



HIGH COURT OF SINDH, KARACHI

Tender Reference No. SHC/BUDGET/TENDER/2025-26/V/Printing Items

BIDDING DOCUMENTS FOR

TENDER FOR THE PROCUREMENT OF PRINTING ITEMS FOR HIGH COURT OF SINDH, KARACHI

Through

EPADS

March 2026

For General Information & Queries Contact Mr. Ghulam Qadir Sario, J.O.A,
Phone No. 021 99203151-9 Ext-295, Fax No. 021-99204126.
Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi
Court Rd, near Passport Office Saddar & Sindh Secretariat, Saddar Karachi,

Signature & Stamp of Bidder

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Tender Reference No. _____ Dated ____ - ____ -202_

BID SUBMISSION LETTER

To
The Learned Registrar, Sindh
High Court, Karachi.

Subject: Submission of Bid for The Procurement of Printing Items for High Court of Sindh, Karachi

Respected Sir,

We, the undersigned, are pleased to submit our proposal for the tender titled “**Tender for The Tender for The Procurement of Printing Items for High Court of Sindh, Karachi**” Enclosed within these sealed envelopes (Financial Proposal & Bid Security) is our comprehensive bid document. We further authorize

Mr. _____, holding CNIC No. _____, to represent our organization and attend all bid-related meetings and proceedings on our behalf.

We acknowledge and accept that the Sindh High Court reserves the absolute right to accept or reject any proposal at its discretion and may annul the bidding process without providing any reason or explanation. We also affirm that the decision of the Purchase Committee shall be final, binding, and immune from any challenge on any forum. Furthermore, the Purchase Committee shall not bear any liability for losses or damages incurred by any party relying on its decisions.

We thank you for the opportunity to participate in this process and assure you of our commitment to delivering services of the highest standard.

Sincerely,

Name: _____

Designation: _____

Company Name: _____

Date: _____

*No need to print this on company letter head.

Signature & Stamp of Bidder

I. Introduction & Instruction:

A. INTRODUCTION

1. The Sindh High Court (SHC) invites electronic bids (e-bids) from eligible bidders registered with the relevant tax authorities, appearing on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR), and registered with the Sindh Public Procurement Regulatory Authority (SPPRA) for e-procurement on the “e-Pak Acquisition and Disposal System (EPADS),” for the *Procurement of Printing Items for High Court of Sindh, Karachi*.
2. For using the EPADS, unregistered bidders may first register on website <https://sindh.eprocure.gov.pk> in case of any technical difficulty in registration or using EPADS, the prospective bidders may contact SPPRA’s technical team.

Purpose & Scope	TENDER FOR THE PROCUREMENT OF PRINTING ITEMS FOR HIGH COURT OF SINDH, KARACHI
Last Date & time of Submission of Bids	Tuesday, March 31, 2026 at 10:30 a.m.
Date & Time of Opening of Bids	Tuesday, March 31, 2026 at 11:00 a.m.
Bid Opening Location	Office of the Director General (Finance and Accounts)

3. In case the bid opening date falls on a public holiday, the bids will be opened on the next working day at the same time and on the same venue.
4. Hard Copy of bid is also required. However, e-Bid shall be submitted through EPADS.
5. The online Bid opening shall take place through EPADS. The bidder can also attend through online or at address specified in Invitation to Bid (ITB).

B. INSTRUCTIONS

1. Samples:

- Bidders shall examine the reference samples available at the Store of the High Court of Sindh to understand the required specifications, quality, and standards of the items prior to submitting their bids.

2. Store Visit and Inspection:

- Bidders are required to visit the Store of the High Court of Sindh and inspect the available reference samples before quoting their rates. Submission of a bid shall be deemed as confirmation that the bidder has inspected the samples and fully understood the required specifications and quality standards.

3. Submission and Approval of Samples:

- Lowest evaluated Bidders (L1) must submit their samples to the store of the High Court.
- Purchase Orders (PO) will only be issued after the sample has been approved

Signature & Stamp of Bidder

by the Competent Authority.

4. Currency and Rate Policy:

- Rates must be quoted in Pakistani Rupees (PKR).
- Requests for changes in quoted rates will not be entertained under any circumstances.

5. Inclusive Pricing:

- The quoted rates must include all applicable costs, including transportation, installation, and any other associated charges.

6. Government Taxes:

- All applicable government taxes will be deducted as per the rules.
- The Office of the Accountant General (A.G.) Sindh will make the final decision regarding tax deductions, which shall be binding.

7. No Price Adjustments:

- Price changes due to fluctuations in the exchange rate or any other factors will not be entertained.

8. Quality Assurance:

- Quality remains the highest priority and cannot be compromised. Products of inferior quality will not be accepted, even under the guise of equivalent standards.

II. Principles of Procurement:

Sindh High Court believes in fair, open, transparent and corruption free tender process. It is ensured that procurements are conducted in a *fair and transparent manner* and the object of procurement brings value for money to our organization. Hence, bidders are directed to provide soft & hard copies of all required documents as mentioned in “Eligibility Criteria”. We strictly follow “No Gift Policy” and do not favor any bidder. Any influence for winning the tender will disqualify the bidder from the tender process and bidder may be black listed for the life time subject to rules.

III. Clarification and Modification of Bidding Documents:

Bidding Document has been prepared as per rules. A prospective Bidder requiring any clarification of the Bidding Documents may approach Procuring Agency through E-PADS. The Procuring Agency will respond in writing to any request for clarification of the Bidding Documents that it receives no later than three (03) days before the deadline of submission of bids. Copies of the Procuring Agency’s response (including an explanation of the query but not identifying its source) will be uploaded on EPADS within three days prior to closing date of Bids.

IV. Objection(s) on Bid Evaluation Reports:

The Bid Receiving Time Sheet, Bid Attendance Sheet, Eligibility Criteria Report, Technical Bid Evaluation Report, and Financial Bid Evaluation Report shall be uploaded on the official website of the High Court of Sindh. Any prospective bidder requiring clarification of the Bidding Documents may approach the Procuring Agency through E-PADS. Objection(s), if any, shall be submitted in accordance with the prescribed

procedure.

V. Preliminary Examination of Bids:

Procurement Committee shall examine the bids to confirm that all required documents 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, Sindh High Court 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.

VI. Financial Evaluation: -

Financial Evaluation of eligibility/technical qualified Bid (s) shall be done on **ITEM WISE BASIS**, as mentioned in financial proposal. All government taxes shall be applicable as per rules. Tender may be awarded to the **LOWEST BIDDER (S)** subject to fulfillment of all the terms & conditions of bidding documents and specifications/ requirements of Sindh High Court as mentioned in bidding documents and as per rules.

VII. Mandatory Qualification/ Eligibility Criteria:

The bids disqualified / not responsive to the Mandatory Qualification Criteria, as mentioned below shall not be eligible for further Evaluation.

S #	Eligibility Criteria	Attached Yes/No
1.	Valid Registration with FBR and SRB (National Tax Number and Sales Tax Registration Certificate).	
2.	Valid GST Registration Certificate must be submitted.	
3.	Affidavit of Non-Blacklisting from any public or private organization. (on Rs.200 Stamp Paper)	
4.	Minimum 3 Years of Relevant Experience in supplying printing items to government/semi-government/reputed organizations.	
5.	List of Similar Contracts completed during the last three years with satisfactory performance.	
6.	Valid ISO Certification relevant to printing and quality management standards.	
7.	In-House Pre-Press and Post-Press Setup (Proof or declaration must be attached).	
8.	Average Annual Turnover in the preceding 3 financial years should not be less than Rs. 2 million , demonstrated through income tax returns or audited financial statements .	
9.	Submission of Printing Item Samples for evaluation and quality verification.	
10.	Bank Statement for the Last One Year showing financial soundness.	

Signature & Stamp of Bidder

VIII. Financial Proposals/Specifications: -

All prices must be in PKR. All the quotes must be provided as per format specified below.

Sr. No.	Item Name	Specification	Required Quantity	UOM	Unit Rate (PKR)	Total Amount (PKR)
01	Bailiff Report Performa	55 grams duplicating paper, print as per prescribed specimen & sample, per packet contain 500 sheets	100	Packets		
02	Diary Sheet	55 grams paper, print as per prescribed specimen & sample, per packet contain 500 sheets	250	Packets		
03	File Cover (Duplex) – Gazette	250+250 grams, size 10½ x 14½, closed with two eyelets, large size	1000	File Covers		
04	File Cover (Blue)	300 grams box board, size 14½ x 10, closed size, print as per specimen	10000	File Covers		
05	File Cover (Duplex) – Admin	250+250 grams pasted on board, full scape size 10½ x 14½, close with 4 eyelets	400	File Covers		
06	File Cover (Pakka)	175 grams craft paper, size 9 x 13½, with 4 eyelets, print as per prescribed specimen & sample	700	File Covers		
07	File Cover (Judicial) – Yellow	400 grams duplex box board in 2 pcs set (8½ x 13½), print as per specimen & sample, per packet contain 100	200	Packets		
08	Order Sheet	75 grams, size 13½ x 8½, offset paper, print as per prescribed specimen & sample, per packet contain 500 sheets	150	Packets		
09	Envelope Small	75 grams, size 9 x 4, white offset paper with official monogram	7000	Pieces		
Grand Total Amount						
Bid Security Amount (5%)						

Seal & Signature of Bidder:	
Date:	

Signature & Stamp of Bidder

IX. Terms & Conditions:

1. **Bidding Method:** *Single Stage-One Envelope method* will be adopted for bidding process as per SPPRA Rules.
2. **Bid Security:** All electronic Bids must be accompanied by a Bid Security Bid Security of **5%** of total quoted amount in favor of Registrar, High Court of Sindh, Karachi. The prospective bidders shall upload scanned copy of Bid Security on EPADS. Original bid security must be submitted to the procuring agency on or before the closing time of bid submission failing to which the bid shall be rejected. (The Bid Security shall be in the form of: either Call Deposit/Demand Draft/Payment Order)
3. **E-Bids:** The Sindh High Court shall not consider any manual bids; only electronic bids submitted through EPADS shall be accepted. (The Bidder shall submit the bid through EPADS, completed in all respects of this bidding document. Copy of Bid is not required.)
4. **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.
5. **Award of Contract:** Sindh High Court may award the Contract to the **qualified Bidder** whose offer has been determined to be the lowest bid and also approval of samples.
6. **Notification/ Purchase Order for Award of Contract:** Prior to the expiration of the period of bid validity, Sindh High Court will notify the successful Bidder, in writing, that its Bid has been accepted. Until a formal Contract is prepared and executed, the purchase order/ notification of award shall constitute a binding Contract.
7. **Performance Security:** The bid security of successful bidder will be released after submission of Performance Security equal to **5% of total cost of contract**.
8. **Release of Performance Security:** Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from the concerned officer.
9. **Validity Period:** The procurement contract will be awarded within bid **validity period i.e. 90 days** as per SPRRA Rules.
10. **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.
11. **Delivery Mechanism:** Successful bidder shall deliver the goods within **twenty (20) calendar days** of issuance of Purchase Order. No request for extension in delivery date shall be considered. In case of non-delivery, bidder will be black listed as per rules.
12. **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.
13. **Inspection:** Physical inspection will be carried out by the Building Supervisor of this Court. Ordered material is subject to final inspection at the time of delivery.
14. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the

quantity as per requirement and availability of funds, as per rules.

15. **Payment Term:** Payment shall not be made in advance before making delivery. Payment shall be issued by the office of A.G Sindh through cheque will be handed over to bidder (s) or his authorized representative (s) or direct online payment in the account of bidder.
16. **Condition of Goods:** All items must meet in all respects with the sample/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.
17. **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.
18. **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.
19. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
20. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
21. **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.
22. **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.
23. **Stamp Duty:** Stamp duty will be levied as per rules. All matters of stamp duty shall be dealt with by the budget branch and A.G Sindh.
24. **Alternative Bids:** Alternative bids shall not be considered and complete tender shall be rejected being non-responsive.
25. **Cost of Bidding:** Tender documents can be downloaded free of cost. However, the Bidder shall bear all costs associated with the preparation and submission of its bid, and Sindh High Court shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
26. **Rights of Sindh High Court:** Sindh High Court 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.
27. **Interest on Late Payments:** No interest shall be paid on late payment if cheque is received late from the Office of A.G Sindh. However, every effort shall be made for timely payments to successful bidders.
28. **Insurance:** The goods supplied under that contract should be fully insured. All cost of insurance shall be paid by the successful bidder. If the goods are not insured then risk if any shall be suffered by the successful bidder
29. **Warrants:** Supplier must warrants that goods supplied would be new, unused and as per best industrial standards. All terms and conditions of standard warranty shall be applicable.

30. **Termination of Contract:** SHC 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.
31. **Manipulation of Tender Documents:** Any type of manipulation/ alteration/ changes in tender document by the bidder for favoring the bidder shall not be tolerated under any circumstances and bid shall be rejected being non-responsive.
32. **Correction:** A prospective Bidder requiring any clarification of the Bidding Documents may approach Procuring Agency through E-PADS.
33. The Procuring Agency will respond in writing to any request for clarification of the Bidding Documents that it receives no later than three (03) days before the deadline of submission of bids. Copies of the Procuring Agency’s response (including an explanation of the query but not identifying its source) will be uploaded on EPADS within three days prior to closing date of Bids.
34. It is hereby certified that rates have been quoted after inspecting the samples and all the terms and conditions have been read, agreed upon and signed.

Name:	
Designation:	
Signature & stamp	
Cell No	

X. (INTEGRITY PACT)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

..... [Name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative department or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Contractor] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Procuring Agency:

Name of Contractor:

Signature:

Signature:

[Seal]

[Seal]

Signature & Stamp of Bidder