

THE HIGH COURT OF SINDH, KARACHI

No. P.O/ Photostat Paper/ 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. Usama Alibani,
Manager, Times Business,
10, Ground Floor, State Life Building No. 4,
Shahrah-e-Liaquat, Karachi,
Cell No: 0333-8699911.

Subject: **Award of Tender for Procurement of Photostat 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 **Photostat Papers (F4A legal size, 70 gram, 500 sheets per ream, 216X 343 mm, 13 ½ X 8 ½, 1K Indonesia) to M/s. Times Business @ Rs. 662.688/- (with GST) per ream**, 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 (5000 reams)	Date of Submission of Bills
1	On or before 15 th November, 2019	10%	On or before 18 th November, 2019
2	On or before 15 th December, 2019	10%	On or before 18 th December, 2019
3	On or before 15 th January, 2020	10%	On or before 18 th January, 2020
4	On or before 15 th February, 2020	10%	On or before 18 th February, 2020
5	On or before 15 th March, 2020	10%	On or before 18 th March, 2020
6	On or before 1 st April, 2020	50%	On or before 4 th April, 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)

Copy for information and necessary action to:

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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.

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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.

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5. Accounts Officer, A.G Sindh (Pre-Audit Counter) of this Court for record.

I/c: P.A to D.G (F & A) for supervising the payment process.

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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.

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8. Store Keeper with direction to update the inventory record in Asset Management System Software.

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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.

mjt

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

31/10/19
Prem O.A.