

OFFICE OF THE DISTRICT & SESSIONS COURT, KARACHI EAST

TENDER DOCUMENT

Tender Reference NO/A.E/Tender Notice/2025-2026

E-Library for District & Sessions Court, Karachi East

Last Date of Submission of Bid	29th May,2026 at 10:00 A.M
Date & Time of Opening	29th May,2026 at 10:30 A.M

Contents

1. Scanned Copy of Advertisement:	3
2. Introduction & Instruction:	4
2. Guidelines for preparing tender document:	4
3. Guidelines for attending Tender Meeting:	5
4. Principles of Procurement:	5
5. Clarification and Modification of Bidding Documents:	5
6. Preliminary Examination of Bids:	6
7. Financial Evaluation of Technically Qualified Bid(s):	7
8. Qualification/ Eligibility Criteria:	8
9. Sample of Technical Proposal:	8
10. List of Major Clients	9
11. Sample of Financial Proposal	11
12. Calculation of Bid Security	11
13. Delivery Mechanism	11
14. Payment Mechanism	12
Terms & Conditions:	12
15. to 15	

DISTRICT & SESSIONS COURT, KARACHI EAST

No/N/D/E/ 179/2026

Dated: 12/5/26

NOTICE INVITING TENDER

Sealed (electronically encrypted) bids are invited through the SPPRA e-Procurement (ePAD) System, under the **Single Stage – One Envelope Procedure**, from interested bidders registered with relevant tax and regulatory authorities, for the financial year 2025-26, for the following procurement:

ESTABLISHMENT OF E-LIBRARY AT DISTRICT AND SESSIONS COURT KARACHI EAST ANNEXED CORRIDOR AT CITY COURT BUILDINGS, DISTRICT EAST KARACHI.

Last Date & Time of Bid Submission: May 29, 2026 at 09:30 A.M.
Date & Time of Technical Bid Opening: May 29, 2026 at 10:00 A.M.
Venue: Library/Conference Room Second Floor, District & Sessions Court, Karachi East, Block-F City Courts, Karachi.

1. Interested bidders shall submit their bids **through the SPPRA e-Procurement (EPAD)** system along with **Bid Security 3%** in the form of **Bank Draft/Pay Order** in favour of *DDO District and Sessions Court, Karachi East* and to submit physically on or before the bid-submission deadline. Complete Bidding Document may be downloaded from <https://portalsindh.eprocure.gov.pk/> website.
2. The non-refundable tender fee of Rs. 3,000, in the form of a Pay Order made payable to the DDO, District & Sessions Court, Karachi East, must be deposited via SPPRA ePAD and physically submitted on or before the bid submission deadline.
3. For further information and queries, contact **Mr. Hamid Ahmed, Assistant Superintendent, District & Sessions Court, Karachi East**, Phone No. 99215867.
4. The **Chairman, Procurement Committee** reserves the right to accept or reject any or all bids in accordance with **Rule 25 of the SPPRA Rules 2010 (Amended 2022)**.



CHAIRMAN, PROCUREMENT COMMITTEE
District & Sessions Court, Karachi East/
Addl. District & Sessions Judge-II, Karachi East

2. Introduction & Instruction:

Dear Tenderer:

The **District & Sessions Court, Karachi East** is the sub-ordinate Judicial institution of the Hon'able High Court of Sindh. We are interested to **E-Library, for the Court of this district**, as mentioned in tender document, from your esteemed firm / agency. District & Sessions Court, Karachi East reserves the right to increase/ decrease the quantities as per requirement in the light of availability of funds, as per rules.

S/No	Description	Qty	Rate	Unit	Amount
1	Supply of office Dell Optiplex 7020, Intel Core i5-14500, 8GB DDR5, 512GB SSD, E2222H 22" LED Monitor.	1-No		Each .	
2).	Supply of Logitech Group Video Conferencing System.	1-No		Each .	
3)	Supply of HP LaserJet Pro MFP 4103fdw Printer	3-Nos		Each	
4).	Supply of TCL V6C 4K Google TV 55"	4-Nos .		Each .	
5).	Supply of Table Compact Laminated Top,Mid-back Revolving Chair.	1-No		Each .	
6).	Internet Service 20MB CIR Fiber (Yearly).	1-No		Each .	
7).	Law Sites Subscription (Yearly)	3-Nos		Each	
8).	TP-Link 300Mbps Wireless N Ceiling Mount Access Point	4-Nos .		Each .	
9).	TV Stand on Wheels for 23-55 inch Plasma/LCD/LED TVs	1-No		Each .	
10).	Miscellaneous (Cables, Setup etc)	1-No		Each .	
				G. Total Rs.	

- (a) The District & Sessions Court, Karachi East, expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. **Moreover, attach required supporting documents according to the requirement.** Bidders are also required to submit both soft and hard copies of all required documents which shall be uploaded on the official website of this District Court, Karachi East for the sake of transparency.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. **If you want to leave the item/column un-answered please, write "Doesn't Apply/Doesn't Arise".** If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) Bids must be submitted in the Office of the District & Sessions Court, Karachi East, as reflected in tender notice.
- (d) **Bid Security of 3% of total quoted amount** will be deposited along with tender document in shape of BID SECURITY FORM/ PAY ORDER/ BANK DRAFT as reflected in tender notice.

3. Guidelines for preparing tender document:

- 1) Download Tender Document from the official website of District & Sessions Court, Karachi East.
- 2) Carefully read the tender document.
- 3) Carefully read the requirements/ specifications of items required by District & Sessions Court Karachi East.
- 4) Fill the relevant sections of tender documents.
- 5) Make signature and stamp on the tender document.
- 6) Make scanned copy of duly filled & signed tender document.
- 7) Arrange the copies of all required documents as mentioned in eligibility criteria.
- 8) Prepare financial proposal in the light of requirement of District & Sessions Court, Karachi East and market survey.

- 9) Arrange 3% Bid Security of total tender quoted amount.
- 10) Prepare Single Procurement File in PDF form. Merge the scanned copies of signed tender documents and scanned copies of documents required for assessing the eligibility criteria in single PDF File. Save the said PDF file in either DVD or USB.
- 11) Keep all the documents in file. Tap binding is not allowed.
- 12) Sealed the soft copy (DVD/USB) & hard copy (A4 size paper form) in envelop.
- 13) Submit the sealed envelope (financial proposals) in the office of District & Sessions Court, Karachi East as reflected in NIT. Do not forget to sign on "Bid Receiving Time Sheet".

3. Principles of Procurement:

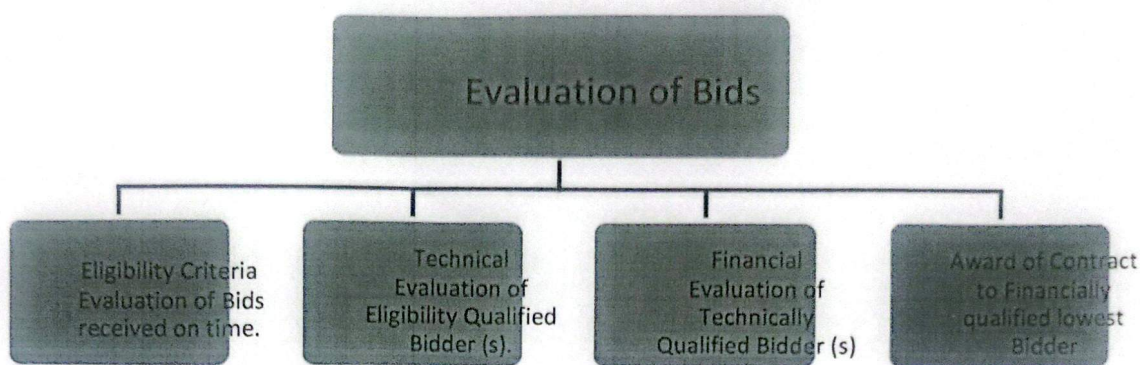
District & sessions Court, Karachi East ensures that procurements are conducted in a fair and transparent manner and the object of procurement brings value for money to the agency and the procurement process is efficient and economical. Hence, bidders are directed to provide soft copies of scanned tender 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.

4. Clarification and Modification of Bidding Documents:

Clarifications (if any) for contents of bidding documents may be sent to ,District & Sessions Judge, Karachi East in writing, at least 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, Karachi East. All bidders are advised to visit the website of District & Sessions Court, Karachi East for keeping them updated.

5. Preliminary Examination of Bids:

District & Sessions Court, Karachi East 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, Karachi East 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.



7. Financial Evaluation of Technically Qualified Bid(s):

Financial Evaluation of technically qualified Bid (s) shall be done on the basis of unit price without GST. Tender may be awarded to the lowest technically bidder (s) subject to fulfillment of all the terms & conditions of bidding documents and specifications/ requirements of District & Sessions Court Karachi East as mentioned in bidding documents.

8. Qualification/ Eligibility Criteria:

S.No.	Eligibility Criteria	Nature
1.	Profile of company/ firm along with relevant documents	Mandatory
2.	Documentary evidence of minimum 3 works of equivalent cost or above executed in last 3 years and Certificate of satisfactory completion showing date of start and completion from employer.	Mandatory
3.	3 years Experience of similar nature work in any District & Session Court and Security Clearance.	Mandatory
4.	The bidder should have experience of such works and should have completed at least 2 No's similar nature of works in last three years.	Mandatory
5.	List of work and copy of letter of award of work / work orders of equivalent cost or above.	Mandatory
6.	Registration with Income Tax Department (NTN copy) and Sindh Revenue Board (Sales Tax Registration) & copy of CNIC.	Mandatory
7.	Annual turnover must be equal as per estimated cost or twice time more than estimated cost for the last three years.	Mandatory
8.	The application shall accompany of tender fee as shown against each for purchase of bidding documents.	Mandatory
9.	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Mandatory

It is undertaken that I have provided soft and hard copies of the above mentioned documents. It is understood that District & Sessions Court, Karachi West 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, Karachi East shall be final.

Name:	
Designation:	
Signature & stamp	
Cell No	

9. Sample of Technical Proposal:

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

Brand Name	
Make & Model	
Country of Origin	
Date of Launching of Model	
Expected date/month/year of end of manufacturing of product	
Brochure	Attach brochure highlighting the requirement of District & Sessions Court, Karachi East, (Mandatory)

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

Name	
Designation	
Cell Number	
Signature & stamp	

10. 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 Computer which you are offering to District & Sessions Court, Karachi East.

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

5				
6				
7				
8				
9				
10				

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

Name	
Designation	
Cell Number	
Signature & stamp	

11. 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.

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

All Government taxes shall be applicable as per rules.

12. Calculation of Bid Security

S.No	Name of Items	Unit without Rs. (in figures)	Price GST	Unit Without Rs. (in figures)	Price GST
	Total Amount				
	1% of Total Amount				
	Pay Order Number				
	Pay Order Issuance Date				
	Name of Banker				
	Amount of Pay Order				
	Period of Validity				

1. Rates must be quoted in Pakistani Currency.
2. Rates must be quoted without GST. 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, Karachi East for forwarding the same to Accountant General Sindh, Karachi.

13. 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, Karachi East. Receive the goods and make signature on the delivery challan.

14. Payment Mechanism

- 1) Payment shall not be made in advance before making deliveries. Payment shall be issued by the office of District and Sessions Court Karachi East and cheque will be handed over to bidder (s) or his authorized representative
- 2) The successful bidder after completing delivery will submit complete bills along with delivery challan and copies of required documents to Account Branch, of this District Court, Karachi East for forwarding the same to Office of District and Sessions Court Karachi East.
- 3) 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 Officer of this District Court.
- 4) Bidder will collect the cheque from the office of Account Branch after submitting authority letter.
- 5) District & Sessions Court Karachi East believes in honesty, integrity and transparency in procurement. Bidders are advised to report the corruption matters directly to Hon`able District & Sessions Judge, Karachi East, if they are asked to give gifts/ bribe/ cash/ etc for receiving cheques.

15. Terms & Conditions:

1. **Bidding Method:** Single Stage-One Envelopes method will be adopted for bidding process as per SPPRA Rules. Bidders are required to submit financial proposal.
2. **Timing of Delivery:** Bidder shall be made delivery within Twenty (20) calendar days of receipt of Purchase Order..
3. **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.
4. **Bid Security:** All bids must be accompanied by an earnest money/ security of 3% of total bid amount.
5. **Release of Bid Security:** The bid security of unsuccessful bidder will be released by District & Sessions Court, Karachi East after award of work or after expiry of bid validity period as per rules.
6. **Late Bids:** District & Sessions Court, Karachi East 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.
7. **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.

8. **Award of Contract:** District & Sessions Court, Karachi East may award the Contract to the **qualified Bidder** whose offer has been determined to be the lowest bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
9. **Notification/ Purchase Order for Award of Contract:** Prior to the expiration of the period of bid validity, District & Sessions Court, Karachi East 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.
10. **Performance Security:** The bid security of successful bidder will be released after submission of Performance Security equal to **3% 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 IInd-Addl district & sessions judge and VIII Senior Civil Judge of this district.
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 declined by District & Sessions Court Karachi East.
15. **Inspection:** Physical inspection will be carried out by the Assistant Superintendent 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. Payment shall be issued by the office of A,G Sindh and cheque will be handed over to bidder (s) or his authorized representative
- 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 Karachi East 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.
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 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 Karachi East 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, Karachi East:** District & Sessions Court Karachi east 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 District and Sessions Court Karachi East. However, every effort shall be made for timely payments to successful bidders.
30. **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.
31. **Warrants:** Supplier must warrants that goods supplied would be new, unused and asper best industrial standards.
32. **Fraud & Corruption:** District & Sessions Court Karachi East 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 Karachi East 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 for further details.

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

Name:	
Designation:	
Signature & 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

OFFICE OF THE DISTRICT & SESSIONS COURT, KARACHI EAST
ANNUAL PROCUREMENT PLAN
FINANCIAL YEAR 2025-2026

S.No.	Description of Procurement	Quantity (Where applicable)	Estimated unit Cost (Where applicable)	Fund Allocated	Source of Funds (ADP/ Non-ADP)	Proposed Procurement Method	Timing of Procurements				Remarks
							1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
1.	Establishment E-Library of Court Annexed District and Sessions Court Karachi East Building at City Court, District East Karachi.	--	Offer Rate	Offer Rate	Non-ADP	SSTE				V	



Chairman Procurement Committee
 Addl. District & Sessions Judge-II, Karachi East
 District & Sessions Court, Karachi (EAST)

CONSTITUTION PROCUREMENT AND PURCHASE COMMITTEE

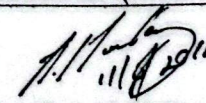
In compliance with the direction issued in letters No.s.168/PD//Letters/AJDF/2026 dated 10.03.2026, by the Hon`able High Court of Sindh, the undersigned has formed the procurement and purchased committee under Rule 7 of the Sindh Public Procurement Rule, 2010 as mentioned herein below for the purchase of 1-E-Library, through tender process for the District & Sessions Court, Karachi East the expenditure shall be met from the available fund of Rs.1.638 million under the window of Access to Justice Development(AJDF).

Name of Committee	Tender Title	Member
Procurement and Purchase Committee	1. Tender for E-Library of District & Sessions Court, Karachi East.	1 Ms. Zabiha Zegum Addl. District & Sessions Judge-IIInd, Karachi East. (Chairman) 2 Mr. ATEEQ-UR-REHMAN Senior Civil Judge-VIII Karachi East (Member) 3 Syed Muhammad Muti-ur-Rehman Deputy Secretary (BPS-18) Law Parliamentary Affairs & Prosecutor Department (Member)

CONSTITUTION COMPLAINT REDRESSAL COMMITTEE

It has also been pleased to constitute the complaint Redressal Committee under Rule 82(A) of the Sindh Public Procurement Rule,2010 as mentioned herein below.

Name of Committee	Tender Title	Member
Complaint Redressal committee	To redress the complaints of bidders that may occur during the procumbent proceeding	1. District & Sessions Judge, Karachi East (Chairperson) 2. Nominee of A.G,Sindh (Member) 3. Professional Member in the relevant field (Member)


(ARSHAD MURTAZA)
District & Sessions Judge
Karachi East

Copy forwarded for information and necessary action to: