

SINDH HIGH COURT, KARACHI

**TENDER DOCUMENT
(Free of Cost)**

FOR THE FINANCIAL YEAR 2020-2021

Tender Reference NO.SHC/Korangi/Tender-2020-2021/I

Dated: 20-05-2021

Procurement of Furniture for Judicial Complex District Korangi, Karachi.

Name of Bidding Organization	
Complete Address of Head Office	
Type of Bidding Organization (Proprietor/ Partnership/ Private Limited/ Public Limited)	
NTN Number (mandatory)	
GST Number (mandatory)	
Name & Signature of Head of Bidding Organization	
Name & Signature of Authorized/ Focal Person	
Stamp of Company	

Chairman, Procurement Committee	
Member, Procurement Committee	Member, Procurement Committee

Table of Contents

1. Introduction & Instruction:	4
2. Principles of Procurement:	5
3. Clarification and Modification of Bidding Documents:	5
4. Objection(s) on Bid Evaluation Reports:	6
5. Preliminary Examination of Bids:	6
6. Non-responsive Bids:	7
7. Financial Evaluation of Eligibility Qualified Bid(s):.....	7
8. Mandatory Qualification/ Eligibility Criteria:	8
9. Specifications and Required Quantity	9
9.1. Sample of Calculation of Bid Security (along with financial proposal)	16
10. Terms & Conditions:	17
11. Format of Undertaking (to be submitted on stamp paper):	20

Tender Reference No. _____

Dated: --05-2021

To,

**The Learned Registrar,
Sindh High Court,
Karachi.**

Respected Sir,

We, the undersigned, offer to provide our services for **“Procurement of Furniture for Judicial Complex Korangi, Karachi”**, as a Bid, sealed in an envelope. **Mr.** _____ holding **CNIC No.** _____ has been authorized to attend the Bid Meetings on behalf of our organization.

We understand that Sindh High Court is 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:

1. Introduction & Instruction:

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to **procurement of furniture for Judicial Complex Korangi, Karachi on LOT WISE BASIS**, as mentioned in tender document, from your esteemed firm / agency in transparent manner. SHC reserves the right to increase/ decrease the quantities as per requirement in the light of availability of funds, as per rules.

Purpose & Scope	Procurement furniture items for thirty two (32) Courts on Lot Wise Basis for Judicial Complex Korangi, Karachi through fair, honest and transparent tender process.
Method of Procurement	Tender (Single Stage One Envelope Method)
Date of availability of tender document on website	19 th May, 2021. http://www.sindhhighcourt.gov.pk/tender.php .
Date & time of Submission of Bids	On or before Friday, 4 th June, 2021 at 10:30 a.m.
Date & time of Opening of Bids	On Friday 4 th June, 2021 at 11:00 a.m.
Venue of Bid Submission & Opening	Office of D.G (F&A), inside I.T Compound, Sindh High Court, Saddar, Karachi.
Tender Fee	Nil
Bid Security	5% of the bid price of all quoted lots with all taxes in the form of Deposit at Call or pay order or demand draft or a Bank Guarantee as per rules.
Evaluation Criteria	Lowest evaluated bid on lot wise basis as per rules.
Estimated Cost	Rs. 97.889 million approximately.
Place of delivery	Judicial Complex Korangi, Karachi.
Bid Validity Period	90 days from the date of opening of bids.
Issuance of Purchase Order	Office of the Project Director, High Court of Sindh, Karachi.
Submission of billing and relevant document	Office of the Project Director, High Court of Sindh, Karachi.
Payment Mechanism	Payment through Pre-receipted bill via opening of Joint bank Account/ Escrow Account.

Please be informed that in case of public holiday/ unforeseen events, tender will be opened on the next working day.

2. Principles of Procurement:

Sindh High Court believes in fair, open, transparent and corruption free tender process. It is ensured that procurements are conducted in a ***fair and transparent manner*** and the object of procurement brings value for money to our organization. Hence, bidders are directed to provide copies of all required documents as mentioned in “Eligibility Criteria”. We strictly follow “No Gift Policy” and do not favor any bidder. Any influence for winning the tender will disqualify the bidder from the tender process and bidder may be black listed for the life time subject to rules.

3. Clarification and Modification of Bidding Documents:

Bidding Document has been prepared as per rules. Clarifications (if any) for contents of bidding documents may be sent to the Procurement Committee comprising D.G (F&A), D.R (Accounts) and Accounts Officer, A.G Sindh through Registrar, High Court in writing, at least five calendar days prior to the date of opening of bid. Clarification in response to a query shall be uploaded on the official website of Sindh High Court. All bidders are advised to visit the website of Sindh High Court for keeping them updated.

It is stated that contents of bidding documents have been carefully read & understood. All queries have been properly answered by the concerned Officers of Sindh High Court well before in time. We do not have any objections on the contents of the bidding documents.

Name:	
Designation:	
Signature & stamp	

4. 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. Objection(s) if any should be submitted within THREE (03) working days of uploading of reports. Thereafter, no objection shall be entertained.

It is undertaken that it is our responsibility to download 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) working days of uploading of reports and we will not submit any objection after the lapse of time.

Name	
Designation	
Cell Number	
Signature & stamp	

5. Preliminary Examination of Bids:

Procurement Committee shall examine the bids to confirm that all required documents 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.

6. Non-responsive Bids:

Following bids shall be rejected without consideration being non-responsive:-

- Bid submitted with less than required bid security.
- Bid submitted with irrelevant documents which are not required.
- Bid submitted without copies of relevant documents which are mandatory.
- Incomplete tender document.
- Bid which are not as format of Sindh High Court.
- Bid which are manipulated and supported by fake documents.

7. Financial Evaluation of Eligibility Qualified Bid(s):

1. Financial Evaluation of eligibility qualified Bid (s) shall be done on **LOT WISE BASIS i.e. unit price with GST.** Hence, bidders can apply for one or more than one lots as per their own convenience.
2. Lowest bidder (s) shall be bound to provide sample (s) of the required item (s) within seven (07) working days of issuance of Purchase Order in the office of Project Director. Purchase Order shall be issued from the office of Project Director.
3. In case of rejection of sample (s), bidder shall be bound to rectify the short comings within seven (07) days of rejection of sample (s).
4. Letter of acceptance of samples shall be issued from the office of Project Director.
5. All transportation & insurance cost (if any) of sample (s) shall be paid by the bidder (s).
6. Tender may be awarded to the lowest bidder (s) on lot wise basis, subject to approval of sample (s) and fulfillment of all the terms & conditions of bidding documents and specifications/ requirements of Sindh High Court as mentioned in bidding documents.
7. In case of award of tender, sample (s) will be included in item (s) ordered. Otherwise, sample (s) will be returned without incurring any liability.

It is undertaken that we shall be bound to provide sample (s) of item (s) for which our rate (s) are lowest as per above mentioned terms & conditions.

Name:	
Designation:	
Signature & stamp	

8. Mandatory Qualification/ Eligibility Criteria:**Hard Copies (print out) of following documents are mandatory.**

S.N	Eligibility Criteria	Flag
1	Complete filled, signed & stamped Tender Document.	A
2	Relevant Tax Registration Certificates (GST & NTN)	B
3	Copies of at least five (05) Purchase Orders of similar nature (furniture items) during the last five years is mandatory. Purchase orders without proof of delivery shall not be considered. Further, worth of Purchase Order should be atleast Rs. 500,000/=	C
4	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization. (As per format given at the last page of tender document)	D
5	Financial turnover (Sales Revenue) of at least Rs. 1 million per year during the last three years or accumulated turnover of Rs. 5 million during the last 3 years. (Financial statements are required and mandatory. In case of non-availability of financial statements, tender shall be rejected without any consideration)	E

It is undertaken that I have provided 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:	
Designation:	
Signature & stamp	

9. Specifications and Required Quantity

Lot No	Specifications	Qty Required for one Court Room	No of Court	Total Quantity required	Unit Price with GST PKR	Amount with GST PKR
Furniture for Court Room						
1	Judge Table for Court room 6'x3'x2 ½ ' top shesham veneer frame solid sheesham wood, board sprit polish as approved. Glass on top (atleast 5 mm thick glass). Separate movable standard foot rest.	1	32	32		
2	Judges Chair for Court room all made of solid shesham wood with star on back, high back seat back knitted with Singalor cane sprit polished as approved sample of Court Room.	1	32	32		
3	Readers Table/Office Table 4'x2'x2 ½ ' with three drawers on one side (separate lock & handle for each drawer) shesham veneer board sprit polished as approved sample of Court Room.	2	32	64		
4	Office Chair seat folding knitted with Singapuri cane back wooden solid shesham wood sprit polished as approved.	2	32	64		
5	Lawyers Desk 7 ½ 'x 18" x 2 ½ ' all made of shesham solid beading& molding with superior quality sprit polished as approved sample of Court Room.	2	32	64		

6	Lawyers & Visitor Benches 7 ½ ' x 18" x 3' made of solid Shesham wood seat cushion with best quality 4" thick molty foam, back cushion covered with Rexene with superior quality sprit polished as approved sample of Court Room.	8	32	256		
7	Rostrum desk for court room 2 ½ ' x 1 ½ x 14 made of Shesham veneer board sprit polished as per approved sample of Court Room.	2	32	64		
8	Benches wooden 7 ½ ' x 18" x 3' made of solid Shesham wood seat back with superior quality sprit polished as approved.	1	32	32		

Furniture for Chambers of Hon'ble Judges						
Lot No	Specifications	Qty Required for one Court Room	No of Court	Total Quantity required	Unit Price with GST PKR	Amount with GST PKR
9	Executive table for Judge 6'x 3' x 30" with side rack (4' x 2' ½ x 18") all made Shesham veneer board with solid wood moldings' best quality sprit polished with matt finish lacquer. 3 drawers with separate lock & handle on one side Glass on top (at least 5 mm thick glass). Separate movable standard foot rest.	1	32	32		
10	Chair for Judge's Chamber seat and back cushion with foam, with star on back, frame solid shesham wood sprit polished as approved sample of Chamber.	1	32	32		

11	VIP Wooden Visitor Chair for Judges Chamber. <i>Sheshum</i> wood. (interwood or equivalent standard) High Quality Cushion Molty Foam or equivalent standard Full Seat Back Cushion. High Quality Wood sprit Polish. Full Size with full support of back as per approved sample.	6	32	192		
12	Sofa 4 Seated (2+2) full cushion with first quality foam covered with black artificial leather best quality.	1 Set	32	32		
13	Center Table set 3-Pieces wooden frame made of Shesham wood sprit polish with glass top (at least 5 mm) as per approved sample.	1 Set	32	32		

Furniture for PA Office						
Lot No	Specifications	Qty Required for one Court Room	No of Court	Total Quantity required	Unit Price with GST PKR	Amount with GST PKR
14	Office Table 4'x2'x2 ½ ' with three drawers (separate lock & handle) Shesham veneer board sprit polished as approved. Weight Support: Should support weight of judicial case files upto 300 kg Foot rest for extra comfort and long hours working.	1	32	32		
15	Office Chair seat folding knitted with Singapuri cane back wooden solid shesham wood sprit polished as approved. Full Size with full support of back as per sample.	1	32	32		

16	Office chair seat folding knitted with Singapuri can back wooden solid shesham wood sprit polished as approved. Full Size with full support of back as per sample.	4	32	128		
17	Computer Table Interwood/imported or equivalent standard. Size: 4' X 2' X 2' ½ Made of solid sheesham wood, folding & molding with superior quality polish. Right Side: Three Drawers with separate handles & locks for each drawer. Left Side: One Full Size File Cabinet for CPU with proper mechanism for wiring. Key board Tray. Foot rest for extra comfort and long hours working.	1	32	32		
18	Computer Chair Interwood/imported or equivalent standard. Upholstered with best quality foam & fabric/ Leatherette on both back and seat. Minimum Foam thickness: 2 inch with two years warranty. Imported Base Hydraulic System. Imported base with minimum five (05) wheels. Specially designed for long hour sitting. Revolving & reclining mechanism. Double Machine Adjustable.	1	32	32		

Furniture for General Offices & Others						
Lot No	Specifications	Qty Required for one Court Room	No of Court	Total Quantity required	Unit Price with GST PKR	Amount with GST PKR
19	Office Table 4'x2'x2 ½ ' with three drawers on one side Shesham veneer board sprit polished as approved. Weight Support: Should support weight of judicial case files upto 300 kg Right Side: Three Drawers with separate handles & locks for each drawer. Key board Tray.	12	32	384		
20	Full Size Office Chair seat folding folding knitted with Singapuri cane back wooden solid shesham wood sprit polished as approved. Full Size with full support of back.	12	32	384		
21	Full Size Office Chair seat folding knitted with Singapuri cane back wooden solid shesham wood sprit polished as approved. Full Size with full support of back.	48	32	1536		

22	Steel Almirah 6'x3 ½ ' x 1/2' using 22 Gauge Steel sheet complete as per approved design. Number of doors: 02 Look: Modern Usage: Judicial Branches (for keeping heavy case files) Number of Compartments: 05 Door Open Style: Front Lock: Imported Metallic lock Hammer Colour.	12	32	384		
23	Steel File Cabinet with four drawers with separate lock & handles. size. 54"x24"x18" all made by 22 SWG with gray hammer paint approved.	12	32	384		
24	Fixed plastic Chair (3 in one) for litigant public.	8	32	256		

Furniture for Record Room

Lot No	Specifications	Qty Required for one Court Room	No of Court	Total Quantity required	Unit Price with GST PKR	Amount with GST PKR
25	Record Rack 7' x 4' x 1 1/2' three side open for record room, using angle iron with 22 gauge steel sheet shelf complete as approved.	6	32	192		

Furniture for Library						
Lot No	Specifications	Qty Required for one Court Room	No of Court	Total Quantity required	Unit Price with GST PKR	Amount with GST PKR
26	Bookself 7'x4'x18" Depth all made of Shesham veneer board with wood beading and glass shutter with wooden frame sprit polish as approved.	6	32	192		
27	Library Reading Table 3 1/2'x2'x2 1/2' all made of shesham veneer board sprit polished as approved.	4	32	128		
28	Library Chair seat knitted with Singapuri cane back wooden solid shesham wood sprit polished as approved.	8	32	256		

- a. Rates must be quoted in Pakistani Currency.
- b. Rates must be inclusive of GST.
- c. All Government taxes shall be applicable as per rules.
- d. Transportation, installation, fixing and all other cost must be included in unit rates.
- e. Taxes shall be deducted by the Office of A.G Sindh and its decision shall be final.
- f. No request for change in price shall be considered under any circumstances due to fluctuation in dollar prices or any other factor affecting the prices.**
- g. Bidder should have active vendor I.D at the time of submission of bill.

9.1. Sample of Calculation of Bid Security (along with financial proposal)

1. **Bid Security of 5% of total quoted amount of all applied lots** will be deposited along with Tender Document in shape of BID SECURITY FORM/ PAY ORDER/ BANK DRAFT as reflected in tender notice.
2. Bid Security should favour Drawing and Disburing Officer, High Court of Sindh, Karachi.
3. Original Bid Security and copy of the same is mandatory.

Total Amount (with GST)	
5% of Total Amount	
Pay Order Number	
Pay Order Issuance Date	
Name of Bank	
Amount of Pay Order	
Period of Validity	

Please attach/ paste/ staple copy of Bid Security in this Box

10. Terms & Conditions:

1. **Bidding Method:** **Single Stage-One Envelope method** will be adopted for bidding process as per SPPRA Rules.
2. **Qualification/ Eligibility:** Bidders are bound to submit copies of all documents as mentioned in Eligibility Criteria Section, in order to establish their eligibility to participate in bid. In case of non-availability of either, soft or hard copy, bidder may be disqualified.
3. **Release of Bid Security:** 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.
4. **Late Bids:** Sindh High Court shall not consider any bid that arrives after the deadline for submission of bids, as reflected in NIT. Any bid received after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
5. **Responsive Bids:** A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. Non-responsive Bids shall not be considered. Bidders are advised in their own interest to prepare their bids as per format, requirements, terms & conditions, mentioned in bid documents. Bidders are also advised to submit copies of all required documents along with their bids.
6. **Award of Contract:** Sindh High Court may award the Contract to the **qualified Bidder** whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
7. **Notification/ Purchase Order for Award of Contract:** Prior to the expiration of the period of bid validity, Sindh High Court will notify the successful Bidder, in writing, that its Bid has been accepted. Until a formal Contract is prepared and executed, the purchase order/ notification of award shall constitute a binding Contract.
8. **Performance Security:** The bid security of successful bidder will be released after submission of Performance Security equal to **10% of total cost of contract**.
9. **Release of Performance Security:** Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from the concerned officer.

10. **Validity Period:** The procurement contract will be awarded within bid validity period i.e. 90 days as per SPRRA Rules.
11. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement. Copy of Purchase Order along with relevant documents must be submitted along with bill in the Office of Project Director.
12. **Delivery Mechanism:** Successful bidder shall deliver the goods within **sixty (60) calendar days** of approval of samples. Approval letter of samples shall be issued from the Office of Project Director.
13. **Delayed Delivery:** 1% penalty of the total amount will be imposed per day for which the company/firm/agency failed to deliver within the delivery/execution period. No request for extension in delivery date shall be considered.
14. **Inspection:** Physical inspection will be carried out by the concerned Officer of the office of the Project Director. Ordered material is subject to final inspection at the time of delivery.
15. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
16. **Condition of Goods:** All items must meet in all respects with the sample/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.
17. **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.
18. **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.
19. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
20. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
21. **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.
22. **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 rules. Bidder should keep them updated regarding taxation issues in consultation with the relevant tax regulatory authorities.

23. **Stamp Duty**: Stamp duty will be levied as per rules. All matters of stamp duty shall be dealt with by the budget branch and A.G Sindh.
24. **Alternative Bids**: Alternative bids shall not be considered and complete tender shall be rejected being non-responsive.
25. **Cost of Bidding**: Tender documents can be downloaded free of cost. However, the Bidder shall bear all costs associated with the preparation and submission of its bid, and Sindh High Court shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
26. **Rights of Sindh High Court**: Sindh High Court reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
27. **Interest on Late Payments**: No interest shall be paid on late payment if cheque is received late from the Office of A.G Sindh. However, every effort shall be made for timely payments to successful bidders.
28. **Insurance**: The goods supplied under that contract should be fully insured. All cost of insurance shall be paid by the successful bidder. If the goods are not insured then risk if any shall be suffered by the successful bidder.
29. **Warrants**: Supplier must warrants that goods supplied would be new, unused and as per best industrial standards. All terms and conditions of standard warranty shall be applicable.
30. **Termination of Contract**: SHC may terminate the contract, if the successful bidder fails to supply all or parts of goods within definite time or fails to perform any other obligations of contract or bidder has failed to submit performance security or bidder has involved in fraud/ corruption.
31. **Manipulation of Tender Documents**: Any type of manipulation/ alteration/ changes in tender document by the bidder for favoring the bidder shall not be tolerated under any circumstances and bid shall be rejected being non-responsive.

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

Name:	
Designation:	
Signature & stamp	
Cell No	

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

We, _____ located at _____ do hereby undertake/ declare on Oath at under:-

1. That we are not black listed from any government/ semi government/ autonomous/ private or any other national or international organization since the date of operation.
2. That we are not defaulter with any bank or financial institution.
3. That we have not provided any false/ misleading information to High Court of Sindh.
4. That our organization will not engage in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the tender in question.
5. It is undertaken to indemnify Sindh High Court for any loss or damage incurred due to corrupt business practices of our organization (if any) and if the same is proved then we will pay compensation to High Court of Sindh an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by our organization (if any) for the purpose of obtaining or inducing the procurement of any contract.

Name of Deponent:	
Designation:	
Signature & stamp	
Date	