



## HIGH COURT OF SINDH, KARACHI

Tender Reference No. SHC/BUDGET/TENDER/2025-26/III/General & Cleaning Items

### BIDDING DOCUMENTS

FOR

### **TENDER FOR THE PROCUREMENT OF GENERAL & CLEANING ITEMS FOR HIGH COURT OF SINDH, KARACHI**

*Through*

EPADS

**February 2026**

For General Information & Queries Contact Mr. Ghulam Qadir Sario, J.O.A,  
Phone No. 021 99203151-9 Ext-295, Fax No. 021-99204126.  
Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi  
Court Rd, near Passport Office Saddar & Sindh Secretariat, Saddar Karachi,

Tender Reference No. \_\_\_\_\_ Dated \_\_\_\_ - \_\_\_\_ -202\_\_\_\_

**BID SUBMISSION LETTER**

To  
The Learned Registrar, Sindh  
High Court, Karachi.

**Subject: Submission of Bid for The Procurement of General & Cleaning Items for High Court of Sindh, Karachi**

Respected Sir,

We, the undersigned, are pleased to submit our proposal for the tender titled "**TENDER FOR THE PROCUREMENT OF GENERAL & CLEANING ITEMS FOR HIGH COURT OF SINDH, KARACHI**" Enclosed within these sealed envelopes Financial Proposal & Bid Security) is our comprehensive bid document.

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

We acknowledge and accept that the Sindh High Court reserves the absolute right to accept or reject any proposal at its discretion and may annul the bidding process without providing any reason or explanation. We also affirm that the decision of the Purchase Committee shall be final, binding, and immune from any challenge on any forum. Furthermore, the Purchase Committee shall not bear any liability for losses or damages incurred by any party relying on its decisions.

We thank you for the opportunity to participate in this process and assure you of our commitment to delivering services of the highest standard.

Sincerely,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*No need to print this on company letter head.

## Contents

I. INVITATION TO e-BIDS .....	4
II. Introduction & Instruction:.....	5
III. Principles of Procurement: .....	6
IV. Clarification and Modification of Bidding Documents:.....	6
V. Objection(s) on Bid Evaluation Reports: .....	6
VI. Preliminary Examination of Bids:.....	6
VII. Financial Evaluation: - .....	7
VIII. Mandatory Qualification/ Eligibility Criteria:.....	7
IX. Financial Proposals/Specifications: -.....	8
X. Samples:.....	10
XI. Terms & Conditions: .....	12
XII. (INTEGRITY PACT) .....	15

## 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 **EPADS**.

Purpose & Scope	<b>Tender for Procurement of General &amp; Cleaning Items at the High Court of Sindh, Karachi.</b>
Last Date & time of Submission of Bids	<b>Monday, March 02, 2026 at 10.30 a.m.</b>
Date & Time of Opening of Bids	<b>Monday, March 02, 2026 at 11.00 a.m.</b>
Bid Opening Location	<b>Office of the Director General (Finance and Accounts)</b>

1. 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**.
2. 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 official website of Sindh High Court.
3. All electronic bids must be accompanied by a **Bid Security equal to 2% of the 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.
4. The bidding shall be conducted in accordance with the **Single Stage – One Envelope Procedure, Sindh Public Procurement Rules, 2010**,
5. For general information & queries contact Mr. Ghulam Qadir Sario, J.O.A, Phone No. 021-99203151-9 Ext-295, Fax No. 021-99204126.
6. The Sindh High Court reserves the right to accept/reject any or all offers subject to rules.

**DIRECTOR GENERAL (FINANCE & ACCOUNTS)**  
CHAIRMAN, PROCUREMENT COMMITTEE

## **II. Introduction & Instruction:**

### **A. INTRODUCTION**

1. The Sindh High Court (SHC) invites electronic bids (e-bids) from eligible bidders registered with the relevant tax authorities, appearing on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR), and registered with the Sindh Public Procurement Regulatory Authority (SPPRA) for e-procurement on the “e-Pak Acquisition and Disposal System (EPADS),” for the **procurement of general and cleaning items** for the High Court of Sindh, Karachi.
2. In case the bid opening date falls on a public holiday, the bids will be opened on the next working day at the same time and on the same venue.
3. **Bids shall be submitted through EPADS. In addition, a hard copy of the bid must be provided at the time of bid opening.**
4. The online Bid opening shall take place through EPADS. The bidder can also attend through online or at address specified in Invitation to Bid (ITB).

### **B. INSTRUCTIONS**

#### **1. Store Visit and Inspection:**

- Bidders are required to visit the **store** of the High Court and inspect the available **samples** before quoting their rates.
- In case the required **sample** is unavailable in the market, bidders must quote an equivalent item.

#### **2. Definition of Equivalent Items:**

- Equivalent items must meet the required standards of both quality and cost.
- Low-quality items, even if low-cost, will not be considered as equivalent.
- Bidders are strongly advised to carefully consider all factors before quoting their rates.

#### **3. Submission and Approval of Samples:**

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

#### **4. 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.

#### **5. Inclusive Pricing:**

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

#### **6. 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.

#### **7. No Price Adjustments:**

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

#### 8. **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 soft & hard 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. Financial Evaluation:-**

Financial Evaluation of eligibility/technical qualified Bid (s) shall be done on **ITEM WISE BASIS**, as mentioned in financial proposal. All government taxes shall be applicable as per rules. The tender shall be awarded to the **lowest evaluated and most advantageous bidder**, determined on the basis of item-wise financial evaluation among technically qualified and responsive bids, in accordance with applicable rules.

## **VIII. Mandatory Qualification/ Eligibility Criteria:**

The bids disqualified / not responsive to the Mandatory Qualification Criteria, as mentioned below shall not be eligible for further Evaluation.

<b>S #</b>	<b>Eligibility Criteria</b>	<b>Flagged</b>
1	Complete filled, signed & stamped Tender Document.	<b>A</b>
2	Valid General Sales Tax (GST-FBR) Registration with Active Tax Payer Status on FBR website	<b>B</b>
3	Valid Income Tax (FBR) Registration with Active Tax Payer Status on FBR website	<b>C</b>
4	Copies of at least THREE (03) Purchase Orders along with work completion certificate/ delivery challan of the relevant item during the last three years.	<b>E</b>
5	Affidavit on stamp paper of Rs. 200/- duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government	<b>D</b>
6	Average annual turnover in preceding 3 financial years should not be <b>less than Rs. 2 million</b> demonstrated through income tax returns / Audited statement of Accounts.	<b>E</b>
7	<b>Bid Security equal to 2%</b> of the bid value, in the form of Demand Draft / Pay Order / Call Deposit Receipt (CDR) in favour of the Registrar, High Court of Sindh, Karachi.	<b>F</b>
8	Technical Bid / Proposal on Bidder's Letterhead duly signed and stamped along with the required brochure/ technical data etc.	<b>G</b>

## **IX. Financial Proposals/Specifications: -**

*All prices must be in PKR. All the quotes must be provided as per format specified below.*

Sr. No.	Item Name	Specification / Brand / Measurement	Required Quantity	Unit	Unit Price inclusive of all Taxes in PKR (U)	Total Amount in PKR (Q x U)
1	Car Polish	Formula-1 (230 Grams) Wax USA	300	Pieces		
2	Cotton Waste (Large)	Local Made 120 GM	120	_packets		
3	Dash Board Polish	7CF Brand 450 ML	250	PCS		
4	Dash Board Polish	Supershine 500 ML	200	PCS		
5	Flag (For Judges' Car)	As per sample	12	Flags		
6	Flag Rod Cover	As per sample	60	Pieces		
7	Monogram Cover	As per sample	150	Pieces		
8	Soap (Nylon)	Brand Sufi Soap 150 GM	380	Soaps		
9	Air Freshener (Perfect Matic)	Brand Perfect 300 ML	24	Pieces		
10	Air Freshener	Brand Perfect 300 ML	1400	Pieces		
11	Cell for Auto Air Freshener Dispenser	Size Toshiba as per sample	20	Cells		
12	Bucket (Large)	Millat Number 6	30	Buckets		
13	Bucket (Medium)	Millat Number 4	40	Buckets		
14	Hand Wash	Lifebuoy 200 ML	300	Bottles		
15	Cell for AC Remote	Toshiba AAA Heavy Duty Green	400	Cells		
16	Pencil Cell	Toshiba AA Heavy Duty Green	800	Cells		
17	Cell for Remote Bell	12V 23A Alkaline Japan Tech	20	Cells		
18	Duster (Large)	Local as per sample (30x40)	1400	Pieces		
19	Tissue Box	imported high quality tissue and box with customized branding / high court name and logo with following specification with tissue size 20cm x 20cm luxury 3 ply 300 sheets (rose petal/imported tissue or equivalent standard minimum 250gm bux board 2 side printing of name or logo off sindh high court colour and design as per instruction of client	300	Boxes		
20	Liaquat Cap	As per sample	18	Caps		
21	Hand Wash	Dettol 250 ML	400	Bottles		

Signature &amp; Stamp of Bidder

22	Mosquito Spray	Brand Kingtox 300 ML	700	Cans		
23	National Flag	As per sample	6	Flags		
24	Soap	Lux 98 Grams	700	Soaps		
25	Tissue Box	Rose Petal Luxury 3 Ply 210 Sheets	1500	Boxes		
26	Tissue Roll	Rose Petal Maxob 2 Ply Large Wrap	1200	Rolls		
27	Towel	27 x 54 600-650 GM as per sample	80	Towels		
28	Vim Powder	Vim 790 GM	400	Bags		
29	Wall Clock	Brand Champion	24	Clocks		
30	Water Cooler	Rahber 16 Liters	15	PCS		
31	Water Glass	Omroc Size for 280 ML	240	Glasses		
32	Telephone Set	Panasonic KX-92 (As per sample)	30	Sets		
33	Telephone Jack	Local Made	200	PCS		
34	Glass / Tea Coaster	Local Made	30	PCS		
35	Brasso Polish	Kiwi 200 ML	80	PCS		
36	Lock (Large)	63 MM As per sample	150	PCS		
37	Lock (Medium)	50 MM As per sample	120	PCS		
38	Lock (Small)	38 MM As per sample	80	PCS		
39	Table Set	8 Pieces (For Hon'ble Judges)	12	PCS		
40	Table Set	06 Pieces (For Officers)	12	PCS		
41	Blazer Cloth	2.5 Meters (Brand: A Moosajee Sons or equivalent)	12	PCS		

Seal & Signature of Bidder:	
Date:	

## X. Samples:





## **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 **2%** 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:** The Sindh High Court shall not consider any manual bids; only 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 also 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:** Sindh High Court may award the Contract to the **qualified Bidder** whose offer has been determined to be the lowest bid and most advantageous and also approval of samples.
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 bid security of successful bidder will be released after submission of Performance Security equal to **2% of total cost of contract**.
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 **twenty (20) 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.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	

## 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]