



HIGH COURT OF SINDH, KARACHI

REQUEST FOR QUOTATION (RFQ)

No. SHC/BUD/RFQ/2026-27/10

Dated: 29-08-2026

PROCUREMENT OF PAPER SHREDDER MACHINES — CHAMBER NO. 02, CIRCUIT COURT LARKANA

Description / Service Required	Procurement of Paper Shredder Machines (Qty: 02), for Chamber No. 02, Circuit Court, Larkana
RFQ No.	SHC/BUD/RFQ/2026-27/10
Date of Uploading of RFQ	Saturday, August 29, 2026
Last Date for Submission	Tuesday, September 01, 2026, up to 1400 hrs
Method of Procurement	Request for Quotation (RFQ)
Delivery Period	Within Three (03) days of issuance of the Supply/Purchase Order, or as mutually agreed with the Circuit Court, Larkana
Contact Person	Assistant Registrar (Budget), High Court of Sindh
Telephone	021-99203151-59, Ext. [295]

Sealed / signed quotations are hereby invited from reputable, registered firms / suppliers dealing in the supply of office equipment / paper shredder machines, for the item described below, to be supplied to Chamber No. 02, Circuit Court, Larkana, High Court of Sindh. Quotations are invited under the Request for Quotation method prescribed under the Sindh Public Procurement Rules, 2010, and are subject to the terms and conditions set out herein.

1. Scope of Supply

Procurement and supply of two (02) Paper Shredder Machines for use in Chamber No. 02, Circuit Court, Larkana. As the item is not available in the local market of Larkana, approval has been accorded by the Hon'ble Senior Sitting Judge for purchase of the required machines from Karachi and their onward supply to the Circuit Court, Larkana, vide letter No. LCC/ACCT.11058/2026 dated 19-08-2026.

Sr.	Item Description	Quantity	Unit
1	Paper Shredder Machine — for Chamber No. 02, Circuit Court, Larkana (see Specifications below)	02	No.

2. Specifications

- Sheet Capacity: Minimum 10 sheets per pass.
- Shred Type / Size: Cross-cut, approx. 4 x 25mm or better security level.
- Bin Capacity: Minimum 23 litre waste bin.
- Functionality: Capable of shredding paper, staples and credit cards.
- Safety Features: Overheat and overload protection for safe operation.
- Design: Compact and durable, suitable for continuous chamber / office use.
- Rate quoted must be inclusive of the unit, standard accessories, delivery to Circuit Court, Larkana, and demonstration/installation at site, if required.

3. Terms & Conditions

- 1. Rates must be quoted in Pak Rupees, per unit and as a total amount, inclusive of all applicable taxes and delivery charges up to Circuit Court, Larkana. Rates exclusive of tax will not be entertained.
- 2. Quotation must be submitted on the firm's original letterhead, duly stamped and signed by the authorized signatory.
- 3. The firm must be registered with FBR / SRB, possess a valid NTN, and (where applicable) valid GST/SST registration; copies of relevant certificates must be attached.
- 4. The vendor must clearly mention the brand, model number, and complete technical specifications of the offered item.
- 5. Quotation validity: not less than thirty (30) calendar days from the closing date of submission.
- 6. Delivery period must be clearly specified and shall not exceed three (03) days from the date of issuance of the Supply/Purchase Order.
- 7. Payment shall be made after satisfactory delivery, physical verification, and inspection of the machines by the Concerned Official/officer from Circuit Court Larkana, subject to deduction of withholding tax and other statutory deductions as applicable under prevailing law.
- 8. The successful bidder shall provide a minimum warranty of twelve (12) months against manufacturing defects.
- 9. The High Court of Sindh reserves the right to reject any or all quotations, or to cancel the RFQ process at any stage, without assigning any reason, in accordance with SPPRA Rules, 2010.
- 10. Conditional, unsigned, unstamped, or late quotations shall not be considered.
- 11. Evaluation shall be made on the basis of the lowest evaluated quotation meeting the required specifications, subject to satisfactory technical compliance and firm credentials.

4. Submission of Quotation

Last date & time of submission	Tuesday, September 01, 2026, up to 1400 hrs
Submission venue	Budget Branch, High Court of Sindh, Karachi
Mode	Sealed envelope, super-scribed with the RFQ number and subject

For any clarification regarding the scope of supply or this RFQ, bidders may contact the Budget Branch, High Court of Sindh, Karachi, during office hours.

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Assistant Registrar (Budget)
High Court of Sindh, Karachi