

# **SINDH HIGH COURT, KARACHI**

**TENDER DOCUMENT**

**FOR THE FINANCIAL YEAR 2019-2020**

**Tender Reference NO.SHC/Budget/Tender-2019-2020/I**

**Dated: 07-10-2019**

**Rate Contract for Supply of Pens, Pencils, Short hand Books & Writing Pads on item wise basis for High Court of Sindh, Karachi.**

**Contract shall remain valid till 31<sup>st</sup> May, 2020**

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## سندھ ہائی کورٹ، کراچی

No.SHC/Budget/Tender-2019-20/1 , Dated :23-09-2019

### ٹینڈرنوٹس

سندھ ہائی کورٹ کراچی کو مندرجہ ذیل کے مطابق متعلقہ ٹیکس اتھارٹیز سے رجسٹرڈ وکچری کے حامل پیشکش دہندگان سے اسٹیڈیئرڈ بڈجٹ دستاویزات پر سر بہر ٹینڈرز مطلوب ہیں۔

#### سنگل اسٹیج ایک لفافہ طرز پر کار:

نمبر شمار	تفصیل	پیشکشیں جمع کرانے کی تاریخ اور وقت	پیشکشیں کھلنے کی تاریخ اور وقت
1-	ریٹ کنٹریکٹ برائے فراہمی ایگل سائز فونو اسٹیٹ ایجیز	11 مئی 2019 کو یا قبل صبح 10-00 بجے	11 مئی 2019 کو صبح 10-30 بجے
2-	ریٹ کنٹریکٹ برائے فراہمی شوہجہ زبٹھروڈ اور انٹرنیشنل آفٹس ہاؤس	14 مئی 2019 کو یا قبل دن 11-00 بجے	14 مئی 2019 کو دن 11-30 بجے
3-	ریٹ کنٹریکٹ برائے فراہمی لفافے (چھوٹے درمیانے اور بڑے) مع عداوت عالیہ Logo، آئی ٹی سروس اور دیگر	18 مئی 2019 کو یا قبل صبح 10-00 بجے	18 مئی 2019 کو صبح 10-30 بجے
4-	ریٹ کنٹریکٹ برائے فراہمی ٹیکس، پی ڈی اے، ٹیکس اور صاف کاری سروس	21 مئی 2019 کو یا قبل دن 11-00 بجے	21 مئی 2019 کو دن 11-30 بجے
5-	ریٹ کنٹریکٹ برائے فراہمی جین، پینسلو، شارٹ پیئر ٹیکس اور رائٹنگ پیپر	23 مئی 2019 کو یا قبل دن 11-00 بجے	23 مئی 2019 کو دن 11-30 بجے
6-	ریٹ کنٹریکٹ برائے فراہمی مشرقی اسٹیٹ آرٹیکل، آئی ٹی سروس اور دیگر	25 مئی 2019 کو یا قبل صبح 10-00 بجے	25 مئی 2019 کو صبح 10-30 بجے
7-	ریٹ کنٹریکٹ برائے فراہمی مشرقی جرنل آرٹیکل، آئی ٹی سروس اور دیگر	28 مئی 2019 کو یا قبل دن 11-00 بجے	28 مئی 2019 کو دن 11-30 بجے
8-	ریٹ کنٹریکٹ برائے فراہمی مشرقی کھپت آرٹیکل، آئی ٹی سروس اور دیگر	30 مئی 2019 کو یا قبل دن 11-00 بجے	30 مئی 2019 کو دن 11-30 بجے
9-	ریٹ کنٹریکٹ برائے فراہمی ایگل ٹیکس آرٹیکل، آئی ٹی سروس اور دیگر	کیمبر 2019 کو یا قبل صبح 10-00 بجے	کیمبر 2019 کو صبح 10-30 بجے

#### سنگل دو لفافہ طرز پر کار:

نمبر شمار	تفصیل	پیشکشیں جمع کرانے کی تاریخ اور وقت	پیشکشیں کھلنے کی تاریخ اور وقت
1-	فراہمی سات (07) 1.5 ٹن اسپت اے سی مسٹوشی یا سہاوی اسٹیڈیئرڈ	16 مئی 2019 کو یا قبل دن 11-00 بجے	16 مئی 2019 کو دن 11-30 بجے

(1) ٹینڈرز دستاویزات جس میں عملہ تفصیلات، معیار اہلیت، آئی ٹی اور دیگر قواعد و ضوابط کی تفصیل شامل ہے <http://www.Sindhhighcourt.gov.pk> سے بلا قیمت ڈاؤن لوڈ کی جاسکتی ہیں۔ (2) سندھ ہائی کورٹ جین دہانی کرائی ہے کہ یہ ٹینڈرز صاف ستھرے اور شفاف طریقے سے منظور کیا جائے گا اور یہ ٹینڈرز کا مقصد کرپشن فری پروسیجر کے ذریعہ رقم کو استعمال کرنا ہے۔ لہذا پیشکش دہندگان کو ہدایت کی جاتی ہے کہ وہ اسٹیڈیئرڈ دستاویزات کی بارڈر سائنٹ کا پتلا، ٹیکس رجسٹریشن سرٹیفکیٹ، پر پوز آرڈر، چیک، بینک سٹیٹمنٹ سرٹیفکیٹ، مالیاتی اسٹیٹمنٹ اور ملٹری فرام کریں۔ ایسی تمام دستاویزات ویب سائٹ پر اپ لوڈنگ کرنے کیلئے ایک (01) PDF فائل میں یکجا کی جائیں۔ (3) پیشکش (سائنٹ اور بارڈر کا پتلا) دفتر ڈائریکٹر جنرل (ٹیکس اینڈ اکاؤنٹس) سندھ ہائی کورٹ انٹرنل I.T کپیا ڈیویژن HBL، اے ٹی ایم صدر کراچی میں مندرجہ بالا تاریخ اور وقت پر پیش کی جائیں۔ (4) ٹینڈر پیشکش دہندگان یا ان کے مجاز نمائندے جو حاضر رہا ہیں انہیں مقصد کی تکمیل کردہ کاپی کی موجودگی میں کھولے جائیں گے۔ پیشکش دہندگان کے نمائندوں کیلئے ضروری ہے کہ وہ بڈجٹ میں شرکت کیلئے اقداری لیوٹیشن کریں۔ (5) کسی بھی صورت میں تاخیر سے معمول پیشکشوں پر توجہ نہیں دی جائے گی۔ (6) عام قیام کی صورت میں ٹینڈر آف سندھ کام والے روز کھولے جائیں گے۔ (7) پیشکشوں میں 1% بڈجٹ کی ہیکل "پے آرڈر" یا "ڈیمانڈ ڈرافٹ" یا "چیک" گارنٹی "تین رجسٹرار ہائی کورٹ آف سندھ کراچی" یا "اڈیشنل ایگزیکٹو" کا مہاب پیشکش دہندہ کو قوائد کے مطابق 90 دن کی کارآمدگی مدت کے اندر آئی ٹی سروس اور دیگر فراہمی کنٹریکٹ کو پیش کیا جائے گا۔ (9) پیشکش دہندگان کو ہدایت کی جاتی ہے کہ وہ ریش راج کرنے سے قبل نمونوں کے معائنے کیلئے دوران دفتر اوقات (صبح 9-00 بجے تا شام 4-00 بجے) سندھ ہائی کورٹ کے اسٹور کورڈ کریں۔ (10) برائے عمومی ٹینڈرز سے متعلق استفسارات راہل کریں مسز آصف Samma آفس ایڈیسی اینڈ فون نمبر 021-99203151، 021-99203151، 021-99203151۔ (11) سندھ ہائی کورٹ کو قوائد سے شمولاً کسی ایسی پیشکش کو قبول اسٹور کرنے کا حق حاصل ہے۔

درمختص: (غلام رسول اسموں)

رجسٹرار

INF-KRY:5334/19



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## 1. Introduction & Instruction:

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to purchase **Pens, Pencils, Short hand books & Writing Pads on item wise basis, for the financial year 2019-2020**, as mentioned in tender document, from your esteemed firm / agency. SHC reserves the right to increase/ decrease the quantities as per requirement in the light of availability of funds, as per rules.

S.No	Description	Date & time of Submission of Bids	Date & time of Opening of Bids
1	Rate Contract for Supply of Pens, Pencils, Short hand Books & Writing Pads on item wise basis.	On or before 23 <sup>rd</sup> October, 2019 at 11: 00 a.m.	23 <sup>rd</sup> October, 2019 at 11:30 a.m.

- (a) The Sindh High Court, Karachi (SHC) expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. **Moreover, attach required supporting documents according to the requirement.** Bidders are also required to submit both soft and hard copies of all required documents which shall be uploaded on the official website of this Court for the sake of transparency.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. **If you want to leave the item/column un-answered please, write "Doesn't Apply/Doesn't Arise".** If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) Bids must be submitted in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi, as reflected in Tender Notice.
- (d) **Bid Security of 1% of total quoted amount** will be deposited along with Tender Document in shape of BID SECURITY FORM/ PAY ORDER/ BANK DRAFT as reflected in tender notice.

## **2. Guidelines for preparing tender document:**

- 1) Download Tender Document from the official website of Sindh High Court.
- 2) Carefully read the tender document.
- 3) Carefully read the requirements/ specifications of items required by SHC.
- 4) Visit the store of Sindh High Court for inspection of samples. Store Supervisor and Store Keepers of SHC will facilitate you in inspection of samples. Do not forget to bring your smart phone for taking pictures of samples.
- 5) Chose the item (s) which you can easily provide to SHC as per specifications mentioned in tender document.
- 6) Conduct Market Survey for calculating the price of individual item.
- 7) Fill the relevant sections of tender documents.
- 8) Make signature and stamp on the tender document.
- 9) Make scanned copy of duly filled & signed tender document.
- 10) Arrange the copies of all required documents as mentioned in eligibility criteria.
- 11) Prepare financial proposal in the light of market survey.
- 12) Arrange 1% Bid Security of total tender quoted amount.
- 13) Prepare Single Procurement File in PDF form. Merge the scanned copies of signed tender documents and scanned copies of documents required for assessing the eligibility criteria in single PDF File. Save the said PDF file in either DVD or USB.
- 14) Keep all the documents in file. Tap binding is not allowed.
- 15) Sealed the soft copy (DVD/ USB) & hard copy (A4 size paper form) in envelop.
- 16) Submit the sealed envelope in the office of D.G Finance as reflected in NIT. Do not forget to sign on "Bid Receiving Time Sheet".

## **3. Guidelines for attending Tender Meeting:**

- 1) Get yourself acquainted for attending Tender Meeting. You should have complete knowledge of your bid. It is general observation that bidders or their representative attend bid meeting without proper homework. Hence, you are advised to read your bid and supporting documents before attending bid meeting.
- 2) Bring Authority Letter for attending Tender Meeting.
- 3) Mark Signature on the attendance sheet.
- 4) Make it sure that your bids and other submitted bids are sealed.
- 5) Make it sure that late bids are not entertained.
- 6) Give proper answers of queries of members of Procurement Committee if so asked.

## **4. Principles of Procurement:**

Sindh High Court ensures that procurements are conducted in a fair and transparent manner and the object of procurement brings value for money to the agency and the procurement process is efficient and economical. Hence, bidders are directed to provide soft copies of scanned tender documents, tax registration certificates, purchase orders, bank maintenance certificate, financial statements and undertaking. All such documents should be merged in one (01) PDF FILE for uploading on the concerned.

## **5. Clarification and Modification of Bidding Documents:**

Clarifications (if any) for contents of bidding documents may be sent to 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.

## **6. Preliminary Examination of Bids:**

Sindh High Court shall examine the bids to confirm that all required documents (soft & hard copies) 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.

## **7. Financial Evaluation of Bids:**

Financial Evaluation of Bids shall be done on item wise basis on the basis of unit price without GST. Bidder (s) may apply for one or more or all items (if available). Tender may be awarded to the lowest bidder (s) on item wise basis subject to fulfillment of all the terms & conditions of bidding documents and specifications/ requirements of Sindh High Court as mentioned in bidding documents.

## 8. Qualification/ Eligibility Criteria:

S.No.	Eligibility Criteria	Nature
1	Profile of company/ firm along with relevant documents	Mandatory
2	Complete filled, signed & stamped Tender Document	Mandatory
3	Relevant Tax Registration Certificates (both soft & hard copies are mandatory)	Mandatory
4	Copies of at least ONE (01) purchase orders of similar nature during the last three years. One for each year is mandatory. (both soft & hard copies are mandatory)	Mandatory
5	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization. (both soft & hard copies are mandatory)	Mandatory
6	Average Financial turnover of at least Rs. 2 lakh per annum during the last three years. (financial statement or bank statement or both are required)	Mandatory
7	Bank Maintenance Certificate (both soft & hard copies are mandatory)	Mandatory

It is undertaken that I have provided soft and hard copies of the above mentioned documents. It is understood that Sindh High Court reserves the right to reject my bid/ disqualify me in case of non-availability of the above mentioned documents and decision of Sindh High Court shall be final.

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

## 9. Specification/requirement/ and Bill of Quantity:

### Item No. 1:

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
PENCIL COLOUR*	<ul style="list-style-type: none"><li>➤ Picasso or equivalent standard.</li><li>➤ Colour: Red, Blue and Green</li></ul>	1080 Pencils

\*Product must be as per sample available at the Store of Sindh High Court.

### Item No. 2:

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
PENCILS*	<ul style="list-style-type: none"><li>➤ Fiber Castle rubber tip or equivalent standard.</li></ul>	1080 Pencils

\*Product must be as per sample available at the Store of Sindh High Court.

### Item No. 3:

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
PENCILS*	<ul style="list-style-type: none"><li>➤ Goldfish (Deer) or equivalent standard.</li></ul>	1080 Pencils

\*Product must be as per sample available at the Store of Sindh High Court.

### Item No. 4:

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
PENS*	<ul style="list-style-type: none"><li>➤ M &amp; G Leader 0.7 MM or equivalent standard.</li><li>➤ Colour: Blue, Black, Red</li></ul>	4600 Pens

\*Product must be as per sample available at the Store of Sindh High Court.

### Item No. 5:

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
PENS*	<ul style="list-style-type: none"><li>➤ Uni Ball Fine Deluxe or equivalent standard.</li><li>➤ Colour: Blue, Black, Red, Green</li></ul>	4600 Pens

\*Product must be as per sample available at the Store of Sindh High Court.



**Item No. 6:**

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
PENS*	<ul style="list-style-type: none"> <li>➤ Dollar Clipper or equivalent standard.</li> <li>➤ Colour: Blue, Black, Red</li> </ul>	14400 Pens

\*Product must be as per sample available at the Store of Sindh High Court.

**Item No. 7:**

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
SHORT HAND BOOK*	<ul style="list-style-type: none"> <li>➤ HB or equivalent standard.</li> <li>➤ 200 Pages.</li> </ul>	50

\*Product must be as per sample available at the Store of Sindh High Court.

**Item No. 8:**

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
WRITING PAD (POCKET)*	<ul style="list-style-type: none"> <li>➤ PLANE OFFSET PAPER.</li> <li>➤ 80 GRAMS</li> <li>➤ (50 SHEETS)</li> <li>➤ LOCAL MADE</li> <li>➤ AS PER SAMPLE.</li> </ul>	900

\*Product must be as per sample available at the Store of Sindh High Court.

**Item No. 9:**

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
WRITING PAD (MEDIUM)*	<ul style="list-style-type: none"> <li>➤ PLANE OFFSET PAPER.</li> <li>➤ 80 GRAMS</li> <li>➤ (50 SHEETS)</li> <li>➤ LOCAL MADE</li> <li>➤ AS PER SAMPLE.</li> </ul>	900

\*Product must be as per sample available at the Store of Sindh High Court.

#### Item No. 10:

ARTICLE NAME	SPECIFICATIONS	REQUIRED ANNUAL QUANTITY
WRITING PAD (LARGE)*	<ul style="list-style-type: none"><li>➤ PLANE OFFSET PAPER.</li><li>➤ 80 GRAMS</li><li>➤ (50 SHEETS)</li><li>➤ LOCAL MADE</li><li>➤ AS PER SAMPLE.</li></ul>	900

\*Product must be as per sample available at the Store of Sindh High Court.

- Bidders are required to visit the store of Sindh High Court for inspection of samples.
- Estimated **annual quantity as mentioned above** may be increased or decreased as per rules, keeping in view the available budget.
- Rate contract will be valid till 31<sup>st</sup> May, 2020.
- Successful bidders will be required to deliver goods as per quantity mentioned in purchase order which will be issued from time to time.
- Successful bidders will be required to deliver goods within seven (07) calendar days of issuance of purchase order.

#### 10. Sample of Financial Proposal

Bidders are advised to submit separate financial proposal for each item, as per following format on the official letter head of bidder which must be properly signed & stamped. Separate Financial Proposal may be submitted for individual quoted items.

Name of Item	Unit Price without GST Rs

1. Rates must be quoted in Pakistani Currency.
2. Rates must be quoted without GST. GST shall be applicable as per rules.
3. All government taxes shall be applicable as per rules.
4. All government taxes will be deducted by the office of A.G Sindh and its decision shall be final in respect of taxation and billing.
5. Rate shall remain valid for one financial year i.e. till 31<sup>st</sup> May, 2020.
6. Bidders must have active Vendor ID of A.G Sindh.
7. Successful Bidder (s) will be required to submit complete bill along with copies of required documents to Budget Branch of Sindh High Court for forwarding the same to Accountant General Sindh, Karachi.

## 11. Calculation of Bid Security

S.No	Name of Items	Unit of Measurement (per ream/ per packet/ per box/ per dozen/ per item/ etc)	Unit Price without GST (in figures)	Annual Required Quantity	Amount Rs. without GST
	<b>Total Amount</b>				
	<b>2% of Total Amount</b>				
	<b>Pay Order Number</b>				
	<b>Pay Order Issuance Date</b>				
	<b>Name of Banker</b>				
	<b>Amount of Pay Order</b>				
	<b>Period of Validity</b>				

## 12. Delivery Mechanism

1. This rate contract shall be valid for one financial year (till 31<sup>st</sup> May, 2020)
2. Purchase Order will be issued from time to time keeping in view the requirement of Sindh High Court.
3. Successful bidder shall deliver the goods within seven (07) calendar days of issuance of Purchase Order.
4. Delivery shall be made at the Store of Sindh High Court. Building Supervisor will receive the goods and make signature on the delivery challan.

## 13. Payment Mechanism

- 1) Payment shall not be made in advance before making deliveries.
- 2) The successful bidder after completing delivery will submit complete bills along with delivery challan and copies of required documents to Budget Branch of this Court for forwarding the same to Office of A.G Sindh.
- 3) Bidder shall be responsible to make it sure that all the required documents are submitted along with bill. It is better to submit bill in coordination with the Accounts Officer of this Court.
- 4) Budget Branch shall forward the bill to the Office of A.G Sindh for payment. All taxes shall be deducted by the Office of A.G Sindh, as per rules.
- 5) The concerned official of Budget Branch will collect the cheque from the office of A.G Sindh.
- 6) Bidder will collect the cheque from the office of Budget Branch after submitting authority letter.
- 7) Sindh High Court believes in honesty, integrity and transparency in procurement. Bidders are advised to report the corruption matters directly to Registrar, High Court of Sindh, Karachi, if they are asked to give gifts/ bribe/ cash/ etc for receiving cheques.

#### 14. Terms & Conditions:

1. **Bidding Method:** Single Stage-One Envelope method will be adopted for bidding process as per SPPRA Rules.
2. **Duration of Rate Contract:** Rate Contract shall remain valid till 31<sup>st</sup> May, 2020.
3. **Timing of Delivery:** Bidder shall be made delivery within seven (07) calendar days of receipt of Purchase Order. Purchase Order shall be issued keeping in view the requirement and release of funds. The delivery should be made by the supplier at the store of High Court of Sindh, Principal Seat, Karachi.
4. **Qualification/ Eligibility:** Bidders are bound to submit soft and hard copies of all documents as mentioned in Eligibility Criteria Section, in order to establish their eligibility to participate in bid. In case of non-availability of either, soft or hard copy, bidder may be disqualified.
5. **Bid Security:** All bids must be accompanied by an earnest money/ security of 1% of total bid amount.
6. **Release of Bid Security:** The bid security of unsuccessful bidder will be released by SHC after award of work or after expiry of bid validity period as per rules.
7. **Late Bids:** Sindh High Court shall not consider any bid that arrives after the deadline for submission of bids, as reflected in NIT. Any bid received after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
8. **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. Bidders are also advised to submit soft and hard copies of all required documents along with their bids.
9. **Award of Contract:** Sindh High Court may award the Contract to the Bidder whose offer has been determined to be the lowest bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
10. **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.
11. **Performance Security:** The bid security of successful bidder will be released after submission of Performance Security equal to 5% of total cost of contract.
12. **Release of Performance Security:** Performance Security shall be released after

successful completion of contract and issuance of satisfactory certificate from Assistant Registrar, Resident-II.

13. **Validity Period:** The procurement contract will be awarded within bid **validity period i.e. 90 days** as per SPRRA Rules.
14. **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.
15. **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 or the request for extension in delivery time declined by SHC.
16. **Inspection:** Physical inspection will be carried out by the Store Supervisor of this Court. Ordered material is subject to final inspection at the time of delivery.
17. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
18. **Payment Term:** Payment shall not be made in advance before making delivery. Payment shall be issued by the office of A.G Sindh and cheque will be handed over to bidder (s) or his authorized representative (s).
19. **Condition of Goods:** All items must meet in all respects with the 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.
20. **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.
21. **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.
22. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
23. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
24. **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.
25. **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.

26. **Stamp Duty:** Stamp duty will be levied as per rules.

27. **Alternative Bids:** Alternative bids shall not be considered.

28. **Cost of Bidding:** 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.

29. **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.

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

31. **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.

32. **Warrants:** Supplier must warrants that goods supplied would be new, unused and as per best industrial standards.

33. **Fraud & Corruption:** SHC shall reject a proposal for award if it determines that the bidder has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the tender in question.

34. **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.

35. **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules available on [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) for further details.

It is hereby certified that 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>	

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s.	
Year of Establishment	
Name of contact Person	
Address	
Sales Tax Registration No.	
National Tax No.	
Mobile No.	
Telephone No.	
Fax No.	
E-mail	
Banker's Name and Contact Details	

**Stamp & Signature**

## 15. Sample of Proposal Submission Form:

To be printed on the letter head of firm.

Tender Reference No.

Dated \_\_\_\_\_

The Learned Registrar,  
Sindh High Court,  
Karachi.

Dear Sir,

We, the undersigned, offer to provide our services for “\_\_\_\_\_”, as a Bid, sealed in an envelope.

We understand that Sindh High Court is not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of Purchase Committee shall be final and cannot be challenged on any ground at any forum and the Purchase Committee will not be liable for any loss or damage to any party acting in reliance thereon.

Sincerely,

Name  
Designation,  
Name of Company  
Dated:



## 16. Sample Inspection Form:

Our representative \_\_\_\_\_ son of \_\_\_\_\_ holding CNIC No. \_\_\_\_\_ has inspected all the quoted items at the Store of Sindh High Court on \_\_\_\_\_.

All the rates have been quoted after inspecting samples and market research and we take full responsibility that in case of award of contract, all the articles will be provided as per **specifications/ samples** of High Court of Sindh. We understand that rate shall remain valid till 31<sup>st</sup> May, 2020.

We understand that Sindh High Court reserves the right to reject the articles if the same are not as per samples of Sindh High Court.

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

## 17. Consent regarding uploading of documents on websites

It is undertaken that I have supplied all the required documents in both soft and hard copies, as mentioned in eligibility criteria section of this tender document. I do not have any objection if the said documents and technical and financial proposal of our firm are uploaded on the official websites of Sindh High Court and any other regulatory authority for the sake of transparency.

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

## 18. Sample of Purchase Order

<b><u>THE HIGH COURT OF SINDH, KARACHI</u></b>	
No. _____	Dated: DD/MM/YY
All Communications should be addressed to the REGISTRAR HIGH COURT OF SINDH KARACHI	To, M/s. _____, Office No. _____, _____ Road, <u>Karachi.</u>
Subject: <b><u>Award of Tender for procurement of _____.</u></b>	
<p>I am directed to inform you that the Hon'ble Competent Authority has been pleased to pass order to award the Tender Reference No. _____ dated _____ to M/s. _____ @ Rs. _____/- per unit as per terms and conditions mentioned in tender document. All government taxes shall be applicable as per rules and decision of A.G Sindh shall be final.</p> <p>You are directed to provide _____ as per specifications/ make &amp; model mentioned in approved Bid Evaluation Report and Technical &amp; Financial Proposal of your company (copies enclosed) with further direction to submit Bills along with copies of following documents at the earliest.</p> <ol style="list-style-type: none"><li>1. Complete Bill.</li><li>2. Complete Delivery Challan.</li><li>3. Copies of all relevant tax registration certificates.</li><li>4. Copy of Bank Maintenance Certificate.</li><li>5. Copies of relevant SROs (if any).</li><li>6. Copies of tax exemption certificates if any.</li><li>7. Copies of all other relevant documents as per requirement of A.G Sindh.</li></ol>	
<b>Deputy Registrar (Accounts)</b> <b><u>FOR: REGISTRAR</u></b>	

I have carefully read & understood the contents of "Sample Purchase Order" and I do not have any objection on its contents.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	

## 19. Sample of Satisfactory Certificate

It is certified that M/s. \_\_\_\_\_ has delivered goods as per Purchase Order(s) dated \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_ and Tender document dated \_\_\_\_\_. All the delivered goods were as per specifications & requirements of this Court. Payment may be made to supplier

Assistant Registrar (Resident-II)

## 20. Sample of Contract:

### **CONTRACT BETWEEN SHC AND SUPPLIER FOR SUPPLY OF \_\_\_\_\_**

This Deed of Agreement is made and entered into on \_\_\_\_\_ day of \_\_\_\_\_ 2019

#### **BETWEEN**

Sindh High Court Establishment through its Registrar having its Office at High Court of Sindh, Saddar, Karachi, (here in after called SHC which term shall include its successors and assigns) on the **One Part**.

#### **AND**

\_\_\_\_\_ having its office at \_\_\_\_\_ (here in after called SUPPLIER which term shall include successors and assigns) on the **Other Part**.

**And whereas** SHC desires to purchase \_\_\_\_\_ for one financial year (till 31<sup>st</sup> May, 2020) as per specifications/ requirements, terms & conditions mentioned in tender document and approved bid evaluation report.

**And whereas** SUPPLIER expresses his desire to provide the same as per specifications/ requirements, terms & conditions mentioned in tender document and approved bid evaluation report.

**And whereas** Supplier has represented that it is a professional and has the technical expertise, experience and resources to provide the goods as per specifications/

requirements, mentioned in tender documents.

**Whereas** on the basis of the Supplier's representations, SHC has agreed to purchase the same, in accordance with the terms and conditions tender document and this Agreement.

Now, therefore in consideration of the mutual promises and obligations set out in this Agreement, the sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

Now this deed of agreement witness the terms and conditions as follows :

1. That the Agreement shall come into force immediately and shall remain valid until 31<sup>st</sup> May,2020 or cancelled by SHC.
2. That the quality and quantity of the materials shall be as per specification/ requirements mentioned in tender document.
3. That the delivery of the materials shall be made by SUPPLIER at their own cost, management and responsibility as per tender document.
4. That SUPPLIER shall be fully responsible for delivery of the materials in good condition at the Stores of SHC through delivery dockets in triplicate.
5. That Representatives of SHC i.e. Assistant Registrar, Resident-II and Store Supervisor shall inspect the goods and reserves the right to reject any goods if the representative(s) considers those to be inferior quality to the approved samples.
6. That the goods rejected by the representative(s) of SHC shall be replaced by SUPPLIER and SUPPLIER shall bear all risks/costs of the materials rejected by SHC.
7. That the cost of supply of materials will be (*enter amount and currency*). Rate shall remain valid for one financial year i.e. till 31<sup>st</sup> May, 2020.
8. That SHC reserves the right to change the quantity of items as per availability of budget and rules.
9. That SUPPLIER shall not without the consent in writing of SHC assign or sub-let the contract or any part thereof, or make any agreement with any person/company for the execution of any portion of the supply. In this regard consent by SHC will not relieve SUPPLIER from full and entire responsibility for this Agreement.
10. That SUPPLIER shall indemnify SHC in respect of all claims, damages, compensation or expenses payable in consequence of any injury or accident caused by them i.e., SUPPLIER.
11. That cost of transportation, or any other incidental charges, if required in connection of the delivery of goods shall be borne by SUPPLIER, as per rules.
12. That bills submitted by SUPPLIER shall be forwarded to A.G Sindh by SHC.

SUPPLIER shall be responsible to submit copies of relevant documents along with bill in coordination with Office of Budget Branch of SHC.

13. That all taxes shall be deducted by the Office of A.G Sindh and its decision shall be final.
14. That all government taxes shall be applicable as per rules.
15. That Bid Security shall be released after submission of Performance Security of 5% of contract price.
16. That if SUPPLIER fails to deliver the materials as per agreed Schedule, penalty will be imposed by SHC at the rate of (1%) of total contract value for each day of delay.
17. That the terms of this Agreement shall be GOVERNED by the Laws of the Land.
18. The failure of a Party to fulfill any of its obligations under this Agreement shall not be considered to be a breach of, or a default under, this Agreement insofar as the inability arises from an event of Force Majeure, provided that the Party affected by that event has taken reasonable precautions, due care and attempted to put in place reasonable alternative arrangements all with the objective of carrying out the terms of this Agreement.
19. That In the event of any question or difference or dispute whatsoever arising between the Parties under or in connection with this Agreement or any provision herein contained or its constructions hereof, or as to any matter in any way connected therewith or arising therefrom which cannot be resolved amicably shall be referred to arbitration and finally settled by three arbitrators, one to be appointed by each party and the third by the two appointed arbitrators, in accordance with the Arbitration Act, 1940. The language of arbitration shall be English and the venue of the arbitration shall be Karachi. The decision of the arbitrators shall be final and binding on the Parties who shall give full effect thereto. Any judgment may be entered upon the award in any competent court having jurisdiction.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by their respective, fully authorized representatives as of the date first written above.

REGISTRAR, HIGH COURT OF SINDH

M/s. \_\_\_\_\_

-----  
SIGNATURE & OFFICIAL STAMP  
STAMP

-----  
SIGNATURE & OFFICIAL

WITNESS:	
NAME: FAIZ ALAM, I/C: A.R (RESIDENT-II)	-----
SIGNATURE & OFFICIAL STAMP STAMP	----- SIGNATURE & OFFICIAL
NAME: AFTAB AHMED, I/C: A.R (BUDGET)	

I have carefully read & understood the contents of “Sample Contract” and I do not have any objection on its contents.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	

**21. SAMPLE OF 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 time 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: .....  
..... [Seal]

Signature: .....  
[Seal]



## 22. Frequently Asked Questions:

### 1. How to submit Hard Copies?

Bidders are required to submit Hard Copies of the above mentioned documents on A4 size paper.

### 2. How to submit Soft Copies?

Bidders are required to submit Soft Copies of the required documents in one (01) single procurement file in PDF form. Bidders may submit **PDF FILE** in either DVD or USB which will be returned along with Bid Security. Single Procurement File means PDF file which contain scanned copies of signed tender documents, scanned copies required for mandatory eligibility criteria and technical proposal (if any).

### 3. Is tap binding allowed?

No, tap binding is not allowed. Bid document and required documents must be submitted in paper clip file/ or any suitable file cover.

### 4. Can I quote for only few items?

Yes, you can quote only few items (if available). Tender will be awarded on item wise basis. Hence, bidder may apply for a single or few or all items as per his/her convenience.

### 5. Can I qualify Eligibility Criteria without submitting scanned copies of tender documents and required documents in one (01) PDF file?

No, it is mandatory requirement. Bidders are directed to submit soft and hard copies of all required documents else their bids will be rejected as per rules.

### 6. Where can I find Eligibility Criteria Report, Bid Evolution Reports and other information regarding tender?

All required reports and information shall be uploaded on the official website of Sindh High Court. Bidders are advised to visit the site regularly for keeping them updated.

### 7. Is it necessary to visit Store of High Court before submission of bid documents?

Yes, bidders are required to visit Store of Sindh High Court for inspection of Samples. Details of the same must be incorporated in the tender document.

### 8. Is it possible to condone the late bids due to traffic issues, personal issues etc?

No, Sindh High Court follows best international practices in procurement and late bids shall not be entertained under any circumstances. Bidders are advised to submit bids on or before time.

### 23. Documents Check List

S.No	Description	Yes/ No
1	Company Profile (both soft & hard copies are mandatory)	
2	Copies of relevant Tax Registration (both soft & hard copies are mandatory)	
3	Copies of Purchase Orders (both soft & hard copies are mandatory)	
4	Undertaking on judicial stamp paper (both soft & hard copies are mandatory)	
5	Financial Statements / Bank Statements (both soft & hard copies are mandatory)	
6	Bank Maintenance Certificate (both soft & hard copies are mandatory)	
7	Bid Security	
8	Samples have been inspected at the store of Sindh High Court	
9	Single Procurement File in PDF form	

All the above mentioned documents/ requirements have been furnished.

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