

**DISTRICT AND SESSIONS COURT, MALIR KARACHI**

Tender Reference NO. D &SC Malir, Installation of 14 Air Condition in Family Courts, Installation of 02 E-KIOSKS, supply of 02 Steel Electric water coolers with filtration facility and supply of 15 Water Dispensers for District & Sessions Court, Malir, Karachi.

**TENDER FOR INSTALLATION OF 14 AIR CONDITIONS IN FAMILY COURTS, INSTALLATION OF 02 E-KIOSKS, SUPPLY OF 02 STEEL ELECTRIC WATER COOLERS WITH FILTRATION FACILITY AND SUPPLY OF 15 WATER DISPENSERS FOR DISTRICT & SESSIONS COURT, MALIR KARACHI**

**Dated: 26.11.2025**

**TENDER DOCUMENT  
FOR THE FINANCIAL YEAR 2025-2026**

For General queries, Contact Office of the Account Branch, District & Sessions Court, Malir, Karachi Phone No.021-99248477, 021-99248493, 021-99248479. (Accountant Rashid Khan).

**OFFICE OF THE DISTRICT & SESSIONS COURT, MALIR KARACHI**

Tender Reference NO. D&SC Malir, Karachi Installation of 14 Air Condition in Family Courts, installation of 02 E-KIOSKS, supply of 02 Steel Electric water coolers with filtration facility and supply of 15 Water Dispensers for District & Sessions Court, Malir Karachi.

FOR THE YEAR 2025-2026

**THE TENDER FOR INSTALLATION OF 14 AIR CONDITION IN FAMILY COURTS,**  
**INSTALLATION OF 02 E-KIOSKS, SUPPLY OF 02 STEEL ELECTRIC WATER**  
**COOLERS WITH FILTRATION FACILITY AND SUPPLY OF 15 WATER**  
**DISPENSERS**

Purchase of Procurement of **14 Air Condition in Family Courts, 02 E-KIOSKS, 02 Steel Electric water coolers with filtration facility and 15 Water Dispensers** through tender process, from available fund of Rs. 6.4141 Million under the window of AJDF. Documents as per released budget of current financial year 2025-26.

<b>Purpose &amp; Scope</b>	Tender for Procurement of 14 Air Conditions in Family Courts, 02 E-KIOSKS, 02 Steel Electric Water Coolers with Filtration Facility, and 15 Water Dispensers for District Courts Malir, Karachi
<b>Last Date &amp; time of Submission of Bids</b>	Saturday, December 20 <sup>th</sup> , 2025 at 11.00 a.m.
<b>Date &amp; Time Opening of Bids</b>	Saturday, December 20 <sup>th</sup> , 2025 at 12.00 a.m.
<b>Bid Opening Location</b>	Library / Conference Room, 1 <sup>st</sup> Floor, District & Sessions Court Malir, Karachi.

129/11/2025  
W.A.C.  
OFFICE OF THE DISTRICT & SESSIONS JUDGE MALIR KARACHI  
No. D&SJ/N/M/ 646 of 2025, Malir dated: 19th November, 2025

CONSTITUTION PROCUREMENT AND PURCHASING COMMITTEE

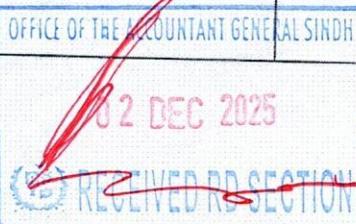
In pursuance with the direction issued in letter No. 638/PD/AJDF 2025 dated 24<sup>th</sup> September, 2025, No. 639/PD/AJDF 2025 dated 24<sup>th</sup> September, 2025 & No. 657/PD/AJDF 2025 dated 30<sup>th</sup> September, 2025 by the Honourable High Court of Sindh, the undersigned has constituted the Procurement and Purchasing Committee under Rule 7 of the Sindh Public Procurement Rules, 2010 as mentioned herein blow for the purchase of Air Conditioners for Family Courts, E KIOSK Machine, Water Cooler and Water Dispensers for District & Sessions Court Malir Karachi through tender process.

NAME OF COMMITTEE	DOMAIN	Qty	MEMBERS
Procurement and purchasing committee	Procurement of 1.E-KIOSKS with installation, 2. Air Conditioners (2 Ton) with installation, 3. Water Cooler with Filtration Facilities with installation 4.Water Dispensers	(02) (14) (02) (15)	1. Amjad Soomro Additional District & Sessions Judge-VII, Malir Karachi (Chairman) 2. Muneer Ahmed Panhwar Senior Civil Judge-III, Malir Karachi (Member) 3. Syed Muhammad Muti ur Rehman (Member) Deputy Secretary (BPS-18) Law and Preliminary affairs department

CONSTITUTION COMPLAINT REDRESSAL COMMITTEE

It has also been pleased to constitute the complaint redressal committee under Rule 82 (A) of the Sindh public procurement Rule 2010 as mentioned herein blow.

NAME OF COMMITTEE	Tender Title	MEMBERS
Complaint Redressal Committee	To redress the complaints of bidders that may occur during the procurement proceeding	1. District & Sessions Judge Malir Karachi (Chairman) 2. Nominee of A.G Sindh (Member) 3. Professional Member in the relevant field to be appointed by Chairman



(ZAHOOR AHMED HAKRO)  
District & Sessions Judge  
Malir Karachi

Copy forwarded for Information and necessary action to:-

1. The Registrar Honourable High Court of Sindh Karachi.
2. Learned Redressal committee Chairman
3. Learned Procurement Chairman & Members.
4. The Accountant General Sindh Karachi
5. The Project Director (AJP).
6. The Law secretary Government of Sindh Karachi.



## TENDER NOTICE

District and Sessions Court Malir Karachi, Invites electronically sealed and encrypted tender on Standard Bidding Documents from the interested bidders registered with the relevant tax/regulatory authorities for procurement requirement of District & Sessions Court Malir Karachi as mentioned as below.

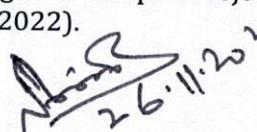
S.#	Description	Last submission of Bids	Date & time of opening of Bids
	1) E-KIOSKS with installation (02) 2) Air Conditioners (2 Ton) with installation (14) 3) Wall Mount Water Cooler with Filtration Facilities and installation (02) 4) Water Dispensers (15)	20-12-2025  At 11.00 A.M	20-12-2025  At 12.00 P.M

1) Interested bidders shall submit their bids **through the SPPRA e Procurement (EPAD)** system along with **Bid Security 2%** in the form of Bank Draft/pay order in favour of District & Sessions Court Malir Karachi and submit physically on or before the bid-submission deadline.

2) The **tender fee of Rs. 1000/- (non-refundable)** shall be deposited through SPPRA EPAD and submitted physically on or before the bid-submission deadline.

3) For further information and queries contact **Phone No.021-99248477, 021-99248493,021-99248479. Email <http://www.districtcourtmalir.gos.pk/>.**

4) The chairman, Procurement Committee reserves the right to accept or reject any or all bids in accordance with Rule 25 of the SPPRA Rules 2010 (amended 2022).

  
26.11.2025  
(Amjad Soomro)  
Additional Sessions Judge-VII  
Chairman Procurement Committee  
Malir Karachi

### Copy for Information and necessary action to:-

- 1)The Director Information (Advertisement) Govt. of Sindh Block No 95-96 Sindh Secretariat Karachi, with a request that this tender notice may please be got published in three leading Newspapers i.e. Jang, Dawn & Kawish at the earliest (Ten copies enclosed and copies whereof may be sent to this court for record).
- 2)The Managing Director, Sindh Public Procurement Regulatory Authority through PPMS
- 3)Chairman and Members Procurement Committee, District & Sessions Court Malir Karachi.
- 4)The Accountant General Sindh, Karachi.
- 5)Chairman Redressal Committee, District & Sessions Judge, Malir Karachi

ANNUAL PROCUREMENT PLAN FOR THE YEAR 2025-2026						
s. No.	Name of Procurement	Head of account	Allocation	Estimate Cost	Procurement method	Last date of submission of Bid
1	FOR INSTALLATION OF 14 AIR CONDITIONS IN FAMILY COURTS, INSTALLATION OF 02 E-KIOSKS, SUPPLY OF 02 STEEL ELECTRIC WATER COOLERS WITH FILTRATION FACILITY AND SUPPLY OF 15 WATER DISPENSERS FOR DISTRICT & SESSIONS COURT, MALIR KARACHI	Access to Justice Development Fund (AJDF)	Budget Current year 2025- 2026	Item No. 1 (AC) Rs. Rs.44,89,100/- Item No. 2 (E-KIOSK) Rs. Rs.6,50,000/- Item No. 3 (Water Cooler) Rs.3,72,000/-. Item No. 4 (Water Dispenser) Rs. 8,10,000/-	Single Stage-Two envelopes	20-12-2025 at 11:00 am

  
 (AMJAD Joomro)  
 Additional District & Sessions Judge-VII  
 Chairman Procurement Committee  
 Malir Karachi

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## **2. Introduction & Instructions:**

Dear Tenderer:

Upon directions contained in letters No.638,639/PD/AJDF, dated. 24' Sep, 2025 and 657/PD/AJDF, dated. 30th Sep, 2025, issued by the Project Director, Access to Justice Program, Honourable High Court of Sindh after due process of DDC required the demands of the installation of 14 Air Condition in Family Courts, installation of 02 E-KIOSKS, Supply of 02 Steel Electric water coolers with filtration facility and supply of 15 Water Dispensers for District Courts Malir, Karachi, and the same was placed in PDC after process of rationalization and same was transmitted to LJCP for approval. Upon due consideration by Governing Body of AJDF, the aforementioned project/Work plan have been approved in the 20th Meeting of Governing body of AJDF with direction to initiate Tender process as per rules for the same. Therefore, in compliance of said orders/Letters of Project Director, Access to Justice Program, Honourable High Court of Sindh, the District & Sessions Court, Malir Karachi, functioning as the lower Judicial authority in the province of Sindh, in compliance of said orders/Letters is pleased to invite your esteemed firm or agency to submit a separate proposal(s) for the procurement and purchase of 14 Air Conditions in Family Courts, 02 E-KIOSKS, 02 Steel Electric water coolers with filtration facility and 15 Water Dispensers for District Courts Malir, Karachi through tender from available fund of Rs.6.4141 Millions under the window of AJDF.

This project is funded under the budget allocated fund under the window of AJDF for the financial year 2025-26. Detailed Specifications, terms, and conditions are provided in the attached tender document.

- a) The District & Sessions Court, Malir Karachi expects prospective vendors to provide all necessary documentation to ensure a transparent and authentic submission. It is essential to complete the tender document thoroughly and to sign and stamp each page. Additionally, please include all required supporting documents as Specified. Bidders must submit both soft and hard copies of all necessary documents, which will be made available on the following official website of the District Court, Malir Karachi and SPPRA to promote transparency.

**Email** <http://www.districtcourtmalir.gos.pk>

or

<https://portalsindh.eprocure.gov.pk>

- b) It is essential to fill out the Separate Tender Form using either ink or typed text. Make sure that all fields are completed. If you need more space, please attach an additional sheet and clearly indicate the corresponding item or column number from the Tender Form.
- c) The bidder must ensure that the Separate tender bid(s) is/are within the estimated budget(s) for each item. Bids must be submitted in the Office of the District & Sessions Court, Malir Karachi
- d) A bid security equal to 2% of the total quoted price of each item is required to be submitted with the Tender Document. This security must be provided in the form of a BID SECURITY FORM, PAY ORDER, or BANK DRAFT made out to the "D.D.O District and Session Court **Malir Karachi.**" It should be delivered to the Accounts Branch of the District & Sessions Court, Malir Karachi, as outlined in the tender notice.
- e) In the event that a bidder intend to submit bids for more than one article or items specified in the tender notice, each article shall be quoted and submitted separately in accordance with the prescribed format and requirements of this tender document.

### **3. Guidelines for preparing tender document:**

Tender documents which include full details, eligibility criteria, description of items and other terms & conditions can be downloaded from the official website for interested bidders. Carefully read the tender document and upload all required documents on Sindh Public Procurement Regulatory Authority (SPPRA) website." EPADS <https://portalsindh.eprocure.gov.pk/>

- a. Carefully read the requirements/ specifications of items required by District & Sessions Court Malir Karachi.
- b. Fill the relevant sections of tender documents.
- c. Make signature and stamp on the tender document
- d. Make scanned copy of duly filled & signed tender document.
- e. Arrange the copies of **all** required documents as mentioned in eligibility criteria.
- f. Prepare separate technical & financial proposal in the light of requirement of tender of District & Session Court Malir,Karachi and market survey.
- g. Arrange separate 2% Bid Security of each item of tender quoted amount.
- h. Prepare separate Single Procurement File in PDF form for every item. Merge the scanned copies of signed documents and scanned copies of documents required for assessing the eligibility criteria in single PDF File. Save the said PDF file in either or USB Keep all the documents in file. Tap binding is not allowed.
- i. Sealed the hard copy (A4 size paper form) in envelop for each item separately.
- j. Submit the sealed envelope (separate technical & financial proposals) for each item separately in the Accounts Branch of District & Sessions Court, Malir Karachi as reflected in NIT. Do not forget to sign on "Bid Receiving Time Sheet".
- k. All envelops shall be marked as "Technical Proposal" & "Financial Proposal" in bold.

### **4. Guidelines for attending Tender Meeting:**

- a. Get yourself acquainted for attending Tender Meeting. You should have complete knowledge of your bid. It is general observation that bidders or their representative attend bid meeting without proper homework. Hence, you are advised to read your bid and supporting documents before attending bid meeting
- b. Bring Authority Letter for attending Tender Meetings
- c. Mark Signature on the attendance sheet
- d. Make it sure that your bids and other submitted bids are sealed
- e. Make it sure that late bids are not entertained.
- f. Give proper answers of queries of members of Procurement Committee if so asked.

### **5. Principles of Procurement:**

The District & Sessions Court, Malir Karachi is committed to conducting procurements in a fair and transparent manner for each item, ensuring that the procurement objectives deliver value for money to the agency while maintaining an efficient and cost-effective process. Therefore, bidders are required to submit soft copies of scanned tender documents for each item, tax registration certificates, purchase orders, bank maintenance certificates, financial statements, and an undertaking. All these documents must be combined into a single PDF file for submission to the relevant authority.

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

Any requests for clarification regarding the contents of the bidding documents should be directed in writing to the Honorable District & Sessions Judge, Malir Karachi, no later than five calendar days before the bid opening date. Responses to these queries will be posted on the official website of the District & Sessions Court, Malir Karachi. Bidders are encouraged to regularly check the website to stay informed.

## **7. Preliminary Examination of Bids :**

The District & Sessions Court, Malir Karachi will review the bids to ensure that all necessary documents (both soft and hard copies) and the Specifications/Technical Documentation outlined in the bidding documents have been submitted, and to assess the completeness of each document provided. Any bid lacking the required documents or information **will** be disqualified. Additionally, the District & Sessions Court, Malir Karachi will verify that the Bidder has accepted all terms and conditions specified in the bidding documents without any significant deviations or reservations.

## **8. Financial Evaluation and Technical Evaluation Bid(s):**

The evaluation of bids will be conducted in the following manner to ensure transparency and fairness:

- **Technical Evaluation:** Compliance with the required Technical Specifications. Experience in handling similar projects in the last three years. Certifications and authorizations from Manufacturers. Availability of support services and warranty.
- **Financial Evaluation:** Cost competitiveness while maintaining quality standards. Price comparison with market rates. Clear breakdown of unit costs, taxes, and total bid price.
- **Implementation Timeline:** Proposed timeline for supply, installation, and commissioning. Adherence to the 20-day delivery requirement.
- **After Sales Support & Warranty Duration and extent of warranty services:** Response time for troubleshooting and technical support. Availability of spare parts and service agreements.

The evaluation of financially qualified bids will be carried out based on the unit price of each item, may include or exclude GST. The contract may be awarded to the lowest bidder for each item who meets the technical requirements, as long as all terms and conditions specified in the bidding documents, along with the specifications and requirements of the District & Sessions Court Malir, Karachi, are fulfilled.

## **9. Qualification/ Eligibility Criteria:**

S#	Description	Requirement	Attached (Yes/No)
1	Profile of company / firm along with relevant documents.	MANDATORY	
2	Registration with relevant tax / regulatory authority i.e. i. Registration with Income Tax Department (NTN certificate) ii. Registration with Sales Tax Department (GST certificate) iii. Registration with Sindh Revenue Board (SNTN Certificate) (copies required)		
3	Undertaking on judicial stamp paper that firm has never been blacklisted by any government, semi government, autonomous & state-owned organization and also stating that company/firm has not been involved in any litigation or has discontinued any work at any institution.		
4	The bidder should have fully operational Office (Preferably Head Office) having sufficient number of Engineers / Technicians in Karachi		
5	The bidder must be an authorized partner / Reseller of the Original Manufacturer and should provide the partner/ Reseller or any Authorization letter. <b>(Copy is required)</b>		
6	<b>The bidder should have at least 3 Number of Project / Work / Purchase order for each item in Govt./Judicial/Private Sector in the last 3 years. (Copies required).</b>		
7	Complete filled, signed & stamped Tender Document.		

## 10. Technical Proposals/ Specifications

ITEM NAME SPECIFICATION / BRAND / MEASUREMENT				
Sr. No.	Description	Specification	Qty	Total
<b>ITEM NO. 01 (AIR CONDITIONS)</b>				
1	Item No. 01 (Air Conditions)	Anti-Corrosion	14	Rs.44,89,100/- (Forty Four lac, eighty Nine thousand, One hundred )
		Latest Model 2025 of renewed brand		
		Gas details ((R410-A)		
		Invertors		
		2 Tons		
		Complete Electric Fitting and Installing with breaker and copper wire, piping in all 7 family courts etc		
		Iron angle for outer and outer to be fixed as per the required position of all six family courts		
		Warranty 01 year		
		Gas Leakage 01 year		
<b>ITEM NO. 02 (E-KIOSKS)</b>				
2	Item No. 02 EKIOSKS	Processor: Intel Core i5	2	Rs.6,50,000/- (Six lac, Fifty thousand only)
		Memory: 8 GB DDR4 RAM (expandable)		
		Storage: 512 GB SSD		
		Display: 24-inch LED touch screen (capacitive multi-touch) with metal /wooden stand		
		Operating System: Genuine Microsoft Windows 10/11 Pro (Pre-installed and activated)		
		Network: Built-in Wi-Fi and LAN (Ethernet) connectivity		
		Ports: Minimum 4 x usb 3.0, 1x HDMI, 1 x Audio Out, 1 x RJ-45		
		Audio: Integrated stereo speakers		
		Cabinet: Powder-coated steel body, vandal-resistant, lockable maintenance door		
		Power Supply: 220-240V AC, 50Hz		
		Warranty: 1-Year comprehensive parts and service warranty		
		Branding Sticker signage of "Assisted by Access to Justice Development Fund and High Court of Sindh		
		Logo of Federal Government and High Court of Sindh (both Sides)		
		Installation of 02 E-KIOSK for District Court Malir and 02 for KBA to be installed on various buildings.		

**ITEM NO. 03 (STEEL ELECTRIC WATER COOLER WITH FILTRATION FACILITY)**

3	Item No. 03 (Steel electric water cooler with filtration facility)	100 liter capacity	2	Rs.3,72,000/- (Three lac seventy two thousand )
		New compressor		
		S.S food Grade Tank		
		S.S magnetic Body		
		Filtration Capacity: up to 10,000 Liters		
		Flow rate: 1-2 Liters per minute		
		3 Stage Filtration Technology		
		Supply of 02 Steel Electric Water coolers with filtration Facility to be installed in various building of District Court Malir Karachi		

**ITEM NO. 04 (WATER DISPENSERS)**

15	Item No. 04 (Water Dispensers)	Having Hot and Cold Water options	15	Rs.8,10,000/- (Eight lac ten thousand )
		Double safety device to prevent from any over heat		
		Low noise design		
		stainless Steel Water tank		
		Latest Model		
		All the 15 Water Dispensers will be fixed / installed in deferent Courts of District & Sessions Court, Malir Karachi		

Note: The above-mentioned brands/models are exemplary which may be considered as equivalent or higher.

I acknowledge that I have submitted both soft and hard copies of the documents referenced above. I understand that the District & Sessions Court, Malir Karachi retains the authority to reject my bid in respect of any item or disqualify me if the aforementioned documents are not available, and the decision of the District & Sessions Court, Malir Karachi will be considered final.

Name	
Designation	
Cell Number	
Signature & Stamp	

**Sample of Technical Proposal:**

All sections of technical proposal in respect of each item must be filled/typed and no section may be left blank else technical proposal will not be considered.

<b>Particulars Items Name</b>	
<b>Make and Model</b>	
<b>Country and Origin</b>	
<b>Date of Launching of Model</b>	
<b>Expected Date/Month/Year of end of manufacturing of Product</b>	
<b>Brochure</b>	

It is undertaken that all the sections of technical proposal for each item have been properly filled/ typed. We understand that in case of non-compliance, our technical proposal would not be considered.

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

## **11. List of Major Clients**

Kindly provide the information of main clients/ companies/ government organizations 1 whom you have supplied the above mentioned brand/ model of Computer which you are offering to District & Sessions Court, Malir Karachi.

S. No.	Name of Company	Name of Contract Person	Cell No.	Address
1				
2				
3				
4				
5				

It is undertaken that the above-mentioned required information have been filled/ typed. We understand that in case of non-compliance, our tender would not be considered.

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

## **12. Sample of Financial Proposal**

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

S. No.	Name of Items	Unit Price without GST Rs. (in figures and words)	Unit Price with GST Rs. (in figures and words)
1			

All Government taxes shall be applicable as per rules.

## **13. Calculation of Bid Security separately for each item:**

S. No.	Amount	Unit Price with GST Rs. (in figures and words)	Unit Price without GST Rs. (in figures and words)
1	Total Amount		
2	2% of total Amount		
3	Pay Order Number		
4	Pay Order Issuance Date		
5	Name of Bank		
6	Amount of Pay Order		
7	Period of Validity		

- Rates must be quoted in Pakistani Currency.
- Rates must be quoted without GST. GST shall be applicable as per rules.
- All Government taxes shall be applicable as per rules.
- All Government taxes will be deducted by the office of A.G Sindh and its decision shall be final in respect of taxation and billing.
- Successful Bidder (s) will be required to submit complete bill along with copies of required documents to Account Branch, District & Sessions Court, Malir Karachi for forwarding the same to Chairman Procurement Committee Malir, Karachi.

## **14. Delivery Mechanism**

- Successful bidder shall tentatively deliver the goods within ten (10) calendar days of issuance of Purchase Order.
- Delivery will take place at the District & Sessions Court, Malir Karachi. The Accountant of District & Sessions Court, Malir Karachi will accept the goods and provide a signature on the delivery challan.

## **15. Payment Mechanism**

- Payment will not be processed in advance of deliveries.
- Upon successful delivery, the bidder must submit complete invoices along with the delivery challan and necessary document copies to the Accounts Branch of the District Court, Malir Karachi.
- It is the bidder's responsibility to ensure that all required documents accompany the invoice. It is advisable to coordinate with the Accounts Officer of this Judicial District when submitting the invoice.
- Bidder will collect the cheque from the office of the Chairman Procurement Committee, Malir Karachi
- The District & Sessions Court, Malir Karachi, is committed to maintaining the highest standards of honesty, integrity, and transparency in all its procurement processes. Bidders are advised to report any instance of corruption, including solicitations for gifts, bribes, cash, or any other form of inducement in exchange for cheque(s), directly to the Honorable District & Sessions Judge, Malir Karachi.

## **16. Terms & Conditions:**

- **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.
- **Timing of Delivery:** Bidder shall be made delivery within ten (10) calendar days of receipt of Purchase Order.
- **Qualification/ Eligibility:** Bidders are bound to submit soft and hard copies separately for each item of all documents as mentioned in Eligibility Criteria Section, in order to establish their eligibility to participate in bid. In case of non-availability of either, soft or hard copy, bidder may be disqualified.
- **Bid Security:** All bids must be accompanied by an earnest money/ security of 2% of total bid amount separately for each item.
- **Release of Bid Security:** The bid security of unsuccessful bidder will be released by District and Sessions Court Malir Karachi after award of work or after expiry of bid validity period as per rules.
- **Late Bids:** District & Sessions Court, Malir Karachi 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.
- **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

- **Award of Contract:** District & Sessions Court, Malir Karachi may award the Contract separately for each item 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.
- **Notification/ Purchase Order for Award of Contract:** Prior to the expiration of the period of bid validity, District & Sessions Court, Malir Karachi will notify the successful Bidder, in writing, that its Bid has been accepted for the particular item. Until a formal Contract is prepared and executed, the purchase order/ notification of award shall constitute a binding Contract.
- **Performance Security:** The bid security of successful bidder will be released after submission of Performance Security equal to 2% of total cost of contract.
- **Release of Performance Security:** Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from The Accountant of District and Sessions Court Malir Karachi.
- **Forfeiting of Bids Security:** District & Sessions Court, Malir Karachi have right to forfeiting the Bids Security if (i) the bidder requests to withdraw his or its bid after opening but within the bid validity period, or (ii) successful bidder fails to furnish performance security, or (iii) successful bidder fails to sign the contract, or (iv) a bidder does not accept the correction of the quoted amount following the correction of arithmetic errors, or (v) a bidder has been found black listed by any agency of Federal or Provincial Government
- **Validity Period:** The procurement contract **will** be awarded within bid validity Period i.e. 90 days as per SPRRA Rules.
- **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.
- **Delayed Delivery:** A daily penalty of 1% of the total amount **will** be applied for each day that the company, firm, or agency fails to deliver within the specified delivery or execution period, or if a request for an extension of the delivery time is denied by the District & Sessions Court Malir Karachi.
- **Inspection:** Physical inspection **will** be carried out by the Mr. Rashid Khan Accountant of this Court. Ordered material is subject to final inspection at the time of delivery.
- **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
- **Payment Term:** Payment **will** not be processed prior to delivery. It **will** be issued through the Account Branch by the District & Sessions Court office in Malir Karachi, and the cheque **will** be provided to the bidder(s) or their authorized representative(s).
- **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.
- **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.

- **Disclosure of Confidential Script/Material:** All rights reserve with the District & Sessions Court Malir Karachi and no information either written/electronic media/copying form should be disseminated without the permission of the authority.
- **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
- **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
- **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.
- **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.
- **Stamp Duty:** Stamp duty will be levied as per rules.
- **Alternative Bids:** Alternative bids shall not be considered.
- **Cost of Bidding:** The Bidder shall bear **all** costs associated with the preparation and submission of its bid, and District & Sessions Court Malir Karachi shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- **Rights of District & Sessions Court, Malir Karachi:** District & Sessions Court, Malir Karachi 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.
- **Interest on Late Payments:** No interest shall be paid on late payment in case; cheque is received late from the Office of Chairman Procurement Committee. However, every effort shall be made for timely payments to successful bidders.
- **Insurance:** The items provided under this contract must be completely insured. The successful bidder will bear all insurance costs. In the absence of insurance, any associated risks will be the responsibility of the successful bidder.
- **Warrants:** The supplier guarantees that the goods provided will be new, unused, and compliant with the highest industrial standards.
- **Fraud & Corruption:** The District & Sessions Court Malir Karachi will dismiss a proposal for an award if it finds that the bidder has participated in corrupt, fraudulent, collusive, coercive, or obstructive practices while competing for the relevant tender.
- **Termination of Contract:** The District & Sessions Court Malir Karachi will dismiss a proposal for an award if it finds that the bidder has participated in corrupt, fraudulent, collusive, coercive, or obstructive practices while competing for the relevant tender.
- **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 for further details.

It is acknowledged that the aforementioned terms and conditions have been reviewed, accepted, and signed. We recognize that failure to comply may result in our tender being disregarded.

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

## 17. Sample of Proposal Submission Form

Proposal Information:

Proposal Title: \_\_\_\_\_ Submission Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Applicant/Organization Details:

Name of Applicant/Organization: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Website (if applicable): \_\_\_\_\_

Contact Person of Applicant Organization:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Proposal Summary

Provide a brief summary of the proposal, including objectives, expected outcomes, and key deliverables.

Project Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Project End Date: \_\_\_ / \_\_\_ / \_\_\_ Total Budget: \_\_\_\_\_

Funding Amount Requested: Rs. \_\_\_\_\_

### 6. Supporting Documents

Attach relevant documents such as project plan, budget breakdown, organizational profile, etc.

Project Proposal Document

Budget Plan Organizational Profile

Other: \_\_\_\_\_

It is undertaken that the above mentioned required information have been filled/ typed.  
We understand that in case of non-compliance, our tender would not be considered.

Name	
Designation	
Cell Number	
Signature & Stamp	

## **18. Sample of Satisfactory Certificate after Completion**

This is to certify that:

M/s Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_  
has successfully delivered/supplied/installed/completed the following work/service to the satisfaction of:

Project/Work Description: \_\_\_\_\_

Location: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_\_\_ Completion Date: \_\_\_/\_\_\_/\_\_\_\_\_ 1

We hereby confirm that the above-mentioned work/service has been completed satisfactorily in accordance with the agreed terms and conditions.

Authorized Representative: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Stamp & Signature