



SUPREME COURT OF PAKISTAN

ISLAMABAD

TENDER NOTICE

(Tender No. 02-2023/24)

Sealed tenders are invited from the original manufacturers / authorized distributors / Resellers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue, for supply of three (03) photocopiers as per specification given in the tender document.

- Last date for submission of bids is 26-Sept-2023 at 11:00 a.m.
- Technical bids shall be opened on 26-Sept-2023 at 11:30 a.m.
- Bidding documents, containing detailed terms & conditions can be downloaded from the websites of this Court i.e. (www.supremecourt.gov.pk) and of PPRA (www.ppra.org.pk).

(Syed Sher Afgan)
Deputy Registrar (General)
Supreme Court of Pakistan
Constitution Avenue,
Islamabad.
Ph. 051-9220582-99

Tender Document

Tender No. 02-2023/24

PROCUREMENT OF PHOTOCOPIER



SUPREME COURT OF PAKISTAN

Constitution Avenue, Islamabad

Phone: (+ 92) (51) (9220581-99), Fax: (+92) (51) (9217758)

URL: www.supremecourt.gov.pk

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PART-II

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1. Invitation to Bid

1.1. Supreme Court of Pakistan, (hereinafter referred to as "the Purchaser") invites Proposals (hereinafter referred to as "the Tenders") for supply of Photocopier as per quantity & specifications mentioned in Annex-A (hereinafter referred to as "the Goods") and for installation, configuration, deployment, testing, training and after-sale support of the said Goods (hereinafter referred to as "the Services").

1.2. The Photocopier shall be delivered at Islamabad Principal Seat.

1.3 PPRA Rules to be followed

Public Procurement Rules, 2004 will be strictly followed. These may be obtained from PPRA's website:

<http://ppra.org.pk/doc/rules.pdf>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Public Procurement Rules, 2004, as amended time to time.

1.4 Mode of Advertisement(s)

As per Rule 12(1), this Tender is being placed online at PPRA's website.

As per Rule 12(2), this Tender is also placed online at the website of Supreme Court of Pakistan i.e. <http://www.supremecourt.gov.pk>. The bidding document carrying all details can be downloaded from the said websites. Moreover, the tender is also published in newspapers.

1.5 Type of Open Competitive Bidding

As per Rule 36(b), Single Stage - Two Envelope Bidding Procedure shall be followed.

1.6 Bidding Details (Instructions to Bidders)

All bids must be accompanied by Earnest Money equivalent to 2% of the total bid price in shape of pay order / bank draft, as part of financial bid in favor of "**Registrar, Supreme Court of Pakistan**". The complete bids as per required under this tender document, must be dropped in the drop box kept in Receipt & Issue (R&I) Branch, Supreme Court of Pakistan, Constitution Avenue, Islamabad not later than **11:00 a.m.** on last date of submission of bids i.e. **26-Sept-2023**. Late bids will not be considered.

2. Tender Eligibility/Qualification Criteria

The bidder:

2.1 must be a registered/incorporated company/firm in Pakistan with relevant business experience of last 3 years as on 30.06.2023,

2.2 must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths and are active return filer, can participate);

2.3 must have valid Registration of General Sales Tax (GST) & National Tax Number (NTN); verifiable from relevant institutions.

2.4 must be involved in sales or supply business of Photocopier for last 3 years,

2.5 have not been blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking to this effect on legal stamp paper is mandatory),

2.6 has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.

2.7 have Customer Support Center at Islamabad/Rawalpindi.

Note: Verifiable documentary proof for all above conditions is a mandatory requirement, noncompliance will lead to disqualification.

3 Tender Cost

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible for those expenses.

4. Joint Venture / Consortium

Joint venture / Consortium are not eligible for this tender.

5. Amendment of the Tender Document

The Purchase Committee of Supreme Court of Pakistan may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-27 of Public Procurement Rules, 2004.

6. Preparation / Submission of Tender

6.1 The Tender shall be filled in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.

6.2 The Tender shall be in two parts i.e. the technical proposal and the financial proposal. Separate sealed envelope shall be used for technical & financial proposals. Technical Proposal shall comprise the following, **without quoting the price:**

6.3 Technical Proposal Form (**Annexure-B**)

6.3.1 Covering letter duly signed and stamped by authorized representative. (**Annexure-E**)

6.3.2 Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted). (**Annexure-F**)

6.3.3 Technical Brochures / Literature

6.3.4 Details of Warranty and After-Sale Service

6.3.5 Submission of undertaking on legal valid and attested stamp paper that:-

a). the quoted Goods are genuine, brand new, non- refurbished, un-altered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials;

b). the firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization, autonomous body or Private Sector Organization anywhere in Pakistan.

c). the firm will fully compliance execution schedule and Delivery Period mentioned in tender document

6.3.6 Financial Capacity as per Annexure-I.

6.3.7 Valid Registration Certificate for Income Tax, Sales Tax and Active taxpayer

6.4 The Financial Proposal shall comprise the following:

6.4.1 Financial Proposal Form (**Annexure-C**).

6.4.2 Price Schedule (**Annexure-D**).

6.4.3 2% Earnest Money of the total tender price (**Annexure-G**).

6.5 The Tenderer shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical Tender for
"Procurement of Photocopier"
Tender No. 02-2023/24
[Name of the Tenderer]
[Address of the Tenderer]
[Phone No. of the Tenderer]

6.6 The Tenderer shall follow the same process for the Financial Tender.

6.7 The Tenderer shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Tender for

“Procurement of Photocopier”

Tender No. 02 -2023/24

Additional Registrar, Chairman Purchase Committee,

Supreme Court of Pakistan, Constitution Avenue,

Islamabad.

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

6.8 The Tender shall be dropped in drop box kept in Receipt & Issued (R&I) Branch, Supreme Court of Pakistan Constitution Avenue, Islamabad, not later than **11:00 a.m.** on last date of submission of bids i.e. **26-Sept-2023**. No late bid shall be accepted.

6.9 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer.

6.10 Pre-bid meeting shall be held on **16-Sept-2023** from **11:00 a.m. to 12:00 p.m.** in which all the expected queries from bidders shall be responded. All the bidders shall submit their queries in typed form to the IT Directorate.

7. Tender Price

The quoted price for each model shall be

7.1 in Pak Rupees only;

7.2 best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;

7.3 inclusive of all taxes, duties, levies, insurance, freight, etc.;

7.4 including all charges up to the delivery point i.e. Islamabad

7.5 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

8. Earnest Money

8.1 The Tenderer shall furnish the Earnest Money for a sum equivalent to 2% of the total price, fulfilling the following criteria:

8.1.1 denominated in Pak Rupees.

8.1.2 as part of financial bid envelope, failing which will cause rejection of bid.

8.1.3 have a minimum validity period of one hundred and twenty (120) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

8.2 Failure to meet any of the above mentioned criteria will result to the automatic rejection of the bid.

8.3 The Earnest Money will be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:

8.3.1 If the Tenderer withdraws the Tender during the period of the Tender validity;

8.3.2 If the Tenderer does not accept the corrections of his Total Tender Price; or

8.3.3 If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

9. Tender Validity

The Tender shall have a minimum validity period of **one hundred and twenty (120) days** from the last date for submission of the Tender. The Purchase Committee of Supreme Court of Pakistan may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Earnest Money shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Earnest Money.

10. Modification / Withdrawal of the Tender

10.3 The Tenderer may, by written notice served to the Chairman, Purchase Committee, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

10.4 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, will result in forfeiture of the Bid Security.

11. Opening of the Tender

11.3 The Tenders (Technical Bids only) will be publicly opened in the Conference Room, 3rd Floor, Admin Block, Supreme Court of Pakistan by the Purchase Committee on **26-Sept-2023 at 11:30 a.m.** in the presence of the Tenderer(s) for which they shall ensure their presence without further invitation. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

11.4 The tender's name, modification, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, will be announced and recorded.

11.5 No tenderer or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location.

12. TECHNICAL EVALUATION CRITERIA

PASS MARKS: A technically eligible bidder, based on conditions listed in this document, not meeting the 70% pass marks aggregative in experience & technical staff will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All bidders scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial bids will be opened. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation. The Technical proposals shall be evaluated in the light of following evaluation criteria:

Category	Description	Points	
Legal (Mandatory)	Valid Income Tax Registration	Mandatory	
	Valid general sales tax registration (Status = Active with FBR)		
	Submission of undertaking on legal valid and attested stamp paper that:- a). the quoted Goods are genuine, brand new, non- refurbished, un-altered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials; b). the firm is not blacklisted by any of Federal or Provincial Govt. Department, Organization or autonomous body or Private Sector Organization anywhere in Pakistan; c). the firm will fully compliance execution schedule and Delivery Period mentioned in tender document		
	Compliance to the technical specifications of hardware to be procured mentioned vide Annex-A of this document		
Experience	Supply, Installation and After Sale Service of similar equipment (i.e. Photocopier) (Max Points 100)	3-5	35 Points
		6-10	50 Points
		11-15	75 Points
		16 or above	100 Points
Technical Staff	Number of Technical employees (Max Points 100)	1 to 3	35 Points
		4 to 7	50 Points
		8 to 11	75 Points
		12 or above	100 Points

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

13. FINANCIAL PROPOSAL EVALUATION

- 13.1 Technically qualified/successful bidder(s)/Tenderer(s) will be informed telephonically for opening of the Financial Proposal(s). The Financial Proposals will be opened in the Conference Room, 3rd Floor, Admin Block, Supreme Court of Pakistan in the presence of the Bidders or their authorized representatives.
- 13.2 Financial Proposal evaluation will be conducted under the Public Procurement Rules, 2004. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 13.3 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- 13.4 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
- 13.5 In evaluation of the price of goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- 13.6 The purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

14. Rejection / Acceptance of the Bid

- 14.1 The Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- 14.2 The Tender shall be rejected if:
 - 14.2.1 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
 - 14.2.2 incomplete, partial, conditional, alternative, late; or
 - 14.2.3 Earnest money is not submitted; or
 - 14.2.4 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
 - 14.2.5 the Tenderer refuses to accept the corrected Total Tender Price; or
 - 14.2.6 the Tenderer has conflict of interest with the Purchaser; or
 - 14.2.7 the Tenderer tries to influence the Tender evaluation / Contract award; or
 - 14.2.8 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
 - 14.2.9 the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-2);
 - 14.2.10 the Tenderer fails to meet the evaluation criteria requirements (Clause-12&13);
 - 14.2.11 the Tenderer has been blacklisted by any public or private sector organization;
 - 14.2.12 the Tenderer has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
 - 14.2.13 the Tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
 - 14.2.14 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
 - 14.2.15 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

15. Award Criteria

15.1 At first step, eligible bidder(s)/tenderer(s) as per clause-4 (Tender Eligibility) of this tender document fulfilling the qualification and technical evaluation criteria will stand technically qualified.

15.2 At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities, irrespective of their score in the previous step.

16. Purchase Order

Purchase order to the successful Tenderer will be issued after approval of the Competent Authority.

17. Performance Security

17.1 The successful Tenderer/The Contractor shall furnish Performance Security before/at the time of delivery of requisite items, in the form of a Bank Guarantee or Banker Cheque, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document; for a sum equivalent to 10% of the contract value; denominated in Pak Rupees; have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.

17.2 The Performance Security shall be payable to the Registrar, Supreme Court of Pakistan, if the Contractor commits a default under the Contract; fails to fulfill the obligations under the Contract or if violates any of the terms and conditions of the Contract.

17.3 No interest on the amount of performance guaranty / Banker Cheque shall be charged by Bidders.

18. Execution Schedule / Delivery

18.1 The Contractor shall deliver ordered Goods/ equipment within **eight (08)** weeks from the issuance of Purchase Order. During project implementation and the warranty period, the Contractor shall provide maintenance, supply and procurement support necessary to maintain all system, at the contracted performance and reliability level. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract.

18.2 The purchaser may extend the delivery date up to four (04) weeks on written request from the successful bidders under special circumstances or compelling grounds for delays in delivery of awarded items as per purchase order.

19. Liquidated Damages

Unless the delay in delivery is caused by force majeure, if the Contractor fails / delays in supply / performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Supreme Court of Pakistan may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.2% of the total Contract Price which is attributable to such part of the Goods / the Services, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 10% of the Contract Price.

20. Arbitration

All claims and disputes arising out of or relating to this tender shall be referred by the aggrieved party to the sole Arbitrator i.e. Director General (HRC), Supreme Court of Pakistan.

21. Training include in Goods & Services

The Contractor shall arrange and undertake a comprehensive training program for the staff nominated by the Supreme Court of Pakistan to ensure that they shall acquire a good working knowledge of the operation, and general maintenance of the Goods to be supplied under the Contract.

22. Documentation

The Contractor shall furnish the user documentation, the operation manuals, and service manuals of the supplied Goods and other information pertaining to the performance of the Goods, in hard/ soft copy format, before the Goods are taken over by the Supreme Court of Pakistan.

23. Checklist

Check the relevant option whether the document is attached.

- | | | |
|---|-----|----|
| <input type="checkbox"/> Technical Bid | Yes | No |
| <input type="checkbox"/> Financial Bid | Yes | No |
| <input type="checkbox"/> Each Page of the bid is signed and stamped | Yes | No |
| <input type="checkbox"/> Affidavit on the Stamp Paper is attached | Yes | No |
| <input type="checkbox"/> Earnest Money (2% of total quoted price) | Yes | No |

TECHNICAL SPECIFICATION OF PHOTOCOPIER

Name of required Equipment	PHOTOCOPIER
BRAND	ANY
Launching Year	2023-2024
QTY.	03
Warranty	Standard warranty one year, International or local, and three year labour for on site
General	
Functionality	Print, Copy and Scan (Standard)
Configuration	Console with 10.1" smart operation Panel
SPDF Paper Capacity	220 sheets
Print Speed (A4)	70 page per minute
Copy Features	
Mono Copy Speed	70 copy per minute
Multiple copy	Up to 999 copies
Resolution	Scanning (600×600dpi) Printing (1200×1200dpi)
Zoom	From 25% to 400% in 1% step
Auto Tray Switch	Standard
Electronic Sort	Standard
Rotate Sort	Standard
Scanner Specifications	
Scanning Method	CMOS
Scan to E-mail	Requirement (Mail Protocol, Transmission Protocol, Protocol) SMTP (Mail Server) Gateway and TCP/IP
Scan to Folder	Protocol Support (SMB, FTP)
Network Twain	Std
Scanning Speed	SPDF B&W (120 ipm (Simplex) / 240 ipm (Duplex)) Color (120 ipm (Simplex) / 240 ipm (Duplex))
Scanning Resolution	Std Scan : 100 / 200 / 300 / 400 / 600 Default (200dpi)
Compression Method	B&W: TIFF(MH,MR,MMR), Grayscale Color: JPEG
File Format	Compression: On / Off Single Page TIFF, Multi Page TIFF, Single Page JPEG, Single Page PDF Multi Page PDF Single Page High Compression PDF
Controller Spec	
CTL	Processor Speed (CPU): At least 1.5GHz
Spec	RAM: 2GB HDD: 256 GB Print Resolution: 1,200 x 1,200 dpi
Interface	Control Unit Mainframe <ul style="list-style-type: none"> ▪ Ethernet (RJ-45 network port : 10Base-T/100Base-TX/1000Base-T) ▪ USB 2.0 Host I/F(Type A:2 Port) ▪ USB 2.0 Device I/F(Type B:1 Port)
Printer Driver	PCL6, IRIPS PS3
Network/Operating System	Windows7//8.1/10/Serve2008/2008 R2/2012/2012 R2/2016/2019 Unix: Sun Solaris, HP-UX, SCO Open Server, Red Hat Linux, IBM AIX Citrix XenApp7.15 or later LTSR, Citrix Xen Virtual Apps/XenDesktop7 1808 and later Mac OS X v.10.12 or later SAP R/3, S/4 IBM iSeries/AS/400-using OS/400 Host Print Transform
Network Protocols	TCP/IP (IP v4, IP v6)
Input Paper Capacity	4,300 sheets

	1st Tray: 1,550 x 2 (Tandem) sheets 2ndTray: 550 sheets 3rdTray: 550 sheets Bypass: 100 sheets
Paper Type	[Paper Type] Plain Paper (Not Displayed as Paper Type), Recycle Color Paper 1-2, Special Paper, Letterhead, Bond Paper [Thickness] Plain Paper 1, Plain Paper 2, Middle Thick, Thick Paper 1, Thick Paper 2, Thick Paper 3
Duty cycle	300K
Estimated Life	5 years or 9 Million print whichever comes first
Toner	43000 sheets
Power Source	220 - 240V, 50/60Hz

IMPORTANT NOTE:

1. It will be responsibility of the successful bidders(s) to install, configure the photocopiers, as per requirements of the Purchaser and provide necessary training to the concerned staff of the Purchaser.
2. The successful bidder(s) should have to provide all accessories provided by the manufactures.
3. During warranty period of all the IT items mentioned in Annexure-A, it will be responsibility of the successful bidder(s) to replace faulty part(s) with genuine new part(s) at his own expense.

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To

Additional Registrar,
Chairman, Purchase Committee,
Supreme Court of Pakistan, Islamabad

Dear Sir,

We, the undersigned, offer to provide the _(insert title of assignment)_ in accordance with your invitation for Proposal/Tender Document No. _____ dated _(insert date)_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of _____ related to the assignment.

We also confirm that the Government of Pakistan has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

ANNEXURE-C

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To Additional Registrar,
Chairman, Purchase Committee,
Supreme Court of Pakistan, Islamabad.

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of assignment)_ in accordance with your invitation for Proposal No. _____ dated _(insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of _(insert amount in words and figures)_. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

ANNEXURE-D

Price Schedule/ Financial Cost Sheet

Sr. No	Item Description	No of Units/ QTY (1)	Unit Rate (Excl. Taxes) Rs. (2)	Total Taxes (3)	Unit Rate (Incl. all Taxes) Rs. (2+3=4)	Total Cost (Incl. all Taxes) Rs (1x4=5)
1	Photocopier	03				
Total Bid Price						X

Notes to Price Table:

- i.** Hardware quoted must be legally imported in Pakistan after paying all taxes.
- ii.** **X** will determine the total bid cost.
- iii.** One year standard warranty for Photocopiers, local or international with three (03) years labour for on site.

Total Cost (in words) Rs. _____

Date _____

Signature of authorized person

Name:

(Company Seal)

In the capacity of

Duly authority by

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

ANNEXURE-E
Format for Covering Letter

To

Additional Registrar,
Chairman Purchase Committee,
Supreme Court of Pakistan,
Islamabad.

Sub: Tender for Procurement of Photocopier, Tender No. 01-2023/24

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of ____ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Authorized Signatures with Official Seal

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this ____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-G

BID SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender Name _____, Tender No. _____, item No. _____ (hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures _____) (in words _____).

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until furnishing of the Performance Security, whichever is later.

Date this _____ day of 20__.

GUARANTOR

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

PERFORMANCE SECURITY

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgment Date: (Must be one month later than the expiry date)

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender Name. _____, Tender No. _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within fourteen (14) days of the receipt of the Acceptance Letter (Letter of Acceptance) from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs. _____ (10% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, **whichever is later**.

Date this _____ day of 20__.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

ANNEXURE-I

Financial Capacity of the Bidder

Additionally, the following financial data form shall be filled out for the Bidder. The Purchaser reserves the right to request additional information about the financial capacity of the Bidder. A Bidder that fails to demonstrate through its financial records that it has the financial capacity to perform the required Supply/Services may be disqualified.

Financial Information	Historical information for the previous three years (most recent to oldest in (PAK Rupees)		
	Year 1 (Year)	Year 2 (Year)	Year 3 (Year)
Information from Balance Sheet:			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement:			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

Provide information on current or past litigation or arbitration over the last three (3) years as shown in the form below.

Litigation or arbitration in the last three (3) years: No: _____ Yes: _____ (See below)

Litigation and Arbitration During Last three (3) Years

Year	Matter in Dispute	Value of Award Against Contract in PAK Rupees
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Authorized Signatures with Official Seal

PART-II

TERMS & CONDITIONS OF THE CONTRACT

Contract Title:

PROCUREMENT OF PHOTOCOPIER

[Name of Contractor]

Dated:

24. Agreement

This CONTRACT AGREEMENT (this "Contract") made as of the ____ [day] of _____ [month], _____ [year], between **Supreme Court of Pakistan** (the "Purchaser"), on the one part, and _____ [full legal name of Contractor], on the other part severally liable to the Purchaser for all of the Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor."

RECITALS

WHEREAS,

- (a) The Purchaser has requested the Contractor to provide certain supply of Goods/items as described in Tender Document; and
- (b) The Contractor, having represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to supply the Goods and provide the Services and to remedy defects / damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and provision of the Services and remedying of defects / damage therein.
3. The following shall be deemed to form and be read and construct as part of this Contract:
 - a. The Tender Document
 - b. Bidder's Proposal
 - c. Terms and Conditions of the Contract
 - d. The Technical Specifications
 - e. Price Schedule
 - f. Affidavit
 - g. Authorized Dealership / Agency Certificate
 - h. Performance Security
4. This Contract shall prevail over all other documents. In the event of any discrepancy / inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For **[Supreme Court of Pakistan]**

For []

WITNESSES:

Name _____

Name _____

Signature _____

Signature _____

CNIC # _____

CNIC # _____

General Terms & Conditions of Contract

1. **Terms & conditions of Contract Form**

Terms & condition laid down in contract/form are part & parcel of the Bid documents and shall apply to successful bidder(s) under the Tender.

2. **Contract**

A contract will be signed between Supreme Court of Pakistan and the successful Tenderer.

3. **Contract Duration or issuing of purchase order**

The Contract duration shall be equal to warranty period of the equipment, starting from the date of delivery, installation, deployment & commissioning of all Goods/Equipment/Items till end of warranty period.

4. **Contract Language**

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

5. **Standards**

The Goods supplied and the Services provided under this Contract shall conform to the authoritative latest industry standards.

6. **Execution Schedule / Delivery**

6.1 The Contractor shall deliver ordered Goods/ equipment within **eight (08)** weeks from the issuance of Purchase Order. During project implementation and the warranty period, the Contractor shall provide maintenance, supply and procurement support necessary to maintain all system, at the contracted performance and reliability level. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract.

6.2 The purchaser may extend the delivery date up to four (04) weeks on written request from the successful bidders under special circumstances or compelling grounds for delays in delivery of awarded items as per purchase order.

7. **Packing**

The Contractor shall provide such packing of the Goods as is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the Contract. The Contractor shall arrange and pay for the packing of the Goods to the place of destination as specified in the Contract, and the cost thereof shall be paid by the Contractor.

8. **Installation and Implementation**

The Contractor shall install and configure the supplied equipment as per requirement of Supreme Court of Pakistan. A document stating step-by-step procedures for installation along-with all the recent patches and updates for Firmware/Hardware, on a reliable media, with

proper labeling will also be provided by the Contractor to the Purchaser.

9. **Inspection and Testing**

The Supreme Court of Pakistan may reject the Goods if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, or make all alterations necessary to meet the Technical Specifications, within three working days, free of cost.

10. **Warranty**

The Warranty Period shall start from the date of installation / configuration / deployment of the Goods on site. The Contractor shall warrant that the supplied Goods, under the Contract are genuine, brand new, non- refurbished, un-altered in any way, of the most recent or current model, imported through proper channel, shall have no defect. The Contractor shall also provide standard Manufacturer's warranty (hereinafter referred as Warranty Period), which will include free, on site repair (within 48 hours of intimation) / replacement of defective / damaged parts and labor, within two weeks.

11. **Ownership of Goods and Replaced Components**

Goods to be supplied, pursuant to the Contract, shall become the property of the Supreme Court of Pakistan. Defective components to be replaced by the Contractor, pursuant to the Contract, shall become the property of the Contractor as and where it lies.

12. **Payment**

The Contractor shall submit an Application for Payment. The Application for Payment shall be accompanied by such invoices, receipts or other documentary evidence; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Goods supplied, the Services provided and the Works done, up to the date of the Application for Payment. Payment shall not be made in advance and against partial deliveries. The Supreme Court of Pakistan shall make payment for the Goods supplied, the Services provided and the Works done as per, to the Contractor, as per Government policy, in Pak Rupees, through cheque. Payment shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Acceptance Letter till termination of the signed contract in this regard.

13. **Liquidated Damages**

Unless the delay in delivery is caused by force majeure, if the Contractor fails / delays in supply / performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Supreme Court of Pakistan may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.2% of the total Contract Price which is attributable to such part of the Goods / the Services, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 10% of the Contract Price.

14. **Blacklisting**

- a) If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Supreme Court of Pakistan may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per provision of Public Procurement Rules, 2004.
- b) At any stage if found that the quoted Goods are not genuine or refurbished or altered in any way or imported through improper channel then the Supreme Court of Pakistan will take stern legal action against the firm or blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per provision of Public Procurement Rules, 2004.

15. **Performance Security**

15.1 The successful Tenderer/The Contractor shall furnish Performance Security before/at the time of delivery of requisite items, in the form of a Bank Guarantee or Banker Cheque, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document; for a sum equivalent to 10% of the contract value; denominated in Pak Rupees; have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.

15.2 The Performance Security shall be payable to the Registrar, Supreme Court of Pakistan, if the Contractor commits a default under the Contract; fails to fulfill the obligations under the Contract or if violates any of the terms and conditions of the Contract.

15.3 No interest on the amount of performance guaranty / Banker Cheque shall be charged by Bidders.

16. **Forfeiture of Performance Security**

The Performance Security shall be forfeited by the Supreme Court of Pakistan, on occurrence of any / all of the following conditions:

- i). If the Contractor commits a default under the Contract;
- ii). If the Contractor fails to fulfill any of the obligations under the Contract;
- iii). If the Contractor violates any of the terms and conditions of the Contract;
- iv). Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

17. **Taxes and Duties**

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

18. **Contract Cost**

The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Supreme Court of Pakistan shall in no case be responsible / liable for those costs / expenses. The successful bidder shall provide legal stamp papers of relevant value according to Govt. rules and regulations for signing of the formal contract.

19. **Training include in Goods & Services**

The Contractor shall arrange and undertake a comprehensive training program for the staff nominated by the Supreme Court of Pakistan to ensure that they shall acquire a good working knowledge of the operation, and general maintenance of the Goods to be supplied under the Contract.

20. **Documentation**

The Contractor shall furnish the user documentation, the operation manuals, and service manuals of the supplied Goods and other information pertaining to the performance of the Goods, in hard/ soft copy format, before the Goods are taken over by the Supreme Court of Pakistan.

21. **Arbitration**

All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole Arbitrator i.e. Director General (HRC), Supreme Court of Pakistan.

SDD(N)	SDD(S)	Director IT	A.O(B)	DDO	DR(A)
Member	Member	Member	Member	Member	Member

Additional Registrar(Admn)

Chairman