



## HIGH COURT OF SINDH, KARACHI

Tender Reference NO.SHC/BUDGET/TENDER/2025-26/VI/Re-binding of the PLD volumes

### BIDDING DOCUMENTS FOR

### TENDER FOR RE-BINDING OF PAKISTAN LAW DECISIONS (PLD) VOLUMES (1949–2000) FOR THE COURT LIBRARY, HIGH COURT OF SINDH, KARACHI

*Through*

EPADS

**March 2026**

For General Information & Queries Contact Mr. Ghulam Qadir Sario, J.O.A,  
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Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi  
Court Rd, near Passport Office Saddar & Sindh Secretariat, Saddar Karachi,

Signature & Stamp of Bidder

## Contents

I.	Introduction & Instruction: .....	4
	Technical Specifications & Conditions for Re-Binding of PLD Volumes .....	4
	1. Qualification of Binder .....	4
	2. Preservation of Original Content .....	5
	3. Quality of Binding Material.....	5
	4. Spine Lettering and Identification .....	5
	5. Preservation of Pagination and Layout .....	5
	6. Delivery Schedule.....	5
	7. Collection and Delivery of Books .....	5
	8. Inspection and Verification.....	5
	9. Responsibility for Safe Custody .....	5
II.	Principles of Procurement: .....	6
III.	Clarification and Modification of Bidding Documents: .....	6
IV.	Objection(s) on Bid Evaluation Reports:.....	6
V.	Preliminary Examination of Bids: .....	6
VI.	Financial Evaluation: - .....	6
VII.	Mandatory Qualification/ Eligibility Criteria: .....	7
VIII.	Technical Specifications.....	7
	Additional Requirements .....	8
IX.	Financial Proposals/Technical Specifications: - .....	8
X.	Samples: .....	9
XI.	Terms & Conditions: .....	12
XII.	(INTEGRITY PACT).....	15

Signature & Stamp of Bidder

**BID SUBMISSION LETTER**

To  
The Learned Registrar, Sindh  
High Court, Karachi.

**Subject: SUBMISSION OF BID FOR TENDER FOR RE-BINDING OF PAKISTAN LAW DECISIONS (PLD) VOLUMES (1949–2000) FOR THE COURT LIBRARY, HIGH COURT OF SINDH, KARACHI**

Respected Sir,

We, the undersigned, are pleased to submit our proposal for the tender titled **“TENDER FOR RE-BINDING OF PAKISTAN LAW DECISIONS (PLD) VOLUMES (1949–2000) FOR THE COURT LIBRARY, 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.

Signature & Stamp of Bidder

## I. 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 **TENDER FOR RE-BINDING OF PAKISTAN LAW DECISIONS (PLD) VOLUMES (1949–2000) FOR THE COURT LIBRARY, HIGH COURT OF SINDH, KARACHI**
2. For using the EPADS, unregistered bidders may first register on website <https://sindh.eprocure.gov.pk> in case of any technical difficulty in registration or using EPADS, the prospective bidders may contact SPPRA’s technical team.

Purpose & Scope	<b>TENDER FOR RE-BINDING OF PAKISTAN LAW DECISIONS (PLD) VOLUMES (1949–2000) FOR THE COURT LIBRARY, HIGH COURT OF SINDH, KARACHI</b>
Last Date & time of Submission of Bids	<b>Tuesday, April 14, 2026 at 10:30 a.m.</b>
Date & Time of Opening of Bids	<b>Tuesday, April 14, 2026 at 11:00 a.m.</b>
Bid Opening Location	<b>Office of the Director General (Finance and Accounts)</b>

3. 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.
4. **The e-bid shall be submitted through EPADS; however, bidders are also required to submit a hard copy of their bid.**
5. 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

#### Technical Specifications & Conditions for Re-Binding of PLD Volumes

The re-binding work of **Pakistan Law Decisions (PLD) Volumes (1949–2000)** available in the Library of the High Court of Sindh shall be carried out in accordance with the following specifications and conditions:

#### 1. Qualification of Binder

The binding work shall be carried out by a **technically competent and experienced binder** having proven experience in binding **law reports, journals, and library books**.

Signature & Stamp of Bidder

## 2. Preservation of Original Content

During the binding process, **original pagination, text, margins, and formatting of the volumes shall not be disturbed** in any manner.

## 3. Quality of Binding Material

Binding shall be carried out using **high-quality, durable, and library-grade materials** suitable for long-term preservation and frequent library use.

## 4. Spine Lettering and Identification

Clear and legible lettering shall be provided on the **spine of each bound volume**, indicating:

- Name of the report
- Year
- City
- Volume/Part number

The words **“Sindh High Court”** shall also be printed or embossed at the bottom of the spine.

## 5. Preservation of Pagination and Layout

The binding process shall ensure that the **original pagination, text alignment, and margins remain intact** and fully readable.

## 6. Delivery Schedule

The contractor shall provide a **clear timeline for completion and delivery of the binding work**, which shall be strictly adhered to.

## 7. Collection and Delivery of Books

The contractor shall be responsible for the **collection (pick-up) of books from the High Court Library and delivery of the completed bound volumes back to the office, without any additional cost** to the procuring agency.

## 8. Inspection and Verification

Upon completion, the bound volumes shall be **examined and verified by the Library Staff / Director Library & Research of the High Court of Sindh** before acceptance.

## 9. Responsibility for Safe Custody

The contractor shall be **fully responsible for the safe custody and protection of all books during the binding process**, including transportation and handling.

**Any damage, loss, or deterioration of books during the process shall be the sole responsibility of the contractor.**

## **II. 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.

## **III. 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.

## **IV. 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.

## **V. 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.

## **VI. Financial Evaluation: -**

Financial evaluation shall be carried out only for those bidders who have successfully qualified the **mandatory eligibility and technical evaluation criteria**. The financial bids shall be evaluated on a **whole project basis**, as quoted in the respective financial proposals

Signature & Stamp of Bidder

submitted by the bidders.

All applicable **government taxes, duties, and levies** shall be payable in accordance with the prevailing laws and regulations of the Government of Pakistan and the Government of Sindh.

The contract shall be awarded to the **Lowest Evaluated Responsive Bidder (L1)**, subject to the bidder's compliance with all the **terms and conditions of the bidding documents**, as well as the **technical specifications and requirements of the High Court of Sindh**, and in accordance with the **Sindh Public Procurement Regulatory Authority (SPPRA) Rules, 2010 (as amended)**.

### **VII. 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>Attached Yes/No</b>
1.	<b>Valid Registration with FBR and SRB</b> (National Tax Number and Sales Tax Registration Certificate).	
2.	<b>Valid GST and SST Registration Certificate</b> must be submitted.	
3.	<b>Affidavit of Non-Blacklisting</b> from any public or private organization. (on Rs.200 Stamp Paper)	
4.	<b>Minimum three (03) years of relevant experience in binding/re-binding works</b> for government/semi-government/reputed organizations.	
5.	<b>List of Similar Contracts</b> completed during the last three years with satisfactory performance.	
6.	<b>Equipment Requirement:</b> Vendor must possess their own <b>embossing machine</b>	
7.	<b>Average Annual Turnover in the preceding 3 financial years</b> should not be less than <b>Rs. 2 million</b> , demonstrated through <b>income tax returns or audited financial statements</b> .	

### **VIII. Technical Specifications**

The bidder shall provide **re-binding services for PLD books** strictly in accordance with the following specifications and the approved sample/specimen.

<b>S. No.</b>	<b>Specification</b>	<b>Requirement</b>
1	Scope of Work	Binding / Re-binding of library books, journals, and periodicals as per approved specimen
2	Binding Type	Hard Cover Binding
3	Cover Material	Full Foamy Rexine
4	Gutta / Board	Minimum 40 Ounce
5	Extra Paper	Two sides glossy paper (Minimum 115 GSM)
6	Stitching	Enfoldment & Juzbandi stitching
7	Printing	Embossed Gold Printing on Spine

Signature & Stamp of Bidder

8	Color	Multiple colors as required
9	Spine Size	Maximum 2.5 inches spine width
10	Surface Finish	Rough / Texture surface
11	Preservation	Original pagination, margins, and text must remain intact
12	Equipment Requirement	Vendor must possess their own <b>embossing machine</b>
13	Workmanship	Binding must be strong, durable, and suitable for heavy library use

### Additional Requirements

1. The binding shall be carried out **as per the approved specimen/sample** provided by the procuring agency.
2. The bidder shall ensure **proper handling and preservation of books during binding.**
3. The bidder shall be responsible for **safe custody, pick-up, and delivery** of the books.
4. Any **damage or loss during the binding process shall be the responsibility of the contractor.**
5. The work shall be completed **within the time period specified in the work order.**
6. The completed work shall be **subject to inspection and approval by the concerned authority.**

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

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

S. No.	Description	Unit	Quantity	Unit Rate (PKR)	Amount (PKR)
1	Re-Binding of Library Books, Journals and Periodicals (Pakistan Law Decisions – PLD Volumes) as per approved specifications and specimen	Per Volume	3,500		

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

Seal & Signature of Bidder:	
Date:	

Signature & Stamp of Bidder





Signature & Stamp of Bidder



Signature & Stamp of Bidder

## **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:** 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. 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 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 **5% 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 SPPRA 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.

<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 anyone and not given or agreed to give and shall not give or agree to give to anyone 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]

Signature & Stamp of Bidder