

# SINDH HIGH COURT, KARACHI

**TENDER DOCUMENT**

**FOR THE YEAR 2018-2019**

**Tender Reference No.01/FC**

**Dated: 16-01-2019**

**FAMILY COURT, 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 avail the services of firms/ contractors/suppliers, as per specifications mentioned in tender document, from your esteemed firm / agency.

## **2. Instructions:**

- (a) The Sindh High Court, Karachi (SHC) expects that aspirant vendors/ firms/ suppliers should furnish copies of all the required documents to ensure a transparent and genuine presentation.
- (b) Kindly do not leave any column/item blank. If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) Tender document which includes full details of items and other terms & conditions may be downloaded free of cost from [www.sindhhighcourt.gov.pk](http://www.sindhhighcourt.gov.pk) and [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk).
- (d) The **last date to submit the Tender Document, separate technical & financial proposals along with relevant documents in sealed envelope is 31<sup>st</sup> January, 2019 at 11:00 a.m.** in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi, as reflected in NIT.
- (e) **The technical proposals will be opened on the same day** in the presence of representatives who may care to attend as reflected in NIT.
- (f) Date and time of opening of **financial proposals** will be uploaded on the official websites of Sindh High Court.
- (g) **Bid Security of 2% of total amount** will be deposited along with Tender Document in shape of PAY ORDER / DEMAND DRAFT/ BANK GUARANTEE in the name of Registrar, Sindh High Court, Karachi.

(h) Pre-bid Meeting will be held on **24<sup>th</sup> January, 2019 at 11:30 a.m.** in the office of learned Project Director, High Court of Sindh, Karachi.

### **3. Eligibility Criteria:**

Following documents must be furnished in separate envelop before the opening of Technical Proposal.

<b>S.No.</b>	<b>Eligibility Criteria</b>	<b>Requirement</b>
1	Profile of company/ firm along with copies of relevant documents	Mandatory
2	Copies of relevant Tax Registration Certificates. (Active Tax Payer)	Mandatory
3	Copies of at least three (03) Work Orders of similar nature during the last three years along with Completion Certificates for the work completed.	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	Total Financial turnover of at least 5 million during the last three years. (financial statement or bank statement or both are required)	Mandatory
6	Relevant Pakistan Engineering Council Certificate with relevant codes.	Mandatory

It is undertaken that all the above mentioned documents have been provided in the sequence as mentioned above. It is fully understood that in case of non-compliance of eligibility criteria, our technical proposal will not be evaluated and no liability would be incur against High Court of Sindh for rejection of tender.

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Stamp</b>	

#### **4. Sample of Technical Proposal:**

1. Technical Proposal must include pictures of items as well as full specifications.
2. Technical Proposal should be sealed in separate envelope.
3. This is only format of Technical Proposal. Kindly do not write anything in the box below.

*To be printed on the letter head of firm/supplier.*

<b>S.No.</b>	<b>Name of Article/Work</b>	<b>Technical Specification</b>	<b>Pictures/ Catalogue</b>

**Stamp & Signature**

#### **5. Sample of Financial Proposal:**

1. Financial proposal should be sealed in separate envelope.
2. Rates should be inclusive of all types of taxes.
3. Rates should be mentioned in both figures & words.
4. Financial Proposal must be submitted on letter head of company/supplier.
5. This is only format of Financial Proposal. Kindly do not write anything in the box below.

*To be printed on the letter head of firm/supplier.*

<b>S.No</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price including all taxes</b>	<b>Amount (including all taxes) Rs.</b>
<b>Total Amount in figures and words</b>				

**Stamp & Signature**

## **6. Terms & Conditions:**

1. **Bidding Method:** **Single Stage-Two Envelopes method** will be adopted for bidding process as per SPPRA Rules.
2. **Evaluation and Comparison:** The procurement contract (s) will be awarded within bid validity period i.e. 90 days to those bidders (s) whose evaluated bid price is lowest with respect to competitive bidders and market rates.
3. **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver/ work within the delivery/execution period. Bidder would be bound to fulfill the contract within 30 days of issuance of Work Order.
4. **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item/article/ work or reduce/enhance quantity as per requirement and availability of funds, as per rules.
5. **Condition of Goods/ Works:** All items/ works 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 these will be liable to be rejected as per rules.
6. **Rejection of Goods/ Works:** SHC reserves the right to cancel any or all the items/ works if material is not in accordance with our specification or if the delivery is delayed.
7. **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.
8. **Bid Security:** All bids must be accompanied by an **earnest money/ security of 2% 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 whereas the bid security money of successful bidder will be released after the submission of performance security/ bank guarantee equivalent to 10% of contract price.
9. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
10. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
11. **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.

12. **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.
13. **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 and applicable rates / denomination of Purchase / Work Order.
14. **Contract Cost:** The contractor shall pay all the cost for preparation of legal documents of contract.
15. **Stamp Duty:** Stamp duty will be levied as per rules.
16. **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules for further details.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

<b>M/s.</b>	
<b>Year of Establishment</b>	
<b>Name of contact Person</b>	
<b>Address</b>	
<b>Sales Tax Registration No.</b>	
<b>National Tax No.</b>	
<b>Mobile No.</b>	
<b>Telephone No.</b>	
<b>Fax No.</b>	
<b>E-mail</b>	

**Stamp & Signature**

## 7. Desired Specifications of required goods/ work/ services:

### Repair of Family Courts , Electrical work, Fixture & Furniture work , Machinerv , Children Library , Children Play Area at District Court Building HYDERABAD.

S.No	Description	Qty
	<b>Schedule items: (A)</b>	
1	P/L tiles glazed 6"x6"x1/2" on floor or wall facing in required colour and pattern of stile specification joint in white cement and pigment over a base of (1:2) grey cement mortar 3/4" thick in/c washing and filling of jointed with slury of white cement and pigment in desired shape with finishing clening of cost of wax polish etc complete(Sin o 60/P-47)	655 sft
2	Providing & Fixing G.I frames / chowkats of size 7" x 2" or 1/2 x 3" for door using 20 guage G.I Sheets i/c welded hinges and fixing at site with necessary hold fasts, filling with cement sand slurry of ratio 1:6 and repairing the jams the cost of also in/c all carriages tools and plants used in making and fixing.(29/93)	51 Rft
3	First Class deodar wood wrought joinery in doors , windows and fixed in position in/c chowkats hold fast hinges iron tower bolts choks cleats handles & cord with hooks etc deodar paneled or paneled & glazed or fully glazed(b) 1-3/4" thick(onlu shutter) S.I no 7 -b /P-58)	54 Sft
4	P/F G.I frames / chowkats of size 7"x2" or 4-1/2" x 3" for window using 20 guage GI sheet in/c welded hinges & fixing at site with necessary hold fastfilling with cement sand slurry of ration 1:6 & repairing the jamsthe cost also in/c all carriages tools & plants.(SI no 28/P-93)	11 Rft
5	P/f deodar Almirah 9"-12" depth in/c boxing with back shelves shutters brass fitting complete(S.I no 23/P-61)	11 Sft
6	Pacca brick work in ground floor cement sand mortar1:6(SI no 5i-e/p-21)	318
7	Cement Plaster Ration (1:6) upto 12' ft height 1/2" thick (S.I no 13-b/P-52)	848 sft
8	Cement plaster 1:6 up to 12' height3/8" thick. (S.I.No.11-a/p-52).	848 Sft
9	Preparing the surface and painting with matt finish in/c rubbing the surface with bathy (silicon carbide rubbing brick) filling the voids with zink / chalk plaster of paris mixture , applying first coat premix, making the surface smooth and then painting 3 coats with matt finish of approved make etc complete (new surface) 2 <sup>nd</sup> & subsequent coat .(36.a+b+b)/55.	1066 sft
10	Painting new Surfaces.(Prepare surfaces and painting of corrugated surface patent roofing any type .(S.I no 5-i+ii/P-69)	268 sft
11	S/F of False ceiling of plaster of paris in panel including making framne work of deodar wood including painting with soligia paint(I nmo 52/P-64)	449 sft
12	Supply & fixing in Position Aluminum channels framing for sliding windows & ventilators of Alcop made with 5mm thick tinted glass glazing (Belgium) &Aluminum fly screen I/c handels stoppers & Locking arrangement etc complete. deluxe model bronze 84-b/P-108	48 Sft
13	P/F Iron Steel Grill Using Solid Square bars of Size 3/4" x 1/4" in approved Design and pattern in/c painting with two or required coats after first coat of red oxide . the cost of in/c all cartage tools, plants , welding machine etc used in making as directed (SI no 26/-93)	75 sft
14	Applying Chemical polishing on existing mosaic / Marble Flooring / dado including cleaning , grinding with carborandum stone / sand paper and applying chemical polish as per requirement.(S.I no 70/p-49)	184 Sft
15	Laying White marble Flooring fine dressed in the surface without winging set in lime mortar1:2 includig rubbing and polishing of the joints 3/4" thick flooring (S.I no 28-a/P-43)	24 sft



(B)	W/S & Sanitary Fitting	
1	Providing & Fixing European white glazed earthen ware wash down w.c pan complete with and i/c the cost of white / Black Plastic seat best quality and lid with cp brass hinges and buffers 3 gallon white glazed earthen ware low level flushing cistern with siphon fitting 1 ½” dia white porcelain enameled flush bend ¾” dia and making requisite number of holes in walls plinth and floor for pipe connection and making good in cement concrete 1:2:4 (foreign quality) (S.I 5/2)	01 no
2	S/F concealed tee-stop cock of superior quality c.p head ½ “ dia.(12-a/18)	04 no
3	S/F Bib Cock (long size) and tee stop cock plastic coated of superior quality for required colour.(13-b/19)	02 nos
4	Providing & Fixing 24” x 18” bavelled edge mirror of Belgium glass complete with 1/8” thick hard board and c.p screw fixed to wooden plate(a) standard pattern(3-b/70)	02 nos
5	Providing & Fixing Handle Valve china.(b) super quality (SI no 3-b/P-7)	01
6	P& L UPVC pressure pipe of class B equivalent make fixing in trench in/c cutting fitting & jointing with Z joint with one rubber ring in/c testing with water to a Head 61 meter or 200 feet UPVC pressure pipe(100mm)4” dia (PHE SI no 1(i)/P-22)	24 Rft
7	Construction of main hole or inspection chamber for the required dia of circular sewer & 3’x6” (1067 mm) depth with walls of BB in cement sand mortar 1:3 cement plasteres ½” thick inside of walls & 1” (25mm) thick over benching & channel in/c fixing CI main hole cover with frame of(457 x457 mm) of 1.75 cwt embadded in plain CC 1:2:4 fixing 1” (25 mm) dia M.S steps 6” 150 mm wide projecting 4”(102 mm) from complete as per standard spec.(PHESI no 1(a)/P-46)	01 no
	<b>Non-Schedule Items (C)</b>	
01	S/F PVC wall paneling imported quality on wood texture approved design colour including cutting fitting with nails / screws etc as per required	410 sft
02	S/F window curtain rolled type imported quality as approved colour & design in/c all necessary fitting etc as per required.	80 sft
03	P/F of PPR pipe ¾” dia imported quality in/c cutting fitting etc complete as per approved.	110 Rft
04	S/F of muslim shower with double bib cock & ring pipe etc complete a per required.	02 no
05	S/F of wash basin set complete with pedestal & necessary connection etc complete a per required.	02 no
06	S/F of English Commode set complete & necessary connection etc a per required.(Porta or Equivalent)	01 no
7	S/F of CP muslim shower with double bib cock & ring pipe etc complete as per required.	01 no
8	P/F 1” thick marble slab approved quality & colour and shade in/c removal / tucking of existing plaster surface etc over ½” thick base of cement mortar 1:3 setting of slab, curing , finishing, cleaning & polishing etc complete.	9 sft
9	S/F of sheet colored on windows doors and complete in all respect	120 sft
10	Supplying Split Type Air Condition (02) ton of Superior quality as per approved by the Engineer.	01 No.
11	Providing & Fixing of 55” LED of good quality.	01 nos.
12	Providing & Fixing of Stabilizer of 10000 volt Universal or equivalent complete in all respect.	01 nos.
13	Providing & Fixing water dispenser imported (cold& hot) water separate system.	01
14	Providing & Fixing of CCTV 4 cameras (immovable, 4 mega pixel) DVR set good quality complete in all respect.	01 set
15	Providing & Fixing of false ceiling Fans of good quality complete in all respect.	04 nos
16	Providing & Fixing of Wall Clock of good quality complete in all respect.	01 no
17	Providing & Fixing of RUG (measuring 8x10 sft) of good quality complete in all respect.	01 no
18	Providing & Fixing of wall portrait (measuring 3x2 sft) of good quality complete in all respect.	01 no
19	Providing & Fixing of toy box (measuring 2x1-1/2 sft) of good quality complete in all respect.	04 no

20	Supply of indoor games complete in all respect	
a	table tennis for kids	01 no
b	ladder games	01 no
21	Supplying Video games (play station) (X Box) good quality complete in all respect.	01 no
22	Supplying following articles completed in all respect.	
a	coloring pencils	25 no
b	cartoon books	30 no
c	story / colour filling books	50 no
d	shelves (measure 18 l x1 wx6 h )s.ft	01 no
23	Supplying Wi-Fi Connectivity with 10 Mbps with smart TV PTCL complete in all respect.	01 no
24	Supply Chairs Sofa Sets (05 seater) with tables complete in all respect.	01 set

## **8. Sample of Proposal Submission Form:**

*To be printed on the letter head of firm.*

Tender Reference No.01

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 the Hon’ble Purchase Committee shall be final and cannot be challenged on any ground at any forum and Sindh High Court will not be liable for any loss or damage to any party.

Sincerely,

**Name**  
**Designation,**  
**Name of Company**

## **9. Sample of Articles of Agreement:**

**This Agreement** made this \_\_\_\_\_ day of \_\_\_\_\_ 2019, by and between the Project Director, 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 ( \_\_\_\_\_ ) 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]