



# BILL OF QUANTITIES

## 1. (Stationary Material)

S.No.	Items/Description	Qty/Brand	Brand	Total Amount (Rs.)
1	Paper Rim A4(80gm)	1000 rims Paper One		
2	Paper Rim Legal	10 rims Paper One		
3	Ball point red	50 pkts Signature(BLU)		
4	Ball point Blue	100 pkt Signature(BLU)		
5	Ball Point black	100 pkt Signature(BLU)		
6	Pointer Blue	30 pkt Dollar		
7	Pointer black	30 pkt Dollar		
8	File flage(tag)	30+30 pkt 3m(usa)+super sticky		
9	Scotch Tape large (transparent) 1”&2”	20+50=70 pcs Nicefix		
10	Paper Tape	10 pcs Opal		
11	Tissue Paper	200 box Rosepatal(luxury Soft&gental)		
12	Clip File	100 Nos Newclip(pvc)		
13	Box File (pvc)	200 Nos QB(imported)		
14	Tableset calander pages(2015)	20 nos Good quality		
14	Wall Clock	40 Nos Casio with warranty		

16	<b>Steel Scale 12”</b>	<b>25 Nos Swordfish</b>		
17	<b>Paper Cutter</b>	<b>25Nos Feno cutter</b>		
18	<b>Register 200 pages</b>	<b>40Nos paragon (fine paper)</b>		
19	<b>Stapler Machine large</b>	<b>05 Nos RT-177(koria)</b>		
20	<b>Stapler Machine medium(24/6)</b>	<b>40Nos Fuji/opal</b>		
21	<b>Stapler Pin Medium</b>	<b>200pcs Sunwood</b>		
22	<b>U Clips</b>	<b>50 pcs Three flower(36mm)</b>		
23	<b>Thumb pin</b>	<b>200 pkts Peon</b>		
24	<b>Pencil</b>	<b>50 Pkts DUX/Goldfish (HB)</b>		
25	<b>Eraser</b>	<b>400 pcs DUX(high quality)</b>		
26	<b>Sharpner</b>	<b>400 pcs DUX</b>		
27	<b>Correction pen(whito)</b>	<b>100 pcs Mitsubishi (Ltd)</b>		
28	<b>Hand wash bottle( ml)</b>	<b>100 nos Arsh</b>		
29	<b>Board Marker Blue</b>	<b>30 pkt Dollar</b>		
30	<b>Board Marker Black</b>	<b>30 pkt Dollar</b>		
31	<b>Room Spary (sandal+jasmine)</b>	<b>100 pcs Freshtuoch</b>		
32	<b>Morteen spary(500ml)</b>	<b>50 pcs Mortain</b>		
33	<b>Letter Pad (Legal size)</b>	<b>50 pcs Good quality</b>		
34	<b>Scissor(6.5”)</b>	<b>35 pcs Boss</b>		
35	<b>Single Hole punch machine (medium)</b>	<b>40 Nos KW</b>		

36	<b>Note book small(300pgs)</b>	<b>50 nos Good quality</b>		
37	<b>Calculator (mj-120D +DJ-120D)</b>	<b>20+5 Nos Casio</b>		
38	<b>Duster cloths</b>	<b>500 pcs Big&amp;good quality</b>		
39	<b>Dustbin Medium size</b>	<b>40 Nos Good quality</b>		
40	<b>Dustbin Large with cover</b>	<b>20 Nos Good quality</b>		
41	<b>Pointer (Blue)</b>	<b>15pkt Uniball</b>		
42	<b>Pointer (Black)</b>	<b>15 pkt Uniball</b>		
43	<b>Pointer (Green)</b>	<b>5 pkt Uniball</b>		
44	<b>Pointer (Red)</b>	<b>10 pkt Uniball</b>		
45	<b>Nylon Thread</b>	<b>30 Roll Big&amp;good quility</b>		
46	<b>File board</b>	<b>300 nos Good quality</b>		
47	<b>Envelop A4 brown</b>	<b>1000 Nos. Good quality</b>		
48	<b>Envelop Full size Brown</b>	<b>1000 Nos Good quility</b>		
49	<b>Board Marker Ink blue</b>	<b>50 pkt Dollar</b>		
50	<b>Board Marker Ink Black</b>	<b>50 pkt Dollar</b>		
51	<b>Board Duster</b>	<b>50 pcs Good quality</b>		
52	<b>Dog clip(iron normal size)</b>	<b>150 nos Good quality</b>		
53	<b>Gum Bottle (800ml)</b>	<b>10 Nos Elfor</b>		
54	<b>Permanent Marker(blue+black)</b>	<b>25 pkts Dollar</b>		
55	<b>Colored pages yellow</b>	<b>2pkt Good quality</b>		
56	<b>Colored pages green</b>	<b>2pkt Good quality</b>		

57	<b>Colored Pages Grey</b>	<b>2pkt Good quality</b>		
58	<b>Gum bottle</b>	<b>30 nos Dymo</b>		
59	<b>file separater (colourful tage/flage)</b>	<b>40 pkts Good quality</b>		
60	<b>file tray</b>	<b>10 pcs Tawakal</b>		
61	<b>Pin cussion</b>	<b>50 nos Good quality in almunium</b>		
62	<b>Pin catcher</b>	<b>50 pcs Owner(SR-1)</b>		
63	<b>Paper weight</b>	<b>100 Nos Glassy good quality</b>		
64	<b>Marking stickers</b>	<b>20 pkts Hengkin(3-3")</b>		
65	<b>Rubber Band</b>	<b>15 box Euroband</b>		
66	<b>Register paper loose</b>	<b>2000 Nos Good quality</b>		
67	<b>punch machine two hole</b>	<b>50 Nos Opal KDP-20</b>		
68	<b>Door Bell wireless</b>	<b>20 Nos luckarm</b>		
69	<b>Cell AA</b>	<b>100no Toshiba</b>		
70	<b>Cell A AA</b>	<b>100no Toshiba</b>		
71	<b>Cell A-23 (for bell)</b>	<b>5 pkts Camelion</b>		
72	<b>UHU Stick Large</b>	<b>2 pkt UHU(Germany)</b>		
73	<b>UHU Stick Medium</b>	<b>30 Pkt UHU(Germany)</b>		
74	<b>Highlighter (all colors)</b>	<b>10 Pkst Dollar</b>		
<b>GRAND TOTAL</b>				

## Cleaning & Sanitation Material/Items

S. No.	Items/ Description	Qty.	Unit Cost (RS)	Total Amount (Rs.)
01	Nariel Broom	200 Nos.		
02	Phool Broom	150 Nos.		
03	Phenyl 3 liters	200 liters		
04	Tissue Roll	400 Nos.		
05	Soap small	800 Nos.		
06	Surf 100 gm (sashay)	500 gm		
07	Mope	100 Nos.		
08	Mope refill	100 Nos.		
09	Viper	100 Nos.		
10	Toilet brush	80 Nos.		
11	Phenyl tablet	80 Nos.		
12	Acid 3 liters	80 liters		
13	Dusting Cloth	1000 Nos.		
14	Vim powder	80 Nos.		
15	Dustbin for Open Area with Iron frame	12 Nos.		
16	Dust Cary Bega	80 Nos.		
17	Mortin Spray	100 Nos.		
18	Bolty	12 Nos.		

19	Dusting Brush large handle	50 Nos.		
20	Cleaning Roller Machine Set	12		
21	Liquid soap	5 liters	-	
22	Towel medium size	24 Nos.		
23	Towel Hanger	12 Nos.		
24	Water plastic pipe for garden	500 ft		
25	Wiser Flush Tank	24 Nos.		
26	Connection pipe	36 Nos.		
27	Connection pipe Muslim Shower	24 Nos.		
28	Push button commode tank	24 Nos.		
29	Commode seat cover	12 Nos.		
30	Steel Jali	06 Nos.		
31	Connection wiser small	36 Nos.		
32	Fitting flush tank	06 Nos.		
33	Tank cover 2'X2 cost iron	03 Nos.		
34	Handle wall 1 inch	06 Nos.		
35	Handle wall $\frac{3}{4}$	06 Nos.		
36	Handle wall $\frac{1}{2}$	06 Nos.		
37	Water motor Belt 38 "	12 Nos.		
38	Spring Wiser	06 seats		
39	Packing Kit (water motor)	06 seats		

40	Boki 1”	06 seats		
41	Ring Pana set	01 seat		
42	Star Set	01 seat		
<b>Grand Total</b>				



**SINDH  
MADRESSATUL ISLAM  
UNIVERSITY KARACHI**  
CHARTERED BY GOVERNMENT OF SINDH, RECOGNIZED BY HEC.

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Aiwan-e-Tijarat Road, Karachi

# **TENDER - 2014**

Tender document

For

**Stationery, cleaning & sanitation  
Material/items**



**FORM OF BID**  
(LETTER OF OFFER)

Bid Reference No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name of Works)

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Gentlemen,

1. Having examined the Bidding Documents including Bidding Data, terms & Conditions of Contract, Contract Data, Specifications, Drawings, if any, Schedule of Prices and Addenda Nos. \_\_\_\_\_ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of \_\_\_\_\_ drawn in your favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of \_\_\_\_\_ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

\_\_\_\_\_  
(Name of Bidder in Block Capitals)

(Seal)

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_



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Aiwan-e-Tijarat Road, Karachi

**The standard forms of bidding documents**

**TERMS AND CONDITIONS FOR THE ELIGIBILITY**

**Stationery, printing, cleaning &  
sanitation Material/items**

- 1 Price to be quoted on **Pak Rupee on free home delivery (F.O.R.)** basis for all items including all expenses, taxes, documentation etc.
- 2 Envelopes shall be marked as **“FINANCIAL PROPOSAL”** in bold and legible letters to avoid confusion in accordance with section **section 46(1) of SPPRA-2010**
- 3 The items must be covered by normal warranty/ guaranty of the original manufacturer
- 4 Certificate of Bank and Bank statement of the A/c No.
- 5 Registration with Income Tax Department (NTN certificates) and copy of CNIC of the contractor along with registration with SRB (Sindh Revenue Board).
- 6 Affidavit to the effect that supplier is not black listed.
- 7 The Supply should be made in the shortest possible time as per requirement of the University.
- 8 An agreement shall be made on stamp paper between the supplier and ***Sindh Madressatul Islam (SMI) University, Karachi.***
- 9 Advance payment will not be allowed.
- 10 Payment shall be made by crossed cheque upon submission of bill in duplicate and on verification of the equipment by the **Service Department**, concerned / Purchase & Procurement Committee expert representative of the purchase & Procurement Committee and on completion of all formalities.

- 11 The University authorities reserve the right to fully or partially, change / forgo the requirement of any item / work and / or amend the specifications & quantity at any stage before award of the contract.
- 12 The University may reject any or all bids subject to the relevant provisions in **SPPRA Rules 2010**.
- 13 **10% Performance Security** will be submitted by the supplier at the time of Agreement in the shape of Pay order, schedule bank guarantee, or it may be deducted from bill for payment. The amount will be released after **03 months** (Defect liability period), on the issuance of defect liability certificate by the concerned department.
- 14 All those Supplier are eligible to apply who has prior work experience of related nature of job
- 16 The earnest money at the rate of **2%** in the shape of Pay order/demand draft in the favour of **Sindh Madressatul Islam University** from any scheduled bank should be attached with the tenders. In case earnest money not accompanied with tender will be not entertained.
- 17 Bids must be offered on the prescribed tender form issued by **Executive Engineer (Civil) Sindh Madressatul Islam University Karachi**.
- 18 In case of any holiday or any disturbance the tender will be opened on next working day as per schedule
- 19 Quantity shown in the tender are approximate and no claim shall be entertained for quantity of work executed being **15%** more or less than those entered in the tender or estimate
- 20 No compensation shall be allowed for any delay in supply/execution of the work.
- 21 All equipment/items supplied under the control & shall be executed under the directions of **Caretaker/Store In-charge of Sindh Madressatul Islam University Karachi**
- 22 Supplier/Contractor is responsible to pay the **GST** as levied in accordance with the government General Sales
- 23 Income tax will be deducted at the source.

**Executive Engineer (Civil)**  
SMIU, Karachi



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MADRESSATUL ISLAM  
UNIVERSITY KARACHI**  
CHARTERED BY GOVERNMENT OF SINDH, RECOGNIZED BY HEC.

Aiwan-e-Tijarat Road, Karachi

SMIU/E&S/2014/TENDER

Karachi 28<sup>th</sup> November 2014

**TENDER DOCUMENTS**

**SUPPLY OF STATIONARY, CLEANING & SANITATION AT SMIU**

**As per details contained in the Separate Tender Documents for job**

1. Sealed Tenders are to be submitted in duplicate by reputed firms/contractors/supplier registered with , Sindh board of revenue, Sales Tax Department on the prescribed tender form and in accordance with the specification and terms & conditions laid down in the tender document.
2. The tender documents can be obtained from the office of the **Directorate of planning & development Sindh Madressatul Islam University** against a written request on deposition of tender fees **Rs. 1000/=** in cash or in the form of Pay Order / Demand Draft in the favor of **Sindh Madressatul Islam University on any working day** from the office of the Executive Engineer civil by submitting an application on company's letterhead along with tender fee and complete profile of firm **from 28<sup>th</sup> November 2014 to 12<sup>th</sup> December 2014.**
3. The filled sealed tender duly completed and addressed to the **Chairman Tender Committee SMIU, Karachi** be dropped in the Tender Box placed in the **office SMIU, Karachi, on 15<sup>th</sup> December 2014 upto 1400 hours, which shall be opened on the same day at 15:00 Hours in presence of the bidders who may wish to be presented.** In case of any unforeseen circumstances the Tender will be opened on the next day at the same time and place.
4. The University reserves the rights to accept or reject any or all tenders, divided business amongst more than one bidder and extend the opening date assigning reason thereof will communicate the ground for rejection of bid/bids/tender on written request of bidder who submitted bid as per **PPRA / SPPRA Rules 2010.**
5. Tender be purchased and submitted as per specification mentioned in the Tender Document

**Executive Engineer (Civil)**

SMIU Karachi