

SINDH HIGH COURT, KARACHI

TENDER DOCUMENT

FOR THE YEAR 2017-2018

Tender Reference No.1

Dated: 12th June, 2018

**Supply & Installation of Twenty three (23) 1.5 Ton Split A.Cs
(Mitsubishi or equivalent standard) for the residences of the
Hon'ble Judges of this Court**

Tender issued to M/s. _____

Single Stage Two Envelops Method

Contents

1. Introduction	3
2. Instructions:	3
3. Eligibility Criteria:	4
4. Sample of Technical Proposal:	5
5. List of Major Clients	7
6. Sample of Financial Proposal:	8
7. Terms & Conditions:	9
8. Documents Check List.....	11

1. Introduction

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to purchase **twenty three (23) 1.5 ton Split A.Cs (Mitsubishi or equivalent standard) for the residences of the Hon'ble Judges of this Court**, 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.

Tender document which includes full details of items and other terms & conditions can be downloaded **free of cost** from www.sindhhighcourt.gov.pk and www.spprasindh.gov.pk

You are requested to attach firm / agency profile etc. along with the Tender Document. **Financial Proposal should be submitted in sealed envelope along with bid security.**

SHC reserves 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.

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.
- (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) Tender document which includes full details of items and other terms & conditions may be downloaded **free of cost** from www.sindhhighcourt.gov.pk and www.spprasindh.gov.pk
- (d) The **last date to submit the Tender Document, separate technical & financial proposals in sealed envelopes is 29th June, 2018 by 10:00 a.m.** in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi.

The technical proposals will be opened on the same day at 10:30 a.m. in the presence of representatives who may care to attend. **Date and time of opening of financial proposals** of technically qualified bids will be communicated to successful bidders in advance.

(e) **Bid Security of 1% of total charges** will be deposited along with Tender Document in shape of BID SECURITY FORM OR PAY ORDER IN THE FAVOUR OF REGISTRAR, SINDH HIGH COURT.

(f) Should you need further any assistance / guidance please feel free to contact Mr. Asif Samma, Office Associate Phone No. 021-99207776.

3. Eligibility Criteria:

Copies of following documents must be attached in the following sequence.

S.No.	Eligibility Criteria	Requirement
1	Profile of company/ firm along with relevant documents	Mandatory
2	Sales Tax Registration (copy required)	Mandatory
3	Income Tax Registration (copy required)	Mandatory
4	Certificate of dealership or sole distributor (copy required)	Mandatory
5	Copies of at least five (05) purchase orders of similar nature during the last three years along with Completion Certificate for the work completed.	Mandatory
6	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Mandatory
7	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

It is undertaken that all the above mentioned documents have been attached in the sequence as mentioned above. We understand that in case of non-compliance, we would not be considered eligible for the tender.

Name	
Designation	
Cell Number	
Signature & stamp	

4. Sample of Technical Proposal:

All sections of technical proposal must be filled/typed and no section may be left blank else technical proposal will not be considered.

Brand Name	
Make & Model	
Country of Origin	
Date of Launching of Model	
Expected date/month/year of end of manufacturing of product	
Video of model mentioning the specifications of 1.5 ton Split A.Cs (maximum 5 minutes duration)	Attach CD/DVD/UBS with technical proposal
Brochure	Attach brochure highlighting the requirement of Sindh High Court. (Mandatory)

Requirements of Sindh High Court		Specifications offered by bidder (kindly do not leave any box blank, else technical proposal will not be considered)	Compliance (Yes/ No)
Brand	Mitsubishi or equivalent standard		
Country of Origin	Japan/ Thailand/ UK/ USA or equivalent standard		
Cooling Capacity	1.5 Ton		
Compressor Type	Rotary Japan/ Thailand/ UK/ USA or equivalent standard		

Cooling	18000 BTU		
Cooling Coil	Copper Pipe of 22 gauze		
Wide and Long Airflow	Required		
Econo Cool	Required		
Warranty	3 years Compressor and 1 year service & parts		
End of the year sale products	End of the year sale products & products whose manufacturing have been discontinued by manufacturers would not be acceptable.		
Parts	Parts must be easily available in the market		

Kindly provide the information of main clients/ companies/ government organizations to whom you have supplied the above mentioned brand/ model of Split A.Cs which you are offering to Sindh High Court.

It is undertaken that all the sections of technical proposal have been properly filled/ typed. We understand that in case of non-compliance, our technical proposal would not be considered.

Name	
Designation	
Cell Number	
Signature & stamp	

5. List of Major Clients

S.No	Name of Company	Name of Contact Person	Cell No	Address
1				
2				
3				
4				
5				
6				

It is undertaken that the above mentioned required information have been filled/ typed. We understand that in case of non-compliance, our tender would not be considered.

Name	
Designation	
Cell Number	
Signature & stamp	

6. Sample of Financial Proposal:

1. Financial proposal should be sealed in separate envelope.
2. Rates should be inclusive of all types of taxes.
3. Per unit rates should be inclusive of installation, installation material, transportation within Karachi and any other charges.

Particulars	Price inclusive of all taxes, transportation, installation etc (in words & figure) Rs.
Per unit cost of 1.5 ton Split A.C in figure	
Per unit cost of 1.5 ton Split A.C in words	

It is undertaken that financial proposal has been sealed in separate envelop along with 1% bid security. We understand that in case of non-compliance, our financial proposal would not be considered.

Name	
Designation	
Cell Number	
Signature & stamp	

7. Terms & Conditions:

1. **Bidding Method:** **Single Stage-Two Envelopes** method will be adopted for bidding process as per SPPRA Rules.
2. **Validity Period:** The procurement contract will be awarded within bid **validity period i.e. 90 days** as per SPPRA Rules.
3. **Issuance of Purchase Order:** Purchase Order shall be issued from the office of the Assistant Registrar (Budget Branch) of Sindh High Court.
4. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
5. **Time of Delivery of Good:** The delivery should be made by the supplier as per purchase order.
6. **Delayed Delivery:** 2% penalty of the total amount will be imposed per day for which the company/firm/agency failed to deliver within the delivery/execution period.
7. **Inspection:** Physical inspection will be carried out by Assistant Registrar, Resident-II Branch of SHC. Ordered material is subject to final inspection at the time of delivery.
8. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
9. **Payment Term:** Payment shall not be made in advance and against partial deliveries.
10. **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.
11. **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.
12. **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.
13. **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted in the office of Assistant Registrar (Budget Branch) of Sindh High Court.
14. **Bid Security:** All bids must be accompanied by an earnest money/ security of **1% 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 delivery of product.
15. **Price / Rate:** Price / rate must be quoted on Bill of Quantity Form only and submitted in sealed envelope. Price/ rate shall include all taxes, duties, levies, charges, insurance, freight, transportation etc. All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
16. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
17. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
18. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
19. **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.
20. **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.

21. **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.
22. **Stamp Duty:** Stamp duty will be levied as per rules.
23. **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 for further details.

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

Name:	
Designation:	
Signature & stamp	
Cell No	

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.	
Telephone No.	
Banker's Name and Account No	

Stamp & Signature

8. Documents Check List

S.No	Description	Yes/ No
1	Company Profile	
2	Copy of Sales Tax Registration	
3	Copy of Income Tax Registration	
4	Copy of certificate of dealership or sole distributor	
5	Copies of Purchase Orders	
6	Copies of Completion Certificate	
7	Undertaking on judicial stamp paper	
8	Financial Statements	
9	Bank Statements	
10	Bid Security	
11	Video demonstration of 1.5 ton Split A.C in CD/DVD/USB	
12	Brochure of product	

It is undertaken that all the above required documents have been furnished.

We understand that in case of non-compliance, tender would not be considered.

Name:	
Designation:	
Signature & stamp	
Cell No	