

## **OFFICE OF THE DSITRICT & SESSIONS COURT, SUKKUR**

### **TENDER DOCUMENT**

Tender Reference NO/D&SJ/NIT/01/2025 Dated: 20.11.2025

Establishment of (02) Two E-Library systems at District & Sessions Court Complex Sukkur and District Bar Associations Sukkur, Procurement and Installation of (02) Two 06 K.W Hybrid Solar Systems at District & Sessions Court Complex Sukkur & District Bar Association Sukkur, (44) Forty Four Air Conditioners at District & Sessions Court Complex Sukkur, District Bar Association Sukkur, Civil Court Complex Taluka Rohri and Taluka Pano Akil, (04) Four E-Kiosk Machines at District & Sessions Court Complex Sukkur & District Bar Association Sukkur, (11) Eleven Steel Electric Water Coolers with filtration facility at District & Sessions Court Complex Sukkur, Taluka Rohri & Taluka Pano Akil and (06) Six Water Dispenser.

Dated.20.11.2025

### **TENDER DOCUMENTS FOR THE FINANCIAL YEAR 2025-26**

**TENDER FOR SUPPLY & ESTABLISHMENT OF (02) TWO E-LIBRARY SYSTEMS  
AT DISTRICT & SESSIONS COURT COMPLEX SUKKUR AND DISTRICT BAR  
ASSOCIATIONS SUKKUR, PROCUREMENT AND INSTALLATION OF (02) TWO 06  
K.W HYBRID SOLAR SYSTEMS AT DISTRICT & SESSIONS COURT COMPLEX  
SUKKUR & DISTRICT BAR ASSOCIATION SUKKUR, (44) FORTY FOUR AIR  
CONDITIONERS AT DISTRICT & SESSIONS COURT COMPLEX SUKKUR,  
DISTRICT BAR ASSOCIATION SUKKUR, CIVIL COURT COMPLEX TALUKA  
ROHRI AND TALUKA PANAKIL, (04) FOUR E-KIOSK MACHINES AT DISTRICT  
& SESSIONS COURT COMPLEX SUKKUR & DISTRICT BAR ASSOCIATION  
SUKKUR, (11) ELEVEN STEEL ELECTRIC WATER COOLERS WITH  
FILTRATION FACILITY AT DISTRICT & SESSIONS COURT COMPLEX SUKKUR,  
TALUKA ROHRI & TALUKA PANAKIL AND (06) SIX WATER DISPENSER**

For General Information & Queries Contact For general queries, contact office of the Account Branch District and Sessions Court, Sukkur, Mr. Abrar Hussain Soomro, Accountant Cell: 03337171228, 071-9310671 and Chairman Procurement Committee Cell: 0333-2559585, Email: [djsukkur@sindhhighcourt.gov.pk](mailto:djsukkur@sindhhighcourt.gov.pk)

<b>Purpose &amp; Scope</b>	<b>Tender for Establishment of (02) Two E-Library Systems at District &amp; Sessions Court Complex Sukkur and District Bar Associations Sukkur, Procurement and Installation of (02) Two 06 k.w Hybrid Solar Systems At District &amp; Sessions Court Complex Sukkur &amp; District Bar Association Sukkur, (44) Forty Four Air Conditioners At District &amp; Sessions Court Complex Sukkur, District Bar Association Sukkur, Civil Court Complex Taluka Rohri And Taluka Pano Akil, (04) Four E-Kiosk Machines At District &amp; Sessions Court Complex Sukkur &amp; District Bar Association Sukkur, (11) Eleven Steel Electric Water Coolers With Filtration Facility At District &amp; Sessions Court Complex Sukkur, Taluka Rohri &amp; Taluka Pano Akil And (06) Six Water Dispenser</b>
<b>Last Date &amp; time of Submission of Bids</b>	Saturday , December 20, 2025 at 11.00 a.m.
<b>Date &amp; Time of Opening of Bids</b>	Saturday , December 20, 2025 at 11.30 a.m.
<b>Bid Opening Location</b>	District & Sessions Court Complex, Near District Prison, Shalimar Cinema Road Sukkur

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SUKKUR**

No. Admn/D&amp;SJ/-9172 /2025, Sukkur

dated 06.11.2025

**NOTIFICATION**

In pursuance of the directions received from Project Director, Honourable High Court of Sindh, Karachi through letter No.581/PD/AJDF/dated 09<sup>th</sup> September, 2025 and under the Rule 7 of the Sindh Public Procurement Rules, 2010 (as amended) and in view of the decision by District Development Committee (DDC) recorded in its' minutes of meeting dated 06.11.2025, following Procurement Committee is hereby constituted for the projects of "Access to Justice Development Funds for Court Complexes and Bar Associations".

1.	Mr. Javed Hussain Mirani, Additional Sessions Judge-II, Sukkur	Chairman
2.	Mr. Ali Raza Ansari, Municipal Commissioner, SMC Sukkur	Member
3.	Mr. Sheraz Ali Shah, Hardware & Network Technician, District & Sessions Court, Sukkur	Member

**Terms of Reference (ToR) of the Committee:**

- 1) Preparing and/or reviewing bidding documents
- 2) Carrying-out technical as well as financial evaluation of bids
- 3) Preparing evaluation report as provided in Rule 45
- 4) Making recommendations for award of contract to the competent authority and
- 5) Perform any other function ancillary and incidental to above keeping in view the following projects:-
  - a) Installation of E-Library at District & Sessions Court Complex, Sukkur.
  - b) Installation of 6-kW Solar System at District & Sessions Court Complex, Sukkur.
  - c) Installation of 6-kW Solar System at District Bar Association, Sukkur.
  - d) Installation of (02) E-Kiosk Systems for District & Sessions Court Complex and (02) for District Bar Association, Sukkur.
  - e) Installation of (42) Air-Conditioners in (21) Courts/Rooms in District Sukkur.
  - f) Installation of (02) Air-Conditioners at District Bar Association, Sukkur.
  - g) Provision of (11) Steel Electric Water Coolers with filtration facility for Courts at Sukkur, Taluka Rohri and Pano Aqil.
  - h) Provision of (06) Water Dispensers for District Bar Association, Sukkur and Taluka Bar Associations at Rohri and Pano Aqil.
  - i) Look-after and evaluate construction of missing facilities (waiting rooms/sitting area for female litigants (without bath), meeting room for family cases, litigants/parents/wards with (attached bath) and (02) separate washrooms exclusively for female litigants at District & Sessions Court, Sukkur.

(Allah Bachayo Gabol)  
 District & Sessions Judge, Sukkur  
 Chairperson  
 (District Development Committee)

Copy for information and compliance to the:

01. Project Director (Access to Justice Program) Honourable High Court of Sindh, Karachi for information.
02. Learned Additional Sessions Judge-II, Sukkur,
03. Municipal Commissioner, SMC Sukkur,
04. Hardware & Network Technician, District & Sessions Court, Sukkur.

*B. J. S. 6/11/2015*  
**District & Sessions Judge, Sukkur**  
**Chairperson**  
**(District Development Committee)**

### **Constitution of Complaint Redressal Committee**

In exercise of powers conferred under Rule 31 of the Sindh Public Procurement Rules, 2010 (as amended), following Complaint Redressal Committee is hereby constituted for procurement of projects mentioned in Notification issued by this office letter bearing No. Admn/9172/2025 dated 06.11.2025.

- 1) Mr. Allah Bachayo Gabol  
District & Sessions Judge, Sukkur (ex-officio)... Chairperson
- 2) Mr. Ali Muhammad Sahito  
Additional District & Sessions Judge  
(Hudood) Sukkur ..... Member
- 03) Mr. Nadir Shahzad Khan  
Deputy Commissioner Sukkur (ex-officio)..... Member
- 04) Mr. Hazoor Bux Memon  
District Accounts Officer, Sukkur  
or his representative. (ex-officio)..... Member
- 05) Mr. Arslan Ahmed  
Data Manager & Analyst at JICA/AI  
Engineer/Research Scholar. ..... Member

## Functions and mandate

01. Committee shall examine and decide complaints submitted by aggrieved bidders in accordance with Rule 31 of the Sindh Public Procurement Rules, 2010 (as amended) during the procurement proceedings.
02. Committee shall announce its decision within seven (07) days of receipt of the complaint and communicate the same to complainant and relevant authority within three (03) working days thereafter.

(Allah Bachayo Gabol)  
District & Sessions Judge, Sukkur  
Chairperson  
(District Development Committee)

Copy for information and compliance to the:

- ✓ 1. Project Director (Access to Justice Program) Honourable High Court of Sindh, Karachi for information.
- 2. Members of Committees for information and necessary compliance

**District & Sessions Judge, Sukkur**

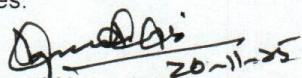
**OFFICE OF THE DISTRICT AND SESSIONS COURT SUKKUR**  
NO. Acctt/DSJ/ 964/2025 SUKKUR DATED 20.11.2025

**TENDER NOTICE**

District and Sessions Court Sukkur, invites sealed tender (item wise) on Standard bidding documents from the interested bidders registered with the relevant tax/regulatory authorities for procurement and installation of (02) Two 06 K.W Solarization for District H.Q Sukkur and District Bar Sukkur, (44) Forty Four Air Conditioners for District H.Q Sukkur, District Bar Sukkur, Taluka Rohri & Taluka Pano Akil, Equipments for E-Library, (04) Four E-KIOSKS, (11) Eleven Steel Electric water coolers with filtration facility for District H.Q Sukkur, Taluka Rohri & Taluka Pano Akil and (06) Six Water Dispenser.

S.No	Description of Items	Last date of Submission Bid	Date and Time of Opening of Bids
1	(02) Two 06 K.W Solar System		
2	(44) Forty Four Air Conditioners	20.12.2025 11 Noon at District & Session Court Sukkur	20.12.2025 11.30 P.M at District & Session Court's Complex, Sukkur
3	Equipments for E-Libraries		
4	(04) Four E-Kiosks Machines		
5	(11) Eleven Steel Electric Water coolers with filtration facility		
6	(06) water Dispensers		

- 1)- Tender documents, which includes full details, eligibility criteria, specification, mechanism of submission of 2% bid security other terms and conditions will be downloaded from E-pads or sent via email "djsukkur@sindhhighcourt.gov.pk" or direct download link from website <https://districtcourtsukkur.gov.pk/tender>.
- 2)- The Tender Fee Rs.1000/- (non-refundable) shall be made in the form of Bank Draft/Pay Order in favour of the District & Sessions Judge, Sukkur.
- 3)- For general queries, contact office of the Accountant, District and Sessions Court Sukkur, Mr. Abrar Hussain Soomro, Accountant, Cell No. 03337171228 and Chairman Procurement Committee Cell No.0333-2559585.
- 4)- Chairman and Members of procurement committee Sukkur reserves the right to accept reject any or all offers subject to rules.

  
(Javed Hussain Mirani)  
Additional District & Sessions Judge-II  
Chairman, Procurement Committee Sukkur

Copy for information and necessary action to

1. The Director Information(Advertisement), Information Department, 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 Newspaper i.e. Daily Jang, Daily Dawn, and Daily Kawish at the earliest and copies whereof may be sent to this court for record.
2. The Managing Director, Sindh Public Procurement regulator Authority through PMS/E-PADs.
3. The Learned Chairman and Members, Procurement Committee, District and Sessions Court, Sukkur.
4. The Hon'ble Chairman, Grievance Redressal Committee, District & Sessions Judge, Sukkur.
5. Office Order File.

**ANNUAL PROCUREMENT PLAN FOR THE YEAR 2025-26 IN RESPECT OF DISTRICT & SESSION COURT, SUKKUR**

S #	Name of Procurement	Head of Account	Allocation	Estimate Cost of Project	Project Procurement Method	Last date of Submission Bid	Date and Time of Opening of Bids	Tentative delivery schedule	Tentative completion date
1	Establishment of E-Library at District & Session Court Complex Sukkur	Access to Justice Development Fund (AJDF)	Budget Current Financial Year 2025-26 (2 <sup>nd</sup> Qtr)	Rs.1200000/-	Single Stage-Two Envelops	20.12.2025 11 A.M at District & Session Court Sukkur	20.12.2025 11.30 A.M at District & Session Court Sukkur	20 days	28 days
2	Establishment of E-Library at District Bar Association Sukkur			Rs.1118640/-	Single Stage-Two Envelops				
3	Installation of 06 K.W Hybrid Solar System at District & Session Court Complex Sukkur			Rs.1445250/-	Single Stage-Two Envelops				
4	Installation of 06 K.W Hybrid Solar System at District Bar Association Sukkur			Rs.1445250/-	Single Stage-Two Envelops				
5	Provision and Installation of E-Kiosk Machines (02) at District & Session Court Complex Sukkur, and (02) at District Bar Association Sukkur			Rs.1298000/-	Single Stage-Two Envelops				
6	Provision & Installation of (44) Air Conditioner at District & Session Court Complex Sukkur, Taluka Rohri, Taluka Pano Akil & District Bar Association Sukkur			Rs.14108600/-	Single Stage-Two Envelops				
7	Provision and Installation of (11) Steel Electric Water Coolers with filtration facility at District & Session Court Complex Sukkur, Taluka Rohri and Taluka Pano Akil			Rs.2046000/-	Single Stage-Two Envelops				
8	Provision of (06) Water Dispensers			Rs.324000/-	Single Stage-Two Envelops				



(Javed Hussain Mirani)  
Additional District & Sessions Judge-II  
Chairman, Procurement Committee Sukkur

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## **01. SCANNED COPY OF ADVERTISEMENT:**

<b>OFFICE OF THE DISTRICT AND SESSIONS COURT SUKKUR</b>			
NO. Acct/DSJ/ 964/2025 SUKKUR		DATED 20.11.2025	
<b>TENDER NOTICE</b>			
District and Sessions Court Sukkur, invites sealed tender (item wise) on Standard bidding documents from the interested bidders registered with the relevant tender portal for supplies for procurement and installation of (02) Two 06 K.W Solarization (44) Forty Four Air Conditioners for District H.Q Sukkur, District Bar Sukkur, Taluka Ram & Aki, Equipments for E-Library, (04) Four E-KIOSKS, (11) Eleven Steel Electric water coolers with filtration facility for District H.Q Sukkur, Taluka Ram & Taluka Pano Aki and (06) Six Water Dispenser.			
S. No.	Description of Items	Last date of Submission Bid	Date and Time of Opening of Bids
1	(02) Two 06 K.W Solar System		
2	(44) Forty Four Air Conditioners		
3	Equipments for E-Libraries	20.12.2025 11. Nov. at District & Session Court Sukkur	20.12.2025 11.30 P.M. at District & Session Court Complex, Sukkur
4	(04) Four E-Kiosks Machines		
5	(11) Eleven Steel Electric Water coolers with filtration facility		
6	(06) water Dispensers		

1) Tender documents, which includes full details, eligibility criteria, specification, mechanism of submission of 2% bid security other terms and conditions will be downloaded from E-pads or sent to the Additional Judge at [sukkurdistrictcourt.gov.pk](mailto:sukkurdistrictcourt.gov.pk) or direct download from website <https://districtcourtsukkur.gov.pk/tender>.

2) The Tender Fee of Rs. 10/- (minimum) (non-refundable) shall be paid to the Accountant and Bank Draft/cheque in favour of the District & Sessions Judge, Sukkur.

3) For general queries, contact office of the Accountant and Sessions Court Sukkur Mr. Abrar Hussain Soomro, Accountant, Cell No. 0333-717228 and Chairman Procurement Committee Cell No. 0333-2559585.

4) Committee of Members of procurement committee Sukkur reserves the right to accept/reject any or all offers subject to rules.

(Javed Hussain Mirani)  
Additional District & Sessions Judge-II  
Chairman, Procurement Committee Sukkur

## **02. INTRODUCTION & INSTRUCTION:**

Dear Tenderer:

The District & Sessions Court, Sukkur is the sub-ordinate judicial institution of the Honorable High Court of Sindh. We are interested to Procure & Establishment of (02) Two E-Library systems at District & Sessions Court Complex Sukkur and District Bar Associations Sukkur, Procurement and Installation of (02) Two 06 K.W Hybrid Solar Systems at District & Sessions Court Complex Sukkur & District Bar Association Sukkur, (44) Forty Four Air Conditioners at District & Sessions Court Complex Sukkur, District Bar Association Sukkur, Civil Court Complex Taluka Rohri and Taluka Pano Akil, (04) Four E-Kiosk Machines at District & Sessions Court Complex Sukkur & District Bar Association Sukkur, (11) Eleven Steel Electric Water Coolers with filtration facility at District & Sessions Court Complex Sukkur, Taluka Rohri & Taluka Pano Akil and (06) Six Water Dispenser, The said project was duly placed before the DDC for rationalization and subsequently transmitted to the Law & Justice Commission of Pakistan (LJCP) for approval. Upon consideration, the Governing Body of the Access to Justice Development Fund (AJDF), in its 20th Meeting, has approved the aforementioned project/work plan with directions to initiate the procurement process strictly in accordance with the applicable rules.

In compliance with the directives of the Project Director, Access to Justice Program, Honourable High Court of Sindh, the District & Sessions Court, Sukkur hereby invites your esteemed organization/agency to submit separate proposals for the procurement, supply, and Establishment of (02) Two E-Library systems at District & Sessions Court Complex Sukkur and District Bar Associations Sukkur, Procurement and Installation of (02) Two 06 K.W Hybrid Solar Systems at District & Sessions Court Complex Sukkur & District Bar Association Sukkur, (44) Forty Four Air Conditioners at District & Sessions Court Complex Sukkur, District Bar Association Sukkur, Civil Court Complex Taluka Rohri and Taluka Pano Akil, (04) Four E-Kiosk Machines at District & Sessions Court Complex Sukkur & District Bar Association Sukkur, (11) Eleven Steel Electric Water Coolers with filtration facility at District & Sessions Court Complex Sukkur, Taluka Rohri & Taluka Pano Akil and (06) Six Water Dispenser.

The fund for this project has been allocated under the window of AJDF for the financial year 2025-26. Detailed specification, terms, and conditions are provided in the attached tender documents.

- (a) The District & Sessions Court, Sukkur, expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill the tender document meticulously and sign & stamp each and every page. Moreover, attach all required supporting documents according to the requirement. Bidders are also required to submit both soft and hard copies of all required documents, which shall be uploaded on the official website <https://districtcourtsukkur.gov.pk/tender.php> of this District Court, Sukkur for the sake of transparency.
- (b) It is of utmost important to fill the tender Form using either ink or typed text. Make sure all the fields are completed. If you need more space, please attach an additional sheet & clearly indicate the cooresponding item or column number from the Tender Form.

- (c) The bids shall be submitted under the Single Stage – Two Envelope Procedure as prescribed in Rule 46(2) of the Sindh Public Procurement Rules, 2010 (Amended 2022).
- (d) Bidders shall submit their **Technical and Financial Proposals electronically** through the **SPPRA e-Procurement (E-PAD) System** under the **Single Stage – Two Envelope Procedure** as prescribed in Rule 46(2) of the Sindh Public Procurement Rules, 2010 (Amended 2022).
- (e) Bid Security of 2% of total quoted amount and Tender Fee Rs.1000/- for each item/lot will be deposited along with tender document in shape of BID SECURITY FORM/ PAY ORDER/ BANK DRAFT made out to the “**DDO District & Sessions Court Sukkur**” it should be delivered to the Accounts Branch of this Court, as reflected in tender notice.
- (f) The District & Sessions Court, Sukkur reserves the right to cancel, amend, or reject the bidding process at any stage, in accordance with Rule 25 of the SPP Rules 2010 (Amended 2022).

### **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 district website <https://districtcourtsukkur.gov.pk/tender.php> or will be sent via email (djsukkur@sindhhighcourt.gov.pk) to 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 Sukkur.
- (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 and Sessions Court Sukkur 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, Sukkur as reflected in NIT. Do not forget to sign on “Bid Receiving Time Sheet”.

### **04. 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.

## **05. Principles of Procurement:**

The District & Sessions Court, Sukkur is committed to conducting procurements in a fair and transparent manner for each item, ensuring that the object of procurement brings value for money to the agency and the procurement process is efficient and economical. Hence, bidders are directed to provide soft copies of scanned tender documents, tax registration certificates, purchase orders, bank maintenance certificate, financial statements and undertaking. All such documents should be merged in one (01) PDF file for uploading on the concerned.

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

Clarifications (if any) for contents of bidding documents may be sent to District & Sessions Court, Sukkur no later than five calendar days prior to the date of opening of bid. Clarification in response to a query shall be uploaded on the official website of District & Sessions Court, Sukkur, Sindh. All bidders are advised to visit the website of District & Sessions Court, Sukkur, Sindh for keeping them updated.

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

District & Sessions Court, Sukkur, Sindh shall examine the bids to confirm that all required documents (soft & hard copies) and specifications/ technical documentation requested in bidding documents have been provided, and to determine the completeness of each document submitted. If any of the required documents or information is missing, the bid shall be rejected. Further, District & Sessions Court, Sukkur Sindh shall examine the Bid to confirm that all terms and conditions specified in the bidding documents have been accepted by the Bidder without any material deviation or reservation.

## **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, including GST/SST, as long as all terms and conditions specified in the bidding documents, along with the specifications and requirements of the District & Sessions Court, Sukkur Sindh, are fulfilled.

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

S#	Description	Requiremnet	Attached (Yes/No)
1	Profile of company / firm along with relevant documents.	Mandatory	
2	Registration with relevant tax/ regulatory authorities i.e. i. Income tax (NTN Certificate) ii. Sales Tax (GST Certificate) iii. Sindh Revenue Board (SNTN Certificates). (both soft & hard copies required)		
3	<b>Undertaking</b> on judicial stamp paper that firm has never been blacklisted by any government, semi government, autonomous and state owned organization. (both soft & hard copies required)		
4	Copies of at least (03)three purchase orders of similar nature during the last three years. One for each year is mandatory. (both soft & hard copies required)		
5	Average Financial turnover of at least Rs.20 million during the last three years. (financial statement or bank statement or both are required)		
6	Bank Maintenance Certificate per annum (both soft & hard copies required)		
7	Complete filled, signed & stamped tender documents		

It is undertaken that I have provided soft and hard copies of the above-mentioned documents. It is understood that District & Sessions Court, Sukkur, Sindh reserves the right to reject my bid/ disqualify me in case of non-availability of the above mentioned documents and decision of District & Sessions Court, Sukkur shall be final.

Name	
Designation	
Cell No.	
Signature and Stamp	

**10. Technical Proposal/Specifications:**

ITEM NAME SPECIFICATION/BRAND/MEASUREMENT				
Sr. No.	Description	Specification	Qty	Amount Quoted Inclusive of Taxes etc
<b>ITEM NO. 01 (ESTABLISHMENT OF E-LIBRARY AT DISTRICT &amp; SESSIONS COURT COMPLEX SUKKUR)</b>				
01	<p><b>Item No.01</b>            Establishment of E-Library system at District &amp; Sessions Court Complex Sukkur</p>	Dell Optiplex MT/ HP Pavilion MT Core i5 13 <sup>th</sup> Gen, 08 GB RAM DDR5, 512GB SSD/NVMe, LAN, with Dell/HP 22" LED FHD Monitor (With Local Official Warranty)	02	Rs.1200000/-
		HP/Canon Monochrome Laser (Minimum 18 PPM or above, Legal(8.5" x 14"), A4 & Letter size paper, 600X600 or 1200X1200 DPI (upto 2400X600 automatic image refinement), works on Windows 10 & 11, (With Local Official Warranty)	01	
		High Speed Internet Connection with 01 Year Subscription	01	
		Wifi Router Dual Band TP-Link Archer AXE75 AXE5400 Tri-Band Gigabit Wi-Fi 6E Router or equivalent	01	
		40" Smart 4k UHD LED TV (Samsung) or equivalent	01	
		Network Cable 23awg copper Coil & Accessories i.e(01 piece 08 port 100/1000 manageable switch, 03 pieces I/O Ports 3M with faceplates and box, 03 pieces electrical extension Leads for computer system) & Installation	01	
		Wooden Computer Desk (5x4x2.5) with Side Rack (3'x16"x2.5'), Compact laminated top	02	
		Revolving Chairs Master	02	
		01 Year Subscriptions of Pakistan LAW SITE, PLD, SCMR, YLE, CLD, CLC, P.Cr.LJ, PLJ & More	01	

**ITEM NO. 02 (ESTABLISHMENT OF E-LIBRARY  
AT DISTRICT BAR ASSOCIATION SUKKUR)**

<b>Item No.02</b> Establishment of E-Library system at District Bar Association Sukkur	Dell Optiplex MT/ HP Pavilion MT Core i5 12 <sup>th</sup> Gen or above, 08 GB RAM DDR5, 512GB SSD/NVMe, LAN, with Dell/HP 22" LED FHD Monitor (With Local Official Warranty)	02	Rs.1118640/-
	HP/Canon Monochrome Laser (Minimum 18 PPM or above, Legal(8.5" x 14"), A4 & Letter size paper, 600X600 or 1200X1200 DPI (upto 2400X600 automatic image refinement), works on Windows 10 & 11, (With Local Official Warranty)	01	
	High Speed Internet Connection with 01 Year Subscription	01	
	Wifi Router Dual Band <b>TP-Link</b>	01	
	40" Smart 4k UHD LED TV (Samsung) or equivalent	01	
	Network Cable 23awg copper Coil & Accessories i.e(01 piece 08 port 100/1000 manageable switch, 03 pieces I/O Ports 3M with faceplates and box, 03 pieces electrical extension Leads for computer system) & Installation	01	
	Wooden Computer Desk (5x4x2.5) with Side Rack (3'x16"x2.5'), Compact laminated top	02	
	Revolving Chairs Master	02	
	01 Year Subscriptions of Pakistan LAW SITE, PLD, SCMR, YLE, CLD, CLC, P.Cr.LJ & More PLJ	01	

**ITEM NO. 03 (HYBRID SOLAR SYSTEM AT DISTRICT & SESSIONS COURT COMPLEX SUKKUR)**

<b>Item No.03</b> Supply & Installation of 06 K.W Hybrid Solar System at District & Sessions Court Complex Sukkur (With Comprehensive Warranty)	Inverter (06 KW Hybrid) INVEREX NITROX Or Equivalent	01	Rs.1445250/-
	Solar Panels 600W or above tier-1, (Inverex, Jinko, Canadian Topcon etc) with 14 guage of steel roof stand	14	
	Lithium LiFePO4 Battery Bank tier-1(51.5v 200ah or above)	01	
	Complete DB Box with accessories, Complete AC & DC Wiring etc	-	

**ITEM NO. 04 (HYBRID SOLAR SYSTEM AT DISTRICT BAR ASSOCIATION SUKKUR)**

<b>Item No.04</b> Supply & Installation of 06 K.W Hybrid Solar System at District Bar Association Sukkur (With Comprehensive Warranty)	Inverter (06 KW Hybrid) INVEREX NITROX Or Equivalent	01	Rs.1445250/-
	Solar Panels 600W or above tier-1, (Inverex, Jinko, Canadian Topcon etc) with 14 guage of steel roof stand	14	
	Lithium LiFePO4 Battery Bank tier-1(51.5v 200ah or above)	01	
	Complete DB Box with accessories, Complete AC & DC Wiring etc	-	

ITEM NO. 05 (E-KIOSKS AT DISTRICT & SESSIONS COURT COMPLEX SUKKUR AND DISTRICT BAR ASSOCIATION SUKKUR)			
04	<p><b>Item No.05</b> E-KIOSKS Supply &amp; Installation at District &amp; Sessions Court Complex Sukkur and District Bar Association Sukkur (With Comprehensive Warranty)</p>	<p>Process: Intel Core i5</p> <p>Memory: 8 GB DDR4 RAM (expandable)</p> <p>Storage: 512 GB SSD</p> <p>Display: 24 inch LED touch screen (capacitive multi-touch) with meta/wooden stand (44"x28"x22")</p> <p>Operating System Genuine Microsoft Windows 11 Pro(pre-installed and activated)</p> <p>Network: Built-in Wi-Fi and LAN (Ethernet) connectivity</p> <p>Ports: HDMI/VGA/Display, 04 USB 3.0, Audio In/OutPorts, LAN Port</p> <p>Audio: Integrated stereo speakers</p> <p>Cabinet: Powder-coated steel body, vandal-resistant, lockable maintenance door (44"x28"x22")</p> <p>Power Supply: 220-240AC, 50Hz</p> <p>Warranty: 01 year comprehensive parts and service warranty</p> <p>Branding sticker signage of "Assisted by Access to justice Development Fund and High Court of Sindh</p> <p>Logo of Federal Government and High Courts of Sindh (both Sides)</p> <p>Installation of (02) Two E-KIOSKS for Judicial Complex Sukkur and (02) Two for District Bar Sukkur.</p>	Rs.1298000/-

ITEM NO. 06 (AIR CONDITIONER)			
	<p><b>Item No. 06</b> Supply &amp; Installation of (44) Air Conditions at District H.Q Sukkur, Taluka Rohri &amp; Taluka Pano Aqil (With Comprehensive Warranty)</p>	<p>Anti-Corrosion</p> <p>Latest Model 2025 of renowned Brand</p> <p>Gas details (R410-A)</p> <p>02 tons (24000 BTU) Inverter Slit with efficient and consistent cooling, Rotary Inverter compressor and energy efficient, Anti-bacterial filter, Dust filter</p> <p>Complete Electric fitting and Installing with breaker and copper wire, piping in all Courts etc</p> <p>Iron angle for outer and outer to be fixed as per the required position of all courts</p> <p>With comprehensive warranty of Gas leakage &amp; parts warranty minimum 01 one years and compressor warranty minimum 05 years</p> <p>Two air conditioners will be installed in each court.</p>	44

ITEM NO.05 (SUPPLY OF 11 STEEL ELECTRIC WATER COOLERS WITH FILTRATION FACILITY)			
05	<p><b>Item No.05</b> Supply of 11 Steel Electric water coolers with filtration facility</p>	<p>35 litters capacity</p> <p>2 taps</p> <p>New Compressor</p> <p>S.S Food Grade Tank</p> <p>S.S magnetic Body</p> <p>Filtration Capacity Upto 10,000 liters per day</p> <p>Flow rate: 02 liters per minute</p>	11

	(With Comprehensive Warranty)	3 stage Filtration Technology Supply & Installation of (11) steel Electric Water Cooler with Filtration Facility to be installed in District H.Q Sukkur, Taluka Rohri & Taluka Pano Akil		
<b>ITEM NO.06 (WATER DISPENSERS)</b>				
06	<b>Item No.06</b> Water Dispensers (With Comprehensive Warranty)	Water Dispensers single tap Without Refrigerator Having hot and cold water options Having child safety lock Double safety device to prevent from any over heat Low noise design Stainless Steel water tank Latest Model All the 30 water Dispensers will be fixed/Installed in different courts in District Bar Sukkur	06	Rs.324000/-

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

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

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

<b>S.No</b>	<b>Name of Company</b>	<b>Name of Contract Person</b>	<b>Cell No. `</b>	<b>Address</b>

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 and Stamp	

## **12. Samples of Technical and Financial Proposals**

### **12.1. Sample of Technical Proposal**

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

S.No	Name of Item with model & Name of Manufacturer	Specifications	Qty	Year of production	Warranty

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 and Stamp	

## **12.2. Sample of Financial Proposal**

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

<b>S.No</b>	<b>Name of Items</b>	<b>Unit price without GST Rs. (in figures and words)</b>	<b>Unit Price With GST Rs (in figures and words)</b>

All Government taxes shall be applicable as per rules.

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 and Stamp	

### **13. Calculation of Bid Security**

<b>S. No</b>	<b>Name of Items</b>	<b>Price Unit without GST Rs. (in figures and words)</b>	<b>Price Unit without GST Rs. (in figures and words)</b>
<b>Total Amount</b>			
<b>2% of Total Amount</b>			
<b>Pay Order Number</b>			
<b>Pay Order Issuance Date</b>			
<b>Name of Banker</b>			
<b>Amount of Pay Order</b>			
<b>Period of Validity</b>			

1. Rates must be quoted in Pakistani Currency.
2. Rates must be quoted without GST/SST. SST/GST shall be applicable as per rules.
3. All government taxes shall be applicable as per rules.
4. 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.
5. Successful Bidder (s) will be required to submit complete bill along with copies of required documents to Account Branch, District & Sessions Court, Sukkur for forwarding the same to Accountant General Sindh, Karachi.

### **14. Delivery Mechanism**

1. Successful bidder shall deliver the goods within Twenty (20) calendar days of issuance of Purchase Order.
2. Delivery shall be made at District & Sessions Court, Sukkur, Taluka Rohri or Taluka Pano Akil, Accountant/incharge will receive the goods and make signature on the delivery challan.

### **15. Payment Mechanism**

- 1) Payment shall not be made in advance before making deliveries & Installation.
- 2) The successful bidder after completing delivery will submit complete bills alongwith delivery challan and copies of required documents to Accounts Branch, of District & Sessions Court, Sukkur.
- 3) Payment shall be issued by the Accounts Branch, District & Sessions Court, Sukkur and cheque will be handed over to bidder (s) or his authorized representative.
- 4) Bidder shall be responsible to make it sure that all the required documents are submitted along with bill. It is better to submit bill in coordination with the Accounts Office of District & Sessions Court Sukkur.

- 5) Bidder will collect the cheque from the office of Account Branch of District Courts Sukkur after submitting authority letter.
- 6) District & Sessions Court Sukkur believes in honesty, integrity and transparency in procurement. Bidders are advised to report the corruption matters directly to Hon`ble District & Sessions Judge, Sukkur, if they are asked to give gifts/ bribe/ cash/ etc for receiving cheques.

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

- 01. Bidding Method:** Single Stage-Two Envelopes method will be adopted for bidding process as per SPPRA Rules 2010. Bidders are required to submit separate technical & financial proposal.
- 02. Timing of Delivery:** Bidder shall be made delivery within (20) Twenty calendar days of receipt of Purchase Order.
- 03. Qualification/ Eligibility:** Bidders are bound to submit soft and hard copies 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.
- 04. Bid Security:** All bids must be accompanied by an earnest money/ security of 2% of total bid amount.
- 05. Release of Bid Security:** The bid security of unsuccessful bidder will be released by District & Sessions Court, Sukkur after award of work or after expiry of bid validity period as per rules.
- 06. Late Bids:** District & Sessions Court, Sukkur 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.
- 07. 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.
- 08. Award of Contract:** District & Sessions Court, Sukkur, may award the Contract separately for each item to the technically qualified Bidder whose offer has been determined to be the Most Advantageous bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 09. Notification/ Purchase Order for Award of Contract:** Prior to the expiration of the period of bid validity, District & Sessions Court, Sukkur 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.

- 10. Performance Security:** The bid security of successful bidder will be released after submission of Performance Security equal to 5% of total cost of contract.
- 11. Release of Performance Security:** Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from the office of Accountant of District and Sessions Court, Sukkur.
- 12. Validity Period:** The procurement contract will be awarded within bid validity period i.e. 90 days as per SPRA Rules.
- 13. 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.
- 14. Delayed Delivery:** 1% penalty of the total amount will be imposed per day for which the company/firm/agency failed to deliver within the delivery/execution period or the request for extension in delivery time is declined by District & Sessions Court Sukkur.
- 15. Inspection:** Physical inspection will be carried out by the Accountant of this Court. Ordered material is subject to final inspection at the time of delivery.
- 16. Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
- 17. Payment Term:** Payment shall not be made in advance before making deliveries. It will be made through the Accounts Branch of this Court and cheque will be handed over to bidder (s) or his authorized representative(s).
- 18. 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.
- 19. 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.
- 20. Disclosure of Confidential Script/Material:** All rights reserve with the District & Sessions Court Sukkur and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- 21. Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
- 22. Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA Rules 2010 (amended).
- 23. 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

**24. Government tax(es), levi(es) and charge(s):** All Government taxes (including Income tax, Sales 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.

**25. Stamp Duty:** Stamp duty will be levied as per rules.

**26. Alternative Bids:** Alternative bids shall not be considered.

**27. Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its bid, and District & Sessions Court Sukkur shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**28. Rights of District & Sessions Court Sukkur:** District & Sessions Judge Sukkur 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.

**29. Interest on Late Payments:** No interest shall be paid on late payment in case, cheque is received late from the Office of A.G Sindh. However, every effort shall be made for timely payments to successful bidders.

**30. Insurance:** The goods supplied under that contract should be fully insured. The successful bidders will bear all insurance cost. In the absence of insurance, any associated will be the responsibility of the successful bidders.

**31. Warrants:** The supplier guarantees that the goods provided will be new, unused, and compliant with the highest industrial standards.

**32. Fraud & Corruption:** District & Sessions Court Sukkur, shall reject a proposal for award if it determines that the bidder has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the tender in question.

**33. Termination of Contract:** District & Sessions Court Sukkur may terminate the contract, if the successful bidder fails to supply all or parts of goods within definite time or fails to perform any other obligations of contract or bidder has failed to submit performance security or bidder has involved in fraud/ corruption.

**34. Other:** SPPRA 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 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.

Name	
Designation	
Signature and Stamp	
Cell No.	

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

M/s	
Year of Establishment	
Name of contact Person	
Address	
Sales Tax Registration No.	
National Tax No.	
Mobile No.	
Telephone No.	
Fax No.	
E-mail	
Banker's Name and Contact Details	

Stamp & Signature

## **17. Sample of Proposal Submission Form**

Proposal Information:

Proposal Title: \_\_\_\_\_ Submission

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

Applicant/Organization Details:

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

Address: \_\_\_\_\_

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

Website : \_\_\_\_\_

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 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.

Name	
Designation	
Signature and Stamp	
Cell No.	

## **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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

## BIDDER'S INFORMATION FORM

Please fill-in the following details:

M/s: \_\_\_\_\_

Company Owner's Name: \_\_\_\_\_

Company's Business Address: \_\_\_\_\_

National Tax Number (NTN) \_\_\_\_\_

Sales Tax Registration Number \_\_\_\_\_

Vendor Number \_\_\_\_\_

Owner's CNIC #:

							-								-		
--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	---	--	--

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Authorized Person's Name: \_\_\_\_\_

Authorized Person's Designation: \_\_\_\_\_

Authorized Person's Signature: \_\_\_\_\_

Seal: \_\_\_\_\_

## CONTRACT FORM

THIS AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_ 2025,

Between:

District & Sessions Court, Sukkur(hereinafter referred to as the "Purchaser" or "Procuring Agency"),

having its office at Judicial Complex, Sukkur,

and

M/s [\_\_\_\_\_]

(hereinafter referred to as the "Supplier"), a firm/company duly registered under the laws of Pakistan, having its registered office at \_\_\_\_\_.

### WHEREAS

1. The Purchaser invited bids for the *procurement of Goods/Services* as specified in the **Schedule of Requirement Form**, and has accepted the bid of the Supplier for the total contract price of **Rs. \_\_\_\_\_ (Rupees only)**.

NOW THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the GENERAL CONDITIONS OF CONTRACT referred to.

2. The following documents collectively referred to as "the Bidding Document" shall be deemed to form and be read and construed as part of this agreement, viz.:

- a. The Bid Form and the Price Schedule Form submitted by the Bidder;
- b. The Schedule of Requirements;
- c. GENERAL CONDITIONS OF CONTRACT;
- d. SPECIAL CONDITIONS OF CONTRACT;
- e. The Award of Contract;
- f. Earnest Money/ Bid Security; and
- g. Performance Guarantee.

3. In consideration of the payments to be made by the Purchaser to the Supplier, the Supplier hereby covenants with the Purchaser to provide the Goods/Services in conformity in all respects with the provisions of the Bidding Document.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods/Services, the tender price.

IN WITNESS whereof the purchaser and the supplier hereto have caused this agreement to be executed in accordance with the relevant laws the day and year first above written

Signature of Purchaser: \_\_\_\_\_

Signature of Supplier: \_\_\_\_\_

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

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

Seal/Stamp: \_\_\_\_\_

Seal/Stamp: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Witness No.01: \_\_\_\_\_

Witness No.02: \_\_\_\_\_

Designation \_\_\_\_\_ CNIC: \_\_\_\_\_

Designation \_\_\_\_\_ CNIC: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

