



# HIGH COURT OF SINDH, KARACHI

## REQUEST FOR QUOTATION (2025-26)

RFQ No.	SHC/BUD/RFQ/2025-26/18
Description / Quotation Required	Procurement of Original Toner Cartridges for Photocopiers at High Court of Sindh, Karachi
Date of Uploading of Quotation	Thursday – 16.04.2026
Last Date of Submission of Quotation	Wednesday – 22.04.2026
For additional information, contact	Mr. Ghulam Qadir Sario, J.O.A, Phone: 021-99203151-9 (Ext. 295)
Completion Period	Within 07 days from issuance of Work Order

### 1. Scope of Work

The High Court of Sindh invites sealed quotations from reputable, authorized, and qualified suppliers for the **supply of original toner cartridges** for various photocopiers installed at the High Court of Sindh, Karachi. The procurement shall be carried out in accordance with **SPPRA Rules, 2010**, ensuring transparency, competitiveness, and value for money.

### Detailed Specifications & Deliverables

Sr. No.	Make & Model	Description	Qty	UOM	Unit Rate (PKR)	Total Amount (PKR)
01	Konica Minolta Bizhub TN-628	Toner Cartridge, Original, New & Seal Packed, Black, Page Yield: 24,000	02	Nos		
02	RICOH MP6054	Toner Cartridge, Original, New & Seal Packed, Black, Page Yield: 24,000	02	Nos		
03	RICOH MP 2014 (H)	Toner Cartridge, Original, New & Seal Packed, Black, Page Yield: 12,000	12	Nos		
04	Toshiba 3028	Toner Cartridge, Original, New & Seal Packed, Black, Page Yield: 43,000	03	Nos		

### 2. Eligibility Criteria & Submission Requirements

Interested firms must fulfill the following requirements:

1. Submission of complete company profile with legal status and office address.
2. Valid registration with relevant tax authorities (NTN & STRN).
3. **Manufacturer Authorization Letter (OEM Authorization) is mandatory** for supply of photocopier toners.
4. Minimum three (03) years of relevant experience in supply of IT/office consumables.
5. Proven track record of similar supplies to government/semi-government organizations.
6. Submission of technical proposal confirming compliance with specifications.
7. Financial proposal on item-wise basis, inclusive of all applicable taxes and duties.

### 3. Terms & Conditions

1. **Price Validity:** Prices shall remain valid for at least 30 days.
2. **Taxes & Duties:** All taxes must be included in quoted prices.
3. **Delivery Period:** Within 07 days of issuance of Work Order.
4. **Original Products:** Only genuine/original toner cartridges will be accepted (no refilled or compatible items).
5. **Inspection & Acceptance:** Items shall be subject to inspection by the concerned branch.
6. **Payment Terms:** Payment shall be made after successful delivery and verification.

7. **Penalty Clause:** Delay in delivery may result in penalty as per rules.
8. **Right to Reject:** The High Court reserves the right to accept or reject any or all quotations as per SPPRA Rules, 2010.

#### 4. Submission Instructions

1. Quotations must be submitted in a sealed envelope clearly marked with **RFQ No. SHC/BUD/RFQ/2025-26/17.**
2. The submission must include:
  - Technical Proposal
  - Financial Proposal
3. Proposals must be submitted to the office of the **Assistant Registrar (Budget), High Court of Sindh, Karachi.**
4. Late or incomplete submissions shall not be entertained.

#### 5. Note (Mandatory Compliance)

- **OEM Authorization Letter is compulsory.**
- **Supply of non-original / refurbished / refilled toners will lead to disqualification.**

  
Assistant Registrar (Budget)