



## HIGH COURT OF SINDH, KARACHI

Tender Reference No. NO.SHC/BUDGET/TENDER/2025-26/I/Stationery Items

### BIDDING DOCUMENTS FOR

### **TENDER FOR THE PROCUREMENT OF STATIONERY ITEMS FOR HIGH COURT OF SINDH, KARACHI**

*Through*

EPADS

**JANUARY 2026**

For General Information & Queries Contact Mr. Ghulam Qadir Sario, J.O.A,  
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Court Rd, near Passport Office Saddar & Sindh Secretariat, Saddar Karachi,

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

**BID SUBMISSION LETTER**

To  
The Learned Registrar, Sindh  
High Court, Karachi.

**Subject: Submission of Bid for the Procurement of Stationery 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 STATIONERY 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.

## **I. Introduction & Instruction:**

### **A. INTRODUCTION**

1. The Sindh High Court (SHC) invites electronic 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 stationery items** for the 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 contract SPPRA’s technical team.
3. The electronic bids, must be submitted by using EPADS on or before **Monday, January 26, 2026 at 11.00 a.m.** Manual bids, shall not be accepted. Electronic Bids will be opened by using EPADS publicly on the same day on **Monday, January 26, 2026 at 11.30 a.m.** at Office of the Director General (Finance & Accounts), IT Compound, High Court of Sindh.
4. 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.
5. Copy of bid is not required. Bid shall be submitted through EPADS.
6. 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:**
  - o Bidders are required to visit the **store** of the High Court and inspect the available **samples** before quoting their rates.
  - o In case the required **sample** is unavailable in the market, bidders must quote an equivalent item.
2. **Definition of Equivalent Items:**
  - o Equivalent items must meet the required standards of both quality and cost.
  - o Low-quality items, even if low-cost, will not be considered as equivalent.
  - o Bidders are strongly advised to carefully consider all factors before quoting their rates.
3. **Submission and Approval of Samples:**
  - o Bidders must submit their samples to the store of the High Court.
  - o 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.

**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 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. Tender may be awarded to the **LOWEST BIDDER (S)** subject to fulfillment of all the terms & conditions of bidding documents and specifications/ requirements of Sindh High Court as mentioned in bidding documents and as per rules.

## **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.

S #	Eligibility Criteria	Flagged
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. 5 million</b> demonstrated through income tax returns / Audited statement of Accounts.	<b>E</b>
7	Technical Bid / Proposal on Bidder's Letterhead duly signed and stamped along with the required brochure/ technical data etc.	<b>F</b>

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

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

SR. NOS.	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	REQUIRED QUANTITY (Q)	Unit Price inclusive of all Taxes in PKR (U)	Total Amount in PKR (Q x U)
01	DOUBLE PUNCH MACHINE	BRAND KW-triO® 09880 (small size)	32		
02	SHARPNER	DUX CHROME PLATED	350		
03	LINNING REGISTER	LOCAL MADE 400 PAGES SIZE8X13	300		
04	STICKING COLOUR FLAGS	FLORENCE – WORK SAFE (FOR HON'BLE JUDGES)	300		
05	ENVELOPE	(LARGE) (16 x 12) KRAFT 120 GRAMS	500		
06	ENVELOPE (SMALL)	(SMALL) (9 x 4) OFFSET KRAFT 65 GRAMS	5000		
07	FILE WRAPPER	LOCAL MADE AS PER SAMPLE	300		
08	FLAG GENERAL (COLOUR)	SHOULD NOT BE LESS THAN 70GM (PER PACKET CONTAINS 500 FLAGS)	1200 PACKET		
09	GUM STICK	UHU 8 GRAM SMALL	1200		
10	HIGHLIGHTER	Pelikan® IN DIFFERENT COLOUR – YELLOW + GREEN + PINK + ORANGE	500		
11	HOLE PUNCH MACHINE SINGLE	IRON LOCAL MADE (AS PER SAMPLE)	80		
12	PAPER CUTTER	CHINA MADE AS PER SAMPLE PLASTIC HANDLE	100		
13	LEDGER PAPER	80 GRAMS (13½ X 8½ ) (PER RIM CONTAIN 100 SHEETS WRAPPED WITH PLASTIC SHEET)	4000		
14	MASKING TAPE	(TRANSPARENT 3 INCH) JOHNSON	200		
15	MARKER (PERMANENT)	DOLLAR ® UM-2	600		
16	HEAVY DUTY STAPLER MACHINE	KW-TRIO 50LC	05		
17	WRITING PAD (LARGE)	PLANE OFFSET PAPER 75 GRAMS (50 SHEETS) AS PER SAMPLE 8½ x 11 INCH	200		
18	WRITING PAD (MEDIUM)	PLANE OFFSET PAPER 75 GRAMS (50 SHEETS) AS PER SAMPLE 5½ x 8½ INCH	200		
19	DUSTBIN	(AS PER SAMPLE)	150		
20	PAPER TAPE (THREE INCHES)	CHINA MADE 3 (THREE) INCHES EXCELLENT	250		
21	PEN (FOR JUDGE)	UNI-BALL FINE DELUX- 177 BLUE + BLACK + RED + GREEN	400		
22	PEN (FOR OFFICER)	M&G (LEADER) STICK GEL PEN AGP10772 BLUE + BLACK + RED + GREEN	2000		
23	PEN (GENERAL)	DOLLAR® Clipper	9000		
24	PENCIL RUBBER TIP	(FEBERCASTLE®) - (FOR USE OF HON'BLE JUDGES)	800		
25	PENCIL (FOR STAFF-GOLDFISH	GOLDFISH® - (FOR THE USE OF STAFFS)	700		

26	COLOUR PENCIL	PICCASSO® COLOUR : RED + BLUE + GREEN	500		
27	PHOTOSTAT PAPER (A-4 SIZE)	IK (Signature) TRUTONE TECHNOLGY , 80 GRAMS SIZE 21X29.7cm (8 1/2 x 11 1/2 ) 500 SHEETS	150		
28	PHOTOSTAT PAPER (F4A) LEGAL	(PER RIM CONTAINS 500 SHEETS) IK COPY PAPER (MADE IN INDONESIA) 70 GRAMS SIZE: 216 x 343 mm (13 1/2 X 8 1/2 )	5000		
29	CALCULATOR	GITIZEN CT9300 14 DIGIT	12		
30	POINTER	DOLLAR® 0.3 COLOUR BLACK+BLUE+ RED+ GREEN	250		
31	POLY CLOTH (RED)	SIZE: (3) FEET (8) INCHES X (3) FEET (2) INCHES (AS PER SAMPLE)	300		
32	RUBBER (FOR THE USE OF HON'BLE JUDGES)	PELIKAN ® (AL30)	100		
33	RUBBER (FOR USE OF STAFF)	DUX ®NO 2001	100		
34	SCALE STEEL	CHINA MADE (12 INCHES )	120		
35	SCISSOR	DL3181 SIZE 200MM STAINLESS STEEL CHINA MADE)	150		
36	SHORT HAND NOTE BOOK	200 SHEETS BRAND: (HB®) LOCAL MADE	600		
37	STAMP PAD INK	CRYSTAL® 28.5 GM	300		
38	STAPLER MACHINE	KW-TRIO 05558H	150		
39	STAPLER PIN	(KW-TRIO) 26/6 MOST DEMANDED ARTICLE	3000		
40	STAPLER REMOVER	(KW-triO®) - No. 0508B	200		
41	STICKING COLOUR FLAGS	NON FLORENCE – WORKSAFE (FOR HON'BLE JUDGES)	300		
42	WATER CUSHION	LOCAL CHINA MADE (AS PER SAMPLE)	200		
43	WHITTO / CORRECTION PEN	DUX®	800		
44	WRAPPER WITH HARD BOARD	(LOCAL MADE) AS PER SAMPLE	120		
45	PEN (FOR HON'BLE JUDGE)	UNI-BALL EYE MICRO UB-150( BLUE + BLACK + RED+ GREEN)	300		
46	FILE TAG (THREAD)	AS PER SAMPLE	200		
<b>GRAND TOTAL IN PKR =</b>					

Seal & Signature of Bidder:	
Date:	

## **IX. 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. Copy of Bid is not 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 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>	

## X. (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]