

HIGH COURT OF SINDH, KARACHI

REQUEST FOR QUOTATION (2025-26)

RFQ No.	SHC/BUD/RFQ/2025-26/15
Description / Quotation Required	Supply of Printing Items for High Court of Sindh, Karachi.
Date of uploading of quotation	Tuesday, April 07, 2026
Last date of submission of quotation	Thursday, April 9, 2026
Contact Person & Contact No.	Assistant Registrar, Budget Branch Phone: 021-9903151 Ext. 295
Delivery of Items	within 30 days of issuance of Purchase Order

1. Scope of Work

The High Court of Sindh invites sealed quotations from eligible, registered suppliers/manufacturers for the supply of the following printing items, strictly in accordance with SPPRA Rules, 2010:

Sr. No.	Item Name	Specification	Required Quantity	UOM	Unit Rate (PKR)	Total Amount (PKR)
01	Bailiff Report Performa	55 grams duplicating paper, printed as per prescribed specimen & sample, per packet containing 500 sheets	100	Packets		
02	Diary Sheet	55 grams paper, printed as per prescribed specimen & sample, per packet containing 500 sheets	250	Packets		
03	File Cover (Duplex) – Gazette	250+250 grams, size 10½ x 14½, closed with two eyelets, large size	1000	File Covers		
04	File Cover (Blue)	300 grams box board, size 14½ x 10, closed size, printed as per specimen	10000	File Covers		
05	File Cover (Duplex) – Admin	250+250 grams pasted on board, full scape size 10½ x 14½, close with 4 eyelets	400	File Covers		
06	File Cover (Pakka)	175 grams craft paper, size 9 x 13½, with 4 eyelets, printed as per prescribed specimen & sample	700	File Covers		
07	File Cover (Judicial) – Yellow	400 grams duplex box board, 2 pcs set (8½ x 13½), printed as per specimen & sample, per packet contain 100	200	Packets		
08	Order Sheet	75 grams offset paper, size 13½ x 8½, printed as per prescribed specimen & sample, per packet containing 500 sheets	150	Packets		
09	Envelope Small	75 grams white offset paper, size 9 x 4, with official monogram	7000	Pieces		

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2. Eligibility & Submission Requirements

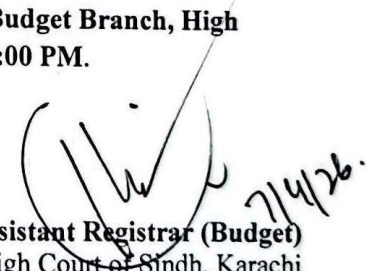
1. Complete company profile with legal status and office address.
2. Valid CNIC and tax registrations (NTN & STRN).
3. Proof of printing capability or authorized distributor certificate.
4. Minimum 03 years' relevant supply experience (with evidence).
5. Capability to deliver as per specifications and timelines.
6. Quotation with unit rates inclusive of all applicable taxes.

3. Terms & Conditions

1. **Price Validity:** Unit rates should remain valid for at least 30 days from the date of submission.
2. **Taxes:** All government taxes and applicable service charges must be included as per rules. Payment will be processed from the relevant head of account.
3. **Delivery:** Items must be delivered within **30 days** of issuance of Purchase Order. Delayed or non-compliant delivery may lead to cancellation.
4. **Inspection & Acceptance:** The High Court of Sindh reserves the right to reject any items that do not conform to specifications or quality standards.
5. **Quantity Flexibility:** The Court reserves the right to increase or decrease quantities as per requirement.
6. **Payment:** Payment will be made **after satisfactory delivery** and inspection of items.
7. **Clarifications & Queries:** For additional information, contact Mr. Ghulam Qadir Sario, J.O.A, Phone: 021-99203151-9 (Ext. 295), Fax: 021-99204126.
8. **Right to Cancel:** The High Court reserves the right to cancel any or all items of this RFQ **without assigning any reason**, in accordance with SPPRA rules.

4. Submission Instructions

1. Quotations should be submitted in a **sealed envelope** clearly marked with RFQ No. **SHC/BUD/RFQ/2025-26/15**.
2. Quotations must reach the office of the **Assistant Registrar, Budget Branch, High Court of Sindh, Karachi** before **Thursday, 09 April 2026, 5:00 PM**.
3. Late submissions will not be entertained.


Assistant Registrar (Budget)
High Court of Sindh, Karachi