



HIGH COURT OF SINDH, KARACHI

BIDDING DOCUMENTS

FOR

SUPPLY OF GENERAL, HOUSEKEEPING AND CLEANING ITEMS AT HIGH COURT OF SINDH, KARACHI

FOR THE FINANCIAL YEAR 2026–2027

Tender Reference No.	SHC/BUD/TN/FY-2026-27/III/General, Housekeeping & Cleaning 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 Location	Office of the Director General (Finance & Accounts)

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



HIGH COURT OF SINDH, KARACHI

No. SHC/BUD/TN/FY-2026-27/III/General, Housekeeping & Cleaning 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/III/General, Housekeeping & Cleaning Items
Tender Title	Supply of General, Housekeeping and Cleaning 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/III/General, Housekeeping & Cleaning 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

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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 General, Housekeeping and Cleaning 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/III/General, Housekeeping & Cleaning 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 general, housekeeping and cleaning 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, <https://portalsindh.eprocure.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/III/General, Housekeeping & Cleaning Items
Date of Notice	13.10.2026
Tender Title	Supply of General, Housekeeping and Cleaning 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.

KAMRAN AHMED HAMIDI
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 general, housekeeping and cleaning 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 general, housekeeping and cleaning 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 (Annexure A) and as a single package (Annexure B), 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 2% 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 general, housekeeping and cleaning 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

The Schedule of Requirements comprises two Annexures: **Annexure A** — General Miscellaneous Articles (31 items) and **Annexure B** — Housekeeping and Cleaning Consumables (18 items). Bidders shall quote the unit price and total amount against each item in Annexure A, and the unit price against each item in Annexure B, along with the total lump-sum price for the complete package under Annexure B, **strictly in accordance with the specifications/brands indicated in samples available at the Store of the Hon’ble Court, or equivalent of comparable quality.**

Annexure A — General Miscellaneous Articles

Sr.	Item Name	Specification / Brand / Measurement	Required Qty	Unit Price (Incl. of all Taxes) (Rs.)	Total Amount (Rs.)
1	Car Polish	High Performance Brand: Formula-1 (230 grams), Wax USA, or equivalent	250 Pieces		
2	Cotton Waste (Large)	Local made, 120 gm, or equivalent	120 Packets		
3	Dash Board Polish	7CF (Brand), Brown, 450 ml, or equivalent	120 Pieces		
4	Dash Board Polish	Supershine (500 ml), or equivalent	150 Pieces		
5	Flag (for Judges' Car)	As per sample	12 Flags		
6	Flag Rod Cover	As per sample	20 Pieces		
7	Monogram Cover	As per sample	60 Pieces		
8	Soap (Nylon)	Brand Sufi Soap, 150 gm, or equivalent	380 Pieces		
9	Air Freshener	Brand Perfect (300 ml), or equivalent	1400 Pieces		
10	Cell for AC Remote	Toshiba AAA Heavy Duty (Green), or equivalent	400 Pieces		
11	Pencil Cell	Toshiba AA Heavy Duty (Green), or equivalent	840 Pieces		
12	Duster (Large)	Local, as per sample (size 30 x 40), or equivalent	1400 Pieces		
13	Tissue Box	Imported high-quality tissue and box with customized branding / High Court name and logo, with the following specification: tissue size 20 cm x 20 cm, luxury 3-ply, 300 sheets (Rose Petal / imported tissue or equivalent standard); box of minimum 250 gm box board, with 2-side printing of the name or logo of the High Court of Sindh, in colour and design as per instructions of the Purchaser	300 Pieces		
14	Liaquat Cap	As per sample, or equivalent	12 Pieces		
15	Hand Wash	Dettol (250 ml), or equivalent	600 Pieces		
16	Mosquito Spray	Brand Kingtox (300 ml), or equivalent	700 Pieces		
17	National Flag	As per sample, or equivalent	6 Flags		

Sr.	Item Name	Specification / Brand / Measurement	Required Qty	Unit Price (Incl. of all Taxes) (Rs.)	Total Amount (Rs.)
18	Soap	Lux (98 grams), or equivalent	700 Soaps		
19	Tissue Box	Rose Petal (Luxury 3-ply, 210 sheets), or equivalent	1500 Boxes		
20	Tissue Roll	Rose Petal (Maxob 2-ply), large wrap, or equivalent	1200 Rolls		
21	Towel	Size 27 x 54, 600-650 gm, as per sample, or equivalent	80 Towels		
22	Vim Powder	Vim (790 gm), or equivalent	400 Bags		
23	Wall Clock	Brand Champion (Original), as per sample, or equivalent	24 Clocks		
24	Water Cooler	Rahber, 16 liters, or equivalent	20 Pieces		
25	Water Glass	Omroc, size for 280 ml, or equivalent	180 Glasses		
26	Telephone Set	Panasonic KX-92 (as per sample), or equivalent	24 Sets		
27	Glass / Tea Coaster	Local made, or equivalent	24 Pieces		
28	Brasso Polish	Kiwi, 200 ml, or equivalent	80 Pieces		
29	Lock Large	63 mm, as per sample, or equivalent	80 Pieces		
30	Lock Medium	50 mm, as per sample, or equivalent	60 Pieces		
31	Lock Small	38 mm, as per sample, or equivalent	30 Pieces		
TOTAL — ANNEXURE A (Rs.)					

Total amount in words (Annexure A): Rupees

(Signature & Stamp of Bidder)

Annexure B — Housekeeping and Cleaning Consumables

Bidders are required to quote **firm unit prices for all items listed in Annexure B**, along with the **total lump-sum price for the complete package**, inclusive of all applicable taxes, duties, transportation, loading/unloading, and delivery charges. The items shall be supplied **strictly in accordance with the specifications, brands and measurements indicated herein, or equivalent brands of comparable quality**, in quarterly supplies or as and when required by the Purchaser during the contract period.

Sr.	Items	Brand / Specification	Required Qty	Unit Price (Incl. of all Taxes) (Rs.)	Total Amount (Rs.)
1	Toilet Freshener	Roomi, or equivalent	12 Dozen		
2	Washing Powder	Vim (500 g), or equivalent	06 Dozen		
3	Toilet Cleaner	Harpic, or equivalent	05 Dozen		
4	Phenyl	Caroline, or equivalent	08 Dozen		
5	Rat Killer	Mortien, or equivalent	03 Dozen		
6	Mansion Polish	Kiwi, or equivalent	03 Boxes (Large)		
7	Soft Broom	Unbranded / as per sample	05 Dozen		
8	Hard Broom	Unbranded / as per sample	05 Dozen		
9	Soft Duster	Unbranded / as per sample	05 Dozen		
10	Hard Duster	Unbranded / as per sample	05 Dozen		
11	Scraper	Unbranded / as per sample	03 Dozen		
12	Mop Refill	Unbranded / as per sample	05 Dozen		
13	Toilet Wash Jug	Unbranded / as per sample	03 Dozen		
14	Phenyl	Unbranded / as per sample	120 Liters		
15	Hand Wash	Unbranded / as per sample	120 Liters		
16	Bleach	Unbranded / as per sample	120 Liters		
17	Red Sweep	Unbranded / as per sample	120 Liters		
18	Toilet Cleaner	Unbranded / as per sample	120 Liters		
TOTAL — ANNEXURE B (Rs.)					

Total lump-sum price in words (Annexure B): 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/III/General, Housekeeping & Cleaning Items

Having examined the Bidding Documents for “Supply of General, Housekeeping and Cleaning Items for the Financial Year 2026–2027” (Tender Reference No. SHC/BUD/TN/FY-2026-27/III/General, Housekeeping & Cleaning 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 General, Housekeeping and Cleaning Items (Tender Reference No. SHC/BUD/TN/FY-2026-27/III/General, Housekeeping & Cleaning 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: _____