### SINDH HIGH COURT, KARACHI

## TENDER DOCUMENT Free of Cost

### **FOR THE YEAR 2020-2021**

Dated: 15-05-2020

## Service & Maintenance of CCTV Equipment installed at the residences of the Hon'ble Judges of this Court.

Tender issued to M/s.

Name of Bidding Organization	
The contract of the contract o	
Type of Bidding Organization	
(Proprietor/ Partnership/ Private	
Limited/ Public Limited)	
NTN Number :	
GST Number:	
Official Whataap Number:	
Official E-mail ID:	
Active ID of A.G Sindh	
Name & Signature of Head of	
Bidding Organization	
Didding Of gamzation	
Name & Signature of Authorized/	
Focal Person	
Stamp of Company	
r	

### **Contents**

1. INTRODUCTION:	4
2. INSTRUCTIONS:	4
3. PRINCIPLES OF PROCUREMENT:	4
4. CLARIFICATION AND MODIFICATION OF BIDDING DOCUMENTS:	5
5. OBJECTION(S) ON BID EVALUATION REPORTS:	5
6. PRELIMINARY EXAMINATION OF BIDS:	6
7. FINANCIAL EVALUATION OF TECHNICALLY QUALIFIED BID(S):	6
8. EVALUATION CRITERIA FOR TECHNICAL PROPOSAL	7
8.1. Details of Similar Projects in Government Sector during the last three years	9
8.2. Details of Similar Projects in Private Sector during the last three years	10
8.3. Details of Financial Turnover during the last three (03) years	11
8.4. Details of Official Bank Account of Bidder	11
8.5. Details of Major Current Clients of Firms	12
9. TECHNICAL PROPOSAL/ SCOPE OF WORK:	12
9.1. Equipment List	13
9.2 Number of Locations	14
9.3 Technical Queries	14
10. FINANCIAL PROPOSAL (SEALED ENVELOPE):	14
11.ESCALATION MATRIX TECHNICAL	15
12. TERMS & CONDITIONS:	16
13. Stages of Tender Process	17
14. Format of Undertaking (to be submitted on stamp paper):	18
15 INTEGRITY PACT	19

Tender Reference No.  Dated			
To,			
The Learned Registrar, Sindh High Court, Karachi.			
Respected Sir,			
We, the undersigned, offee CCTV Equipment installer as a Bid, sealed in an enver	ed at the residences	of the Hon'ble Ju	idges of this Court",
CNIC No to attend the Bid Meetings of	, Cell No		has been authorized
We understand that Sindh and reserves the right to ac reject all proposals without whatsoever.	cept or reject any of	fer and to annul the	e bidding process and
The decision of Purchase ground at any forum and damage to any party acting Sincerely,	the Purchase Comm		•
Name:			
Designation:			
Signature:			
Stamp:			

### 1. INTRODUCTION:

Dear Tenderer:

The **SINDH HIGH COURT** (**SHC**) is the highest judicial institution of the province of Sindh. We are interested in **Service & Maintenance of CCTV Equipment installed at the residences of the Hon'ble Judges of this Court**), as mentioned in tender document, from your esteemed firm / agency for one financial year. The rates shall be valid for full term of the contract (one year).

#### 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 on or before 8<sup>th</sup> June, 2020 by 11:30 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 12:00 noon. 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 the technically qualified bidders in advance through website of Sindh High Court.
- (d) Bid Security of 1% of total annual fee (without taxes) will be submitted along with Tender Document in shape of "PAY ORDER" OR "BID SECURITY FORM" in the name of Registrar, Sindh High Court, Karachi, Karachi. Bid Security should be placed in sealed financial proposal.

### 3. PRINCIPLES OF PROCUREMENT:

Sindh High Court ensures that procurements are conducted in a *fair and transparent manner* and the object of procurement brings value for money to this Court. Hence, bidders are directed to provide soft copies of scanned tender documents, tax registration certificates, purchase orders, bank maintenance certificate, financial statements and undertaking. All such documents should be in separate PDF FILE.

### 4. <u>CLARIFICATION AND MODIFICATION OF BIDDING DOCUMENTS</u>:

Bidding Document has been prepared by Procurement Committee as per rules. Clarifications (if any) for contents of bidding documents etc. may be sent to the Procurement Committee through Registrar, High Court in writing, at *least five calendar days prior* to the date of opening of bid.

It is stated that contents	s of bidding documents etc. have been carefully read &					
understood. All queries have been properly answered by the concerned Officers of						
Sindh High Court well be	efore in time. We do not have any objections on the contents					
of the biding documents.	, ,					
Name:						
<b>Designation:</b>						
Signature & stamp						

### 5. OBJECTION(S) ON BID EVALUATION REPORTS:

Bid Receiving Time Sheet, Bid Attendance Sheet, Eligibility Criteria Report, Technical Bid Evaluation Report and Financial Bid Evaluation Report shall be uploaded on the official website of High Court of Sindh. Bidders are advised to visit the website of Sindh High Court on daily basis for general information & downloading of tender reports.

If you are disqualified and you think is that your disqualification is not justified then you do not need to worry. Our process is very clear & transparent. In case of disqualification on the basis of either eligibility criteria or technical specifications, you are required to submit your objections along with solid documentary proof within three (03) calendar days of uploading of report. The Committee will again scrutinize your tender documents/ mandatory documents/ technical proposal and take appropriate action as per rules. Decision taken by the Committee shall be uploaded on the official website of Sindh High Court. Thereafter, Bidder being aggrieved by the decision of Purchase Committee may lodge complaint to Complaint Redressal Committee as per rules.

Hence, Bidders are directed to submit Objection(s) if any within THREE (03) calendar days of uploading of reports. Thereafter, no objection shall be entertained and Final Reports shall be issued for further process.

It is undertaken that it is our responsibility to visit official website of					
Sindh High Court on daily basis and down	load the above mentioned bid reports from				
the official website of Sindh High Court. It	is also undertaken that objection (s) if any				
will be submitted within THREE (03) cale	endar days of uploading of reports and we				
will not submit any objection after the lapse	of time.				
Name					
Designation					
Cell Number					
Signature & stamp					

### 6. PRELIMINARY EXAMINATION OF BIDS:

Procurement Committee as mentioned above shall examine the bids to confirm that all required documents (soft & hard copies) and specifications/ technical documentation requested in bidding documents have been provided, and to determine the completeness of each document submitted. If any of the required documents or information is missing, the bid shall be rejected. Further, Sindh High Court shall examine the Bid to confirm that all terms and conditions specified in the bidding documents have been accepted by the Bidder without any material deviation or reservation.

### 7. FINANCIAL EVALUATION OF TECHNICALLY QUALIFIED BID(S):

Financial Evaluation of technically qualified Bid (s) shall be done on the basis of *monthly fee on location wise basis*.

### 8. EVALUATION CRITERIA FOR TECHNICAL PROPOSAL

The Mandatory requirements as per NIT are (a) PEC Registration in Category EE-02 (b) Registration with Income Tax Department (NTN Certificate) (c) Registration with Sales Tax Department (GST Certificate) (d) Registration with Sindh Revenue Board (SNTN Certificate) (e) Affidavit stating that company/firm has not been involved in any litigation or has discontinued any work at any institution.

		$\mathbf{A}$	В	C
S. #	DESCRIPTION	Maximum Marks	Subdivision of Marks of column A	Subdivisi on of Marks of column B
1	Overall Firm's Standing:	20	-	-
1.1	Type Of Organization	-	5	-
	1.1.1 Proprietorship	-	-	1
	1.1.2 Partnership	-	-	2
	1.1.3 Private Limited	-	-	5
1.2	ISO 9002 Certified (Any ISO certification)		3	3
1.3	Company's Organization Chart enclosed & satisfactory	-	3	3
1.4	Years of Standing of Firm in CCTV Field for more than 10 years	-	5	5
1.5	Registration Info (I. Tax, S. Tax & EOBI)	-	1	1
1.6	Client references attached & satisfactory	-	3	3
2	Financial Status	15	-	
2.1	Bank Certificate	-	5	
2.2	Annual Turnover in last 3 years more than 30million	-	10	
3	Capabilities & Experience	30	-	
3.1	Total Of Annual turnover Of Last 5 Years for CCTV works	10		
	3.1.1 More than Rs. 10.0 million local CCTV work	-	10	
	3.1.2 More than Rs. 7.5 million local CCTV work	-	7	
	3.1.3 More than Rs. 5 million local CCTV work	-	5	
	3.1.4 Less than Rs. 5 million local CCTV work	-	0	
3.2	Possess PEC License for the relevant field EE- 02 (Security, Safety Surveillance System)	10		
3.3	Does firm have Quality Assurance manual & Plan	2		
3.4	Safety Manual & Safety Plan	3		
3.5	Any Govt./Judiciray related previous experience	5		

5	Works In Hand	5	-	
5.1	Purchase Orders Certificate Submitted For	-	-	
	Works In Hand			
	5.1.1 More than Rs.10.0 million	-	5	
	5.1.2 More than Rs.7.5 million	-	3	
	5.1.3 More than Rs.5.0 million	-	2	
6	Personnel	10	•	
6.1	Organization chart for firm	-	2	
6.2	Organization Chart For The Project Execution	-	2	
	Organization Chart For Operation &	-	2	
6.3	Maintenance For 1 Year Round The Clock			
	Basis			
6.4	Average number of staff in last 12 months	-	2	
6.5	General staff information	-	2	
7	Tools, Equipments & Workshop (Submit	10	-	
•	Detailed List)			
		1.0		
8	Authorized Representation Sole /Agent /	10		
	<b>Business Partner of Manufacturer (Submit</b>			
	Certificate/Letter)			
	Total Marks	100		
	Passing Marks	<mark>60</mark>		

### **Notes:**

- 1. All points indicated are maximum & shall be disbursed on the basis of the evidence presented.
- 2. Firms are required to have PEC Specialization in EE02.

It is undertaken that I have provided soft and hard copies of the above mentioned documents. It is understood that Sindh High Court reserves the right to reject our bid/disqualify us in case of non-availability of the above mentioned documents and decision of Sindh High Court shall be final.

Name:	
<b>Designation:</b>	
Signature & stamp	

8.1. Details of Similar Projects in Government Sector during the last three years

S.No	Name of Organization	Details of	Name &
	rvanie oi Organization	Service 01	Name & Contact Number for verification of Work Order
1			
2			
3			
4			
5			
6			
7			
8			
9			

10		

### 8.2. Details of Similar Projects in Private Sector during the last three years

S.No	Name of Organization	Date of Issuance of	Name &
		Work Order	Number for verification of Work Order
1			
2			
3			
4			
5			
6			
7			
8			
9			

10					
	1		,		
8.3. ]	Detail	s of Financial Tur	nover during the last	three (03) years	
	S.No	Financial Year	Turnover/ Sales revenue/ revenue (Rs.) in figure	Turnover/ Sales (	Rs.) in words
	1	2017	(Ks.) iii figure		
	2	2018			
	3	2019			
8.4. Details of Official Bank Account of Bidder					
Nam	e of B	Sank			
Bran	nch Co	ode			

Signature & Stamp Page 11

**Address of Bank** 

**Available Balance** 

**Bank Account Number** 

### 8.5. Details of Major Current Clients of Firms

S.	Name of Client	Name of Focal Person	<b>Contact Number</b>
No.			
1			
2			
3			
4			
5			

### 9. TECHNICAL PROPOSAL/ SCOPE OF WORK:

To provide services and maintenance of CCTV equipment installed at the residences of Hon'ble Judges of this Court. The successful bidder shall provide following services at the mentioned locations:

Required Specificati	ons of High Court of Sindh
<b>Monthly Cleaning</b>	At least, one time cleaning & servicing of all installed equipment
& Servicing	at each location on monthly basis.
Receiving &	Receive and resolve complaints of any CCTV equipment installed
Resolving	on listed locations onsite on daily basis.
Complaints	
Response Time  Response time shall be 4 hours, Complaint Resolution depends upon the type of complaint. Response time for a locations shall be 48 hours.	
	locations shall be 46 hours.
Repairing &	The successful bidder shall be responsible for repair/troubleshoot
Trouble Shooting	of any mentioned equipment (free of any cost) if the same is repairable, otherwise new/updated item may be purchased by SHC and installation of the same shall be the responsibility of bidder.
Backup	In case of failure of any of the mentioned equipment, the provision
Equipment	and installation of <b>backup</b> equipment shall be the responsibility of successful bidder.
	The bidder shall provide BACKUP item for the faulty item till it is repaired by the bidder. In case a new item is to be purchased to
	replace the faulty item then no extra amount shall be charged by the bidder for the BACKUP item for at least 4 weeks. However
	SHC shall be responsible for fast and effective procurement of faulty item.

Quotation of Faulty Items	The bidder may also provide the quotation for the faulty (but non-repairable) item. However SHC may acquire further quotations from the local market.
Installation of newly purchased equipment	The bidder shall be responsible for installation of the newly purchased equipment at the residences whether the same is purchased from them or other vendor.
Equipment required for the purpose of service/maintenance	The equipment required for the purpose of services/maintenance (like tools, ladder, testing meters, cables etc.) shall be the responsibility of the bidder.
Location	Bidders are bound to quote monthly fee for all locations. However, separate monthly fee should be quote for each location.

It is undertaken that if contract is awarded to our company, we shall be bound to follow the above mentioned scope of work in its letter & spirit. In case of violation of the said scope of work, we shall be bound to compensate Sindh High Court.

Name:	
<b>Designation:</b>	
Signature & stamp	

### 9.1. Equipment List

List of Equipmnet installed at each residence is listed below:-

Sr. No.	Description	Average Quantity
1	Box Camera	10
2	PTZ Dome Camera	01
3	Digital Video Recorder (16 PORTS)	01
4	Hard Disk 4TB HDD	01
5	40" inch LED Monitor	01
6	19' inch LCD Monitor	01
7	Control Keyboard of Speed Dome Camera	01
8	AV to VGA Convertor	01
9	Weather proof Housing for Box Cameras	09
10	1KVA Servo Motor Stabilizer	01
11	1KVA UPS with battery	01

Quantity & Number of Items may be increased or decreased at different locations & residences of the Hon'ble Judges.

#### 9.2 Number of Locations

Locations of Residences of the Hon'ble Judges	Number of Locations	Number of location which may be increased	Total Number of Locations after increased
Karachi	12	13	25
MirpurKhas	01	00	01
Larkana	01	01	02
Hyderabad	00	03	03
Sukkur	00	01	01
Total	14	18	32

### 9.3 Technical Queries

Bidders may request for further technical clarifications through e-mail addressed to the Registrar, High Court of Sindh (<u>info@sindhhighcourt.gov.pk</u>) or phone call (021-99203151-65 Ext 291).

### 10. FINANCIAL PROPOSAL (SEALED ENVELOPE):

- 1. Financial proposal should be sealed in separate envelope.
- 2. Monthly fee shall be in Pakistani Rupees.
- 3. Monthly Fee (without taxes) shall be quoted on PER MONTH/LOCATION basis, in Pak rupees. However the bidder may quote different prices for Karachi and other locations of Sindh.
- 4. All Government taxes shall be applicable as per rules.
- 5. Monthly fee shall be fixed for one year and cannot be changed on the basis of fluctuation/ changes in dollars/political/ economical other issues.
- 6. Taxes shall be deducted by the Office of A.G Sindh and its decision shall be final.
- 7. Bidder should be active vendor I.D at the time of submission of bill.
- 8. Bidder shall be bound to submit all required documents along with bill.

DESCRIPTION	Monthly service fee without taxes in Pak Rupees
Monthly Fee without Taxes for One Residence of the	
Hon'ble Judges located at Karachi	
Monthly Fee without Taxes for One Residence of the	
Hon'ble Judge located at Larkana	
Monthly Fee without Taxes for One Residence of the	
Hon'ble Judge located at Mirpurkhas	
Monthly Fee without Taxes for One Residence of the	
Hon'ble Judge located at Hyderabad	
Monthly Fee without Taxes for One Residence of the	
Hon'ble Judge located at Sukkur	

Name	
Designation	
Cell Number	
Signature & stamp	

### 11.ESCALATION MATRIX TECHNICAL

	Im	mediate	
Name	Designation	<b>Contact Number</b>	Email Address
	Afte	r 2 Hours	
Name	Designation	<b>Contact Number</b>	<b>Email Address</b>
	Afte	r 4 Hours	
Name	Designation	<b>Contact Number</b>	Email Address

#### 12. TERMS & CONDITIONS:

- 1. Single Stage-Two Envelope method will be adopted for bidding process as per rules.
- 2. Company Profile along with relevant documents be attached with this document.
- 3. The rates quoted shall remain valid for one year. Unless terminated earlier, upon expiry, agreement for availing internet services shall be extendable upon mutual consent of the parties in writing. However, if none of the parties have served to the other, a termination notice prior to the expiry of the contract term, then the agreement shall automatically be renewed for a period of twelve months from the date of expiry of previous contract.
- 4. Bid(s) shall be in Pak rupees only and inclusive of all rental, software etc.
- 5. The bidder should quote its rates clearly, in the Financial Proposal in both figures and words.
- 6. No advance payment shall be made against the supply of equipment / software mentioned in this bidding document.
- 7. Regular monthly charges will be paid on provision of invoice after each preceding month.
- 8. Sindh High Court reserves the rights to cancel the tender, accept or reject any tender as per rules.
- 9. No transportation charges will be paid for any of the services.
- 10. The contract shall be terminated in case of violation of terms and conditions by the contractors.
- 11. All bids must be accompanied by an earnest money/ security of 1% of total annual fee (without taxes). 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 successful bidder will be released after the submission of performance security equivalent to 10% of contract price.
- 12. In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
- 13. All rules, regulations and policies will be governed in accordance to the SPPRA.
- 14. General Sales Tax/ Service etc shall be paid as per rules. All taxes shall be deducted by the office of A.G Sindh and its decision shall be final.
- 15. 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.
- 16. 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.
- 17. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates // Work Order.
- 18. The contractor shall pay all the cost for preparation of legal documents of contract.
- 19. 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.

Name:

Designation:

Signature & stamp

Cell No

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

### 13. Stages of Tender Process

- 1. Publication of Tender Notice.
- 2. Uploading of Tender Documents on the official website of Sindh High Court.
- 3. Submission of queries regarding tender document/ process within prescribed time limit.
- 4. Uploading of replies of queries raised by bidders on the official website of Sindh High Court.
- 5. Submission of Tender within prescribed time limit.
- 6. Attending Tender Meeting.
- 7. Evaluation of Eligibility Criteria and Technical Specifications.
- 8. Issuance of Preliminary Bid Evaluation Reports
- 9. Submission of objection (s) if any within 3 calendar days of uploading of reports.
- 10. Re-scrutinize tender documents/ specifications in the light of objections received if any.
- 11. Issuance of Final Bid Evaluation Report.
- 12. Lodging Complaint to Complaint Redressal Committee, if not satisfied with Final Bid Evaluation Report as per rules.
- 13. Meeting/decision of Complaint Redressal Committee as per rules.
- 14. Opening of Financial Proposals in the presence of qualified bidders.
- 15. Issuance of Financial Bid Evaluation Report.
- 16. Award of Tender.
- 17. Issuance of Purchase Order/ Work Order.
- 18. Release of Bid Securities of unsuccessful bidders.
- 19. Contract Management.
- 20. Contract Performance.
- 21. Ending & Closing.

### 14. Format of Undertaking (to be submitted on stamp paper):

	We,				located at
		do	hereby und	ertake/ declare	e on Oath at under:-
1	That we are not	hlack listed	from any	government/	semi government/
1.			•	•	rganization since the
	date of operation.	•			
	That we are not de	· · · · · · · · · · · · · · · · · · ·			
3.	That we have not Sindh.	provided any fa	alse/ mislead	ling information	on to High Court of
4.		de all required	documents	in both hard a	and soft form as per
	flagging mentioned				•
5.		-	-		lays of uploading of
6	report and as per m				rms and conditions
0.	mentioned in tende		_		illis and conditions
7.				•	ts from the Official
	Website of Sindh I	~			
8.					, collusive, coercive
Q	or obstructive prac				on. immaterial) to staff
٦.	members of High (		or gift (citil	or material of	inimateriary to starr
10.			lh High Cou	rt for any loss	or damage incurred
	_	_	-		y) and if the same is
					f Sindh an amount
					ation, bribe, finder's ourpose of obtaining
	or inducing the pro			any) for the p	ourpose or obtaining
	В 1		,		
Name	e of Deponent:				
Desig	nation:				
Desig	,				
Signa	ature & stamp				
Date					

### **15. INTEGRITY PACT**

# DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract No Dated	5.10.00 MILLION OR MORE
Contract Value:	
Contract Title:	
induced the procurement of any contract, right from Government of Sindh (GoS) or any adm other entity owned or controlled by GoS throug Without limiting the generality of the foregoin that it has fully declared the brokerage, commi- given or agreed to give and shall not give or a	ng, [name of Contractor] represents and warrants ssion, fees etc. paid or payable to anyone and not gree to give to anyone within or outside Pakistan
associate, broker, consultant, director, promocommission, gratification, bribe, finder's fee of or otherwise, with the object of obtaining or interest, privilege or other obligation or benefit has been expressly declared pursuant hereto.  [name of Contractor] certifies that it has made and arrangements with all persons in respect of	l or juridical person, including its affiliate, agent, noter, shareholder, sponsor or subsidiary, any r kickback, whether described as consultation feer inducing the procurement of a contract, right, in whatsoever form from GoS, except that which e and will make full disclosure of all agreements or related to the transaction with GoS and has not ircumvent the above declaration, representation or
declaration, not making full disclosure, misrepr the purpose of this declaration, representation interest, privilege or other obligation or benefi	bility and strict liability for making any false resenting facts or taking any action likely to defeat and warranty. It agrees that any contract, right, t obtained or procured as aforesaid shall, without railable to GoS under any law, contract or other
agrees to indemnify GoS for any loss or damag practices and further pay compensation to GoS any commission, gratification, bribe, finder's f	cised by GoS in this regard, [name of Contractor] to incurred by it on account of its corrupt business. S in an amount equivalent to ten time the sum of the cor kickback given by [name of Contractor] as the procurement of any contract, right, interest, oever form from GoS.
Name of Procuring Agency:	Name of Contractor:
Signature:	Signature:
[Seal]	[Seal]

Signature & Stamp Page 19

THE END