

**DISTRICT AND SESSIONS COURT, KARACHI SOUTH**

Tender Reference NO. D&SC-South Tender/ Establishment of E-Library (Unit I),  
(Unit II) and (Unit III) for Karachi Bar Association (KBA)/9

**TENDER FOR ESTABLISHMENT OF E-LIBRARY (UNIT I), (UNIT II)  
AND (UNIT III) FOR KARACHI BAR ASSOCIATION (KBA)**

Dated: 20.04.2026

**TENDER DOCUMENT  
FOR THE FINANCIAL YEAR 2025-2026**

For General Information & Queries Contact For general queries, contact office of the Account Branch, District & Sessions Court, Karachi (South) M.A Jinnah Road Karachi Cell: 0322-2578256 (Acting Accountant Nadeem ur Rehman), 021-99216313, 021- 99215913 and Chairman Procurement Committee Cell: 0300-2323264,021-99215183.

**OFFICE OF THE DISTRICT & SESSIONS COURT, KARACHI SOUTH**

Tender Reference NO. D&SC-South Tender/ Establishment of E-Library (Unit I),  
(Unit II) and (Unit III) for Karachi Bar Association (KBA)/9

FOR THE YEAR 2025-2026

**TENDER FOR ESTABLISHMENT OF E-LIBRARY (UNIT I), (UNIT II)  
AND (UNIT III) FOR KARACHI BAR ASSOCIATION (KBA)**

Purchase of Procurement and establishment of E-Library (Unit I), (Unit II) and (Unit III) through tender process for Advocates of Karachi Bar Association (KBA) from available fund of Rs.3.53 Millions under the window of AJDF, Documents as per released budget of current financial year 2025-26.

<b>Purpose &amp; Scope</b>	<b>Tender for Procurement and Establishment of E-Library (Unit I), (Unit II) and (Unit III) for Karachi Bar Association (KBA)</b>
<b>Last Date &amp; time of Submission of Bids</b>	Monday , May 04, 2026 at 10.00 a.m.
<b>Date &amp; Time of Opening of Bids</b>	Monday , May 04, 2026 at 10.30 a.m.
<b>Bid Opening Location</b>	Library / Conference Room, 2 <sup>nd</sup> Floor Block -A District and Sessions Court South, M.A Jinnah Road Karachi

**OFFICE OF THE DISTRICT & SESSIONS COURT KARACHI (SOUTH)**

No. A/S/ 2312 -A /2026  
Dated, the 10-04-2026

**CONSTITUTION PROCUREMENT AND PURCHASE COMMITTEE**

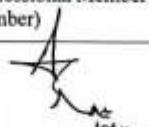
In compliance with the directions issued in letters No. 209/PD/Grant-in-Aid/AJDF/2026, dated. 31<sup>st</sup> march, 2026 by the Honourable High Court of Sindh, the undersigned has formed the Procurement and Purchase Committee under Rule 7 of the Sindh Public Procurement Rules, 2010 as mentioned herein below, for the Establishment of E-Library (Unit I), (Unit II) and (Unit III) for Karachi Bar Association (KBA). The expenditure shall be met from the available fund of Rs.1,179,666/- for E-Library (Unit I) , Rs. 1,179,666/- for E-Library (Unit II) and Rs. 1,179,666/- for E-Library (Unit III) total estimated cost Rs. 3,539,000/-under the window of Access to Justice Development Fund (AJDF).

Name of Committee	Tender Title	Members
Procurement and Purchase Committee	Establishment of 1. E-Library (Unit I) 2. E-Library (Unit II) 3. E-Library (Unit III) For Karachi Bar Association (KBA).	1. Mr. Irshad Hussain, Additional District & Sessions Judge-I, Karachi South (Chairman) 2. Mr. Saadat Ali, Civil Judge and Judicial Magistrate-XX, Karachi South (Member) 3. Syed Muhammad Muti-ur-Rehman Deputy Secretary (B&D) Nominee/representative of Law Parliamentary affairs and Criminal Prosecution Department Government of Sindh (Member)

**CONSTITUTION COMPLAINT REDRESSAL COMMITTEE**

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

Name of Committee	Purpose	Members
Complaint Redressal Committee	To redress the complaints of bidders that may occur during the procurement proceedings.	1. District & Sessions Judge, Karachi South (Chairman) 2. Nominee of A.G. Sindh (Member) 3. Independent Professional Member in the relevant field (Member)

  
(INCHARGE)  
DISTRICT & SESSIONS JUDGE  
KARACHI (SOUTH)

**Copy forwarded for information and necessary action to:**

1. The Registrar Hon'ble High Court of Sindh.
2. Learned Redressal Chairman.
3. Learned Procurement Members.
4. The Accountant General Sindh, Karachi.
5. The Project Director (AJP)

**OFFICE OF THE DISTRICT & SESSIONS COURT KARACHI (SOUTH)**

No. A/S/ - 2376/2026  
Dated, the 14-04-2026

**TENDER NOTICE**

District and Sessions Court Karachi South, invites sealed tender on standard bidding documents from the interested bidders registered with the relevant tax/regulatory authorities for procurement and Establishment of E-Library (Unit I), (Unit II) and (Unit III) for Karachi Bar Association (KBA).

S.No.	Description of Items	Last date of submission of Bid	Date & Time of opening of Bids
1	Establishment of 1. E-Library (Unit I) 2. E-Library (Unit II) 3. E-Library (Unit III) for Karachi Bar Association (KBA).	04.05.2026 at about 11:00 am	04.05.2026 at 11:30 am

- 1) Tender document, which includes full details, eligibility criteria, specifications, mechanism of submission of 2% bid security other terms & conditions will be downloaded from E-pads or sent via email [djkarachisouth@sindhhighcourt.gov.pk](mailto:djkarachisouth@sindhhighcourt.gov.pk) OR direct download link from Website <https://districtcourtsouth.com/tender.html>.
- 2) For general queries, contact office of the Account Branch, District & Sessions Court, Karachi (South) Cell: 0322-2578256 (Acting Accountant Nadeem Ur Rehman), 021-99216313, 021-99215913 and Chairman Procurement Committee Cell: 0300-2323264,021-99215183.
- 3) Chairman and Members of Procurement Committee, Karachi South reserves the right to accept reject any or all offers subject to rules.



**(IRSHAD HUSSAIN)**


Additional District & Sessions Judge-I  
Chairman, Procurement Committee  
Karachi (South)

**Copy for information and necessary action to:**

- 1) The Director Information (Advertisement) Govt. of Sindh Block No. 95-96 Sindh Secretariat Karachi, with a request that this tender notice may please be got published in three leading Newspapers i.e. Jang, Dawn & Kawish at the earliest (Ten Copies enclosed and copies whereof may be sent to this Court for record).
- 2) The Managing Director, Sindh Public Procurement Regulatory Authority through PMS
- 3) Learned Chairman and Member Procurement Committee, District & Sessions Court Karachi South.
- 4) The Accountant General Sindh, Karachi
- 5) Learned Chairman, Redressal Committee, District & Sessions Judge, Karachi South

**OFFICE OF THE DISTRICT & SESSIONS COURT KARACHI SOUTH**  
**ANNUAL PROCUREMENT PLAN FOR THE YEAR 2025-2026**

S. No.	Name of Procurement	Head of account	Allocation	Estimate Cost	Procurement procedure	Procurement method	Tentative date of procurement notice	Tentative date of award of contract	Tentative delivery schedule	Tentative completion date
1.	Establishment of E-Library (Unit I), (Unit II) and (Unit III) for District Courts South, Karachi./8	Access to Justice Development Fund (AJDF)	Budget current financial year 2025 - 2026	1. E-Library (Unit I) Rs. 1,179,666/- 2. E-Library (Unit II) Rs. 1,179,666/- 3. E-Library (Unit III) Rs. 1,179,666/- <u>Total Estimated Cost</u> Rs.3,539,000/-	Single Stage-Two Envelopes	Single Stage-Two Envelopes	04.05.2026 at 10:00 am	04.05.2026 at 10:30 am	10 days	20 days
2.	Establishment of E-Library (Unit I), (Unit II) and (Unit III) for Karachi Bar Association (KBA)/9	Access to Justice Development Fund (AJDF)	Budget current financial year 2025 - 2026	1. E-Library (Unit I) Rs. 1,179,666/- 2. E-Library (Unit II) Rs. 1,179,666/- 3. E-Library (Unit III) Rs. 1,179,666/- <u>Total Estimated Cost</u> Rs.3,539,000/-	Single Stage-Two Envelopes	Single Stage-Two Envelopes	04.05.2026 at 11:00 am	04.05.2026 at 11:30 am	10 days	20 days

  
**(IRSHAD HUSSAIN)**  
 Additional District & Sessions Judge-I  
 Chairman, Procurement Committee  
 Karachi (South)

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## 2. Introduction & Instructions:

### Dear Tenderer:

Upon directions contained in letters No. **209/PD/Grant-in-Aid/AJDF/2026**, dated. **31<sup>st</sup> march, 2026** issued by the Project Director, Access to Justice Program, Honourable High Court of Sindh after due process of DDC required the demands of the **Establishment of E-Library (Unit I), (Unit II) and (Unit III) for Karachi Bar Association (KBA)**, and the same was placed in PDC after process of rationalization and same was transmitted to LJCP for approval. Upon due consideration by Governing Body of AJDF, the aforementioned project/Work plan have been approved with direction to initiate Tender process as per rules for the same. Therefore, in compliance of said orders/Letters of Project Director, Access to Justice Program, Honourable High Court of Sindh, the District & Sessions Court, Karachi South, functioning as the lower judicial authority in the province of Sindh, in compliance of said orders/Letters is pleased to invite your esteemed firm or agency to submit a separate proposal(s) for the procurement and **Establishment of E-Library (Unit I), (Unit II) and (Unit III) for Karachi Bar Association (KBA)** through tender process for Honourable Courts & branches of District South, Karachi from available fund of Rs.3.53 Millions under the window of AJDF.

This project is funded under the budget allocated fund under the window of AJDF for the financial year 2025-26. Detailed specifications, terms, and conditions are provided in the attached tender document.

- a) The District & Sessions Court, Karachi South expects prospective vendors to provide all necessary documentation to ensure a transparent and authentic submission. It is essential to complete the tender document thoroughly and to sign and stamp each page. Additionally, please include all required supporting documents as specified. Bidders must submit both soft and hard copies of all necessary documents, which will be made available on the official website <https://districtcourtsouth.com/tender.html> of the District Court, Karachi South to promote transparency.
- b) It is essential to fill out the Separate Tender Form using either ink or typed text. Make sure that all fields are completed. If you need more space, please attach an additional sheet and clearly indicate the corresponding item or column number from the Tender Form.
- c) The bidder must ensure that the Separate tender bid(s) is/are within the estimated budget(s). Bids must be submitted in the Office of the District & Sessions Court, Karachi South.
- d) **A bid security equal to 2% of the total quoted price is required to be submitted with the Tender Document / Technic Proposal.** This security must be provided in the form of a BID SECURITY FORM, PAY ORDER, or BANK DRAFT made out to the “**D.D.O District and Session Court Karachi South.**” It should be delivered to the Accounts Branch of the District & Sessions Court, Karachi South, as outlined in the tender notice.

- e) In the event that a bidder intend to submit bids for more than one article or items specified in the tender notice, each article shall be quoted and submitted separately in accordance with the prescribed format and requirements of this tender document.

### **3. Guidelines for preparing tender document:**

Tender documents which include full details, eligibility criteria, description of items and other terms & conditions can be downloaded from district website <https://districtcourtsouth.com/tender.html> or will be sent via email (djkarachisouth@sindhhighcourt.gov.pk) to interested bidders. Carefully read the tender document and upload all required documents on Sindh Public Procurement Regulatory Authority (SPPRA) website.” EPADS <https://portalsindh.eprocure.gov.pk/>

- a. Carefully read the requirements/ specifications of items required by District & Sessions Court Karachi South.
- b. Fill the relevant sections of tender documents.
- c. Make signature and stamp on the tender document.
- d. Make scanned copy of duly filled & signed tender document.
- e. Arrange the copies of all required documents as mentioned in eligibility criteria.
- f. Prepare separate technical & financial proposal in the light of requirement of tender of District and Session Court Karachi South and market survey.
- g. Arrange separate 2% Bid Security of tender quoted amount.
- h. Prepare separate Single Procurement File in PDF form. Merge the scanned copies of signed documents and scanned copies of documents required for assessing the eligibility criteria in single PDF File. Save the said PDF file in either or USB Keep all the documents in file. Tap binding is not allowed.
- i. Sealed the hard copy (A4 size paper form) in envelop separately.
- j. Submit the Hard copy of sealed envelope (separate technical & financial proposals) separately in the Accounts Branch of District & Sessions Court, Karachi South as reflected in NIT. Do not forget to sign on “Bid Receiving Time Sheet”.
- k. Hard copy must be submitted and same should be uploaded on EPAD.

### **4. Guidelines for attending Tender Meeting:**

- a. Get yourself acquainted for attending Tender Meeting. You should have complete knowledge of your bid. It is general observation that bidders or their representative attend bid meeting without proper homework. Hence, you are advised to read your bid and supporting documents before attending bid meeting
- b. Bring Authority Letter for attending Tender Meetings
- c. Mark Signature on the attendance sheet
- d. Make it sure that your bids and other submitted bids are sealed
- e. Make it sure that late bids are not entertained.
- f. Give proper answers of queries of members of Procurement Committee if so asked.

## **5. Principles of Procurement:**

The District & Sessions Court, Karachi South is committed to conducting procurements in a fair and transparent manner, ensuring that the procurement objectives deliver value for money to the agency while maintaining an efficient and cost-effective process. Therefore, bidders are required to submit soft copies of scanned tender documents, tax registration certificates, purchase orders, bank maintenance certificates, financial statements, and an undertaking. All these documents must be combined into a single PDF file for submission to the relevant authority in Black and white as well as on EPAD.

## **6. Clarification and Modification of Bidding Documents:**

Any requests for clarification regarding the contents of the bidding documents should be directed in writing to the Honorable District & Sessions Judge, Karachi South, no later than five calendar days before the bid opening date. Responses to these queries will be posted on the official website of the District & Sessions Court, Karachi South. Bidders are encouraged to regularly check the website to stay informed.

## **7. Preliminary Examination of Bids:**

The District & Sessions Court, Karachi South will review the bids to ensure that all necessary documents (both soft and hard copies) and the specifications/technical documentation outlined in the bidding documents have been submitted, and to assess the completeness of each document provided. Any bid lacking the required documents or information will be disqualified. Additionally, the District & Sessions Court, Karachi South will verify that the Bidder has accepted all terms and conditions specified in the bidding documents without any significant deviations or reservations.

## **8. Financial Evaluation and Technical Evaluation Bid(s):**

The evaluation of bids will be conducted in the following manner to ensure transparency and fairness:

- **Technical Evaluation:** Compliance with the required technical specifications. Experience in handling similar projects in the last three years. Certifications and authorizations from manufacturers. Availability of support services and warranty.
- **Financial Evaluation:** Cost competitiveness while maintaining quality standards. Price comparison with market rates. Clear breakdown of unit costs, taxes, and total bid price.
- **Implementation Timeline:** Proposed timeline for supply, installation, and commissioning. Adherence to the 20-day delivery requirement.
- **After-Sales Support & Warranty Duration and extent of warranty services:** Response time for troubleshooting and technical support. Availability of spare parts and service agreements.

The evaluation of financially qualified bids will be carried out based on the unit price, may including or excluding GST. The contract may be awarded to the lowest bidder who meets the technical requirements, as long as all terms and conditions specified in the bidding documents, along with the specifications and requirements of the District & Sessions Court Karachi South, are fulfilled.

## 9. Qualification/ Eligibility Criteria:

S#	Description	Requirement	Attached (Yes/No)
1	Profile of company / firm along with relevant documents.	MANDATORY	
2	Registration with relevant tax/ regulatory authorities i.e. i. Registration with Income Tax Department (NTN Certificate) ii. Registration with Sales Tax Department (GST Certificate) iii. Registration with Sindh Revenue Board (SNTN Certificate) <i>(copies required)</i>		
3	<b>Undertaking</b> on judicial stamp paper that firm has never been blacklisted by any government, semi government, autonomous & state-owned organization and also stating that company/firm has not been involved in any litigation or has discontinued any work at any institution.		
4	The bidder should have fully operational Office (preferably Head office) having sufficient numbers of Engineers / Technicians in Karachi.		
5	The bidder must be an authorized partner /Reseller of the Original Manufacturer and should provide the partner / Reseller OR any Authorization letter. <b>(Copy is required).</b>		
6	<b>The bidder should have at least 3 Number of Projects/Work/Purchase Order in Govt./Judicial/Private Sector in the last 3 years. (copies required)</b>		
7	Complete filled, signed & stamped Tender Document.		

## 10. Technical Proposals/ Specifications

### E-Library (Unit I):

ITEM NAME SPECIFICATION / BRAND / MEASUREMENT				
S. No	Description	Specification	Qty	Total
<b>Establishment of E-Library (Unit I) for Karachi Bar Association (KBA)</b>				
<b>1</b>	Establishment of E-Library (Unit I) for Karachi Bar Association (KBA)	Intel Core i5, 14th Gen Desktop, 16 GB RAM, 512 GB SSD, 24" LED (Dell/HP), Keyboard & Mouse, Webcam & Headphone	02	Rs. 1,179,666/- (One Million One Hundred Seventy-Nine Thousand Six Hundred Sixty-Six)
		HP LaserJet Printer (All-in-One)	01	
		TP-Link Device – Router (dual-band, Wi-Fi 6 supported)	01	
		Table (customized compact laminated top) with Mid-back Revolving Chair	02 sets	
		Smart 4K UHD TCL 50"	01	
		Internet Service (yearly) & Law Sites Subscription (Pakistanlawsite / PLJ Online) (Pakistanlawsite.com. pljlawsite.com) and Internet 1 Year Subscription	01	
		Miscellaneous (Cabling, Setup, etc.)	-----	
<b>Total</b>	<b>Rs. 1,179,666/- (ONE MILLION ONE HUNDRED SEVENTY-NINE THOUSAND SIX HUNDRED SIXTY-SIX ONLY)</b>			

### E-Library (Unit II):

ITEM NAME SPECIFICATION / BRAND / MEASUREMENT				
S. No	Description	Specification	Qty	Total
<b>Establishment of E-Library (Unit II) for Karachi Bar Association (KBA)</b>				
<b>1</b>	Establishment of E-Library (Unit II) for Karachi Bar Association (KBA)	Intel Core i5, 14th Gen Desktop, 16 GB RAM, 512 GB SSD, 24" LED (Dell/HP), Keyboard & Mouse, Webcam & Headphone	02	Rs. 1,179,666/- (One Million One Hundred Seventy-Nine Thousand Six Hundred Sixty-Six)
		HP LaserJet Printer (All-in-One)	01	
		TP-Link Device – Router (dual-band, Wi-Fi 6 supported)	01	
		Table (customized compact laminated top) with Mid-back Revolving Chair	02 sets	
		Smart 4K UHD TCL 50"	01	
		Internet Service (yearly) & Law Sites Subscription (Pakistanlawsite / PLJ Online) (Pakistanlawsite.com. pljlawsite.com) and Internet 1 Year Subscription	01	
		Miscellaneous (Cabling, Setup, etc.)	-----	
<b>Total</b>	<b>Rs. 1,179,666/- (ONE MILLION ONE HUNDRED SEVENTY-NINE THOUSAND SIX HUNDRED SIXTY-SIX ONLY)</b>			

### **E-Library (Unit III):**

<b>ITEM NAME SPECIFICATION / BRAND / MEASUREMENT</b>				
<b>S. No</b>	<b>Description</b>	<b>Specification</b>	<b>Qty</b>	<b>Total</b>
<b>Establishment of E-Library (Unit III) for Karachi Bar Association (KBA)</b>				
<b>1</b>	Establishment of E-Library (Unit III) for Karachi Bar Association (KBA)	Intel Core i5, 14th Gen Desktop, 16 GB RAM, 512 GB SSD, 24" LED (Dell/HP), Keyboard & Mouse, Webcam & Headphone	02	Rs. 1,179,666/- (One Million One Hundred Seventy-Nine Thousand Six Hundred Sixty-Six)
		HP LaserJet Printer (All-in-One)	01	
		TP-Link Device – Router (dual-band, Wi-Fi 6 supported)	01	
		Table (customized compact laminated top) with Mid-back Revolving Chair	02 sets	
		Smart 4K UHD TCL 50"	01	
		Internet Service (yearly) & Law Sites Subscription (Pakistanlawsite / PLJ Online) (Pakistanlawsite.com. pljlawsite.com) and Internet 1 Year Subscription	01	
		Miscellaneous (Cabling, Setup, etc.)	-----	
<b>Total</b>	<b>Rs. 1,179,666/- (ONE MILLION ONE HUNDRED SEVENTY-NINE THOUSAND SIX HUNDRED SIXTY-SIX ONLY)</b>			

**Note: The above mentioned brands/models are exemplary which may be considered as equivalent or higher.**

I acknowledge that I have submitted both soft and hard copies of the documents referenced above. I understand that the District & Sessions Court, Karachi South retains the authority to reject my bid or disqualify me if the aforementioned documents are not available, and the decision of the District & Sessions Court, Karachi South will be considered final.

<b>Name</b>	
<b>Designation</b>	
<b>Cell Number</b>	
<b>Signature &amp; Stamp</b>	

### Sample of Technical Proposal:

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

Particular Item Name	
Make and Model	
Country and Origin	
Date of Launching of Model	
Expected Date/Month/Year of end of manufacturing of Product	
Brochure	Attach brochure highlighting the requirement of District & Sessions Court, Karachi South. (Mandatory)

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

<b>Name</b>	
<b>Designation</b>	
<b>Cell Number</b>	
<b>Signature &amp; Stamp</b>	

## 11. List of Major Clients

Kindly provide the information of main clients/ companies/ government organizations to whom you have supplied the above mentioned brand/ model of Computer which you are offering to District & Sessions court, Karachi South.

S.No	Name of Company	Name of Contact Person	Cell No	Address
1				
2				
3				
4				
5				

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

<b>Name</b>	
<b>Designation</b>	
<b>Cell Number</b>	
<b>Signature &amp; Stamp</b>	

## 12. Sample of Financial Proposal

Bidders are advised to submit financial proposal for each intended item as per following format on the official letter head of bidder which must be properly signed & stamped.

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

All Government taxes shall be applicable as per rules.

### 13. Calculation of Bid Security:

S.No	Amount	Total Units Price With GST Rs. (in figures and words)	Total Units Price Without GST Rs. (in figures and words)
1	Total Amount		
2	2% of Total Amount		
3	Pay Order Number		
4	Pay Order Issuance Date		
5	Name of Bank		
6	Amount of Pay Order		
7	Period of Validity		

- Rates must be quoted in Pakistani Currency.
- Rates must be quoted without GST. GST shall be applicable as per rules.
- All government taxes shall be applicable as per rules.
- All government taxes will be deducted by the office of A.G Sindh and its decision shall be final in respect of taxation and billing.
- Successful Bidder (s) will be required to submit complete bill along with copies of required documents to Account Branch, District & Sessions Court, Karachi South for forwarding the same to Accountant General Sindh, Karachi.

### 14. Delivery Mechanism

- Successful bidder shall tentatively deliver the goods within ten (10) calendar days of issuance of Purchase Order
- Delivery will take place at the District & Sessions Court, Karachi South. The Accountant of District and Sessions Court Karachi South will accept the goods and provide a signature on the delivery challan.

### 15. Payment Mechanism

- Payment will not be processed in advance of deliveries.
- Upon successful delivery and complete installation, the bidder must submit complete invoices along with the delivery challan and necessary document copies to the Accounts Branch of the District Court, Karachi South.
- It is the bidder's responsibility to ensure that all required documents accompany the invoice. It is advisable to coordinate with the Accounts Officer of this Judicial District when submitting the invoice.
- Bidder will collect the cheque from the office of Account Branch after submitting authority letter
- The District & Sessions Court Karachi South upholds principles of honesty, integrity, and

transparency in its procurement processes. Bidders are encouraged to report any instances of corruption directly to the Honorable District & Sessions Court, Karachi South, should they be solicited for gifts, bribes, cash, or similar inducements in exchange for receiving cheque(s).

## **16. Terms & Conditions:**

- **Bidding Method:** Single Stage-Two Envelopes method will be adopted for bidding process as per SPPRA Rules. Bidders are required to submit separate technical & financial proposal.
- **Timing of Delivery:** Bidder shall be made delivery within ten (10) calendar days of receipt of Purchase Order.
- **Qualification/ Eligibility:** Bidders are bound to submit soft and hard copies separately of all documents as mentioned in Eligibility Criteria Section, in order to establish their eligibility to participate in bid. In case of non-availability of either, soft or hard copy, bidder may be disqualified.
- **Bid Security:** All bids must be accompanied by an earnest money/ security of 2% of total bid amount separately.
- **Release of Bid Security:** The bid security of unsuccessful bidder will be released by District and Session Court South after award of work or after expiry of bid validity period as per rules.
- **Late Bids:** District & Sessions Court, Karachi South shall not consider any bid that arrives after the deadline for submission of bids, as reflected in NIT. Any bid received after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder
- **Responsive Bids:** A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. Non-responsive Bids shall not be considered Bidders are advised in their own interest to prepare their bids as per format, requirements, terms & conditions, mentioned in bid documents. Bidders are also advised to submit soft and hard copies of all required documents along with their bids
- **Award of Contract:** District & Sessions Court, Karachi South may award the Contract separately to the technically qualified Bidder whose offer has been determined to be the lowest bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- **Notification/ Purchase Order for Award of Contract:** Prior to the expiration of the period of bid validity, District & Sessions Court, Karachi South will notify the successful

Bidder, in writing, that its Bid has been accepted. Until a formal Contract is prepared and executed, the purchase order/ notification of award shall constitute a binding Contract.

- **Performance Security:** The bid security of successful bidder will be released after submission of Performance Security equal to 5% of total cost of contract.
- **Release of Performance Security:** Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from The Accountant of District and Sessions Court Karachi South.
- **Validity Period:** The procurement contract will be awarded within bid validity period i.e. 90 days as per SPRRA Rules.
- **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement. Copy of Purchase Order along with relevant documents must be submitted along with bill.
- **Delayed Delivery:** A daily penalty of 1% of the total amount will be applied for each day that the company, firm, or agency fails to deliver within the specified delivery or execution period, or if a request for an extension of the delivery time is denied by the District & Sessions Court Karachi South.
- **Inspection:** Physical inspection will be carried out by the Nadeem ur Rehman Acting Accountant of this Court. Ordered material is subject to final inspection at the time of delivery.
- **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
- **Payment Term:** Payment will not be processed prior to delivery. It will be issued through the Account Branch by the District & Sessions Court office in Karachi South, and the cheque will be provided to the bidder(s) or their authorized representative(s).
- **Condition of Goods:** All items must meet in all respects with the specifications & conditions of the Order and must be in good condition & conform to the best industrial quality standards; otherwise they will be liable to be rejected as per rules.
- **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- **Disclosure of Confidential Script/Material:** All rights reserve with the District & sessions Court Karachi South and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.

- **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
- **Mistakes in Calculation:** The contractor/ supplier will be liable for any mistakes in calculation of price/ rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
- **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per rules. Bidder should keep them updated regarding taxation issues in consultation with the relevant tax regulatory authorities.
- **Stamp Duty:** Stamp duty will be levied as per rules.
- **Alternative Bids:** Alternative bids shall not be considered.
- **Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its bid, and District & Sessions Court Karachi South shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- **Rights of District & Sessions Court, Karachi South:** District & Sessions Court Karachi South reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
- **Interest on Late Payments:** No interest shall be paid on late payment in case, cheque is received late from the Office of A.G Sindh. However, every effort shall be made for timely payments to successful bidders.
- **Insurance:** The items provided under this contract must be completely insured. The successful bidder will bear all insurance costs. In the absence of insurance, any associated risks will be the responsibility of the successful bidder.
- **Warrants:** The supplier guarantees that the goods provided will be new, unused, and compliant with the highest industrial standards.
- **Fraud & Corruption:** The District & Sessions Court Karachi South will dismiss a proposal for an award if it finds that the bidder has participated in corrupt, fraudulent, collusive, coercive, or obstructive practices while competing for the relevant tender.
- **Termination of Contract:** The District & Sessions Court Karachi South will dismiss a proposal for an award if it finds that the bidder has participated in corrupt, fraudulent, collusive, coercive, or obstructive practices while competing for the relevant tender.
- **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/

mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules available on for further details.

It is acknowledged that the aforementioned terms and conditions have been reviewed, accepted, and signed. We recognize that failure to comply may result in our tender being disregarded.

<b>Name</b>	
<b>Designation</b>	
<b>Cell Number</b>	
<b>Signature &amp; Stamp</b>	

## 17. Sample of Proposal Submission Form

Proposal Information:

Proposal Title: \_\_\_\_\_ Submission Date: \_\_/\_\_/\_\_\_\_\_

Applicant/Organization Details:

Name of Applicant/Organization: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Website (if applicable): \_\_\_\_\_

Contact Person of Applicant Organization:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Proposal Summary

\_\_\_\_\_

\_\_\_\_\_

Provide a brief summary of the proposal, including objectives, expected outcomes, and key deliverables.

\_\_\_\_\_

\_\_\_\_\_

Project Start Date: \_\_/\_\_/\_\_\_\_\_ Project End Date: \_\_/\_\_/\_\_\_\_\_ Total Budget: \_\_\_\_\_

Funding Amount Requested: Rs. \_\_\_\_\_

### 6. Supporting Documents

Attach relevant documents such as project plan, budget breakdown, organizational profile, etc.

Project Proposal Document

Budget Plan Organizational Profile

Other: \_\_\_\_\_

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

<b>Name</b>	
<b>Designation</b>	
<b>Cell Number</b>	
<b>Signature &amp; Stamp</b>	

### **18. Sample of Satisfactory Certificate after Completion**

This is to certify that:

M/s Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_  
has successfully delivered/supplied/installed/completed the following work/service to the  
satisfaction of:

Project/Work Description: \_\_\_\_\_

Location: \_\_\_\_\_

Start Date: \_\_/\_\_/\_\_\_\_\_ Completion Date: \_\_/\_\_/\_\_\_\_\_

We hereby confirm that the above-mentioned work/service has been completed satisfactorily in  
accordance with the agreed terms and conditions.

Authorized Representative: \_\_\_\_\_

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

Stamp & Signature