

# **SINDH HIGH COURT, KARACHI**

## **TENDER DOCUMENT FOR THE YEAR 2018-2019**

**Tender Reference NO.SHC/Budget/Tender-2018-19/VI**

**Dated: 25-05-2019**

**Supply of Stationery Items for High Court of Sindh, Karachi.**

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## 1. Introduction

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to purchase **Stationery Items for High Court of Sindh, Principal Seat, Karachi, on Lot wise basis**, as mentioned in tender document, from your esteemed firm / agency. **SHC reserves the right to increase/ decrease the quantities as per requirement in the light of availability of funds, as per rules.**

## 2. Instructions:

- (a) The Sindh High Court, Karachi (SHC) expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. **Moreover, attach required supporting documents according to the requirement.**
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. **If you want to leave the item/column un-answered please, write "Doesn't Apply/Doesn't Arise".** If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) The **last date to submit the Tender Document, separate technical & financial proposals in sealed envelopes is 10<sup>th</sup> June, 2019**, in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi, as reflected in Tender Notice.
- (d) **Bid Security of 2 % of total quoted amount of all items** will be deposited along with Tender Document in shape of BID SECURITY FORM/ PAY ORDER/ BANK DRAFT as reflected in tender notice.

### 3. Eligibility Criteria:

S.No.	Eligibility Criteria	Requirement
1	Profile of company/ firm along with relevant documents	Mandatory
2	Relevant Tax Registration Certificates (copies required)	Mandatory
3	Copies of at least three (03) purchase orders of similar nature during the last three years along with Completion Certificate for the work completed or any other relevant proof of experience of similar nature.	Mandatory
4	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Mandatory
5	Average Financial turnover of at least Rs. 0.5 million per annum during the last three years. (financial statement or bank statement or both are required)	Mandatory

#### 4. Specification and requirement of Stationery Items:-

##### Specifications of Lot No. 1

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
1	BINDER CLIP (LARGE SIZE)	(LARGE SIZE) - NO. 977112 1-5/8" WITH BRAND: DIAMOND – (MADE IN CHINA)	24	DOZENS / PKTS Per packet in dozen
2	BINDER CLIP (MEDIUM SIZE)	32 MM - DIAMOND - (MADE IN CHINA)	- DO -	- DO -
3	BINDER CLIP	(SMALL SIZE) - 1" WIDTH - DIAMOND - (MADE IN CHINA)	- DO -	- DO -
4	BOX FILE IN PLASTIC	COLOR : BLACK & GREEN (CHINA MADE)	24	PCS.
5	CLOTH TAPE (HALF INCH)	HALF INCHES (NEWLY ITEM)	24	PCS.
6	DOUBLE PUNCH MACHINE	BRAND KW-triO® 09880 (small size)	144	PCS
7	DUSTBIN	RADIUS – 10 ½ height: 13 ½ (LARGE SIZE) – LOCAL MADE	72	DUSTBINS
8	DUSTBIN	RADIUS – 10 HEIGHT: 9 (SMALL SIZE) – LOCAL MADE	288	DUSTBINS
9	FILE WRAPPER	LOCAL MADE AS PER SAMPLE	2000	WRAPPERS
10	FLAG GENERAL (COLOUR)	LOCAL MADE (PER PACKET CONTAINS 500 FLAGS)	200	PACKETS
11	GUM BOTTLE	ADX (52) ML 50 GRAM	288	PCS
12	GUM STICK	AMOS 8 GRAM SMALL Or equivalent standard	600	PCS
13	HEAVY DUTY STAPLE MACHINE	( KW-triO® ) - No. 050LC Brand Or equivalent standard	12	PCS

14	HEAVY DUTY STAPLE PIN	(KW-triO®) 23/17 - No. 0023H Or equivalent standard	36	PCS
15	HIGHLIGHTER	Pelikan® IN DIFFERENT COLOUR – YELLOW + GREEN + PINK + ORANGE Or equivalent standard	840	PCS
16	HOLE PUNCH MACHINE SINGLE	IRON LOCAL CHINA MADE (AS PER SAMPLE)	72	POKER
17	KNIFE	CHINA MADE AS PER SAMPLE	288	PCS
18	MASKING TAPE	(BROWN) 2 ½ INCH) PHONIX®	60	PCS
19	MASKING TAPE	(TRANSPARENT 2 ½ INCH) PHONIX® Or equivalent standard	72	PCS
20	MARKER (PERMANENT)	DOLLAR ® UM-2 Or equivalent standard	840	PCS
21	PACKING PAPER (BROWN SHEET)	LOCAL MADE - (3 feet 11” X 2 feet 11”)	72	SHEETS
22	PAPER PIN /OFFICIAL PIN	GRASH®	720	PACKETS
23	PAPER TAPE (HALF INCHES)	CHINA MADE ½ (HALF) INCHES OKASIA ® Or equivalent standard	72	PCS
24	PAPER TAPE (TWO INCHES)	CHINA MADE 2 (TWO) INCHES OKASIA® Or equivalent standard	72	PCS
25	PAPER TAPE (TWO INCHES)	CHINA MADE 3 (THREE) INCHES OKASIA® Or equivalent standard	72	PCS
26	PAPER WEIGHT	MARBLE PIECE (LOCAL MADE) SIZE:	144	PCS
27	PAPER CUTTER	CHINA MADE	288	PCS
28	PIN COUSIN	LOCAL CHINE MADE (AS PER SAMPLE)	60	PCS
29	POKER (WOODEN / PLASTIC HANDEL)	(LOCAL MADE) AS PER FRIENDLY OF STAFFS OF JUDICIAL BRANCHES	288	POKERS

30	RUBBER (FOR USE OF HON'BLE JUDGES)	PELIKAN ® Or equivalent standard	288	PCS
31	RUBBER (FOR USE OF STAFF)	DUX ® Or equivalent standard	432	PCS
32	SCALE STEEL	LOCAL CHINA MADE (12 INCHES )	144	SCALES
33	SCISSOR	JIALIYA No. 9007 (LOCAL CHINA MADE) Or equivalent standard	144	SCALES
34	SHARPNER	DUX (SILVER) Or equivalent standard	720	PCS
35	STAMP PAD (LARGE SIZE)	BRAND : DOLLAR® LOCAL MADE Or equivalent standard	288	PCS
36	STAMP PAD (SMALL) DOLLAR	CRYSTAL (SMALL) CLASSIC Or equivalent standard	144	PCS
37	STAMP PAD INK	CRYSTAL® 28.5 GM Or equivalent standard	360	PCS
38	STAPLER MACHINE	(ELEGANT M-600) STD Or equivalent standard	432	PCS
39	STAPLER PIN	(GRASH) MOST DEMANDED ARTICLE Or equivalent standard	4800	PCS
40	STAPLER REMOVER	(KW-triO®) - No. 0508B	288	PCS
41	STICKING COLOUR FLAGS	FLORENCE – PRONOTI Or equivalent standard	288	PCS
42	STICKING COLOUR FLAG S	NON FLORENCE – PRONOTI Or equivalent standard	288	PCS
43	TAG (SMALL)	(MEDIUM SIZE) (AS PER SAMPLE)	288	PCS
44	THREAD BALL	AS PER SAMPLE MOST DEMANDED ARTICLE	3600	BALLS
45	U-CLIP	GRASH® 26MM NO. 07007 (PER PKT CONTAINS 100 PCS ) Or equivalent standard	288	PCS

46	WATER COUSIN	LOCAL CHINA MADE (AS PER SAMPLE)	144	PCS
47	WHITTO / CORRECTION PEN	DUX® Or equivalent standard	864	PCS
48	WRAPPER WITH HARD BOARD	(LOCAL MADE) AS PER SAMPLE	288	HARD BOARDS

**Specifications of Lot No. 2**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
01	DUPLICATING PAPER	(PER RIM CONTAINS 400 PAGES), LOCAL MADE 60 GRAMS (13½ X 8½) (FRIENDLY FOR CYCLOSTYLING MACHINE)	1200	REAMS

**Specifications of Lot No. 3**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
1	LEDGER PAPER	80 GRAMS (13½ X 8½ ) ( <i>PER RIM CONTAIN 100 SHEETS WRAPPED WITH PLASTIC SHEET</i> )	4000	RIMS

**Specifications of Lot No. 4**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
01	PHOTOSTAT PAPER (A-4 SIZE)	IK (Signature) TRUTONE Technology, 80 GRAMS Size: 21 x 29.7 cm (8½ x 11½) (500 sheets)	1000	RIMS



**Specifications of Lot No. 5**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
01	PHOTOSTAT PAPER (F4A)	(PER RIM CONTAINS 500 SHEETS) IK COPY PAPER (MADE IN INDONESIA) 70 GRAMS SIZE: 216 x 343 mm (13½ X 8½)	4000	RIMS

**Specifications of Lot No. 6**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
1	ENVELOPE	(LARGE) (16 x 12) OFFSET KRAFT 75 GRAMS	10000	ENVEVELOPES
2	ENVELOPE (MEDIUM)	(MEDIUM) (11 x 5) OFFSET KRAFT 75 GRAMS	15000	ENVEVELOPES
3	ENVELOPE (SMALL)	(SMALL) (9 x 4) OFFSET KRAFT 75 GRAMS	25000	ENVEVELOPES

**Specifications of Lot No. 7**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
1	PEN	UNI-BALL EYE MICRO UB-150 / UNI-BALL FINE DELUX- 177 BLUE + BLACK + RED + GREEN Or equivalent standard	3600	PCS
2	PEN	M&G (LEADER) STICK GEL PEN AGP10772 BLUE + BLACK + RED + GREEN Or equivalent standard	3600	PCS
3	PEN (GENERAL)	DOLLAR® Clipper Or equivalent standard	14400	PENS
4	POINTER	DOLLAR® 0.3 COLOUR BLACK+BLUE+ RED+ GREEN Or equivalent standard	720	PCS

**Specifications of Lot No. 8**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
1	PENCIAL RUBBER TIP	(FEBERCASTLE®) - Or equivalent standard	1080	pencils
2	PENCIL (FOR STAFF)- GOLDFISH	GOLDFISH® - (FOR THE USE OF STAFFS) Or equivalent standard	1080	pencils
3	PENCIAL AUDIT	PICCASSO® COLOUR : RED + BLUE + GREEN Or equivalent standard	1080	pencils

**Specifications of Lot No. 9**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
1	WRITING PAD (LARGE)	PLANE OFFSET PAPER 80 GRAMS (50 SHEETS) LOCAL MADE AS PER SAMPLE	900	PADS
2	WRITING PAD (MEDIUM)	- DO -	900	PADS
3	WRITING PAD (SMALL) /POCKET	- DO -	900	PADS

**Specifications of Lot No. 10**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
01	POLY CLOTH (RED – GREEN – BLUE)	SIZE: (3) FEET (8) INCHES X (3) FEET (2) INCHES (AS PER SAMPLE)	2400	PCS

**Specifications of Lot No. 11**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
01	SHORT HAND NOTE BOOK	200 SHEETS BRAND: (HB®) LOCAL MADE	1800	PCS
02	REGISTER LINING	200 PAGES (LOCAL MADE)	288	REGISTERS

**Specifications of Lot No. 12**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
01	TABLE SET	HIGH QUALITY, BRANDED GREEN LEATHER	24	PCS

**Specifications of Lot No. 13**

Sr. Nos	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY	
01	CALCULATOR 12 DIGITS	BRAND : CASIO MODEL MJ-120D Plus Or equivalent standard	100	PCS
02	CALCULATOR 14 DIGITS	BRAND : CASIO MODEL DJ-2400 Plus Or equivalent standard	100	PCS

## 6. SAMPLE OF FINANCIAL PROPOSAL

**Bidders are advised to submit separate financial proposal of each Lot.** Bidders can apply for one and/ or more and/ or all lots. Bidders are advised to quote for all items of a particular lot otherwise bid will be rejected. Bid Security may be submitted for 2% of total amount of all quoted items. Separate Financial Proposal for each lot should be submitted.

**Financial Proposal for Lot No. \_\_\_\_\_**

<b>Name of Items</b>	<b>Unit Price without GST Rs.</b>	<b>Quantity</b>	<b>Amount Rs.</b>

## 7. Terms & Conditions:

- Bidding Method:** Single Stage-One Envelope method will be adopted for bidding process as per SPPRA Rules.
- Validity Period:** The procurement contract will be awarded within bid **validity period i.e. 90 days** as per SPRRA Rules.
- Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
- Time of Delivery of Good:** The delivery should be made by the supplier at the store of High Court of Sindh, Principal Seat, Karachi, as per purchase order.
- 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.
- Inspection:** Physical inspection will be carried out by the Store Supervisor of this

Court. Ordered material is subject to final inspection at the time of delivery.

7. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
8. **Payment Term:** Payment shall not be made in advance and against partial deliveries.
9. **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.
10. **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.
11. **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.
12. **Bid Security:** All bids must be accompanied by an earnest money/ security of **2% of total bid amount**. The bid security of unsuccessful bidder will be released by SHC after award of work or after expiry of bid validity period as per rules whereas the bid security money of successful bidder will be released after completion of work/ or submission of performance security, as per rules.
13. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
14. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
15. **Rights:** SHC reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
16. **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.

17. **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.

18. **Stamp Duty:** Stamp duty will be levied as per rules.

19. **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules available on [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) for further details.

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

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	

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

M/s.	
Year of Establishment	
Name of contact Person	
Address	

Sales Tax Registration No.	
National Tax No.	
Mobile No.	
Telephone No.	
Fax No.	
E-mail	
Banker's Name and Contact Details	

**Stamp & Signature**

## 8. Documents Check List

S.No	Description	Yes/ No
1	Company Profile	
2	Copies of relevant Tax Registration	
3	Copies of Purchase Orders	
4	Undertaking on judicial stamp paper	
5	Financial Statements / Bank Statements	
6	Bid Security	
7	Samples have been inspected at the store of Sindh High Court	

All the above mentioned documents/ requirements have been furnished.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	



## 9. Sample of Proposal Submission Form:

To be printed on the letter head of firm.

Tender Reference No.

Dated \_\_\_\_\_

Name of Contract:

The Learned Registrar,  
Sindh High Court,  
Karachi.

Dear Sir,

We, the undersigned, offer to provide our services for “\_\_\_\_\_”, as a Bid, sealed in an envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of Purchase Committee shall be final and cannot be challenged on any ground at any forum and the Purchase Committee will not be liable for any loss or damage to any party acting in reliance thereon.

Sincerely,

Name  
Designation,  
Name of Company  
Dated:

## 10. Sample of Articles of Agreement:

**This Agreement** made this \_\_\_\_\_ day of \_\_\_\_\_ 2019, by and between the Sindh High Court, Karachi, Sindh, including his successors in office and Assignees / Agents, acting through the learned Registrar, hereinafter called the “**SHC**”, of the one part,

**And** M/s \_\_\_\_\_, located at \_\_\_\_\_, hereinafter called the “**Contractor**” which expression shall include their successors, legal representatives of the second part.

Whereas the **SHC** requires supply of \_\_\_\_\_ and whereas the **Contractor** has agreed to supply, the said items valued at **Rs.** \_\_\_\_\_ and words (\_\_\_\_\_) as per Purchase Orders, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Contractor**.

**Now this Agreement witnesses as follows:**

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the **Conditions of Contract** hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_ on behalf of the **Contractor**, and by the learned Registrar on behalf of the **SHC**, all of (name and designation of the authorized person) Which shall be deemed to form and be read and construed as a part of this **Agreement** viz.

- a) Articles of Agreement;
- b) Instructions to Tenderers;
- c) Conditions of Contract;
- d) Contractor's Offer including the relevant correspondence prior to signing of this Agreement with all Annexures duly filled in.
- e) The specifications of the items; and
- f) Bill of Quantity with prices.

**In Witness Whereof** the parties have hereunto set their respective hands and seals, the day, month and year first above written.

**WITNESSES:**

**(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]