

# SINDH HIGH COURT, KARACHI

## **TENDER DOCUMENT**

**FOR THE YEAR 2022-2023  
Tender Reference No. XIX**

**Dated: 28-01-2023**

**SUPPLY & INSTALLATION OF PHOTOSTAT MACHINES FOR  
HIGH COURT OF SINDH, SUKKUR AND HYDERABAD.**

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## 1. Introduction

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to purchase **Photostat Machines for High Court of Sindh, Sukkur and Hyderabad**. Tender document which includes full details of items and other terms & conditions can be downloaded **free of cost** from [www.sindhhighcourt.gov.pk](http://www.sindhhighcourt.gov.pk).

## 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.

The bid documents should be submitted in the office of Director General (Finance & Accounts) Sindh High Court, Saddar, Karachi on or before **20<sup>th</sup> February, 2023 at 10:45 a.m.** and will be opened on the same **date and place at 11:30 a.m.** in presence of bidders or their authorized representatives who wish to be present as well as the committee constituted for the purpose. In case of any holiday, the tender shall be received/ opened on next working day at the same place and time.

- (b) Date and time of opening of financial proposals of technically qualified bids will be communicated to the bidders in advance.
- (c) Bids must contain **BID SECURITY of 1% of total quoted price**, in the shape of **“BID SECURITY FORM” or “PAY ORDER”** in favour of REGISTRAR, HIGH COURT OF SINDH.
- (d) The Sindh High Court reserves the right to accept/reject any or all offers subject to rules.

## 3. Mandatory Eligibility Criteria

Sr.No.	Eligibility Criteria	Requirement	Attached (Y/N)
1	Profile of company/ firm along with relevant documents.	Mandatory	
2	Registration with relevant tax/ regulatory authorities (copies required).	Mandatory	
3	Certificate of Sole Distributor or Authorized Dealership	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. 1 million per annum during the last three years. (financial statements/tax returns are required)	Mandatory	
6	Copies of at least three (03) Purchase Orders along with delivery challans of similar nature during the last three (03) years	Mandatory	

#### 4. Sample of Technical and Financial Proposal

<b>LOT NO. 1: ONE (01) UNIT OF HEAVY DUTY PHOTOSTAT MACHINE FOR HIGH COURT OF SINDH, CIRCUIT COURT, HYDERABAD</b>		
	<b>Requirements of Sindh High Court</b>	<b>Specifications offered by Bidder</b>
1	<b>Brand</b>	Canon or imported / equivalent standard
2	<b>Type</b>	Sealed Pack & Original Machine. Refurbished and re-manufactured machines shall not be considered.
3	<b>Copy per minute</b>	<b>Minimum 35 CPM</b>
4	<b>Paper Size</b>	Copy & Original Size upto A3.
5	<b>Cost Effect &amp; Economical Machine</b>	Bidders are directed to furnish list & cost of consumable items to prove their claim that their machine is cost effective and economical machine.
6	<b>Accessories</b>	With installation, all accessories. Local trolley, and consumable parts.
7	<b>Toner (s)</b>	With sufficient number of toner (s) for copying minimum <b>60000 copies</b> .
8	<b>Warranty</b>	One (01) Year Open Box Warranty from the date of opening of box/installation with parts, labor and on site.

<b>LOT NO. 1: ONE (01) UNIT OF HEAVY DUTY PHOTOSTAT MACHINE FOR HIGH COURT OF SINDH, CIRCUIT COURT, HYDERABAD</b>				
<b>S #</b>	<b>Make &amp; Model</b>	<b>Unit Price with GST Rs.</b>	<b>Quantity</b>	<b>Amount with all taxes Rs.</b>
1	<b>Cost of one (01) unit of Photostat Machine (Minimum <b>35 CPM</b>) along with trolley , consumable parts, installation, transportation etc.</b>		01	
2	<b>Cost of toners (minimum <b>60,000 pages</b>)</b>			
<b>Total Cost of Machine (Rs.)</b>				

**LOT NO. 2: ONE (01) UNIT OF PHOTOSTAT MACHINE FOR HIGH COURT OF SINDH, SUKKUR BENCH**

	Requirements of Sindh High Court		Specifications offered by Bidder
1	Brand	Canon or imported / equivalent standard	
2	Type	Sealed Pack & Original Machine. Refurbished and re-manufactured machines shall not be considered.	
3	Copy per minute	Minimum 20 CPM	
4	Paper Size	Copy & Original Size upto A3.	
5	Cost Effect & Economical Machine	Bidders are directed to furnish list & cost of consumable items to prove their claim that their machine is cost effective and economical machine.	
6	Accessories	With installation, all accessories. Local trolley, and consumable parts.	
7	Toner (s)	With sufficient number of toner (s) for copying minimum 36000 copies.	
8	Warranty	One (01) Year Open Box Warranty from the date of opening of box/installation with parts, labor and on site.	

**LOT NO. 2: ONE (01) UNIT OF HEAVY DUTY PHOTOSTAT MACHINE FOR HIGH COURT OF SINDH, CIRCUIT COURT, SUKKUR BENCH**

S #	Make & Model	Unit Price with GST Rs.	Quantity	Amount with all taxes Rs.
1	Cost of one (01) unit of Photostat Machine (Minimum 20 CPM) along with trolley , consumable parts, installation, transportation etc.		01	
2	Cost of toner(s) (minimum 36,000 pages)			
<b>Total Cost of Machine (Rs.)</b>				

## 6. Terms & Conditions

1. **Bidding Method:** **Single Stage- One Envelope method** will be adopted for bidding process as per SPPRA Rules.
2. **Company Profile:** Company Profile along with relevant documents be attached with this document.
3. **Validity Period:** The procurement contract will be awarded within bid validity period i.e. 90 days as per SPRRA Rules.
4. **Issuance of Purchase Order:** Purchase Order shall be issued from the office of the Assistant Registrar (Budget) of Sindh High Court.
5. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
6. **Time of Delivery of Good:** The delivery should be made by the supplier at the residences of the Hon'ble Judges as per purchase order.
7. **Inspection:** Physical inspection will be carried out by the concerned Additional Registrars of Sukkur Bench and Circuit Court, Hyderabad.
8. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
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. **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted in the office of Assistant Registrar (Resident-II) of Sindh High Court.
13. **Bid Security:** All bids must be accompanied by an earnest money/ security of 1% 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.
14. **Price / Rate:** Price/ rate shall include all taxes, duties, levies, charges, insurance, freight, transportation etc. All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
15. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
16. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
17. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
18. **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.
19. **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.
20. **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.

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

22. **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.

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	

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

## 7. 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:



## 8. Sample of Articles of Agreement

**This Agreement** made this \_\_\_\_\_ day of \_\_\_\_\_ 2023, 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 (\_\_\_\_\_) on quarterly basis 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.
3. In consideration of the payment to be made to the Contractor, the **Contractor** hereby **covenants** with the **SHC** to supply & deliver all items in conformity in all respects of the Contract on quarterly basis, as mentioned in Purchase Orders.
4. The **SHC** hereby **covenants to pay** the Contractor in consideration of the supply & delivery of items at the contact price on quarterly basis subject to release of funds.

**In Witness Thereof** 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]