

SINDH HIGH COURT, KARACHI

**TENDER DOCUMENT
(Free of Cost)**

FOR THE FINANCIAL YEAR 2022-2023

Tender Reference NO.SHC/Budget/Tender-2022-2023/Mirpurkhas/I

Dated: 12-05-2023

Procurement of Furniture, Hardware, Machinery, Printing Items, Uniform Items, Stationary Items and General / Cleaning items on lot wise basis for High Court of Sindh, Circuit Court Mirpurkhas.

| | |
|--|--|
| Name of Bidding Organization | |
| Type of Bidding Organization (Proprietor/ Partnership/ Private Limited/ Public Limited) | |
| NTN Number (mandatory) | |
| GST Number (mandatory) | |
| Official Whatapp No | |
| Official E-mail Id | |
| 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 |

Tender Reference No. _____

Dated ___-___-2023

To,

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

Respected Sir,

We, the undersigned, offer to provide our services for **“Procurement of Furniture, Hardware, Machinery, Printing Items, Uniform Items, Stationary Items and General/Cleaning items for High Court of Sindh, Circuit Court Mirpurkhas.”**, 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:

**No need to print this on company letter head.*

1. Introduction & Instruction:

The SINDH HIGH COURT (SHC) is the highest judicial institution of the province of Sindh. We are interested to purchase items, 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 | <u>Procurement of Furniture , Hardware, Machinery ,Printing Items , Uniform Items , Stationary Items and General / Cleaning items for High Court of Sindh, Circuit Court Mirpurkhas.</u> |
| Last Date & time of Submission of Bids | 29 th May, 2023 at 10:45 a.m. |
| Date & time of Opening of Bids | 29 th May, 2023 at 11:30 a.m. |

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 soft & hard 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.

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.

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. Financial Evaluation:-

Financial Evaluation of eligibility/technical qualified Bid (s) shall be done on the basis of total amount with all taxes & transportation, on **LOT WISE BASIS**, as mentioned in financial proposal. Bidders are directed to quote all items of the applied lot. Bidder will be disqualified in the lot, in case of skipping any item of the said lot. All government taxes shall be applicable as per rules. Tender may be awarded to the lowest bidder (s) subject to fulfillment of all the terms & conditions of bidding documents and specifications/ requirements of Sindh High Court as mentioned in bidding documents and as per rules.

7. Mandatory Qualification/ Eligibility Criteria:

Hard Copies (print out) of following documents are mandatory. The bids disqualified / not responsive to the Mandatory Qualification Criteria, as mentioned below shall not be eligible for further Evaluation.

| S # | Eligibility Criteria | Flagged |
|------------|--|----------------|
| 1 | Complete filled, signed & stamped Tender Document. | A |
| 2 | Valid General Sales Tax (GST-FBR) Registration with Active Tax Payer Status on FBR website | B |
| 3 | Valid Income Tax (FBR) Registration with Active Tax Payer Status on FBR website | C |
| 4 | Dealership Certificate of the product which is being offered to Sindh High Court (wherein applicable) | D |
| 5 | Copies of at least THREE (03) Purchase Orders along with work completion certificate/ delivery challan of the relevant item during the last three years. | E |
| 6 | Affidavit on stamp paper of Rs. 100/- duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government | F |
| 7 | Average annual turnover in preceding 3 financial years should not be less than Rs. 3 million demonstrated through income tax returns / Audited statement of Accounts. | G |
| 8 | Technical Bid / Proposal on Bidder's Letterhead duly signed and stamped along with the required brochure/ technical data etc. | H |

8. Specifications:-

Lot #01: Supply & Installation of Desktop Computers, Laser Printers & UPS

| 06 UNITS OF DESKTOP COMPUTER | |
|--|---|
| DESKTOP COMPUTER SYSTEMS | |
| Branded, Business Series Desktop Computer preferably from the top International Brands (e.g. HP/Dell/Lenovo/Acer or equivalent/better) and having TPM (Trusted Platform Module). | |
| Item | Description |
| Brand & Model | |
| Processor | Intel 12th Generation, Ci3- 12100 3.3 GHz to 4.3 GHz |
| Chipset M/Board | Intel Chipset Q670 (or equivalent) |
| Casing | Tower or Mini Tower |
| RAM (Instaled) | 8 GB = 2 x 4GB DDR4/DDR5 OR 1 x 8 GB DDR4/DDR5 |
| Hard Drive (Installed) | 500GB SATA (7200 rpm) |
| Optical Drive | DVD R-W |
| Connectivity | LAN and WLAN 10/100/1000, |
| Power Supply | 180 w / 240 w |
| Keyboard & Mouse | (Manufacturer's brand) |
| LED | 18.5"/19" LED (Manufacturer's Brand) |
| Warranty | 3 years Manufacturer's Comprehensive warranty (with parts, labour & onsite) |
| Environmental Standards (eco-labels) | ENERGY STAR. |
| Operating System | Windows 11 Pro (64bit) English Pre-Installed from (Principal) |
| Provided Brand have | Gartner and IDC report, brand should be listed in top 10. |
| MAF Letter | Authorization Letter from Manufacturer. |
| 06 UNITS OF LASER PRINTER | |
| Item | Description |
| Brand & Model | |
| Technology | LaserJet (preferred brands are HP or Canon or equivalent) |
| Print Speed (Black) | 18 PPM or higher |
| Page Size Support | A4 and Legal Page |

| | |
|---|--|
| Warranty | 1 or 2 years Manufacturer's Comprehensive warranty (with parts, labour & onsite) |
| Environmental Standards (eco-labels) | ENERGY STAR. |
| MAF Letter | Authorization Letter from Manufacturer. |
| 06 UNITS OF UPS | |
| Item | Description |
| Brand & Model | |
| UPS | Libert PSA itON 600 |
| P/N | PSA600-BX |
| Input | 230Vac,50/60Hz,4.2A Max,1Amp |
| Output | 230Vac,50/60Hz , 1Amp |
| Capacity | 600VA/360W |
| Warranty | Minimum 1 Year. |

Bidders are directed to quote all items of the applied lot. Bidder will be disqualified in the lot, in case of skipping any item of the said lot.

| S.No | Description | Quantity | Unit Rate with all taxes & transportation | Amount with all taxes & transportation |
|---|--------------------|-----------------|--|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| Total Amount with all taxes and transportation Rs. | | | | |

Lot #02 : GENERAL & CLEANING ITEMS

| Sr. Nos. | ITEM NAME | SPECIFICATION / BRAND / MEASUREMENT | REQUIRED QUANTITY | Units | Unit Rate with all taxes Rs. | Total Amount with all taxes and transportation Rs. |
|----------|-------------------------------|---|-------------------|---------|------------------------------|--|
| 1 | Cotton Waste (Large) | (LOCAL MADE 120 cm | 300 | | | |
| 2 | Dash Board Polish (7C) | 7cf (brand) 450 ml brown Or equivalent standard | 20 | | | |
| 3 | Brasso Polish Kiwi 450 ml | Brand kiwi 200ml | 20 | PCS | | |
| 4 | Sufi Super Soap 150gm | Brand sufi 600gm packet(as per sample) | 50 | | | |
| 5 | Air Freshener (Refill Bottle) | Brand Perfect ® (300 ML) or equivalent standard | 10 | Bottles | | |
| 7 | Bucket Millat Large (6 No.) | (Millat) Number 6 | 10 | | | |
| 8 | Bucket Millat Medium (4 No.) | (Millat) Number 4 | 5 | PCS | | |
| 9 | Bucket Small | (Millat) Number 2 | 5 | | | |
| 10 | Duster (Large) | Local As per sample (size 30x40) | 100 | | | |
| 11 | Hand Wash Dettol | Dettol ® (250 ml.) Or equivalent standard | 10 | PCS | | |
| 12 | Mosquito Spray 300 ml Kingtox | BRAND Kingtox ® 300 ml | 50 | | | |
| 13 | Soap Lux 98 gm. | LUX® 98 GRAMS or equivalent standard | | Soaps | | |
| 14 | Rose Petal Tissue Box | Rose petal ® (luxury 3ply 210 sheets) | 50 | Boxes | | |
| 15 | Rose Petal Tissue Roll | ROSE PETAL ® (MAXOB 2PLY) LARGE WRAP or equivalent standard | 50 | Rolls | | |
| 16 | Vim Powder 790 m | Vim ® (790 gm) | 50 | Bags | | |
| 17 | Water Cooler 16 Ltr | Rahber ® 16 liters | 02 | Pcs | | |
| 18 | Water Glass | OMROC® SIZE FOR 280 ML or equivalent standard | 50 | Glasses | | |
| 19 | Telephone Sets | Panasonic ® kx-92 (as per sample | 04 | Sets | | |

| | | | | | | | |
|---|----------------------------------|---|----|-------------|--|--|--|
| 20 | Surgical Masks | 3 ply (as per sample) par box contain 50 mask Master or equivalent standard | 02 | Box es | | | |
| 21 | Dettol Antiseptic 100 ml | 100 ml | 10 | Bottl es | | | |
| 22 | Dettol Antiseptic 500 ml | 500 ml | 10 | Bottl es | | | |
| 23 | Towel | 27x54 600-650 gm as per sample | 10 | Pcs | | | |
| 24 | Dettol Surface Cleaner 500 ml | Multi purpose | 5 | Bottl e | | | |
| 25 | Bleach (Ltr) | As per Sample | 50 | Ltr | | | |
| 26 | Phenyl (Ltr) | As per Sample | 50 | Ltr | | | |
| 27 | Harpic (500 ml) | As per Sample | 10 | Ltr | | | |
| 28 | Soft Broom | As per Sample | 10 | Pcs | | | |
| 29 | Hard Broom | As per Sample | 10 | | | | |
| 30 | Wiper | As per Sample | 12 | | | | |
| 31 | Hand Brush | As per Sample | 10 | | | | |
| 32 | Toilet Mug (Lota) (Ewer) | As per Sample | 04 | | | | |
| 33 | Phenyl Bowl (Kg) | As per Sample | 03 | | | | |
| 35 | Mop | As per Sample | 30 | | | | |
| 36 | Refilled Mop | As per Sample | 15 | | | | |
| Total Amount with all taxes and transportation Rs. | | | | | | | |

Bidders are directed to quote all items of the applied lot. Bidder will be disqualified in the lot, in case of skipping any item of the said lot.

LOT NO. 3 FURNITURE ARTICLES

| Sr. No. | ITEM NAME | SPECIFICATION / BRAND / MEASUREMENT | QTY | Units | Unit Rate with all taxes Rs. | Total Amount with all taxes and transportation Rs. |
|---------|---|---|-----------|-------|------------------------------|--|
| 1 | Sofa Set (7 Seater) with Table Set for Chamber of Hon'ble Judge | Interwood / equivalent Sofa Set = 1 Table Size: 4'x2'x16" = 1 Side Table: 2'x2'x16" = 2 | 01 Set | | | |
| 2 | Executive Table for Chamber of Hon'ble Judge | Interwood / equivalent Teak Veneer Polish Size: 7.5' x 4' x 2.5' Side Table: 4' x 2.5' x 18" With Top Glass 8 mm | 01 Set | | | |
| 3 | Executive Chair for Chamber of Hon'ble Judge | High Executive Chair with Double Machine (Full Imported) | 01 | | | |
| 4 | Visitor Chairs for the Chamber | Interwood / equivalent Wooden Polish Seat & Back Leatherette | 04 | | | |
| 5 | Book Shelves for the Chamber | Size 78"x44"x16", Wooden Sheesham Shelves, Veneer Board, Five Shelves, Support of each Shelves 1.5x1 inch, Four Pillars (3x3 inch), Guarantee for Termite Free Wood, Graphics & Design as per sample | 2 | | | |
| 6 | Wooden Coat Stand for Chamber | Sheesham Wood Polish 4' x 20" | 2 | | | |
| 7 | Wooden Cupboard for Chamber | 7' x 4' x 22" One Side Hanger, One Side Shelves, Teak Veneer Polish | 2 | | | |

| | | | | | | |
|---|---|---|----|--|--|--|
| 8 | Executive Tables & Side Table for the Offices of Addl & Dept. Registrar | 6.5' x 4' x 2.5' Side Table 3'x2.5'x16" With Top Glass Teak Veneer Interwood / equivalent | 1 | | | |
| 9 | Visitor Chairs for Offices of Addl & Dept. Registrar | Sheesham Wood Polish Full Cushion (Molty Foam) Leatherette | 4 | | | |
| 10 | Wooden Cupboard for the Offices of Addl. & Dept. Registrar | 7'x4'x22" Teak Veneer Polish One Side Drawer 4 Shelves Interwood / equivalent | 2 | | | |
| 11 | Computer Table for P.S. | 4'x2'x2.5' One Side Drawer One CPU One Keyboard MDF Lamination | 2 | | | |
| 12 | Computer Chairs for P.S. | Medium Back Hydraulic System Base 5 wheels | 2 | | | |
| 13 | Office Tables for Staff | 5'x3'x2.5' One Side Three Drawers One Side Cabinet Back Full MDF Lamination | 20 | | | |
| 14 | Chairs for Staff | Medium Back Hydraulic System Base 5 wheels | 20 | | | |
| 15 | Visitor Chairs for Office | Sheesham Wood Polish Full Cushion (Molty Foam) Leatherette | 30 | | | |
| 16 | Iron Cupboard | 6'x4'x20" (22 Gauge) | 4 | | | |
| 17 | File Cabinet (Iron) | 4 Drawers with 4 Locks 22 Gauge | 4 | | | |
| Total Amount with all taxes and transportation Rs. | | | | | | |

Bidders are directed to quote all items of the applied lot. Bidder will be disqualified in the lot, in case of skipping any item of the said lot.

LOT NO. 4: SPLIT A.CS

| 03 Units of AC (2 Ton) Non-Invertor | | |
|---|--|---|
| <i>Desired Specifications of Sindh High Court</i> | | <i>Specifications offered by Bidder</i> |
| Country of Origin | UK/JAPAN/Malaysia/ Thailand or equivalent standard | |
| Brand | Dawlance/ Kenwood or equivalent standard | |
| Cooling Power in Ton | 2 Ton | |
| Accessories | With all required accessories/ wires/ installation etc. | |
| Date of Launch | Discontinued products or products whose production has been announced to be discontinued by manufacturer will not be considered. Please mention date of launch of product. | |
| Installation Kit and accessories | Bidder will provide complete installation kit. Cost of standard installation kit must be included in price of split unit. No extra charges shall be paid for installation kit. | |
| Installation | Product will be installed by the Technicians of successful bidder as per standard operating procedures. | |
| Transportation | Bidder will transport the units to of Sindh High Court, Circuit Court, Mirpurkhas. Transportation charges must be included in price of split unit. No extra charges shall be paid for transportation. | |
| Warranty | Standard Company Warranty 3 Years Compressor, 1 Year Parts & Service. | |
| 03 Units of AC (1.5 Ton) Non-Invertor | | |
| <i>Desired Specifications of Sindh High Court</i> | | <i>Specifications offered by Bidder</i> |
| Country of Origin | UK/JAPAN/Malaysia/ Thailand or equivalent standard | |
| Brand | Dawlance/ Kenwood or equivalent standard | |
| Cooling Power in Ton | 1.5 Ton | |
| Accessories | With all required accessories/ wires/ installation etc. | |
| Date of Launch | Discontinued products or products whose production has been announced | |

| | | |
|---|--|--|
| | to be discontinued by manufacturer will not be considered. Please mention date of launch of product. | |
| Installation Kit and accessories | Bidder will provide complete installation kit. Cost of standard installation kit must be included in price of split unit. No extra charges shall be paid for installation kit. | |
| Installation | Product will be installed by the Technicians of successful bidder as per standard operating procedures. | |
| Transportation | Bidder will transport the units to of Sindh High Court, Circuit Court, Mirpurkhas. Transportation charges must be included in price of split unit. No extra charges shall be paid for transportation. | |
| Warranty | Standard Company Warranty 3 Years Compressor, 1 Year Parts & Service. | |

Bidders are directed to quote all items of the applied lot. Bidder will be disqualified in the lot, in case of skipping any item of the said lot.

| S.No | Description | Quantity | Unit Rate with all taxes & transportation | Amount with all taxes & transportation |
|---|--------------------|-----------------|--|---|
| 1 | | | | |
| 2 | | | | |
| Total Amount with all taxes and transportation Rs. | | | | |

LOT NO. 5: PHOTOSTAT MACHINES

| 02 Units of Photostat Machines (20 CPM) | | |
|---|---|--|
| | Requirements of Sindh High Court | Specifications offered by Bidder |
| 1 | Brand | Canon or imported / equivalent standard |
| 2 | Type | Sealed Pack & Original Machine. Refurbished and re-manufactured machines shall not be considered. |
| 3 | Copy per minute | Minimum 20 CPM |
| 4 | Paper Size | Copy & Original Size upto A3. |
| 5 | Cost Effect & Economical Machine | Bidders are directed to furnish list & cost of consumable items to prove their claim that their machine is cost effective and economical machine. |
| 6 | Accessories | With installation, all accessories. Local trolley, and consumable parts. |
| 7 | Toner (s) | With sufficient number of toner (s) for copying minimum 36000 copies . |
| 8 | Transportation | Bidder will transport the units to of Sindh High Court, Circuit Court, Mirpurkhas. Transportation charges must be included in price of machines. No extra charges shall be paid for transportation. |
| 9 | Warranty | One (01) Year Open Box Warranty from the date of opening of box/installation with parts, labor and on site. |

| S.No | Description | Quantity | Unit Rate with all taxes & transportation | Amount with all taxes & transportation |
|---|-------------|----------|---|--|
| 1 | | | | |
| Total Amount with all taxes and transportation Rs. | | | | |

LOT NO. 6: FAX MACHINES

| 01 Unit of Multi Printer (Fax and Scanner) | | |
|--|----------------------------------|----------------------------------|
| | Requirements of Sindh High Court | Specifications offered by Bidder |
| 1 | Panasonic or equivalent standard | |

| S.No | Description | Quantity | Unit Rate with all taxes & transportation | Amount with all taxes & transportation |
|---|-------------|----------|---|--|
| 1 | | | | |
| Total Amount with all taxes and transportation Rs. | | | | |

LOT NO. 7: MINI ROOM FRIDGE

| 4.5: 02 Units of Mini Room Fridge | | | |
|-----------------------------------|-------|--|----------------------------------|
| Requirements of Sindh High Court | | | Specifications offered by Bidder |
| 1 | Brand | Dawlance/ Haier or equivalent standard | |
| 2 | Specs | <ul style="list-style-type: none"> Min: 6 Cubic Ft Single door Latest Model Discontinued model shall not be considered Parts may easily be available Standard Company warranty | |

| S.No | Description | Quantity | Unit Rate with all taxes & transportation | Amount with all taxes & transportation |
|---|-------------|----------|---|--|
| 1 | | | | |
| Total Amount with all taxes and transportation Rs. | | | | |

LOT NO. 8: COMPUTER NETWORKING

| Computer Networking | |
|---|--|
| Requirements of Sindh High Court | Specifications offered by Bidder |
| 1 | Networking Rack Networking cable/ethernet cable Networking switches/ethernet switches Wireless Networking switches Patch Panel Patch Cords (1 meter, 5 meter) Faceplates I/O box I/O's channel duct |

| S.No | Description | Quantity | Unit Rate with all taxes & transportation | Amount with all taxes & transportation |
|------|---|----------|---|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| | Total Amount with all taxes and transportation | | | |
| | Rs. | | | |

LOT NO. 9: STATIONERY ARTICLES

| STATIONERY ITEMS | | | | | | |
|------------------|------------------------------|---|------------------------------|-------|---|--|
| Sr. Nos | ITEM NAME | SPECIFICATI ON / BRAND / MEASUREME NT | REQUIRE D QUANTIT Y | Units | Unit Rat e with all taxe s Rs. | Total Amount with all taxes and transportatit in Rs. |
| 1 | PHOTOSTAT PAPER (Legal size) | (Per rim contains 500 sheets) ik copy paper (made in indonesia) 70 grams size: 216 x 343 mm (13½ x 8½) | 500 | REAM | | |
| 2 | DUPLICATING PAPER | (Per rim contains 400 pages), local made 60 grams (13½ x 8½) (friendly for cyclostyling machine) Or equivalent standard | 200 | REAM | | |
| 3 | PHOTOSTAT PAPER (A-4 SIZE) | Ik (signature) trutone technology, 80 grams Size: 21 x 29.7 cm (8½ x 11½) (500 sheets) Or equivalent standard | 300 | REAM | | |
| 4 | POLY CLOTH (RED) | Size: (3) feet (8) inches x (3) feet (2) inches (as per sample) | 100 | PCS | | |
| 5 | SHORT HAND NOTE BOOK | 200 sheets brand: (hb®) local made | 200 | PCS | | |
| 6 | FILE WRAPPER | Local made as per sample | 100 | PCS | | |

| | | | | | | |
|----|--|--|------|---------|--|--|
| 7 | HEAVY DUTY STAPLE MACHINE | (KW-trio®) - No. 050LC Brand OR EQUIVALENT STANDARD | 2 | PCS | | |
| 8 | HEAVY DUTY STAPLE PIN | (KW-trio®) 23/17 , 23/13 OR EQUIVALENT STANDARD | 20 | PACKE T | | |
| 9 | LEDGER PAPER | 80 grams (13½ x 8½) (per rim contain 100 sheets wrapped with plastic sheet) | 300 | PACKE T | | |
| 10 | ERASER (FOR THE USE OF HON'BLE JUDGES) | Pelikan ® (al30) Or equivalent standard | 24 | PCS | | |
| 11 | SCALE STEEL | China made (12 inches) | 24 | PCS | | |
| 12 | STAPLER MACHINE | Kw-trio 5547 Or equivalent standard | 24 | PCS | | |
| 13 | PEN (FOR HON'BLE JUDGE) | Uni-ball eye micro ub-150(blue + black + red+ green) Or equivalent standard | 60 | PCS | | |
| 14 | LINNING REGISTER | Local made 400 pages size 8x13 | 12 | PCS | | |
| 15 | ENVELOPE LARGE | (LARGE) (16 x 12) KRAFT 120 GRAMS OR EQUIVALENT STANDARD | 1000 | PCS | | |
| 16 | ENVELOPE MEDIUM | (MEDIUM) (11 x 5) OFFSET KRAFT 65 GRAMS | 2500 | PCS | | |
| 17 | ENVELOPE SMALL | (SMALL) (9 x 4) OFFSET KRAFT 65 GRAMS | 1000 | PCS | | |
| 18 | FLAG GENERAL (COLOUR) | Should not be less than 70gm (per packet contains 500 flags) | 100 | PACKE T | | |

| | | | | | | |
|---------------------------------|---|---|-----|--------|--|--|
| 19 | GUM STICK | Uhu 8 gram small or equivalent standard | 100 | PCS | | |
| 20 | HIGHLIGHTER | Pelikan® IN different colour – yellow + green + pink + orange OR EQUIVALENT STANDARD | 100 | PCS | | |
| 21 | PACKING PAPER (BROWN SHEET) | LOCAL MADE - (3 feet 11" X 2 feet 11") AS PER SAMPLE | 100 | SHEETS | | |
| 22 | WRITING PAD (LARGE) | Linning paper 75 grams (50 sheets) as per sample size 8 ¹ / ₂ x11 inch | 100 | | | |
| 23 | WRITING PAD (MEDIUM) | Plane offset paper 75 grams (50 sheets) as per sample 5 ¹ / ₂ x8 ¹ / ₂ inch | 100 | | | |
| 24 | WRITING PAD (SMALL) /POCKET | Linning paper 80 grams (50 sheets) as per sample 4x5 inch | 100 | | | |
| 25 | POKER (PLASTIC HANDELSCREW DRIVER SHAPE) | (Local made) size 9inch as per sample | 50 | | | |
| 26 | SCISSOR | D13181 size 200mm stainless steel china made) | 12 | | | |
| 27 | THREAD BALL | As per sample | 500 | Balls | | |
| 28 | WRAPPER WITH HARD BOARD | (Local made) as per sample | 300 | | | |
| Total Amount with all taxes Rs. | | | | | | |

LOT NO. 10: OFFICE UNIFORMS

| Purchase of Uniform Items | | | | | |
|---------------------------|------------|---|-------------------|------------------------------|----------------------------------|
| Sr. Nos. | ITEM NAME | SPECIFICATION / BRAND / MEASUREMENT | REQUIRED QUANTITY | Unit Rate with all taxes Rs. | Total Amounts with all taxes RS. |
| 1 | Driver | Two sets of stitched White Shirt & Pant (premium quality fabric of famous brand) each with badges and monogram as per instruction of SHC and sample. | 2 | | |
| | | Two (02) Driver's cap each as per sample. | | | |
| | | Two pairs of black socks (Dowson or equivalent standard) each. | | | |
| | | One (01) pair of shoes (bata or equivalent standard) each. | | | |
| 2 | Naib Qasid | Two sets of stitched White Shalwar Kameez (premium quality wash & wear fabric of famous brand) each with badges and monogram as per instruction of SHC. | 6 | | |
| | | Two pairs of black socks (Dowson or equivalent standard) each. | | | |
| | | One (01) pair of shoes (bata or equivalent standard) each. | | | |
| 3 | Farash | Two sets of stitched Malasia Shalwar Kameez (premium quality wash & wear fabric of famous brand) each with badges and monogram as per instruction of SHC. | 4 | | |

LOT NO. 11: PRINTING ARTICLES

| Lot 7 PRINTING ITEMS | | | | | | |
|----------------------|-------------------------------------|--|-------------------|--------|------------------------------|---|
| Sr. Nos | ITEM NAME | SPECIFICATION / BRAND / MEASUREMENT | REQUIRED QUANTITY | Units | Unit Rate with all taxes Rs. | Total Amount with all taxes and transportation Rs |
| 1 | BAILIFF REPORT PERFORMA | 55 grams, on duplicating paper (print as per prescribed specimen & sample) per packet contain 500 sheets | 5000 | Sheets | | |
| 02 | DIARY SHEET | 55 grams on duplicating paper print as per prescribed specimen Per packet contain 500 sheets | 5000 | Sheets | | |
| 3 | ORDER SHEET | 75 grams size: 13 ½ x 8 ½ (offset paper imported) (print as per prescribed specimen & sample) per packet contain 500 sheets | 5000 | Sheets | | |
| 4 | FILE COVER (JUDICIAL) YELLOW | 400 grams duplex box board in 2 pcs set (8¾" x 13¾") print as per prescribed specimen & sample) | 30000 | | | |
| 5 | FILE COVER (DUPLEX) ADMIN | 250+250 grams pasted (duplex) size: 10½" x 14½" close with 4 eyelid (print as per prescribed specimen & sample) | 5000 | | | |

| | | | | | | |
|--|---|---|------|--|--|--|
| 6 | CIVIL OBJECTIO N MEMO (FOR JUDICAL BRANCH) | 65-70 grams (per rim contains 500 pages), (13½ x 8½) (print as per prescribed specimen & sample) | 5000 | | | |
| Total Amount with all taxes and transportation Rs | | | | | | |

- a) Tender will be awarded on Lot wise basis. Hence, it is mandatory to quote rates of all item of the applied lot. Otherwise bidder will be disqualified from the said lot.
- b) Please visit the store of High Court before quoting rates and quote rates after inspecting samples.
- c) Equivalent items mean that item should be equivalent in term of both quality and cost. Low quality item with low cost may not be considered as equivalent standard. Hence, bidders are advised in their own interest to quote rates after considering all the factors.
- d) Rates must be quoted in Pakistani Currency. No request for change in rates shall be considered under any circumstances.
- e) Rates must be inclusive of transportation/ installation and all other charges if any.
- f) All Government taxes shall be applicable as per rules and the same shall be deducted by the Office of A.G Sindh and its decision shall be final.
- g) 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.
- h) Quality is our main priority. Quality cannot be compromised as per rules, by accepting low quality products on the ground of equivalent standard.

| | |
|--|--------------------------------------|
| Chairman, Procurement Committee | |
| Member, Procurement Committee | Member, Procurement Committee |

9. 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 soft and hard 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. **Bid Security:** Bid Security of 1% of total quoted amount will be deposited along with Tender Document in shape of BID SECURITY FORM/ PAY ORDER/ BANK DRAFT as reflected in tender notice. Bid Security should favour Registrar, High Court of Sindh, Karachi. 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 soft and hard 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 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 **5% 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 SPPRA 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.
12. **Delivery Mechanism:** Successful bidder shall deliver the goods within **Ten (10) calendar days** of issuance of Purchase Order. No request for extension in delivery

date shall be considered due to closing of the financial year and lapse of funds. In case of non-delivery, bidder will be black listed as per rules.

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.
14. **Inspection:** Physical inspection will be carried out by the Building Supervisor of this Court. 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. **Payment Term:** Payment shall not be made in advance before making delivery. Payment shall be issued by the office of A.G Sindh and cheque will be handed over to bidder (s) or his authorized representative (s).
- 17.
18. **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.
19. **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.
20. **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.
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. **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.
24. **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.
25. **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.
26. **Alternative Bids:** Alternative bids shall not be considered and complete tender shall be rejected being non-responsive.
27. **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.
28. **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.
29. **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.

30. **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
31. **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.
32. **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.
33. **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.

34. It is hereby certified that rates have been quoted after inspecting the samples and all the terms and conditions have been read, agreed upon and signed.

| | |
|------------------------------|--|
| Name: | |
| Designation: | |
| Signature & stamp | |
| Cell No | |

THE END