

# **OFFICE OF THE DISTRICT & SESSIONS COURT, KARACHI WEST**

## **TENDER DOCUMENT**

Tender Reference NO/DC/ACCT/W Tender-2020-2021

Dated: 16-01-2021

**Supply of Computer (Dell or equivalent standard) for District & Sessions Court, Karachi West**

<b>Last Date of Submission of Bid</b>	27 <sup>th</sup> February,2021 at 11:00 a.m
<b>Date &amp; Time of Technical Opening</b>	27 <sup>th</sup> February.2021 at11:30 a.m
<b>Date &amp; Time of Financial Opening</b>	Date & Time of financial opening will be communicated to the technically qualified bidder (s) in advance through website.

## Contents

1. Scanned Copy of Advertisement: .....	3
2. Introduction & Instruction: .....	4
2. Guidelines for preparing tender document: .....	4
3. Guidelines for attending Tender Meeting: .....	5
4. Principles of Procurement: .....	5
5. Clarification and Modification of Bidding Documents: .....	5
6. Preliminary Examination of Bids: .....	5
7. Financial Evaluation of Technically Qualified Bid(s): .....	6
8. Qualification/ Eligibility Criteria: .....	6
9. Sample of Technical Proposal: .....	7
10. List of Major Clients .....	9
11. Sample of Financial Proposal .....	11
12. Calculation of Bid Security .....	11
13. Delivery Mechanism .....	11
14. Payment Mechanism .....	12
15. Terms & Conditions: .....	12
16. Sample of Proposal Submission Form: .....	16
17. Consent regarding uploading of documents on websites .....	17
18. Sample of Purchase Order .....	18
20. Sample of Satisfactory Certificate .....	19
21. Sample of Contract: .....	19
22. SAMPLE OF INTEGRITY PACT .....	23
23. Frequently Asked Questions: .....	24
24. Documents Check List .....	25

## **1. Scanned Copy of Advertisement:**

## 2. Introduction & Instruction:

Dear Tenderer:

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

LOT NO	ITEM NAME	REQUIRED SPECIFICATION	QUANTITY
1	DESKTOP COMPUTER	<p><b>Processor:</b> 8<sup>th</sup> Generation, Ci5-8500/3Ghz up to 4.1 GHz or higher</p> <p><b>Chipset M/Board:</b> Intel Chipset H370 (or equivalent) that can support <b>(a)</b> Intel 8<sup>th</sup> Gen or higher Processors <b>(b)</b> RAM 32GB and <b>(c)</b> SSD 256 GB.</p> <p><b>Casing:</b> Tower or Mini Tower</p> <p><b>RAM (installed):</b> 2 x 2GB DDR4 <b>OR</b> 1 x 4 GB <b>(Total 4GB)</b></p> <p><b>Hard Drive (installed) :</b> 500GB SATA (7200 rpm) or higher</p> <p><b>Optical Drive:</b> DVD R-W</p> <p><b>Connectivity:</b> LAN 10/100/1000,</p> <p><b>Power Supply:</b> 180 w or higher</p> <p><b>Keyboard &amp; Mouse:</b> (Manufacturer's brand)</p> <p><b>LED:</b> 18.5"/19" LED (Manufacturer's brand)</p> <p><b>Warranty:</b> 3 years Manufacturer's Comprehensive warranty (with parts, labour&amp; onsite)</p>	12

LOT NO	Item name	Required specification	QUANTITY
2	LASER PRITENR	<p>Technology: LaserJet</p> <p>Brand: HP or Canon</p> <p>Supported paper A4 and legal</p> <p>Print Speed (Black): 18PPM or higher Warranty with Parts labour and onsite</p> <p style="text-align: center;"><b>OR EQUIVALENT</b></p>	15
LOT NO	ITEM NAME	REQUIRED SPECIFICATION	QUANTITY
3	UPS (For Desktop Computer)	<p>UPS: 12V/7amp,600/700va( preferable branded) UPS Circuitry Warranty =min2 Years,</p> <p>UPS Battery Warranty = min year along with all necessary cable (with parts and labour onsite)</p>	20

- (a) The District & Sessions Court, Karachi West, expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. **Moreover, attach required supporting documents according to the requirement.** Bidders are also required to submit both soft and hard copies of all required documents which shall be uploaded on the official website of this District Court, Karachi West for the sake of transparency.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. **If you want to leave the item/column un-answered please, write "Doesn't Apply/Doesn't Arise".** If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) Bids must be submitted in the Office of the District & Sessions Court, Karachi West, as reflected in tender notice.
- (d) **Bid Security of 2% of total quoted amount** will be deposited along with tender document in shape of BID SECURITY FORM/ PAY ORDER/ BANK DRAFT as reflected in tender notice.

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

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



- 9) Arrange 2% Bid Security of total tender quoted amount.
- 10) Prepare Single Procurement File in PDF form. Merge the scanned copies of signed tender documents and scanned copies of documents required for assessing the eligibility criteria in single PDF File. Save the said PDF file in either DVD or USB.
- 11) Keep all the documents in file. Tap binding is not allowed.
- 12) Sealed the soft copy (DVD/ USB) & hard copy (A4 size paper form) in envelop.
- 13) Submit the sealed envelope (separate technical & financial proposals) in the office of District & Sessions Court, Karachi West as reflected in NIT. Do not forget to sign on "Bid Receiving Time Sheet".

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

- 1) 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.
- 2) Bring Authority Letter for attending Tender Meetings.
- 3) Mark Signature on the attendance sheet.
- 4) Make it sure that your bids and other submitted bids are sealed.
- 5) Make it sure that late bids are not entertained.
- 6) Give proper answers of queries of members of Procurement Committee if so asked.

### **4. Principles of Procurement:**

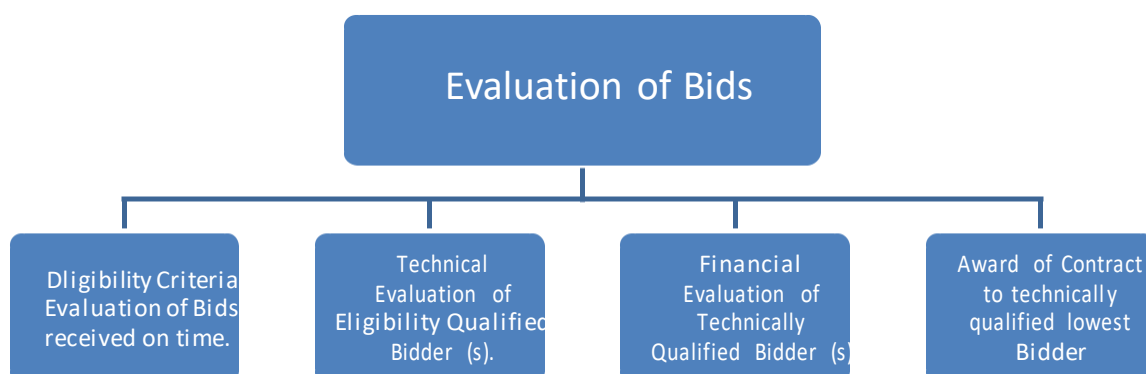
District & sessions Court, Karachi West ensures that procurements are conducted in a fair and transparent manner and the object of procurement brings value for money to the agency and the procurement process is efficient and economical. Hence, bidders are directed to provide soft copies of scanned tender documents, tax registration certificates, purchase orders, bank maintenance certificate, financial statements and undertaking. All such documents should be merged in one (01) PDF FILE for uploading on the concerned.

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

Clarifications (if any) for contents of bidding documents may be sent to ,District & Sessions Judge, Karachi West in writing, at least five calendar days prior to the date of opening of bid. Clarification in response to a query shall be uploaded on the official website of District & Sessions Court, Karachi West. All bidders are advised to visit the website of District & Sessions Court, Karachi West for keeping them updated.

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

District & Sessions Court, Karachi West shall examine the bids to confirm that all required documents (soft & hard copies) and specifications/ technical documentation requested in bidding documents have been provided, and to determine the completeness of each document submitted. If any of the required documents or information is missing, the bid shall be rejected. Further, District & Sessions Court, Karachi West shall examine the Bid to confirm that all terms and conditions specified in the bidding documents have been accepted by the Bidder without any material deviation or reservation.



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

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

## 8. Qualification/ Eligibility Criteria:

S.No.	Eligibility Criteria	Nature
1	<b>Profile</b> of company/ firm along with relevant documents	Mandatory
2	Complete filled, signed & stamped <b>Tender Document</b>	Mandatory
3	<b>Relevant Tax Registration Certificates</b> (both soft & hard copies are mandatory)	Mandatory
4	Copies of <b>at least three (03) purchase orders</b> of similar nature during the last three years. One for each year is mandatory. (both soft & hard copies are mandatory)	Mandatory
5	<b>Undertaking</b> on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization. (both soft & hard copies are mandatory)	Mandatory
6	Average Financial turnover of at least <b>Rs. 2 million</b> per annum during the last three years. (financial statement or bank statement or both are required)	Mandatory
7	<b>Bank Maintenance Certificate</b> (both soft & hard copies are mandatory)	Mandatory



It is undertaken that I have provided soft and hard copies of the above mentioned documents. It is understood that District & Sessions Court, Karachi West reserves the right to reject my bid/ disqualify me in case of non-availability of the above mentioned documents and decision of District & sessions Court, Karachi West shall be final.

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	
<b>Cell No</b>	

### 9. Sample of Technical Proposal:

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

<b>Brand Name</b>	
<b>Make &amp; Model</b>	
<b>Country of Origin</b>	
<b>Date of Launching of Model</b>	
<b>Expected date/month/year of end of manufacturing of product</b>	
<b>Brochure</b>	Attach brochure highlighting the requirement of District & Sessions Court, Karachi West. (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>	

## 10. List of Major Clients

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

<b>S.No</b>	<b>Name of Company</b>	<b>Name of Contact Person</b>	<b>Cell No</b>	<b>Address</b>
1				
2				
3				
4				

5				
6				
7				
8				
9				
10				

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

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

## 11. Sample of Financial Proposal

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

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

All Government taxes shall be applicable as per rules.

## 12. Calculation of Bid Security

S.No	Name of Items	Unit without Rs. (in figures)	Price GST	Unit without Rs. (in figures)	Price GST
	<b>Total Amount</b>				
	<b>2% of Total Amount</b>				
	<b>Pay Order Number</b>				
	<b>Pay Order Issuance Date</b>				
	<b>Name of Banker</b>				
	<b>Amount of Pay Order</b>				
	<b>Period of Validity</b>				

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

## 13. Delivery Mechanism

1. Successful bidder shall deliver the goods within **Twenty (20) calendar days** of issuance of Purchase Order.
2. Delivery shall be made at District & Sessions Court, Karachi West. I. T incharge will receive the goods and make signature on the delivery challan.

## 14. Payment Mechanism

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

## 15. Terms & Conditions:

1. **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.
2. **Timing of Delivery:** Bidder shall be made delivery within Twenty (20) calendar days of receipt of Purchase Order..
3. **Qualification/ Eligibility:** Bidders are bound to submit soft and hard copies of all documents as mentioned in Eligibility Criteria Section, in order to establish their eligibility to participate in bid. In case of non-availability of either soft or hard copy, bidder may be disqualified.
4. **Bid Security:** All bids must be accompanied by an earnest money/ security of 2% of total bid amount.
5. **Release of Bid Security:** The bid security of unsuccessful bidder will be released by District & Sessions Court, Karachi west after award of work or after expiry of bid validity period as per rules.
6. **Late Bids:** District & Sessions Court, Karachi West shall not consider any bid that arrives after the deadline for submission of bids, as reflected in NIT. Any bid received after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
7. **Responsive Bids:** A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. Non-responsive Bids shall not be considered.

Bidders are advised in their own interest to prepare their bids as per format, requirements, terms & conditions, mentioned in bid documents. Bidders are also advised to submit soft and hard copies of all required documents along with their bids.

8. **Award of Contract:** District & Sessions Court, Karachi West may award the Contract 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.
9. **Notification/ Purchase Order for Award of Contract:** Prior to the expiration of the period of bid validity, District & Sessions Court, Karachi West will notify the successful Bidder, in writing, that its Bid has been accepted. Until a formal Contract is prepared and executed, the purchase order/ notification of award shall constitute a binding Contract.
10. **Performance Security:** The bid security of successful bidder will be released after submission of Performance Security equal to **5% of total cost of contract**.
11. **Release of Performance Security:** Performance Security shall be released after successful delivery of goods and issuance of satisfactory certificate from V- Addl district & sessions judge and XIV Senior Civil Judge of this district.
12. **Validity Period:** The procurement contract will be awarded within bid **validity period i.e. 90 days** as per SPRA Rules.
13. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement. Copy of Purchase Order along with relevant documents must be submitted along with bill.
14. **Delayed Delivery:** 1% penalty of the total amount will be imposed per day for which the company/firm/agency failed to deliver within the delivery/execution period or the request for extension in delivery time declined by District & Sessions Court Karachi West.
15. **Inspection:** Physical inspection will be carried out by the I.T Branch Incharge of this Court. Ordered material is subject to final inspection at the time of delivery.
16. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
- 17) **Payment Term:** Payment shall not be made in advance before making deliveries. Payment shall be issued by the office of A,G Sindh and cheque will be handed over to bidder (s) or his authorized representative
- 18) **Condition of Goods:** All items must meet in all respects with the specifications & conditions of the Order and must be in good condition & conform to the best industrial quality standards; otherwise they will be liable to be rejected as per rules.
- 19) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.

- 20. Disclosure of Confidential Script/Material:** All rights reserve with the District & sessions Court Karachi West and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- 21. Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
- 22. Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
- 23. Mistakes in Calculation:** The contractor/ supplier will be liable for any mistakes in calculation of price/ rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
- 24. Government tax(es), levi(es) and charge(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per rules. Bidder should keep them updated regarding taxation issues in consultation with the relevant tax regulatory authorities.
- 25. Stamp Duty:** Stamp duty will be levied as per rules.
- 26. Alternative Bids:** Alternative bids shall not be considered.
- 27. Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its bid, and District & Sessions Court Karachi West shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 28. Rights of District & sessions Court, Karachi West:** District & Sessions Court Karachi west reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
- 29. Interest on Late Payments:** No interest shall be paid on late payment in case, cheque is received late from the Office of A.G Sindh. However, every effort shall be made for timely payments to successful bidders.
- 30. Insurance:** The goods supplied under that contract should be fully insured. All cost of insurance shall be paid by the successful bidder. If the goods are not insured then risk if any shall be suffered by the successful bidder.
- 31. Warrants:** Supplier must warrants that goods supplied would be new, unused and as per best industrial standards.
- 32. Fraud & Corruption:** District & Sessions Court Karachi West shall reject a proposal for award if it determines that the bidder has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the tender in question.
- 33. Termination of Contract:** District & Sessions Court Karachi West may terminate the contract, if the successful bidder fails to supply all or parts of goods within definite time or fails to perform any other obligations of contract or bidder has failed to submit performance security or bidder has involved in fraud/ corruption.

34. **Other:** SPPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules available on [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) for further details.

It is hereby certified that 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>	

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

M/s.	
Year of Establishment	
Name of contact Person	
Address	
Sales Tax Registration No.	
National Tax No.	
Mobile No.	
Telephone No.	
Fax No.	
E-mail	
Banker's Name and Contact Details	

**Stamp & Signature**