

# SINDH HIGH COURT, KARACHI

**TENDER DOCUMENT**

**FOR THE YEAR 2017-2018**

**Tender Reference No.2**

**Dated: 17-11-2017**

**Supply & Installation of 20 KVA Diesel Generators at the  
residences of the Hon'ble Judges.**

**Tender issued to M/s. \_\_\_\_\_**

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## 1. Introduction

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested to purchase **latest Diesel Generators (20 KVA)** from **manufacturers or their authorized distributors/ agent** for one financial year. The rates shall be valid for full term of the contract. SHC reserves the right to increase/ decrease the quantities as per requirement in the light of availability of funds, as per rules. Tender document which includes full details of items and other terms & conditions can be downloaded **free of cost** from [www.sindhhighcourt.gov.pk](http://www.sindhhighcourt.gov.pk) and [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) from 17<sup>th</sup> November, 2017.

You are requested to attach firm / agency profile etc. along with the Tender Document. Financial Proposal should be submitted in sealed envelope.

Please mention “**Tender Number**” at top left corner of the envelope. SHC reserves the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

Kindly deposit a Pay Order / Demand Draft of **2% of the offered amount, the Bid Security**, issued in favor of the Registrar, High Court of Sindh, Karachi.

## 2. Instructions

- (a) The Sindh High Court, Karachi (SHC) 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.
- (b) The last date to submit the Tender Document, separate technical & financial proposals in sealed envelopes is **5<sup>th</sup> December, 2017 by 10:00 a.m.** in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi. **The technical proposals will be opened on the same day at 10:30 a.m.** in the presence of representatives who may care to attend. **Financial Proposals** of technically qualified bidders will be opened on **7<sup>th</sup> December, 2017 at 10:30 a.m.** at the same venue.
- (c) **Bid Security of 2% of total charges** will be deposited along with Tender Document in shape of PAY ORDER / DEMAND DRAFT only in the name of Registrar, High Court of Sindh, Karachi, Karachi.
- (d) Should you need further any assistance / guidance please feel free to contact with Mr. Muhammad Faiz Alam, Telephone No. 021-99203151 Ext 234.

### 3. Eligibility Criteria

S.No.	Eligibility Criteria	Requirement	Attached (Y/N)
1	Profile of company/ firm along with relevant documents.	Mandatory	
2	Registration with relevant tax/ regulatory authorities (copies required).	Mandatory	
3	Copies of at least three (03) purchase orders of similar nature during the last three years along with Completion Certificate for the work completed (copies required).	Mandatory	
4	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Mandatory	
5	Total Financial turnover of at least Rs. 50 million during the last three years. (financial statement or bank statement or both are required)	Mandatory	

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; Stamp</b>	

### 4. Sample of Technical Proposal

1. Technical Proposal must be according to following format otherwise it will not be considered.
2. Technical Proposal should be sealed in separate envelope.

Requirement of Sindh High Court		Specifications offered by Bidder (Kindly do not leave any box blank)	Comply (Y/N)
<b>Features</b>	<b>Details</b>		
<b>Model</b>	Latest model of 20 KVA Denyo, Honda or equivalent		
<b>Number of Phases</b>	3-Phase, 4-Wire		
<b>Sound Proof Type</b>	Environmental friendly Sound proof model having effective sound insulating materials. Extremely quiet when operating at full load.		
<b>Voltage Regulation (%)</b>	Within $\pm 1.5\%$		
<b>Frequency Regulation (%)</b>	Within 5.0% through no-load to full-load.		
<b>Voltage Waveform</b>	Deviation Factor of open-circuit terminal voltage should not exceed 0.06.		

<b>Frequency</b>	50 / 60 Hz Generator should be operated at 50/60 Hz by simply adjusting the engine speed using the throttle control knob on the control panel.		
<b>Output Rating (continuous)</b>	20 to 25 KVA		
<b>Output Rating (standby)</b>	22 to 27.5 KVA		
<b>Built in Water Proof Steel Canopy.</b>	The generator and electrical components should fully enclose in a solid-steel waterproof canopy.		
<b>Auto Protection</b>	In-built emergency system to protect the generator from malfunctions.		
<b>True Heavy Duty Performance</b>	Should have features of extra power performance so that job can be done without the inconvenience of using another generator.		
<b>Economical Performance</b>	Imported highly reliable diesel engine with efficient and low fuel consumption. Uninterrupted generation operation for minimum 12 hours under full load.		
<b>Clean Engines</b>	Engines should have PVC (Purge Control Valve) system so that exhaust emissions could be minimized.		
<b>Maintenance</b>	All daily maintenance requirements can be performed from one side of the machine. There should be full access to the engine. Should have external drain plugs for oil, fuel and water so that routine maintenance can be performed easily. For major engine overhauls, the canopy (bonnet) can be unbolted.		
<b>Electromagnetic Interference Level</b>	Attenuated to meet most commercial requirements.		
<b>Auto Fuel Air Extractor</b>	Mechanism for auto fuel air extractor is required.		
<b>Climatic Condition</b>	Designed to functions in all climatic conditions.		
<b>Warranty</b>	24 months warranty effective from the date of installation.		
<b>Maintenance</b>	Free Service for one year from the date of installation.		

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	

## 5. Sample of Financial Proposal

1. Financial proposal should be as per following format & sealed in separate envelope.
2. Rates should be inclusive of all types of taxes.
3. Rates should be inclusive of installation fee, installation material, power cable, control cable, RCC foundation, rigger charges, transportation charges, service charges etc.

<b>BILL OF QUANTITY FORM</b>				
<b>S.No</b>	<b>Model</b>	<b>Annual Units (approx.)</b>	<b>Per Unit Rate (including all taxes, transportation, service charges etc. ) Rs. (in Pak Rupees)</b>	<b>Amount (including all taxes, transportation, service charges etc. ) Rs. (in Pak Rupees)</b>
		06		
<b>Amount (including all taxes, transportation, service charges etc.) (in figures)</b>				
<b>Amount (including all taxes, transportation, service charges etc.) (in words)</b>				

<b>Name:</b>	
<b>Designation:</b>	
<b>Signature &amp; stamp</b>	

## 6. Terms & Conditions

1. **Tender Document:** Tender document which includes full details of items and other terms & conditions can be downloaded free of cost from [www.sindhhighcourt.gov.pk](http://www.sindhhighcourt.gov.pk) and [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk).
2. **Bidding Method:** Single Stage-Two Envelopes method will be adopted for bidding process as per SPPRA Rules.
3. **Company Profile:** Company Profile along with relevant documents be attached with this document.
4. **Validity Period:** The procurement contract will be awarded within bid validity period i.e. 90 days as per SPRRA Rules.
5. **Issuance of Purchase Order:** Purchase Order shall be issued from the office of the Assistant Registrar (Resident-II) of Sindh High Court.
6. **Receiving/Acceptance of Purchase Order:** The vendor will sign the copy of the Purchase Order as acknowledgement.
7. **Time of Delivery of Good:** The delivery should be made by the supplier at the

residences of the Hon'ble Judges.

8. **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
9. **Inspection:** Physical inspection will be carried out by Assistant Registrar, Resident-II Branch of SHC at the residences of the Hon'ble Judges. Ordered material is subject to final inspection at the time of delivery.
10. **Quantity Delivered:** Competent Authority reserves the right to increase/decrease the quantity as per requirement and availability of funds, as per rules.
11. **Payment Term:** Payment shall not be made in advance and against partial deliveries.
12. **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.
13. **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.
14. **Disclosure of Confidential Script/Material:** All rights reserve with the SHC and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
15. **Termination:** The contract shall be terminated in case of violation of terms and conditions by the contractors.
16. **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted in the office of Assistant Registrar (Resident-II) of Sindh High Court.
17. **Bid Security:** All bids must be accompanied by an earnest money/ security of **2% of total bid amount**. The bid security of unsuccessful bidder will be released by SHC after award of work or after expiry of bid validity period as per rules whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to 10% of contract price.
18. **Validity Period of Contract:** The contract will remain valid for the period of one financial year.
19. **Price / Rate:** Price / rate must be quoted on Bill of Quantity Form only and submitted in sealed envelope. Price/ rate shall include all taxes, duties, levies, charges, insurance, freight, transportation etc. All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
20. **Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
21. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
22. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
23. **Rights:** SHC reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

24. **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.
25. **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 applicable rates / denomination of Purchase / Work Order.
26. **Contract Cost:** The contractor shall pay all the cost for preparation of legal documents of contract.
27. **Stamp Duty:** Stamp duty will be levied as per rules.
28. **Other:** SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules 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>	

## 7. Sample of Proposal Submission Form

To be printed on the letter head of firm.

Tender Reference No.02

Dated \_\_\_\_\_

Name of Contract:

The Learned Registrar,  
Sindh High Court,  
Karachi.

Dear Sir,

We, the undersigned, offer to provide our services for “\_\_\_\_\_”, as a Bid, sealed in an envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of Purchase Committee shall be final and cannot be challenged on any ground at any forum and the Purchase Committee will not be liable for any loss or damage to any party acting in reliance thereon.

Sincerely,

Name  
Designation,  
Name of Company  
Dated:



## 8. Sample of Articles of Agreement

**This Agreement** made this \_\_\_\_\_ day of \_\_\_\_\_ 2017, by and between the Sindh High Court, Karachi, Sindh, including his successors in office and Assignees / Agents, acting through the learned Registrar, hereinafter called the “**SHC**”, of the one part,

**And** M/s \_\_\_\_\_, located at \_\_\_\_\_, hereinafter called the “**Contractor**” which expression shall include their successors, legal representatives of the second part.

Whereas the **SHC** requires supply of \_\_\_\_\_ and whereas the **Contractor** has agreed to supply, the said items valued at **Rs.** \_\_\_\_\_ and words ( \_\_\_\_\_ ) on quarterly basis as per Purchase Orders, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Contractor**.

### **Now this Agreement witnesses as follows:**

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the **Conditions of Contract** hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by \_\_\_\_\_ on behalf of the **Contractor**, and by the learned Registrar on behalf of the **SHC**, all of (name and designation of the authorized person) Which shall be deemed to form and be read and construed as a part of this **Agreement** viz.
  - a) Articles of Agreement;
  - b) Instructions to Tenderers;
  - c) Conditions of Contract;
  - d) Contractor’s Offer including the relevant correspondence prior to signing of this Agreement with all Annexures duly filled in.
  - e) The specifications of the items; and
  - f) Bill of Quantity with prices.
3. In consideration of the payment to be made to the Contractor, the **Contractor** hereby **covenants** with the **SHC** to supply & deliver all items in conformity in all respects of the Contract on quarterly basis, as mentioned in Purchase Orders.
4. The **SHC** hereby **covenants to pay** the Contractor in consideration of the supply & delivery of items at the contact price on quarterly basis subject to release of funds.

**In Witness Thereof** the parties have hereunto set their respective hands and seals, the day, month and year first above written.

### **WITNESSES:**

## (INTEGRITY PACT)

### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... [*Name of Contractor*] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative department or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [*name of Contractor*] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[*name of Contractor*] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[*Name of Contractor*] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [*name of Contractor*] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [*name of Contractor*] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Procuring Agency: .....

Name of Contractor: .....

Signature: .....

Signature: .....

[Seal]

[Seal]