

HIGH COURT OF SINDH, KARACHI

BIDDING DOCUMENTS

F O R

SUPPLY OF STATIONERY ITEMS AT HIGH COURT OF SINDH, KARACHI

FOR THE FINANCIAL YEAR 2026–2027

Tender Reference No.	SHC/BUD/TN/FY-2026-27/IV/Stationery Items
Date of Issuance (NIT)	13th October, 2026
Mode of Submission	Electronic Bids (e-Bids) through EPADS only
Cost of Bidding Documents	Free of cost
Last Date & Time for Submission	Monday, 2nd November, 2026 — 10:30 a.m.
Date & Time of Bid Opening	Monday, 2nd November, 2026 — 11:00 a.m.
Bid Opening Venue	Office of the Director General (Finance & Accounts)

Issued by:

Office of the Director General (Finance & Accounts),
High Court of Sindh, Karachi Court Rd, near Passport Office Saddar & Sindh Secretariat, Saddar Karachi,

For General Information & Queries Contact Mr. Ghulam Qadir Sario, J.O.A,
Phone No. 021 99203151-9 Ext-295, Fax No. 021-99204126.

HIGH COURT OF SINDH, KARACHI

No. SHC/BUD/TN/FY-2026-27/IV/Stationery Items **Dated: 13.10.2026**

NOTICE INVITING TENDER (NIT)

The High Court of Sindh, Karachi invites electronic bids 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, 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, and the official website of the High Court of Sindh, https://sindhhighcourt.gov.pk/tender.php.

Procuring Agency	High Court of Sindh, Karachi
NIT / Tender No.	SHC/BUD/TN/FY-2026-27/IV/Stationery Items
Tender Title	Supply of Stationery Items at the High Court of Sindh, Karachi
Method of Procurement	Single Stage — One Envelope Procedure (Rule 46, SPPRA Rules, 2010)
Bidding Document Fee	Free of cost; available on EPADS and the Court's official website
Bid Security	2% of the bid value — Demand Draft / Pay Order / CDR in favour of the Registrar, High Court of Sindh, Karachi
Bid Validity Period	90 days from the date of bid opening
Last Date & Time for Submission of Bids	Monday, 2nd November, 2026, 10:30 a.m.
Date, Time & Venue of Bid Opening	Monday, 2nd November, 2026, 11:00 a.m. — Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi
Bid Submission Address	Office of the Director General (Finance & Accounts), High Court of Sindh, High Court Building, Saddar, Karachi
Contact Person	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.

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

Endst. No. SHC/BUD/TN/FY-2026-27/IV/Stationery Items **Dated: 13.10.2026**

Copy for information and necessary action to: —

1. 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.
2. Deputy Secretary (Nominee, Law, Parliamentary Affairs & Criminal Prosecution Department, Government of Sindh) — External Member, Procurement Committee.
3. The Director General (I.T), High Court of Sindh — to upload this Notice on the Court's official website.
4. Office Order File.

DEPUTY REGISTRAR (ACCOUNTS)
FOR REGISTRAR

CamScanner

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SECTION – I: INTRODUCTION & INSTRUCTIONS

A. Introduction

1. **The High Court of Sindh (SHC)** invites electronic bids (e-bids) 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 and appearing on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR), for the **Supply of Stationery Items** for various Branches, Offices, Court Rooms and Chambers of the High Court of Sindh, Karachi, for the Financial Year 2026–2027, in accordance with the Notice Inviting Tender No. SHC/BUD/TN/FY-2026-27/IV/Stationery Items, dated 13.10.2026 (reproduced at page 2).
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 Monday, 2nd 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. Instructions

1. **Samples —** Bidders are required to examine samples of the stationery items available at the Store of the High Court of Sindh, and satisfy themselves as to the quality, specification and brand required, prior to quoting their rates.
2. **Definition of Equivalent Items —** Equivalent items must meet the required standard of quality, specification and brand indicated in the Schedule of Requirements. Low-quality or sub-standard items, even if low-cost, will not be considered as equivalent. Bidders are strongly advised to carefully consider all factors before quoting their rates.
3. **Submission and Approval of Samples —** Bidders must submit samples of the quoted items to the Store of the High Court of Sindh. Purchase Order(s) will only be issued after the sample(s) have been approved by the Competent Authority.
4. **Currency and Rate Policy —** Rates must be quoted in Pakistani Rupees (PKR). Requests for change in quoted rates will not be entertained under any circumstances.
5. **Inclusive Pricing —** The quoted rates must include all applicable costs, including transportation, delivery, and any other associated charges.
6. **Government Taxes —** All applicable government taxes will be deducted as per the rules. The Office of the Accountant General (A.G.) Sindh will make the final decision regarding tax deductions, which shall be binding.
7. **No Price Adjustments —** Price changes due to fluctuation in exchange rate or any other factor will not be entertained.
8. **Quality Assurance —** Quality remains the highest priority and cannot be compromised. Sub-standard or inferior items will not be accepted, even under the guise of equivalent standards.

SECTION – II: NOTICE INVITING TENDER (NIT)

The High Court of Sindh, Karachi invites electronic bids 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, 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, and the official website of the High Court of Sindh, https://sindhhighcourt.gov.pk/tender.php. A copy of the Notice, as published, is reproduced at page 2 of these Bidding Documents.

Procuring Agency	High Court of Sindh, Karachi
NIT / Tender No.	SHC/BUD/TN/FY-2026-27/IV/Stationery Items
Date of Notice	13.10.2026
Tender Title	Supply of Stationery Items at the High Court of Sindh, Karachi
Method of Procurement	Single Stage — One Envelope Procedure (Rule 46, SPPRA Rules, 2010)
Bidding Document Fee	Free of cost; available on EPADS and the Court's official website
Bid Security	2% of the bid value — Demand Draft / Pay Order / CDR in favour of the Registrar, High Court of Sindh, Karachi
Bid Validity Period	90 days from the date of bid opening
Last Date & Time for Submission of Bids	Monday, 2nd November, 2026, 10:30 a.m.
Date, Time & Venue of Bid Opening	Monday, 2nd November, 2026, 11:00 a.m. — Office of the Director General (Finance & Accounts), High Court of Sindh, Karachi
Bid Submission Address	Office of the Director General (Finance & Accounts), High Court of Sindh, High Court Building, Saddar, Karachi
Contact Person	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 the 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.

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Director General (Finance & Accounts)
Chairman, Procurement Committee

SECTION – III: INSTRUCTIONS TO BIDDERS (ITB)

1. **Scope of Tender —** The Purchaser (High Court of Sindh) invites bids for the supply of the stationery items listed in the Schedule of Requirements (Section V), in the quantities specified therein, for the Financial Year 2026–2027.

2. **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 following minimum qualification criteria:
   (a) Minimum three (03) years of relevant experience in the supply of stationery items to government/semi-government/reputed organizations.
   (b) Average annual turnover in the preceding three (03) financial years should not be less than Rs. 5 million, demonstrated through income tax returns or audited financial statements.

3. **Cost of Bidding —** The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible for any such costs, regardless of the outcome of the tender process. The Bidding Documents are available free of cost.

4. **Language of Bid —** The bid, and all correspondence and documents related thereto, shall be in English or Urdu.

5. **Documents Comprising the Bid —** The e-bid, uploaded on EPADS, shall comprise: (i) the Bid Form (Section VI); (ii) the Price Schedule, duly filled (Section V); (iii) Bid Security (scanned copy); (iv) copies of NTN, Sales Tax Registration & ATL status; (v) an Affidavit of non-blacklisting (Section VI); (vi) documentary evidence of experience and turnover as per clause 2 above; and (vii) any other document specified in these Bidding Documents.

6. **Bid Prices —** Rates shall be quoted item-wise, inclusive of all applicable taxes, duties, packing and delivery charges up to the designated store(s) of the Purchaser, in Pakistani Rupees.

7. **Bid Security —** Each bid shall be accompanied by a Bid Security of 2% of the bid value, in the form of a 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 bid; the original instrument, together with a signed hard copy of the bid, must reach the Bid Submission Address before the bid-opening time. Bids not accompanied by the requisite Bid Security shall be rejected as non-responsive.

8. **Bid Validity —** Bids shall remain valid for a period of ninety (90) days from the date of bid opening.

9. **Mode of Submission —** Bids shall be submitted electronically through EPADS only, by 10:30 a.m. on Monday, 2nd November, 2026, together with the signed hard copy and original Bid Security delivered to the Bid Submission Address as stated in the NIT.

10. **Deadline & 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.

11. **Bid Opening —** Bids shall be opened electronically through EPADS, publicly, at 11:00 a.m. on Monday, 2nd 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.

12. **Clarification & Evaluation —** The Purchaser may seek clarification from any Bidder regarding its bid. Bids shall be evaluated for completeness, responsiveness, and conformity with the required specifications.

13. **Evaluation Criteria —** The Contract shall be awarded to the Lowest Evaluated Responsive Bidder (L1), item-wise, as determined by the Purchaser, in accordance with the Sindh Public Procurement Rules, 2010.

14. **Purchaser's Right —** The Purchaser reserves the right to reject any or all bids and to annul the bidding process at any time prior to award of contract, under the applicable Sindh Public Procurement Rules, 2010, without assigning any reason and without liability to the affected Bidder(s).
15. **Notification of Award —** The successful Bidder shall be notified in writing and shall be required to furnish a Performance Guarantee prior to issuance of the Purchase Order/Contract.
16. **Performance Guarantee —** The successful Bidder shall furnish a Performance Guarantee equivalent to 5% of the contract value, valid until completion of the supply and the warranty period, if any, in the format at Form C.
17. **Corrupt & 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.
18. **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: GENERAL CONDITIONS OF CONTRACT (GCC)

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 stationery items specified in the Schedule of Requirements.

2. **Standards —** The Goods supplied shall conform to the specifications/brands (or equivalent, of comparable quality) set out in the Schedule of Requirements.

3. **Inspection & Tests —** 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.

4. **Delivery —** The Supplier shall deliver the Goods to the designated store(s)/branches of the Purchaser within the period specified in the Purchase Order, complete with all accessories and packing.

5. **Warranty —** The Supplier warrants that the Goods supplied are new, unused, and free from defects arising from design, material or workmanship.

6. **Payment —** 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.

7. **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.

8. **Delays & Liquidated Damages —** In case of delay in delivery, the Purchaser may, without prejudice to other remedies, deduct liquidated damages at the rate of 1% of the delayed Goods' value per day of delay, subject to a maximum of 10% of the Contract value.

9. **Termination for Default —** The Purchaser may terminate the Contract, in whole or in part, for default, if the Supplier fails to deliver the Goods within the stipulated period or fails to perform any other obligation under the Contract.

10. **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.

11. **Resolution of Disputes —** 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.

12. **Governing Law —** The Contract shall be governed by the laws of Pakistan, including the Sindh Public Procurement Rules, 2010, and rules framed thereunder.

13. **Taxes & Duties —** The Supplier shall be liable for all taxes, duties and other levies payable under the applicable law, and the quoted rates shall be deemed inclusive thereof.

SECTION – V: SCHEDULE OF REQUIREMENTS & PRICE SCHEDULE

Bidders are required to quote firm, item-wise rates (inclusive of all applicable taxes and delivery charges) against each item listed below (53 items), together with the grand total, **strictly in accordance with the specifications/brands indicated in samples available at the Store of the Hon'ble Court, or equivalent of comparable quality.**

Sr.	Item Name	Specification / Brand / Measurement	Required Qty	Unit Price (Incl. of all Taxes) (Rs.)	Total Amount (Rs.)
1	Double Punch Machine	Brand KW-triO 09880 (small size) or equivalent	24		
2	Sharpener	DUX Chrome Plated or equivalent	350		
3	Lining Register	Local made, 400 pages, size 8x13, or equivalent	250		
4	Sticking Colour Flags	FLORENCE – Work Safe (for Hon'ble Judges) or equivalent	300		
5	Envelope (Large)	(16 x 12), Kraft 120 grams	5000		
6	Envelope (Small)	(9 x 4), Offset Kraft 65 grams	7000		
7	File Wrapper	Local made, as per sample, or equivalent	300		
8	Flag General (Colour)	Should not be less than 70gm (per packet contains 500 flags)	1200 Pkt		
9	Gum Stick	UHU 8 gram, small, or equivalent	1200		
10	Highlighter	Pelikan, in different colours – yellow/green/pink/orange, or equivalent	500		
11	Hole Punch Machine (Single)	Iron, local made (as per sample), or equivalent	80		
12	Paper Cutter	China made, as per sample, or equivalent	80		
13	Ledger Paper	80 grams (13½ x 8½), per rim contains 100 sheets wrapped with plastic sheet, or equivalent	4000		
14	Masking Tape	Transparent, 3 inch, Johnson, or equivalent	250		
15	Marker (Permanent)	DOLLAR UM-2, or equivalent	600		
16	Heavy Duty Stapler Machine	KW-TRIO 50LC, or equivalent	02		
17	Writing Pad (Large)	Plain offset paper, 75 grams (50 sheets), as per sample, 8½ x 11 inch, or equivalent	200		
18	Writing Pad (Medium)	Plain offset paper, 75 grams (50 sheets), as per sample, 5½ x 8½ inch, or equivalent	200		
19	Dustbin	As per sample, or equivalent	100		

Sr.	Item Name	Specification / Brand / Measurement	Required Qty	Unit Price (Incl. of all Taxes) (Rs.)	Total Amount (Rs.)
20	Paper Tape (Three Inches)	China made, 3 inches, excellent quality, or equivalent	200		
21	Pen (for Judge)	Uni-Ball Fine Delux-177, Blue/Black/Red/Green, colour as per demand, or equivalent	400		
22	Pen (for Officer)	M&G (Leader) Stick Gel Pen AGP10772, Blue/Black/Red/Green, colour as per demand, or equivalent	1600		
23	Pen (General)	DOLLAR Clipper, colour as per demand, or equivalent	9000		
24	Pencil Rubber Tip	Febercastle, for use of Hon'ble Judges, or equivalent	700		
25	Pencil (for Staff)	Goldfish, for the use of staff, or equivalent	700		
26	Colour Pencil	PICCASSO, colour Red/Blue/Green, or equivalent	500		
27	Photostat Paper (A-4 Size)	BLC made in Indonesia, Trutone Technology, 80 grams, size 210x297mm, 500 sheets per ream, or equivalent	150		
28	Photostat Paper (F4A Legal)	Per rim contains 500 sheets, IK copy paper (made in Indonesia), 70 grams, size 216x343mm, or equivalent	5000		
29	Calculator	Citizen CT9300, 14 digit, or equivalent	06		
30	Pointer	DOLLAR 0.3, colour Black/Blue/Red/Green, or equivalent	250		
31	Poly Cloth (Red)	Size 3 ft. 8 in. x 3 ft. 2 in. (as per sample), or equivalent	300		
32	Rubber (for use of Hon'ble Judges)	Pelikan (AL30), or equivalent	100		
33	Rubber (for use of Staff)	DUX No. 2001, or equivalent	100		
34	Scale Steel	China made, 12 inches, or equivalent	100		
35	Scissor	DL3181, size 200mm, stainless steel, China made, or equivalent	100		
36	Short Hand Note Book	200 sheets, Brand HB, local made, or equivalent	400		
37	Stamp Pad Ink	Crystal, 28.5 gm, or equivalent	300		
38	Stapler Machine	KW-TRIO 05558H, or equivalent	150		
39	Stapler Pin	KW-TRIO 26/6, or equivalent	2000		
40	Stapler Remover	KW-triO No. 0508B, or equivalent	200		
41	Sticking Colour Flags	Non-Florence – Worksafe (for Hon'ble Judges), or equivalent	300		

Sr.	Item Name	Specification / Brand / Measurement	Required Qty	Unit Price (Incl. of all Taxes) (Rs.)	Total Amount (Rs.)
42	Water Cushion	Local China made (as per sample)	150		
43	Whitto / Correction Pen	DUX, or equivalent	1000		
44	Wrapper with Hard Board	Local made, as per sample	200		
45	Pen (for Hon'ble Judge)	Uni-Ball Eye Micro UB-150, Blue/Black/Red/Green, colour as per demand, or equivalent	200		
46	File Tag (Thread)	As per sample, or equivalent	150		
47	Stamp Pad	Crystal, large size, or equivalent	250		
48	Writing Pad Large	Linning paper, 75 grams (50 sheets), as per sample, size 8½ x 11 inch	100		
49	Writing Pad Medium	Linning paper, 75 grams (50 sheets), as per sample, size 5½ x 8½ inch	100		
50	U Clip	Grash paper clips, 26mm	60		
51	Binder Clip Medium	Diamond binder clip, 1-¼" width	100		
52	Poker	Plastic handle, screw-driver shape, local made, size 9 inch, as per sample	200		
53	ADX Glue	50 ml gum bottle	200		
				GRAND TOTAL (Rs.)	

Grand total in words: Rupees _____

(Signature & Stamp of Bidder)

SECTION – VI: BIDDING FORMS

Form A — Bid Form

To: The Registrar, High Court of Sindh, High Court Building, Karachi.

Tender Reference No.: SHC/BUD/TN/FY-2026-27/IV/Stationery Items

Having examined the Bidding Documents for "Supply of Stationery Items for the Financial Year 2026–2027" (Tender Reference No. SHC/BUD/TN/FY-2026-27/IV/Stationery Items), including the Schedule of Requirements, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Goods listed in the Price Schedule (Section V), in conformity with the said Bidding Documents, at the rates quoted therein.

We undertake, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the Purchase Order/Contract.

We agree to abide by this bid for a period of ninety (90) days from the date of bid opening, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

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 understand that the Purchaser is not bound to accept the lowest or any bid it may receive.

Signature of Bidder	
Name & Designation	
Name of Firm	
NTN / Sales Tax Reg. No.	
Address, Phone & E-mail	
Date	

(Official Stamp of the Firm)

Form B — Affidavit (Non-Blacklisting)

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, or Autonomous Body 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 — Performance Guarantee (Format)

To be furnished by the successful Bidder, in the form of a Bank Guarantee/CDR, equivalent to 5% of the Contract value, valid until completion of supply and the warranty period, in favour of the Registrar, High Court of Sindh, at the time of issuance of the Purchase Order/Contract, in the following format:

To: The Registrar, High Court of Sindh, High Court Building, Karachi.

WHEREAS M/s _____ (the "Supplier") has been awarded the Purchase Order/Contract No. _____ dated _____ for the Supply of Stationery Items (Tender Reference No. SHC/BUD/TN/FY-2026-27/IV/Stationery Items), and has undertaken to furnish a Performance Guarantee of Rs. _____, being 5% of the Contract value;

We, _____ (Bank), hereby irrevocably guarantee to pay the Registrar, High Court of Sindh, on first written demand and without proof or conditions, any sum or sums up to the said amount, in the event of the Supplier failing to perform any of its obligations under the Contract. This guarantee shall remain valid until _____ and shall be returned to the Bank upon its expiry or upon written discharge by the Purchaser.

Authorized Signatory & Seal of Bank: _____

Date: _____