

SINDH HIGH COURT, KARACHI

**TENDER DOCUMENT
FOR THE YEAR 2017-2018**

Tender Reference No.02

Dated: 02-10-2017

For Procurement of Printing Items

Tender issued to M/s. _____

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1. Introduction

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to purchase **printing items** as mentioned in tender document, from your esteemed firm / agency on **group wise rate basis for one year period** from the date of signing of contract. The rates shall be valid for full term of the contract. SHC reserves the right to increase/ decrease the quantities as per quarterly 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.

Please mention “**Tender Number**” at top left corner of the envelope. 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.

Kindly deposit a Pay Order / Demand Draft of **2% of the offered amount, the Bid Security**, issued in favor of the Registrar, Sindh High Court, Karachi.

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. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. **Moreover, attach required supporting documents according to the requirement.**
- (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 and financial proposal in sealed envelope is 19th October, 2017 by 11:30 am** in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi. **The Tender will be opened on the same day at 12:00 noon.** in the presence of representatives who may care to attend.
- (e) **Bid Security of 2% of total charges** will be deposited along with Tender Document

in shape of PAY ORDER / DEMAND DRAFT only in the name of Registrar, Sindh High Court, Karachi, Karachi.

- (f) Should you need further any assistance / guidance please feel free to contact with Mr. Kamran Ahmed Hamidi, D.G (F & A) Contact No. 021-99203151 Ext 293 Cell No.0316-4731134.
- (g) Kindly mentioned “**Tender Number**” at top left corner of the envelope.

3. Eligibility Criteria:

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	Copies of at least three (03) purchase orders of similar nature during the last three years along with Completion Certificate for the work completed.	Mandatory
5	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Mandatory
6	Total Financial turnover of at least Rs. 4 million during the last three years. (financial statement or bank statement or both are required)	Mandatory

4. Sample of Financial Proposal:

1. Financial proposal should be sealed in envelope.
2. Rates should be inclusive of all types of taxes.
3. Rates should be quoted for all items mentioned in this tender document.

BILL OF QUANTITY FORM					
S.No	Items	Group	Annual Units (approx.)	Rate (including all taxes) Rs. (in Pak Rupees)	Amount (including all taxes) Rs. (in Pak Rupees)
	<i>Grand Total Rupees (in words)</i>				Rs.

5. Terms & Conditions:

1. **Tender Document:** 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.
2. **Bidding Method:** **Single Stage-One Envelope method** will be adopted for bidding process as per SPPRA Rules.
3. **Company Profile:** Company Profile along with relevant documents be attached with

this document.

4. **Inspection of Printing Sample:** Bidders are advised to inspect/ view the samples of printing items in Record Branch of this Court before quoting rates in order to avoid conflicts in future.
5. **Evaluation and Comparison:** The evaluation and comparison of bid will be done on group wise item rate basis. The procurement contract (s) will be awarded within bid validity period i.e. 90 days to those bidders (s) whose evaluated bid price is lowest with respect to competitive bidders and market rates.
6. **Issuance of Purchase Order:** Purchase Order shall be issued from the office of the Assistant Registrar (Resident-II) of Sindh High Court.
7. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
8. **Time of Delivery of Good:** The delivery should be made by the supplier at the Store of SHC, Karachi on **quarterly basis**. Delivery for the first quarter shall be made within twenty (20) days of the issuance of purchase order while delivery of the remaining quarters shall be made within seven (07) days of issuance of purchase orders.
9. **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
10. **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.
11. **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity as per quarterly requirement and availability of funds, as per rules.
12. **Payment Term:** The payment shall be made on quarterly basis subject to availability of funds. Payment shall not be made in advance and against partial deliveries.
13. **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.
14. **Packaging & Labeling:** All items shall be properly packed and labeled.
15. **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.
16. **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.
17. **Termination:** The contract shall be terminated in case of violation of terms and conditions by the contractors.
18. **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted in the office of Assistant Registrar (Resident-II) of Sindh High Court.
19. **Bid Security:** All bids must be accompanied by an earnest money/ security of 2% 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 unsuccessful bidder will be released after the submission of performance security equivalent to 10% of contract price.

20. **Validity Period of Contract:** The contract will remain valid for the period of one year from the date of commencement of agreement.
21. **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.
22. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
23. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
24. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
25. **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. SHC, also reserve the right to issue Purchase Order for any single item to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
26. **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.
27. **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.
28. **Contract Cost:** The contractor shall pay all the cost for preparation of legal documents of contract.
29. **Stamp Duty:** Stamp duty will be levied as per rules.
30. **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules for further details.

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.	
Mobile No.	
Telephone No.	
Fax No.	
E-mail	
Banker's Name and Contact Details	

6. Specification & Annual Requirement of Printing Items:

Contractors/ bidders are advised to check the samples of printing items in Record Branch of this Court before quoting rates to avoid confusion and conflict.

Items	Specification	Annual Quantity (approx.)
GROUP A		
BAILIFF REPORT PERFORMA	LOCAL PRINTING (55 GRAMS) As per prescribed sample	50000
ORDER SHEET	75 GRAMS (OFF SET PAPERS) As per prescribed sample	100000
DIARY SHEET	50-55 GRAMS (ON DUPLICATING PAPER) As per prescribed sample	125000
GROUP B		
Items	Specification	Annual Quantity (approx.)
FILE COVER YELLOW	250 GRAM (IN BOX BOARD) As per prescribed sample	50000
FILE COVER MISSING PERSON	250 GRAM (IN BOX BOARD) As per prescribed sample	3000
FILE COVER TAX	250 GRAMS (IN BOX BOARD) As per prescribed sample	6000
FILE COVER OVERSEAS PAKISTANIS	250 GRAMS (IN BOX BOARD) As per prescribed sample	400
FILE COVER RED	250 GRAM (IN BOX BOARD) As per prescribed sample	2000

GROUP C		
Items	Specification	Annual Quantity (approx.)
FILE COVER CONFIDENTIAL	DUPLEX CARD As per prescribed sample	1200
FILE COVER DEVELOPMENT	DUPLEX CARD As per prescribed sample	1200
FILE COVER BLUE	250 GRAM (IN BOX BOARD) As per prescribed sample	10000
FILE COVER INSPECTION	250 GRAM (IN BOX BOARD) As per prescribed sample	10000
FILE COVER GAZETTE	DUPLEX CARD As per prescribed sample	2000
FILE COVER ADMIN DUPLEX	DUPLEX CARD As per prescribed sample	2000
PACKA FILE COVER	AS PER SAMPLE	750
GROUP D		
Items	Specification	Annual Quantity (approx.)
INSTITUTION REGISTER	AS PER SAMPLE	100
INWARD REGISTER	AS PER PRESCRIBED SAMPLE	100
JUDGES NOTE BOOK	AS PER PRESCRIBED SAMPLE	40
OUTWARD REGISTER	AS PER PRESCRIBED SAMPLE	50
MUSTER ROLL	AS PER SAMPLE	50

7. Sample of Proposal Submission Form:

To be printed on the letter head of firm.

Tender Reference No.02

Dated _____

Name of Contract:

Printing Items

The Learned Registrar,
Sindh High Court,
Karachi.

Dear Sir,

We, the undersigned, offer to provide our services for “Printing Items”, as a Bid, sealed in an envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of Purchase Committee shall be final and cannot be challenged on any ground at any forum and the Purchase Committee will not be liable for any loss or damage to any party acting in reliance thereon.

Sincerely,

Name
Designation,
Name of Company
Dated:

8. Sample of Articles of Agreement:

This Agreement made this _____ day of _____ 2017, by and between the Sindh High Court, Karachi, Sindh, including his successors in office and Assignees / Agents, acting through the learned Registrar, hereinafter called the “**SHC**”, of the one part,

And M/s _____, located at _____, hereinafter called the “**Contractor**” which expression shall include their successors, legal representatives of the second part.

Whereas the **SHC** requires supply of _____ and whereas the **Contractor** has agreed to supply, the said items valued at **Rs.** _____ and words (_____) on quarterly basis as per Purchase Orders, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Contractor**.

Now this Agreement witnesses as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the **Conditions of Contract** hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by _____ on behalf of the **Contractor**, and by the learned Registrar on behalf of the **SHC**, all of (name and designation of the authorized person) Which shall be deemed to form and be read and construed as a part of this **Agreement** viz.
 - a) Articles of Agreement;
 - b) Instructions to Tenderers;
 - c) Conditions of Contract;
 - d) Contractor’s Offer including the relevant correspondence prior to signing of this Agreement with all Annexures duly filled in.
 - e) The specifications of the items; and
 - f) Bill of Quantity with prices.
3. In consideration of the payment to be made to the Contractor, the **Contractor** hereby **covenants** with the **SHC** to supply & deliver all items in conformity in all respects of the Contract on quarterly basis, as mentioned in Purchase Orders.
4. The **SHC** hereby **covenants to pay** the Contractor in consideration of the supply & delivery of items at the contract price on quarterly basis subject to release of funds.

In Witness Thereof the parties have hereunto set their respective hands and seals, the day, month and year first above written.

WITNESSES: