

# **SINDH HIGH COURT, KARACHI**

## **TENDER DOCUMENT**

**FOR THE FINANCIAL YEAR 2021-2022**

**Tender Reference NO.SHC/Budget/Tender Sukkur-01**

**Dated: 15-03-2022**

**Supply & Installation of Computer Systems, Laser Printers, UPS and Photostat  
Machines for High Court of Sindh, Bench at Sukkur**

<b>Name of Bidding Organization</b>	
<b>Type of Bidding Organization (Proprietor/ Partnership/ Private Limited/ Public Limited)</b>	
<b>NTN Number</b>	
<b>GST Number</b>	
<b>Active Vendor ID of A.G Sindh</b>	
<b>Name &amp; Signature of Head of Bidding Organization</b>	
<b>Name &amp; Signature of Authorized/ Focal Person</b>	
<b>Stamp of Company</b>	

Tender Reference No. \_\_\_\_\_

Dated \_\_\_\_\_

**To,**

**The Learned Registrar,  
Sindh High Court,  
Karachi.**

Respected Sir,

We, the undersigned, offer to provide our services for **“Supply & Installation of Computer Systems, Laser Printers, UPS and Photostat Machines for High Court of Sindh, Bench at Sukkur on lot wise basis”**, as a Bid, sealed in an envelope. Mr. \_\_\_\_\_ holding CNIC No. \_\_\_\_\_ has been authorized to attend the Bid Meetings on behalf of our organization.

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:**

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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 **Supply & Installation of Computer Systems, Laser Printers, UPS and Photostat Machines for High Court of Sindh, Bench at Sukkur** in transparent manner. SHC reserves the right to increase/ decrease the quantities as per requirement in the light of availability of funds, as per rules.

<b>Description</b>	<b>Date &amp; time of Submission of Bids</b>	<b>Date &amp; time of Opening of Bids</b>
Supply & Installation of Computer Systems, Laser Printers, UPS and Photostat Machines for High Court of Sindh, Sukkur on lot wise basis	On or before 5 <sup>th</sup> April, 2022 at 10:00 a.m.	On 5 <sup>th</sup> April, 2022 at 10:30 a.m.

## **2. 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 this Court. 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 records. Bidders are advised to report the corruption matters directly to Registrar, High Court of Sindh, Karachi ([registrar@sindhhighcourt.gov.pk](mailto:registrar@sindhhighcourt.gov.pk)), if they are asked to give gifts/ bribe/ cash/ etc. for receiving cheques/award of tender etc.

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

Bidding Document has been prepared by Procurement Committee as per rules. Clarifications (if any) for contents of bidding documents etc. may be sent to the Procurement Committee 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) calendar 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 of Eligibility Qualified Bid(s):**

**Financial Evaluation of technically qualified Bid (s) shall be done on the basis of unit price with GST on item wise basis.** All government taxes shall be applicable as per rules. Tender may be awarded to the lowest technically bidder (s) subject to fulfillment of all the terms & conditions of bidding documents and specifications/ requirements of Sindh High Court as mentioned in bidding documents.

## **7. Mandatory Qualification/ Eligibility Criteria:**

<b>S.No</b>	<b>Eligibility Criteria</b>	<b>Flag</b>
1	Complete filled, signed & stamped Tender Document	<b>Flag-A</b>
2	Profile of company/ firm	<b>Flag-B</b>
3	Relevant Tax Registration Certificates	<b>Flag-C</b>
5	Copies of at least three (03) Purchase Orders of similar nature during the last three years.	<b>Flag-D</b>
6	Bidder must be authorized partner with the Principal Manufacturer and should provide manufacturer authorization letter. (for Desktop Computers)	<b>Flag-E</b>
7	Dealership/ Reseller Certificate for Photostat Machines.	<b>Flag-F</b>
8	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	<b>Flag-G</b>
9	Average Financial turnover of at least Rs. 2 million per annum during the last three years. (copies of authenticated financial statements are required)	<b>Flag-H</b>

## 8. Desired Specifications & Technical Proposal:

Lot #	Description	Quantity
1	<b>Branded Business series Desktop Computers</b> , Processor: Intel® Core™ i5-11600 Processor up to 4.80 GHz or higher, Intel Chipset 500 or equivalent/ higher standard that can support (a). Intel 11th Generation or higher Processors (b). DDR4 -RAM 8 GB. Tower, RAM (installed): 4 X 2 GB DDR4 (Total 8 GB), Hard drive (installed): 1 TB SATA (7200 rpm or higher), Optical Drive: DVD R-W, LAN 10/100/1000 Gigabit Ethernet LAN and wi-fi-5 or higher, Power Supply 180 watt or equivalent/higher standard with gold/platinum 80 Plus certified/efficient. Video Connector: HDMI or VGA. External I/O Ports: USB Type-C, USB Type A (2.0 or higher) Key board & Mouse: Manufacturer's brand. LED: 19" LED (Manufacture's brand). With HDMI or VGA PORT. Operating System: • Pre-installed Licensed Microsoft Windows 11 Professional 64 Bit. Verification from Microsoft Pakistan is mandatory. 100% activated/ validated on Microsoft Server. Warranty: 3 years Manufacturer's Comprehensive warranty (with parts, labor & onsite support).	05
2	<b>Laser Jet Printers</b> (preferred brands are HP or Canon or equivalent), Print Speed 18 PPM or higher, legal and A4 size paper printing. 2 years comprehensive warranty (with parts, labor & onsite).	05
3	<b>UPS 600/700 VA</b> (preferably branded), circuit warranty minimum 2 years, warranty with parts, labor and onsite support.	05
4	<b>Photostat Machines</b> (cannon or equivalent standard), 20 CPM, Copy & Original Size upto A3., With trolley, installation, all accessories, and consumable parts. Extra High Yield toner (minimum 10000 copies) along with starter toner are required, Sealed Pack & Original Machine. Refurbished/ Re-manufactured products shall not be considered, One (01) Year Open Box Warranty from the date of opening of box/installation with parts, labor and on site.	02

## 9. Sample of Financial Proposal ( to be submitted on official letter head):

Bidders are advised to submit separate financial proposal for each lot as per following format on the official letter head of bidder which must be properly signed & stamped.

S.No	Make & Model	Unit Price with all taxes, installation, transportation etc Rs. (in figures)	Unit Price with all taxes, installation, transportation etc Rs. (in words)
	Please do not write anything here	Please do not write anything here	Please do not write anything here

- No extra charges shall be paid for transportation in Sukkur.
- All Government taxes shall be applicable as per rules.
- Successful Bidder (s) shall be bound to submit all required documents along with bill to Additional Registrar, Bench at Sukkur. Successful bidder (s) will receive cheque

form the office of Additional Registrar, Bench at Sukkur.

<b>Name</b>	
<b>Designation</b>	
<b>Cell Number</b>	
<b>Signature &amp; stamp</b>	

#### 10. Terms & Conditions:

1. **Bidding Method:** *Single Stage-Two Envelopes* method will be adopted for bidding process as per SPPRA Rules. Bidders are required to submit separate technical & financial proposal.
2. **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/ non-flagging of either, soft or hard copy, bidder may be disqualified.
3. **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.
4. **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.
5. **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.
6. **Award of Contract:** Sindh High Court may award the Contract to the **technically qualified 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.
7. **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.

8. **Performance Security**: The bid security of successful bidder will be released by Sindh High Court after submission of Performance Security equal to **5% of total cost of contract**.
9. **Release of Performance Security**: Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from the concerned department.
10. **Validity Period**: The procurement contract will be awarded within bid **validity period i.e. 90 days** as per Rules.
11. **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.
12. **Delivery Mechanism**: Successful bidder (s) shall deliver the goods at High Court of Sindh, Bench at Sukkur within **thirty (30) calendar days** of issuance of Purchase Order.
13. **Delayed Delivery**: 1% penalty of the total amount will be imposed per week 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.
14. **Transportation**: Goods will be delivered at High Court of Sindh, Bench at Sukkur and no extra charges shall be paid for transportation of goods.
15. **Inspection**: Physical inspection will be carried out by the concerned staff members of Sukkur Bench. Ordered material is subject to final inspection at the time of delivery.
16. **Quantity Delivered**: Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
17. **Payment Term**: Payment shall not be made in advance before making delivery.
18. **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.
19. **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.
20. **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.
21. **Resolution of Differences**: In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
22. **Rules, Regulations & Policies**: All rules, regulations and policies will be governed in accordance to the SPPRA.
23. **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.
24. **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.



25. **Stamp Duty**: Stamp duty will be levied as per rules.
26. **Alternative Bids**: Alternative bids shall not be considered.
27. **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.
28. **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.
29. **Interest on Late Payments**: No interest shall be paid on late payment if cheque is received late from the concerned office. However, every effort shall be made for timely payments to successful bidders.
30. **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.
31. **Warrants**: Supplier must warrants that goods supplied would be new, unused and as per best industrial standards.
32. **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.

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>	