

# SINDH HIGH COURT, KARACHI

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

**Tender Reference No.01/FC**

**Dated: 16-01-2019**

**FAMILY COURT, KARACHI CENTRAL**

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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 avail the services of firms/ contractors/suppliers, as per specifications mentioned in tender document, from your esteemed firm / agency.

## **2. Instructions:**

- (a) The Sindh High Court, Karachi (SHC) expects that aspirant vendors/ firms/ suppliers should furnish copies of all the required documents to ensure a transparent and genuine presentation.
- (b) Kindly do not leave any column/item blank. 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) Tender document which includes full details of items and other terms & conditions may be downloaded free of cost from [www.sindhhighcourt.gov.pk](http://www.sindhhighcourt.gov.pk) and [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk).
- (d) The **last date to submit the Tender Document, separate technical & financial proposals along with relevant documents in sealed envelope is 31<sup>st</sup> January, 2019 at 11:00 a.m.** in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi, as reflected in NIT.
- (e) **The technical proposals will be opened on the same day** in the presence of representatives who may care to attend as reflected in NIT.
- (f) Date and time of opening of **financial proposals** will be uploaded on the official websites of Sindh High Court.
- (g) **Bid Security of 2% of total amount** will be deposited along with Tender Document in shape of PAY ORDER / DEMAND DRAFT/ BANK GUARANTEE in the name of Registrar, Sindh High Court, Karachi.

(h) Pre-bid Meeting will be held on **24<sup>th</sup> January, 2019 at 11:30 a.m.** in the office of learned Project Director, High Court of Sindh, Karachi.

### **3. Eligibility Criteria:**

Following documents must be furnished in separate envelop before the opening of Technical Proposal.

| <b>S.No.</b> | <b>Eligibility Criteria</b>                                                                                                                           | <b>Requirement</b> |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1            | Profile of company/ firm along with copies of relevant documents                                                                                      | Mandatory          |
| 2            | Copies of relevant Tax Registration Certificates. (Active Tax Payer)                                                                                  | Mandatory          |
| 3            | Copies of at least three (03) Work Orders of similar nature during the last three years along with Completion Certificates for the work completed.    | 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            | Total Financial turnover of at least 5 million during the last three years. (financial statement or bank statement or both are required)              | Mandatory          |
| 6            | Relevant Pakistan Engineering Council Certificate with relevant codes.                                                                                | Mandatory          |

It is undertaken that all the above mentioned documents have been provided in the sequence as mentioned above. It is fully understood that in case of non-compliance of eligibility criteria, our technical proposal will not be evaluated and no liability would be incur against High Court of Sindh for rejection of tender.

|                    |  |
|--------------------|--|
| <b>Name</b>        |  |
| <b>Designation</b> |  |
| <b>Signature</b>   |  |
| <b>Stamp</b>       |  |

#### **4. Sample of Technical Proposal:**

1. Technical Proposal must include pictures of items as well as full specifications.
2. Technical Proposal should be sealed in separate envelope.
3. This is only format of Technical Proposal. Kindly do not write anything in the box below.

*To be printed on the letter head of firm/supplier.*

| <b>S.No.</b> | <b>Name of Article/Work</b> | <b>Technical Specification</b> | <b>Pictures/ Catalogue</b> |
|--------------|-----------------------------|--------------------------------|----------------------------|
|              |                             |                                |                            |
|              |                             |                                |                            |
|              |                             |                                |                            |

**Stamp & Signature**

#### **5. Sample of Financial Proposal:**

1. Financial proposal should be sealed in separate envelope.
2. Rates should be inclusive of all types of taxes.
3. Rates should be mentioned in both figures & words.
4. Financial Proposal must be submitted on letter head of company/supplier.
5. This is only format of Financial Proposal. Kindly do not write anything in the box below.

*To be printed on the letter head of firm/supplier.*

| <b>S.No</b>                              | <b>Description</b> | <b>Quantity</b> | <b>Unit Price including all taxes</b> | <b>Amount (including all taxes) Rs.</b> |
|------------------------------------------|--------------------|-----------------|---------------------------------------|-----------------------------------------|
|                                          |                    |                 |                                       |                                         |
| <b>Total Amount in figures and words</b> |                    |                 |                                       |                                         |

**Stamp & Signature**

## **6. Terms & Conditions:**

1. **Bidding Method:** **Single Stage-Two Envelopes method** will be adopted for bidding process as per SPPRA Rules.
2. **Evaluation and Comparison:** The procurement contract (s) will be awarded within bid validity period i.e. 90 days to those bidders (s) whose evaluated bid price is lowest with respect to competitive bidders and market rates.
3. **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver/ work within the delivery/execution period. Bidder would be bound to fulfill the contract within 30 days of issuance of Work Order.
4. **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item/article/ work or reduce/enhance quantity as per requirement and availability of funds, as per rules.
5. **Condition of Goods/ Works:** All items/ works 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 these will be liable to be rejected as per rules.
6. **Rejection of Goods/ Works:** SHC reserves the right to cancel any or all the items/ works if material is not in accordance with our specification or if the delivery is delayed.
7. **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.
8. **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 the submission of performance security/ bank guarantee equivalent to 10% of contract price.
9. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
10. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
11. **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.

12. **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.
13. **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 and applicable rates / denomination of Purchase / Work Order.
14. **Contract Cost:** The contractor shall pay all the cost for preparation of legal documents of contract.
15. **Stamp Duty:** Stamp duty will be levied as per rules.
16. **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules for further details.

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

|                                   |  |
|-----------------------------------|--|
| <b>M/s.</b>                       |  |
| <b>Year of Establishment</b>      |  |
| <b>Name of contact Person</b>     |  |
| <b>Address</b>                    |  |
| <b>Sales Tax Registration No.</b> |  |
| <b>National Tax No.</b>           |  |
| <b>Mobile No.</b>                 |  |
| <b>Telephone No.</b>              |  |
| <b>Fax No.</b>                    |  |
| <b>E-mail</b>                     |  |

**Stamp & Signature**

## **7. Desired Specifications of required goods/ work/ services:**

### **Repair of Family Courts , Electrical work, Fixture & Furniture work , Machinery , Children Library , Children Play Area at City Court Building Karachi. (DISTRICT CENTRAL).**

| <b>S.No</b> | <b>Description</b>                                                                                                                                                                                          | <b>Qty</b> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1           | Judges chair of court room all made of solid shesham wood with star on back high back seat back knitted with Singapore can sprit polished as approved.                                                      | 03 nos     |
| 2           | Computer table 3'x2'x2'x1/2'' with drawers on one side CPU cabinet and key board tray shesham veneer board sprit polished with computer chair as approved.                                                  | 04 nos     |
| 3           | Rostrum desk for (court) 1'1/2''x1'1/2''x14'' made of shesham verneer board sprit polished as approved                                                                                                      | 08 nos     |
| 04          | Lawyers & Visitor Benches 71/2''x18''x3'' make of solid shesham wood seat cushion with best quality 4'' thick molty foam back Cushion covered with refine with superior quality sprit polished as approved. | 08 nos     |
| 05          | Lawyers & Visitor Benches 71/2''x18''x3'' make of solid shesham wood seat and back with superior quality sprit polished as approved.                                                                        | 08 nos     |
| 06          | Revolving chair for judges chamber seat and back with knitted with Singapore can with star on back frame solid shesham wood sprit polished as approved.                                                     | 04 nos     |
| 07          | Providing & Fixing of Split A/c of 01 Ton Capacity of good Quality. Including Fitting & Cartage complete in all respect.                                                                                    | 04 nos.    |
| 7-(a)       | Providing & Fixing of Split A/c of 02 Ton Capacity of good Quality. Including Fitting & Cartage complete in all respect.                                                                                    | 03 nos.    |
| 8           | Office table 4'x2'x2'x21/2'' with three drawers on one side made with shesham veneer board sprit polished approved.                                                                                         | 04 nos.    |
| 9           | Visitor chairs seat back wooden solid shesham sprit polished as approved.                                                                                                                                   | 40 nos.    |
| 10          | Providing & Fixing of 55'' LED make Haier or equivalent of good quality.                                                                                                                                    | 01 nos.    |
| 11          | Supply of flooring foam 12mm size of (30'x19') make of Master or Equivalent complete in all respect.                                                                                                        | 01 Job.    |
| 12          | Providing & Fixing of wall papers imported as per approved design complete in all respect.                                                                                                                  | 1000 sft.  |
| 13          | Providing & Fixing window blind imported as per required shade etc complete.                                                                                                                                | 06 Nos     |
| 14          | Providing & Fixing Round table size(48x48x16)as per approved design and Requirement complete in all respect.                                                                                                | 05 Nos     |
| 15          | Providing & Fixing water dispenser imported (cold& hot) water separate system.                                                                                                                              | 01 no      |
| 16          | Providing & Fixing Computer set with LCD 19'' size with CPU,core-I 3 1tera byte HDD 4gb ram HP printer laser jet printer, key board , mouse UPS emrson 650 as approved.                                     | 02 nos     |
| 17          | Providing & Fixing Book Shelves Size (120 cm x 30 cm x92 cm ) different colours for the uses of wards in Guardian & Ward meeting Hall.                                                                      | 20 Nos     |



## **8. Sample of Proposal Submission Form:**

*To be printed on the letter head of firm.*

Tender Reference No.01

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 the Hon’ble Purchase Committee shall be final and cannot be challenged on any ground at any forum and Sindh High Court will not be liable for any loss or damage to any party.

Sincerely,

**Name**  
**Designation,**  
**Name of Company**

## **9. Sample of Articles of Agreement:**

**This Agreement** made this \_\_\_\_\_ day of \_\_\_\_\_ 2019, by and between the Project Director, 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.
3. In consideration of the payment to be made to the Contractor, the **Contractor** hereby **covenants** with the SHC to supply & deliver all items in conformity in all respects of the Contract on quarterly basis, as mentioned in Purchase Orders.
4. The **SHC** hereby **covenants to pay** the Contractor in consideration of the supply & delivery of items at the contact price on quarterly basis subject to release of funds.

**In Witness Thereof** 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]