



HIGH COURT OF SINDH, KARACHI

Tender Reference No. SHC/BUDGET/TENDER/2025-26/IV/Furniture Items

BIDDING DOCUMENTS FOR

SUPPLY AND FIXTURE OF FURNITURE ITEMS FOR HIGH COURT OF SINDH, KARACHI

Through

EPADS

February 2026

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I. INVITATION TO e-BIDS

The High Court of Sindh, Karachi invites electronic bids from suppliers who are registered with **SPPRA** for e-Procurement on the **e-Pak Acquisition and Disposal System (EPADS)**, having valid **Income Tax and Sales Tax registrations** and appearing on the **Active Taxpayers List (ATL) of FBR**. This Invitation to Bids follows the Procurement Advertisement for the subject project, which has also been uploaded on the **High Court of Sindh** and **SPPRA** websites.

Purpose & Scope	Tender for Supply and Fixture of Furniture Items at the High Court of Sindh, Karachi.
Last Date & time of Submission of Bids	Monday, March 02, 2026 at 11: 00 a.m.
Date & Time of Opening of Bids	Monday, March 02, 2026 at 11:30a.m.
Bid Opening Location	Office of the Director General (Finance and Accounts)

2. The Procuring Agency has reserved funds for the procurement planned during the **Financial Year 2025-26**. It is intended that part of these funds will be used to cover eligible payments under the contract for the **Supply/Delivery of Furniture & Fixture Items at the High Court of Sindh, Karachi**.
3. For use of EPADS, unregistered bidders may first register on the website <https://sindh.eprocure.gov.pk/>. In case of any technical difficulty in registration or use of EPADS, prospective bidders may contact **SPPRA's Technical Support Team**.
4. The e-bidding documents, as per applicable regulations and containing detailed terms and conditions, specifications, and requirements, are available to registered bidders on EPADS at <https://sindh.eprocure.gov.pk/> and also Official website of High Court of Sindh, Karachi.
5. All electronic bids must be accompanied by a **Bid Security equal to 5% of the Total bid value** in the form of **Demand Draft / Pay Order / Call Deposit Receipt (CDR)** in favour of the **Registrar, High Court of Sindh, Karachi**. Prospective bidders shall upload a **scanned copy** of the Bid Security on EPADS.
6. The **original Bid Security (CDR/P.O)** must be submitted to the Procuring Agency **before the bid opening time**, failing which the bid shall be **rejected**.
7. The bidding shall be conducted in accordance with the **Single Stage – One Envelope Procedure, Sindh Public Procurement Rules, 2010**, and any regulations, regulatory guides, procurement guidelines, or instructions issued by **SPPRA** from time to time. The bidding process shall be open to all eligible bidders on EPADS.
8. In case the bid opening date falls on a public holiday, the bids shall be opened on the **next working day**, at the same time and venue.

DIRECTOR GENERAL (FINANCE & ACCOUNTS)
CHAIRMAN, PROCUREMENT COMMITTEE

Tender Reference No. _____ Dated ____ - ____ -202____

BID SUBMISSION LETTER

To
The Learned Registrar, Sindh
High Court, Karachi.

SUBJECT: SUBMISSION OF BID FOR SUPPLY AND FIXTURE OF FURNITURE ITEMS FOR HIGH COURT OF SINDH, KARACHI

Respected Sir,

We, the undersigned, are pleased to submit our bid in response to the tender titled "***Supply and Fixture of Furniture Items for High Court of Sindh, Karachi.***" Enclosed herewith are our **Financial Proposal along with the Bid Security**, forming an integral part of our comprehensive bid document.

We further authorize **Mr. _____**, holding **CNIC No. _____**, to represent our organization and to attend all bid-related meetings, proceedings, and communications on our behalf.

We hereby acknowledge and accept that the **High Court of Sindh** reserves the absolute right to accept or reject any or all bids at its sole discretion and may annul the bidding process at any stage without assigning any reason thereof. We further affirm that the decision of the **Purchase Committee** shall be final, conclusive, binding, and not subject to challenge before any forum. The Purchase Committee shall also not be held liable for any loss or damage incurred by any party as a result of reliance on its decisions.

We thank you for providing us with the opportunity to participate in this bidding process and assure you of our full commitment to delivering goods and services of the highest quality in accordance with the tender requirements.

Sincerely,

Name: _____

Designation: _____

Company Name: _____

Date: _____

II. Introduction & Instruction:

a. INTRODUCTION

The **High Court of Sindh, Karachi** invites sealed electronic bids from **eligible, experienced, and reputable suppliers** for the **Supply and Fixture of Furniture Items** for the **High Court of Sindh, Karachi**, through the **e-Pak Acquisition and Disposal System (EPADS)** in accordance with the provisions of the **Sindh Public Procurement Rules, 2010** and applicable regulations issued by **SPPRA** from time to time.

This procurement aims to ensure the acquisition of **high-quality, durable, and ergonomically suitable furniture items** in conformity with approved specifications, institutional requirements, and timelines. The bidding process is designed to promote **transparency, competitiveness, fairness, and value for money**, and is open to all bidders meeting the mandatory eligibility and qualification criteria as prescribed in the bidding documents.

Bidders are expected to carefully review all instructions, specifications, terms, and conditions provided in the bidding documents prior to submission. Any bid submitted shall be deemed as **unconditional acceptance** of all tender requirements.

b. STRICT INSTRUCTIONS FOR PARTICIPATING BIDDERS

1. Mandatory-Registration

Participation is strictly limited to bidders who are:

- Registered with **SPPRA** for e-Procurement on **EPADS**
- Registered with **Income Tax & Sales Tax Authorities**
- Appearing on the **Active Taxpayers List (ATL)** of **FBR**

2. Bid Submission (electronically and Hardcopy both)

- All bids must be submitted **electronically through EPADS**.
and
- **Manual, email, courier, or hand-delivered bids must be submitted.**

3. Bid Security (Mandatory)

- Each bid must be accompanied by a **Bid Security equal to 5% of the bid value.**
- Bid Security shall be in the form of **CDR / Pay Order / Demand Draft** in favour of **Registrar, High Court of Sindh, Karachi**.
- Scanned copy must be uploaded on EPADS, and the **original must be submitted before bid opening time**, failing which the bid shall be rejected.

4. Compliance with Specifications

- Bids must strictly comply with the **technical specifications, quantities, and standards** mentioned in the bidding documents.
- **Conditional, incomplete, ambiguous, or alternative bids shall not be**

entertained.

5. Supporting-Documents

Bidders must upload and submit complete and valid:

- NTN & Sales Tax Certificates
- FBR Tax Returns
- Relevant Work Orders / Experience Certificates
- Any other documents required under the bidding documents

6. No Overwriting or Misrepresentation

- Any **false statement, forged document, misrepresentation, or concealment of facts** shall result in **immediate disqualification** and may lead to blacklisting under SPPRA rules.

7. Bid Validity

- Bids must remain valid for the period specified in the bidding documents.
- Withdrawal of bids during the validity period shall result in **forfeiture of bid security**.

8. Right of the Procuring Agency

- The High Court of Sindh reserves the right to **accept or reject any or all bids**, annul the procurement process, or modify the scope of procurement **without assigning any reason**.
- Decisions of the **Purchase Committee shall be final and binding**.

9. Cost of Bidding

- All costs incurred in preparation and submission of bids shall be borne by the bidder.
- The Procuring Agency shall not be responsible for any expense or loss incurred by bidders.

10. Site Visit and Inspection:

- Bidders are required to visit the High Court and inspect the available **samples** before quoting their rates.

11. Submission and Approval of Samples:

- Bidders must submit their samples to the High Court.
- Purchase Orders (PO) will only be issued after the samples have been approved by the Competent Authority.

12. Currency and Rate Policy:

- Rates must be quoted in Pakistani Rupees (PKR).
- Requests for changes in quoted rates will not be entertained under any circumstances.

13. Inclusive Pricing:

- The quoted rates must include all applicable costs, including transportation, installation, and any other associated charges.

14. Government Taxes:

- All applicable government taxes will be deducted as per the rules.
- The Office of the Accountant General (A.G.) Sindh will make the final decision regarding tax deductions, which shall be binding.

15. No Price Adjustments:

- Price changes due to fluctuations in the exchange rate or any other factors will not be entertained.

16. Quality Assurance:

- Quality remains the highest priority and cannot be compromised. Products of inferior quality will not be accepted, even under the guise of equivalent standards.

III. Principles of Procurement:

Sindh High Court believes in fair, open, transparent and corruption free tender process. It is ensured that procurements are conducted in a *fair and transparent manner* and the object of procurement brings value for money to our organization. Hence, bidders are directed to provide hard and soft copies of all required documents as mentioned in “Eligibility Criteria”. We strictly follow “No Gift Policy” and do not favor any bidder. Any influence for winning the tender will disqualify the bidder from the tender process and bidder may be black listed for the life time subject to rules.

IV. Clarification and Modification of Bidding Documents:

Bidding Document has been prepared as per rules. A prospective Bidder requiring any clarification of the Bidding Documents may approach Procuring Agency through E-PADS. The Procuring Agency will respond in writing to any request for clarification of the Bidding Documents that it receives no later than three (03) days before the deadline of submission of bids. Copies of the Procuring Agency’s response (including an explanation of the query but not identifying its source) will be uploaded on EPADS within three days prior to closing date of Bids.

V. Objection(s) on Bid Evaluation Reports:

The Bid Receiving Time Sheet, Bid Attendance Sheet, Eligibility Criteria Report, Technical Bid Evaluation Report, and Financial Bid Evaluation Report shall be uploaded on the official website of the High Court of Sindh. Any prospective bidder requiring clarification of the Bidding Documents may approach the Procuring Agency through E-PADS. Objection(s), if any, shall be submitted in accordance with the prescribed procedure.

VI. Preliminary Examination of Bids:

Procurement Committee shall examine the bids to confirm that all required documents and specifications/ technical documentation requested in bidding documents have been provided, and to determine the completeness of each document submitted. If any of the required documents or information is missing, the bid shall be rejected. Further, Sindh

High Court shall examine the Bid to confirm that all terms and conditions specified in the bidding documents have been accepted by the Bidder without any material deviation or reservation.

VII. Bid Evaluation:-

Financial evaluation of the eligible/technically qualified bid(s) shall be carried out on a **package-wise basis**, as specified in the financial proposal. All applicable Government taxes shall be levied in accordance with the prevailing rules. The tender may be awarded to the **Least Cost Based and most advantageous bidder(s)**, subject to fulfillment of all terms and conditions of the bidding documents and compliance with the specifications and requirements of the Sindh High Court, as stipulated in the bidding documents and applicable rules.

VIII. Mandatory Qualification/ Eligibility Criteria:

S.No	Eligibility / Qualification Criteria	Description	Evidence Required
1	Legal and Regulatory Registration	Must be registered with SPPRA on EPADS, have valid Income Tax & Sales Tax registration , and be on ATL of FBR	Copies of NTN, Sales Tax certificate, ATL certificate
2	Relevant Experience	Minimum 3 years' experience in supply & installation of furniture for Government / Semi-Government / Autonomous Organizations; at least 2 similar projects with top tier manufacturer such as Interwood, Master Offisys or equivalent in last 3 years.	Work orders / contracts / completion certificates; client contact details for verification
3	Technical and Manufacturing Capability	Bidder must be Manufacturer or authorized supplier/distributor; capacity to deliver, install, and fix furniture as per specifications and timeline and Manufacturer must have already manufacturing facility in Karachi. Quoted Furniture should be from well Reputed Furniture Manufacturer such as Interwood/Master offisys and Equivalent. No other local brand will be accepted	Manufacturer certificates / authorization letters; list of technical & installation staff with qualifications & experience
4	Financial Stability	Minimum annual turnover of PKR 5 million in any of the last 3 years	Audited financial statements or bank statements for last 3 years
5	Bid Security	5% of bid value in the form of CDR / Pay Order / Demand Draft; original must be submitted before bid opening	Scanned copy for EPADS upload; original to be submitted to Procuring Agency

6	Compliance with Specifications	Technical documentation confirming full compliance with material quality, dimensions, ergonomics, durability	Bidder must provide Product catalogues, brochures, material samples (if requested), technical datasheets
7	Warranty and After-Sales Service	Minimum 1-year warranty; after-sales service support during warranty period	Written warranty certificate; service commitment letter
8	Documentation Compliance	Mandatory documents: Bid Submission Letter / Authorization Letter, Technical & Financial Proposal, Bid Security, NTN/Sales Tax/ATL certificates, Work Orders/Experience Certificates, Manufacturer Authorization, Technical Specifications, Warranty & Service Undertaking	Complete set of documents as listed
9	Ethical Compliance	Not blacklisted by any Government / Semi-Government Organization; no fraudulent or misleading information in bid	Declaration on company letterhead
10	Declaration	Signed declaration confirming compliance with all above criteria and authenticity of documents	Signed declaration on official letterhead

Note: Non-compliance with any of the above criteria shall result in **outright rejection of the bid.**

IX. Financial Proposals/Specifications: -

Package -I — GENERAL OFFICES & CHAMBERS

Sr. No.	Item Description	Technical Specifications	Qty	Unit Rate (PKR)	Total Amount (PKR)
1	Computer Table for Staff (Preferred Brands: Interwood or equivalent standard)	Material: Sheesham/Engineered wood / MDF with laminate finish; minimum thickness 25mm top Frame: Powder-coated MS frame or full wooden structure Size: Approx. 1200 × 600 × 750 mm Features: Keyboard tray, CPU holder, wire management grommet Finish: Scratch-resistant, moisture-proof laminate Compliance: ISO-certified board and hardware	10		
2	Office Table for Officers with Side Rack (Preferred Brands: Interwood or equivalent standard)	Material: High-density MDF/ plywood with laminate Top Thickness: Minimum 25mm Side Rack: Lockable storage cabinet with shelves Size: Approx. 1500 × 750 × 750 mm Finish: Matte laminate with PVC edge banding Hardware: Stainless steel / chrome-plated fittings	10		

3	Heavy-Duty Steel Filing Cabinets (4 Drawer) (Preferred Brands: Interwood or equivalent standard)	Material: Cold-rolled steel sheet (min. 0.8mm)/20-22 gauge Finish: Powder-coated, corrosion-resistant Locking: Central locking system with anti-tilt mechanism Drawer Load: Minimum 40kg per drawer (Standard Size)	05		
4	Wooden Storage Almirahs (Full Height) (Preferred Brands: Interwood or equivalent standard)	Material: Sheesham/MDF / plywood with laminate finish Thickness: 18mm body, 25mm top Doors: Hinged or sliding with concealed soft-close hardware Shelves: Adjustable, minimum 4 shelves Locking: Central locking system (Standard Size)	10		
5	Wooden Book Shelving Units (Preferred Brands: Interwood or equivalent standard)	Material: Sheesham or Engineered wood with laminated surface Shelves: Adjustable with metal supports Size: Approx. 1800 × 900 × 350 mm Load Bearing: Minimum 25kg per shelf Finish: Scratch-resistant laminate (Standard Size)	10		
6	Steel Storage Almirahs (Lockable)	Material: CRCA steel sheet (20-22 gauge) Finish: Powder coated, rust-resistant Shelves: Adjustable, minimum 4 shelves Lock: Three-point locking mechanism Ventilation: Air vents provided (Standard Size)	05		
7	Judicial Executive Chairs (High-End Ergonomic) (Preferred Brands: Interwood, Master Offisys or equivalent standard)	Structure: Nylon / chrome-plated metal base Upholstery: Premium breathable mesh or PU leather Mechanism: Multi-lock tilt with tension control Armrests: Adjustable padded armrests Base: Five-star caster base with smooth rolling wheels Load Capacity: Minimum 120 kg	05		
8	High-Back Revolving Office Chairs (Preferred Brands: Interwood, Master Offisys or equivalent standard)	Upholstery: Mesh or PU leather Mechanism: Hydraulic height adjustment with recline lock Base: Chrome-plated / nylon five-star base Armrests: Fixed or adjustable padded Compliance: preferably BIFMA/ISO standards	10		

9	Mid/Low-Back Revolving Office Chairs (Preferred Brands: Interwood, Master Offisys or equivalent standard)	Frame: Molded plastic / metal Upholstery: Fabric or mesh Adjustment: Pneumatic height adjustment Base: Five-star caster base Load Capacity: Minimum 100 kg	10		
10	Wooden Coat Stands / Hangers (Preferred Brands: Interwood or equivalent standard)	Material: Sheesham/Solid wood / laminated engineered wood Hooks: Chrome-plated rust-resistant metal Base: Weighted anti-tip base Height: Approx. 1700–1800 mm Finish: Smooth lacquered polish	05		

Package-II — OFFICE OF DIRECTOR IT & ARCHIVE BRANCH

Sr. No.	Item Description	Technical Specifications	Qty	Unit Rate (PKR)	Total Amount (PKR)
1	Director's Executive Chair (Preferred Brands: Interwood, Master Offisys or equivalent standard)	Upholstery: Premium PU leather / genuine leather Mechanism: Multi-function tilt-lock with recline tension Armrests: Cushioned and adjustable Base: Chrome-plated aluminum five-star base Headrest: Integrated padded headrest Load Capacity: Minimum 130 kg	01		
2	Director's Executive Desk (Preferred Brands: Interwood, Master Offisys or equivalent standard)	Material: MDF / plywood with Sheesham/ veneer or laminate finish Top Thickness: Minimum 30mm Structure: Panel-based with concealed wire management Size: Approx. 1800 × 850 × 750 mm Features: Integrated drawers, lockable storage Finish: Executive-grade veneer / premium laminate	01		
3	Director's Side Credenza / Return Table (Preferred Brands: Interwood or equivalent standard)	Material: Engineered wood with Sheesham laminate/veneer Storage: Drawers and lockable cabinets Size: Approx. 1200 × 450 × 750 mm Finish: Matching executive desk finish Hardware: Soft-close concealed fittings	01		

4	Side Storage Rack / Bookshelf Unit (Preferred Brands: Interwood or equivalent standard)	Material: MDF / plywood with laminate finish Shelves: Adjustable with metal shelf supports Size: Approx. 1800 × 900 × 350 mm Load Capacity: Minimum 25 kg per shelf	01		
5	Executive Wooden Visitor Chair (Premium Grade) (Preferred Brands: Interwood or equivalent standard)	Solid hardwood frame (Sheesham/Ash/Oak or equivalent), termite-treated with PU/melamine polish, upholstered seat and backrest with high-density foam, ergonomic padded back with decorative studding, solid wooden armrests, heavy-duty concealed joinery, turned wood legs with floor protectors, standard dimensions (approx.), minimum load capacity 120 kg, complete with supply and placement, and 01-year local warranty.	04		
6	Five-Seater Office Sofa Set (Preferred Brands: Interwood or equivalent standard)	Configuration: 3-seater + 1-seater + 1-seater Frame: Solid hardwood internal frame Upholstery: High-density foam with fabric or PU leather Finish: Scratch-resistant polish Load Capacity: Minimum 120 kg per seat	01 Set		
7	Sofa Center Table (Preferred Brands: Interwood or equivalent standard)	Material: Solid hardwood frame (Sheesham/Ash/Oak or equivalent), termite-treated with PU/melamine polish Top Thickness: Minimum 18mm Edges: Rounded or PVC edge-banded Size: Approx. 900 × 500 × 450 mm Finish: Matching sofa finish	01		
8	Nested Wooden Table Set (3–4 Pieces) (Preferred Brands: Interwood or equivalent standard)	Material: Solid hardwood frame (Sheesham/Ash/Oak or equivalent), termite-treated with PU/melamine polish Structure: Space-saving nesting design Finish: Scratch-resistant polish Edges: Rounded safety edges	04		
9	Wooden Coat Stand / Hanger (Preferred Brands: Interwood or equivalent standard)	Material: Solid hardwood frame (Sheesham/Ash/Oak or equivalent), termite-treated with PU/melamine polish Hooks: Chrome-plated metal Base: Heavy-duty stable base Height: Approx. 1750 mm	01		

10	Mid/Low-Back Revolving Office Chairs (Preferred Brands: Interwood, Master Offisys or equivalent standard)	Frame: Molded plastic / metal Upholstery: Fabric or mesh Adjustment: Pneumatic height adjustment Base: Five-star caster base Load Capacity: Minimum 100 kg	10		
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Package-III — OFFICE OF SECRETARY TO HON'BLE CHIEF JUSTICE

Sr. No.	Item Description	Minimum Technical Specifications	Qty	Unit Rate (PKR)	Total Amount (PKR)
1	Secretary's Executive Chair (Preferred Brands: Interwood, Master Offisys or equivalent standard)	Upholstery: PU leather / premium fabric Mechanism: Multi-lock recline with tension control Armrests: Adjustable cushioned armrests Base: Chrome-plated five-star base Headrest: Integrated padded headrest Load Capacity: Minimum 120 kg	01		
2	Secretary's Executive Desk (Preferred Brands: Interwood or equivalent standard)	Material: Sheesham/MDF / plywood with laminate or veneer finish Top Thickness: Minimum 30mm Structure: Panel-based executive design Storage: Lockable drawers and side cabinets Wire Management: Integrated cable grommets Size: Approx. 1700 × 800 × 750 mm	01		

GENERAL COMPLIANCE REQUIREMENTS:

- Wood: Solid hardwood frame (Sheesham/Ash/Oak or equivalent), termite-treated with PU/melamine polish,
- All materials shall be brand new, unused, and free from manufacturing defects.
- All wood-based panels must be termite-resistant, moisture-proof, and compliant with ISO/PSQCA standards.
- Metal parts must be rust-resistant and powder-coated.
- Upholstery foam density: Minimum 32–40 kg/m³.
- Furniture shall be delivered fully assembled and installed at site.
- Minimum warranty: 12 months against manufacturing defects.

Seal & Signature of Bidder:	
Date:	

X. Samples:

Package-I

Sr. No.	ITEM DESCRIPTION	SAMPLE
1	Computer Table for Staff (Preferred Brands: Interwood or equivalent standard)	
2	Officers' Table with Side Rack (Preferred Brands: Interwood or equivalent standard)	

3	Heavy-Duty Steel Filing Cabinets (4 Drawer)	
4	Wooden Storage Almirahs (Full Height) (Preferred Brands: Interwood or equivalent standard)	

5	<p>Wooden Book Shelving Units (Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	
6	<p>Steel Storage Almirahs (Lockable)</p>	
7	<p>Judicial Executive Chairs (High-End Ergonomic) (Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	

8	<p>High-Back Revolving Office Chairs</p> <p>(Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	
9	<p>Mid/Low-Back Revolving Office Chairs</p> <p>(Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	
10	<p>Wooden Coat Stands / Hangers</p> <p>(Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	

Package-II

Sr. No.	Item Description
1	Director's Executive Chair (Preferred Brands: Interwood, Master Offisys or equivalent standard)
2	Director's Executive Desk (Preferred Brands: Interwood, Master Offisys or equivalent standard)

3	<p>Director's Side Credenza / Return Table</p> <p>(Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	
4	<p>Side Storage Rack / Bookshelf Unit</p> <p>(Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	
5	<p>Visitor Chairs (Office Grade)</p> <p>(Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	

6	<p>Five-Seater Office Sofa Set</p> <p>(Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	
7	<p>Sofa Center Table</p> <p>(Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	
8	<p>Nested Wooden Table Set (3–4 Pieces)</p> <p>(Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>	

9	Wooden Coat Stand / Hanger (Preferred Brands: Interwood, Master Offisys or equivalent standard)	
10	Office Chairs – Staff Grade (Master Genesis or Equivalent) (Preferred Brands: Interwood, Master Offisys or equivalent standard)	

Package-III

Sr. No.	Item Description	
1	Secretary's Executive Chair (Preferred Brands: Interwood, Master Offisys or equivalent standard)	

<p>2 Secretary's Executive Desk (Preferred Brands: Interwood, Master Offisys or equivalent standard)</p>		
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XI. Terms & Conditions:

1. **Bidding Method:** *Single Stage-One Envelope method* will be adopted for bidding process as per SPPRA Rules.
2. **Bid Security:** All electronic Bids must be accompanied by a Bid Security Bid Security of **5%** of total quoted amount in favor of Registrar, High Court of Sindh, Karachi. The prospective bidders shall upload scanned copy of Bid Security on EPADS. Original bid security must be submitted to the procuring agency on or before the closing time of bid submission failing to which the bid shall be rejected. (The Bid Security shall be in the form of: either Call Deposit/Demand Draft/Payment Order)
3. **E-Bids:** Electronic bids submitted through EPADS shall be accepted. (The Bidder shall submit the bid through EPADS, completed in all respects of this bidding document. Hard copy of Bid is required.)
4. **Responsive Bids:** A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. Non-responsive Bids shall not be considered. Bidders are advised in their own interest to prepare their bids as per format, requirements, terms & conditions, mentioned in bid documents.
5. **Award of Contract:** The contract will be awarded to the **most advantageous Bidder** whose bid has been found qualified, financially compliant and emerged as the **Most Advantageous** i.e. the bid which has been determined to be substantially responsive to the eligibility criteria, compliant to specifications, applicable laws and other terms of Bidding Documents and which has the **lowest evaluated Bid Price**. The contract will be awarded to the Most Advantageous bids **on package price basis based on Lowest Cost**.
6. **Notification/ Purchase Order for Award of Contract:** Prior to the expiration of the period of bid validity, Sindh High Court will notify the successful Bidder, in writing, that its Bid has been accepted. Until a formal Contract is prepared and executed, the

purchase order/ notification of award shall constitute a binding Contract.

7. **Performance Security:** The bidder must submit Performance Security equal to **5% of total cost of contract** at the time of receiving Purchase Order. The bid security of successful bidder will be released after submission of Performance Security.
8. **Release of Performance Security:** Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from the concerned officer.
9. **Validity Period:** The procurement contract will be awarded within bid validity period i.e. **90 days** as per SPRRA Rules.
10. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement. Copy of Purchase Order along with relevant documents must be submitted along with bill.
11. **Delivery Mechanism:** Successful bidder shall deliver the goods within **thirty (30) calendar days** of issuance of Purchase Order. No request for extension in delivery date shall be considered. In case of non-delivery, bidder will be black listed as per rules.
12. **Delayed Delivery:** 1% penalty of the total amount will be imposed per day for which the company/firm/agency failed to deliver within the delivery/execution period.
13. **Inspection:** Physical inspection will be carried out by the Building Supervisor of this Court. Ordered material is subject to final inspection at the time of delivery.
14. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
15. **Payment Term:** Payment shall not be made in advance before making delivery. Payment shall be issued by the office of A.G Sindh through cheque will be handed over to bidder (s) or his authorized representative (s) or direct online payment in the account of bidder.
16. **Condition of Goods:** All items must meet in all respects with the sample/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.
17. **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.
18. **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.
19. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
20. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
21. **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.
22. **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 rules. Bidder should keep them updated regarding taxation issues in consultation with the relevant

tax regulatory authorities.

23. **Stamp Duty:** Stamp duty will be levied as per rules. All matters of stamp duty shall be dealt with by the budget branch and A.G Sindh.

24. **Alternative Bids:** Alternative bids shall not be considered and complete tender shall be rejected being non-responsive.

25. **Cost of Bidding:** Tender documents can be downloaded free of cost. However, the Bidder shall bear all costs associated with the preparation and submission of its bid, and Sindh High Court shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

26. **Rights of Sindh High Court:** Sindh High Court reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

27. **Interest on Late Payments:** No interest shall be paid on late payment if cheque is received late from the Office of A.G Sindh. However, every effort shall be made for timely payments to successful bidders.

28. **Insurance:** The goods supplied under that contract should be fully insured. All cost of insurance shall be paid by the successful bidder. If the goods are not insured then risk if any shall be suffered by the successful bidder

29. **Warrants:** Supplier must warrants that goods supplied would be new, unused and as per best industrial standards. All terms and conditions of standard warranty shall be applicable.

30. **Termination of Contract:** SHC may terminate the contract, if the successful bidder fails to supply all or parts of goods within definite time or fails to perform any other obligations of contract or bidder has failed to submit performance security or bidder has involved in fraud/ corruption.

31. **Manipulation of Tender Documents:** Any type of manipulation/ alteration/ changes in tender document by the bidder for favoring the bidder shall not be tolerated under any circumstances and bid shall be rejected being non-responsive.

32. **Correction:** A prospective Bidder requiring any clarification of the Bidding Documents may approach Procuring Agency through E-PADS.

33. The Procuring Agency will respond in writing to any request for clarification of the Bidding Documents that it receives no later than three (03) days before the deadline of submission of bids. Copies of the Procuring Agency's response (including an explanation of the query but not identifying its source) will be uploaded on EPADS within three days prior to closing date of Bids.

34. It is hereby certified that rates have been quoted after inspecting the samples and all the terms and conditions have been read, agreed upon and signed.

Name:	
Designation:	
Signature & stamp	

Cell No	
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XII. (INTEGRITY PACT)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

..... [Name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative department or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to any one and not given or agreed to give and shall not give or agree to give to any one within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Contractor] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Procuring Agency:

Name of Contractor:

Signature:

Signature:

[Seal]

[Seal]