



## HIGH COURT OF SINDH, KARACHI

Tender Reference NO.SHC/BUDGET/TENDER/2024-25/V/Telephone-Cables

**TENDER FOR PROCUREMENT OF A 100-PAIR CABLE AND A 50-PAIR CABLE FOR THE FRESH INSTALLATION OF TELEPHONE EXTENSIONS IN THE ADMINISTRATION BLOCK AND THE BARRACKS OF THE HIGH COURT OF SINDH, KARACHI.**

Dated: 23.12.2024

### **TENDER DOCUMENT** FOR THE FINANCIAL YEAR 2024-2025

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Tender Reference No. \_\_\_\_\_ Dated \_\_\_ - \_\_\_ -2024

**BID SUBMISSION LETTER**

To  
The Learned  
Registrar, Sindh High  
Court, Karachi.

Subject: Submission of Bid for the **Tender for procurement of a 100-pair cable and a 50-pair cable for the fresh installation of telephone extensions in the Administration Block and the Barracks of the High Court of Sindh, Karachi.**

Respected Sir,

We, the undersigned, are pleased to submit our proposal for the tender titled “**Tender for procurement of a 100-pair cable and a 50-pair cable for the fresh installation of telephone extensions in the Administration Block and the Barracks of the High Court of Sindh, Karachi.**” Enclosed within these sealed envelopes (Separate Envelope of Technical Proposal, 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.

## 1. Introduction & Instruction

The Sindh High Court (SHC) invites sealed proposals from qualified and experienced firms/companies for the procurement and installation of a 100-pair cable and a 50-pair cable. These installations are intended to support fresh telephone extensions and the integration of these extensions from the existing **PABX (Private Automatic Branch Exchange)** system within the Administration Block and the Barracks of the High Court of Sindh, Karachi.

### a. Introduction

The Sindh High Court, as the apex judicial authority in Sindh province, is committed to maintaining a seamless communication infrastructure to support its administrative and operational needs. To enhance the efficiency of its communication systems, the SHC seeks to install new telephone extensions and ensure their smooth integration from the **PABX system** in critical areas, including the Administration Block and the Barracks.

### b. Scope of Work

The scope of work includes the supply, installation, testing, and commissioning of a 100-pair cable and a 50-pair cable. The selected firm/company will be responsible for ensuring high-quality installation standards, compliance with safety protocols, and seamless integration of the telephone extensions from the existing **PABX system**. All necessary tools, materials, and technical expertise must be provided to complete the project efficiently.

### c. Purpose

The primary purpose of this tender is to enhance the telecommunication infrastructure of the High Court of Sindh by introducing new telephone extensions integrated from the existing **PABX system**. This will ensure uninterrupted and efficient communication within the Administration Block and the Barracks, thereby supporting the smooth functioning of the court's operations and facilitating better coordination among its departments.

We encourage all interested parties to participate by submitting their proposals in accordance with the terms and conditions outlined in the tender document.

<b>PURPOSE AND SCOPE</b>	<b>Tender for procurement of a 100-pair cable and a 50-pair cable for the fresh installation of telephone extensions in the Administration Block and the Barracks of the High Court of Sindh, Karachi.</b>
Last Date & Time of Submission of Bids	Thursday, January 16, 2025 at 11.00 a.m.
Date & Time of Opening of Bids	Thursday, January 16, 2025 at 11.30 a.m.
Bid Opening Location	Office of the Director General (Finance and Accounts)

## 2. 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.

## 3. Clarification and Modification of Bidding Documents:

Bidding Document has been prepared as per rules. Clarifications (if any) for contents of bidding documents may be sent to the Procurement Committee comprising D.G (F&A), D.R (Accounts) and Nominee from other department through Registrar, High Court in writing, at least five calendar days prior to the date of opening of bid. Clarification in response to a query shall be uploaded on the official website of Sindh High Court. All bidders are advised to visit the website of Sindh High Court for keeping them updated.

## 4. Objection(s) on Bid Evaluation Reports:

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 High Court of Sindh. Objection(s) if any should be submitted within THREE (03) working days of uploading of reports. Thereafter, no objection shall be entertained.

### 5. Mandatory Qualification/ Eligibility Criteria (Part-I):

Bids that are disqualified or deemed non-responsive in this section will not be eligible for further evaluation. Hard copies (printouts) of the following documents are mandatory.

S #	Eligibility Criteria	Attached Yes/No
1	Complete (Every Page) filled, signed & stamped Tender Document.	
2	Registration with relevant tax/ regulatory authorities i.e. <ol style="list-style-type: none"> <li>a. PEC Registration;               <ol style="list-style-type: none"> <li>i. Valid registration certificate with Pakistan Engineering Council in the field of specialization code (EE07) having category C6 or above.</li> </ol> </li> <li>b. Registration with;               <ol style="list-style-type: none"> <li>i. FBR (NTN &amp; GST Certificates) and also Active Taxer Payer.</li> <li>ii. Sindh Revenue Board SRB (SNTN Certificate)</li> </ol> </li> </ol>	
3	Participating Firm should be sole distributor or Authorized Reseller of PABX cable (Distributor/reseller Certificate Required)	
4	The bidder should have fully operational Office (preferably Head office) having sufficient nos. of Engineers / Technicians in Karachi and also details of work shop facility.	
5	Participating Firm should have at least 05 big projects for supply of same material (Purchase Order required)	
6	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	
7	Average annual turnover in preceding 3 financial years should not be less than Rs. 10 million demonstrated through income tax returns / Audited statement of Accounts.	
8	Technical Bid / Proposal on Bidder's Letterhead duly signed and stamped along with the required brochure/ technical data etc.	

## 6. Preliminary Examination (Technical) of Bids (Part-II):

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.

### Part-II (Technical Evaluation Criteria)

S. No.	Particulars	Marks Allocation	Criteria	Marks	Obtained Marks
1	Year of Establishment of Firm/Company	10	i. 1-3 Years	3	
			ii. 4-6 Years	5	
			iii. 7-9 Years	7	
			iv. 10 and above Years	10	
2	Workshop, Tools & Plants	15	i. Workshop	10	
			ii. List of Tools and Plants	5	
3	Completion of PABX related Projects/Schemes	20	i. 1-2 Projects	10	
			ii. 3-4 Projects	15	
			iii. 5 and above Projects	20	
4	List of Engineers/Technical Staff (15 Staff)	10	i. 2-5	2	
			ii. 5-10	4	
			iii. 10-15	6	
			iv. 15 and above	10	
5	Valid Registration Certificate (PEC)	5	i. C6 and above	5	
6	Litigation History of the Firm	5	i. No Litigation (at Present)	5	
			ii. Blacklisted/Ongoing Litigation	0	
7	Penalty/Fine Imposed	5	i. No Penalty	5	
			ii. 1 Penalty	3	
			iii. 2-3 Penalties	2	

			iv. 4 and above Penalties	0	
8	Financial Standing/Status of Firm		A. Income Tax Paid (Last 5 Years)		
		10	i. < Rs. 3.0 million/year	3	
			ii. Rs. 4-5 million/year	5	
			iii. Rs. 6-8 million/year	7	
			iv. Rs. 9 million and above/year	10	
			B. Average Annual Turnover (Last 5 Years)		
		10	i. $\geq$ Rs. 12.0 million (A Class)	10	
			ii. Rs. 5.0-11.0 million (B Class)	7.5	
			iii. $\leq$ Rs. 5.0 million (C Class)	5	
			C. Financial Standing		
		5	i. Last 3 Years Net Worth Statement	2	
			ii. Minimum Funds Available ( $\geq$ Rs. 25 million)	3	
9	Valid Registration Certificates (GST, SST, Income Tax, etc.)	5	i. Yes	5	
			ii. No	0	
Total Marks		100			
Passing Marks (subject to successful clearance of PART-I)		70			



## 7. Financial Evaluation: -

Financial Evaluation of eligibility/technical qualified Bid (s) shall be done on, as mentioned in financial proposal. All government taxes shall be applicable as per rules. Tender may be awarded to the lowest bid 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.

## 8. Sample for Financial Proposal/ BOQ: -

**List of Equipment/Installations:** Site visit (Survey) is recommended prior to submission of tender documents to analyze the magnitude of work)

S. No	Item Name and Description	Qty.	Unit Rate inclusive of all Taxes PKR	Total Amount Inclusive all Taxes PKR
1	100 Pair UG Armored Cable (In Meter)	375		
2	50 Pair UG Armored Cable (In Meter)	250		
3	100 Pair DB	02		
4	U-Frame	02		
5	2" GI Saddle	18		
6	1" GI Saddle	12		
7	10 Pair Srtip	60		
Material Price				
GST on Equipment @18				
Installation & Commissioning Charges including Cutting & Filling (500m)				
Tax on Services @15				
Grand Total Amount with All Taxes				
In Words;				

Chairman, Procurement Committee	
Member, Procurement Committee	Member, Procurement Committee

## 9. Terms & Conditions: -

### 1. Evaluation Criteria

- a. Firms/companies must achieve **70% or more in technical evaluation** to qualify for financial bid opening.
- b. Financial bids of technically disqualified bidders will remain unopened and will be returned.
- c. Work will be awarded to the technically qualified bidder quoting the **lowest financial bid**.
- d. In case of a tie in financial bids, the contract will be awarded to the bidder with the **highest technical evaluation score**.

### 2. Earnest Money/Retention Money

#### a. Earnest Money:

Must be 2% of the total bid amount.

Payable via bank draft/pay order in favor of **Registrar, Sindh High Court, Karachi**.

Cheques will not be accepted.

### 3. Prices

- a. Rates must include all applicable taxes, duties, and costs such as transportation and installation.
- b. Rates must remain valid for **90 Days** from the technical bid opening date.
- c. Work will be awarded based on the consolidated amount after evaluation.

### 4. Payment Procedure

- a. No advance payments will be made.
- b. Payment will be processed only after successful installation, testing, and certification by designated Sindh High Court officials.

c. Payments will be subject to the deduction of applicable taxes.

### **5. Completion Time**

- a. Work must commence within **15 days** of the work order issuance.
- b. All installations must be completed within **15 days** from the start of work.
- c. Vendors will bear responsibility for the safe delivery and installation of all materials.

### **6. Penalties**

- a. Delays in work commencement beyond **15 days** will incur a penalty of **1% per fortnight**, up to a maximum of **30 days**, after which the contract will be terminated.
- b. For incomplete work, penalties of **2% per week**, capped at **10% of the total work cost**, will apply.

### **7. Technical Evaluation and Documents**

- a. All documents must be submitted in the sequence specified in **para-5**.
- b. Technical proposals must be fully compliant with specifications and other requirements.

### **8. Turnkey Solution**

This is a turnkey project. All necessary materials and labor required to complete the project must be included in the bidding price.

### **9. Affidavit**

An affidavit must be provided stating that the firm has **never been blacklisted** by any government or semi-government body.

#### 10. Arbitration

In case of any dispute, difference, or question which may arise between the parties hereto, it shall be referred to the Registrar of the High Court of Sindh and dealt with rules.

#### 11. Measurement and Payment

- a. Payments will be based on the **actual measured quantities** of installed items.
- b. No payment will be made for wastage or uninstalled materials.

#### 12. Technical Support

- a. The successful bidder must provide **free technical support** for at least **1 year** after project completion.
- b. All software updates and upgrades must also be provided free of charge.

#### 13. Rights Reserved

The **Sindh High Court** reserves the right to accept, reject, or cancel any bid in accordance with SPPRA rules.

#### 14. Signing of Contract Agreement:

The company/firm/agency will sign the contract agreement as acknowledgment.

#### 15. Submission of Bills/Invoices:

Invoice/bill & Delivery Advice should be submitted to the I/c. A.R Resident-II.

16. **Services Deliverable:** All services must be executed as specified in entitlement/authorization. Non-compliance with this condition renders the services liable to non-acceptance.

17. **Service Execution:** Competent Authority reserves the right to change/alter/remove/reduce/enhance services with or without financial impact; without assigning any reason and the agency/company will abide by the instruction(s).

**18. Rejection of Services:** The High Court of Sindh reserves the right to cancel any or all the services if they are not in accordance with the specifications or if the execution of services is delayed.

**19. Performance Security:** The successful bidder should provide 5% Performance Security of the total value of the Work Order in the form of Pay Order or Bank Guarantee before submission of the invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work/Contract/Warranty, whichever is the longest.

**20. Rules, Regulations & Policies:** All rules, regulations, and policies will be governed in accordance with the SPPRA.

**21. Validity of Bid: Validity is for ninety (90) days.**

**22. Rights:** The High Court of Sindh reserves the right to accept or reject any or all tenders or terminate proceedings at any stage in accordance with the rules and regulations framed by SPPRA.

**23. Tender Document:** Tender Document is available at the designated office of the High Court of Sindh.

**24. Submission of Documents:** The last date for tender submission is as specified in the Tender Document.

**25. Opening of Tender:** The tender will be opened as specified in the Tender Document.

**26. Minimum Qualifying Percentage:** The minimum qualifying percentage is 70%.

**27. Envelopes:** Separate envelopes for the Technical Proposal, Financial Proposal, and Bid Security should be further enclosed in a single envelope, with the company seal affixed on the opening flaps.

**28. Taxes:** All Government taxes (including Income Tax and Stamp Duty), levies, and charges will be charged as per applicable rates/denomination of the Purchase/Work Order.

**29. Award of Contract:** The contract will be awarded on a lump sum basis.

**30. Rights to Remove:** The High Court of Sindh reserves the right to remove any area of service as per requirements.

**31. Health & Safety:** The contractor is responsible for the safety of all its activities, including protection of life and the environment on and off the site. The High Court of Sindh is a no-smoking zone and will not be responsible for any mishap.

**32. Insurance/Security:** Life insurance/security of workers will be the responsibility of the contractor.

**33. Child Labor:** All staff must have CNIC, and child labor is strictly discouraged.

**34. Character Certificate:** The contractor must provide character certificates for all workers.

**35. 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.

**36. Bidding Method:** Single Stage- Two Envelope method will be adopted for bidding process as per SPPRA Rules.

Note: These Terms & Conditions are an integral part of the contract agreement in addition to other clauses/articles.

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	

## 10. (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]