

# CHIEF MINISTER'S SECRETARIAT, SINDH KARACHI

No. SOG/CMS/Tender/2011

Dated the 10<sup>th</sup> August 2011

## TENDER NOTICE

The Chief Minister's Secretariat/House has invited sealed tender from well reputed firms/suppliers registered under Sales Tax Act for the supply of Stationery/General / Food Stuff / Meals, Printing items, Computer Accessories and Uniforms/Liveries, for the year 2011-12, the details are as under:-

LIST OF STATIONERY ITEMS		S #	ITEM
1	Photostat Paper A480 Gm	9	Ram 1 GB.
2	Fax roll 30 mtr.	10	512 MB Ram
3	Pointer Pen (All Kind)	11	Mother Board
4	Gum Stick medium	12	Processor
5	Register (200 & 400 pages).	13	DVD Burner
6	Yellow chit (L/M/S)	14	40 GB Hard Drive
7	Toner Toshiba 2060	15	80 GB Hard Drive
8	Toner (HP 12A)	<b>FOOD STUFF ITEMS</b>	
9	Toner (HP 15A)	S #	ITEM
10	Toner (Samsung)	1	Juice all pure 1 ltr. / Diet.
11	Toner (HP 35A)	2	Biscuits / Diet. Buper / equivalent
12	Toner (HP-05A)	3	Cold drink 1.5 ltr. Diet/ Pepsi / Sprite / 7up/ equivalent
13	Toner (HP-58A)	4	Cold drink tin pack Diet/ Pepsi / Sprite / 7up/ equivalent
14	Toner (Canon 3030)	5	Milk pack 1. Ltr. / equivalent
15	Cartage (No. 21, 22, 27-28)	6	Coffee Nescafe 100 grams/equivalent
16	Toner (Richo-450)	7	Every day milk 400 gm. / equivalent
17	Toner (T-1000)	8	Fox toffees 150 gms. / equivalent
18	Toner MT-2010 Konica Minolta	9	Juice imported Rani tin pack
19	Toner Savin ST-27 AFICIO-220	10	Mineral water 1.5 ltr. (Nestle) / equivalent
20	Pencil	11	Mineral water small (Nestle) / equivalent
21	Ball point (Blue, Black & Red)	12	Sugar
22	Paper pin	13	Tea bag lipton 100 Leaves / equivalent
23	Paper Clip	14	Green tea bottle 200 grams / equivalent
24	Stappler pin	15	Tea lipton 200 gms/ equivalent.
25	Stappler Machine	16	Green tea bag lipton / equivalent
26	High lighter (All kind)	17	Mineral water for dispenser large size Nestle / equivalent.
27	Tag (Small/Large)	<b>UNIFORMS / LIVERIES</b>	
28	Hole punch (single)	S #	ITEM
29	Hole punch (double)	1	Chinese-shaped Coat & Pant (White)
30	Shorthand Note Book	2	Hand Gloves (White)
31	Sharpener Steel	3	Jinnah Cap
32	Rubber	4	Socks (White)
33	Ribbon.Panasonic KXFA 57E.	5	Shoes (Black)
34	Gum Bottle	6	Golden Button Brass-Metal
35	Foot scale Steel	7	Monogram Golden Brass-Metal
36	Paper Cutter	8	Shalwar Kameez (White)
37	Ink (All colour)	9	Pant & Coat (White Blended)
38	Table set.	10	W/Coat Black
39	Pin Cushion	11	P.Cap with Monogram
40	Pin Remover	12	W/Coat (Maroon) with Monogram
41	Cessor (Small)	13	Kullah
42	File Box with clip	14	Pagree
<b>LIST OF OTHER MISC. ITEMS</b>		15	Apron (White)
S #	ITEM	16	Pant & shirt (Khaki Drill)
1	Air-freshner (Admire/equivalent)	17	Sarri
2	Lux Soap (L/S) equivalent	18	Petti Coat
3	Vim Powder (Bottle medium)	19	Blouse
4	Tissue Roll (small) Rose Petal / equivalent.	20	Chappal
5	Tissue Roll (Large) Rose Petal / equivalent.	<p>The last date of submission of bids documents has been fixed as 07.09.2011 at 12.Noon. The bids shall be opened in presence of participants on the same day at 2.00 p.m.</p> <h3>TERMS AND CONDITIONS</h3> <p>1 Tender forms and other specifications may be obtained from the office of Section Officer(General), Chief Minister's Secretariat House, Dr. Ziauddin Ahmed Road, Karachi, at</p>	
6	Pheny I Caroline / equivalent		
7	Hard broom.		
8	Mop with stick		
9	Motrin spray / equivalent.		
10	Duster (soft / Hard)		
11	Towel (Large white)		
12	Surf bag 1000 gms Excel / equivalent.		
13	China lock (Medium)		
14	Acid/Teezab 1.5 Ltr. / equivalent		
15	Dustbin. Large / Medium)		
16	Pencil cell. (AA/AAA) Toshiba / equivalent.		
17	Tissue Box Rose Petal / equivalent.		

- 3 Vim Power (Bottle medium)
- 4 Tissue Roll (small) Rose Petal / equivalent.
- 5 Tissue Roll (Large) Rose Petal / equivalent.
- 6 Pheny 1 Caroline / equivalent
- 7 Hard broom.
- 8 Mop with stick
- 9 Motrin spray / equivalent.
- 10 Duster (soft / Hard)
- 11 Towel (Large white)
- 12 Surf bag 1000 gms Ecxel / equivalent.
- 13 China lock (Medium)
- 14 Acid/Teezab 1.5 Ltr. / equivalent
- 15 Dustbin. Large / Medium)
- 16 Pencil cell. (AA/AAA) Toshiba / equivalent.
- 17 Tissue Box Rose Petal / equivalent.
- 18 Glint Bottle Large 500 ml / equivalent.
- 19 Paper Napkin Packet
- 20 Paper Glass
- 21 Paper plate
- 22 Braso polish
- 23 Foam for cleaning
- 24 Steel whoop
- 25 Tea Strainer small.
- 26 Toilet cake imported
- 27 Soft Broom
- 28 Enchanter (Liquid Soap)
- 29 Viper.
- 30 Hard Brush Floor.
- 31 Polish Brush
- 32 Harpic
- 33 Cotton West
- 34 Toilet Pressure pump.
- 35 Water Glass.
- 36 Thermos for Tea
- 37 Cup with saucer
- 38 Tea Spoon

#### LIST OF PRINTING ITEMS

S #	ITEM
1	File covers (White and green printing)
2	Letter pad 80 Gms (Large (100 sheet)
3	Letter pad 80 Gms (medium)
4	Letter pad 80 Gms (small)
5	Envelope (Large)
6	Envelope (Medium)
7	Envelope (Small)
8	Note Sheet pad (100 sheet)
9	File board.
10	Invitation card
11	Visiting card
12	Letter pad foil golden printing (Large)
13	Letter pad foil golden printing (medium)
14	Letter pad foil golden printing (small)
15	Jacket file golden printing
16	Envelope (Large) foil printing golden
17	Envelope (Medium) foil printing golden
18	Envelope (Small) foil printing golden
19	Gate pass book
20	Small pad for Hand Diary

#### LIST OF COMPUTER ACCESSORIES

S #	ITEM
1	Keyboard
2	Mouse
3	USB Drive 2. GB/4. GB/8. GB
4	USB Cable
5	Power cable
6	CD Rom
7	Power supply
8	CD R.
9	Dvd Rider
10	Hard Drive
11	Speaker

The last date of submission of bids documents has been fixed as 07.09.2011 at 12.Noon. The bids shall be opened in presence of participants on the same day at 2.00 p.m.

### TERMS AND CONDITIONS

- 1 Tender forms and other specifications may be obtained from the office of Section Officer(General), Chief Minister's Secretariat House, Dr. Ziauddin Ahmed Road, Karachi, at a cost of Rs.500/= as cash (non-refundable) and further enquiry should be made on phone No.99202028) upto 4th September, 2011 4.00 p.m.
- 2 Tender forms with quoted rates are required to reach the office of undersigned by 12.00 Noon on 7th September, 2011 either by registered Post or by hand along with bids security equal to 2.5% of the quoted rates in the shape of call deposit/pay order in the name of D.D.O/Section Officer (General) Chief Minister's Secretariat, Sindh, Karachi.
- 3 Tender will be opened on the same day at 2.00 p.m in the office of the Additional Secretary (Admn) Chief Minister's Secretariat/House Sindh, in presence of bidders or their authorized representatives, who wish to be present.
- 4 The representative of the firms attending the opening of tender would bring authority letters from their respective firms. This would, however, not be applicable in case of the Managing Director/Projector of the firms, attending the opening of the tenders.
- 5 Warranty/expiry period of each item should be specified.
- 6 The Procuring Agency may reject all of any bids subject to the relevant provision of SPPRA Rules.
- 7 The successful bidders would be liable to pay Performance of Security @ 10% of the value of the offer.
- 8 The competent authority also reserves the right to accept the rate for one or more items out of whole tender.
- 9 Only Income Tax and GST registered shall be allowed to participate in the bidding process.
- 10 Conditional and alternate bids shall not be accepted. *The Nation 13/8/11*

**SECTION OFFICER  
(GENERAL)**