

SNDB/COK/ADMIN/TD/734/2016

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# **Sindh Bank Limited**

**Tender Document**

## **Supply of Office Stationery to Head Office, Sindh Bank Ltd**

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## DEFINITIONS

**“Bid”** means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by SNDB.

**“Bid with Lowest Evaluated Cost”** means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;

**“Bidder”** means a person or entity submitting a bid;

**“Bidding Documents”** means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;

**“Bidding Process”** means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

**“Blacklisting”** means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

**“Calendar Days”** means days including all holidays;

**“Conflict of Interest”** means -

- (i) where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SNDB to obtain an undue benefit for himself or those affiliated with him;
- (ii) receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
- (iii) any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SNDB under the contract;
- (iv) where an official of the SNDB engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

**“Consultant”** means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

**“Consulting Services”** means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist

advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services,

supervision, social and environmental assessments, technical assistance, and programme implementation;

**“Contract”** means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

**“Contractor”** means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

**“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;

**“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

**“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the SNDB to establish prices at artificial, non-competitive levels for any wrongful gain;

**“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

**“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

**“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

**“Emergency”** means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

**“Goods”** means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation,

transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

**"Government"** means the Government of Sindh;

**"Head of the Department"** means the administrative head of the department or the organization;

**"Lowest Evaluated Bid"** means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids

**"Lowest Submitted Price"** means the lowest price quoted in a bid, which is otherwise not substantially responsive;

**"Mis-procurement"** means public procurement in contravention of any provision of Sindh Public Procurement Act, 2010, any rule, regulation, order or instruction made thereunder or any other law in respect thereof, or relating to, public procurement;

**"Notice Inviting Tender"** means the notice issued by a SNDB through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

**"Open Competitive Bidding"** means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

**"SNDB"** means the Sindh Bank Limited;

**"Services"** means any object of procurement other than goods or works, and includes consultancy services;

**"Substantially Responsive Bid"** means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;

**"Supplier"** means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

**"Value for Money"** means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SNDB's requirements.

# **1 INVITATION FOR BIDS (IFB)**

Sindh Bank Limited (SNDB) invites proposal from candidates for the Supply of Office Stationery to its Head Office. More details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto.

Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010 (Amended 2013) issued thereunder (“SPPRA”) which can be found at [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk). For the purposes of this document, any reference to the term “Act” shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010 (Amended 2013).

This TD includes the following Sections:

- Instructions to Bidders (ITB)
- Eligibility Criteria
- Scope of Work
- Financial Proposal
- Conditions of Contract

Proposals must be submitted in the drop box at below mentioned address;

Yours sincerely,

Head of Administration Division  
SINDH BANK LIMITED  
HEAD OFFICE  
B-2 Floor, Federation House,  
Abdullah Shah Ghazi Road,  
Clifton,  
Karachi 75600

## **2 INSTRUCTION TO BIDDERS (ITB)**

For All legal purpose, all clauses of instructions to bidders (ITB) hoisted by SPPRA on their website [www.sppra.org](http://www.sppra.org) will be taken as part and parcel of this tender document and the agreement thereof. Accordingly the bidders are advised in their own interest to go through the same meticulously as ignorance of the said ITB will not be taken as excuse to waive off any plenty or legal proceedings.

However, few important clauses of the above mentioned ITB are appended below for the guidance/perusal of the bidders.

### **2.1 Correspondence Address**

The contact number and the correspondence address for submitting the proposals are as follow:

Head of Administration Division  
SINDH BANK LIMITED  
HEAD OFFICE  
Basement-2 Floor, Federation House,  
Abdullah Shah Ghazi Road,  
Clifton,  
Karachi 75600  
Tel:021-35829394/403

### **2.2 Eligible Bidders**

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

### **2.3 Corrupt Practice**

1. SNDB requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. SNDB will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010 (Amended 2013), in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.



## **2.4 Preparation of Bids**

### **2.4.1 Bidding Process**

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL** separately. [SPPRA Rule 46 (1-a & b)]

### **2.4.2 Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid and SNDB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **2.4.3 Language of Bid**

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SNDB must be written in English. [SPPRA Rule 6 (1)]

### **2.4.4 Company Profile**

Bidders are required to submit the Technical Proposal stating a brief description of the bidder's organization outlining their recent experience, the names of Sub-Bidder/Professional Staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, including workable suggestions that could improve the quality and effectiveness of the assignment. The Technical proposal shall be duly signed by the authorized representative of the Bidder not including any financial information otherwise it will be declared as non responsive.

### **2.4.5 Financial Proposal**

The Financial Proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the Bidder. It should list all costs associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by SNDB. Alternatively, the bidder may provide his/her/its own list of costs with all items described in the Technical proposal priced separately. Standard Forms for Financial Proposal are available in Section [5].

### **2.4.6 Bid Currencies**

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

### **2.4.7 Bid Security**

The SNDB shall require the bidders to furnish the Earnest Money of 5% of the total bidding cost or Irrevocable Bank Guarantee acceptable to the bank, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the SNDB reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with Financial Proposal. Bidders are also required to submit affidavit that the Bid Security has been attached with the Financial Proposal.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SNDB as non – responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of a successful Bidder, if the Bidder fails to;
  - Sign the contract in accordance with ITB Section [2.7.4]; or
  - Furnish performance security in accordance with ITB Section [2.7.5].

### **2.4.8 Bid Validity**

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SNDB; [SPPRA Rule 38 (1)]

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

## **2.5 Submission of Bids**

### **2.5.1 Sealing and Marking of Bids**

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL** separately. [SPPRA Rule 46 (1-a & b)]

### **2.5.2 Response Time**

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids must be received by SNDB at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

### **2.5.3 Extension of Time Period for Submission of Bids**

SNDB may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SNDB is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)]
- If the SNDB is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

### **2.5.4 Clarification of Bidding Documents**

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SNDB shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

### **2.5.5 Late Bids**

Any bid received by SNDB after the deadline for submission of bids prescribed by SNDB pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)] .The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt

### **2.5.6 Withdrawal of Bids**

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by SNDB prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

### **2.5.7 Cancellation of Bidding Process**

1. SNDB may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SNDB shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 - 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. SNDB shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

### **2.5.8 Mechanism for Redressal of Grievances**

SNDB has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the SNDB during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and
3. reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

SNDB shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SNDB. [SPPRA Rule 31(5)]

SNDB shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

Mere fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]

A bidder not satisfied with decision of the SNDB complaints' redressal committee may lodge an appeal to the Chief Secretary through the Authority, who shall refer the matter to a review panel in accordance with ITB section [2.5.9]; [SPPRA Rule 31(8)]

A bidder may file an appeal to the Chief Secretary provided; [SPPRA Rule 31(9)]

1. that the bidder has exhausted his complaint to the complaint redressal committee [SPPRA Rule 31(9-a)]; and
2. That he has not withdrawn the bid security deposited by him during the procurement process. [SPPRA Rule 31(9-b)]

The bidder must submit the appeal to the Chief Secretary with the following documents: [SPPRA Rule 31(10)]

1. a letter stating his wish to appeal to the Review Panel and the nature of complaint; [SPPRA Rule 31(10-a)]
2. a copy of the complaint earlier submitted to the complaint redressal committee of the Department and all supporting documents in a sealed envelope; [SPPRA Rule 31(10-b)] and

Upon receipt of an appeal and registration fee, the Chief Secretary shall select a Review Panel to examine the complaint. Simultaneously, the Authority shall inform the bidder and the Head of the concerned Department of the action taken by the Chief Secretary. [SPPRA Rule 31(11)]

On receipt of reference from the Chief Secretary, the Chairperson of the Review Panel shall convene a meeting of the review panel within five working days. [SPPRA Rule 31(12)]

Unless the Review Panel recommends dismissal of the complaint being frivolous, in which case the bidder shall lose the bid security deposited with the SNDB, the Review Panel may: [SPPRA Rule 31(13)]

1. propose rejection of the complaint, stating its reasons; [SPPRA Rule 31(13-a)]
2. state the rules or principles that govern the subject matter of the complaint; [SPPRA Rule 31(13-b)]
3. point out the infirmities and breach of rules and regulations by the procuring agencies; [SPPRA Rule 31(13-c)]
4. suggest annulment in whole or in part of a non-compliant act or decision of a SNDB, other than any act or decision bringing the procurement contract into force; [SPPRA Rule 31(13-d)]
5. if the SNDB is in breach of its obligations under the Act, Rules or Regulations, suggest the payment of compensation by the officer(s) responsible for mis-procurement for cost incurred by the bidder on preparation of bid, including the cost of the complaint registration fee paid by the complainant; [SPPRA Rule 31(13-e)] or
6. Recommends that the procurement proceedings may be terminated, in case the procurement contract has not been signed. [SPPRA Rule 31(13-f)]

It shall be mandatory for both, the complainant and the SNDB to appear before the Review Panel as and when called and produce documents, when so required. The Review Panel shall issue the notice of appearance to the Head of the Department for its service who shall ensure the attendance of the Head of SNDB along with relevant record. In case of failure of Head of SNDB to appear before review panel despite service, the Authority shall bring the matter to the notice of Chief Secretary. In case the complainant fails to appear twice, despite service the reference may be decided ex-parte. The Review Panel shall hear the parties and give its recommendations to the Authority within thirty days of receipt of reference. In case, more time is required, the Review Panel may seek extension from the Chief Secretary through the Authority enumerating the reasons for delay. The Authority shall submit these recommendations to the Chief Secretary who shall decide the appeal keeping in view the recommendations of the Review Panel; Provided that the Chief Secretary may refer the matter back to the Review Panel, if there is some ambiguity or vagueness in the recommendations and a clarification is to be sought. The Review Panel shall clarify the matter within seven calendar days, following which the Chief Secretary would decide the matter; [SPPRA Rule 31(14)]

The decision of the Chief Secretary shall be final and the SNDB shall act upon such findings. After the decision has been issued, the complaint and the decision shall be hoisted by the Authority on its website within three working days; Provided that no information shall be disclosed if its disclosure would be against the public interest or may jeopardize national security. [SPPRA Rule 31(15)]

#### **2.5.9 Review Panel**

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Chief Secretary. [SPPRA Rule 32(1)]

The List of Specialists shall be formed from a number [SPPRA Rule 32(2)]

1. persons who have been legal professionals; [SPPRA Rule 32(2-a)]
2. persons who have been senior officers in the service of the Government with experience in the procurement area, [SPPRA Rule 32(2-b)] and
3. Persons from a list of specialists with experience in the relevant field. [SPPRA Rule 32(2-c)]

The Specialists shall be grouped into a number of Review Panels, each with a nominated Chairperson, both as approved by the Chief Secretary. Each panel shall have a minimum of 3 members, one from each of the groups listed in sub rule (2) above and up to 2 co-opted members on a case-by-case basis depending upon the nature of the complaint. [SPPRA Rule 32(3)]

The specialists shall be paid remuneration for their services as determined by the Authority from time to time with the approval of the Chief Secretary. [SPPRA Rule 32(4)]

#### **2.5.10 Matters not subject to Appeal or Review**

The following actions of the SNDB shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the SNDB; [SPPRA Rule 33 (1)]
- Decision by the SNDB under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

## **2.6 Opening and Evaluation of Bids**

### **2.6.1 Opening of Bids by SNDB**

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

### **2.6.2 Clarification of Bids**

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, SNDB may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

### **2.6.3 Preliminary Examination**

SNDB will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

SNDB may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SNDB.

If a bid is not substantially responsive, it will be rejected by SNDB and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### **2.6.4 Supplier Evaluation Criteria**

All bids shall be evaluated in accordance with the evaluation criteria. [SPPRA Rule 42 (1)]  
SNDB will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not conform to the specified requirements.

## 2.6.5 Eligibility Criteria

SNDB shall evaluate proposals using the following eligibility criteria.

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.	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		6 Million and above	Audit Report / Tax Return	Annexure “C”
		15		4 Million and above		
		5		3 Million and above		
Total Marks		100		Qualified / Disqualified		

### **ELIGIBILITY CRITERIA NOTE**

1. There can be subsequent clarification to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Bank Ltd & SPPRA websites regularly.
2. Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.
3. Acquiring of 70% marks of the total score will make the Bidder qualify in eligibility criteria
4. After due qualification as per serial no. 3 above, the bidder will be required to present the sample of each tendered items to Procurement Committee and will only be declared finally qualified for the tender if all the presented items meet the quality standard. Further these items will be kept in the record of tender section and if during subsequent supply, if any deviation in standard of quality from the sample item is observed, the bidder will be issued warning and on issuance of second such warning, the bidder will be disqualified from the tender and also will be disqualified from participation in any future tender floated by the Sindh Bank Limited. Inspection marking will be carried out as per the specimen attached as Annexure "J".
5. The tender will also stand cancelled if 5% of the items presented for sample are deemed sub-standard.



### **MANDATORY**

1. GST/Income Tax Registration/Sindh Revenue Board.
2. Attachment of Affidavit (specimen attached as Annexure "I") on stamp paper from the owner of the company.
3. Attachment of Annexure "A" (With Financial Proposal) & Annexure "B" (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
4. Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the bank will not be responsible if the documents are not received by the Procurement Committee at the time of opening of bids.
5. Provision of sample of each tendered items on demand.
6. The bidders are required to submit bids only in prescribed financial proforma given in Tender Document.
7. The representative present at the time of opening of tender shall be in possession of authority letter on the company's letter head, duly signed by the CEO of the company.
8. Attached Affidavit from the CEO of the company to supply tendered items on emergency basis when demanded without any additional charges incurring to the Sindh Bank Limited.

### **DISQUALIFICATION**

**The bidder will be considered disqualified prior to/during technical/financial evaluation process or after award contract if:**

1. On black list of SPPRA & Sindh Bank Ltd.
2. Issued with two (2) warning letters/emails by the Sindh Bank Ltd in the past to the bidder for unsatisfactory performances.
3. Not GST/Income Tax Registered.
4. Alternate bid is offered.
5. Non - Attachment of Annexure "A" (With Financial Proposal) & Annexure "G" (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
6. The qualified bidder sublets the contract in any form/stage to any other agency.
7. The tender is deposited without Tender Fee.
8. If during verification process of the client list the response by any of the bank is un-satisfactory on account of previous performance.
9. After supply, if the specification of supplied items are found different with the items produced in front of committee at the time of technical evaluation.
10. In the past, the company's agreement has been prematurely been terminated after due qualification in any of the category of the tender.

### **2.6.6 Discussions Prior to Evaluation**

If required, prior to evaluation of the bid, SNDB may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bid submitted by that Bidder.

## **2.7 Award of Contract**

### **2.7.1 Award Criteria**

Subject to ITB Section [2.7.2], SNDB will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

### **2.7.2 SNDB's Right to Accept Any Bid and to reject any or all Bids**

SNDB annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

### **2.7.3 Notification of Award**

Prior to the expiration of the period of bid validity, SNDB will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], SNDB will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

### **2.7.4 Signing of Contract**

Within 5 Days from the date of notification of the award the successful bidder shall furnish to SNDB particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favour of such person.

The Contract shall be signed by the parties at Central Office SNDB, Karachi, within 10 Days of award of contract.

### **2.7.5 Performance Security**

Within 15 DAYS of receipt of the notification of award from SNDB, the successful Bidder shall furnish to SNDB the Performance Security of 5 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft issued by a reputable commercial bank, acceptable to SNDB, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SNDB may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at Annexure “C” shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by SNDB and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier’s performance obligation under the Contract.

### **2.7.6 General Conditions of Contract**

For detailed General Condition of Contract refer to Section [5.1] of this TD.

### **2.7.7 Special Conditions of Contract**

For detailed Special Condition of Contract refer to Section [5.2] of this TD.

### **2.7.8 Integrity Pact**

The successful bidder shall upon the award of the contract execute an Integrity Pact with SNDB. *[Specimen is attached in Annexure “D”]* [SPPRA Rule 89]

### **2.7.9 Non Disclosure Agreement**

The successful bidder shall upon the award of the contract execute a Non Disclosure Agreement with SNDB. *[Specimen is attached in Annexure “E”]*

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

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

## 4 FINANCIAL PROPOSAL

### PRICE SCHEDULE

(Applicable for the year 2016-17)

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

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		
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		

<b>S. No.</b>	<b>Item</b>	<b>Detail</b>	<b>Approximate quantity required on monthly basis</b>	<b>Rate Per Unit</b>	<b>Amount</b>
14	Punch Machine No. 60	Opal or equivalent	5 Pcs		
15	Punch Machine H/D	Opal or equivalent	1 Pcs		
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		

<b>S. No.</b>	<b>Item</b>	<b>Detail</b>	<b>Approximate quantity required on monthly basis</b>	<b>Rate Per Unit</b>	<b>Amount</b>
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		
29	Paper RIM Legal White, 70gram	Paper One or equivalent	10 Rim		
30	Paper RIM Legal Green, 70gram	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		
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		

<b>S. No.</b>	<b>Item</b>	<b>Detail</b>	<b>Approximate quantity required on monthly basis</b>	<b>Rate Per Unit</b>	<b>Amount</b>
42	Scissor Small	Golden Horse	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		
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		



<b>S. No.</b>	<b>Item</b>	<b>Detail</b>	<b>Approximate quantity required on monthly basis</b>	<b>Rate Per Unit</b>	<b>Amount</b>
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		
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		

<b>S. No.</b>	<b>Item</b>	<b>Detail</b>	<b>Approximate quantity required on monthly basis</b>	<b>Rate Per Unit</b>	<b>Amount</b>
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 or Whashin or equivalent	5 Packet		
76	Heavy Duty Stapler Pin # 23/20	Fuji, Dollar or 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		
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		

<b>S. No.</b>	<b>Item</b>	<b>Detail</b>	<b>Approximate quantity required on monthly basis</b>	<b>Rate Per Unit</b>	<b>Amount</b>
84	Executive Pencil	Faber Castle 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	Penguin Brand or Equivalent	5 Packet		

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		
99	Signature Pen Vision El-lite 0.8	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	Opal Sr-300 or equivalent	2 Nos		
102	Spiral Note Book Alba Deli Brand	Alba Deli Brand or equivalent	5 Nos		
103	Table Sharpener China Deli Brand	Deli Brand or equivalent	3 Nos		
104	Scotch Tape Dispenser Large National / Lucky	National / Lucky or equivalent	3 Nos		
105	Attendance Register Same Brand	HB or Equivalent	3 Nos		
106	O - Ring Stickers	Mehfooz or equivalent	5 Box		
107	Correction Pen Uni Brand	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		
			<b>*Grand Total X 12 Month</b>		

*\*This amount will be taken as the financial bid offered by the vendor.*

**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. 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.
3. The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, transportation charges.
4. No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
5. 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.
6. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
7. 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 (7 days) on SPPRA website.
8. The Tender will stand cancelled if the item are not supply within 3 working days of issue of supply order.
9. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
10. If the obligation of warranty period/conditions of the tender are not met or delayed, the repair/replaced item 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 equipment will also be borne by the supplier.
11. Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
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.

**We, hereby accept all the terms and conditions as given above.**

---

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

Dated: \_\_\_\_\_

## **5 Contract**

### **5.1 Conditions of Contract**

#### **5.1.1 Definitions**

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010 (Amended 2013)

“Procuring Agency” or “PA” means SNDB Contractor.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the price to be paid for the performance of the Services. “Effective Date” means the date on which this Contract comes into force.

“GC” mean these General Conditions of Contract.

“Government” means the Government of Sindh.

“Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

#### **5.1.2 Law Governing Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

### **5.1.3 Notice**

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract 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 address specified in the SC.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

### **5.1.4 Authorized Representative**

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

### **5.1.5 Taxes and Duties**

The Supplier, Sub-Suppliers, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

### **5.1.6 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

### **5.1.7 Expiration of Contract**

Unless terminated earlier pursuant to Clause GC 5.1.17 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

### **5.1.8 Modifications or Variations**

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

### **5.1.9 Force Majeure**

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

#### **5.1.9.1 No Breach of Contract**

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

#### **5.1.9.2 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### **5.1.10 Termination**

##### **5.1.10.1 Termination by SNDB**

The SNDB may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 5.1.10.1. In such an occurrence the SNDB shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).

- a. If the Supplier does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the SNDB may have subsequently approved in writing;
- b. If the Supplier becomes insolvent or bankrupt;
- c. If the Supplier, in the judgment of the SNDB has engaged incorrupt or fraudulent practices in competing for or in executing the Contract;
- d. If, as the result of Force Majeure, the Supplier(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days; and
- e. If the SNDB, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

##### **5.1.10.2 Termination by the Supplier**

The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the SNDB, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 5.1.10.2

- a. If the SNDB fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.



- b. 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 sixty (60) days.

#### **5.1.10.3 Payment upon Termination**

Upon termination of this Contract pursuant to Clauses GC 5.1.10.1 or GC 5.1.10.2, the SNDB shall make the following payments to the Supplier:

- a. Payment for Services satisfactorily performed prior to the effective date of termination;
- b. except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 5.1.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

#### **5.1.11 Good Faith**

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

#### **5.1.12 Settlement of Disputes**

##### **5.1.12.1 Amicable Settlement**

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract 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 this Contract or its interpretation.

##### **5.1.12.2 Arbitration**

If the SNDB and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to 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.

#### **5.1.13 Data Ownership**

The data in the implemented Computer System shall at all times remain the exclusive property of SNDB. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to SNDB upon successful commissioning of the Computer System and should not be available to any other party including the employees of the supplier.

#### **5.1.14 Obligations of the Supplier**

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the SNDB, and shall at all times support and safeguard the SNDB legitimate interests in any dealings with Sub-Suppliers or third Parties.

##### **5.1.14.1 Conflict of Interest**

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

##### **5.1.14.2 Confidentiality**

Except with the prior written consent of the SNDB, the Supplier and the Personnel shall not at any time communicate to any person or entity any 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.

## **5.2 Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

### **5.2.1 Performance Security**

The amount of performance security shall be five (5 %) percent of the Contract Price

### **5.2.2 Payment**

The payment to be made to the Supplier under this Contract shall be made in accordance with the payment schedule as shall be agreed between SNDB and the Supplier.

### **5.2.3 Price**

Schedule of prices shall be as fixed in the Contract.

## Annexure “A”

### BID FORM

**IT SHOULD BE SPECIFIC TO EACH CONTRACT AND WILL HAVE TO BE  
TAILORED SEPARATELY FOR EACH TENDER DOCUMENT**

Dated: \_\_\_\_\_, 2016

To,

Head of Administration Division  
SINDH BANK LIMITED  
HEAD OFFICE  
Basement-2 Floor, Federation House,  
Abdullah Shah Ghazi Road,  
Clifton,  
Karachi 75600

Gentleman,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer, in conformity with the said bidding documents for the sum of currency \_\_\_\_\_ [total bid amount in words and figures].

We undertake, if our Bid is accepted, [to provide goods/work/related service], that will be in accordance with the terms defined in the proposal and /or contract.

Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries

\_\_\_\_\_.

If our Bid is accepted, we will obtain the Bank Guarantee in a sum equivalent to five percent (5%) of the Contract Price for the due performance of the Contract, in the form prescribed by SNDB.

We agree to abide by this Bid for a period of ninety (90) days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract, are listed below:

**Name & Address of Agent**

**Amount and Currency**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(If none, State none)**

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_

**[Signature]**

**[In the Capacity of]**

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## **Annexure “B”**

### **BID SECURITY FORM**

Whereas [name of the Bidder] has submitted its bid dated [date of submission of bid] for the supply of office stationery.

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called “the Bank”), are bound unto SNDB (hereinafter called “the Purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_ 2016.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraw its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the SNDB during the period of bid validity:
  - a. fails or refuses to execute the Contract, if required; or
  - b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity and any demand in respect thereof shall reach the Bank not later than the above date.

*[Signature and Seal of the Bank]*

## Annexure “C”

### 8. PERFORMANCE SECURITY FORM

To,

Head of Administration Division  
SINDH BANK LIMITED  
Head Office  
Basement-2 Floor, Federation House,  
Abdullah Shah Ghazi Road,  
Clifton,  
Karachi 75600

WHEREAS [name of Supplier] (hereinafter called “Supplier” or “Contractor”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ 2016 to \_\_\_\_\_ [details of task to be inserted here] (hereinafter called “the Contract”).

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the budding document and the contract:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier / Contractor, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier / Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

**Signature and Seal of the Guarantors**

**Name of Bank**

**Address**

**Date**

## **Annexure “D”**

### **INTEGRITY PACT**

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

\_\_\_\_\_ [the Supplier] 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 Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Supplier] 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 GoP, except that which has been expressly declared pursuant hereto.

[The Supplier] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [The Supplier] 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Supplier] 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 GoP.

#### **For and On Behalf Of**

\_\_\_\_\_

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

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

**NIC No:** \_\_\_\_\_



**Annexure “E”**

**SCHEDULE OF OPENING & SUBMISSION OF BID**

For details refer to Newspaper Advertisement published on the subject matter.

## **Annexure “F”**

### **FORM OF CONTRACT**

This Mutual Non-Disclosure Agreement (“Agreement”) is made and entered into between Sindh Bank Limited, and [Supplier Name], individually referred to as a ‘Party’ and collectively referred to as the ‘Parties’. The Parties wish to exchange Confidential Information (as defined below in Section 2) for the following purpose(s): a) to evaluate whether to enter into a contemplated business transaction; and b) if the Parties enter into an agreement related to such business transaction, to fulfil each Party’s confidentiality obligations to the extent the terms set forth below are incorporated therein (the “Purpose”).

The Parties have entered into this Agreement to protect the confidentiality of information in accordance with the following terms:

1. The Effective Date of this Agreement is \_\_\_\_\_ 2016.
2. In connection with the Purpose, a Party may disclose certain information it considers confidential and/or proprietary (“Confidential Information”) to the other Party including, but not limited to, tangible, intangible, visual, electronic, present, or future information such as:
  1. Trade secrets;
  2. Financial information, including pricing;
  3. Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
  4. Business information, including operations, planning, marketing interests, and products;
  5. The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
  6. Information acquired during any facilities tours.
3. The Party receiving Confidential Information (a “Recipient”) will only have a duty to protect Confidential Information disclosed to it by the other Party (“Discloser”):
  7. If it is clearly and conspicuously marked as “confidential” or with a similar designation;
  8. If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
  9. If it is disclosed in a manner in which the Discloser reasonably communicated, or the Recipient should reasonably have understood under the circumstances, including without limitation those described in Section 2 above, that the disclosure should be treated as confidential, whether or not the specific designation "confidential" or any similar designation is used.

4. A Recipient will use the Confidential Information only for the Purpose described above. A Recipient will use the same degree of care, but no less than a reasonable degree of care, as the Recipient uses with respect to its own information of a similar nature to protect the Confidential Information and to prevent:
  10. Any use of Confidential Information in violation of this agreement; and/or
  11. Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to employees, directors, agents or third party contractors of Recipient with a need to know and who have first signed an agreement with either of the Parties containing confidentiality provisions substantially similar to those set forth herein.
5. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:
  12. Issue or release any articles, advertising, publicity or other matter relating to this Agreement (including the fact that a meeting or discussion has taken place between the Parties) or mentioning or implying the name of the other Party; or
  13. Make copies of documents containing Confidential Information.
6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
  14. Was known to the Recipient before receipt from the Discloser;
  15. Is or becomes publicly available through no fault of the Recipient;
  16. Is independently developed by the Recipient without a breach of this Agreement;
  17. Is disclosed by the Recipient with the Discloser's prior written approval; or
  18. Is required to be disclosed by operation of law, court order or other governmental demand ("Process"); provided that (i) the Recipient shall immediately notify the Discloser of such Process; and (ii) the Recipient shall not produce or disclose Confidential Information in response to the Process unless the Discloser has: (a) requested protection from the legal or governmental authority requiring the Process and such request has been denied, (b) consented in writing to the production or disclosure of the Confidential Information in response to the Process, or (c) taken no action to protect its interest in the Confidential Information within 14 business days after receipt of notice from the Recipient of its obligation to produce or disclose Confidential Information in response to the Process.
7. EACH DISCLOSER WARRANTS THAT IT HAS THE RIGHT TO DISCLOSE ITS CONFIDENTIAL INFORMATION. NO OTHER WARRANTIES ARE MADE. ALL CONFIDENTIAL INFORMATION DISCLOSED HEREUNDER IS PROVIDED "AS IS".
8. Unless the Parties otherwise agree in writing, a Recipient's duty to protect Confidential Information expires [YEARS] from the date of disclosure. A Recipient, upon Discloser's

written request, will promptly return all Confidential Information received from the Discloser, together with all copies, or certify in writing that all such Confidential Information and copies thereof have been destroyed. Regardless of whether the Confidential Information is returned or destroyed, the Recipient may retain an archival copy of the Discloser's Confidential Information in the possession of outside counsel of its own choosing for use solely in the event a dispute arises hereunder and only in connection with such dispute.

9. This Agreement imposes no obligation on a Party to exchange Confidential Information, proceed with any business opportunity, or purchase, sell, license and transfer or otherwise make use of any technology, services or products.
10. Each Party acknowledges that damages for improper disclosure of Confidential Information may be irreparable; therefore, the injured Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to all other remedies available to it.
11. This Agreement does not create any agency or partnership relationship. This Agreement will not be assignable or transferable by Participant without the prior written consent of the other party.
12. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original including original signature versions and any version transmitted via facsimile and all of which taken together shall be deemed to constitute the agreement when a duly authorized representative of each party has signed the counterpart.
13. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral or written agreements, and all contemporaneous oral communications. All additions or modifications to this Agreement must be made in writing and must be signed by the Parties. Any failure to enforce a provision of this Agreement shall not constitute a waiver thereof or of any other provision.

*Sindh Bank Limited*

*Company Name:*

*Registered Address:*

*Registered Address:*

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

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

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

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

*Title:* \_\_\_\_\_

*Title:* \_\_\_\_\_

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

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

## Annexure “G”

### Contract Agreement

*THIS AGREEMENT is entered into at Karachi*

On this the \_\_\_\_ day of \_\_\_\_\_, 2016

#### BETWEEN

M/S. \_\_\_\_\_, having its principal place of business at \_\_\_\_\_, (hereinafter referred to as “Supplier”, which expression shall be deemed to mean and include its successors-in-interest and assigns) of the First Part;

#### AND

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

#### WHEREAS:

“THE BANK” intends to acquire the services of “Supplier” for Supply of Stationery (goods) for its Branches and Supplier agrees to provide the services to the bank, as per tender opening date \_\_\_\_\_, 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 supplies and it will be expected within 03 days, the said supplies will be made available at the site.
- 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, installed and made operational 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, installation, labor including delivery charges upto the branches of the Bank on countrywide locations.
- Supplier binds/undertakes that in case of any observation arising in respect of quality/performance of the goods within the warranty period, the supplier will be liable to address it at his own cost within 24 hours. Non-compliance of the same will result into initiation of a case against the company for non-commitment and forfeiting of performance security or any other action as deemed necessary.
- Any notice, request or consent required or permitted to be given or made pursuant to this agreement shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the given address.
- A party may change its address for notice by giving a notice to the other Party in writing of such change, at the time of said occasion.

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 repair 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 equipment will also be borne by the supplier.

Performance Guarantee:

10% of the total tender amount of 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 be referred to 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.

**Support Escalation Matrix:**

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

<b>LEVEL-1</b>	Name/Designation (support staff)	
First complain if the call is not resolved " <b>within specified response time</b> " (24 hours)	Landline Phone	
	Email	
	Cell	
<b>LEVEL-2</b>	Name/Designation (Regional Head/Manager/GM)	
Second complain, if the call is attended within " <b>Specified Response Time</b> " and not attended / or the problem still unresolved even after complaining at Level-1 (48 hours)	Landline Phone	
	Email	
	Cell	
<b>LEVEL-3</b>	Name/Designation (CEO of the firm)	
Third complain, if the call is attended within " <b>Specified Response Time</b> " and not attended /or the problem still unresolved even after complaining at Level-2	Landline Phone	
	Email	
	Cell	
<b>Note: Ensure that no column above is left blank</b>		



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

Supplier Signature\_\_\_\_\_

**Witness:**

Name

Signature\_\_\_\_\_

Designation \_\_\_\_\_

Name

Company Name

Designation

Address

Address

Stamp

Signature\_\_\_\_\_

Customer Signature\_\_\_\_\_

Name **Lt. Col. (R) Shahzad Begg**

Name **Akhtar Ali Khan**

Designation **Head of Administration**

Designation **Executive Vice President**

Company Name **Sindh Bank Limited**

Company Name **Sindh Bank Limited**

Address **Federation House, Sindh Bank**  
**Ltd. Head Office, Karachi**

Address **Federation House, Sindh Bank**  
**Ltd. Head Office Karachi**

Stamp

Customer Signature

Name

Designation

Company Name **Sindh Bank Limited**

Address **Federation House, Sindh Bank**  
**Ltd. Head Office Karachi**

**ANNEXURE “I”**

**UNDERTAKING/AFFIDAVIT**

To be typed on Rs.50/- Stamp Paper

**AFFIDAVIT / DECLARATION**

**(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH  
BPRD CIRCULAR NO.13, DATED DECEMBER, 11, 2014)**

I, \_\_\_\_\_ S/o \_\_\_\_\_, Proprietor/Authorized Representative/Partner/Director of M/s \_\_\_\_\_, having NTN # \_\_\_\_\_, holding CNIC # \_\_\_\_\_, do hereby state on solemn affirmation as under:-

1. That the above named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: \_\_\_\_\_  
Dated. \_\_\_\_\_

**DEPONENT**  
(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above named deponent, personally, before me, on this \_\_\_\_\_ day of \_\_\_\_\_ 201 , who has been identified as per his CNIC.

**COMMISSIONER FOR TAKING AFFIDAVIT**

## ANNEXURE “J”

### INSPECTION/ASSESSMENT PERFORMA

**Firm Name:** \_\_\_\_\_

**Date & Time of Inspection:** \_\_\_\_\_

#### SAMPLE – STATIONERY ITEMS INSEPCION REPORT

S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
1	Ball Pen (Black/Blue/Red/Green)	Dollar 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/Green)	Dollar or equivalent			
5	Dock Clip 15mm	Crystal or equivalent			
6	Dock Clip 25mm	Crystal or equivalent			
7	Dock Clip 32mm	Crystal or equivalent			
8	Dock Clip 41mm	Crystal or equivalent			
9	Dock Clip 51mm	Crystal 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-3000	Opal or equivalent			
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			

S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
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	AA or equivalent			
29	Paper RIM Legal White, 70gram	AA or equivalent			
30	Paper RIM Legal Green, 70gram	AA or equivalent			
31	Scotch Tape 1"	3M or Equivalent			
32	Scotch Tape ½"	3M 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 Flude (Brush)	Pelikan or equivalent			
37	Blanko Flude (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 ine or equivalent)			
53	Sticky Notes 2x3	Stick on or equivalent			
54	Sticky Notes 3x3	Stick on or equivalent			
55	Sticky Notes 3x5	Stick on 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			
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	Register 200 Pages	HBO, Equint or Equivalent			
96	Calculator	Citizen 710, Casio MJ-120 or equivalent			
97	Signature Pen	Eye Micro or equivalent			
98	Rubber Band Box Penguin Brand	Penguin Brand or Equivalent			
99	Rubber Band 200 Gm universal Brand	Rubber Band 200 Gm universal Brand or equivalent			
100	Signature Pen Vision El-lite 0.8	Vision El-lite 0.8 or equivalent			
101	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalnet			
102	H/D Stapler Pin Remover Opal Sr-300	Opal Sr-300 or equivalent			
103	Spiral Note Book Alba Deli Brand	Alba Deli Brand or equivalent			
104	Table Sharpener China Deli Brand	Deli Brand or equivalent			
105	Scotch Tape Dispenser Large National / Lucky	National / Lucky or equivalent			
106	Attendance Register Same Brand	HB, Equint or Equivalent			
107	O - Ring Stickers	Mehfooz or equivalent			
108	Correction Pen Uni Brand	Uni Brand or equivalent			
109	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent			
110	Counter Pen	Keen or Equivalent-			
111	Posted Flag	JB or Equivalent			

**Total Items presented for inspection: \_\_\_\_\_**

**Items declared of standard quality:** \_\_\_\_\_

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

**Result-Inspection Report:** \_\_\_\_\_

\_\_\_\_\_  
**Overall Report: Qualified / Disqualified**

**Names & Signatures- Procurement Committee:**

1	_____	_____
	(Name)	(Signature)

2	_____	_____
	(Name)	(Signature)

3	_____	_____
	(Name)	(Signature)