



## HIGH COURT OF SINDH, KARACHI

NO.SHC/BUDGET/TENDER/2024-25/VIII/Photocopiers

**TENDER FOR THE PROCUREMENT OF LIGHT AND HEAVY-DUTY  
PHOTOCOPIERS FOR THE HIGH COURT OF SINDH, PRINCIPAL SEAT  
AT KARACHI, AND BENCH AT SUKKUR.**

Dated: 03.02.2024

**TENDER DOCUMENT**  
FOR THE FINANCIAL YEAR 2024-2025

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Tender Reference No. \_\_\_\_\_  
2025

Dated \_\_\_ - \_\_\_ -

**BID SUBMISSION LETTER**

To  
The Learned  
Registrar, Sindh  
High Court,  
Karachi.

Subject: Submission of Bid for the **Tender for the Procurement of Light and Heavy-Duty Photocopiers for the High Court of Sindh, Principal Seat at Karachi, and Bench at Sukkur.**

Respected Sir,

We, the undersigned, are pleased to submit our proposal for the tender titled **“Tender for the Procurement of Light and Heavy-Duty Photocopiers for the High Court of Sindh, Principal Seat at Karachi, and Bench at Sukkur.”** Enclosed within these sealed envelopes (Separate Envelope of Technical Proposal, Financial Proposal & Bid Security) is our comprehensive bid document.

We further authorize Mr. \_\_\_\_\_, holding CNIC No. \_\_\_\_\_, to represent our organization and attend all bid-related meetings and proceedings on our behalf.

We acknowledge and accept that the Sindh High Court reserves the absolute right to accept or reject any proposal at its discretion and may annul the bidding process without providing any reason or explanation. We also affirm that the decision of the Purchase Committee shall be final, binding, and immune from any challenge on any forum. Furthermore, the Purchase Committee shall not bear any liability for losses or damages incurred by any party relying on its decisions.

We thank you for the opportunity to participate in this process and assure you of our commitment to delivering services of the highest standard.

Sincerely,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

## 1. Introduction & Instruction

The Sindh High Court (SHC) invites sealed proposals from qualified and experienced firms/companies for the procurement and installation of light and heavy-duty photocopiers. These procurements are intended to enhance document processing capabilities at the Principal Seat in Karachi and the Bench at Sukkur.

### a. Introduction

The Sindh High Court, as the apex judicial authority in Sindh province, is committed to maintaining an efficient document management system to support its administrative and operational needs. To enhance the efficiency of its workflow, the SHC seeks to procure and install light and heavy-duty photocopiers at critical locations, including the Administration Block and the Barracks.

### b. Scope of Work

The scope of work includes the supply, installation, testing, and commissioning of light and heavy-duty photocopiers. The selected firm/company will be responsible for ensuring high-quality installation standards, compliance with safety protocols, and seamless integration of these photocopiers into the court's workflow. All necessary tools, materials, and technical expertise must be provided to complete the project efficiently.

### c. Purpose

The primary purpose of this tender is to enhance the document processing infrastructure of the High Court of Sindh by procuring advanced photocopiers. This will ensure uninterrupted and efficient document reproduction within the Administration Block and the Barracks, thereby supporting the smooth functioning of the court's operations and facilitating better coordination among its departments.

Purpose & Scope	<b>Tender for the Procurement of Light and Heavy-Duty Photocopiers for the High Court of Sindh, Principal Seat at Karachi, and Bench at Sukkur.</b>
Last Date & time of Submission of Bids	<b>Wednesday, February 26, 2025 at 11.00 a.m.</b>
Date & Time of Opening of Bids	<b>Wednesday, February 26, 2025 at 11.30 a.m.</b>
Bid Opening Location	<b>Office of the Director General (Finance and Accounts)</b>

## 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 Nominee from other department 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. Mandatory Qualification/ Eligibility Criteria (Part-I):

Bids that are disqualified or deemed non-responsive in this section will not be eligible for further evaluation. Hard copies (printouts) of the following documents are mandatory.

S #	Eligibility Criteria	Attached Yes/No
1	Complete (Every Page) filled, signed & stamped Tender Document.	
2.	Registration with relevant tax/ regulatory authorities i.e. FBR (NTN & GST Certificates) and also Active Taxer Payer.	
3	Participating Firm must have Manufacturer Authorization Letter for Photocopiers (OEM Letter Required)	

4	Bidder must have documented experience of three (3) assignments of supplies and installations of quoted Multifunction Photocopier Machines in Pakistan during last three (3) years;	
5	Affidavit on stamp paper of Rs. 200/- duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government	
6	Average annual turnover in preceding 3 financial years should not be less than Rs. 5 million demonstrated through income tax returns / Audited statement of Accounts.	
7	Technical Bid / Proposal on Bidder's Letterhead duly signed and stamped along with the required brochure/ technical data etc.	
8.	Bidder must have support/branch offices in Karachi, to provide technical support.	

## 6. Technical Specifications -

### 1. Light-Duty Photocopier

Feature	Specification	Available (Yes/No)
<b>Type</b>	Multifunction Digital Photocopier (Print, Copy, Scan)	
<b>Printing Speed</b>	Minimum 25 pages per minute (PPM)	
<b>Paper Size</b>	A3, A4, A5, A6, B4, B5, B6, Legal	
<b>Resolution</b>	600 x 600 dpi or higher	
<b>First Copy Time</b>	4 - 7 seconds	
<b>Monthly Duty Cycle</b>	10,000 - 50,000 pages	
<b>ADF (Auto Feeder)</b>	Standard required (DADF / RADF), 50+ sheets	
<b>Duplex Printing</b>	Yes (Automatic)	
<b>Connectivity</b>	Standard USB, LAN (Gigabit), Network, Wi-Fi	
<b>Memory</b>	2GB RAM or higher	
<b>Toner Yield</b>	Minimum 10,000 pages (Genuine)	
<b>Toner Price</b>	Cost Effective (Please Justify)	
<b>Paper Feeding</b>	250+ Sheets Tray 1 + 100 Sheets Bypass Tray	
<b>Scan Speed</b>	50 sheets Color Mono	
<b>Control Panel</b>	Color Touch Screen 7" minimum	
<b>Mobile Print Support</b>	Standard required	

Feature	Specification	Available (Yes/No)
<b>Additional Features</b>	Scan to Email, Mobile Printing, Secure Print	
<b>Value Added Features</b>	Intelligent Support Services, User-friendly Interface	
<b>Trolley</b>	To be included (Wooden/Iron with best Quality)	
<b>Recommended Brands</b>	Canon IR, Ricoh MP, Kyocera ECOSYS, Konica Minolta, Toshiba or Equivalent Standard	
<b>Warranty</b>	1 Year Comprehensive Warranty	
<b>Drum Life</b>	50,000	

## 2. Heavy-Duty Photocopier

Feature	Specification	Available (Yes/No)
<b>Type</b>	Floor-standing console type (with Trolley)	
<b>Functionality</b>	Print, Copy, Scan enabled	
<b>Printing Speed</b>	35 pages per minute (PPM) Minimum	
<b>Operation Panel</b>	10.1" Android-based Smart Operational Panel	
<b>Human Detection Sensor</b>	1-second recovery time	
<b>Memory + HDD + Processor</b>	2GB RAM + 320GB HDD	
<b>Scanning Speed</b>	70+ IPM duplex (maximum)	
<b>Document Feeder</b>	Built-in required (DADF / RADF)	
<b>PC-Less Printing</b>	Built-in required	
<b>Security</b>	Standard - Data Overwrite Security Service (DOSS), User ID & Serial Number Printing	
<b>Mobile Printing</b>	Smart Device Connector	
<b>Mobile Scanning</b>	Smart Device Connector	
<b>Scanning Features</b>	Scan to folder, Email, Me	
<b>Original Size</b>	A3, A4, A5, A6, B4, B5, B6	
<b>Network Protocol</b>	TCP/IP (IP v4, IP v6)	
<b>Multiple Copying</b>	Up to 999 copies	
<b>Paper Input Capacity</b>	Standard 1,200 sheets (2 x 550 sheets + 100 sheets bypass tray)	
<b>Paper Weight</b>	60 – 300 g/m <sup>2</sup>	
<b>Duplex Printing</b>	Yes (Automatic)	
<b>Connectivity</b>	Standard USB, LAN (Gigabit), Wi-Fi	
<b>Toner Yield</b>	Minimum 37,000 pages (Genuine)	

<b>Feature</b>	<b>Specification</b>	<b>Available (Yes/No)</b>
<b>Additional Features</b>	Stapler, Hole Punch, Booklet Maker, OCR Scanning, Secure Print (Optional)	
<b>Warranty</b>	1-year comprehensive warranty	
<b>Recommended Brands</b>	Canon IR Advance, Ricoh IM, Konica Minolta Bizhub, Kyocera TASKalfa, Toshiba or Equivalent Standard	
<b>Toner Price</b>	Cost Effective (Please Justify)	

### 7. Financial Evaluation: -

Financial Evaluation of eligibility/technical qualified Bid (s) shall be done on, as mentioned in financial proposal. All government taxes shall be applicable as per rules. Tender may be awarded to the lowest bid 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.

### 8. Sample for Financial Proposal/ BOQ: -

**Lot No. 1; Photocopiers for High Court of Sindh, Principal Seat at Karachi**

<b>S. No</b>	<b>Item Name and Description</b>	<b>Qty.</b>	<b>Unit Rate inclusive of all Taxes PKR</b>	<b>Total Amount Inclusive all Taxes PKR</b>
1	<b>Light Duty Photocopier</b> Make & Model: PPM: Technical Specifications:	01		
2	<b>Heavy Duty Photocopier</b> Make & Model: PPM: Technical Specifications:	01		
Grand Total Amount with All Taxes				
In Words;				



**Lot No. 2; Photocopiers for High Court of Sindh, Bench at Sukkur**

<b>S. No</b>	<b>Item Name and Description</b>	<b>Qty.</b>	<b>Unit Rate Inclusive of all Taxes and PKR</b>	<b>Total Amount Inclusive all Taxes and Transport Charges PKR</b>
1	<b>Light Duty Photocopier</b> Make & Model: PPM: Technical Specifications:	02		
Grand Total Amount with All Taxes				
In Words;				
Chairman, Procurement Committee				
Member, Procurement Committee			Member, Procurement Committee	

**9. Terms & Conditions: -****1. Evaluation Criteria**

- a. Firms/companies must have all technical specifications to qualify for financial bid opening.
- b. Financial bids of technically disqualified bidders will remain unopened and will be returned.
- c. Work will be awarded to the technically qualified bidder quoting the **lowest financial bid**.
- d. In case of a tie in financial bids, the contract will be awarded to the bidder with the **highest technical evaluation score**.

## 2. Earnest Money/Retention Money

### a. Earnest Money:

Must be 2% of the total bid amount.

Payable via bank draft/pay order in favor of **Registrar, Sindh High Court, Karachi.**

Cheques will not be accepted.

## 3. Prices

a. Rates must include all applicable taxes, duties, and costs such as transportation and installation.

b. Rates must remain valid for **90 Days** from the technical bid opening date.

c. Work will be awarded based on the consolidated amount after evaluation.

## 4. Payment Procedure

a. No advance payments will be made.

b. Payment will be processed only after successful installation, testing, and certification by designated Sindh High Court officials.

c. Payments will be subject to the deduction of applicable taxes.

## 5. Delivery Time

a. within **20 days** of the Purchase order issuance.

b. All installations must be completed within **5 days** from Date of Delivery.

c. Vendors will bear responsibility for the safe delivery and installation of all materials.

## 6. Penalties

a. Delays in work commencement beyond **15 days** will incur a penalty of **1% per fortnight**, up to a maximum of **30 days**, after which the contract will be terminated.

b. For incomplete work, penalties of **2% per week**, capped at **10% of the total work cost**, will apply.

## 7. Technical Evaluation and Documents

- a. All documents must be submitted in the sequence specified in mandatory Qualifications.
- b. Technical proposals must be fully compliant with specifications and other requirements.

## 8. Turnkey Solution

This is a turnkey project. All necessary materials and labor required to complete the project must be included in the bidding price.

## 9. Affidavit

An affidavit must be provided stating that the firm has **never been blacklisted** by any government or semi-government body.

## 10. Arbitration

In case of any dispute, difference, or question which may arise between the parties hereto, it shall be referred to the Registrar of the High Court of Sindh and dealt with rules.

## 11. Measurement and Payment

- a. Payments will be based on the **actual measured quantities** of installed items.
- b. No payment will be made for wastage or uninstalled materials.

## 12. Technical Support

- a. The successful bidder must provide **free technical support** for at least **1 year** after project completion.
- b. All software updates and upgrades must also be provided free of charge.

## 13. Rights Reserved

The **Sindh High Court** reserves the right to accept, reject, or cancel any bid in accordance with SPPRA rules.

**14. Signing of Contract Agreement:**

The company/firm/agency will sign the contract agreement as acknowledgment.

**15. Submission of Bills/Invoices:**

Invoice/bill & Delivery Advice should be submitted to the I/c. A.R Resident-II.

**16. Services Deliverable:** All services must be executed as specified in entitlement/authorization. Non-compliance with this condition renders the services liable to non-acceptance.

**17. Service Execution:** Competent Authority reserves the right to change/alter/remove/reduce/enhance services with or without financial impact; without assigning any reason and the agency/company will abide by the instruction(s).

**18. Rejection of Services:** The High Court of Sindh reserves the right to cancel any or all the services if they are not in accordance with the specifications or if the execution of services is delayed.

**19. Performance Security:** The successful bidder should provide 5% Performance Security of the total value of the Work Order in the form of Pay Order or Bank Guarantee before submission of the invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work/Contract/Warranty, whichever is the longest.

**20. Rules, Regulations & Policies:** All rules, regulations, and policies will be governed in accordance with the SPPRA.

**21. Validity of Bid: Validity is for ninety (90) days.**

**22. Rights:** The High Court of Sindh reserves the right to accept or reject any or all tenders or terminate proceedings at any stage in accordance with the rules and regulations framed by SPPRA.

**23. Tender Document:** Tender Document is available at the designated office of the High Court of Sindh.

**24. Submission of Documents:** The last date for tender submission is as specified in the Tender Document.

**25. Opening of Tender:** The tender will be opened as specified in the Tender Document.

**26. Minimum Qualifying Percentage:** The minimum qualifying percentage is 70%.

**27. Envelopes:** Separate envelopes for the Technical Proposal, Financial Proposal, and Bid Security should be further enclosed in a single envelope, with the company seal affixed on the opening flaps.

**28. Taxes:** All Government taxes (including Income Tax and Stamp Duty), levies, and charges will be charged as per applicable rates/denomination of the Purchase/Work Order.

**29. Award of Contract:** The contract will be awarded on a lump sum basis.

**30. Rights to Remove:** The High Court of Sindh reserves the right to remove any area of service as per requirements.

**31. Health & Safety:** The contractor is responsible for the safety of all its activities, including protection of life and the environment on and off the site. The High Court of Sindh is a no-smoking zone and will not be responsible for any mishap.

**32. Insurance/Security:** Life insurance/security of workers will be the responsibility of the contractor.

**33. Child Labor:** All staff must have CNIC, and child labor is strictly discouraged.

**34. Character Certificate:** The contractor must provide character certificates for all workers.

**35. 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.

**36. Bidding Method:** Single Stage- Two Envelope method will be adopted for bidding process as per SPPRA Rules.

Note: These Terms & Conditions are an integral part of the contract agreement in addition to other clauses/articles.

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	

## 10. (INTEGRITY PACT)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... [Name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative department or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Contractor] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as

aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Procuring Agency: ..... Name of Contractor: .....

Signature: .....  
.....

Signature:

[Seal]

[Seal]