



NO.SOG(SGA&CD) General Order/2021-22  
**GOVERNMENT OF SINDH**  
**SERVICES, GENERAL ADMINISTRATION &**  
**COORDINATION DEPARTMENT**

Karachi, dated 12<sup>th</sup> October, 2021

## **TENDER NOTICE**

The Services, General Administration & Coordination Department, Government of Sindh, invites Sealed Tenders on the prescribed proforma from the firms registered with Tax Collecting Authorities to be purchased from Section Officer (General), SGA&CD @ Cost of Rs.1000/- (Non-Refundable) through pay order within 15 days of the publication of this notice Dated **12<sup>th</sup> October 2021**, for the supply of Other Miscellaneous & Stationery articles for SGA&CD, Ministers, Advisors & Special Assistant to the Chief Minister, Sindh.

### **A- STATIONERY ARTICLES**

| SR. NO | ITEMS                           | ESTIMATED QTY |      |
|--------|---------------------------------|---------------|------|
| 01     | Ball Pen Blue and Black         | 7200          | Nos  |
| 02     | Color Flag                      | 260           | Nos  |
| 03     | Double Hole Punch               | 240           | Nos  |
| 04     | Envelops 11x15                  | 1500          | Nos  |
| 05     | Envelops 9x4                    | 4000          | Nos  |
| 06     | File Board                      | 4800          | Nos  |
| 07     | Foker                           | 440           | Nos  |
| 08     | Highlighter                     | 1196          | Nos  |
| 09     | Legal Green Paper 100 Pages     | 300           | Pads |
| 10     | Legal White Paper 100 Pages     | 300           | Pads |
| 11     | M&G Crystal Pen or equivalent   | 2400          | Nos  |
| 12     | M&G Expert Pen or equivalent    | 1500          | Nos  |
| 13     | M&G Si5 Pen or equivalent       | 1100          | Nos  |
| 14     | Marker                          | 1016          | Nos  |
| 15     | Micro Eye Pen or equivalent     | 1892          | Nos  |
| 16     | Offset Paper Ream 80G           | 2696          | Nos  |
| 17     | Knife Paper Cutter              | 562           | Nos  |
| 18     | Paper Pin                       | 640           | Nos  |
| 19     | Pen Ink                         | 760           | Nos  |
| 20     | Pencil                          | 6400          | Nos  |
| 21     | Pin Opner                       | 718           | Nos  |
| 22     | Register 200, 300, 400 Pages    | 1316          | Nos  |
| 23     | Rubber / Eraser                 | 2196          | Nos  |
| 24     | Schenider Pen or equivalent     | 800           | Nos  |
| 25     | Scissor Medium and Large        | 1300          | Nos  |
| 26     | Sharpner                        | 2096          | Nos  |
| 27     | Shorthand Book                  | 2096          | Nos  |
| 28     | Signo Uniball Pen or equivalent | 2152          | Nos  |
| 29     | Single hole Punch               | 698           | Nos  |
| 30     | Squaish Tap 1" and 2 1/2        | 1198          | Nos  |
| 31     | Stamp Pad                       | 698           | Nos  |
| 32     | Stapler Normal, Heavy duty      | 1396          | Nos  |
| 33     | Stapler Pin                     | 2348          | Nos  |
| 34     | Steel Scale                     | 996           | Nos  |
| 35     | Tag Bundle Small and Large      | 996           | Nos  |
| 36     | U Clip                          | 2198          | Nos  |
| 37     | UHU Stick or equivalent         | 1200          | Nos  |
| 38     | V-7 Gell Pen or equivalent      | 1000          | Nos  |
| 39     | Vision Elite or equivalent      | 698           | Nos  |
| 40     | Whito Pen                       | 1068          | Nos  |
| 41     | Yellow Slip M/S/L               | 1344          | Nos  |
| 42     | Stamp Pad Ink                   | 200           | Nos  |

# **B- OTHER MISCELLANEOUS ARTICLES**

| SR. NO | ITEMS                                                | ESTIMATED QTY |      |
|--------|------------------------------------------------------|---------------|------|
| 01     | Biscuits Family Pack                                 | 150           | Nos  |
| 02     | Biscuits Half Roll                                   | 60            | Nos  |
| 03     | Biscuits Saltish                                     | 40            | Nos  |
| 04     | Biscuits Sugar Free                                  | 60            | Nos  |
| 05     | Biscuits Tiki Pack                                   | 180           | Nos  |
| 06     | Coffee 100G                                          | 300           | Nos  |
| 07     | Green tea Bag 30/25 live                             | 360           | Nos  |
| 08     | Candral Tablet                                       | 60            | Nos  |
| 09     | Lipton / Tapal tea Bag or equivalent                 | 360           | Nos  |
| 10     | Lipton tea Jar 475g or equivalent                    | 50            | Nos  |
| 11     | Mineral Water 0.5 Litre                              | 7200          | Nos  |
| 12     | Mineral Water 1.5 Litre                              | 540           | Nos  |
| 13     | Mineral Water 19 Litre Refill                        | 180           | Nos  |
| 14     | Nestle Milk Pack Quarter or equivalent               | 360           | Nos  |
| 15     | Sugar                                                | 360           | KG   |
| 16     | Tapal Danedar 475 G or equivalent                    | 25            | Nos  |
| 17     | Tea Box yellow Lable / Tapal 200G or equivalent      | 36            | Nos  |
| 18     | Tea Lipton Poly bag 1000g or equivalent              | 24            | Nos  |
| 19     | Everyday Milk 1000g or equivalent                    | 360           | Nos  |
| 20     | Brasso Polish Polish                                 | 72            | Nos  |
| 21     | Steel Spoon (Large, Medium, Small)                   | 362           | Nos  |
| 22     | Dak Folder Leather                                   | 156           | Nos  |
| 23     | Dinner Set 72 Pieces                                 | 71            | Stes |
| 24     | Door Polish                                          | 60            | Nos  |
| 25     | Dove Soap or equivalent                              | 60            | Nos  |
| 26     | Duk Tikky                                            | 108           | Nos  |
| 27     | Duster                                               | 2300          | Nos  |
| 28     | Electric Kettle                                      | 100           | Nos  |
| 29     | Emergency LED Light                                  | 93            | Nos  |
| 30     | File Bag Leather                                     | 60            | Nos  |
| 31     | Furniture Polish                                     | 72            | Nos  |
| 32     | Garbage Bag                                          | 60            | Nos  |
| 33     | Glass Cover                                          | 40            | Nos  |
| 34     | Glent Spray                                          | 108           | Nos  |
| 35     | Harpic or equivalent                                 | 150           | Nos  |
| 36     | Insect Killer Mortien or equivalent                  | 1096          | Nos  |
| 37     | Kitchen Roll                                         | 80            | Nos  |
| 38     | Extension Board                                      | 123           | Nos  |
| 39     | Liquid Soap / Hand Wash (Dove, Dettol, Lifeboy, Lux) | 636           | Nos  |
| 40     | Lux Soap or equivalent                               | 1332          | Nos  |
| 41     | Max Bar or equivalent                                | 60            | Nos  |
| 42     | Moap Refill                                          | 72            | Nos  |
| 43     | Mortien Refill Machine or equivalent                 | 72            | Nos  |
| 44     | Mortien Spray 400ML or equivalent                    | 894           | Nos  |
| 45     | Perfect Refill Spray or equivalent                   | 180           | Nos  |
| 46     | Phenyl 3 Litre                                       | 414           | Nos  |
| 47     | Phenyl Boll Colour                                   | 360           | Pkt  |
| 48     | Phenyl Boll White                                    | 432           | Pkt  |
| 49     | Phenyl Small 425 ML                                  | 144           | Nos  |
| 50     | Plate Large, Medium and Small (Per Dozen)            | 125           | Doz  |
| 51     | Red Cloth                                            | 1200          | Mtr  |
| 52     | Room Spray Perfect or equivalent                     | 1524          | Nos  |
| 53     | Scotch Brite or equivalent                           | 72            | Nos  |
| 54     | Surf Excel 1 Kg or equivalent                        | 456           | Nos  |
| 55     | Surf Excel Half Kg or equivalent                     | 456           | Nos  |
| 56     | Surface Cleaner Dettol or equivalent                 | 220           | Nos  |
| 57     | Tea Set Good Quality                                 | 71            | Sets |

|    |                                                 |      |      |
|----|-------------------------------------------------|------|------|
| 58 | Think Duster                                    | 72   | Nos  |
| 59 | Tinka & Phool Jharoo                            | 36   | Nos  |
| 60 | Tissue Box Rose Petal or equivalent             | 1512 | Nos  |
| 61 | Tissue Box Multi Rose Petal or equivalent       | 300  | Nos  |
| 62 | Tissue Roll Rose Petal or equivalent            | 1332 | Nos  |
| 63 | Toshiba Cell AA / AAA or equivalent             | 3240 | Nos  |
| 64 | Tray Set Good Quality                           | 71   | Sets |
| 65 | Tray Single Large, Medium, Small                | 60   | Nos  |
| 66 | Vim Powder or equivalent                        | 768  | Nos  |
| 67 | Wall Clock Good Quality                         | 103  | Nos  |
| 68 | Washing Soap                                    | 1062 | Nos  |
| 69 | Water Glass Good Quality                        | 732  | Nos  |
| 70 | Water Set Good Quality                          | 71   | Sets |
| 71 | Cup & Saucer Good Quality                       | 111  | Sets |
| 72 | Remote Bell Good Quality                        | 71   | Nos  |
| 73 | Dust Bin Good Quality                           | 180  | Nos  |
| 74 | Ashtray Good Quality                            | 144  | Nos  |
| 75 | Table Set Complete with Pen Holder Good Quality | 58   | Sets |

2. The sealed envelopes containing the offer along with brochure of articles should be submitted **01-11-2021, at 01:00 pm** in the office of Deputy Secretary (B&A) / Chairman of the Committee, 3<sup>rd</sup> Floor, New Sindh Secretariat Building-I, Karachi. The Tender shall be opened at **03:00 pm**, on the same day i.e. **01-11-2021**, before the parties.

### **TERMS AND CONDITIONS**

- Interested bidders registered with Federal Board of Revenue and Sindh Revenue Board can obtain the bidding documents from the addressed mentioned below or download from SPPRA website ([www.pprasingh.gov.pk](http://www.pprasingh.gov.pk)) on payment of tender fee Rs.1000/- through pay order only in favour of procuring agency i.e., Section Officer (General), (SGA&CD) at 1<sup>st</sup> Floor Sindh Secretariat Building No.1, Shahrah-e-Kamal Atta Turk Road, Karachi.
- Bids are invited on single stage two envelop process (Technical & Financial Proposals).
- Financial proposal of bids found technically non-responsive by the Technical Committee shall be returned un-opened to the respective bidders.
- In case Government announces any public holiday on scheduled dates, the tender will be submitted and opened on the next working day as per usual schedule in accordance with rules Rule-41(3) of SPP Rules, 2010 (amended in 2019).
- Performance Security shall be 10% of contract price.

|    |                                                       |                                                                                                                                    |
|----|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Place of issuance of Bids Documents & opening of bids | Section Officer (General) SGA&CD at 1 <sup>st</sup> Floor Sindh Secretariat Building No.1, Shahrah-e-Kamal Atta Turk Road, Karachi |
|    | Bid security                                          | 2% of bid price (Pay Order) in the name of Section Officer (General) SGA&CD                                                        |
|    | Bid validity period                                   | 90 days.                                                                                                                           |

- Services, General Administration & Coordination Department, Government of Sindh reserves the right to reject any or all bids and enhance / reduce the quantity from the tender enquiry as per SPPRA Rules 2010 (amended 2019).
- Annual turnover of last three years amounting to Rs.05.000 million.
- Provide Affidavit that firm is not black listed.

  
**(FAWAD MUHAMMAD JUNEJO)**  
**SECTION OFFICER (GENERAL)**