

SINDH HIGH COURT, KARACHI

TENDER DOCUMENT

FOR THE YEAR 2022-2023
Tender Reference No. 2022-23/XXI

Dated: 26-04-2023

**Supply of three hundred (300) Reams A4 size
Photocopy papers for Circuit Court Larkana.**

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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 **Supply of three hundred (300) Reams A4 size Photocopy papers for Circuit Court Larkana**. Tender document which includes full details of items and other terms & conditions can be downloaded **free of cost** from www.sindhhighcourt.gov.pk.

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.

The bid documents should be submitted in the office of Project Director Sindh High Court, Saddar, Karachi on or before **29th May, 2023 at 10:45 a.m.** and will be opened on the same **date and place at 11:30 a.m.** in presence of bidders or their authorized representatives who wish to be present as well as the committee constituted for the purpose. In case of any holiday, the tender shall be received/ opened on next working day at the same place and time.

- (b) Date and time of opening of financial proposals of technically qualified bids will be communicated to the bidders in advance.
- (c) Bids must contain **BID SECURITY of 1% of total quoted price**, in the shape of **“BID SECURITY FORM” or “PAY ORDER”** in favour of REGISTRAR, HIGH COURT OF SINDH.
- (d) The Sindh High Court reserves the right to accept/reject any or all offers subject to rules.

3. Mandatory Eligibility Criteria

Sr #	Eligibility Criteria
1	Profile of company/ firm along with relevant documents.
2	Registration with relevant tax/ regulatory authorities (copies required).
3	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.
4	Average Financial turnover of at least Rs. 0.5 million per annum during the last three years. (Financial statements/tax returns are required)
5	Copies of at least one (01) Purchase Order along with delivery challan of similar item.

4. Sample of Technical Proposal:-

- Paperline (Signature)/IK (Signature) TRUTONE Technology, 80 GRAMS
Size: 21 x 29.7 cm (8½ x 11½) (500 sheets)
OR
EQUIVALENT STANDARD



5 Sample of Financial Proposal:-

S #	Description	Quantity	Unit	Unit Rate with all taxes Rs.	Amount with all taxes Rs.
1		300	Ream		
Total Amount with all taxes Rs.					

6. Terms & Conditions

- Bidding Method:** **Single Stage- One Envelope method** will be adopted for bidding process as per SPPRA Rules.
- Company Profile:** Company Profile along with relevant documents be attached with this document.
- Validity Period:** The procurement contract will be awarded within bid validity period.
- Issuance of Purchase Order:** Purchase Order shall be issued from the office of the Assistant Registrar (Budget) of Sindh High Court.
- Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
- Time of Delivery of Good:** The delivery should be made within 10 days by the supplier at the High Court of Sindh, Circuit Court, Larkana, as per purchase order. No transportation cost will be paid.
- Inspection:** Physical inspection will be carried out by the concerned Additional Registrars of Circuit Court, Larkana.
- Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
- 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.
- 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.
- 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.
- Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to the Additional Registrar, Circuit Court, Larkana.
- 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.
- Price / Rate:** 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.

15. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
16. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
17. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
18. **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.
19. **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.
20. **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.
21. **Stamp Duty:** Stamp duty will be levied as per rules.
22. **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.

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	

Name:	
Designation:	
Signature & stamp	

7. Sample of Proposal Submission Form

To be printed on the letter head of firm.

Tender Reference No.

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,
Name of Company
Dated: