

SINDH JUDICIAL ACADEMY, KARACHI

TENDER DOCUMENT (Free of Cost)

FOR THE FINANCIAL YEAR 2025-2026

Tender Reference NO. SJA/ADM003-41/Supdt- 9974

Dated: 28-04-2026

Procurement of Digital Board and Digital / Electronic Podium

Name of Bidding Organization	
Type of Bidding Organization (Proprietor/ Partnership/ Private Limited/ Public Limited)	
NTN Number (mandatory)	
GST Number (mandatory)	
Official WhatsApp No	
Official E-mail Id	
Name & Signature of Head of Bidding Organization	
Name & Signature of Authorized/ Focal Person	
Stamp of Company	

**Chairman,
Procurement Committee
The Hon'ble Senior Puisne Judge,
High Court of Sindh / Vice Chairman, Board of Governors, SJA**

**Member,
Procurement Committee
The Director General,
Sindh Judicial Academy**

**Member,
Procurement Committee
Additional Secretary,
Finance Department, Govt. of Sindh**

Signature & Stamp of Bidder

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Tender Reference No. _____

Dated ___ - May-2026

To,

The Director General,
Sindh Judicial Academy,
Karachi.

Respected Sir,

BID UNDERTAKING / DECLARATION

We, the undersigned, hereby offer to provide our services for the “**Procurement of Digital Board / Digital / Electronic Podium for Sindh Judicial Academy, Karachi**” as a bid, sealed in an envelope. Mr. _____ holding CNIC No. _____ has been duly authorized to attend the bid meetings and represent our organization in all matters related to this procurement process.

We understand that the Sindh Judicial Academy is not bound to accept any proposal and reserves the right to accept or reject any offer, annul the bidding process, and reject all proposals at any time prior to acceptance, without assigning any reason or incurring any liability whatsoever.

Furthermore, we acknowledge that the decision of the Procurement Committee shall be final and binding, and cannot be challenged on any ground before any forum. The Procurement Committee shall not be liable for any loss or damage incurred by any party acting in reliance on such decision.

Sincerely,

Authorized Signature: _____

Name: _____

Designation: _____

Organization: _____

Date: _____

Official Stamp: _____

****No need to print this on company letterhead.***

1. INTRODUCTION & INSTRUCTION:

1.1 The **Sindh Judicial Academy (SJA)** is a premier judicial training Academy in the Province of Sindh. The Academy intends to procure the items, as specified in the tender document, from your esteemed firm/agency through a transparent and competitive process as per SAPRA rules.

1.2 The Sindh Judicial Academy reserves the right to increase or decrease the quantities of the required items, as per requirement, subject to the availability of funds and in accordance with applicable procurement rules and regulations.

Purpose & Scope	<u>Procurement</u>
Last Date & time of Submission of Bids	01 st June 2026 at 11:00 a.m.
Date & time of Opening of Bids	01 st June 2026 at 01:30 p.m.

1.3 Please be informed that in case of public holidays/ unforeseen events, the tender will be opened on the next working day.

2. PRINCIPLES OF PROCUREMENT:

2.1 The Sindh Judicial Academy is committed to a fair, open, transparent, and corruption-free tender process. The Academy ensures that all procurements are conducted in a transparent and equitable manner, aiming to achieve value for money.

2.2 Accordingly, all bidders are required to submit both soft and hard copies of the documents specified in the **Eligibility Criteria**.

2.3 The Sindh Judicial Academy strictly adheres to a **No-Gift Policy** and does not favor any bidder. Any attempt to influence the procurement process or secure the tender through improper means shall result in disqualification of the bidder. Furthermore, such bidder may also be blacklisted permanently, subject to applicable rules and regulation

3. CLARIFICATION AND MODIFICATION OF BIDDING DOCUMENTS:

3.1 The Bidding Document has been prepared in accordance with the applicable procurement rules. Any clarification regarding the contents of the bidding documents may be sought from the Procurement Committee, constituted vide SJA Office Order No. SJA/ADM002-03/SFM-9970 dated 30 March 2026. Such requests for clarification shall be submitted in writing through the Director General, Sindh Judicial Academy, Karachi, at least five (05) calendar days prior to the date of opening of the bids.

3.2 Responses to queries and clarifications, if any, shall be uploaded on the official

website of the Sindh Judicial Academy. All bidders are advised to regularly visit the official website to remain updated regarding any amendments or clarifications related to the bidding process.

4. OBJECTION(S) ON BID EVALUATION REPORTS:

4.1 The Bid Receiving Time Sheet, Bid Attendance Sheet, Eligibility Criteria Report, Technical Bid Evaluation Report, and Financial Bid Evaluation Report shall be uploaded on the official website of the Sindh Judicial Academy.

4.2 Objection(s), if any, shall be submitted in writing within five (05) working days from the date of uploading of the respective reports. Thereafter, no objection shall be entertained.

5. PRELIMINARY EXAMINATION OF BIDS:

5.1 The Procurement Committee shall examine the bids to confirm that all required documents, specifications, and technical documentation, as requested in the bidding documents, have been duly provided and to determine the completeness of each submission. If any of the required documents or information is found to be missing, the bid shall be liable to rejection at any stage of the bidding process.

5.2 Furthermore, the Sindh Judicial Academy shall examine the bids to ensure that all terms and conditions specified in the bidding documents have been accepted by the bidder without any material deviation or reservation.

6. FINANCIAL EVALUATION: -

6.1 The financial evaluation of technically qualified bid(s) shall be carried out on the basis of the total quoted amount, inclusive of all applicable taxes and transportation charges, etc. as mentioned in the financial proposal.

6.2 Bidders are required to quote rates for all items specified in this tender. Failure to quote for any item shall result in disqualification of the bidder. All applicable government taxes shall be applied in accordance with prevailing rules and regulations.

6.3 The tender may be awarded to the lowest evaluated bidder(s), subject to fulfillment of all terms and conditions of the bidding documents and compliance with the specifications and requirements of the Sindh Judicial Academy, in accordance with applicable procurement rules.

7. MANDATORY QUALIFICATION/ ELIGIBILITY CRITERIA:

7.1 Submission of hard copies (printouts) of the following documents is mandatory. Bids that are disqualified or found non-responsive to the Mandatory Qualification Criteria, as mentioned below, shall not be considered for further evaluation.

S #	Eligibility Criteria	Flagged
1	Complete filled, signed & stamped Tender Document.	A
2	Valid General Sales Tax (GST-FBR) Registration with Active Tax Payer Status on FBR website	B
3	Valid Income Tax (FBR) Registration with Active Tax Payer Status on FBR website	C
4	Dealership Certificate of the product which is being offered to Sindh Judicial Academy (wherein applicable)	D
5	Copies of at least Five (05) Purchase Orders along with work completion certificate/ delivery challan of the relevant item during the last Two years.	E
6	Affidavit on stamp paper of Rs. 100/- duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Governments.	F
7	Average annual turnover in the preceding 3 financial years should not be less than Rs.03 million demonstrated through income tax returns / Audited statements of Accounts.	G
8	Technical Bid / Proposal on Bidder's Letterhead duly signed and stamped along with the required brochure/ technical data etc.	H

8. SPECIFICATIONS: -

ELECTRONICS/ DIGITAL ARTICLES

Sr. No.	ITEM NAME	SPECIFICATION / BRAND / MEASUREMENT	QTY	Units	Unit Rate with all taxes Rs.	Total Amount with all taxes & transportation Rs.
1	Digital Board	IFP 8651 Enterprise Device Licensing Agreement 86" Board 4K Interactive Display With 8 Microphone array & Android.	02			
2	Digital Podium	22" Touchscreen Electronic Podium, Rostrum & Lectern with 32" Front Display for smart Classroom/ Boardroom	02			
Total Amount with all taxes and transportation/ Installation Rs.						

Bidders are required to quote rates for all items listed above. Failure to quote any item within a lot shall result in disqualification of the bidder for that particular lot.

- a) The tender shall be awarded on lowest bidder. Therefore, it is mandatory for bidders to quote rates for all items within the applied; otherwise, the bidder shall be disqualified from the respective tender.
- b) Equivalent items shall be treated mean items that are comparable in terms of both quality and cost. Low-quality items offered at lower prices shall not be considered as meeting equivalent standards. Therefore, bidders are advised, in their own interest, to quote rates after carefully considering all relevant factors.
- c) Rates must be quoted in Pakistani Rupees. No request for change in quoted rates shall be entertained under any circumstances.
- d) Rates must be inclusive of transportation, installation, etc services and all other applicable charges, if any.
- e) All applicable Government taxes shall be deducted as per prevailing rules by the Office of the Accountant General (A.G.) Sindh, and its decision in this regard shall be final.
- f) No request for revision of prices shall be entertained under any circumstances, including fluctuations in exchange rates or any other factors affecting prices.
- g) Quality shall remain the top priority. Low-quality products shall not be accepted under the pretext of equivalent standards, in accordance with applicable procurement rules.

Chairman, Procurement Committee The Hon'ble Senior Puisne Judge, High Court of Sindh / Vice Chairman, Board of Governors, SJA	
Member, Procurement Committee The Director General, Sindh Judicial Academy	Member, Procurement Committee Additional Secretary, Finance Department, Govt. of Sindh

9. TERMS & CONDITIONS:

Bidding Method: Single Stage–One Envelope method shall be adopted for the bidding process as per SPPRA Rules.

Qualification / Eligibility: Bidders are required to submit both soft and hard copies of all documents as mentioned in the Eligibility Criteria section to establish their eligibility. In case of non-submission of either soft or hard copy, the bidder may be disqualified.

Bid Security: Bid Security equivalent to 05% of the total quoted amount shall be submitted along with the Tender Document in the form of Bid Security Form / Pay Order / Bank Draft, as specified in the tender notice, in favor of Sindh Judicial Academy. The Bid Security of unsuccessful bidders shall be released after the award of work or expiry of bid validity period, as per rules.

Late Bids: Sindh Judicial Academy shall not consider any bid received after the deadline specified in the Notice Inviting Tender (NIT). Late bids shall be rejected and returned unopened to the bidder.

Responsive Bids: A substantially responsive bid shall conform to all terms, conditions, and specifications without material deviation. Non-responsive bids shall not be considered. Bidders are advised to submit their bids strictly in accordance with the prescribed format and requirements, along with soft and hard copies of all documents.

Award of Contract: The contract shall be awarded to the qualified bidder whose bid is determined to be the lowest evaluated and substantially responsive, and who is capable of performing the contract satisfactorily.

Notification / Purchase Order: Prior to the expiry of bid validity, Sindh Judicial Academy shall notify the successful bidder in writing. Until a formal contract is executed, the purchase order/notification shall constitute a binding contract.

Performance Security: The successful bidder shall submit Performance Security equal to 05% of the total contract value. Bid security shall be released after submission of performance security.

Release of Performance Security: Performance Security shall be released after successful delivery and issuance of a satisfactory certificate by the Superintendent Office, SJA.

Validity Period: The procurement contract shall be awarded within a bid validity period of ninety (90) days as per SPPRA Rules.

Receiving / Acceptance of Purchase Order: The vendor shall acknowledge receipt of the Purchase Order by signing and returning a copy. The signed copy shall be submitted along with the bill.

Delivery Mechanism: Successful bidder shall deliver goods within fifteen (15) calendar days from issuance of Purchase Order. No extension shall be granted due to financial year closing. Failure to deliver may result in blacklisting as per rules.

Delayed Delivery: A penalty of 02% of the total amount per day shall be imposed for delayed delivery beyond the specified period.

Inspection: Physical inspection shall be conducted by the Superintendent, Sindh Judicial Academy. Material shall be subject to final inspection upon delivery.

Quantity Delivered: Competent Authority reserves the right to increase or decrease quantity as per requirement and availability of funds.

Payment Terms: No advance payment shall be made. Payment shall be issued by Accounts Office, Sindh Judicial Academy, after delivery and verification.

Condition of Goods: All items must conform to specifications and be in good condition, meeting best industrial standards; otherwise, they shall be rejected.

Rejection of Goods: Sindh Judicial Academy reserves the right to reject goods not meeting specifications or delivered late.

Disclosure of Confidential Information: All information related to the tender shall remain confidential and shall not be disclosed without prior permission of the competent authority.

Resolution of Disputes: Any dispute arising between parties shall be resolved as per applicable rules.

Rules, Regulations & Policies: All procurement shall be governed under SPPRA Rules and applicable regulations.

Mistakes in Calculation: The contractor shall be responsible for any mistakes in calculation and shall bear any resulting loss.

Government Taxes, Levies & Charges: All applicable taxes, levies, and charges shall be applied as per prevailing rules.

Stamp Duty: Stamp duty shall be applicable as per rules and handled by the Budget Branch and Superintendent, Sindh Judicial Academy.

Alternative Bids: Alternative bids shall not be entertained. Incomplete bids shall be rejected.

Cost of Bidding: Tender documents may be downloaded free of cost. However, bidders shall bear all costs associated with bid preparation and submission.

Rights of Sindh Judicial Academy: Sindh Judicial Academy reserves the right to accept or reject any bid or annul the bidding process without assigning any reason.

Interest on Late Payments: No interest shall be paid on delayed payments. However, efforts shall be made to ensure timely payment.

Insurance of Goods: Goods shall be fully insured by the successful bidder. Risk shall be borne by the bidder if goods are not insured.

Warranty: Supplier shall warrant that goods supplied are new, unused, and of best quality. Standard warranty terms shall apply.

Termination of Contract: Sindh Judicial Academy may terminate the contract in case of non-performance, delay, fraud, corruption, or failure to submit performance security.

Manipulation of Tender Documents: Any alteration or manipulation of tender documents shall result in disqualification.

Certification: It is hereby certified that rates have been quoted after reviewing specifications, and all terms and conditions have been read, understood, and accepted.

Name:	
Designation:	
Signature & stamp	
Cell / WhatsApp No	

THE END