

SINDH HIGH COURT, KARACHI

**TENDER DOCUMENT
FOR THE YEAR 2017-2018**

Tender Reference No.01

Dated: 02-10-2017

For Procurement of Stationery Items

Tender issued to M/s. _____

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1. Introduction

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to purchase **stationery items** as mentioned in tender document, from your esteemed firm / agency on **group wise rate basis for one year period** from the date of signing of contract. The rates shall be valid for full term of the contract. SHC reserves the right to increase/ decrease the quantities as per quarterly requirement in the light of availability of funds, as per rules.

Tender document which includes full details of items and other terms & conditions can be downloaded **free of cost** from www.sindhhighcourt.gov.pk and www.spprasindh.gov.pk

You are requested to attach firm / agency profile etc. along with the Tender Document. Financial Proposal should be submitted in sealed envelope.

Please mention “**Tender Number**” at top left corner of the envelope. SHC reserves the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

Kindly deposit a Pay Order / Demand Draft of **2% of the offered amount, the Bid Security**, issued in favor of the Registrar, Sindh High Court, Karachi.

2. Instructions:

- (a) The Sindh High Court, Karachi (SHC) expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. **Moreover, attach required supporting documents according to the requirement.**
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. **If you want to leave the item/column un-answered please, write "Doesn't Apply/Doesn't Arise".** If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) Tender document which includes full details of items and other terms & conditions may be downloaded **free of cost** from www.sindhhighcourt.gov.pk and www.spprasindh.gov.pk
- (d) The **last date to submit the Tender Document and financial proposal in sealed envelope is 19th October, 2017 by 11:00 am** in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi. **The Tender will be opened on the same day at 11:30 a.m.** in the presence of representatives who may care to attend.
- (e) **Bid Security of 2% of total charges** will be deposited along with Tender Document in

shape of PAY ORDER / DEMAND DRAFT only in the name of Registrar, Sindh High Court, Karachi, Karachi.

- (f) Should you need further any assistance / guidance please feel free to contact with Mr. Kamran Ahmed Hamidi, D.G (F & A) Contact No. 021-99203151 Ext 293 Cell No.0316-4731134.
- (g) Kindly mentioned “**Tender Number**” at top left corner of the envelope.

3. Eligibility Criteria:

S.No.	Eligibility Criteria	Requirement
1	Profile of company/ firm along with relevant documents	Mandatory
2	Sales Tax Registration (copy required)	Mandatory
3	Income Tax Registration (copy required)	Mandatory
4	Copies of at least three (03) purchase orders of similar nature during the last three years along with Completion Certificate for the work completed.	Mandatory
5	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Mandatory
6	Total Financial turnover of at least Rs. 5 million during the last three years. (financial statement or bank statement or both are required)	Mandatory

4. Sample of Financial Proposal:

1. Financial proposal should be sealed in envelope.
2. Rates should be inclusive of all types of taxes.
3. Rates should be quoted for all items mentioned in this tender document.

BILL OF QUANTITY FORM					
S.No	Items	Group	Annual Units (approx.)	Rate (including all taxes) Rs. (in Pak Rupees)	Amount (including all taxes) Rs. (in Pak Rupees)
	<i>Grand Total Rupees (in words)</i>				Rs.

5. Terms & Conditions:

1. **Tender Document:** Tender document which includes full details of items and other terms & conditions can be downloaded free of cost from www.sindhhighcourt.gov.pk and www.spprasindh.gov.pk.
2. **Bidding Method:** Single Stage-One Envelope method will be adopted for bidding process as per SPPRA Rules.

3. **Company Profile:** Company Profile along with relevant documents be attached with this document.
4. **Evaluation and Comparison:** The evaluation and comparison of bid will be done on **group wise item rate basis**. The procurement contract (s) will be awarded within bid validity period i.e. 90 days to those bidders (s) whose evaluated bid price is lowest with respect to competitive bidders and market rates.
5. **Issuance of Purchase Order:** Purchase Order shall be issued from the office of the Assistant Registrar (Resident-II) of Sindh High Court.
6. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
7. **Time of Delivery of Good:** The delivery should be made by the supplier at the Store of SHC, Karachi on **quarterly basis**. Delivery for the first quarter shall be made within twenty (20) days of the issuance of purchase order while delivery of the remaining quarters shall be made within seven (07) days of issuance of purchase orders.
8. **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
9. **Inspection:** Physical inspection will be carried out by Assistant Registrar, Resident-II Branch of SHC. Ordered material is subject to final inspection at the time of delivery.
10. **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity as per quarterly requirement and availability of funds, as per rules.
11. **Payment Term:** The payment shall be made on quarterly basis subject to availability of funds. Payment shall not be made in advance and against partial deliveries.
12. **Condition of Goods:** All items must meet in all respects with the specifications & conditions of the Order and must be in good condition & conform to the best industrial quality standards; otherwise they will be liable to be rejected as per rules.
13. **Packaging & Labeling:** All items shall be properly packed and labeled.
14. **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
15. **Disclosure of Confidential Script/Material:** All rights reserve with the SHC and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
16. **Termination:** The contract shall be terminated in case of violation of terms and conditions by the contractors.
17. **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted in the office of Assistant Registrar (Resident-II) of Sindh High Court.
18. **Bid Security:** All bids must be accompanied by an earnest money/ security of 2% of total bid amount. The bid security of unsuccessful bidder will be released by SHC after award of work or after expiry of bid validity period as per rules whereas the bid security money of unsuccessful bidder will be released after the submission

- of performance security equivalent to 10% of contract price.
19. **Validity Period of Contract:** The contract will remain valid for the period of one year from the date of commencement of agreement.
 20. **Price / Rate:** Price / rate must be quoted on Bill of Quantity Form only and submitted in sealed envelope. Price/ rate shall include all taxes, duties, levies, charges, insurance, freight, transportation etc.
 21. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
 22. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
 23. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
 24. **Rights:** SHC reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. SHC, also reserve the right to issue Purchase Order for any single item to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
 25. **Mistakes in Calculation:** The contractor/ supplier will be liable for any mistakes in calculation of price/ rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
 26. **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
 27. **Contract Cost:** The contractor shall pay all the cost for preparation of legal documents of contract.
 28. **Stamp Duty:** Stamp duty will be levied as per rules.
 29. **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules for further details.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s.	
Year of Establishment	
Name of contact Person	
Address	
Sales Tax Registration No.	
National Tax No.	
Mobile No.	
Telephone No.	
Fax No.	
E-mail	
Banker's Name and Contact Details	

Stamp & Signature

6. Specification & Annual Requirement of Stationery Items:

Items	Brand/ Specifications	Annual Quantity (approx.)
GROUP A		
LEDGER PAPER	Note Sheets (100 sheets per ream, legal size, 80 gram)	4000 Reams
PHOTOSTATE PAPER	I.K INDONESIA OR EQUIVALENT/ SUPERIOR QUALITY (500 pages per ream, 80 gram, legal size)	4000 Reams
PHOTOSTATE PAPER	I.K OR EQUIVALENT/ SUPERIOR QUALITY (500 pages per ream, 80 gram, A4 size)	200 Reams
DUPLICATE PAPER	Local, (500 pages per ream, 50 gram, legal size)	1000 Reams
GROUP B		
Items	Brand/ Specifications	Annual Quantity (approx.)
REGISTER (LINING)	Local, 400 pages	250
SHORT HAND NOTE BOOK	HB OR EQUIVALENT/ SUPERIOR QUALITY 80 sheets	1500
WRITING PAD (LARGE)	CONTAINED 50 PAGES	350
WRITING PAD (SMALL)	CONTAINED 50 PAGES	350
WRITING PAD (MEDIUM)	CONTAINED 50 PAGES	350
Peon Book (Medium)	CONTAINED 100 PAGES	400
GROUP C		
Items	Brand/ Specifications	Annual Quantity (approx.)
GUM BOTTLE (05 oz)	CRYSTAL OR EQUIVALENT/ SUPERIOR QUALITY	500
GUM STICK 21 grams	UHU or equivalent/ superior quality	250
GUM STICK 21 grams	AMOS or equivalent/ superior quality	500
GROUP D		
Items	Brand/ Specifications	Annual Quantity (approx.)
UNI FINE FINE DELUX	DELUXE OR EQUIVALENT/ SUPERIOR QUALITY	2000
BALL PEN (black/blue/red)	DOLLAR CLIPPER OR EQUIVALENT/ SUPERIOR QUALITY	12500
PEN (blue)	M & G ARTIMES OR EQUIVALENT/ SUPERIOR QUALITY	500
PEN (black)	M & G ARTIMES OR EQUIVALENT/ SUPERIOR QUALITY	300
PEN (green)	M & G ARTIMES OR EQUIVALENT/ SUPERIOR QUALITY	200
POINTER (blue)	DOLLAR OR EQUIVALENT/ SUPERIOR QUALITY	500
POINTER (black)	DOLLAR OR EQUIVALENT/ SUPERIOR QUALITY	500

	QUALITY	
GROUP E		
Items	Brand/ Specifications	Annual Quantity (approx.)
WATER CUSHION	BEST QUALITY	100
STAMP PAD	CRYSTAL OR EQUIVALENT/ SUPERIOR QUALITY	200
STAMP PAD INK	CRYSTAL OR EQUIVALENT/ SUPERIOR QUALITY	250
GROUP F		
Items	Brand/ Specifications	Annual Quantity (approx.)
HIGH LIGHTERS	DOLLAR, PELIKAN OR EQUIVALENT/ SUPERIOR QUALITY	500
MARKER	DOLLAR OR EQUIVALENT/ SUPERIOR QUALITY	500
CORRECTION PEN (WHITO)	DUX OR EQUIVALENT/ SUPERIOR QUALITY	750
GROUP G		
Items	Brand/ Specifications	Annual Quantity (approx.)
PENCIL	GOLD FISH OR EQUIVALENT	1000
PENCIL ERASER TIP	FIBERCASTLE OR EQUIVALENT/ SUPERIOR QUALITY	1250
RED AND BLUE PENCIL	GOLD FISH OR EQUIVALENT/ SUPERIOR QUALITY	200
ERASER (DUX)	DUX OR EQUIVALENT/ SUPERIOR QUALITY	500
ERASER (PELIKAN)	PELKEN OR EQUIVALENT/ SUPERIOR QUALITY	500
SHARPENER	DUX OR EQUIVALENT/ SUPERIOR QUALITY	1000
SCALE	Stainless steel, 1 feet	300
GROUP H		
Items	Brand/ Specifications	Annual Quantity (approx.)
ENVELOPE	(16 X 12) (LARGE) Khaki Color, Paper 100 gram)	10000
ENVELOPE	(11 X 5) (MEDIUM) Khaki Color, Paper 100 gram)	15000
ENVELOPE	(9 X 4) (SMALL) Khaki Color, Paper 100 gram)	35000
GROUP I		
Items	Brand/ Specifications	Annual Quantity (approx.)
FLAG (FLORANCE)	PRNOTI OR EQUIVALENT/ SUPERIOR QUALITY	300

FLAG (NON FLORANCE)	PRONOTI OR EQUIVALENT/ SUPERIOR QUALITY	300
GROUP J		
Items	Brand/ Specifications	Annual Quantity (approx.)
STAPLE PIN 26/6	KW TRIO OR EQUIVALENT/ SUPERIOR QUALITY	4000
STAPLE PIN REMOVER	KW TRIO OR EQUIVALENT/ SUPERIOR QUALITY	100
STAPLE MACHINE	SD ELEGANT M-600 OR EQUIVALENT/ SUPERIOR QUALITY	250
U – CLIP	GRASH OR EQUIVALENT/ SUPERIOR QUALITY	500 boxes
PAPER PIN	GRASH	500 boxes
SINGLE HOLE PUNCH	BEST QUALITY	100
GROUP K		
Items	Brand/ Specifications	Annual Quantity (approx.)
SCISSOR (medium size for office use)	medium size for office use	100
KNIFE (for paper cutting)	medium size for office use	200
POKER	medium size for office use	250
PAPER WEIGHT	MARBLE	200
GROUP L		
Items	Brand/ Specifications	Annual Quantity (approx.)
BOX FILE	Plastic for keeping legal size papers	100
FILE WRAPPER	Local ((2 ½ inch)	1000
WRAPPER WITH HARDBOARD	Local (for legal size files)	500
MASKING TAPE BROWN	PHONIX OR EQUIVALENT/ SUPERIOR QUALITY (2 ½ inch)	100
MASKING TAPE (TRANSPARENT)	PHONIX OR EQUIVALENT/ SUPERIOR QUALITY (2 ½ inch)	100
PAPER TAPE	Local ((2 ½ inch)	72
Paper Tape	Local (1 1/2 Inch)	50
SCOTCH TAPE	(Half inch)	50
THREAD BALL	Local, white color	2500
TAG (12 inch)	Local	500 bundles

7. Sample of Proposal Submission Form:

To be printed on the letter head of firm.

Tender Reference No.01

Dated _____

Name of Contract: **Stationery Items**

The Learned Registrar,
Sindh High Court,
Karachi.

Dear Sir,

We, the undersigned, offer to provide our services for “Stationery Items”, as a Bid, sealed in an envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of Purchase Committee shall be final and cannot be challenged on any ground at any forum and the Purchase Committee will not be liable for any loss or damage to any party acting in reliance thereon.

Sincerely,

Name
Designation,
Name of Company
Dated:

8. Sample of Articles of Agreement:

This Agreement made this _____ day of _____ 2017, by and between the Sindh High Court, Karachi, Sindh, including his successors in office and Assignees / Agents, acting through the learned Registrar, hereinafter called the “**SHC**”, of the one part,

And M/s _____, located at _____, hereinafter called the “**Contractor**” which expression shall include their successors, legal representatives of the second part.

Whereas the **SHC** requires supply of _____ and whereas the **Contractor** has agreed to supply, the said items valued at **Rs.** _____ and words (_____) on quarterly basis as per Purchase Orders, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Contractor**.

Now this Agreement witnesses as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the **Conditions of Contract** hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by _____ on behalf of the **Contractor**, and by the learned Registrar on behalf of the **SHC**, all of (name and designation of the authorized person) Which shall be deemed to form and be read and construed as a part of this **Agreement** viz.
 - a) Articles of Agreement;
 - b) Instructions to Tenderers;
 - c) Conditions of Contract;
 - d) Contractor’s Offer including the relevant correspondence prior to signing of this Agreement with all Annexures duly filled in.
 - e) The specifications of the items; and
 - f) Bill of Quantity with prices.
3. In consideration of the payment to be made to the Contractor, the **Contractor** hereby **covenants** with the **SHC** to supply & deliver all items in conformity in all respects of the Contract on quarterly basis, as mentioned in Purchase Orders.
4. The **SHC** hereby **covenants to pay** the Contractor in consideration of the supply & delivery of items at the contact price on quarterly basis subject to release of funds.

In Witness Thereof the parties have hereunto set their respective hands and seals, the day, month and year first above written.

WITNESSES: