

SECRETARIAT OF THE  
PROVINCIAL ASSEMBLY OF SINDH.

No. PAS/B&A/2017-18/ 1030

Karachi, the 20<sup>th</sup> September 2017

To,

M/s. Athar & Sons,  
GWR 66/3, A-201,  
Bilal Garden, Garden West,  
Nishtar Road, Karachi.

SUBJECT: - **LETTER OF ACCEPTANCE FOR SUPPLY OF STATIONARY  
ITEMS FOR THE YEAR 2017-18.**

I am directed to refer to your financial proposal dated: 10.07.2017 regarding the subject noted above and to inform that the rates offered by you have been accepted by the competent authority being 1<sup>st</sup> lowest and competitive amongst others.

It is pertinent to mention here that the quantities required by this Secretariat in bidding documents are required on approximately monthly basis.

You are therefore directed to execute the contract agreement for which stamps worth Rs.19,172/- @0.35% of the contract amount should be produced at earliest.

  
(MUHAMMAD HABIB SAMEJO)  
DRAWING & DISBURSING OFFICER  
PROVINCIAL ASSEMBLY OF SINDH

C.c. to:-

1. The Staff Officer to Secretary Provincial Assembly of Sindh.
2. Office file.

  
DRAWING & DISBURSING OFFICER  
PROVINCIAL ASSEMBLY OF SINDH



SECRETARIAT OF THE  
PROVINCIAL ASSEMBLY OF SINDH

Phone # 021-99212036

NO: PAS/B&A/2017-18/

Dated: 4<sup>th</sup> October 2017

To,

✓  
M/s. Athar & Sons,  
GWR 66/3, Bilal Garden A-201,  
Nishtar Road, Garden West,  
Karachi.

**SUBJECT: - LETTER OF AWARD FOR PURCHASE OF STATIONARY ITEMS**

Reference: Agreement executed on 4<sup>th</sup> October 2017

The competent authority has been pleased to award you a contract for the above mentioned work at a cost of Rs. 5,477,583/- (Rupees Five Million Four Hundred Seventy Seven Thousands Five Hundred Eighty Three Only), for the month of October 2017 as you have accepted the contractual responsibility.

Please note that the supply should be carried out strictly according to scope and conditions of the agreement and as per directive of the undersigned or any other assigned officer as time to time notified throughout the contractual period.

The supply should be made strictly in accordance to the specification/ rates etc. agreed by you and as per directives of the contract agreement, within 30 days, as mentioned in contractual agreement, otherwise penalty will be imposed.

  
(MUHAMMAD HABIB SAMEJO)  
ADDITIONAL SECRETARY/D.D.O

C.c

1. Staff Officer to Secretary, Provincial Assembly of Sindh.
2. O.S.D (Admin), Provincial Assembly of Sindh.
3. P.A to Special Secretary, Provincial Assembly of Sindh.
4. Tender File.

20/9/2017 184

1110

191207



OFFICE SUPERINTENDENT  
Stamp Office, City Court  
Karachi

20 SEP 2017

AGREEMENT

This agreement is made and entered into on 04.10.17 between the Provincial Assembly of Sindh, here-in-after called the Purchaser of the one part and M/s. Athar & Sons, GWR 66/3, Bilal Garden, A-201, Garden West, Karachi by their proprietor hereinafter called the contractors which expression shall include their successors and assignees of the said firm and heir executor, administrators and assignees of the said individual partners of the said firm) of the other part.

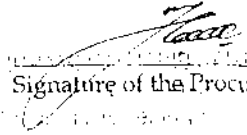
WHEREAS the Provincial Assembly of Sindh, has accepted the contractor's tender for the supply of Stationary items and the contractor is agreed to supply the same in the sum of Rs.5,477,583/- (Rupees Five Million Four Hundred Seventy Seven Thousands Five Hundred Eighty Three Only) within schedule time after receiving letter for award of work.

In consideration of the payments to be made by the Procuring Agency to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Agency to execute and complete the works and remedy defects therein in conformity in all respects with the provisions of the Contract.

The Procuring Agency hereby covenants to pay the Contractor, in consideration of the execution and completion of the works as per provision of the contract, the contract Price or such other sum as may become payable under the provision of the contract at the times and in the manner prescribed by the contract.

In Witness whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.


Signature of the Contractor  


Signature of the Procuring Agency  


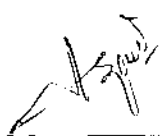
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Signed in the presence of:

1.  \_\_\_\_\_

2.  \_\_\_\_\_

WITNESS

1.  \_\_\_\_\_

2. \_\_\_\_\_



# 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 (DEPT) PROVINCIAL ASSEMBLY OF SINDH
- 2) PROVINCIAL / LOCAL GOVT / OTHER PROVINCIAL
- 3) TITLE OF CONTRACT PURCHASE OF STATIONARY ITEMS
- 4) TENDER NUMBER
- 5) BRIEF DESCRIPTION OF CONTRACT PURCHASE OF STATIONARY ITEMS
- 6) FORUM THAT APPROVED THE SCHEME
- 7) TENDER ESTIMATED VALUE OFFER RATE
- 8) ENGINEER'S ESTIMATE  
(for civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 30 DAYS
- 10) TENDER OPENED ON (DATE & TIME) 10/07/2017 @ 11:30 AM
- 11) NUMBER OF TENDER DOCUMENTS SOLD 03 THREE  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 03 THREE
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 03 THREE
- 14) BID EVALUATION REPORT ENCLOSED  
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/S. ATHAR & SONS, KARACHI
- 16) CONTRACT AWARD PRICE ATTACHED
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID)  
M/S. ATHAR & SONS  
M/S. RIJA ENTERPRISES  
M/S. SHAFAN GEN SUPPLIERS
- 18) METHOD OF PROCUREMENT USED: (Tick one)
- a) SINGLE STAGE - ONE ENVELOPE PROCEDURE YES
- 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 IN EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS

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

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

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

21) ADVERTISEMENT

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

|     |                  |
|-----|------------------|
| Yes | 33794 16.06.2017 |
| No  |                  |

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

|     |  |
|-----|--|
| Yes | DAILY KAWISH 15.06.2017, DAILY DAWN 16.06.2017 & DAILY JANG 16.06.2017 |
| No  |  |

22) NATURE OF CONTRACT

|                          |                                     |     |                          |
|--------------------------|-------------------------------------|-----|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Int | <input type="checkbox"/> |
|--------------------------|-------------------------------------|-----|--------------------------|

23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|-------------------------------------|----|--------------------------|

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING AN ALTERNATIVE METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

|     |                          |    |                                     |
|-----|--------------------------|----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID (in case of Consultants)?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|-------------------------------------|----|--------------------------|

*[Signature]*  
 Director General  
 Provincial Assembly of Sindh

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 FIRMS NOT BLACK LISTED?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

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"/> |
|-----|--------------------------|----|-------------------------------------|

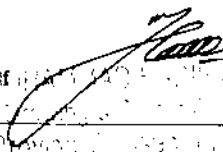
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARANTEE ETC.)?

|     |                          |    |                                     |
|-----|--------------------------|----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

|     |    |
|-----|----|
| Yes |    |
| No  | NO |

Signature & Official Stamp of  
Authorized Officer

  
[Official Stamp]  
[Signature]

**FOR OFFICE USE ONLY**

***SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi***

***Tele: 021-9205356; 021-9205369 & Fax: 021-9206291***

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SECRETARIAT OF THE  
PROVINCIAL ASSEMBLY OF SINDH.

ATTENDANCE SHEET OF BIDDERS TENDER HELD ON 10-07-2017 IN  
COMMITTEE ROOM OF SECRETARIAT OF THE PROVINCIAL ASSEMBLY  
OF SINDH

| S.NO | NAME OF FIRM | SIGNATURE |
|------|--------------|-----------|
|------|--------------|-----------|

|   |                                |  |
|---|--------------------------------|--|
| 1 | M/S. Pira Enterprises, Karachi |  |
|---|--------------------------------|--|

|   |                            |  |
|---|----------------------------|--|
| 2 | M/S. Anwar & Sons, Karachi |  |
|---|----------------------------|--|

|   |  |  |
|---|--|--|
| 3 | M/S. Shayan General Suppliers, Karachi |  |
|---|--|--|



# Athar & Sons

## TRACTOR & GENERAL ORDER SUPPLIERS

Deals in:

Hardware, Machinery Equipment Stationary, Printing, Furniture  
Liveries other supplies and Repairing

### SCHEDULE OF REQUIREMENTS FOR SUPPLY OF STATIONARY ITEMS FOR THE YEAR 2017-18

#### CUSTOMER INFORMATION

Designation: M/s. D.D.O.  
Organization: Secretariat of the Provincial Assembly of Sindh,  
Address: Court Road, Karachi.  
Contact No: 021-99213464  
Dated: 10<sup>th</sup> July 2017

| S.NO | DESCRIPTION  | UOM    | QTY | DELIVERY SCHEDULE   |
|------|--|--------|-----|---|
| 1    | Ball Pen Packet Piano Plane Packet or Equivalent   | Packet | 80  | DELIVERY OF ITEMS/ ARTICLES WILL BE MADE WITH 7 DAYS AFTER SUPPLY/ PURCHASE ORDER |
| 2    | Ball Pen Packet Piano Crystal Packet or Equivalent | Packet | 40  |   |
| 3    | Dollar Pointer Packet or Equivalent                | Packet | 40  |   |
| 4    | Uni Eye Pen Packet or Equivalent                   | Packet | 50  |   |
| 5    | Uni Combo Pen Packet or Equivalent                 | Packet | 40  |   |
| 6    | Schneider Ultra X895 0.6 mm or Equivalent          | Packet | 20  |   |
| 7    | Pencil Gold Fish Packet or Equivalent              | Packet | 80  |   |
| 8    | Gem Clip 36 MM Box Crystal or Equivalent           | Box    | 80  |   |
| 9    | Stapler Pin 24/6 Box Dollar or Equivalent          | Box    | 80  |   |
| 10   | UHU Stick or Equivalent                            | Each   | 84  |   |
| 11   | Sharpner Dux or Equivalent                         | Each   | 100 |   |
| 12   | Rubber Dux or Equivalent                           | Each   | 100 |   |
| 13   | Hlghlgher Pelikan or Equivalent                    | Each   | 120 |   |
| 14   | Inkpad Crystal or Equivalent                       | Each   | 48  |   |
| 15   | Ink Dollar or Equivalent                           | Each   | 24  |   |
| 16   | White Fluid Set Pelikan or Equivalent              | Each   | 48  |   |
| 17   | File Tag or Equivalent                             | Bundle | 36  |   |
| 18   | Scissor China or Equivalent                        | Each   | 48  |   |
| 19   | Paper Pin China or Equivalent                      | Box    | 48  |   |
| 20   | Paper Cutter or Equivalent                         | Each   | 36  |   |
| 21   | Steel Scale or Equivalent                          | Each   | 60  |   |
| 22   | Register 200 Pages Hamdam or Equivalent            | Each   | 60  |   |
| 23   | Register 400 Pages Hamdam or Equivalent            | Each   | 60  |   |
| 24   | Register 300 Pages Hamdam or Equivalent            | Each   | 48  |   |
| 25   | Register 600 Pages Hamdam or Equivalent            | Each   | 24  |   |
| 26   | Duplicating Paper Ream 70 Gram or Equivalent       | Ream   | 400 |   |

*[Signature]*

*[Signature]*





**CONTRACTOR & GENERAL ORDER SUPPLIERS**

**Deals in:**

Hardware, Machinery Equipment Stationary, Printing, Furniture  
Liveries other supplies and Repairing

|    |  |      |      |
|----|--|------|------|
| 27 | Paper A4 Size 80 Gram Double A or Equivalent     | Ream | 400  |
| 28 | Paper A4 Size 70 Gram Paper One or Equivalent    | Ream | 300  |
| 29 | Paper Legal Size 80 Gram Double A or Equivalent  | Ream | 400  |
| 30 | Paper Legal Size 70 Gram Paper One or Equivalent | Ream | 300  |
| 31 | Paper A3 Size 80 gram Double A or Equivalent     | Ream | 200  |
| 32 | Paper A3 Size 70 Gram Paper One or Equivalent    | Ream | 100  |
| 33 | File Board or Equivalent                         | Each | 1500 |
| 34 | Muster Roll hamdam or Equivalent                 | Each | 20   |
| 35 | Short Hand Book Hamdam or Equivalent             | Each | 60   |
| 36 | Dok Punch Steel or Equivalent                    | Each | 48   |
| 37 | Stapler Pin 23/8 Box Dollar or Equivalent        | Box  | 24   |
| 38 | Stapler Pin 23/10 Box Dollar or Equivalent       | Box  | 24   |
| 39 | Stapler Pin 23/13 Box Dollar or Equivalent       | Box  | 24   |
| 40 | Stapler Pin 23/15 Box Dollar or Equivalent       | Box  | 24   |
| 41 | Stapler Pin 23/17 Box Dollar or Equivalent       | Box  | 24   |
| 42 | Stapler Pin 23/24 Box Dollar or Equivalent       | Box  | 12   |
| 43 | USB 4 GB Kingston or Equivalent                  | Each | 24   |
| 44 | USB 8 GB Kingston or Equivalent                  | Each | 24   |
| 45 | USB 16 GB Kingston or Equivalent                 | Each | 12   |
| 46 | Toner HP 85-A ORIGINAL or Equivalent             | Each | 12   |
| 47 | Toner HP 35-A ORIGINAL or Equivalent             | Each | 12   |
| 48 | Toner HP 53-A ORIGINAL or Equivalent             | Each | 12   |
| 49 | Toner HP 49-A ORIGINAL or Equivalent             | Each | 12   |
| 50 | Toner HP 05-A ORIGINAL or Equivalent             | Each | 12   |
| 51 | Toner HP 35-A ORIGINAL or Equivalent             | Each | 12   |
| 52 | Toner HP 128-A Cyan ORIGINAL or Equivalent       | Each | 6    |
| 53 | Toner HP -128A YELLOW ORIGINAL or Equivalent     | Each | 6    |
| 54 | Toner HP 128-A MAGENTA ORIGINAL or Equivalent    | Each | 6    |
| 55 | Toner HP128 -A BLACK ORIGINAL or Equivalent      | Each | 6    |
| 56 | Toner HP 12-A ORIGINAL or Equivalent             | Each | 18   |
| 57 | Toner HP 15-A ORIGINAL or Equivalent             | Each | 18   |
| 58 | Toner HP 126-A BLACK ORIGINAL or Equivalent      | Each | 6    |
| 59 | Toner HP 126-A CYAN ORIGINAL or Equivalent       | Each | 6    |
| 60 | Toner HP 126-A MAGENTA ORIGINAL or Equivalent    | Each | 6    |

**DELIVERY OF  
ITEMS/ ARTICLES  
WILL BE MADE  
WITH 7 DAYS  
AFTER SUPPLY/  
PURCHASE ORDER**





# Athar & Sons

## CONTRACTOR & GENERAL ORDER SUPPLIERS

### Deals in:

Hardware, Machinery Equipment Stationary, Printing, Furniture  
Liveries other supplies and Repairing

|    |  |        |     |
|----|--|--------|-----|
| 61 | Toner HP 126-A YELLOW ORIGIN AL or Equivalent            | Each   | 6   |
| 62 | Toner Cannon 303 or Equivalent                           | Each   | 10  |
| 63 | Toner Toshiba T-1000 or Equivalent                       | Each   | 10  |
| 64 | File Box with Clip or Equivalent                         | Each   | 60  |
| 65 | Calculator 12 Digit Citizen or Equivalent                | Each   | 6   |
| 66 | Board Marker DOLLAR or Equivalent                        | Each   | 36  |
| 67 | Double Hole Punch OPAL or Equivalent                     | Each   | 24  |
| 68 | Single Hole Punch OPAL or Equivalent                     | Each   | 24  |
| 69 | Yellow Post it Slip (L) or Equivalent                    | Each   | 100 |
| 70 | Yellow Post it Slip (m) or Equivalent                    | Each   | 100 |
| 71 | Yellow Post it Slip (s) or Equivalent                    | Each   | 100 |
| 72 | Inward Register 400 Pages Petiwala or Equivalent         | Each   | 6   |
| 73 | Outward Register 400 pages Petiwala or Equivalent        | Each   | 6   |
| 74 | Stock Register 600 Pages Petiwala or Equivalent          | Each   | 3   |
| 75 | Stock Register 400 Pages Petiwala or Equivalent          | Each   | 3   |
| 76 | File Folder Reczine or Equivalent                        | Each   | 500 |
| 77 | Transparent Tape 4" or Equivalent                        | Each   | 12  |
| 78 | Stapler Machine Heavy Duty FUJI or Equivalent            | Each   | 4   |
| 79 | Stapler Machine Opal or Equivalent                       | Each   | 24  |
| 80 | Rubber Grip Ball Pen with Pin Nib Packet or Equivalent   | Packet | 24  |
| 81 | Divider 5 Inch or Equivalent                             | Each   | 24  |
| 82 | Pin Cushion or Equivalent                                | Each   | 24  |
| 83 | Paper Weight or Equivalent                               | Each   | 12  |
| 84 | Table Set Leatherite or Equivalent                       | Each   | 2   |
| 85 | Table Set 14 Pcs Jaffer Jeas or Equivalent               | Each   | 1   |
| 86 | Ball Pen Packet Picasso or Equivalent                    | Packet | 40  |
| 87 | Toner for Duplicator Machine Ricoh DD3344                | Each   | 6   |
| 88 | Toner For Photocopier Machine Ricoh MP2554 or Equivalent | Each   | 12  |

DELIVERY OF  
ITEMS/ ARTICLES  
WILL BE MADE  
WITH 7 DAYS  
AFTER SUPPLY/  
PURCHASE ORDER

Sincerely yours.



ATHAR & SONS