LAHORE HIGH COURT, LAHORE

CORRIGENDUM TENDER NOTICE

Reference to the tender notice published in newspaper Daily Jang dated 27.08.2021 and Daily Nation dated 27.08.2021, PPRA website dated 27.08.2021 and Lahore High Court, website dated 28.08.2021 regarding procurement of stitched summer and winter uniform for the year-2021.

2. The amended bidding documents (Tender Form) are uploaded on Lahore High Court, website ***www.lhc.gov.pk*** *as well as PPRA website* ***www.ppra.punjab.gov.pk****. The previous bidding documents (Tender form) may be treated as revised.*

3. The closing date for submission of technical bids will be ***24.09.2021 at 11:00 a.m.*** *and will be opened on the* ***same day*** *at* ***11:30 a.m.*** *in the office of the learned Director General (Directorate of District Judiciary), Lahore High Court, Lahore* ***(instead of 11.09.2021).***

(Riaz Ahmad)
Deputy Registrar (Procurement)

Deputy Registrar (Procurement)
Lahore High Court, Lahore

AMENDED BIDDING DOCUMENTS

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



LAHORE HIGH COURT, LAHORE

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Tender No:	*3/2021-22*
Date/Time of Opening:	*24-09-2021 at 11:30 a.m.*
Final Date/Time of Receipt:	*24-09-2021 at 11:00 a.m.*
Tender Fee:	*Rs.1000/-(non-refundable)*

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** modify specifications **or** increase **or** decrease quantity of articles **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.

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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.188,000/-*** *of the estimated cost of procurement in favor of the Registrar, Lahore High Court, Lahore, while giving Technical proposal.*

6. The successful bidders shall be required to furnish 10% of the total value as performance Bank Guarantee in favour of Registrar, Lahore High Court, Lahore (by designation only) for a period of one year from the date of acceptance of the bids, failing which the repurchase shall be made at his risk and expense.

7. Any conditional, ambiguous or incomplete proposal in any respect shall be ignored. No Supplementary or revised offer after opening of tenders shall be entertained.

8. The Bidders should indicate in their tenders, complete address or the place/places where item(s) will be offered for inspection.

9. The Bidders shall enclose catalogues/leaflets/literature and other technical data, if any, in respect of item(s) offered by them.

10. The Bidders should specifically indicate their NTN/GST No. and circle of the Income-Tax Department.

11. 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.

12. 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.

13. Where offers have been invited for specified brands, offers for others brands shall not be acceptable.

14. Items should be brand new and in original manufacturers packing.

15. 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.

16. 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.

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17. 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.

18. Bidders shall be bound to submit copies of sales tax, income tax and professional tax certificates alongwith Technical proposal.

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

20. Bidders must provide best quality samples of each cloth/article (Half Meter) alongwith technical bid for Technical Evaluation.

21. Stamp Duty (stamp papers) @ 0.25% of total amount must be attached with the bill as per rules at the time of payment.

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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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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.*

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QUANTITY OF ITEMS FOR SUMMER UNIFORM

Sr. No.	Items with Specification	No. of officials	Quantity	Total Quantity
FOR COURT ATTENDANTS/ OFFICE ATTENDANTS				
01.	White Shalwar Kameez Suit (Wash & Wear) **(Best Quality)**	381	02-for each	762
02.	White Sherwani (wash &wear) **(Best Quality)**	218	04-for each	872
03.	Dark Gray Waist Coat **(Best Quality)**	163	02-for each	326
04.	Pagree (Malmal) **(Best Quality)**	263	02-for each	526
05.	Kullah (Zari) **(Best Quality)**	263	01-for each	263
06.	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, WATERMAN				
01.	Khakhi Shirt (Zeen) **(Best Quality)**	38	02-for each	76
02.	Khakhi Pajama (Zeen) **(Best Quality)**	38	02-for each	76
03.	Pagree Malmal **(Best Quality)**	38	01-for each 02-for Head Mali	39
04.	Joggers with laces (Decent Color) **Best Quality)**	38	01-for each	38
WAITERS				
01.	White Shalwar Kameez Suit (K.T) **(Best Quality)**	27	02-for each	54
02.	Black Waist Coat **(Best Quality)**	27	02-for each	54
03.	Black Jinnah Cap **(Best Quality)**	27	02-for each	54
04.	Apron **(Best Quality)**	27	02-for each	54
05.	White Joggers with laces **Best Quality)**	27	01-for each	27
COOKS				
01.	White Shalwar Kameez Suit (K.T) **(Best Quality)**	27	02-for each	54
02.	Apron **(Best Quality)**	27	02-for each	54
03.	Chef Cap/ Hat **(Best Quality)**	27	02-for each	54
04.	White Joggers with laces **Best Quality)**	27	01-for each	27
SWEEPERS				

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01.	Gray Shalwar Kameez (wash&wear) **(Best Quality)**	58	02-for each	116
02.	Joggers with laces (Decent color) **(Best Quality)**	58	01-for each	58

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	02-for each	194
02.	Shirt (White) **(Best Quality)**	97	02-for each	194
03.	Socks **(Best Quality)**	97	02-Pair for each	194
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 (Decent color) **(Best Quality)**	58	01-for each	58

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INSTRUCTIONS FOR STITCHING OF SUMMER UNIFORM

SR. NO.	NAME OF ITEM	INSTRUCTIONS
1	***Shirt***	***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 loosing its shining. All sewing shall be with Dacron core thread to match shirt fabric.* ***Design:*** *i. Dress shirt style tie–French collar with best quality buckram.* *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.* ***Pressing and Packing:*** *Shirts shall be carefully pressed by hand in first class manner and individually packed in Polyethylene bags.*
2	***Pent/Trouser***	***Material:*** ***Color:*** *Blue* ***Design:*** *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. ***Pressing and Packing:*** *Pents/Trousers shall be carefully pressed by hand in first class manner and individually packed in Polyethylene bags.*
3	***P-Cap with High Court monogram***	***Color:*** *Blue* ***Monogram:***  ***Design:*** *Monogram shall be made with golden tilla in front of cap.*
4	***Shoulder with High Court monogram***	***Color:*** *Blue* ***Monogram:*** 

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		Design: *Monogram shall be made with golden tilla on shoulder badge.* ***Length:*** *6"* ***Width:*** *2.5"*
5	***Shoes***	***Color:*** *Black* ***Category:*** *without laces* ***Features:*** *Made of Leather, breathable material, regulates moisture, reduce the proliferation of bacteria and fungi and eliminate foot odour.* ***Quality:*** *Branded i.e Bata, Service or equivalent brand.*
6	***Sherwani***	**Material:** ***Color:*** *White* ***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.* **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.* ***Pressing and Packing:*** *Sherwani shall be carefully pressed by hand in first class manner and individually packed in Polyethylene bags.*
7	***Kameez & Shalwar (Suit)***	**Material**: ***Color:*** *White/ Gray* ***Style:*** *The two-piece set with a long kameez and a loose shalwar.* ***Design:*** *i. French collar style of kameez with best quality buckram* *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.* ***Pressing and Packing:*** *Suit shall be carefully pressed by hand in first class manner and individually packed in Polyethylene bags.*
8	***Shirt & Pajama (Khakhi)***	***Material:*** ***Color:*** *Khakhi* ***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*

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		accompanied with a drawstring *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/ Dark Gray* ***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.*
16.	***Coat***	*Color: Navy Blue* *Design: Stand Collar Coat Style, 5 button on front, padded shoulder, and best quality fusing with fusing plant, full sleeves, 1 pocket on front up and 2 down, outer serge fabric, inner lining best quality*

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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)*	
	FINANCIAL PROPOSAL	
13.	*Price Schedule (unit price should be including applicable taxes)*	

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