

# SINDH HIGH COURT, KARACHI

**TENDER DOCUMENT**

**FOR THE YEAR 2017-2018**

**Tender Reference No.1**

**Dated: 20-02-2018**

## **Heavy Duty Photostat Machine**

**Tender issued to M/s. \_\_\_\_\_**

## **Contents**

1. Introduction .....	3
2. Instructions: .....	3
3. Eligibility Criteria:.....	4
4. Sample of Technical Proposal/ Requirements of SHC: .....	4
5. Sample of Financial Proposal: .....	7
6. Terms & Conditions: .....	8
7. Contact Details of Company .....	10
8. Documents Check List.....	11
9. Sample of Proposal Submission Form: .....	12
10. Sample of Articles of Agreement: .....	12

## 1. Introduction

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to purchase FOUR (04) **HEAVY DUTY PHOTOSTAT MACHINE** as mentioned in tender document, from your esteemed firm / agency. SHC reserves the right to increase/ decrease the quantities as per requirement in the light of availability of funds, as per rules.

Tender document which includes full details of items and other terms & conditions can 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)

Please mention “**Tender Number**” at top left corner of the envelope. SHC reserves 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.

Kindly deposit a Pay Order / Demand Draft of **1% of the offered amount, the Bid Security**, issued in favor of the Registrar, Sindh High Court, Karachi.

## 2. Instructions:

- (a) The Sindh High Court, Karachi (SHC) expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. **Moreover, attach required supporting documents according to the requirement.**
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. 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 in sealed envelopes is 6<sup>th</sup> March, 2018 by 10:00 a.m.** in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi. **The technical proposals will be opened on the same day at 10:30 a.m.** in the presence of representatives who may care to attend. Date and time of opening of financial proposals of technically qualified bids will be communicated to successful bidders in advance.
- (e) **Bid Security of 1% of total charges** will be deposited along with Tender Document in shape of PAY ORDER / DEMAND DRAFT only in the name of Registrar, Sindh High Court, Karachi.
- (f) Should you need further any assistance / guidance please feel free to contact with Mr. Faiz Alam, I/C: Assistant Registrar, Resident-II Contact No. 021-99207776.
- (g) Kindly mentioned “**Tender Number**” at top left corner of the envelope.

### 3. Eligibility Criteria:

S.No.	Eligibility Criteria	Requirement
1	Profile of company/ firm along with relevant documents	Mandatory
2	Sales Tax Registration (copy required)	Mandatory
3	Income Tax Registration (copy required)	Mandatory
4	Copies of at least three (03) purchase orders of similar nature during the last three years along with Completion Certificate for the work completed.	Mandatory
5	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Mandatory
6	Average Financial turnover of at least Rs. 2 million per annum during the last three years. (financial statement or bank statement or both are required)	Mandatory

All the above mentioned eligibility criteria have been thoroughly read & understood and the required documents have been attached as we understand that in the case of non-compliance of eligibility criteria, our technical proposal would not be considered.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	

### 4. Sample of Technical Proposal/ Requirements of SHC:

- It is observed that bidders do not submit technical proposal in the required format and simply write that brochure is attached. Bidders are required to fill each and every column and kindly do not leave any column blank so that transparent comparison could be made.
- Brochure should also be attached with technical proposal and requirement of SHC must be highlighted with highlighter.
- Technical Proposal should be in following format.

<b>Brand Name</b>	
<b>Make</b>	
<b>Model</b>	
<b>Toner Life</b>	
<b>Drum Life</b>	
<b>Date of Launching of Model</b>	

<b>Expected date/month/year of end of manufacturing of product (if communicated by manufacturer)</b>	
<b>Video of actual product mentioning the specifications of Heavy Duty Photostat Machine (max 5 minutes duration)</b>	Attach CD/DVD/USB with technical proposal. Video may be shown at the time of opening of technical proposal. Representative of the Company should be well prepared to answer queries raised by Procurement Committee or other participants.
<b>Brochure</b>	Kindly highlights the requirement of Sindh High Court in your brochure with highlighter

The following specifications have been prepared keeping in view the requirement of Sindh High Court. The specifications are open as SHC believes in transparency in procurement process.

<b>Requirement of Sindh High Court</b>		<b>Specifications offered by bidder (kindly do not leave any box blank, else technical proposal will not be considered)</b>
<b>Main Emphasis/ requirement of Sindh High Court</b>	The main emphasis is on monthly output rather than multifunction features i.e. Scanner, Fax, Printer etc.	Bidders are required to offer machine keeping in view the main requirement of Sindh High Court.
<b>Monthly Output</b>	Average 1,00,000 to 1,50,000 legal sheets per month.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<b>Economical</b>	Machine should be economical and lower monthly cost of tonner etc.	Bidders are required to show complete computation of monthly cost of tonner etc keeping in view the heavy work load of Sindh High Court. <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Overheating</b>	We require machine which should not be over heated after heavy load of work.	<hr/> <hr/> <hr/> <hr/>
<b>Paper Size used by Sindh High Court</b>	We use <b>FULL SIZE LEGAL PAPER.</b>  Sometime, A4/  A3 papers are also used.	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Functioning &amp; Operating</b>	Machine should be easily operated by non-technical staff.	<hr/> <hr/> <hr/>
<b>Accessories</b>	With installation and all consumable parts for first time.	

<b>Trolley</b>	With Standard steel trolley.	
<b>End of year sale product</b>	Copy of brand and end of year product will not be acceptable.	
<b>Fee Service for one year</b>	Free service for one year is mandatory requirement.	
<b>Warranty</b>	1 year from the date of installation.	

All the requirements of Sindh High Court have been thoroughly read & understood. It is assured that our machine completely fulfill all the requirements of Sindh High Court. Sindh High Court reserves the right to cancel/ reject our machine at any stage if it does not meet all the above mentioned requirements of Sindh High Court.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	

## 5. Sample of Financial Proposal:

1. Financial proposal should be sealed in separate envelope along with bid security.
2. Rates should be inclusive of all types of taxes, transportation, installation etc.

### **COST OF MACHINE**

<b>Particulars</b>	<b>Price inclusive of all taxes, transportation, installation etc (in words &amp; figure) Rs.</b>
Per unit cost of Heavy Duty Photostat Machine	

### COST OF CONSUMABLE PARTS FOR ONE YEAR

Particulars	Price without taxes (Rs)

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	

### 6. Terms & Conditions:

1. **Bidding Method:** Single Stage-Two Envelopes method will be adopted for bidding process as per SPPRA Rules.
2. **Company Profile:** Company Profile along with relevant documents be attached with this document.
3. **Validity Period:** The procurement contract will be awarded within bid **validity period i.e. 90 days** as per SPRRA Rules.
4. **Issuance of Purchase Order:** Purchase Order shall be issued from the office of the Assistant Registrar (Resident-II) of Sindh High Court.
5. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
6. **Time of Delivery of Good:** The delivery should be made by the supplier at the store of Sindh High Court within 6 days of issuance of purchase order. All excuses for non-availability of product (s) under any ground will not be accepted. Hence, you are advised in your own interest not to offer end of the year products or unavailable products.
7. **Delayed Delivery:** 2% penalty of the total amount will be imposed per day for which the company/firm/agency failed to deliver within the delivery/execution period.
8. **Inspection:** Physical inspection will be carried out by Assistant Registrar, Resident-II Branch of SHC. Ordered material is subject to final inspection at the time of delivery. Assistant Registrar, Resident-II will issue certificate that products are according to requirement mentioned in tender documents or samples shown, as the case may be.
9. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.

10. **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 these will be liable to be rejected as per rules.
11. **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.
12. **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.
13. **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted in the office of Assistant Registrar (Resident-II) of Sindh High Court along with copies of relevant tax certificates & bank details.
14. **Bid Security:** All bids must be accompanied by an earnest money/ security of **1% 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.
15. **Price / Rate:** Price / rate must be quoted on Bill of Quantity Form only and submitted in sealed envelope. Price/ rate shall include all taxes, duties, levies, charges, insurance, freight, transportation etc. All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
16. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
17. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
18. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
19. **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.
20. **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.
21. **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 applicable rates / denomination of Purchase / Work Order.
22. **Stamp Duty:** Stamp duty will be levied as per rules.
23. **Mistakes in Tender Documents:** Bidders are required to read tender documents thoroughly. In case of any mistake, typographical error, omission, etc feel free to contact SHC during office timing for clarification.
24. **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules available on [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) for further details.

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>	

## 7. Contact Details of Company

Name & cell number of Representative of company who will present the technical proposal to Procurement Committee of Sindh High Court. (Your Representative should have complete knowledge of tender documents & product.)	
Name of contact Person & cell number for delivery of product	
Name of contact Person & cell number for receiving of purchase order	
Name of contact Person & cell number of Accountant of Company	
Name of contact Person & cell number of Legal Advisor of Company	
Address	
Sales Tax Registration/ SRB No.	
National Tax No.	
Telephone No.	
Fax No.	
E-mail	
Banker's Name and Contact Details	
Bank Account Number	
Title of Bank Account	

Stamp & Signature

## 8. Documents Check List

Following documents should be placed in separate file in following sequence with separators.

<b>S.No</b>	<b>Description</b>	<b>Attached (Yes/ No)</b>
1	Company Profile	
2	Copy of Sales Tax/ SRB Registration	
3	Copy of Income Tax Registration	
4	Copies of Purchase Orders of similar nature	
5	Undertaking on judicial stamp paper	
6	Financial Statements	
7	Bank Statements	
8	Video demonstration of Product in CD/DVD/USB	
9	Brochure of Product with highlighting requirements of Sindh High Court.	
10	Completely filled & signed tender documents	

All the above mentioned documents/ requirements have been furnished and placed in file with the above mentioned sequence & separators.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	

## 9. 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 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,

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	

## 10. Sample of Articles of Agreement:

**This Agreement** made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the 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, as mentioned in Purchase Orders.
4. The **SHC** hereby **covenants to pay** the Contractor in consideration of the supply & delivery of items at the contract price subject to release of funds.

**In Witness Whereof** the parties have hereunto set their respective hands and seals, the day, month and year first above written.

**WITNESSES:**