100 Sheets  
in each packet

SIGNATURE MEMBERS RC-ADMIN

Head - Finance  
Head - Accounts  
Member - General

EXIBER...


Stamp and signature  
28/03/2012

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
84	Executive Pencil <i>Dollar</i>	Faber Castle or equivalent	15 Nos	<i>10/- each</i>	<i>150/-</i>
85	Pencil	Goldfish or equivalent	50 Nos	<i>7/- each</i>	<i>350/-</i>
86	Pin Remover	Opal/Pelikan or equivalent	15 Nos	<i>29/- each</i>	<i>435/-</i>
87	Stamp Pad <i>Crystal brand</i>	Dollar or equivalent	5 Nos	<i>40/- each</i>	<i>200/-</i>
88	Stamp Pad Ink <i>Crystal brand</i>	Dollar or equivalent	5 Nos	<i>24/- each</i>	<i>120/-</i>
89	Steel Scale Large	China or equivalent	3 Nos	<i>28/- each</i>	<i>84/-</i>
90	Colourful Flag Paper	(Pronoti or equivalent)	20 Nos	<i>48/- per</i>	<i>960/-</i>
91	Sticky Notes 3x4	Stick on or equivalent	20 Nos	<i>40/- per</i>	<i>800/-</i>
92	Thumb Pin with plastic head	Sterling or equivalent	3 Packet	<i>28/- per</i>	<i>84/-</i>
93	Plastic Paper Tray	Designer or equivalent	3 Nos	<i>265/-</i>	<i>795/-</i>
94	Water Dumper (Plastic)	Local or Equivalent	5 Nos	<i>22/- each</i>	<i>110/-</i>
95	Calculator	Citizen 710, Casio MJ-120 or equivalent	3 Nos	<i>350/- each</i>	<i>1050/-</i>
96	Signature Pen/Gel	Dollar Eye Micro or equivalent	3 Packet	<i>990/- per</i>	<i>2970/-</i>
97	Rubber Band Box Penguin Brand <i>30 per Packet</i>	Penguin Brand or Equivalent	5 Packet	<i>40/- per</i>	<i>200/-</i>

*MARCO / 104 pencil*  
*Deer brand*  
*Power/KL*  
*Crystal brand*  
*Crystal brand*

*MJ-120 CASIO*

SIGNATURE \_\_\_\_\_  
Head - Finance \_\_\_\_\_  
Head - Admin Div. \_\_\_\_\_  
Member \_\_\_\_\_

  
 20  
 18/03/2018  
 Auditor

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
98	Rubber Band 200 Gm universal Brand	Rubber Band 200 Gm universal Brand or equivalent	1 Kg	550/-/kg	550/-
99	Signature Pen Vision El-lite 0.8	Vision El-lite 0.8 or equivalent	3 Packet	1080/-/pkt	3240/-
100	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalent	2 Packet	600/-/pkt	1200/-
101	H/D Stapler Pin Remover Opal Sr-300	Opal Sr-300 or equivalent	2 Nos	350/-/each	700/-
102	Spiral Note Book Alba Deli Brand	Alba Deli Brand or equivalent	5 Nos	125/-/each	625/-
103	Table Sharpener China Deli Brand	Deli Brand or equivalent	3 Nos	350/-	1050/-
104	Scotch Tape Dispenser Large National / Lucky	National / Lucky or equivalent	3 Nos	80/-	240/-
105	Attendance Register Same Brand	HB or Equivalent	3 Nos	110/-	330/-
106	O - Ring Stickers	Mehfooz or equivalent	5 Box	24/-/box	120/-
107	Correction Pen Uni Brand	Uni Brand or equivalent	5 Nos	93/-	465/-
108	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent	2 Packet	260/-/pkt	520/-
109	Counter Pen	Keen or Equivalent-	5 Nos	45/-	225/-
110	Posted Flag	JB or Equivalent	15 Nos	45/-/pkt	675/-
				Total Amount	155944/-
				*Grand Total X 12 Month	1871328/-

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

Head - Fin Div.

Head - Admin Div.

Member - (S)





ANNEXURE "J"

INSPECTION/ASSESSMENT PERFORMA

Firm Name: MIR ENTERPRISE

Date & Time of Inspection: 24/4/17

SAMPLE - STATIONERY ITEMS INSEPCION REPORT

S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
1	Ball Pen (Black/Blue/Red/Green)	Signature/Blu or equivalent	✓		
2	Pointer (Black/Blue/Red/Green)	Dollar or equivalent	✓		
3	Gel Pen (Black/Blue/Red/Green)	Signo or equivalent	✓		
4	Highlighter (Yellow/Pink/Orange/Gr een)	Dollar or equivalent	✓		
5	Dock Clip 15mm	Crystal/Diamond or equivalent	✓		
6	Dock Clip 25mm	Crystal/Diamond or equivalent	✓		
7	Dock Clip 32mm	Crystal/Diamond or equivalent	✓		
8	Dock Clip 41mm	Crystal/Diamond or equivalent	✓		
9	Dock Clip 51mm	Crystal/Diamond or equivalent	✓		
10	Gum Stick Small	UHU or equivalent	✓		
11	Gum Stick Medium	UHU or equivalent	✓		
12	Jem Clip 30 mm	Crystal or equivalent	✓		
13	Jem Clip 36 mm	Crystal or equivalent	✓		
14	Punch Machine No. 60	Opal or equivalent	✓		
15	Punch Machine H/D	Opal or equivalent	✓		
16	Stapler Machine 24/6	Opal or equivalent	✓		
17	Stapler Machine H/D	STD or equivalent	✓		

STD-3000					
S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
18	Register 200 Pages	HBO or Equivalent Paper quality of 70 gram	✓		
19	Register 400 Pages	HBO or Equivalent Paper quality of 70 gram	✓		
20	Stapler Machine Small	Max/Opal or equivalent	✓		
21	Stapler Pin # 20	Fuji/Dollar or equivalent	✓		
22	Stapler Pin # 24/6	Fuji/Dollar or equivalent	✓		
23	Heavy Duty Stapler Pin # 23/15	Fuji/Dollar or equivalent	✓		
24	Heavy Duty Stapler Pin # 23/17	Fuji/Dollar or equivalent	✓		
25	Heavy Duty Stapler Pin # 23/13	Fuji/Dollar or equivalent	✓		
26	Heavy Duty Stapler Pin # 23/10	Fuji/Dollar or equivalent	✓		
27	Heavy Duty Stapler Pin # 23/8	Fuji/Dollar or equivalent	✓		
28	Paper RIM A4, 70 gram	Paper One or equivalent	✓		
29	Paper RIM Legal White, 70gram	Paper One or equivalent	✓		
30	Paper RIM Legal Green, 70gram	AA or equivalent	✓		
31	Scotch Tape 1"	3M/China or Equivalent	✓		
32	Scotch Tape ½"	3M/China or Equivalent	✓		
33	Packing Tape Jumbo 3"	Gold Star or equivalent	✓		
34	Paper Tape 1"	Gold Star or equivalent	✓		

35	Brown Tape 3"	Gold Star or equivalent	✓		
36	Blanko Fluide (Brush)	Pelikan or equivalent	✓		
37	Blanko Fluide (Pen)	Pelikan or equivalent	✓		
38	Transparent Plastic/L Folder (A4) of Good Quality	Data Office or Equivalent	✓		
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	Data Office or Equivalent	✓		
40	Box File	Korona/Euro or equivalent	✓		
41	Paper Cutter	SD or equivalent	✓		
42	Scissor Small	Golden Horse	✓		
43	Rough Pad Small	Solo or equivalent	✓		
44	Rough Pad Large	Solo or equivalent	✓		
45	Rubber Band	Bata or equivalent	✓		
46	Colourful Separator Plastic	Hua Jic or Equivalent	✓		
47	Separator Card	Focal, Multiline or Equivalent	✓		
48	Separator 1 to 10	Yijian or Equivalent	✓		
S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
49	Sharpener	Panama or equivalent	✓		
50	Plastic Colourful Flag	Pronti or equivalent	✓		
51	Common Pin	China or equivalent	✓		
52	Computer File	Size A-4 (Square Line or equivalent)	✓		
53	Sticky Notes 2x3	Pronti or equivalent	✓		

54	Sticky Notes 3x3	Pronti or equivalent	✓		
55	Sticky Notes 3x5	Pronti or equivalent	✓		
56	Pen Holder	Golden Horse or equivalent	✓		
57	Spiral Binding Ring 10mm	IBCCO or Equivalent	✓		
58	Spiral Binding Ring 12mm	IBCCO or Equivalent	✓		
59	Spiral Binding Ring 14mm	IBCCO or Equivalent	✓		
60	Spiral Binding Ring 16mm	IBCCO or Equivalent	✓		
61	Spiral Binding Card	IBCCO or Equivalent	✓		
62	Spiral Binding Plastic Sheet	IBCCO or Equivalent	✓		
63	Calendar Refill	Local or Equivalent	✓		
64	White Envelope - Small	HB or Equivalent Paper quality of 70 gram	✓		
65	Brown Envelope -Small	HB or Equivalent Paper quality of 70 gram	✓		
66	Steel Envelope Opener	Local or Equivalent	✓		
67	White Envelope - A4	HB or Equivalent Paper quality of 70 gram	✓		
68	White Envelope - Legal	HB or Equivalent Paper quality of 70 gram	✓		
69	White Envelope - A3	HB or Equivalent Paper quality of 70 gram	✓		

S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
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	✓		
72	Brown Envelope - A3	HB or Equivalent Paper quality of 70 gram	✓		
73	Dock Clip 36mm	Crystal or equivalent	✓		
74	Jem Clip 75mm	Crystal or equivalent	✓		
75	Heavy Duty Stapler Pin # 23/24	Fuji, Dollar or Whashin or equivalent	✓		
76	Heavy Duty Stapler Pin # 23/20	Fuji, Dollar or Whashin or equivalent	✓		
77	Board Marker	Dollar or equivalent	✓		
78	Permanent Marker	Dollar or equivalent	✓		
79	Executive Box File	Korona/Boston or equivalent	✓		
80	Eraser	Pelikan or equivalent	✓		
81	Ring File Fiber A/4 F/S Mpm Brand	Abba or equivalent	✓		
82	Ring File Fiber A/3 F/S Mpm Brand	Abba or equivalent	✓		
83	Message Slip	Local or Equivalent 4 x 4 inches	✓		
84	Executive Pencil	Faber Castle or equivalent	✓		
85	Pencil	Goldfish or	✓		

		equivalent			
86	Pin Remover	Opal/Pelikan or equivalent	✓		
87	Stamp Pad	Dollar or equivalent	✓		
88	Stamp Pad Ink	Dollar or equivalent	✓		
89	Steel Scale Large	China or equivalent	✓		
90	Colourful Flag Paper	(Pronoti or equivalent )	✓		
S. No.	Item	Detail	Quality		Remarks
			Standard	Sub Standard	
91	Sticky Notes 3x4	Stick on or equivalent	✓		
92	Thumb Pin with plastic head	Sterling or equivalent	✓		
93	Plastic Paper Tray	Designer or equivalent	✓		
94	Water Dumper (Plastic)	Local or Equivalent	✓		
95	Calculator	Citizen 710, Casio MJ-120 or equivalent	✓		
96	Signature Pen/Gel	Dollar Eye Micro or equivalent	✓		
97	Rubber Band Box Penguin Brand	Penguin Brand or Equivalent	✓		
98	Rubber Band 200 Gm universal Brand	Rubber Band 200 Gm universal Brand or equivalent	✓		
99	Signature Pen Vision El-lite 0.8	Vision El-lite 0.8 or equivalent	✓		
100	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalent	✓		
101	H/D Stapler Pin Remover Opal Sr-300	Opal Sr-300 or equivalent	✓		
102	Spiral Note Book Alba Deli Brand	Alba Deli Brand or equivalent	✓		
103	Table Sharpener China	Deli Brand or	✓		

	Deli Brand	equivalent			
104	Scotch Tape Dispenser Large National / Lucky	National / Lucky or equivalent	✓		
105	Attendance Register Same Brand	HB or Equivalent	✓		
106	O - Ring Stickers	Mehfooz or equivalent	✓		
107	Correction Pen Uni Brand	Uni Brand or equivalent	✓		
108	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent	✓		
109	Counter Pen	Keen or Equivalent-	✓		
110	Posted Flag	JB or Equivalent	✓		

Total Items presented for inspection: 110

Items declared of standard quality: 110

Items declared of sub-standard quality: \_\_\_\_\_

Result-Inspection Report: QUALIFIED

Overall Report: Qualified / Disqualified

Names & Signatures- Procurement ~~Committee~~ Committee

1. LT. COL(R) SHAHZAD BEGG  
(Name) \_\_\_\_\_
2. SAEED TAYAL  
(Name) \_\_\_\_\_
3. SYED M. AQEEL  
(Name) \_\_\_\_\_

**farhan.amir@sindhbankltd.com**

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**From:** <farhan.amir@sindhbankltd.com>  
**Date:** Monday, May 07, 2018 3:49 PM  
**To:** "SPPRA" <tenders@pprasindh.gov.pk>; <sheraz.riaz@sindhbankltd.com>  
**Cc:** <ather.iqbal@sindhbankltd.com>; <hina.awan@sindhbankltd.com>; "mohiuddin" <mohiuddin@sindhbankltd.com>  
**Attach:** 04262018180116.pdf  
**Subject:** Hoisting of Bid Evaluation Report - Supply of Office Stationery to Head Office.

Dear Sir,

Attached is the Bid Evaluation Report for Supply of Office Stationery to Head Office for hoisting at Sindh Bank Ltd & SPPRA websites.

Regards,  
Farhan A Siddiqui