

THE HIGH COURT OF SINDH, KARACHI

No. P.O/ Tissue Papers/ 2019-2020

Dated: 31-10-2019

All
Communications
should be
addressed
to the
REGISTRAR
HIGH COURT
OF
SINDH
KARACHI
and not to any

To,

Mr. Najam Naushad,
Director Sales, ADD-WISE Supplies & Services,
Plot No. 132-C, Mezzanine Floor Block-2,
P.E.C.H.S, Karachi,
Cell No: 0346-3288624.

Subject: **Award of Tender for Procurement of Tissue Papers for the Financial Year 2019-2020.**

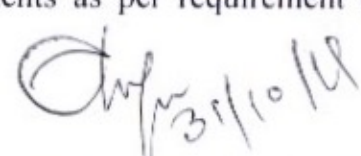
I am directed to inform you that the Hon'ble Competent Authority has been pleased to pass order to award the Tender Reference No. SHC. Budget/ Tender-2019-2020/I dated 31-05-2020 for supply of **Tissue Papers (Rose Petal Luxury, Ultra Soft, 200 sheets 100*2 Ply) to M/s. ADD-WISE Supplies & Services @ Rs. 113.6/- (without GST) per box** as per terms & conditions mentioned in tender document. All government taxes shall be applicable as per rules and decision of A.G Sindh shall be final. Sindh High Court strictly follows "No Gift Policy" in order to conduct procurement in ethical manner.

You are directed to furnish **5% Performance Security and Rate Contract Agreement** (copy enclosed) **within three (03) calendar days**. Following **Delivery Schedule** for the financial year 2019-2020 will be followed:-

S.No	Date of Delivery	Percentage of annual required quantity (1500 piece)	Date of Submission of Bills
1	On or before 15 th November, 2019	20%	On or before 18 th November, 2019
2	On or before 15 th December, 2019	20%	On or before 18 th December, 2019
3	On or before 15 th January, 2020	20%	On or before 18 th January, 2020
4	On or before 15 th February, 2020	20%	On or before 18 th February, 2020
5	On or before 15 th March, 2020	20%	On or before 18 th March, 2020

You are directed to deliver the goods as per terms & conditions mentioned in tender document with further direction to submit Bills along with copies of following documents at the earliest.

1. Complete Bill.
2. Complete Delivery Challan.
3. Copies of all relevant tax registration certificates.
4. Copy of Bank Maintenance Certificate & one page of cheque book.
5. Copies of relevant SROs (if any).
6. Copies of tax exemption certificates if any.
7. Copies of all other relevant documents as per requirement of the Office of A.G Sindh.


I/c: Deputy Registrar (Accounts)
FOR: REGISTRAR

Copy for information and necessary action to:

- 31/10/19 1. Director I.T with request to direct the concerned to upload the Purchase Order on the official website of this Court for information of all concerned.
2. All unsuccessful bidders are directed to collect their Bid Securities within three (03) working days.
- 31/10/19 3. Deputy Director I.T (Software) with request to monitor the "Data Entry Record" of staff of Budget Branch and Store in File Tracking System and Asset Management System in order to safeguard the assets of this Court.
- 31/10/19 4. I/c: Assistant Registrar, Resident-II (through Secretary Services) with direction to supervise the delivery process as per international standards & best practices.
- 31/10/19 5. Accounts Officer, A.G Sindh (Pre-Audit Counter) of this Court for record.
- 31/10/19 6. I/c: P.A to D.G (F & A) for supervising the payment process.
- 31/10/19 7. Store Supervisor with direction to receive the delivery as per approved specifications and submit report to Office of D.G (Finance & Accounts) for further process.
- 31/10/19 8. Store Keeper with direction to update the inventory record in Asset Management System Software.
9. All the concerned staff members of Budget Branch with direction to coordinate with the supplier so that timely payment may be made to supplier in efficient and ethical manner without unnecessary delay on their part.
10. Office order file.


I/c: Assistant Registrar (Budget)
For: REGISTRAR

THE HIGH COURT OF SINDH, KARACHI

No. P.O/ Air freshners/ 2019-2020

Dated: 31-10-2019

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REGISTRAR
HIGH COURT
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SINDH
KARACHI
and not to any

To,

**Mr. Muhammad Shafeeq,
Executive Director Sales, Collateral Services Limited,
213, RSM Square, off Shahrah-e-Faisal,
Shaheed-e-Millat Road, Karachi,
Cell No: 0300-2008227.**

**Subject: Award of Tender for Procurement of Air Fresheners for the
Financial Year 2019-2020.**

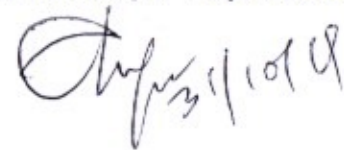
I am directed to inform you that the Hon'ble Competent Authority has been pleased to pass order to award the Tender Reference No. SHC. Budget/ Tender-2019-2020/I dated 31-05-2020 for supply of *Air Fresheners (Perfect, UAE, 300 ml e) to M/s. Collateral Services Limited @ Rs. 199.23/- (without GST) per piece*, as per terms & conditions mentioned in tender document. All government taxes shall be applicable as per rules and decision of A.G Sindh shall be final. Sindh High Court strictly follows "No Gift Policy" in order to conduct procurement in ethical manner.

You are directed to furnish **5% Performance Security and Rate Contract Agreement** (copy enclosed) **within three (03) calendar days**. Following **Delivery Schedule** for the financial year 2019-2020 will be followed:-

S.No	Date of Delivery	Percentage of annual required quantity (1500 piece)	Date of Submission of Bills
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You are directed to deliver the goods as per terms & conditions mentioned in tender document with further direction to submit Bills along with copies of following documents at the earliest.

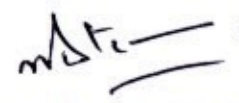
1. Complete Bill.
2. Complete Delivery Challan.
3. Copies of all relevant tax registration certificates.
4. Copy of Bank Maintenance Certificate & one page of cheque book.
5. Copies of relevant SROs (if any).
6. Copies of tax exemption certificates if any.
7. Copies of all other relevant documents as per requirement of the Office of A.G Sindh.



**I/c: Deputy Registrar (Accounts)
FOR: REGISTRAR**

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- 31/10/19³. Deputy Director I.T (Software) with request to monitor the "Data Entry Record" of staff of Budget Branch and Store in File Tracking System and Asset Management System in order to safeguard the assets of this Court.
- 31/10/19⁴. I/c: Assistant Registrar, Resident-II (through Secretary Services) with direction to supervise the delivery process as per international standards & best practices.
- 31/10/19⁵. Accounts Officer, A.G Sindh (Pre-Audit Counter) of this Court for record.
- 31/10/19⁶. I/c: P.A to D.G (F & A) for supervising the payment process.
- 31/10/19⁷. Store Supervisor with direction to receive the delivery as per approved specifications and submit report to Office of D.G (Finance & Accounts) for further process.
- 31/10/19⁸. Store Keeper with direction to update the inventory record in Asset Management System Software.
- 31/10/19⁹. All the concerned staff members of Budget Branch with direction to coordinate with the supplier so that timely payment may be made to supplier in efficient and ethical manner without unnecessary delay on their part.
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I/c: Assistant Registrar (Budget)
For: REGISTRAR

THE HIGH COURT OF SINDH, KARACHI

No. P.O/ Tissue Rolls/ 2019-2020

Dated: 31-10-2019

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HIGH COURT
OF
SINDH
KARACHI
and not to any

To,

Mr. Bilal Ahmed,
CEO, Baz International (SMC) Pvt Ltd,
Office No. A-1, Shop No. 42, Suleman Center,
Saddar, Karachi,
Cell No: 0300-8229121.

Subject: **Award of Tender for Procurement of Tissue Rolls for the Financial Year 2019-2020.**

I am directed to inform you that the Hon'ble Competent Authority has been pleased to pass order to award the Tender Reference No. SHC. Budget/ Tender-2019-2020/1 dated 31-05-2020 for supply of **Tissue Rolls (Rose Petal Maxob)** to **M/s. Baz International (SMC) Pvt Ltd @ Rs. 42.50/- (without GST) per piece** as per terms & conditions mentioned in tender document. All government taxes shall be applicable as per rules and decision of A.G Sindh shall be final. Sindh High Court strictly follows "No Gift Policy" in order to conduct procurement in ethical manner.

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