



HIGH COURT OF SINDH, KARACHI

Tender Reference NO. SHC/BUDGET/TENDER/2025-26/VII/Binding of law journals

BIDDING DOCUMENTS FOR

**Tender for Binding of law journals: PLD, MLD, CLC, SCMR, PTD, CLD, PCrLJ,
PLC, YLR, Taxation, PTCL (2024–2025) and SBLR (2023–2025).**

Through

EPADS

MAY 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

Contents

TENDER NOTICE.....	4
I. Introduction & Instruction:	5
II. Principles of Procurement:	7
III. Clarification and Modification of Bidding Documents:.....	7
IV. Objection(s) on Bid Evaluation Reports:.....	7
V. Preliminary Examination of Bids:	7
VI. Financial Evaluation: -	8
VII. Mandatory Qualification/ Eligibility Criteria:	8
VIII. Financial Proposals/Technical Specifications: -.....	9
IX. Terms & Conditions:.....	9
X. (INTEGRITY PACT).....	12

Signature & Stamp of Bidder

BID SUBMISSION LETTER

To
The Learned Registrar, Sindh
High Court, Karachi.

Subject: SUBMISSION OF BID FOR TENDER FOR BINDING OF LAW JOURNALS: PLD, MLD, CLC, SCMR, PTD, CLD, PCRLJ, PLC, YLR, TAXATION, PTCL (2024–2025) AND SBLR (2023–2025) FOR THE COURT LIBRARY, HIGH COURT OF SINDH, KARACHI

Respected Sir,

We, the undersigned, are pleased to submit our proposal for the tender titled **“TENDER FOR BINDING OF LAW JOURNALS: PLD, MLD, CLC, SCMR, PTD, CLD, PCRLJ, PLC, YLR, TAXATION, PTCL (2024–2025) AND SBLR (2023–2025) FOR THE COURT LIBRARY, 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

HIGH COURT OF SINDH, KARACHI

NO.SHC/BUDGET/TENDER/2025-26/VII/Binding of law journals

DATED: 11-05-2026

TENDER NOTICE

The High Court of Sindh, Karachi invites electronic bids from suppliers who are registered with SPPRA for e-Procurement on the e-Pak Acquisition and Disposal System (EPADS), having valid **Income Tax and Sales Tax registrations** and appearing on the **Active Taxpayers List (ATL) of FBR**. This Invitation to Bids follows the Procurement Advertisement for the subject project, which has also been uploaded on the **High Court of Sindh and EPADS**.

Tender Title	Tender for Binding of law journals: PLD, MLD, CLC, SCMR, PTD, CLD, PCrLJ, PLC, YLR, Taxation, PTCL (2024–2025) and SBLR (2023–2025).
Last Date & time of Submission of Bids	Monday, 1st June, 2026 at 10:30 a.m.
Date & Time of Opening of Bids	Monday, 1st June, 2026 at 11:00 a.m.
Bid Opening Location	Office of the Director General (Finance and Accounts)

1. For use of EPADS, unregistered bidders may first register on the website <https://sindh.eprocure.gov.pk/>. In case of any technical difficulty in registration or use of EPADS, prospective bidders may contact **SPPRA's Technical Support Team**.
2. The e-bidding documents, as per applicable regulations and containing detailed terms and conditions, specifications, and requirements, are available to registered bidders on EPADS at <https://sindh.eprocure.gov.pk/> and official website of Sindh High Court.
3. All electronic bids must be accompanied by a **Bid Security equal to 5% of the bid value**, in the form of **Demand Draft / Pay Order / Call Deposit Receipt (CDR)** in favour of the **Registrar, High Court of Sindh, Karachi**. Prospective bidders shall upload a **scanned copy** of the Bid Security on EPADS. (A hard copy of the bid must be submitted.)
4. The bidding shall be conducted in accordance with the **Single Stage – One Envelope Procedure, Sindh Public Procurement Rules, 2010**,
5. For general information & queries contact Mr. Ghulam Qadir Sario, J.O.A, Phone No. 021-99203151-9 Ext-295, Fax No. 021-99204126.
6. The Sindh High Court reserves the right to accept/reject any or all offers subject to rules.

DIRECTOR GENERAL (FINANCE & ACCOUNTS)
CHAIRMAN, PROCUREMENT COMMITTEE

Signature & Stamp of Bidder

I. Introduction & Instruction:

A. INTRODUCTION

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 **TENDER FOR BINDING OF LAW JOURNALS: PLD, MLD, CLC, SCMR, PTD, CLD, PCRLJ, PLC, YLR, TAXATION, PTCL (2024–2025) AND SBLR (2023–2025) FOR THE COURT LIBRARY, HIGH COURT OF SINDH, KARACHI**

B. INSTRUCTIONS TO BIDDERS (ITB)

The binding of law journals for the library of this court shall be carried out in accordance with the following specifications and conditions:

Technical Specifications

1. Size:

The bound volumes shall conform to the standard journal size, i.e.:

Height: 9/9.5 inches

Width: 6.5/7 inches

2. Cover Material:

The binding shall be executed using high-quality hardboard cover with durable binding cloth or equivalent material, suitable for heavy library use and long-term preservation.

3. Colour of Cover:

Distinct colours such as **Yellow, Red, Green, Blue, Black, Dark-Brown and light-brown** shall be used for easy identification of various law reports.

4. Spine Lettering:

Clear and durable golden lettering shall be provided on the spine of each bound volume indicating:

- Name of the Law Report
- Year
- Volume / Part Number
- Name of the Court (where applicable)

The words “**SINDH HIGH COURT**” shall also be printed at the bottom of the spine.

5. Sewing Method:

The binding shall be carried out using section-sewn stitching (Smyth-sewn or equivalent durable method) to ensure strength, flexibility, and longevity of the volumes.

6. Separate Binding:

Law reports relating to different courts shall be bound separately, including those of:

- Sindh High Court
- Lahore High Court
- Peshawar High Court
- Balochistan High Court
- Islamabad High Court
- Supreme Court of Pakistan
- Various Tribunals etc.

Each volume shall be bound separately and independently.

B. General Conditions

1. Experienced Binder:

The binding work shall be entrusted only to an experienced and technically competent binder having prior experience in binding law journals and legal reports.

2. Preservation of Text:

During the binding process, original pagination, text, and margins shall not be disturbed in any manner.

3. Safe Custody of Books:

The binder shall remain fully responsible for the safe custody and proper handling of the books during the entire binding process.

4. Collection and Delivery:

The binder shall arrange collection (*picking-up*) of the books from the library and delivery of the bound volumes back to the office at his own cost, without any additional charges.

5. Completion Timeline:

The binder shall provide and adhere to a reasonable timeline for completion and delivery of the binding work.

6. Verification:

Upon completion, the bound volumes shall be examined and verified by the library staff.

7. Sample:

The binder will provide a sample of binding for approval before proceeding with complete binding.

8. Mandatory Site Visit:

The bidder shall mandatorily visit the Court Library to inspect and assess the nature, volume, and magnitude of the binding work prior to submission of the bid.

Signature & Stamp of Bidder

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.

Signature & Stamp of Bidder

VI. Financial Evaluation: -

Financial evaluation shall be carried out only for those bidders who have successfully qualified the **mandatory eligibility and technical evaluation criteria**. The financial bids shall be evaluated on a **whole project basis**, as quoted in the respective financial proposals submitted by the bidders.

All applicable **government taxes, duties, and levies** shall be payable in accordance with the prevailing laws and regulations of the Government of Pakistan and the Government of Sindh.

The contract shall be awarded to the **Lowest Evaluated Responsive Bidder (L1)**, subject to the bidder's compliance with all the **terms and conditions of the bidding documents**, as well as the **technical specifications and requirements of the High Court of Sindh**, and in accordance with the **Sindh Public Procurement Regulatory Authority (SPPRA) Rules, 2010 (as amended)**.

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 and SST Registration Certificate must be submitted.	
3.	Affidavit of Non-Blacklisting from any public or private organization. (on Rs.200 Stamp Paper)	
4.	Minimum three (03) years of relevant experience in binding works for government/semi-government/reputed organizations.	
5.	List of Similar Contracts completed during the last three years with satisfactory performance.	
6.	Equipment Requirement: Vendor must possess their own embossing machine	
7.	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 .	

VIII. Financial Proposals/Technical Specifications: -

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

S. No.	Description	Unit	Quantity	Unit Rate (PKR)	Amount (PKR)
1	BINDING OF LAW JOURNALS: PLD, MLD, CLC, SCMR, PTD, CLD, PCRLJ, PLC, YLR, TAXATION, PTCL (2024–2025) AND SBLR (2023–2025).	Per Volume	21,000	-----	-----

Note: Rates must include **all Taxes, materials, labor, embossing, stitching, transportation, and delivery.**

Seal & Signature of Bidder:	
Date:	

IX. Terms & Conditions:

- Bidding Method:** *Single Stage-One Envelope method* will be adopted for bidding process as per SPPRA Rules.
- 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)
- 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 also required.)
- 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.
- 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.
- 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.
- Performance Security:** The bid security of successful bidder will be released after

Signature & Stamp of Bidder

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 **Fifteen (15) 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 I/c **Director, Library & Research, High Court of Sindh, Karachi.** 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	

Signature & Stamp of Bidder

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 times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Procuring Agency:

Name of Contractor:

Signature:

Signature:

[Seal]

[Seal]

Signature & Stamp of Bidder