

SINDH HIGH COURT, KARACHI

TENDER DOCUMENT FOR THE YEAR 2018-2019

Tender Reference NO.SHC/Budget/Tender-2018-19/V

Dated: 21-05-2019

Supply of Office Uniform for Staff Members of Sindh High Court

Contents

1. Introduction	3
2. Instructions:	3
3. Eligibility Criteria:.....	4
4. Specification of Summer and Winter Uniform Kit.....	5
5. Details of Staff Members:.....	8
6. SAMPLE OF FINANCIAL PROPOSAL.....	9
FINANCIAL PROPOSAL OF ITEM NO. 1	9
FINANCIAL PROPOSAL OF ITEM NO. 2.....	9
FINANCIAL PROPOSAL OF ITEM NO. 3.....	10
FINANCIAL PROPOSAL OF ITEM NO. 4.....	10
FINANCIAL PROPOSAL OF ITEM NO. 5.....	10
FINANCIAL PROPOSAL OF ITEM NO. 6.....	11
FINANCIAL PROPOSAL OF ITEM NO. 7.....	11
FINANCIAL PROPOSAL OF ITEM NO. 8.....	11
FINANCIAL PROPOSAL OF ITEM NO. 9.....	12
FINANCIAL PROPOSAL OF ITEM NO. 10.....	12
FINANCIAL PROPOSAL OF ITEM NO. 11.....	12
FINANCIAL PROPOSAL OF ITEM NO. 12.....	13
FINANCIAL PROPOSAL OF ITEM NO. 13.....	13
7. Terms & Conditions:	13
8. Documents Check List.....	17
9. Sample of Proposal Submission Form:.....	18
10. Sample of Articles of Agreement:	18
(INTEGRITY PACT).....	19

1. Introduction

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to purchase **OFFICE UNIFORM for Staff Members of High Court of Sindh, Principal Seat, Karachi, Bench at Sukkur and Circuit Courts at Hyderabad and Larkana, on item wise basis**, 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.**

2. Instructions:

- (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.**
- (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) The **last date to submit the Tender Document, separate technical & financial proposals in sealed envelopes is 10th June, 2019**, in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi, as reflected in Tender Notice.
- (d) **Bid Security of 2 % of total quoted amount of all items** will be deposited along with Tender Document in shape of BID SECURITY FORM/ PAY ORDER/ BANK DRAFT as reflected in tender notice.

3. Eligibility Criteria:

S.No.	Eligibility Criteria	Requirement
1	Profile of company/ firm along with relevant documents	Mandatory
2	Relevant Tax Registration Certificates (copies required)	Mandatory
3	Copies of at least three (03) purchase orders of similar nature during the last three years along with Completion Certificate for the work completed or any other relevant proof of experience of similar nature.	Mandatory
4	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Mandatory
5	Average Financial turnover of at least Rs. 0.5 million per annum during the last three years. (financial statement or bank statement or both are required)	Mandatory

4. Specification of Summer and Winter Uniform Kit

Sr.No.	Name of post	Summer Uniforms	Winter Uniforms
1	HAWALDAR	1. white sherwani with badges White suits 2-Suits Black Shoes 4. Socks	1. Dark Blue Sherwani with Golden Ribbon Work and badges . White suits 2-suits. Black Shoes . 4. Socks
2	NAIB QASID	1. white sherwani with badges White suits 2-Suits Black Shoes 4. Socks	1. white sherwani with badges 2. White suits 2-Suits 3. Black Shoes 4. Socks
3	DRIVER	1. White Bush Coat & peak cap with Monogram 2- suits 2. Black Shoes. 3. Socks	1. White Bush Coat & peak cap with Monogram 2- suits 2. Black Shoes. 3. Socks
4	BUILDING SUPERVISOR	1. White Shalwar Kameez 2- suits. Black Shoes. 3. Black socks.	1. White Shalwar Kameez 2- suits. 2. Black Shoes. 3. Black socks.
5	CHOWKIDARS	1. Gray Malasia Shalwar Kameez 2- suits. 2. Black Shoes. 3. Black socks.	1. Gray Malasia Shalwar Kameez 2- suits. 2. Black Shoes. 3. Black socks.
6	FRASHES	1. Wash-n- wear Shalwar Kameez Fawn Color 2 suits. 2. Black Shoes. 3. Black Socks.	1. Wash-n- wear Shalwar Kameez Fawn Color 2 suits. 2. Black Shoes. 3. Black Socks.
7	GARDNERS	1. Gray Malasia Shalwar Kameez 2- suits. 2. Black Shoes. 3. Black socks.	1. Gray Malasia Shalwar Kameez 2- suits. 2. Black Shoes. 3. Black socks.
8	SWEEPER/SANITARY WORKERS	1. Gray Malasia Shalwar Kameez 2- suits. 2. Black Shoes. 3. Black socks.	1. Gray Malasia Shalwar Kameez 2- suits. 2. Black Shoes. 3. Black socks.
9	JUDGES TEA ROOM STAFF/BEARERS	1. White Bush Coat with Monogram 2 suits. 2. Black Shoes. 3. Socks	1. White Bush Coat with Monogram 2 suits. 2. Black Shoes. 3. Socks

S.No.	Specifications of Items
1	<p><u>Fabric for White Shalwar Kameez :-</u> Wash-n-wear Gul Ahmed, Alkaram or equivalent standard</p>
2	<p><u>Fabric for Fawn Colour Shalwar Kameez:-</u> Wash-n-wear Gul Ahmed, Alkaram or equivalent standard</p>
3	<p><u>Fabric for Gray Malasia Shalwar Kameez :-</u> Gul Ahmed, Alkaram or equivalent standard</p>
4	<p><u>Fabric for Dark Blue Sherwani:-</u> Denim or equivalent standard</p>
5	<p><u>Fabric for White Sherwani:-</u> Denim or equivalent standard</p>
6	<p><u>Fabric for White Bush Coat and Pant:-</u> Denim or equivalent standard</p>
7	<p><u>Stitching for Shalwar Kameez:-</u> Single stitching, imported fusing & full over lock.</p>
8	<p><u>Stitching for Sherwani of Hawaldar:-</u> (Golden Ribbon Work as per instruction of client) Single stitching, imported fusing, full over lock.</p>
9	<p><u>Stitching for Sherwani of Naib Qasid (with shoulders & badges):-</u> Single stitching, imported fusing, full over lock as instruction of client.</p>

10	<u>Stitching for Bush Coat & Pant of Driver and Judges Tea Room Staff :</u> Single stitching, imported fusing, full over lock as per instruction of client.
11	<u>Black Shoes for all staff members:-</u> English, Service, Bata or equivalent standard.
12	<u>Black Socks for all staff members:-</u> Dowson or equivalent standard.
13	<u>Caps for Drivers:-</u> Peak Cap with Monogram

5. Details of Staff Members:

Quantity of items can be increased or decreased, keeping in view the available budget. However, working strength of staff members is as under:-

Sr. No.	Post	BPS	Kar	Hyd	Suk	Lar	Total Staff
1.	Driver	B-05	57	06	05	04	72
2.	Hawalदार	B-04	44	07	06	06	63
3.	Farash	B-03	61	16	07	10	94
4.	Chowkidar	B-03	29	10	08	11	58
5.	Sanitary Worker	B-03	33	13	06	06	58
6.	Gardener	B-03	11	07	08	08	34
7.	Naib Qasid	B-03	116	16	16	21	169
8.	Bearer/Tea Room Staff	B-05	02	04	05	06	17
9.	Building Supervisor	B-03	01	0	0	0	01
Total >>			354	79	61	72	566

6. SAMPLE OF FINANCIAL PROPOSAL

Bidders are advised to submit separate financial proposal of each item. Bidders can apply for one and/ or more and/ or all items. Bid Security may be submitted for 2% of total amount of all quoted items. No extra charges will be paid for delivery of uniform at Hyderabad, Sukkur and Larkana.

FINANCIAL PROPOSAL OF ITEM NO. 1

S.No.	Specifications of Items	Unit Price of fabric for one unstitched suit of standard size inclusive of all taxes (Rs.)
1	<u>Fabric for White Colour Shalwar Kameez :-</u> Wash-n-wear Gul Ahmed, Alkaram or equivalent standard	

FINANCIAL PROPOSAL OF ITEM NO. 2

S.No.	Specifications of Items	Unit Price of fabric for one unstitched suit of standard size inclusive of all taxes (Rs.)
2	<u>Fabric for Fawn Colour Shalwar Kameez:-</u> Wash-n-wear Gul Ahmed, Alkaram or equivalent standard	

FINANCIAL PROPOSAL OF ITEM NO. 3

S.No.	Specifications of Items	Unit Price of fabric for one unstitched suit of standard size inclusive of all taxes (Rs.)
3	<u>Fabric for Gray Malasia Shalwar Kameez :-</u> Gul Ahmed, Alkaram or equivalent standard	

FINANCIAL PROPOSAL OF ITEM NO. 4

S.No.	Specifications of Items	Unit Price of fabric for one unstitched sherwani of standard size inclusive of all taxes (Rs.)
4	<u>Fabric for Dark Blue Sherwani:-</u> Denim or equivalent standard	

FINANCIAL PROPOSAL OF ITEM NO. 5

S.No.	Specifications of Items	Unit Price of fabric for one unstitched sherwani of standard size inclusive of all taxes (Rs.)
5	<u>Fabric for White Sherwani:-</u> Denim or equivalent standard	

FINANCIAL PROPOSAL OF ITEM NO. 6

S.No.	Specifications of Items	Unit Price of fabric for one unstitched Bush Coat & Pant of standard size inclusive of all taxes (Rs.)
6	<u>Fabric for White Bush Coat and Pant</u> Denim or equivalent standard	

FINANCIAL PROPOSAL OF ITEM NO. 7

S.No.	Specifications of Items	Unit Price of stitching for <i>shalwar kameez</i> of standard size inclusive of all taxes (Rs.)
7	<u>Stitching for Shalwar Kameez:-</u> Single stitching, imported fusing & full over lock.	

FINANCIAL PROPOSAL OF ITEM NO. 8

S.No.	Specifications of Items	Unit Price of stitching for <i>sherwani</i> of standard size inclusive of all taxes (Rs.)
8	<u>Stitching for Sherwani for Hawaldar</u> (Golden Ribbon Work as per sample and instruction of client) Single stitching, imported fusing , full over lock.	

FINANCIAL PROPOSAL OF ITEM NO. 9

S.No.	Specifications of Items	Unit Price of stitching for sherwani of standard size inclusive of all taxes (Rs.)
9	<u>Stitching for Sherwani for Naib Qasid (with shoulders & badges)</u> Single stitching, imported fusing , full over lock as per instruction of client.	

FINANCIAL PROPOSAL OF ITEM NO. 10

S.No.	Specifications of Items	Unit Price of stitching for Bush Coat & Pant of standard size inclusive of all taxes (Rs.)
10	<u>Stitching for Bush Coat & Pant:</u> Single stitching, imported fusing , full over lock as per instruction of client.	

FINANCIAL PROPOSAL OF ITEM NO. 11

S.No.	Specifications of Items	Unit Price of one pair of shoes of standard size inclusive of all taxes (Rs.)
11	<u>Black Shoes</u> English, Service, Bata or equivalent standard	

FINANCIAL PROPOSAL OF ITEM NO. 12

S.No.	Specifications of Items	Unit Price of one pair of socks of standard size inclusive of all taxes (Rs.)
12	<u>Black Socks</u> Dowson or equivalent standard	

FINANCIAL PROPOSAL OF ITEM NO. 13

S.No.	Specifications of Items	Unit Price inclusive all taxes (Rs.)
13	<u>Cap</u> Peak Cap with Monogram	

7. Terms & Conditions:

- Bidding Method:** Single Stage-One Envelope method will be adopted for bidding process as per SPPRA Rules.
- Validity Period:** The procurement contract will be awarded within bid **validity period i.e. 90 days** as per SPRRA Rules.
- Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
- Time of Delivery of Good:** The delivery should be made by the supplier at High Court of Sindh, Principal Seat, Karachi, Bench at Sukkur and Circuit Courts at Hyderabad ad Larkana, as per purchase order.
- 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.

6. **Inspection:** Physical inspection will be carried out by the Secretary Services of this Court. Ordered material is subject to final inspection at the time of delivery.
7. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
8. **Payment Term:** Payment shall not be made in advance and against partial deliveries.
9. **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.
10. **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.
11. **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.
12. **Bid Security:** All bids must be accompanied by an earnest money/ security of **2% of total bid amount**. 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 whereas the bid security money of successful bidder will be released after completion of work/ or submission of performance security.
13. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
14. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.

15. **Rights:** SHC reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

16. **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.

17. **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 applicable rates / denomination of Purchase / Work Order.

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

19. **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 for further details.

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

Name:	
Designation:	
Signature & stamp	
Cell No	

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

8. Documents Check List

S.No	Description	Yes/ No
1	Company Profile	
2	Copies of relevant Tax Registration	
3	Copies of Purchase Orders	
4	Undertaking on judicial stamp paper	
5	Financial Statements / Bank Statements	
6	Bid Security	
7	Samples of fabrics, shoes, socks etc	

All the above mentioned documents/ requirements have been furnished.

Name:	
Designation:	
Signature & stamp	
Cell No	

9. Sample of Proposal Submission Form:

To be printed on the letter head of firm.

Tender Reference No.

Dated_____

Name of Contract:

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 you are 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:

10. Sample of Articles of Agreement:

This Agreement made this _____ day of _____ 2017, by and between the Sindh High Court, Karachi, Sindh, including his successors in office and Assignees / Agents, acting through the learned Registrar, hereinafter called the “**SHC**”, of the one part,

And M/s _____, located at _____, hereinafter called the “**Contractor**” which expression shall include their successors, legal representatives of the second part.

Whereas the **SHC** requires supply of _____ and whereas the **Contractor** has agreed to supply, the said items valued at **Rs.** _____ and words (_____) as per Purchase Orders, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Contractor**.

Now this Agreement witnesses as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the **Conditions of Contract** hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by _____ on behalf of the **Contractor**, and by the learned Registrar on behalf of the **SHC**, all of (name and designation of the authorized person) Which shall be deemed to form and be read and construed as a part of this **Agreement** viz.

- a) Articles of Agreement;
- b) Instructions to Tenderers;
- c) Conditions of Contract;
- d) Contractor's Offer including the relevant correspondence prior to signing of this Agreement with all Annexures duly filled in.
- e) The specifications of the items; and
- f) Bill of Quantity with prices.

In Witness Whereof the parties have hereunto set their respective hands and seals, the day, month and year first above written.

WITNESSES:

(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]