



**SINDH HEALTHCARE COMMISSION**  
**Quality Care for All**

No. 003 DHR&A/MAR2025/2024-25

18<sup>th</sup> March, 2025

To,  
**M/s S.H & Sons,**  
Shop No. 05, Khatija Manzil  
Karachi.

**LETTER OF ACCEPTANCE**

**SUBJECT: PROCUREMENT OF STATIONERY & SEALING MATERIAL**

Reference: SHCC/DHR&A/Stationery/004

On the recommendation of the Procurement Committee and with the approval of the Competent Authority, it is to inform that your bid (**Opened on March 4<sup>th</sup>, 2025**) for Lot-1 & Lot-2 of **Procurement of Stationery & Sealing Material**, is hereby accepted, details are as under:

Items	Offered Amount
Lot-1 (Stationery)	579,932.20
Lot-2 (Sealing Material)	1,353,054.00
Total	1,932,986.20

The list, where your firm has quoted lowest and recommended by the Procurement Committee is attached at **Annex-A**.

You are therefore, requested to furnish **Performance Security 10% (Ten Percent)** of the whole contract amount in the form of **Pay Order** from any scheduled bank of Pakistan and Government Stamp Duty **0.35% (Zero Point Three Five Percent)** for signing of the contract agreement within **07 days** in accordance with the conditions of contract.

The Format of Contract Agreement is enclosed.

**G. Yaseen Veesar**  
Director HR & Admin

Copy To:

1. PA to CEO
2. Directorate of Finance – SHCC
3. Office File



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Annex-A

Sr. No.	Name of Items/ Description	Qty	Rate Per Lot	Total Price
<b>LOT-1</b>				
1	A4 Printer Paper 70 gm (BLC or Equivalent)	400		
2	A4 Sticker Sheet (1x25)	5		
3	Inward Register	20		
4	Dispatch Register	20		
5	Punch Machine Medium size	45		
6	Stapler Machine (Dux/Dollar/Equivalent)	45		
7	Pin Opener	50		
8	Eraser	20		
9	Sharpeners	60		
10	Whito (Correction Pen)	50		
11	Pen Holders/ Pen Jar (Metal material)	60		
12	Calculator (CT860N Citizen or equivalent)	60		
13	Stapler Machine Large Size	6		
14	Punch Machine Large size	6		
15	Paper Fastener	70		
16	Stock Register (200 pages)	20		
<b>LOT-2</b>				
1	Medium Locks (Tricycle/ Equivalent)	4500		
2	Lighter Refill (bottles)	45		
3	Wax Boxes	250		
4	Sticking Tape	1400		
5	Lighter	50		
6	Round Wire Locks	550		
7	Chain (2 feet)	750		
<b>Total Amount in PKR (Inclusive of Taxes)</b>				<b>1,932,986.20</b>