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LAHORE HIGH COURT, LAHORE.

TENDER NOTICE

Sealed bids are invited from well-reputed firms having Professional Tax Certificate and registered with sales tax and Income tax Department for procurement of stitched Summer Uniform and Winter Uniform for the year-2021 for Office/Court Attendants, Drivers and Class-IV Employees working in Lahore High Court, Lahore. Taxes shall be deducted as per prevailing law. Tender form can be obtained immediately from Procurement Branch at the cost of **Rs. 1000/- (non-refundable)** as tender fee. This tender notice is also available on PPRA website www.ppra.punjab.gov.pk

PARTICULARS OF ITEMS FOR SUMMER UNIFORM

Sr.#	Items with Specification:	Total Quantity:
01.	White Shalwar Kameez Suit (Wash & Wear)	526
02.	White Sherwani (wash & wear)	1052
03.	Pagree (Malmal)	567
04.	Kullah (Zari)	263
05.	Black Shoes	263-pair
06.	White Shirt (wash & wear)	194
07.	Navy Blue Pant / Trouser	194
08.	P.Cap with High Court Monogram	97
09.	Shoulder Dark Blue with High Court Monogram	97-pair
10.	Khakhi Shirt (Zeen)	80
11.	Khakhi Pajama (Zeen)	80
12.	White Shalwar Kameez Suit (K.T)	28
13.	Black Waist Coat	16
14.	Black Jinnah Cap	16
15.	Apron	28
16.	Chef Cap/ Hat	12
17.	Gray Shalwar Kameez (Wash & Wear)	116
18.	Joggers with laces	58
<u>PARTICULARS OF ITEMS FOR WINTER UNIFORM</u>		
19.	Gray Shalwar Kameez Suit	116
20.	Joggers with laces	58-pair

Seal of the Registrar (Procurement) Lahore High Court, Lahore

21.	Suit (Blue Serge)	97
22.	Shirt (White)	97
23.	Socks	97-Pair
24.	Black Shoes	97-pair

2. Two stage bidding procedure as provided in Rule 38(2) (b) of Punjab Procurement Rules 2014 shall be followed. Tender must be accompanied by a Bank Call Deposit of worth **Rs.2,25,000/-** refundable (which is 3% of the estimated cost) in the name of the Registrar, Lahore High Court, Lahore along with proof of technical/financial soundness. All technical bids alongwith best quality samples of all articles and bids security must reach in the office of the undersigned by hand or by post till **11.09.2021 at 11:00 a.m.** and will be opened on the same day at **11:30 a.m.** in the office of Director General, Directorate of District Judiciary Lahore High Court, Lahore.


(Muhammad Razaq)
Assistant Registrar (Procurement)
Lahore High Court, Lahore.

BIDDING DOCUMENT

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FOR THE PROCUREMENT OF SUMMER UNIFORM
AND WINTER UNIFORM FOR THE YEAR-2021



LAHORE HIGH COURT, LAHORE

Tender No: 2/2021-22

Date/Time of Opening: 11-09-2021 at 11:30 a.m.

Final Date/Time of Receipt: 11-09-2021 at 11:00 a.m.

Tender Fee: Rs.1000/-(non-refundable)


Procurement Registrar (Procurement)
Lahore High Court, Lahore

Instructions to bidders

Any proposal (Technical & Financial) not received as per terms and conditions of the Tender Enquiry are liable to be ignored. No offer shall be considered if:-

- i). Received without bid security in the shape of CDR from a scheduled bank.*
 - ii). Received after the time and date fixed for its receipt.*
 - iii). The proposal is unsigned.*
 - iv). The proposal is ambiguous.*
 - v). The proposal is conditional.*
 - vi). The proposal is from a firm blacklisted, suspended or removed from the approved list.*
 - vii). The proposal received is of a shorter validity than required in the tender enquiry.*
 - viii). The proposal is for item(s) not conforming to specifications indicated in the tender enquiry.*
- 2. Offer must remain valid till December 31, 2021.*
 - 3. All proposals must be submitted in double cover. The outer cover should indicate the name of the addressee, tender number and date of opening but not the name of the firm which must appear in the inner envelope clearly mentioning tender number and name of the firm. The envelope must be properly sealed.*
 - 4. Rule 38 (2) (b) Two stage bidding procedure provided in the Punjab Procurement Rules, 2014 shall be followed.*
 - 5. The Purchaser reserves the right to purchase full or part of the item(s) or ignore/scrap/cancel the tender with or without recording reasons thereof.*
 - 6. Further the following would apply:-*
 - (a). If the acceptance of tender issued during the validity period of the proposal is not accepted by the tenderer, the bid security shall be forfeited and the item(s) purchased would be at his (tenderer's) risk and expense;*
 - (b). In case the offer is withdrawn/amended or revised during the validity period of the offer after the financial proposal is opened, the Bid security is liable to be forfeited;*
 - (c). In case the contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract the security deposited (CDR) by him shall be forfeited and the item(s) purchased would be at his risk and expense.*
 - 7. The buyer reserves the right to claim compensation for the loss caused by the delay in the work, as determined by the buyer.*


Assistant Registrar (Procurement)
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SPECIAL INSTRUCTIONS

1. The work is required to be completed within the time given in the work order. However, the Bidders are required, to indicate their own guaranteed earliest date by which the work will be done.
2. Bidders must quote their financial proposal on the detail of items intended to be procured. Cash Receipts (in original or photocopy) in token of having purchased the tender, must accompany the proposal.
3. Technical proposal and financial proposal should be addressed to the Registrar, Lahore High Court, Lahore.
4. Bidders should quote their firm and final rates both in words as well as in figures (inclusive of all taxes).
5. Bidders shall submit a bid security in the shape of CDR amounting to **Rs.225,000/-** of the estimated cost of procurement in favor of the Registrar, Lahore High Court, Lahore, while giving Technical proposal.
6. Any conditional, ambiguous or incomplete proposal in any respect shall be ignored. No Supplementary or revised offer after opening of tenders shall be entertained.
7. The Bidders should indicate in their tenders, complete address or the place/places where item(s) will be offered for inspection.
8. The Bidders shall enclose catalogues/leaflets/literature and other technical data, if any, in respect of item(s) offered by them.
9. The Bidders should specifically indicate their NTN/GST No. and circle of the Income-Tax Department.
10. Any erasing/cutting/crossing, etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offer with any overwriting shall not be accepted.
11. Bidders shall be responsible for the free replacement of item(s) if the same is/are found to be substandard or at variance with the specifications given in tender enquiry.
12. Where offers have been invited for specified brands, offers for others brands shall not be acceptable.
13. Items should be brand new and in original manufacturers packing.
14. Testing charges of sample/samples against the tender/advance bulk supplies shall be borne by the tenderer/contractor irrespective of the result of the sample/samples.
15. For redressal of any grievances prior to awarding of any contract, the Hon'ble Grievance Committee constituted for the purpose can be approached which shall have final say in the matter.
16. In case of any dispute between the contractor and contractee, decision of the arbitrator i.e. Registrar, Lahore High Court, Lahore shall be final and binding.
17. Bidders shall be bound to submit copies of sales tax, income tax and professional

18. *Bidders shall submit proof of financial soundness in the shape of latest audit report or bank statement of the company.*

19. *Bidders must provide samples of each cloth/article alongwith technical bid for Technical Evaluation.*

A handwritten signature in black ink, appearing to be 'P. S.', written over the typed name of the Assistant Registrar.

Assistant Registrar (Procurement)
Lahore High Court, Lahore

CERTIFICATE

1. We hereby confirm to have read carefully the description of Item(s) and all the terms and conditions of your tender enquiry No. _____ due for opening on _____ for the supply of _____ in additions to the conditions laid down in special instructions attached to the said tender enquiry. We agree to abide by all those instructions/conditions.
2. We also hereby categorically confirm that the item(s) offered by us are exactly to the particulars and specification as laid down in your tender enquiry in all respects.
3. We accept that if the required Call Deposit is not furnished or our offer is found lacking in any of the requirement to your tender enquiry, it shall be ignored.
4. We hereby confirm and adhere to the completion period required in the tender enquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure we agree unconditionally to accept the recovery of belated damages on late supplies @ 2% per month or part thereof or whatever decided by the authority.
5. Certified that the prices quoted to the Department against Tender No. _____ are not more than the prices charged from any their Purchasing Agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess. Form duly filled in and signed is enclosed.

Name of Bidder _____

Signature of Bidder _____

Designation _____

Seal: _____

Witness:

a). Name _____ Signature _____

b). Full Address _____

c). Dated _____


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Lahore High Court, Lahore

TERMS & CONDITIONS

1. *The material and brand of each item shall be specifically mentioned in the bid.*
2. *Supply shall be made according to the specification and the specimen shown before issuance of supply order.*
3. *The cloth and other items shall be of best quality.*
4. *First inspection of articles will be made before the supply of items and second inspection at the time of delivery of articles.*
5. *Delivery of articles shall be the responsibility of the supplier.*
6. *The successful bidder(s) shall be responsible to get dress size of all employees in the premises of Lahore High Court, Lahore.*

Assistant Registrar (Procurement)
Lahore High Court, Lahore

QUANTITY OF ITEMS FOR SUMMER UNIFORM

Sr. No.	Items with Specification	No. of officials	Quantity	Total Quantity
FOR COURT ATTENDANT/ OFFICE ATTENDANT				
01.	White Shalwar Kameez Suit (Wash & Wear) (Best Quality)	263	02-for each	526
02.	White Sherwani (wash & wear) (Best Quality)	263	04-for each	1052
03.	Pagree (Malmal) (Best Quality)	263	02-for each	526
04.	Kullah (Zari) (Best Quality)	263	01-for each	263
05.	Black Shoes (Branded) (Best Quality)	263	01-Pair for each	263
FOR DRIVERS				
01.	White Shirt (wash&wear) (Best Quality)	97	02-for each	194
02.	Navy Blue Pant/Trouser (Best Quality)	97	02-for each	194
03.	Shoulder Dark Blue with High Court Monogram (Best Quality)	97	01-Pair for each	97
04.	P.Cap with High Court Monogram (Best Quality)	97	01-for each	97
FOR CLASS-IV EMPLOYEES i.e. HEAD MALI, MALIS, BAILDAR, DUSTING COOLIES, WATER MAN, BEARERS AND SWEEPERS				
01.	Khakhi Shirt (Zeen) (Best Quality)	40	02-for each	80
02.	Khakhi Pajama (Zeen) (Best Quality)	40	02-for each	80
03.	Pagree Malmal (Best Quality)	40	01-for each 02-for Head Mali	41
WAITERS				
01.	White Shalwar Kameez Suit (K.T) (Best Quality)	16	01-for each	16
02.	Black Waist Coat (Best Quality)	16	01-for each	16
03.	Black Jinnah Cap (Best Quality)	16	01-for each	16
04.	Apron (Best Quality)	16	01-for each	16
COOKS				
01.	White Shalwar Kameez Suit (K.T) (Best Quality)	12	01-for each	12
02.	Apron (Best Quality)	12	01-for each	12
03.	Chef Cap/Hat (Best Quality)	12	01-for each	12
SWEEPERS				
01.	Gray Shalwar Kameez (wash&wear) (Best Quality)	58	02-for each	116
02.	Joggers with laces (Best Quality)	58	01-for each	58



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QUANTITY OF ITEMS FOR WINTER UNIFORM

Sr. No.	Items with Specification	No. of officials	Quantity	Total Quantity
FOR DRIVERS				
01.	Suit (Blue Serge) (Best Quality)	97	01-for each	97
02.	Shirt (White) (Best Quality)	97	01-for each	97
03.	Socks (Best Quality)	97	01-Pair for each	97
04.	Shoes Black (Best Quality)	97	01-for each	97
SWEEPERS				
01.	Gray Shalwar Kameez (Best Quality)	58	02-for each	116
02.	Joggers with laces (Best Quality)	58	01-for each	58

Assistant Registrar (Procurement)
Lahore High Court, Lahore

INSTRUCTIONS FOR STITCHING OF SUMMER UNIFORM

SR. No.	NAME OF ITEM	INSTRUCTIONS
1	Shirt	<p>Material: Color: White Tailoring: All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance without losing its shining. All sewing shall be with Dacron core thread to match shirt fabric. Design:</p> <ul style="list-style-type: none"> i. Dress shirt style tie-collar ii. Front open buttoned placket iii. One front pocket iv. Full sleeves with cuff v. White Buttons. Vi. Collar and cuffs double stitched vii. Two loops size 4.5" on each shoulder of a shirt to attach shoulder batch. <p>Pressing and Packing: Shirts shall be carefully pressed by hand in first class manner and individually packed in Polyethylene bags.</p>
2	Pent/Trouser	<p>Material: Color: Blue Design:</p> <ul style="list-style-type: none"> i. Dress pent style ii. Two sides cross pockets iii. One back pocket iv. Bottom plain v. button fly, hook and eye with front zipper. vi. Wide waistband with interlined wide belt loops. Vii. Loops tacked to the trouser below the bottom of the waistband. <p>Pressing and Packing: Pents/Trousers shall be carefully pressed by hand in first class manner and individually packed in Polyethylene bags.</p>
3	P-Cap with High Court monogram	<p>Color: Blue Monogram:</p>  <p>Design: Monogram shall be made with golden yarn in front of cap.</p>
4	Shoulder with High Court monogram	<p>Color: Blue Monogram:</p> 

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		<p>Design: Monogram shall be made with golden Yarn on shoulder badge.</p> <p>Length: 6"</p> <p>Width: 2.5"</p>
5	Shoes	<p>Color: Black</p> <p>Category: without laces</p> <p>Features: Made of Leather, breathable material, regulates moisture, reduce the proliferation of bacteria and fungi and eliminate foot odour.</p> <p>Quality: Branded i.e Bata, Service or equivalent brand.</p>
6	Sherwani	<p>Material:</p> <p>Color: White</p> <p>Style: White Coloured Plain Achkan Sherwani. The Sherwani will comprise of a long coat-like garment, which starts from the neck and extends up to the knee.</p> <p>Design: i. Band collar with brass hooks ii. Full front open with center buttons panel iii. Full sleeves without cuff iv. Two front bon pockets v. Two side pockets vi. Inner side full lining with one pocket.</p> <p>Pressing and Packing: Sherwani shall be carefully pressed by hand in first class manner and individually packed in Polyethylene bags.</p>
7	Kameez & Shalwar (Suit)	<p>Material:</p> <p>Color: White/ Gray</p> <p>Style: The two-piece set with a long kameez and a loose shalwar.</p> <p>Design: i. collar style white kameez ii. Front button panel on the chest iii. Full Sleeve with cuffs iv. One front pocket and one side pocket v. The rest of the outfit will be kept simple and plain using the same white colour. vi. Shalwar standard design vii. One pocket on salwar with zip.</p> <p>Pressing and Packing: Suit shall be carefully pressed by hand in first class manner and individually packed in Polyethylene bags.</p>
8	Shirt & Pajama (Khakhi)	<p>Material:</p> <p>Color: Khakhi</p> <p>Design: i. Shirt two pieces collar ii. Open front with side cuts iii. Buttoned placket iv. One front pocket v. Full sleeves with cuff. vi. Pajama will have an elastic waistband accompanied with a drawstring</p>

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		vii. Two side pockets with zip. Pressing and Packing: Shirt & Pajama shall be carefully pressed by hand in first class manner and individually packed in Polyethylene bags.
9	Waist Coat	Material: Color: Black Design: i. v-neck style ii. Full front open with center buttons panel iii. One front pocket iv. Two bottom bon pockets v. inner lining with one pocket.
10	Pagree (Malmal)	Fabric: Malmal (5-Mtr cloth) Color: White
11	Kulla (Zari)	Material: Color: Black Design: i. Tilla embroidery will be used for upper/head side ii. Velvet fabric will be used for border /downside of the kulla iii. Polyester will be used in inner up side with lining iv. Best quality rexine will be used inner down side of the kulla.
12	Jinnah Cap	Color: Black Features: Karakul Leather Size: Medium/Large, according to requirement
13	Chef Cap/ Hat	Color: White Size: Medium/Large, according to requirement
14	Apron	Color: White Size: Medium/Large, according to requirement
15	Joggers	Branded i.e Bata, Service or equivalent brand, comfortable and decent colour


Assistant Registrar (Procurement)
Lahore High Court, Lahore

DOCUMENT CHECKLIST

Bidder should provide these and other documents if mention in the bidding documents;

SR.#	DOCUMENTS REQUIRED	ATTACHED
TECHNICAL PROPOSAL		
1.	Bidding Forms	
2.	Certificate of Incorporation of bidder's firm/ company showing its location and the date of registration etc.	
3.	NTN	
4.	GST	
5.	Professional Tax Certificate	
6.	Bidding Document Fee – Evidence shall be pasted outside the main envelope/presented at the time of bid submission	
7.	Bid Security (Original) attached with Technical Bid/proposal	
8.	Signed & stamped bidding document and all attachment documents	
9.	Audited Balance Sheet or Bank Statement for the last financial year.	
10.	Authority Letter from the Bidder Company authorizing the relevant person to represent the company (If any).	
11.	Submission of undertaking of legal duly stamped (PK Rs.100/=one hundred Rupees) and signed that the firm/company is not blacklisted or involve in any corrupt or illegal practice or banned or declared ineligible/blacklisted by any procuring agency/PPRA.	
12.	Brochure of the Equipment/goods (if any)	
13.	Lab Test Report of Fabric	
FINANCIAL PROPOSAL		
13.	Price Schedule (unit price should be including applicable taxes)	


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Lahore High Court, Lahore