

HIGH COURT OF SINDH, KARACHI

Reference No. SHC/BUDGET/TENDER/2024-25/VI/LRK-Revenue-Component

TENDER FOR PROCUREMENT OF REVENUE COMPONENT ITEMS FOR THE HIGH COURT OF SINDH, CIRCUIT COURT LARKANA

Dated: 09.01.2024

TENDER DOCUMENT FOR THE FINANCIAL YEAR 2024-2025

For General Information & Queries Contact Mr. Ghulam Qadir Sario, J.O.A, Phone No. 021 99203151-9 Ext-295, Fax No. 021-99204126. Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi Court Rd, near Passport Office & Sindh Secretariat, Saddar Karachi,

Contents

Introduction & Instructions:	.4
Principles of Procurement:	. 5
Clarification and Modification of Bidding Documents:	. 5
Objection(s) on Bid Evaluation Reports:	. 5
Preliminary Examination of Bids:	. 5
Financial Evaluation:	.6
Mandatory Qualification/ Eligibility Criteria:	.6
Technical Specifications:	.7
Key Features:	.7
Key Features:	. 8
Key Features:	.9
Notes:	10
ample for Financial Proposal/ BOQ:	11
Terms & Conditions:	12
(INTEGRITY PACT)	15
	Principles of Procurement:

Tender Reference No.

Dated - -2024

BID SUBMISSION LETTER

То

The Learned Registrar, Sindh High Court, Karachi.

Subject: Submission of Bid for Procurement of Revenue Component Items for the High Court of Sindh, Circuit Court Larkana

Respected Sir,

We, the undersigned, are pleased to submit our proposal for the tender titled "Procurement of Revenue Component Items for the High Court of Sindh, Circuit Court Larkana" Enclosed within these sealed envelopes Financial Proposal & Bid Security) is our comprehensive bid document.

We further authorize Mr. _____, holding CNIC No. _____, to represent our organization and attend all bid-related meetings and proceedings on our behalf.

We acknowledge and accept that the Sindh High Court reserves the absolute right to accept or reject any proposal at its discretion and may annul the bidding process without providing any reason or explanation. We also affirm that the decision of the Purchase Committee shall be final, binding, and immune from any challenge on any forum. Furthermore, the Purchase Committee shall not bear any liability for losses or damages incurred by any party relying on its decisions.

Purpose & Scope	Tender for Procurement of Revenue Component Items for
	the High Court of Sindh, Circuit Court Larkana
Last Date & time of	Thursday, January 30, 2025 at 11.00 a.m.
Submission of Bids	
Date & Time of	Thursday, January 30, 2025 at 11.30 a.m.
Opening of Bids	
Bid Opening Location	Office of the Director General (Finance and Accounts)

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.

4 | SHC-LRK-Revenue-Component

1. Introduction & Instructions:

A. INTRODUCTION

Dear Tenders

The SINDH HIGH COURT (SHC), the apex judicial institution of the province of Sindh, is committed to upholding the principles of justice and ensuring operational excellence. As part of our continued efforts to enhance the infrastructure and working environment of the judiciary, we invite bids for the **procurement of Revenue Component Items**, including high-quality **Furniture and Split Air Conditioners**, for the High Court of Sindh, Circuit Court Larkana.

To facilitate participation, a comprehensive **Tender Document** outlining the detailed specifications of items, procurement requirements, and terms & conditions is available for download, free of cost, at <u>www.sindhhighcourt.gov.pk</u>.

B. INSTRUCTIONS

1. Tender Schedule

- **Tender Title:** Procurement of Revenue Component Items for the High Court of Sindh, Circuit Court Larkana.
- Tender Submission Deadline: Thursday, January 30, 2025, at 11:00 a.m.
- **Tender Opening:** Thursday, January 30, 2025, at 11:30 a.m.
- Venue: Office of the Director General (Finance and Accounts), Sindh High Court.

2. Bid Security

- All bids must include a **BID SECURITY** of 2% of the total quoted price.
- The BID SECURITY should be submitted in the form of a **"BID SECURITY FORM"** or **"PAY ORDER"** in favor of the **REGISTRAR**, **HIGH COURT OF SINDH**.

3. Bidding Method

• The procurement process will follow the **Single-Stage**, **One-Envelope** bidding method.

4. Delivery Requirements

• The Revenue Component Items, including high-quality Furniture and Split Air Conditioners, must be delivered to the High Court of Sindh, Circuit Court Larkana.

5. Site Visit

- Bidders are required to visit the Sindh High Court to inspect the available samples of furniture items before quoting their rates.
- 6. Award of Contract: The Sindh High Court shall award the contract to the qualified bidder whose offer is determined to be the lowest evaluated bid, subject to the approval of the submitted sample.

7. Lot-Wise Bid

 Bidders are directed to quote all items within the applied lot. Failure to quote any item in the specified lot will result in disqualification from that lot.

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. <u>Clarification and Modification of Bidding Documents</u>:

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 Accounts Officer, A.G Sindh 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. Preliminary Examination of Bids:

Procurement Committee shall examine the bids to confirm that all required documents and specifications/ technical documentation requested in bidding documents have been provided, and to determine the completeness of each document submitted. If any of the required documents or information is missing, the bid shall be rejected. Further, Sindh High Court shall examine the Bid to confirm that all terms and conditions specified in the bidding documents have been accepted by the Bidder without any material deviation or reservation.

6. Financial Evaluation:-

Financial Evaluation of eligibility/technical qualified Bid (s) shall be done on the basis of the total amount with all taxes & transportation, on <u>LOT WISE BASIS</u>, as mentioned in the financial proposal. Bidders are directed to quote all items of the applied lot. Bidder will be disqualified in the lot, in case of skipping any item of the said lot. All government taxes shall be applicable as per the rules. The tender may be awarded to the lowest bidder (s) subject to fulfillment of all the terms & conditions of bidding documents and specifications/ requirements of Sindh High Court, Karachi as mentioned in bidding documents and as per rules.

7. Mandatory Qualification / Eligibility Criteria:

Hard Copies (print out) of following documents are mandatory. The bids disqualified / not responsive to the Mandatory Qualification Criteria, as mentioned below shall not be eligible for further Evaluation.

S #	Eligibility Criteria	Requirement	Attached Yes/No
1	Complete (Every Page) filled, signed & stamped Tender Document.		
2	Registration with relevant tax/ regulatory authorities i.e. i. Income Tax Department/FBR (NTN Certificate) ii. Sales Tax Department/FBR (GST Certificate)		
3	Bidder must be original manufacturer / supplier of Furniture Items in Pakistan also attach details of work shop. (Copies required)		
	Authorized Dealership Certificate The bidder should be authorized partner/reseller of the quoted Split ACs. (Copies required)	MANDATORY (Valid Certificates	
4	Bidder must show proof of supply of custom-made Furniture to minimum three (03) customers in Pakistan during last 3 years; (Attach Copy of Purchase Orders/ Contracts/ acceptance letter/ completion certificates with contact details and also for Lot 2)	from concerned regulator / authority	
5	Affidavit on stamp paper of Rs. 200/- duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government	required)	
6	Average annual turnover in preceding 3 financial years should not be less than Rs. 5 million demonstrated through income tax returns / Audited statement of Accounts.		
7	Technical Bid / Proposal on Bidder's Letterhead duly signed and stamped along with the required brochure/ technical data etc.		

8. <u>Technical Specifications: -</u>

LOT # 1

NO	ITEM NAME		
	SPECIFICATION / BRAND / MEASUREMENT		
<u>S.</u> 01	Steel Rack with Shelves:		
01	Steel Nack with Shelves.		5.
	No.	Description	Specification
	1	Product Name	Steel Rack Storage with 5 Shelves
	2	Dimensions	6.5 ft (Height) \times 4 ft (Width) \times 1.5 ft (Depth)
	3	Material Gauge (Sh	elves) 20 Gauge
	4	Material Gauge (Pil	llars) 12 Gauge $(2.5 \times 2.5 \text{ inches})$
	5	Load-Bearing Capa	icity 300 kg
	6	Shelf Support	Shelves have center support from underneath
	7	Compartments	5 compartments, adjustable per shelf
	8	Assembly	Easy screw and nut assembly
	9	Level Adjustment	Height-adjustable screw feet for level compensation
	10	Features	Durable, versatile, and perfect for storing books and other iten
	11	Quality	Highest quality product
		T	
	ney	Features:	
		 Robust Design: Ease of Use: Sin 	Ives : Can be customized for varying storage needs. Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven
02		• Robust Design:	Center support ensures stability and durability under load.
02	Offi	 Robust Design: Ease of Use: Sin surfaces. Table (Type A) 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven
02	Offi No.	 Robust Design: Ease of Use: Sin surfaces. ice Table (Type A) Description 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification
02	Offi No. 1	 Robust Design: Ease of Use: Sin surfaces. Table (Type A) Description Table Dimensions 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) × 30 in (W) × 30 in (H)
02	Offi No. 1 2	 Robust Design: Ease of Use: Sin surfaces. Table (Type A) Description Table Dimensions Material 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) × 30 in (W) × 30 in (H) Solid Sheesham Wood
02	Offi No. 1	 Robust Design: Ease of Use: Sin surfaces. Table (Type A) Description Table Dimensions 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) × 30 in (W) × 30 in (H)
02	Offi No. 1 2 3	 Robust Design: Ease of Use: Sin surfaces. Table (Type A) Description Table Dimensions Material Edge Details 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) × 30 in (W) × 30 in (H) Solid Sheesham Wood Solid wooden edges with lacquer/spirit polish Double sheet lamination with Teak lamination (MDF) sheet and 8 mr
02	Offi No. 1 2 3 4	 Robust Design: Ease of Use: Sinsurfaces. Table (Type A) Description Table Dimensions Material Edge Details Top Surface 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) × 30 in (W) × 30 in (H) Solid Sheesham Wood Solid wooden edges with lacquer/spirit polish Double sheet lamination with Teak lamination (MDF) sheet and 8 mr glass top 1.5 × 1 inch solid Gola in Beechwood, with half-round edges on all
02	Offi No. 1 2 3 4 5	 Robust Design: Ease of Use: Sinsurfaces. Table (Type A) Description Table Dimensions Material Edge Details Top Surface Gola (Beading) 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) \times 30 in (W) \times 30 in (H) Solid Sheesham Wood Solid wooden edges with lacquer/spirit polish Double sheet lamination with Teak lamination (MDF) sheet and 8 mr glass top 1.5 \times 1 inch solid Gola in Beechwood, with half-round edges on all Borders
02	Offi No. 1 2 3 4 5	 Robust Design: Ease of Use: Sinsurfaces. Table (Type A) Description Table Dimensions Material Edge Details Top Surface Gola (Beading) 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) \times 30 in (W) \times 30 in (H) Solid Sheesham Wood Solid wooden edges with lacquer/spirit polish Double sheet lamination with Teak lamination (MDF) sheet and 8 mr glass top 1.5 \times 1 inch solid Gola in Beechwood, with half-round edges on all Borders 3 drawers on the right side, with:
02	Offi No. 1 2 3 4 5	 Robust Design: Ease of Use: Sinsurfaces. Table (Type A) Description Table Dimensions Material Edge Details Top Surface Gola (Beading) 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) × 30 in (W) × 30 in (H) Solid Sheesham Wood Solid wooden edges with lacquer/spirit polish Double sheet lamination with Teak lamination (MDF) sheet and 8 mr glass top 1.5 × 1 inch solid Gola in Beechwood, with half-round edges on all Borders 3 drawers on the right side, with: - Good quality lock and key arrangements
02	Offi No. 1 2 3 4 5	 Robust Design: Ease of Use: Sinsurfaces. Table (Type A) Description Table Dimensions Material Edge Details Top Surface Gola (Beading) 	Center support ensures stability and durability under load. mple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) × 30 in (W) × 30 in (H) Solid Sheesham Wood Solid wooden edges with lacquer/spirit polish Double sheet lamination with Teak lamination (MDF) sheet and 8 mr glass top 1.5 × 1 inch solid Gola in Beechwood, with half-round edges on all Borders 3 drawers on the right side, with: - Good quality lock and key arrangements - Good quality knobs
02	Offi No. 1 2 3 4 5 6	 Robust Design: Ease of Use: Sinsurfaces. Table (Type A) Description Table Dimensions Material Edge Details Top Surface Gola (Beading) Drawers Keyboard Tray 	Center support ensures stability and durability under load. nple screw-and-nut assembly with height-adjustable feet for uneven Specification 48 in (L) × 30 in (W) × 30 in (H) Solid Sheesham Wood Solid wooden edges with lacquer/spirit polish Double sheet lamination with Teak lamination (MDF) sheet and 8 mr glass top 1.5 × 1 inch solid Gola in Beechwood, with half-round edges on all Borders 3 drawers on the right side, with: - Good quality lock and key arrangements - Good quality knobs - Heavy-duty stainless-steel channels in heavy gauge

	Key	Features:		
	 elegant finish. Functional Design: Includes 3 space tray for convenience. High-Quality Finish: Beechwood la aesthetics and resistance to wear. 			f premium solid Sheesham wood for durability and an 3 spacious drawers with secure locks and a keyboard wood lamination and lacquer polish ensure long-lasting ear. tainless steel channels and durable knobs enhance
	Offi	ice Table (Type B)		
	No.	Description		Specification
	1	-	60 in (L) × 3	$36 \text{ in } (W) \times 30 \text{ in } (H)$
	2	Material	Solid Shees	
	3	Edge Details	Solid woode	en edges with lacquer/spirit polish
	4	Top Surface		et lamination with Teak lamination (MDF sheet and
	5	Gola (Beading)	1.5×1 inch Borders	solid Gola in Beechwood, with half-round edges on all
	6	Drawers	3 drawers of	n the right side, with:
			- Good qual	ity lock and key arrangements
			- Good qual	ity knobs
			- Heavy-dut	y stainless-steel channels in heavy gauge
	7	Keyboard Tray	Fixed with g	good quality ball-bearing channel
	8	Durability Features	Heavy-duty	channels and robust construction
	9	Finish	Smooth lace	uer/spirit polish for durability and aesthetics
03		ice Chair (Type A) iting Chair Specific	ations	
	No.	. Descript	ion	Specification
	1	Frame Material		Solid Sheesham Wood
	2	Front Leg Height (l Curved Handle)	Including	26 inches from the floor
	3	Back Leg Height (I Curved Handle)	ncluding	28 inches from the floor
	4	Total Back Height Cushion Top)	(Floor to	36 inches
	5	Front Seat Height (Cushion)	Without	16 inches from the floor
	6	Front Seat Height (Cushion)	With	19 inches from the floor
	7	Frame Dimensions		Length: 21.5 inches, Depth: 21.5 inches
	8	Front Side Strip		Width: 2 inches, Thickness: 1 inch
	9	Cushion Material		Molded 1/2" multi-layer ply sheet for seat and back, atta with iron strips, nuts, and bolts
	10	Foam Quality		Good quality foam for seat and back

12	Upholstery	Covered with good quality leatherette (black color), bolt fitted
14	Finish	Frame polished with lacquer
13 Warranty		1 year
Key	Features:	
	• Sturdy Con finish.	struction: Solid Sheesham wood frame for durability and a premium
		Design: Curved handles and properly measured seat/backrest heights f
		sitting posture.
	0	: High-quality foam ensures long-lasting comfort. pearance : Upholstered in durable black leatherette with bolt fitting for signal look
		Durability : Molded ply seat and back with iron strip reinforcements for
	extra strengt	
	• Polished Find from wear a	nish : Lacquer polish enhances the wood's natural texture and protects ind tear
Kni	tting Revolving	Chair Specifications:
	tting Revolving Description	chair Specifications: Specification
No.	Description	Specification
No. 1	Description Material	Specification Sheesham Wood with polish (Double Knitting)
No. 1 2	Description Material Size	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support
No. 1 2 3	Description Material Size Mechanism Design Durability	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support Hydraulic machine with double steel base As per sample High-quality build for long-term use
No. 1 2 3 4	Description Material Size Mechanism Design	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support Hydraulic machine with double steel base As per sample High-quality build for long-term use Ergonomic design for extended seating comfort
No. 1 2 3 4 5	Description Material Size Mechanism Design Durability Comfort Mobility	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support Hydraulic machine with double steel base As per sample High-quality build for long-term use Ergonomic design for extended seating comfort Revolving base with smooth movement
No. 1 2 3 4 5 6 7 8	Description Material Size Mechanism Design Durability Comfort Mobility Finish	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support Hydraulic machine with double steel base As per sample High-quality build for long-term use Ergonomic design for extended seating comfort Revolving base with smooth movement Polished for a premium look
No. 1 2 3 4 5 6 7	Description Material Size Mechanism Design Durability Comfort Mobility Finish Weight Capac	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support Hydraulic machine with double steel base As per sample High-quality build for long-term use Ergonomic design for extended seating comfort Revolving base with smooth movement Polished for a premium look ity Suitable for up to 120 kg
No. 1 2 3 4 5 6 7 8	Description Material Size Mechanism Design Durability Comfort Mobility Finish	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support Hydraulic machine with double steel base As per sample High-quality build for long-term use Ergonomic design for extended seating comfort Revolving base with smooth movement Polished for a premium look
No. 1 2 3 4 5 6 7 8 9	Description Material Size Mechanism Design Durability Comfort Mobility Finish Weight Capac Warranty	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support Hydraulic machine with double steel base As per sample High-quality build for long-term use Ergonomic design for extended seating comfort Revolving base with smooth movement Polished for a premium look ity Suitable for up to 120 kg
No. 1 2 3 4 5 6 7 8 9 10	Description Material Size Mechanism Design Durability Comfort Mobility Finish Weight Capac Warranty	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support Hydraulic machine with double steel base As per sample High-quality build for long-term use Ergonomic design for extended seating comfort Revolving base with smooth movement Polished for a premium look ity Suitable for up to 120 kg Minimum 1 Year
No. 1 2 3 4 5 6 7 8 9 10 Not	Description Material Size Mechanism Design Durability Comfort Mobility Finish Weight Capac Warranty es: Ensure the o	Specification Sheesham Wood with polish (Double Knitting) Master Size with full back support Hydraulic machine with double steel base As per sample High-quality build for long-term use Ergonomic design for extended seating comfort Revolving base with smooth movement Polished for a premium look ity Suitable for up to 120 kg

LOT # 2

SR.	ITEM NAME
NO	SPECIFICATION / BRAND / MEASUREMENT
S.	
01	1.5 Ton Split AC

	No.	Desc	ription	Requirement
	1 Minimum Cooling Capacity (BTU/hr)		pacity (BTU/hr)	Minimum 1.5 TR – Minimum 18,000 BTU/hr or above
	2 Minimum Energy Effic (W/W) for Cooling		ciency Ratio (EER)	2.7 W/W or above
	3	Minimum Warranty fo	or Compressor	3 Years
	4	Minimum Warranty fo	or Parts	1 Year
	5	Offered Brand & Mod	el #	Gree, Dawlance, Haier Or equivalent standard (Latest Model)
	6	Indoor Type		Wall-Mounted Split Type
	7	Refrigerant Type		R-22 / R-410a / R-32
	8	Unit Type		Non-Inverter (Conventional AC)
	9	Compressor Type		Rotary/Scroll
	Not	e:		
02	 to provide complete details of warranty cla material/equipment). 2. Before the supply of material/equipment, t brochure(s)/specification sheets of the mat required by the Bank.). f material/equipment, the ation sheets of the mater	Bidder must submit technical
	No.	Description	Sne	cification
	1	•	•	TAC or Equivalent Standard
	2	Input Voltage Range	100V to 270V	1
	3	Output Voltage	Stable $220V \pm 5\%$	
	4	Capacity	Based on connected load	d (e.g., 1.5 kVA, 2 kVA, etc.)
	5	Frequency	50 Hz	
	6	Туре	Automatic Voltage Reg	ulator (AVR)
	7	Display	Digital/Analog display f	
	8	Protection Features	Overload, short circuit,	high/low voltage cutoff
	9 Cooling System Air-cooled			
	10	Mounting Type	Wall-mounted or floor-r	nounted
	11	Warranty	Minimum 1 Year	
	12	Min-Max Load	7000-10000 W	
	13 14	Winding	100% Copper	
	14	Relay	2-4	
	Not	es:		

- The stabilizer must be capable of handling the load of the connected air conditioner and other devices.
- Ensure the stabilizer has a fast response time for voltage correction to protect connected appliances.
- The stabilizer should meet safety standards and have a durable build for reliable operation.

9. Sample for Financial Proposal/ BOQ: -

LOT # 1

S.No.	Item Name	Qty.	Specifications as per Tender Documents Yes/No	Unit Price (Inclusive of all taxes and Transport Charges) (Rs.)	Total Amount (Inclusive of all taxes and Transport Charges) (Rs.)
1	Steel Rack with Shelves	60			
2a	Office Table (Type A) 48 in (L) × 30 in (W)	04			
	Office Table (Type B) 60 in (L) × 36 in (W)	02			
3.	Visiting Office Chair (Type A)	14			
	Office Knitting Revolving Chair (Type B)	06			
	Grand	Total f	or Lot No. 1		

LOT # 2

S.No.	Item Name	Qty.	Make and Model	Unit Price inclusive of all taxes and Transport Charges (Rs.)	Total Amount inclusive of all taxes and Transport Charges (Rs.)
1	Split AC (1.5 Ton)	02			
2	Stabilizer	02			
	(Grand To	tal for Lot No. 2		

10. Terms & Conditions:

- 1. <u>Bidding Method</u>: *Single Stage-One Envelope method* will be adopted for bidding process as per SPPRA Rules.
- 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.
- 3. <u>Bid Security</u>: Bid Security of 2% 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. Bid Security should favour Registrar, High Court of Sindh, Karachi. 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.
- 4. <u>Late Bids</u>: 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.
- 5. <u>Responsive Bids</u>: 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.

6. <u>Award of Contract:</u>

The Sindh High Court shall award the contract to the qualified bidder whose offer is determined to be the lowest evaluated bid, subject to the approval of the submitted sample.

- <u>Notification/ Purchase Order for Award of Contract</u>: 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.
- 8. <u>Performance Security</u>: The bid security of successful bidder will be released after submission of Performance Security equal to 5% of total cost of contract.
- <u>Release of Performance Security</u>: Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from the concerned officer.
- 10. <u>Validity Period</u>: The procurement contract will be awarded within bid validity period i.e. 90 days as per SPRRA Rules.
- 11. <u>Receiving/Acceptance of Purchase Order</u>: 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.
- 12. <u>Delivery Mechanism</u>: Successful bidder shall deliver the goods within Thirty (30) calendar days of issuance of Purchase Order. No request for extension in delivery date shall be considered. In case of non-delivery, bidder will be black listed as per rules.

- 13 | SHC-LRK-Revenue-Component
 - 13. **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.
 - 14. **Inspection:** Physical inspection will be carried out by the concerned official/officer of this Court. Ordered material is subject to final inspection at the time of delivery.
 - 15. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
 - 16. <u>Payment Term</u>: 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).
 - 17. <u>Condition of Goods</u>: All items must meet in all respects with the sample/specifications & conditions of the Order and must be in good condition & conform to the best industrial quality standards; otherwise they will be liable to be rejected as per rules.
 - 18. <u>Rejection of Goods</u>: 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.
 - 19. <u>Disclosure of Confidential Script/Material</u>: 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.
 - 20. <u>Resolution of Differences</u>: In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
 - 21. <u>Rules, Regulations & Policies</u>: All rules, regulations and policies will be governed in accordance to the SPPRA.
 - 22. <u>Mistakes in Calculation</u>: 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.
 - 23. <u>Government tax(es), levi(es) and charges(s)</u>: 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.
 - 24. <u>Stamp Duty</u>: Stamp duty will be levied as per rules. All matters of stamp duty shall be dealt with by the budget branch and A.G Sindh.
 - 25. <u>Alternative Bids</u>: Alternative bids shall not be considered and complete tender shall be rejected being non-responsive.
 - 26. <u>Cost of Bidding</u>: Tender documents can be downloaded free of cost. However, the Bidder shall bear all costs associated with the preparation and submission of its bid, and Sindh High Court shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 - 27. <u>Rights of Sindh High Court</u>: 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.
 - 28. <u>Interest on Late Payments</u>: No interest shall be paid on late payment if cheque is received late from the Office of A.G Sindh. However, every effort shall be made for timely payments to successful bidders.
 - 29. 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

- 30. <u>Warrants</u>: Supplier must warrants that goods supplied would be new, unused and as per best industrial standards. All terms and conditions of standard warranty shall be applicable.
- 31. <u>Termination of Contract</u>: 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.
- 32. <u>Manipulation of Tender Documents</u>: 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.
- 33. <u>Tender Opening in Case of Public Holidays or Unforeseen Events</u>: In the event of a public holiday or any unforeseen circumstance, the tender opening will be rescheduled to the next working day. The time and venue for the tender opening will remain unchanged unless otherwise notified.

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	

11. (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:

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:	Signature:
[Seal]	[Seal]