

SINDH HIGH COURT, KARACHI

TENDER DOCUMENT

(Free of Cost)

FOR THE FINANCIAL YEAR 2021-2022

Tender Reference NO.SHC/Budget/Tender-2020-2021/IV

Dated: 28 -12-2021

Supply of Stationery Items (as per samples) on item wise basis for High Court of Sindh, Karachi

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

Signature & Stamp of Bidder

Page 1

Contents

1. Introduction & Instruction:	4
2. Principles of Procurement:	4
3. Clarification and Modification of Bidding Documents:	4
4. Objection(s) on Bid Evaluation Reports:	4
5. Preliminary Examination of Bids:	5
6. Financial Evaluation:-.....	5
7. Mandatory Qualification/ Eligibility Criteria:	5
8. Specifications:-	6
9. Terms & Conditions:	13

Tender Reference No. _____

Dated ___-___-2021

To,

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

Respected Sir,

We, the undersigned, offer to provide our services for **“Supply of Stationery Items (as per samples) on item wise basis for High Court of Sindh, 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:

**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.

Description	Date & time of Submission of Bids	Date & time of Opening of Bids
Supply of Stationery Articles on item wise basis as per samples.	On or before Monday 17 th January, 2022 at 10:30 a.m.	On Monday 17 th January, 2022 at 11:00 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 **ITEM WISE BASIS**, as mentioned in financial proposal. 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	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: i. The bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government ii. Any director or owner of the bidding company is not awarded any punishment from any Court of Law. iii. Bidder has submitted the correct and complete information along with the bid/offer. If any document / information is found forged / engineered / fake / bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the performance guarantee and payment, if any may be forfeited.	F
7	Average annual turnover in preceding 3 financial years should not be less than Rs. 1 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:-

S #	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY		Unit Rate with all taxes, transportation etc.	Amount with all taxes, transportation etc.
01	BOX FILE IN PLASTIC	Size: 13 ½ X 11 COLOR : BLACK & GREEN (CHINA MADE) As per sample	120	PCS		
02	DOUBLE PUNCH MACHINE	BRAND KW-triO® or equivalent standard 09880 (small size)	12	PCS		
03	DUPLICATING PAPER	(PER RIM CONTAINS 400 PAGES), LOCAL MADE 60 GRAMS (13½ X 8½) (FRIENDLY FOR CYCLOSTYLING MACHINE) As per sample	2000	REAMS		
04	LINNING REGISTER	LOCAL MADE 400 PAGES SIZE: 13 ½ X 8 ½ As per sample	200	REG.		

05	DUSTBIN	RADIUS – 10 HEIGHT: 9 (SMALL SIZE) – LOCAL MADE As per sample	50	DUST BIN		
06	ENVELOPE (LARGE)	(LARGE) (16 x 12) KRAFT 120 GRAMS As per sample	3000	ENVELOPES		
07	ENVELOPE (MEDIUM)	(MEDIUM) (11 x 5) OFFSET KRAFT 70 GRAMS As per sample	6000			
08	ENVELOPE (SMALL)	(SMALL) (9 x 4) OFFSET KRAFT 70 GRAMS As per sample	10000			
09	FILE WRAPPER	LOCAL MADE (AS PER SAMPLE) As per sample	200	WRAPPE RS		
10	FLAG GENERAL (COLOUR)	SHOULD NOT BE LESS THAN 80 GMS (PER PACKET CONTAINS 500 FLAGS) As per sample	1200	PACKETS		
11	GUM STICK	AMOS® or equivalent standard 8 GRAMS SMALL SIZE	600	PCS		
12	HEAVY DUTY STAPLE MACHINE	(KW-triO®) - or equivalent standard No. 050LC Brand	05	PCS		
13	HEAVY DUTY (STAPLE PIN)	(KW-triO®) or equivalent standard 23/17, 23/23	25+25	PACKET		
14	HIGHLIGHT ER	Pelican® or equivalent standard IN DIFFERENT COLOUR – YELLOW + GREEN + PINK + ORANGE As per sample	500	PCS		
15	HOLE PUNCH MACHINE (SINGLE)	IRON LOCAL MADE (AS PER SAMPLE)	60	PCS		

16	PAPER CUTTER	CHINA MADE (PLASTIC HANDLE) AS PER SAMPLE	100	PCS		
17	LEDGER PAPER	80 GRAMS (13½ X 8½) (PER RIM CONTAIN 100 SHEETS WRAPPED WITH PLASTIC SHEET) As per sample	4000	RIMS		
18	MASKING TAPE	(BROWN) 3" (INCHES) JOHNSON®	48	PCS		
19	MASKING TAPE	TRANSPARENT 3" (INCHES) JOHNSON® As per sample	150	PCS		
20	MARKER (PERMANENT)	DOLLAR ® UM-2 or equivalent standard	300	PCS		
21	PACKING PAPER (BROWN SHEET)	LOCAL MADE - (3 feet 11" X 2 feet 11") As per sample	500	SHEETS		
22	WRITING PAD (LARGE)	<u>LINNING SHEET</u> 80 GRAMS (50 SHEETS) Size 11 ½ x 8 ½ LOCAL MADE AS PER SAMPLE	150	PCS		
23	WRITING PAD (MEDIUM)	<u>LINNING SHEET</u> 80 GRAMS (50 SHEETS) Size 8 ½ x 5 ½ LOCAL MADE - AS PER SAMPLE	150	PCS		
24	WRITING PAD (LARGE)	<u>PLANE OFFSET PAPER</u> 80 GRAMS (50 SHEETS) Size 11 ½ x 8 ½ LOCAL MADE AS PER SAMPLE	300	PADS		

25	WRITING PAD (MEDIUM)	<u>PLANE OFFSET PAPER</u> 80 GRAMS (50 SHEETS) Size 8 ½ x 5 ½ LOCAL MADE - AS PER SAMPLE	300	PADS		
26	WRITING PAD (SMALL) /POCKET	<u>LINING SHEET</u> 80 GRAMS (50 SHEETS) Size 5” x 4” LOCAL MADE - AS PER SAMPLE	50	PADS		
27	PAPER TAPE (THREE INCHES)	CHINA MADE 3” (THREE) INCHES EXCELLENT®	120	PCS		
28	PEN (FOR JUDGE)	UNI-BALL® FINE DELUX- 177 or equivalent standard BLUE + BLACK + RED + GREEN As per sample	1200	PCS		
29	PEN (FOR OFFICERS)	M&G® (LEADER) STICK GEL PEN AGP10772 or equivalent standard BLUE + BLACK + RED + GREEN	1500	PCS		
30	PEN (GENERAL)	DOLLAR® Clipper or equivalent standard As per sample	12000	PENS		
31	PENCIL RUBBER TIP	(FEBERCASTLE®) - or equivalent standard	400	pencils		
32	PENCIL (FOR STAFF)-GOLDFISH	GOLDFISH® - or equivalent standard	500	pencils		
33	PENCIL COLOUR	PICCASSO® or equivalent standard COLOUR : RED + BLUE + GREEN	500	pencils		

34	PHOTOSTAT PAPER (A-4 SIZE)	IK (Signature) TRUTONE Technology or equivalent standard, 80 GRAMS Size: 21 x 29.7 cm (8½ x 11½) (500 sheets)	600	RIMS		
35	PHOTOSTAT PAPER (F4/A)	<u>IK COPY PAPER®</u> 70 GRAMS SIZE: 216 x 343 mm (13½ X 8½) (PER RIM CONTAINS 500 SHEETS) (MADE IN INDONESIA) As per sample	5000	RIMS		
36	PIN COUSIN	CHINE MADE (AS PER SAMPLE)	50	PCS		
37	POINTER	DOLLAR® 0.3 COLOUR BLACK+BLUE+RED+ GREEN As per sample	120	PCS		
38	POKER (WOODEN HANDEL)	(LOCAL MADE) SIZE: Rod = 5 1/2” Handle wooden 4 1/2 “thick (as per sample)	200	POKERS		
39	POLY CLOTH (RED)	SIZE: (3) FEET (8) INCHES X (3) FEET (2) INCHES (AS PER SAMPLE)	400	PCS		
40	RUBBER	PELIKAN ® or equivalent standard	120	PCS		
41	RUBBER	DUX ® or equivalent standard	100	PCS		
42	SCALE STEEL	CHINA MADE (12 INCHES)	120	SCALES		

43	SCISSOR	JIALIYA® No. 9007 or equivalent standard Size: 7" inches (CHINA MADE)	120	PCS		
44	SHORT HAND NOTE BOOK	200 SHEETS BRAND: (HB®) LOCAL MADE As per sample	500	PCS		
45	POST IT FLAG	RED, YELLOW, PIN K (FLAGS LANGUETTES BANDERITAS) SIZE 25.4MMX43.2MM EACH PACKET CONTAIN 50 FLAGS As per sample	120	PACKET		
46	STAMP PAD (LARGE)	CRYSTAL® (LARGE) CLASSIC	50	PCS		
47	STAMP PAD INK	CRYSTAL® 28.5 GM or equivalent standard	50	PCS		
48	STAPLER MACHINE	(ELEGANT® M- 600) STD or equivalent standard	300	PCS		
49	STAPLER PIN	(KW-TRIO®) 26/6 As per sample	4000	PACKET		
50	STAPLER REMOVER	(KW-triO®) - No. 0508B As per sample	100	PCS		
51	STICKING COLOUR FLAGS	FLORENCE – PRONOTI or equivalent standard	200	PCS		
52	STICKING COLOUR FLAG S	NON FLORENCE – PRONOTI® or equivalent standard	350	PCS		
53	THREAD BALL	AS PER SAMPLE	4000	BALLS		

54	WATER COUSIN	LOCAL CHINA MADE (AS PER SAMPLE)	200	PCS		
55	WHITTO / CORRECTIO N PEN	DUX® or equivalent standard	500	PCS		
56	WRAPPER WITH HARD BOARD	(LOCAL MADE) AS PER SAMPLE	100	HARD BOARDS		
57	PEN (FOR HON'BLE JUDGE)	UNI-BALL EYE MICRO® UB-150 (BLUE + BLACK + RED+ GREEN) or equivalent standard	600	PCS.		

- a) Please visit the store of High Court before quoting rates and quote rates after inspecting samples.
- b) Rates must be quoted in Pakistani Currency.
- c) Rates must be inclusive of transportation/ installation and all other charges if any.
- d) 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.
- e) 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.
- f) 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 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.
12. **Delivery Mechanism:** Successful bidder shall deliver the goods within **thirty (30) calendar days** of issuance of Purchase Order. No request for extension in delivery date shall be considered.

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. **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.
18. **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.
19. **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.
20. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
21. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
22. **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.
23. **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.
24. **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.
25. **Alternative Bids:** Alternative bids shall not be considered and complete tender shall be rejected being non-responsive.
26. **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.
27. **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.
28. **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.
29. **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

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

33. 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