

SINDH HIGH COURT, KARACHI

TENDER DOCUMENT

FOR THE YEAR 2017-2018

Tender Reference No.3

Dated: 20-02-2018

Iron Trolley for carrying/ shifting judicial case files

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 **thirty (30) Iron Trolleys for carrying/ shifting judicial case files** as mentioned in tender document, from your esteemed firm / agency. SHC reserves the right to increase/ decrease the quantities as per 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.

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 **1% 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) **The last date to submit the Tender Document, separate technical & financial proposals in sealed envelopes is 7th March, 2018 by 10:00 a.m.** in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi. **The technical proposals will be opened on the same day at 10:30 a.m.** in the presence of representatives who may care to attend. Date and time of opening of financial proposals of technically qualified bids will be communicated to successful bidders in advance.
- (d) **Bid Security of 1% 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.
- (e) Should you need further any assistance / guidance please feel free to contact with Mr. Faiz Alam, I/C: Assistant Registrar, Resident-II Contact No. 021-99207776.
- (f) 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	Average Financial turnover of at least Rs. 1.0 million per annum during the last three years. (financial statement or bank statement or both are required)	Mandatory

All the above mentioned eligibility criteria have been thoroughly read & understood and the required documents have been attached as we understand that in the case of non-compliance of eligibility criteria, our technical proposal would not be considered.

Name:	
Designation:	
Signature & stamp	
Cell No	

4. Sample of Technical Proposal:

Specifications required by Sindh High Court		Specifications of Bidder	Comply (Y/N)
Made	Made of high quality Iron, powder coated finish, anti-rust and strong		
Dimension	24 x 36 x44		
Wheels	Heavy duty Imported silent wheels, friction resistance,		

	flexible to move. Must support quiet & comfortable working environment		
Number of Wheels	Four		
Gaze	18 gaze		
Load Carrying Capacity	400 kg or more		
Features	Heat Resistant, Nonstick, Corrosion Resistant, High wear resistance, not to harm ground. Should have features to prevent accidental drop off of case files.		
Handles	Handle for easy moving & handling		
Lock	Should have proper lock for safety of judicial case files.		
Warranty of wheels	2 years		
Warranty of trolley	5 years		
Design of Trolley	Pictures of trollies presently used by us are enclosed at the end of tender document.	Insert at least three (03) pictures/ drawings of trolley offer by bidder. Bidders are encouraged to provide alternative designs as per specifications of SHC. Modifications in design of our trolley will be appreciated.	

I have thoroughly read the above specifications of trollies required by Sindh High Court. I will provide trollies as per the above mentioned specifications and designed.

Name:	
Designation:	
Signature & stamp	
Cell No	

5. Sample of Financial Proposal:

1. Financial proposal should be sealed in separate envelope along with bid security.
2. Rates should be inclusive of all types of taxes, transportation etc.

Name:	
Designation:	
Signature & stamp	
Cell No	

6. Terms & Conditions:

1. **Bidding Method:** Single Stage-Two Envelopes method will be adopted for bidding process as per SPPRA Rules.
2. **Company Profile:** Company Profile along with relevant documents be attached with this document.
3. **Validity Period:** The procurement contract will be awarded within bid **validity period i.e. 90 days** as per SPRRA Rules.
4. **Issuance of Purchase Order:** Purchase Order shall be issued from the office of the Assistant Registrar (Resident-II) of Sindh High Court.
5. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
6. **Time of Delivery of Good:** The delivery should be made by the supplier at the store of Sindh High Court within 10 days of issuance of purchase order. All excuses for non-availability of product (s) under any ground will not be accepted. Hence, you are advised in your own interest not to offer end of the year products or unavailable products.
7. **Delayed Delivery:** 2% penalty of the total amount will be imposed per day for which the company/firm/agency failed to deliver within the delivery/execution period.
8. **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. Assistant Registrar, Resident-II will issue certificate that products are according to requirement mentioned in tender documents or samples shown, as the case may be.

9. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
10. **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 these will be liable to be rejected as per rules.
11. **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.
12. **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.
13. **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 along with copies of relevant tax certificates & bank details.
14. **Bid Security:** All bids must be accompanied by an earnest money/ security of **1% 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.
15. **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. All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
16. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
17. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
18. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
19. **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.
20. **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.
21. **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.
22. **Stamp Duty:** Stamp duty will be levied as per rules.
23. **Mistakes in Tender Documents:** Bidders are required to read tender documents thoroughly. In case of any mistake, typographical error, omission, etc feel free to contact SHC during office timing for clarification.
24. **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules available on www.spprasindh.gov.pk for further details.

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

Name:	
Designation:	
Signature & stamp	
Cell No	

7. Contact Details of Company

Name & cell number of Representative of company who will present the technical proposal to Procurement Committee of Sindh High Court. (Your Representative should have complete knowledge of tender documents & product.)	
Name of contact Person & cell number for receiving of purchase order	
Name of contact Person & cell number for delivery of product	
Name of contact Person & cell number of Accountant of Company	
Name of contact Person & cell number of Legal Advisor of Company	
Address	
Sales Tax Registration/ SRB No.	
National Tax No.	
Telephone No.	
Fax No.	
E-mail	
Banker's Name and Contact Details	
Bank Account Number	
Title of Bank Account	

Stamp & Signature

8. Documents Check List

Following documents should be placed in separate file in following sequence with separators.

S.No	Description	Attached (Yes/ No)
1	Company Profile	
2	Copy of Sales Tax/ SRB Registration	
3	Copy of Income Tax Registration	
4	Copies of Purchase Orders of similar nature	
5	Undertaking on judicial stamp paper	
6	Financial Statements	
7	Bank Statements	
8	At least three (03) pictures/ drawings of trolley	
9	Brochure of Product with highlighting requirements of Sindh High Court.	
10	Completely filled & signed tender documents	

All the above mentioned documents/ requirements have been furnished and placed in file with the above mentioned sequence & separators.

Name:	
Designation:	
Signature & stamp	
Cell No	

9. Sample of Proposal Submission Form:

To be printed on the letter head of firm.

Tender Reference No.03

Dated _____

Name of Contract:

The Learned Registrar,
Sindh High Court,
Karachi.

Dear Sir,

We, the undersigned, offer to provide our services for
“ _____ ”, 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:	
Signature & stamp	
Cell No	

10. Sample of Articles of Agreement:

This Agreement made this _____ day of _____ 2018, 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 (_____) 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, as mentioned in Purchase Orders.
4. The **SHC** hereby **covenants to pay** the Contractor in consideration of the supply & delivery of items at the contract price 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: