



HIGH COURT OF SINDH, KARACHI

REQUEST FOR QUOTATION (2025-26)

RFQ No.	SHC/BUD/RFQ/2025-26/24
Description / Quotation Required	Binding of law journals including but not limited to: PLD, MLD, CLC, SCMR, PTD, CLD, PCrLJ, PLC, YLR, Taxation, PTCL (2024–2025) and SBLR (2023–2025).
Date of Uploading of Quotation	Tuesday 02.06.2026
Last Date of Submission of Quotation	Saturday 06.06.2026
For additional information, contact	I/c Director Library Phone: 021-99203151-9 (Ext. 211)
Completion Period	Within 05 days from the issuance of Work Order

1. Introduction

The High Court of Sindh, Karachi invites **sealed quotations** from experienced and reputable firms/individuals for the **binding of approximately 2100 volumes of law journals** available in the Library of this Court, in accordance with SPPRA Rules.

2. Scope of Work

Binding of law journals including:
PLD, MLD, CLC, SCMR, PTD, CLD, PCrLJ, PLC, YLR, Taxation, PTCL (2024–2025) and SBLR (2023–2025).

3. Technical Specifications

3.1 Size:

- Height: 9–9.5 inches
- Width: 6.5–7 inches

3.2 Cover Material:

High-quality hardboard with durable binding cloth or equivalent suitable for heavy library use and long-term preservation.

3.3 Colour of Cover:

Distinct colors such as Yellow, Red, Green, Blue, Black, Dark-Brown, and Light-Brown for easy identification.

3.4 Spine Lettering:

Golden lettering indicating:

- Name of Law Report
- Year
- Volume/Part Number
- Name of Court (where applicable)
- "SINDH HIGH COURT" at the bottom

3.5 Sewing Method:

Section-sewn (Smyth-sewn or equivalent) binding for durability.

3.6 Separate Binding:

Volumes shall be bound separately for different courts including:
Sindh High Court, Lahore High Court, Peshawar High Court, Balochistan High Court, Islamabad High Court, Supreme Court of Pakistan, and Tribunals.

4. General Conditions

1. The work shall be assigned only to experienced and technically competent binders having prior experience in binding law journals and legal reports.
2. Original pagination, text, and margins shall not be disturbed.
3. The binder shall ensure safe custody and proper handling of books throughout the process.

4. Collection (pickup) and delivery shall be arranged by the bidder at their own cost.
5. A reasonable timeline must be provided and strictly adhered to.
6. Completed volumes shall be examined and verified by Library staff.
7. A sample binding must be submitted for approval before execution of bulk work.

5. Eligibility Criteria

- Relevant experience in binding law journals/books
- Documentary proof of previous work (work orders/completion certificates)
- Valid NTN and applicable registration
- Technical capability and resources

6. Submission of Quotations

- Quotations must be submitted in **sealed envelopes** clearly marked:
“RFQ – Binding of Law Journals”
- **Last Date for Submission:** _____
- **Date & Time of Opening:** _____
- **Place:** Office of the Director Library & Research, High Court of Sindh, Karachi

7. Bill of Quantities (BOQ)

Sr. No.	Description of Work	Unit	Estimated Quantity	Rate per Volume (PKR)	Total Amount (PKR)
1	Binding of Law Journals (PLD, MLD, CLC, SCMR, PTD, CLD, PCrLJ, PLC, YLR, Taxation, PTCL – 2024–2025 and SBLR – 2023–2025) as per specifications including hard cover, stitching, spine lettering, and finishing	Per Volume	2100	_____	_____

Note: Rates must include all Taxes, materials, labor, embossing, stitching, transportation, and delivery.


 Assistant Registrar (Budget)