

TENDER DOCUMENT

FOR SMS CAMPAIGN

Tender/LAS/SLACC/KHI/02/01/26/0008

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ADVERTISEMENT:

INVITATION FOR SEALED BIDS

Legal Aid Society (LAS) invites sealed bids from Mobile network companies for Campaign Management through Short Message Services (SMS).

Details of the solicitation with terms and conditions are available on the LAS official website.

<https://www.las.org.pk/contact/tenders/>

Eligibility: Those with valid registration with relevant tax authorities (NTN, SST, GST) and a valid bank account are eligible.

Deadline for Submission: The last date for submitting sealed and signed bids on company/ official letterhead is 19th Jan 2026 at 12:00 PM.

Address and Contact: The office is the Procurement Department, Legal Aid Society, Block C, First Floor FTC Building Shahrah-e-Faisal, Karachi (Pakistan). PABX: +92 (21) 99266011-4, +92 (021) 35634112-5.

POC: Sheikh Zaid Ahmed, Senior Procurement & Inventory Coordinator, +92 (317) 0269963

- Bids will not be considered after the above-mentioned time and date have lapsed.
- All bids will be opened on the same day at 2:00 PM in the presence of the bidders who wish to be present.
- In case of a holiday or unforeseen circumstances, the submission and opening schedule shall be on the next working day.
- LAS reserves the right to accept or reject any /all bids.

**Procurement Department, Legal Aid Society,
Block C, First Floor FTC Building Shahrah-e-Faisal, Karachi (Pakistan)
PABX: +92 (21) 99266011-4, +92 (21) 35634112-5.**

BID DETAILS:

<u>Sr#</u>	<u>DETAILS</u>	<u>DATES & TIMINGS</u>
1.	Date of Publication of Tender Available on LAS Website https://www.las.org.pk/contact/tenders/	02 nd January 2026
2.	Last date and time for receipt of Tender Documents.	19 th January 2026 12:00 PM.
3.	Date and Time of Tender Opening	19 th January 2026 03:00 PM.
4.	The place of opening of tenders/decisions is by the procurement committee of LAS.	Karachi (Head Office)
5.	Contact for any queries	Contact: 0317-0269963 Email: sheikh.zaid@las.org.pk
6.	Date of Award	23 rd January 2026

1. INTRODUCTION OF LAS:

The Legal Aid Society is a not-for-profit, non-governmental organization that was registered on the 19th day of November 2013 under the Societies Registration Act, XXI of 1860. It provides free legal advisory services through its Sindh legal advisory call center based in Karachi. Over the ten years, LAS has spread its operations to 13 judicial districts in the province of Sindh. The head office is in Karachi, and operations are conducted through (8) offices in Islamabad, Hyderabad, Sukkur, Larkana, Khairpur, Sanghar, Shaheed Benazir Abad, and Dadu. In the short span since its inception, it has gained recognition regionally and internationally as one of the key professional organizations working in the domains of law, justice, and development.

2. BACKGROUND OF TENDER:

Legal Aid Society (LAS) invites sealed bids from Mobile network companies for Campaign Management through Short Message Services (SMS).

3. DETAIL OF ITEMS/BID DETAILS:

#	SMS MESSAGES Contents	Location	Duration	Total SMS
1	Muft Qanooni Mashwaray k Liye Rabta Karain 0800-70806 per call karay or mahir vukla k muswaray say faida uthayain. Ye service Law Dept. Govt of Sindh ki taraf say hai.			
2	Sindh Hukumat k kisi bhe sarkari idaray se shikayat hai, tu faori madad ke liye 0800-70806 par call karein, hum aapka rabta Mohtasib-e-Aala Sindh se karwainge.	Across Sindh	02 Years	24 million
3	And Others			

Contract Duration (If needed):

The duration of the framework contract is set at two year from the date of signing, with the possibility of a further extension.

4. SUBMISSION OF BIDS:

- The proposal should be submitted in one single sealed envelope.
- The Bidder should sign and stamp this tender document on every page.
- The last date for submission of queries is 19th January 2026 at 12:00 hrs.
- Please mention the unit price of all items with all applicable taxes.
- The Bidders should take care when submitting the bid and ensure that the enclosed papers are not found loose. They should also be appropriately numbered and submitted in a file so the papers do not bulge out and tear during scrutiny.
- Electronic proposals will not be entertained.
- Any proposals delivered after the due date and time will be considered non-responsive and disqualified from further consideration.

viii. The sealed bids should be addressed to:

SHEIKH ZAID AHMED (Sr. Procurement & Inventory Coordinator)
Procurement Department, Legal Aid Society (LAS)
Block C, First Floor FTC Building Shahrah-e-Faisal Karachi.

- ix. Offer your best prices, as there will be **NO price negotiation** after the opening of the bids.
- x. The offers should remain **valid for a period of 60 days** from the closing date of the Commercial Bid. Any offer falling short of the validity period is liable for rejection.
- xi. **Alternative option:** If there is an alternate option, it should be mentioned separately in the bid.
- xii. The bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by the LAS before the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the Bidder subsequent to the closing date and time for submission of offers.

5. ELIGIBILITY OF THE BIDDER:

This invitation to tender is open to all Mobile network companies working in Pakistan. Successful tenderers shall provide the services for the stipulated duration from the commencement date (hereafter referred to as the term) specified in the tender documents.

6. SUBMISSION OF BID AND REQUIRED DOCUMENTS:

- i. A copy of the NTN Certificate must be attached.
- ii. a copy of the Tax exemption certificate is required if tax exemption is applicable.
- iii. Once the bidder submits the bid in a sealed cover, the LAS will not accept any additions/alterations/deletions. However, the LAS reserves the right to seek clarification or request supporting documents from any of the Bidders, for which the concerned Bidder will need to submit the documentary evidence(s) as required by the LAS.
- iv. Any Bid submitted with incorrect information will be liable for rejection. Further, if any Bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

7. EVALUATION CRITERIA FOR BID:

- i. The LAS will scrutinize the offers to determine whether they are complete, whether errors have been made in the offer, whether required technical documentation has been furnished, and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, the LAS, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The LAS reserves the right to make such waivers, which shall be binding on all Bidders.
- ii. LAS can split the order between two or more Bidders.
- iii. For proper scrutiny, evaluation, and comparison of offers, the LAS may, at its discretion, ask some or all Bidders to clarify their offer. The request for such clarifications and the response will necessarily be in writing.
- iv. The financial bid should be quoted in figures and words, along with Sales Tax, if any. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tenderer.

8. FOLLOWING DOCUMENTS ARE TO BE SUBMITTED WITH QUOTATIONS:

- i. The quotation is on letterhead with a stamp and is signed.
- ii. NTN registration certificate.

9. BIDDING DOCUMENT:

Submission of a bid not responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its bid without any further reference to the Bidder.

10. GENERAL TERMS & CONDITIONS:

- i. The LAS does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point prior to the issuance of the purchase order without assigning any reasons whatsoever.
- ii. The LAS reserves the right to resort to re-tendering without providing any reason whatsoever.
- iii. The LAS shall not incur any liability for such rejection.
- iv. The LAS reserves the right to modify any terms, conditions, or specifications for submission of an offer and to obtain revised Bids from the Bidders due to such changes, if any.
- v. Canvassing of any kind will be a disqualification, and the LAS may decide to cancel the bidder from its panel.

11. REJECTION OF THE BID:

The Bid is liable to be rejected if:

- i. The document does not bear the signature of an authorized person and an official stamp.
- ii. It is received through Telegram/Fax/E-mail.
- iii. If the bid is submitted without this Tender document with signature and stamp.
- iv. If the bid is received without the Declaration of eligibility as per Annex A.
- v. It is received after the expiration of the due date and time stipulated for bid submission.
- vi. Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document, are liable for rejection by the LAS.

12. MODIFICATIONS AND WITHDRAWAL OF BIDS:

- i. Bids, once submitted, will be treated as final, and no further correspondence will be entertained.
- ii. No bid will be modified after the submission deadline.
- iii. No Bidder shall be allowed to withdraw the bid if the Bidder happens to be a successful Bidder.

13. BID OPENING AND EVALUATION:

- i. The LAS will open the bids, in the presence of Bidder's representative(s) who choose/authorized to attend, at the time and date mentioned in Bid document at the address mentioned at bidding details.
- ii. The Bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening at LAS, the bid shall be opened at the appointed time and place.
- iii. Bidders satisfying the technical requirements as determined by the LAS and accepting the Terms and Conditions of this document shall be short-listed.

- iv. Decision of the LAS in this regard shall be final and binding on the Bidders.
- v. The contract will be awarded only to the successful responsive Bidder.
- vi. LAS reserves the right to negotiate with Second, third Bidder for replacement or selling etc. if successful Bidder is not able to pay all amounts.

14. CLARIFICATIONS OF BIDS:

To assist in the examination, evaluation and comparison of bids the LAS may, at its discretion, ask the Bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

15. GOVERNING LAWS AND DISPUTES:

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by mediation in accordance with the applicable Pakistani Laws, and the decision made in pursuance thereof shall be binding on the parties.

16. PLACEMENT OF ORDER AND ACCEPTANCE:

The Bidder must accept the order placed on it within 05 working days from the date of the order, failing which, the LAS shall have the right to cancel the order.

17. AUTHORIZED SIGNATORY:

The Bidder should indicate the authorized officials from their organization who can discuss, correspond, sign agreements/contracts, raise invoices, accept payments, and correspond. The Bidders should furnish proof of the authorized personnel's signature for the above purposes as required by the LAS.

18. APPEALS:

Bidders believing that an error or irregularity has harmed them during the award process may file a complaint to LAS at complaints at procurement@las.org.pk

ANNEX A:

Date:

Declaration of Eligibility To

whom it may concern

(To be submitted on companies' letter head)

I, the undersigned representative of M/s....., having its office
at... Do hereby
affirms that our company/firm/organization is eligible because we;

- i. Are registered company/firm/organization.
- ii. Are registered with NTN.
- iii. Are not bankrupt or in the process of going bankrupt.
- iv. Have not been convicted for an offense concerning professional conduct.
- v. Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- vi. Have fulfilled obligations related to payment of taxes.
- vii. Are not guilty of serious misinterpretation in supplying information.
- viii. Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in LAS)
- ix. are not declared at the serious fault of implementation owing to a breach of their contractual obligations
- x. Have no direct or indirect relation with any terrorist or banned organizations.
- xi. Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, European Union and others.
- xii. Are not blacklisted by any Local/International organization, Government/semi-Government department, NGO, or any other company/organization.
- xiii. Have not been reported for/under litigation for child abuse.
- xiv. I have read the tender documents for Tender No. Tender/LAS/KHI/15/4/24/0001 and fully understand and agree with the terms and conditions.

Declared By:

(Signature):
(Name & Designation)
(Name & Address of Company/firm)

Witness by: -----
Signature: -----
Name: -----

ANNEX B:

CONFLICT OF INTEREST - TENDERING ORGANISATION

Please indicate whether any of your Officers or officers of proposed partners or relatives.			
Sr.	Question for Declaration	YES	NO
01	Is or has ever been an employee of LAS?		
02	Has a relative who is, or has ever been, an employee of LAS		
03	Has any involvement as an Officer or has a relative who is an Officer in any Organizations that currently provide Services to LAS?		
04	Has any involvement as an Officer or has a relative who is an Officer in any other Organizations that are responding to this Tender?		
05	Has any financial, political, personal, or other interest that is or may be perceived to be a conflict of interest?		
If you answered yes to any of '1' to '5' above, please provide details.			
06	Are there any issues (in addition to those addressed in '1 to 5' above), current or likely, in relation to your Organization or proposed partners that may give rise to any conflict of interest?		
If you have answered yes to '6' above, please provide details:			
<p>Declaration to be completed by the Tenderer's Authorized Representative:</p> <p>I declare that the answers given to questions '1' to '6' above are entirely accurate, complete, and true. Should any circumstance arise that would cause the answers given above to be no longer entirely accurate, complete, and true, I will immediately inform the person nominated as Senior Responsible Officer.</p> <p>FullName: _____ Position _____</p> <p>CompanyName: _____</p> <p>Signature: _____ Date: _____</p>			