



SINDH HEALTHCARE COMMISSION
Quality Care for All

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TENDER DOCUMENT

SHCC/DHR&A/STATIONERY/001

20th August, 2026

**“SUPPLY OF STATIONERY AND SEALING MATERIAL FOR THE OFFICE OF
SINDH HEALTHCARE COMMISSION”**

**DIRECTOR HR & ADMIN
SINDH HEALTHCARE COMMISSION
2ND FLOOR, BLOCK-C, FTC BUILDING, SHARAH-E-FAISAL,
KARACHI**

DEFINITIONS

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

- “Bid” means a tender, or an offer by a person, contractor, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a Procuring Agency.
- “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.
- “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;
- “Government” means the Government of Sindh.
- “Procuring Agency” means, Sindh HealthCare Commission, Government of Sindh.
- “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.
- “Services” means any object of procurement other than goods or works, and includes consultancy services;
- “Response Time” means, the period starting from the first date of issuance of bidding documents up to last date of issuance of bidding documents.”
- “Lowest Evaluated Bid” means a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost;”

INVITATION TO BID

Sindh Healthcare Commission (hereinafter referred to as Purchaser), invites bids from eligible bidders for **“SUPPLY OF STATIONERY AND SEALING MATERIAL FOR THE SINDH HEALTHCARE COMMISSION”**.

1. Tender Bids as per guidelines and information provided in this document are required. Interested bidders applying for bids should submit bids as per Single Stage One Envelope Procedure of SPP Rules 2010. The interested bidder must have valid NTN, GST, SRB registration certificates as a precondition for their eligibility for participation in the bidding process.
2. The bidder must quote for the complete package/lot.
3. Bidding for individual items or bids not meeting the required specification will be rejected as non-responsive.
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
5. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Sindh Healthcare Commission, Government of Sindh, 2nd Floor, Block-C, FTC Building, Shara-e-Faisal, Karachi, from the date of advertisement during office Hours, i.e. from 9:00 am to 5:00 pm on payment of **document fee of Rs. 3,000/-** in the form of **Pay order/Demand Draft** in favor of **Sindh Healthcare Commission**. This bidding document can also be downloaded from the website of SPPRA, i.e., in which case document fee required in the specified format may be submitted before submission deadline. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participation in the bidding process.
6. All bids must be accompanied by an earnest money/bid security of five percent (5%) of total bid amount, in the form of ‘pay order’/ ‘demand draft’/ Bank Guarantee in the name of Sindh Healthcare Commission, 2nd Floor, Block-C, FTC Building, Shara-e-Faisal, Karachi Sindh, and must be accompanied with the bid in a sealed envelope marked as “Earnest Money/Bid Security”. Failure to submit the earnest money/ bid security before deadline of submission will result in rejection.
7. Sindh Healthcare Commission (SHCC) will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
8. The Bid prices are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

9. The Procuring Agency shall have right of rejecting the tender as per Sindh Public Procurement Rules 2010.
10. All quoted prices must include all applicable taxes, such as General Sales Tax, Income Tax, Provincial Sales Tax and/or etc. If not specifically mentioned in the bid, then it will be presumed that the prices include all the taxes. Purchaser will not be responsible and would not pay any additional amount in case of changes in tax rate by the Government of Sindh or Government of Pakistan.
11. Rights and obligations of the procuring agency and the contractor shall be governed by General and Special conditions of contract signed between the procuring agency and the contractor.
12. The following shall result in blacklisting of suppliers, contractors, individually or collectively as part of consortium:
 - a. Conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
 - b. Involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
 - c. Final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
 - d. Willful failure to perform in accordance with the terms of one or more than one contract;
 - e. Failure to remedy underperforming contracts, as identified by the procuring agency, where underperforming is due to the fault of the contractor or supplier.
13. Failure to complete the contract within the stipulated time period will invoke penalty of 0.025% of the total cost per day up-to 10%. In addition to that, Performance Guarantee (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.
14. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding documents in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bids. A copy of each clarification letter shall also be upload on SPPRA Website for information of interested bidders.

Director HR and Admin
Sindh Healthcare Commission
Karachi – Sindh

GENERAL TERMS & CONDITIONS

- Bids not conforming to the terms & conditions, mandatory clauses and special instructions stipulated in this document will be rejected.
- Sindh Healthcare Commission invite bids against this tender under **Single Stage – One envelope procedure, under SPPR Rule2010 as amended till date.**
- Bids are to submitted through SPPRA E-PADS portal before submission deadline mentioned in the bid data.
- Bid/Proposal shall comprise the financial proposal with technical information if any.
- **The bidder must bid for the complete package with individual pricing for each item mentioned in the financial proposal. Incomplete bid against each lot/package shall be rejected.**
- All bids will be opened and evaluated in the manner prescribed in the evaluation criteria of this bidding document.

(i) Bid Security & Performance Security

- All bids must be accompanied by an earnest money/bid security of five percent (**5%**) of total bid amount, in the form of ‘pay order’/ ‘demand draft’/ Bank Guarantee in the name of Sindh Healthcare Commission, Sindh, and must be submitted in a sealed envelope marked as “Earnest Money/Bid Security”. Failure to submit earnest money/bid security before submission deadline will result in bid rejection.
- Bid security of the unsuccessful bidders will be released by Sindh Healthcare Commission Karachi, Sindh after award of work or after expiry of bid validity period whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to **10%** of contract price.
- The performance security of the successful bidder will be released after issuance of successful completion certificate by the Sindh Healthcare Commission.
- All/any terms and conditions not specified here shall be dealt with reference to SPPRA Rules 2010 as amended till date.

(ii) Validity of the proposal

- All proposals and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the bidder is encouraged to state a longer period of validity for the proposal.

(iii) Currency

- All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

(iv) Withholding Tax, Sales Tax and other Taxes

- The bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the Tax laws of Pakistan, from all payments for supplies and services rendered by any bidder who signs a contract with the Government. The bidder will be responsible for all taxes on transactions and/or income, which may be levied by Government. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

(v) Compliance to Specifications

- The bidder to provide information as per (Compliance sheet). Bidder may not propose any kind of refurbished equipment / Hardware / components in their technical proposals.

(vi) Financial Capabilities

- The Bidder(s) shall describe the financial position of its organization. Income Statement or Report should be included in the detailed Technical proposal.

(vii) Penalty Clause

- It is of utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supplies and services within stipulated period Performance Security equal to 10% of the contract price will be forfeited in favor of the Sindh Healthcare Commission. Besides liquidated damages of 0.025% per day of the contract price per day up to 10% will be deducted for delayed delivery of goods and services.

The bid must be submitted with the following;

1. Company Profile with complete address, e-mail address and contact person.
2. Evidence of Relevant experience.
3. Affidavit that the firm is not blacklisted;
4. Bid Security of the specified form and amount as per the Tender Document in a sealed envelope.
5. Bid must be signed, named and stamped by the bidding organization/ responding bidder.
6. Account Maintenance Certificate should also be submitted with the proposal
7. Valid NTN, GST, SRB, Professional Tax and any other valid Tax Registration Certificate required by law in force.
8. Complete schedule of supply is to be provided.
9. Bank statement has to be provided along with the tender.
10. Sample of each quoted item is to be produced before Procurement Committee for evaluation.

SELECTION CRITERIA

Single stage one-envelope procedure under SPP Rules 2010 as amended till date, will be used for the final selection of the vendor for the supply of Stationery and Sealing material at the Sindh Healthcare Commission Karachi, Sindh.

The method for evaluation of bids shall be “**Least Cost Based Method**”.

INSTRUCTIONS FOR BIDDERS

Communication

Enquiries regarding this tender document may be submitted in writing to:

Directorate of Human Resource and Administration, Sindh Healthcare Commission Karachi.

Submission of Proposal

Proposals can be submitted on or before **04th September, 2026** at **11:00 AM** through **E-PADS portal** by **SPPRA**.

The Earnest Money to be enclosed in a sealed envelope, labeled as “Earnest Money/ Bid Security”, and which should be sealed. Proof of Sales Tax and NTN numbers should also be provided. (Please provide photocopies of all relevant documents).

Opening of Proposals

The proposal submitted against the subject tender document will be opened by the Procurement Committee of Sindh Healthcare Commission, Sindh on **04th September, 2026 at 11:30 AM** in the Committee room of ***Sindh Healthcare Commission, 2nd Floor, Block-C, FTC Building, Shara-e- Faisal, Karachi***, in presence of all the bidders, or their representatives, who may choose to be present.

Evaluation and Comparison of Bids

Bid / Proposal shall follow single stage one envelope and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Sample of each quoted item has to be produced before Procurement Committee and shall not be returned.

Mandatory Clause

The Bidders must comply with the following mandatory requirements:

- The Bidders must be registered with Federal Board of Revenue (FBR) for Income Tax & Sales Tax and Sindh Revenue Board (SRB) for Provincial Sales Tax and must be on Active Taxpayers List.
- Bidders must not have been black listed or declared bankrupt by any Government or Financial institution.
- Bidders NOT complying with any of the above eligibility pre-requisites would be disqualified. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.
- Samples for each item quoted shall be produced before Procurement Committee and shall not be returned.
- The Bidder must have local presence in Sindh.

Special Instructions

- Incomplete bids will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Sindh Healthcare Commission reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- The financial bid must be filled in prescribed form without any alteration/over writing. Conditional tenders/bids will not be acceptable.
- Sindh Healthcare Commission reserves the right to increase or decrease the number of items without assigning any reason under relevant provisions of SPPRA Rules 2010.
- Only companies registered with Sales Tax, Income Tax & Sindh Revenue Board shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and stamped by the bidder.

BASIS OF EVALUATION AND COMPARISON OF BID

The bid of only those bidders will be evaluated who meet the mandatory requirements and qualify the following evaluation criteria against the tender.

S. NO.	CRITERIA	REMARKS/ STATUS
1	<u>COMPANY PROFILE</u>	
2	<u>NTN/ GST /SRB CERTIFICATE</u>	
3	<u>TURN-OVER (ATLEAST 3 YEARS)</u>	
4	<u>EARNEST MONEY/ BID SECURITY</u>	
5	<u>AFFIDAVIT (NON BLCAK LISTING)</u>	
6	<u>EVIDENCE OF SIMILAR PROJECTS (ATLEAST 3)</u>	
7	<u>SAMPLES FOR EACH QUOTED ITEM</u>	

The method for evaluation of bids shall be “**Least Cost Based Method**”.

CONTACTING THE PURCHASER

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation or Contract award will result in the rejection of the bidder's bid.

PURCHASER'S RIGHT TO ACCEPT THE BID OR REJECT THE BID

The Purchaser reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchaser's action as per SPP Rules, 2010.

Scope of Work

Supply of Stationery and Sealing Material for Sindh Healthcare Commission Karachi

Contractor shall also be responsible to supply of Stationery and Sealing Material at the Sindh Healthcare Commission at specific premises located at Karachi.

Vendor would be responsible to supply the BOQ items with utmost care and for safe custody of the same till completion of the assignment. Penalty would be imposed on vendor to makeup the loss; in case of finding carelessness in equipment handling and misuse of the provided equipment.

Sindh Healthcare Commission Karachi, 2nd Floor, Block-C, FTC Building, Shara-e-Faisal, Karachi, through its tender has right to terminate the contract if vendor will fail in providing satisfactory services in given scheduled time. In addition to that, Performance Security amount will also be forfeited.

Any unforeseen requirement for the implementation and maintenance of the project would be core responsibility of vendor.

PAYMENT

The method and conditions of payment to be made to the Supplier under this Project shall be as follows:

Payment for Goods supplied: Payment shall be made in Pak. Rupees in the following manner:

- a) 100% of the Contract Price or the individual Purchase Order price given on complete delivery of store within thirty (30) days on submission of claim supported by acceptance certificate from procuring agency declaring Goods/material have been delivered and that all contracted services have been performed. Payment shall be made in PKR within thirty (30) days of presentation of claim supported by a certificate from the Procuring agency declaring that the Goods have been delivered and that all other contracted Services have been performed.
- b) Part payment on part supply shall not be allowed in any case.

BILL OF QUANTITY / PRICE SCHEDULE

SUPPLY OF STATIONERY AND SEALING MATERIAL FOR SHCC OFFICE

LOT 1

S#	Description of Items	UOM	Required
1	A4 Printer Paper 70 gm (BLC or Equivalent)	ream	700
2	Green Legal Paper (8.5in x 14in) (1x100)	pkt	8
3	White Legal Paper 70gm (8.5in x 14in)	ream	7
4	White Card Paper Glossy (1x25)	pkt	5
5	Note Pad (8.5in x 5.5in)	pcs	350
6	File Separator (9in x 4in) (1x25)	pkt	30
7	Inward Register	pcs	15
8	Dispatch Register	pcs	10
9	Box file (OPAL/KORONA or Equivalent)	pcs	100
10	Stapler Machine (Dux/Dollar/Equivalent)	pcs	20
11	Stapler Pin 24/6	pkt	50
12	Highlighter (Different Colors)	pcs	100
13	Foot Scale Steel	pcs	15
14	Carton Tape Brown	pcs	30
15	Sticky Notes pad 2x3	pkt	50
16	Glue Stick Medium (UHU/ Equivalent)	pcs	100
17	Scotch Tape (1 Inch)	pcs	50
18	Pin Opener	pcs	50
19	Binder Clips (Small)	box	30
	Binder Clips (Medium)	box	30
	Binder Clips (Large)	box	30
20	Binding Tape	pcs	20
21	Pencil (Goldfish / Equivalent)	pcs	40
22	Eraser	pcs	50
23	Sharpeners	pcs	10
24	Whito (Correction Pen)	pcs	20
25	Scissors (5.5 in)	pcs	25
26	Paper Cutter	pcs	30
27	Ring Files	pcs	300
28	Stapler Machine Large Size	pcs	2
29	Hole Punch Machine Large size	pcs	2
30	Stock Register	pcs	9
31	Gel Pen Black for CEO	pcs	10

LOT 2

S#	Sealing Items	UOM	Required
1	Medium Locks (Tricycle/ Equivalent)	pcs	6000
2	Lighter Refill (bottles)	pcs	150
3	Sticking Tape	pcs	800
4	Lighter	pcs	100

Specifications

Note: Vendors should submit their bid with equivalent configuration.
Samples for sealing material can be seen on visiting SHCC head office.

Delivery schedule

The successful bidder would be required to carry out the delivery of the BoQ items within a period of One (01) month after signing of contract.

BID DATA

- | | |
|---|--|
| a. Name & Address of Procuring Agency: | Sindh Healthcare Commission
2 nd Floor, Block C, FTC Building
Shara e Faisal, Karachi |
| b. Brief Description of Procurement: | Procurement of Stationery &
Sealing Material, FY 2026-27 |
| c. Tender Document Fee: | PKR 3,000/- |
| d. Amount of Bid Security/ Earnest Money: | 5% |
| e. Period of Bid Validity: | 90 days |
| f. Amount of Performance Security: | 10% |
| g. Issuance of Tender: | 20-08-2026 to 04-09-2026 (before 11:00 AM) |
| h. Deadline of Bid Submission: | 04-09-2026 (11:00 AM) |
| i. Date & Time of Bid Opening: | 04-09-2026 (11:30 AM) |
| j. Venue of Bid Opening: | Meeting Room, Sindh Healthcare Commission
2 nd Floor, Block C, FTC Building
Shara e Faisal, Karachi |
| k. Time of Completion from Issuance of
Work Order: | Delivery should be made within 01 Month
after award of contract |
| l. Liquidated Damages: | 0.025% contract price per day up to 10% |
| m. Stamp Duty: | 0.35% or notified by the Govt. of Sindh, will
be paid by the successful bidder |
| n. Deposit Receipt No.: | _____ |
| Date: | _____ |
| Amount: | _____ |

BID FORM

To,
Directorate of Human Resources & Administration
Sindh HealthCare Commission,
2nd Floor, Block-C, FTC Building,
Shahra-e-Faisal, Karachi.

Sir,

**SUBJECT: “SUPPLY OF STATIONERY & SEALING MATERIAL FOR THE SHCC
OFFICE”**

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply & deliver in conformity with the said bidding documents for the Total Bid Price Pak Rupees (in figures in words) or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this bid.

We undertake, if our bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 10% of the Contract Price for the due performance of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, 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 in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive. Dated this.....day of..... 2026

WITNESS

Signature -----

Name-----

Title-----

Address-----

BIDDER

Signature -----

Name-----

Title-----

Address-----