

SINDH HIGH COURT, KARACHI

TENDER DOCUMENT

FOR THE FINANCIAL YEAR 2021-2022

Tender Reference NO.SHC/Budget/Tender Hyderabad-01

Dated: 01-04-2022

Supply & Installation of one (01) unit of Heavy Duty Photostat Machine (35 CPM) and five (05) units of 1.5 Ton Split A.C for High Court of Sindh, Circuit Court, Hyderabad

Name of Bidding Organization	
Type of Bidding Organization (Proprietor/ Partnership/ Private Limited/ Public Limited)	
Active Vendor ID of A.G Sindh	
Name & Signature of Head of Bidding Organization	
Name & Signature of Authorized/ Focal Person	
Stamp of Company	

Tender Reference No. _____

Dated _____

To,

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

Respected Sir,

We, the undersigned, offer to provide our services for **“Supply & Installation of Heavy Duty Photostat Machine and 1.5 ton Split A.Cs on lot wise basis for High Court of Sindh, Circuit Court, Hyderabad”**, 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:

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1. Introduction & Instruction:

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to **“Supply & Installation of Heavy Duty Photostat Machine and 1.5 ton Split A.Cs on lot wise basis for High Court of Sindh, Circuit Court, Hyderabad”** 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.

Description	Date & time of Submission of Bids	Date & time of Opening of Bids
Supply & Installation of five (05) units of Split A.Cs (1.5 ton) and one (01) unit of Photostat Machine (35 CPM) for High Court of Sindh, Circuit Court, Hyderabad through single stage one envelope method.	On or before 13 th May, 2022 at 10:00 a.m.	On 13 th May, 2022 at 10:30 a.m.

2. 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 merged in one (01) PDF FILE for records. Bidders are advised to report the corruption matters directly to Registrar, High Court of Sindh, Karachi (registrar@sindhhighcourt.gov.pk), if they are asked to give gifts/ bribe/ cash/ etc. for receiving cheques/award of tender etc.

3. Clarification and Modification of Bidding Documents:

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. 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) calendar 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 of Eligibility Qualified Bid(s):

Financial Evaluation of technically qualified Bid (s) shall be done on the basis of unit price with all taxes on lot wise basis. All government taxes shall be applicable as per rules. Tender may be awarded to the lowest technically 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.

7. Mandatory Qualification/ Eligibility Criteria:

S.No	Eligibility Criteria	Flag
1	Complete filled, signed & stamped Tender Document	Flag-A
2	Profile of company/ firm	Flag-B
3	Relevant Tax Registration Certificates	Flag-C
5	Copies of at least three (03) Purchase Orders of similar nature during the last three years.	Flag-D
6	Dealership/ Reseller Certificate	Flag-E
7	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Flag-F
8	Average Financial turnover of at least Rs. 1 million per annum during the last three years. (copies of authenticated financial statements are required)	Flag-G

8. Desired Specifications & Technical Proposal:**LOT NO. 1**

ONE (01) UNIT OF HEAVY DUTY PHOTOSTAT MACHINE (35 CPM)		
	Requirements of Sindh High Court	Specifications offered by Bidder
1	Brand	Canon or imported / equivalent standard
2	Type	Sealed Pack & Original Machine. Refurbished/ Re-manufactured products shall not be considered.
3	Model	Latest Model. Model manufactured and/ or launched before 2020 shall not be considered.
4	Copy per minute	35 CPM or above
5	Paper Size	Copy & Original Size upto A3.
6	RADF and ADU	Required
7	Cost Effect & Economical Machine	Disposable Machines shall be rejected. Bidders are directed to furnish list & cost of consumable items to prove the claim that their machine is cost effective and economical machine. (Must be attached with technical proposal)
8	Accessories	With trolley, installation, all accessories, and consumable parts. Extra High Yield toner (minimum 30000 copies) along with starter toner (if applicable) are required.
9	Transportation	Bidder will transport the units to High Court of Sindh, Circuit Court, Hyderabad. Transportation charges must be included in price of split unit. No extra charges shall be paid for transportation.
10	Warranty	One (01) Year Open Box Warranty from the date of opening of box/installation with parts, labor and on site. Free quarterly service for one year on site.

LOT NO 2

FIVE (05) UNITS OF 1.5 TON SPLIT A.Cs		
<i>Requirement of Sindh High Court, Circuit Court, Hyderabad</i>		<i>Specifications offered by Bidder</i>
Brand	Kenwood e Grande Pearl or equivalent standard	
Cooling Power in Ton	1.5 Ton	
Technology	Non-invertor	
Accessories	With all required accessories/ wires/ installation etc.	
Installation	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. Product will be installed by the Technicians of bidder at Circuit Court, Hyderabad. Installation charges must be included in price of split unit. No extra charges shall be paid for installation.	
Transportation	Bidder will transport the units to High Court of Sindh, Circuit Court, Hyderabad. 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.	

9. Sample of Financial Proposal:

Lot #	Make & Model	Unit Price with all taxes, installation, transportation etc Rs. (in figures)	Unit Price with all taxes, installation, transportation etc Rs. (in words)
01	Heavy Duty Photostat Machine (35 CPM)		

Lot #	Make & Model	Unit Price with all taxes, installation, transportation etc Rs. (in figures)	Unit Price with all taxes, installation, transportation etc Rs. (in words)
02	1.5 ton Split A.C		

- No extra charges shall be paid for transportation in Hyderabad.
- All Government taxes shall be applicable as per rules.
- Successful Bidder (s) shall be bound to submit all required documents along with bill to Additional Registrar, Circuit Court Hyderabad. Successful bidder (s) will receive cheque form the office of Additional Registrar, Circuit Court Hyderabad.

Name	
Designation	
Cell Number	
Signature & stamp	

10. Terms & Conditions:

1. **Bidding Method:** **Single Stage-One Envelope** method will be adopted for bidding process as per SPPRA Rules. Bidders are required to submit separate technical & financial proposal.
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/ non-flagging of either, soft or hard copy, bidder may be disqualified.
3. **Bid Security:** Bidder shall submit 1% bid security favoring Registrar, High Court of Sindh, Karachi.
4. **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.
5. **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.
6. **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.
7. **Award of Contract:** Sindh High Court may award the Contract to the **technically 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.
8. **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.
9. **Performance Security:** The bid security of successful bidder will be released by Sindh High Court after submission of Performance Security equal to **5% of total cost of contract**.
10. **Release of Performance Security:** Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from the concerned department.
11. **Validity Period:** The procurement contract will be awarded within bid validity period i.e. **90 days** as per Rules.

12. **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.
13. **Delivery Mechanism:** Successful bidder (s) shall deliver the goods at High Court of Sindh, Circuit Court Hyderabad within **seven (07) calendar days of issuance of Purchase Order as due to closing of financial year, funds will be lapsed.**
14. **Delayed Delivery:** 1% penalty of the total amount will be imposed per week for which the company/firm/agency failed to deliver within the delivery/execution period or the request for extension in delivery time declined by SHC.
15. **Transportation:** Goods will be delivered at High Court of Sindh, Circuit Court Hyderabad and no extra charges shall be paid for transportation of goods.
16. **Inspection:** Physical inspection will be carried out by the concerned staff members of Hyderabad. Ordered material is subject to final inspection at the time of delivery.
17. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
18. **Payment Term:** Payment shall not be made in advance before making delivery.
19. **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.
20. **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.
21. **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.
22. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
23. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
24. **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.
25. **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.
26. **Alternative Bids:** Alternative bids shall not be considered.
27. **Cost of Bidding:** 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 concerned office. 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.
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.

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

Name:	
Designation:	
Signature & stamp	
Cell No	