



## HIGH COURT OF SINDH, KARACHI

# BIDDING DOCUMENTS

FOR

### BINDING OF LAW JOURNALS (RE-TENDER)

PLD, MLD, CLC, SCMR, PTD, CLD, PCrLJ, PLC, YLR, Taxation, PTCL (2024–2025)  
and SBLR (2023–2025)

for the Court Library — Financial Year 2026–2027

|                                            |                                                                                   |
|--------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Tender Reference No.</b>                | SHC/BD/TN/FY-2026-27/V/Binding of Law Journals (Re-Tender)                        |
| <b>Date of Issuance (NIT)</b>              | 16th October, 2026                                                                |
| <b>Mode of Submission</b>                  | Electronic Bids (e-Bids) through EPADS only                                       |
| <b>Cost of Bidding Documents</b>           | Free of cost                                                                      |
| <b>Last Date &amp; Time for Submission</b> | Tuesday, 10th November, 2026 — 10:30 a.m.                                         |
| <b>Date &amp; Time of Bid Opening</b>      | Tuesday, 10th November, 2026 — 11:00 a.m.                                         |
| <b>Bid Opening Venue</b>                   | Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi |

**Issued by:**

Office of the Director General (Finance & Accounts)  
High Court of Sindh, High Court Building, Saddar, Karachi

*General information & queries: Mr. Ghulam Qadir Sario, J.O.A*  
— Ph: 021-99203151-9, Ext. 295; Fax: 021-99204126



# HIGH COURT OF SINDH, KARACHI

No. SHC/BD/TN/FY-2026-27/V/Binding of Law Journals (Re-Tender)

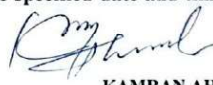
Dated: 16-10-2026

## NOTICE INVITING TENDER (NIT) – RE-TENDER

The High Court of Sindh, Karachi invites electronic bids, on a Re-Tender basis, from firms registered with the Sindh Public Procurement Regulatory Authority (SPPRA) for e-Procurement on the e-Pak Acquisition & Disposal System (EPADS), holding valid Income Tax and Sales Tax registrations (GST & SST), and appearing on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR), for the procurement detailed below. This Notice is issued in accordance with Rule 46 of the Sindh Public Procurement Rules, 2010, and has been simultaneously uploaded on EPADS, [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk), and the official website of the High Court of Sindh.

|                                                    |                                                                                                                                                  |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Procuring Agency</b>                            | High Court of Sindh, Karachi                                                                                                                     |
| <b>NIT / Tender No.</b>                            | SHC/BD/TN/FY-2026-27/V/Binding of Law Journals (Re-Tender)                                                                                       |
| <b>Tender Title</b>                                | Binding of Law Journals: PLD, MLD, CLC, SCMR, PTD, CLD, PCrLJ, PLC, YLR, Taxation, PTCL (2024–2025) and SBLR (2023–2025) – Re-Tender             |
| <b>Method of Procurement</b>                       | Single Stage – One Envelope Procedure (Rule 46, SPPRA Rules, 2010)                                                                               |
| <b>Bidding Document Fee</b>                        | Free of cost; available on EPADS and the Court's official website                                                                                |
| <b>Bid Security</b>                                | 2% of the bid value – Demand Draft / Pay Order / CDR in favour of the Registrar, High Court of Sindh, Karachi; valid 28 days beyond bid validity |
| <b>Bid Validity Period</b>                         | 90 days from the date of bid opening                                                                                                             |
| <b>Last Date &amp; Time for Submission of Bids</b> | Tuesday, 10th November, 2026, 10:30 a.m.                                                                                                         |
| <b>Date, Time &amp; Venue of Bid Opening</b>       | Tuesday, 10th November, 2026, 11:00 a.m. — Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi                     |
| <b>Bid Submission Address</b>                      | Office of the Director General (Finance & Accounts), High Court of Sindh, High Court Building, Saddar, Karachi                                   |
| <b>Contact Person</b>                              | Mr. Ghulam Qadir Sario, J.O.A — Ph: 021-99203151-9, Ext. 295                                                                                     |

- Registration on EPADS:** Bidders not already registered may do so at <https://sindh.eprocure.gov.pk/>. Technical difficulties in registration or bid submission may be referred to SPPRA's Technical Support Team.
- Submission of Bid Security:** A scanned copy of the Bid Security shall be uploaded on EPADS at the time of electronic bid submission. The original instrument, together with a signed hard copy of the bid, must additionally reach the Bid Submission Address before the bid-opening time; bids not accompanied by the requisite Bid Security shall be rejected as non-responsive.
- Evaluation & Award:** Bids shall be evaluated in accordance with the criteria set out in the bidding documents, and the contract shall be awarded to the lowest evaluated, responsive bidder meeting the eligibility and technical requirements.
- Rejection of Bids:** The High Court of Sindh reserves the right to reject any or all bids and to annul the bidding process at any time prior to contract award, under applicable Sindh Public Procurement Rules, 2010, without assigning any reason and without liability to the affected bidder(s).
- Bids that are conditional, unsigned, unstamped, or received after the specified date and time shall not be entertained and shall be rejected as non-responsive.**

  
KAMRAN AHMED HAMIDI  
DIRECTOR GENERAL (FINANCE & ACCOUNTS)  
CHAIRMAN, PROCUREMENT COMMITTEE

Endst. No. SHC/BD/TN/FY-2026-27/V/Binding of Law Journals (Re-Tender)

Dated: 16-10-2026

### Copy for information and necessary action to: —

- The Director, Information Department — to arrange publication of this Notice in three (03) newspapers (English, Urdu, Sindhi) as required under the Sindh Public Procurement Rules, 2010, and forward a copy to this Court for record.
- Deputy Secretary (Nominee, Law, Parliamentary Affairs & Criminal Prosecution Department, Government of Sindh) — External Member, Procurement Committee.
- The Director General (I.T), High Court of Sindh — to upload this Notice on the Court's official website.
- Office Order File.

  
DEPUTY REGISTRAR (ACCOUNTS)  
FOR REGISTRAR

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## SECTION – I: INTRODUCTION & INSTRUCTIONS

### A. Introduction

1. The High Court of Sindh (SHC) invites electronic bids (e-bids), on a Re-Tender basis, 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 “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”, in accordance with the Notice Inviting Tender No. SHC/BD/TN/FY-2026-27/V/Binding of Law Journals (Re-Tender), dated 16.10.2026 (reproduced at page 2), issued under Rule 46 of the Sindh Public Procurement Rules, 2010.
2. For using EPADS, unregistered bidders may first register on the website <https://sindh.eprocure.gov.pk>. In case of any technical difficulty in registration or in bid submission, prospective bidders may contact SPPRA’s Technical Support Team.
3. The electronic bids (e-bids) must be submitted through EPADS on or before **10:30 a.m. on Tuesday, 10th November, 2026**. Bids will be opened publicly on the same day at **11:00 a.m.**, at the Office of the Director General (Finance & Accounts), High Court of Sindh, High Court Building, Saddar, Karachi.
4. 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 venue.
5. A scanned copy of the Bid Security shall be uploaded on EPADS at the time of electronic bid submission. The original instrument, together with a signed hard copy of the bid, must additionally reach the Bid Submission Address (Office of the Director General (Finance & Accounts), High Court of Sindh, High Court Building, Saddar, Karachi) before the bid-opening time. Bids not accompanied by the requisite Bid Security shall be rejected as non-responsive.
6. The bid opening shall take place through EPADS. Bidders may attend online, or in person at the address specified in the Notice Inviting Tender (Section II).

### B. Technical Specifications

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

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 the 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.

### C. 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, the 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 (pick-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, within the delivery period of thirty (30) calendar days stated in Section VI.
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 the 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.

## SECTION – II: NOTICE INVITING TENDER (NIT) – RE-TENDER

The High Court of Sindh, Karachi invites electronic bids, on a Re-Tender basis, from firms registered with the Sindh Public Procurement Regulatory Authority (SPPRA) for e-Procurement on the e-Pak Acquisition & Disposal System (EPADS), holding valid Income Tax and Sales Tax registrations (GST & SST), and appearing on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR), for the procurement detailed below. The Notice has been issued in accordance with Rule 46 of the Sindh Public Procurement Rules, 2010, and has been simultaneously uploaded on EPADS, [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk), and the official website of the High Court of Sindh. A copy of the Notice, as published, is reproduced at page 2 of these Bidding Documents.

|                                                    |                                                                                                                                                  |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Procuring Agency</b>                            | High Court of Sindh, Karachi                                                                                                                     |
| <b>NIT / Tender No.</b>                            | SHC/BD/TN/FY-2026-27/V/Binding of Law Journals (Re-Tender)                                                                                       |
| <b>Date of Notice</b>                              | 16.10.2026                                                                                                                                       |
| <b>Tender Title</b>                                | Binding of Law Journals: PLD, MLD, CLC, SCMR, PTD, CLD, PCrLJ, PLC, YLR, Taxation, PTCL (2024–2025) and SBLR (2023–2025) – Re-Tender             |
| <b>Method of Procurement</b>                       | Single Stage — One Envelope Procedure (Rule 46, SPPRA Rules, 2010)                                                                               |
| <b>Bidding Document Fee</b>                        | Free of cost; available on EPADS and the Court's official website                                                                                |
| <b>Bid Security</b>                                | 2% of the bid value — Demand Draft / Pay Order / CDR in favour of the Registrar, High Court of Sindh, Karachi; valid 28 days beyond bid validity |
| <b>Bid Validity Period</b>                         | 90 days from the date of bid opening                                                                                                             |
| <b>Last Date &amp; Time for Submission of Bids</b> | Tuesday, 10th November, 2026, 10:30 a.m.                                                                                                         |
| <b>Date, Time &amp; Venue of Bid Opening</b>       | Tuesday, 10th November, 2026, 11:00 a.m. — Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi                     |
| <b>Bid Submission Address</b>                      | Office of the Director General (Finance & Accounts), High Court of Sindh, High Court Building, Saddar, Karachi                                   |
| <b>Contact Person</b>                              | Mr. Ghulam Qadir Sario, J.O.A — Ph: 021-99203151-9, Ext. 295                                                                                     |

- 1. Registration on EPADS** — Bidders not already registered may do so at <https://sindh.eprocure.gov.pk/>. Technical difficulties in registration or bid submission may be referred to SPPRA's Technical Support Team.
- 2. Submission of Bid Security** — A scanned copy of the Bid Security shall be uploaded on EPADS at the time of electronic bid submission. The original instrument, together with a signed hard copy of the bid, must additionally reach the Bid Submission Address before the bid-opening time; bids not accompanied by the requisite Bid Security shall be rejected as non-responsive.
- 3. Evaluation & Award** — Bids shall be evaluated in accordance with the criteria set out in the bidding documents, and the contract shall be awarded to the lowest evaluated, responsive bidder meeting the eligibility and technical requirements.
- 4. Rejection of Bids** — The High Court of Sindh reserves the right to reject any or all bids and to annul the bidding process at any time prior to contract award, under applicable Sindh Public Procurement Rules, 2010, without assigning any reason and without liability to the affected bidder(s).
- 5. Non-responsive Bids** — Bids that are conditional, unsigned, unstamped, or received after the specified date and time shall not be entertained and shall be rejected as non-responsive.

-sd-

**KAMRAN AHMED HAMIDI**  
**Director General (Finance & Accounts)**  
**Chairman, Procurement Committee**

## SECTION – III: INSTRUCTIONS TO BIDDERS (ITB)

### A. General

1. **Principles of Procurement** — The Sindh High Court believes in a fair, open, transparent and corruption-free tender process. It ensures that procurements are conducted in a fair and transparent manner and that the object of procurement brings value for money to the organization. Bidders are therefore directed to provide soft and hard copies of all required documents mentioned in the Eligibility Criteria. The Court strictly follows a “No Gift Policy” and does not favour any bidder. Any influence for winning the tender will disqualify the bidder from the tender process, and the bidder may be blacklisted for life, subject to rules.
2. **Method of Procurement** — The Single Stage – One Envelope procedure will be adopted for the bidding process, as per the SPPRA Rules.
3. **Scope of Tender** — The Purchaser (High Court of Sindh) invites bids for the Binding of Law Journals listed in the Price Schedule (Section V), in the quantity specified therein (2,100 volumes) and in accordance with the Technical Specifications (Section I-B), for the Financial Year 2026–2027. In these Bidding Documents, the terms “Purchaser”, “Procuring Agency”, “Sindh High Court”, “SHC” and “the Court” all mean the High Court of Sindh, Karachi.
4. **Eligible Bidders** — Bids are open to firms/suppliers registered with the concerned Tax Authorities (holding valid NTN and Sales Tax Registration), appearing on the Active Taxpayers List (ATL) of the FBR, registered with SPPRA for e-procurement on EPADS, not blacklisted by any Government/Semi-Government organization, and otherwise eligible under the Sindh Public Procurement Rules, 2010. Bidders must also fulfil the Mandatory Qualification / Eligibility Criteria set out in Section IV (including minimum three (03) years of relevant experience and average annual turnover of not less than Rs. 2 million in the preceding three (03) financial years, demonstrated through income tax returns or audited financial statements).
5. **Cost of Bidding** — The Bidding Documents are available free of cost on EPADS and the official website of the High Court of Sindh. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Sindh High Court shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
6. **Language of Bid** — The bid, and all correspondence and documents related thereto, shall be in English or Urdu.

### B. Preparation and Submission of Bids

7. **Clarification and Modification of Bidding Documents** — The Bidding Documents have been prepared as per rules. A prospective Bidder requiring any clarification of the Bidding Documents may approach the Procuring Agency through EPADS. The Procuring Agency will respond in writing to any request for clarification received no later than three (03) days before the deadline for submission of bids. Copies of the response (including an explanation of the query but not identifying its source) will be uploaded on EPADS within three days prior to the closing date of bids.
8. **Documents Comprising the Bid** — The e-bid, uploaded on EPADS, shall comprise: (i) the Bid Submission Letter (Form A, Section VII); (ii) the Price Schedule, duly filled (Section V); (iii) Bid Security (scanned copy); (iv) copies of NTN, Sales Tax Registration (GST & SST), ATL status and SPPRA/EPADS registration; (v) the Affidavit of Non-Blacklisting on Rs. 200 stamp paper (Form B, Section VII); (vi) documentary evidence of experience, the list of similar contracts completed during the last three years, turnover and equipment (own embossing machine), as per Section IV; (vii) the Bidder’s Certificate (Section VI); (viii) the Integrity Pact / Declaration of Fees, Commission and Brokerage (Form C, Section VII), where the contract value is Rs. 10.00 million or more; and (ix) any other document specified in these Bidding Documents.
9. **Bid Prices** — Rates shall be quoted per volume, for the whole project, in Pakistani Rupees (PKR), strictly in the format of the Price Schedule (Section V), inclusive of all applicable taxes, duties,

materials, labour, embossing, stitching, transportation (collection from the Court Library and delivery of the bound volumes) and delivery charges.

10. **Bid Security** — Each bid shall be accompanied by a Bid Security of 2% of the total quoted bid value, valid for 28 days beyond the bid validity period, in the form of Demand Draft / Pay Order / Call Deposit Receipt (CDR) in favour of the Registrar, High Court of Sindh, Karachi. A scanned copy shall be uploaded on EPADS with the e-bid. The original instrument, together with a signed hard copy of the bid, must reach the Bid Submission Address (Office of the Director General (Finance & Accounts), High Court of Sindh, High Court Building, Saddar, Karachi) on or before the closing time of bid submission, failing which the bid shall be rejected. Bids not accompanied by the requisite Bid Security shall be rejected as non-responsive.
11. **Bid Validity** — Bids shall remain valid for a period of ninety (90) days from the date of bid opening.
12. **Mode of Submission (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 as required by these Bidding Documents, by 10:30 a.m. on Tuesday, 10th November, 2026, together with the signed hard copy of the bid and the original Bid Security delivered to the Bid Submission Address as stated in the NIT.
13. **Deadline and Late Bids** — Bids received after the deadline for submission shall not be accepted by EPADS and shall not be entertained. Bids that are conditional, unsigned or unstamped shall be rejected as non-responsive.
14. **Alternative Bids** — Alternative bids shall not be considered, and the complete tender shall be rejected as non-responsive.
15. **Manipulation of Tender Documents** — Any manipulation/alteration/change in the tender documents by the bidder for favouring the bidder shall not be tolerated under any circumstances, and the bid shall be rejected as non-responsive.

### C. Bid Opening and Evaluation

16. **Bid Opening** — Bids shall be opened electronically through EPADS, publicly, at 11:00 a.m. on Tuesday, 10th November, 2026, at the Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi, in the presence of the Bidders or their authorized representatives who choose to attend, online or in person. If the bid opening date falls on a public holiday, the bids will be opened on the next working day, at the same time and venue.
17. **Preliminary Examination and Responsiveness of Bids** — The Procurement Committee shall examine the bids to confirm that all required documents and specifications/technical documentation requested in the 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. The Sindh High Court shall further 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. 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 the format, requirements, and terms and conditions mentioned in the bidding documents.
18. **Clarification from Bidders** — The Purchaser may seek clarification from any Bidder regarding its bid. Bids shall be evaluated for completeness, responsiveness and conformity with the required specifications.
19. **Financial Evaluation and Evaluation Criteria** — 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 Rules, 2010 (as amended).

- 20. 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. Objection(s), if any, shall be submitted in accordance with the prescribed procedure, through EPADS.

#### **D. Rights of the Purchaser, Integrity and Grievances**

- 21. Rights of the Purchaser** — The Sindh High Court reserves the right to accept or reject any bid, and to reject any or all bids and annul the bidding process at any time prior to contract award, under the applicable Sindh Public Procurement Rules, 2010, without assigning any reason and without thereby incurring any liability to the affected Bidder(s).
- 22. Corrupt and Fraudulent Practices** — The Purchaser requires that Bidders observe the highest standard of ethics. Any Bidder found to be engaged in corrupt, fraudulent, collusive or coercive practices shall be disqualified/blacklisted, in accordance with the Sindh Public Procurement Rules, 2010.
- 23. Redressal of Grievances** — Any Bidder having a grievance may lodge a written complaint with the Procuring Agency, which shall be addressed in accordance with Rule 31 of the Sindh Public Procurement Rules, 2010.

## SECTION – IV: MANDATORY QUALIFICATION / ELIGIBILITY CRITERIA

Bids disqualified or not responsive to the Mandatory Qualification Criteria mentioned below shall not be eligible for further evaluation. Bidders shall tick the relevant column and attach the supporting document(s).

| S# | Eligibility Criteria                                                                                                                                                                | Attached Yes / No |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1  | Valid registration with FBR and SRB (National Tax Number and Sales Tax Registration Certificate), and appearing on the FBR Active Taxpayers List (ATL).                             |                   |
| 2  | Valid GST and SST Registration Certificate must be submitted.                                                                                                                       |                   |
| 3  | Registration with the Sindh Public Procurement Regulatory Authority (SPPRA) for e-procurement on EPADS (e-Pak Acquisition & Disposal System).                                       |                   |
| 4  | Affidavit of Non-Blacklisting from any public or private organization (on Rs. 200 stamp paper) — Form B.                                                                            |                   |
| 5  | Minimum three (03) years of relevant experience in binding works for government/semi-government/reputed organizations.                                                              |                   |
| 6  | List of similar contracts completed during the last three years with satisfactory performance.                                                                                      |                   |
| 7  | Equipment requirement: the vendor must possess their own embossing machine.                                                                                                         |                   |
| 8  | Average annual turnover in the preceding three (03) financial years should not be less than Rs. 2 million, demonstrated through income tax returns or audited financial statements. |                   |
| 9  | Bid Security of 2% of the bid value (scanned copy uploaded on EPADS; original instrument with signed hard copy of the bid before the bid-opening time).                             |                   |

*(Signature & Stamp of Bidder)*

**SECTION – V: FINANCIAL PROPOSAL / PRICE SCHEDULE**

All prices must be quoted in PKR. All quotes must be provided strictly in the 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 | 2,100    |                 |              |
| TOTAL AMOUNT (PKR) |                                                                                                                           |            |          |                 |              |

**Note:** Rates must include all taxes, materials, labour, embossing, stitching, transportation and delivery.

Total amount in words: Rupees \_\_\_\_\_

Seal & Signature of Bidder: \_\_\_\_\_

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

## SECTION – VI: TERMS & CONDITIONS (GENERAL CONDITIONS OF CONTRACT)

### A. Definitions, Governing Law and Rules

1. **Definitions** — “Purchaser” means the High Court of Sindh; “Supplier” means the successful Bidder to whom the Purchase Order/Contract is awarded; “Goods” means the bound law journals/volumes, and the binding work relating thereto, as specified in the Technical Specifications (Section I) and the Price Schedule (Section V).
2. **Governing Law, Rules and Policies** — The Contract shall be governed by the laws of Pakistan, including the Sindh Public Procurement Rules, 2010, and rules framed thereunder. All rules, regulations and policies will be governed in accordance with the SPPRA.

### B. Award of Contract and Securities

3. **Award of Contract** — The Sindh High Court may award the Contract to the qualified Bidder whose offer has been determined to be the lowest bid, subject to approval of samples.
4. **Notification / Purchase Order for Award of Contract** — Prior to the expiration of the period of bid validity, the 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.
5. **Performance Security** — The successful Bidder shall furnish a Performance Security equivalent to 2% of the contract value, as required under the Sindh Public Procurement Rules, 2010 and the Purchase Order, valid until completion of the work and the warranty period, if any. The Bid Security of the successful Bidder will be released after the Bidder furnishes the Performance Security.
6. **Release of Performance Security** — The Performance Security shall be released after successful delivery of the goods and issuance of a satisfactory certificate from the concerned officer.
7. **Validity Period** — The procurement contract will be awarded within the bid validity period, i.e. 90 days, as per SPPRA Rules.
8. **Receiving / Acceptance of Purchase Order** — The vendor will sign the copy of the Purchase Order as acknowledgement. A copy of the Purchase Order, along with relevant documents, must be submitted along with the bill.

### C. Delivery, Inspection and Acceptance

9. **Delivery Mechanism** — The successful bidder shall deliver the goods to the Court Library / designated location of the Purchaser, complete in all respects, within thirty (30) calendar days of issuance of the Purchase Order. No request for extension in the delivery date shall be considered. In case of non-delivery, the bidder will be blacklisted as per rules.
10. **Delayed Delivery and Liquidated Damages** — In case of delay in delivery beyond the delivery/execution period, the Purchaser may, without prejudice to its other remedies, deduct liquidated damages at the rate of 1% of the value of the delayed goods per day of delay, subject to a maximum of 10% of the Contract value.
11. **Inspection and Tests** — Physical inspection will be carried out by the I/c Director, Library & Research, High Court of Sindh, Karachi. The Purchaser or its nominated representative shall have the right to inspect and/or test the goods to confirm their conformity with the Contract specifications, prior to acceptance. The ordered material is subject to final inspection at the time of delivery.
12. **Condition of Goods** — All items must meet in all respects the approved sample, the Technical Specifications (Section I-B) and the conditions of the Order and must be in good condition and conform to the best industrial quality standards; otherwise they will be liable to be rejected as per rules.

13. **Rejection of Goods** — The High Court of Sindh reserves the right to cancel any or all of the items if the material is not in accordance with its specification or if the delivery is delayed.
14. **Quantity Delivered** — The Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
15. **Insurance** — The goods supplied under the contract should be fully insured. All cost of insurance shall be paid by the successful bidder. If the goods are not insured, any risk shall be suffered by the successful bidder.
16. **Warranty** — The Supplier must warrant that the goods supplied will be new, unused, free from defects arising from design, material or workmanship, and as per the best industrial standards. All terms and conditions of the standard warranty shall be applicable.

#### D. Prices, Payment and Taxes

17. **Prices** — Prices charged by the Supplier shall not vary from the prices quoted/accepted in the Contract, and shall remain fixed for the duration of the Contract.
18. **Payment Terms** — Payment shall not be made in advance of delivery. Payment shall be made after satisfactory delivery, inspection and acceptance of the goods, subject to availability of budget, within the period prescribed under the applicable financial rules. Payment shall be issued by the office of the A.G. Sindh, by cheque handed over to the bidder(s) or authorized representative(s), or by direct online payment into the account of the bidder.
19. **Interest on Late Payments** — No interest shall be paid on late payment if the cheque is received late from the Office of the A.G. Sindh. However, every effort shall be made for timely payments to successful bidders.
20. **Mistakes in Calculation** — The contractor/supplier will be liable for any mistakes in the calculation of price/rate and amount, and shall suffer the loss arising at any stage of the contract due to mistakes in calculation or tax rates.
21. **Government Tax(es), Levy(ies) and Charge(s)** — All Government taxes (including income tax and stamp duty), levies and charges will be charged as per rules, and the quoted rates shall be deemed inclusive thereof. The bidder should keep themselves updated regarding taxation issues in consultation with the relevant tax regulatory authorities.
22. **Stamp Duty** — Stamp duty will be levied as per rules. All matters of stamp duty shall be dealt with by the budget branch and the A.G. Sindh.

#### E. Default, Termination and Disputes

23. **Termination of Contract** — The SHC may terminate the contract, in whole or in part, for default, if the successful bidder fails to supply all or part of the goods within the definite time, or fails to perform any other obligations of the contract, or has failed to submit the performance security, or has been involved in fraud/corruption.
24. **Force Majeure** — Neither party shall be liable for failure to perform its obligations due to events of Force Majeure, provided prompt notice is given and reasonable efforts are made to resume performance.
25. **Resolution of Differences** — In case any difference or dispute arises between the parties, the same shall be dealt with as per rules. Any dispute arising out of or in connection with the Contract shall first be resolved amicably; failing which, it shall be referred to arbitration / the courts of competent jurisdiction at Karachi, as per applicable law.

#### F. Confidentiality and Bidder's Certificate

26. **Disclosure of Confidential Script / Material** — All rights are reserved with the SHC, and no information, whether in written/electronic media/copying form, shall be disseminated without the permission of the authority.

- 27. Bidder's Certificate** — It is hereby certified that the rates have been quoted after visiting the Court Library and inspecting the nature, volume and magnitude of the binding work and the samples, and that all the terms and conditions have been read, agreed upon and signed.

|                              |  |
|------------------------------|--|
| <b>Name</b>                  |  |
| <b>Designation</b>           |  |
| <b>Signature &amp; Stamp</b> |  |
| <b>Cell No.</b>              |  |

## SECTION – VII: BIDDING FORMS

### Form A — Bid Submission Letter

**Tender Reference No.** SHC/BD/TN/FY-2026-27/V/Binding of Law Journals (Re-Tender) **DATED:** 16-10-2026

**To**

The Learned Registrar, Sindh High Court, Karachi.

**Subject:** SUBMISSION OF BID 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 “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 with this e-bid (uploaded on EPADS) are our Financial Proposal and the Bid Security, together with 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 and binding. Furthermore, the Purchase Committee shall not bear any liability for losses or damages incurred by any party relying on its decisions.

We agree to abide by this bid for a period of ninety (90) days from the date of bid opening. We enclose Bid Security of 2% of our bid value, in the form of Demand Draft / Pay Order / CDR No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ (Bank), in favour of the Registrar, High Court of Sindh, Karachi.

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,

|                     |  |
|---------------------|--|
| <b>Signature</b>    |  |
| <b>Name</b>         |  |
| <b>Designation</b>  |  |
| <b>Company Name</b> |  |
| <b>Date</b>         |  |

*\* No need to print this on company letterhead.*

**Form B — Affidavit (Non-Blacklisting)***(To be executed on Rs. 200 stamp paper)*

I, \_\_\_\_\_, S/o \_\_\_\_\_, CNIC No. \_\_\_\_\_,  
authorized representative of M/s \_\_\_\_\_, do hereby solemnly affirm and declare as  
under:

1. That our firm has not been blacklisted/debarred by any Government, Semi-Government, Autonomous Body, or public or private organization in Pakistan.
2. That the information and documents furnished along with our bid are true and correct to the best of our knowledge and belief.
3. That in case any information is found to be false or incorrect at any stage, the Purchaser shall have the right to reject our bid/terminate the contract and take any other action admissible under the law, without any liability on the Purchaser.

Deponent's Signature & Stamp: \_\_\_\_\_

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

**Form C — Integrity Pact (Declaration of Fees, Commission and Brokerage)****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 the 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]                    |