LAHORE HIGH COURT, LAHORE

TENDER NOTICE No. 23/2024-2025

INVITATION TO BID

(Annual Framework Contract for Hiring Services of Courier for a Period of One Year w.e.f. the date of execution of contract)

Lahore High Court, Lahore **invites e-bids** as per Punjab Procurements Rules, 2014, from well-reputed and financially sound firms having previous experience in specific field as well as registered with Income Tax, Sales Tax, Professional Tax and Punjab Sales Tax Departments etc. (where applicable) for entering into Framework Contract for hiring services of courier for a period of one year), on the following terms:-

Sr. No.	Description	Estimated Cost (Rs.)	Bid Security (5%) (Rs.)
1	Hiring Services for Courier/Postal Services for the period of one year	Rs.12,060,753/-	Rs.6,03,038/-

2. An e-bid proposal shall be submitted on the e-Pak Acquisition & Disposal System (EPADS) before closing date i.e. 02-07-.2025.
3. Interested eligible bidders may download bidding documents from the website of e-pads as well as from PPRA website & website of this Court and may obtain further information from the Procurement Branch, Lahore High Court, Lahore. Bids are to be addressed to the Registrar Lahore High Court, Lahore and shall be received electronically on e-PADS by 02-07-.2025 at 10:30 A.M and shall be opened at 11:00 A.M. on the same day, in the office of D&SJ (HR-DJ)/ Senior Member of the Purchase Committee, Lahore High Court, Lahore. (In case of public holiday, the next working day shall be considered).
4. The bids shall be submitted under "Single Stage One Envelope Bidding Procedure" as contained in Rule 38(1) of the Punjab Procurement Rules, 2014. All the rates should be inclusive of GST/PST and valid for **180-days**.
5. The bidders shall submit bid security @ 5% of the estimated cost in the shape of CDR/Bank Guarantee/Pay Order of any scheduled Bank in favour of the Registrar, Lahore High Court Lahore **one hour before the bid submission deadline**, in original, in the Procurement Branch of this Court. The bid security will be refunded after finalization of the tender. However, the successful bidder shall deposit an amount equivalent to 10% of the total value of the contract as Performance Guarantee in shape of CDR/Bank Guarantee/Pay Order which shall be refunded on successful completion of the contract obligations. The delivery time of items would be as per the deadline specified in the purchase order.
6. The Tender Notice & Bidding Documents are available on the website of this Court, PPRA's website, & on E-PADS Website. https://lhc.gov.pk, (http://ppra.punjab.gov.pk, and https://eprocure.gov.pk/.
7. The authority reserves the right to reject all bids or proposals in line with prevailing rules and regulations.

Ayyaz.

AYYAZ AHMAD
DEPUTY REGISTRAR (PROCUREMENT)
LAHORE HIGH COURT, LAHORE

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Tender Document

Tender No. 23/2024-2025

Annual Framework Contract for Hiring Services of Courier for a Period of One Year



Lahore High Court, Lahore

Shahrah-e-Quaid-e-Azam, Lahore.
Phone: (+ 92) (42) (99212951, Ext# 228-229)
URL: www.lhc.gov.pk

Date of Opening:	***02.07.2025 at 11:00 A.M.***
Closing Time:	***02.07.2025 at 10:30 A.M.***
Delivery Period:	***As per schedule in Contract***
Original Bid Security Submission Time:	***One hour before closing time (09:30 A.M)***

Signed.

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RANA MUJEEB AHMAD
Senior Auditor

Deputy Registrar (Procurement)
Lahore High Court, Lahore

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1. Invitation to e-Bids

i. *The Purchaser invites e-Bids from the well reputed Firms for* entering into Framework Contract for hiring Services of Courier Service for the period of one year:-

Sr. No.	Head of Account	Description	Estimated Cost (Rs.)	Bid Security (5%) (Rs.)
1	**Payments to others for Service Rendered**	Hiring Services for Courier Service/postal for the period of one year	Rs.12,060,753/-	Rs.6,03,038/-

ii. *The Tender Document Vide No.23/2024-2025 carrying all details can be downloaded from the website of Lahore High Court, Lahore. i.e.*

***https://www.lhc.gov.pk**, Lahore High Court, Lahore;*

***http://www.ppra.punjab.gov.pk** PPRA's website;*

***https://eprocure.gov.pk**. and EPADS website;*

iii. *For the purposes of this tender, Punjab Procurement Rules, 2014 and the Punjab Procurement Regulations, 2024 as amended from time to time shall be followed.*

iv. *Bidders who meet the eligibility criteria may download the bidding documents from the website of e-PADS, the website of PPRA, and the official website of this Court. Bids should be addressed to the Registrar, Lahore High Court, Lahore and must be submitted electronically via e-PADS, as detailed in the bidding documents.*

2. Instructions to Bidders

i. *As per **Rule 38(1) of Punjab Procurement Rules, 2014** Single Stage One Envelope Bidding Procedure of the Punjab Procurement Rules, 2014 shall be followed.*

ii. ***E-Bids** will be opened publicly in the office of the D&SJ (HR-DJ), Lahore High Court, Lahore by the Purchase Committee at **11:00 a.m.** on 02.07.2025 in presence of the Bidder(s) or their authorized representatives, for which they shall ensure their presence without further invitation. In case, last date*

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of e-bid submission falls on/within the official holiday(s), the tender will be opened on next working day.

iii. The Courier Services are to be performed from the Principal seat, from the General Issued Section, General Branch and the Dispatch Section of this Court by the representatives of the concerned firm to be contracted with.

iv. The Purchaser shall announce details of the bids at the time of opening of Technical/Financial Bids.

v. No bid shall be accepted unless complete in all respects. Further, conditional bids shall not be accepted/ considered.

vi. The bidder (s) shall submit the list of his Partners/Co-owners/ Directors/Joint Ventures/Suppliers along with the bid, if any?

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

viii. Bids received after due date/time shall not be considered.

ix. A bid withdrawn after the deadline for submission of the bid and prior to the expiry of the bid validity period, shall result in forfeiture of the **5% Bid Security (under Clause 4 of the bid document)**.

x. In case, the successful bidder fails to execute the services as per agreement terms and conditions laid down in the Bid Document/ Contract/Agreement (other than delay) or services are found lower in quality especially delivery of Daak on the required destination well on time, the Hirer shall have the right to cancel the contract at any time and forfeit **10% Performance Guarantee (under Clause 5 of the**

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bid document) *and the Services provided by the Firm shall be at its own risk & cost.*

xi. *Before submitting any offer, bidders may consult the Procurement Branch regarding any query.*

xii. *The Hirer reserves the right to purchase full Services(s) or ignore/abolish/cancel the tender without recording reasons thereof.*

3. *Bid Validity Period:*

Bid validity period remain valid for 180-days from the date of opening the Tender. ***(Extendable where required in terms of Punjab Procurement Rules, 2014).***

4. *Bid Security:*

i. Bid shall be accompanied by a scanned ***5% Bid Security*** *(i.e. Rs.603,038/-) for services for Courier/Daak services in the shape of Bank Draft/Call Deposit Receipts/Bank Guarantee in favour of Registrar, Lahore High Court, Lahore, which is refundable on request, to the unsuccessful bidder(s) within* ***two weeks after*** *the finalization of tender process. Bid Security of successful bidder(s) will be returned on his/their request, after signing of the contract and securing 10% amount of the total value of the Estimated Value i.e. Rs.12,060,753/- as Performance Guarantee i.e.Rs.12,06,075/-.*

ii. The original Bid Security instrument along with Stamp Papers (hard copies) must be submitted in favor of the Registrar, Lahore High Court, Lahore, at least one hour before the bid submission deadline in the Procurement Branch. ***Late submission of Bid Security as well as Stamp Papers will be treated as the cancellation of tender.***

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Lahore High Court, Lahore

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5. ***Performance Guarantee.***

(a) *The successful bidder shall deposit* ***10% amount of agreement as "Performance Guarantee"*** *in shape of Bank Draft/Call Deposit Receipts/Bank Guarantee/Pay Order in favour of Registrar, Lahore High Court, Lahore, which is refundable on request, before signing of the contract and taking back 5% Bid Security. Performance Guarantee shall be retained by the Hirer for period of one year (Stipulated Period).*

(b) *The Hirer shall have right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the Bid Document/Contract Agreement during the period.*

(c) *The Hirer shall have right to forfeit the "Performance Guarantee", if the contractor continuously failed to provide quality courier services for delivering at the requisite destination/deliberately trying to prolong the delivery time, indulged in corrupt practices, detrimental to public interest or concealment of any facts pointed out/highlighted by the Authority. However, the bidder reserves the right to appeal before the Hon'ble Grievance Committee.*

6. ***Liquidated Damages***

(a) *The contractor shall have the backup arrangement and ample resources for at least four months, in case payment is delayed for any unavoidable circumstances.*

(b) *The contractor shall ensure smooth speedy and efficient courier service. The damages in case of unavailability of officials for collecting of Daak will be charged @ 2% of per day from bill of the contractor and immediate alternate arrangement will be made at the risk and cost of firm or whatever decided by the authority.*

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(c) *The contractor shall make special arrangements to secure delivery of Judicial Daak/ Files.*

(d) *The Contractor shall make sure to deliver the Judicial Daak/files to destination without mishandle/ leakage of text of letter/ file before delivery. General Issue Section and Dispatch Section of this Court shall also ensure to handover the daak/files delivery through sealed envelopes, bundles. Finn will furnish certificate that it has made foolproof arrangement to avoid any kind leakage of official correspondence of this court.*

7. Warranty

i. *The successful bidder shall submit "**One Year Undertaking/Warranty Certificate**" on Judicial Paper regarding best services as per terms and conditions mentioned here in this document.*

ii. *In case of loss or leakage of information of any daak, letter, file or document the liability on the Contractor shall be decided by the Registrar, which cannot be challenged by the Contractor in any case.*

08. Evaluation Criteria:

Bids will be evaluated as per Evaluation Criteria (at Annex: B & C)

09. 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. The Registrar, Lahore High Court, Lahore.

10. Cancellation of Tender

The Hirer reserves the right to hire full or part of the item(s) or ignore/abolish/cancel the tender without recording reasons thereof.

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Lahore High Court, Lahore

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GENERAL INSTRUCTIONS

1. Any offer (Technical/Financial) not received as per terms and conditions of the Tender Enquiry is liable to be rejected. No offer shall be considered if: -
   i). Received without bid security in shape of CDR/Bank Guarantee from a scheduled bank,
   ii). Received after time and date fixed for its receipt,
   iii). The offer is unsigned,
   iv). The offer is ambiguous,
   v). The offer is conditional
   vi). The offer is from a firm blacklisted, suspended or removed from the approved list;
   vii). The proposal is received without Professional Tax Certificate/ Income Tax/Sales Tax Certificate/PRA Certificate etc.
   viii). The offer received is of a shorter validity than required in the tender enquiry;
   ix). The proposal is for item(s), not conforming to specifications indicated in the tender enquiry.
2. Offer must remain valid for ***180 days*** from the date of opening the tender.
3. Single Stage One Envelop procedure prescribed in Rule 38(1) of Punjab Procurement Rules, 2014 and the Punjab Procurement Regulations, 2024 shall be followed.
4. The Hirer/Purchaser reserves the right to hire full or part of the services or without assigning any reason.
5. Further, the following conditions would apply: -
   (a). If the acceptance of tender issued during the validity period of the offer is not accepted by the bidder the bid security shall be forfeited and the item(s) purchased/services would be at his (bidder's) risk and expense.
   (b). In case the offer is withdrawn/amended or revised during the validity period of the offer **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 bid security deposited (CDR) by him shall be forfeited and the services hired would be at his risk and expense.
6. The hirer/buyer reserves the right to claim compensation for the loss caused by the delay in the work, as determined by the buyer/hirer.

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Senior Auditor

Deputy Registrar (Procurement)
Lahore High Court, Lahore

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CERTIFICATE

1. *We hereby confirm to have read carefully the description of item(s)/services and all the terms and conditions of your tender enquiry No._____ due for opening on _____for hiring the services regarding courier service _____in additions to the conditions laid down in special instructions attached to the said - tender's enquiry. We agree to abide by all those instructions/conditions.*
2. *We also hereby categorically confirm that the services offered by us in are exactly to the particulars and specification as laid down in your tender enquiry in all respects.*
3. *The services offered by us is local origin.*
4. *We accept that if the required Bank Draft/Call Deposit Receipt/Bank Guarantee is not furnished or our hid is found lacking in any of the requirement to your tender enquiry, it shall be ignored.*
5. *We hereby confirm and adhere to the completion period required in the tender enquiry which is 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 damages on rendering services @ 2%/- per day from monthly bill.*
6. *Certified that the prices quoted to Lahore High Court, Lahore against Tender No_____ are the best prices charged from any other Purchasing/hiring Agencies/Departments 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.*

Signature of Bidder _____

Full Name of Bidder _____

CNIC No. _____

Designation _____

Seal _____

Witness:

a. *Signature*_____

b. *Name* _____

c. *CNIC No.* _____

d. *Cell No.*_____

c. *Full Address*_____

_____

d. *Date* _____

Muhammad Ayub Mughal
Assistant Registrar (Procurement)
Lahore High Court, Lahore

RANA MUJEEB AHMAD
Senior Auditor

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TERMS AND CONDITIONS OF CONTRACT

1. *The Contractor shall provide services of the courier for delivery of Daak (i) Urgent Daak/ Docket/ Letters etc. (ii) Daak to reach the same day (iii) the Urgent Daak relating to Hon'ble Supreme court of Pakistan as proposed by Additional Registrar (Judicial) and Additional Registrar (General) of this court to different destinations in the Pakistan.*

2. *The Contract shall commence w.e.f._____, and remain valid for a period of one year up to _____to be further extendable as per Rules, provided by the Authority/Procuring Agency deemed it appropriate depending upon the performance/services, of the Contractor and subject to all just legal expectations.'*

3. *The contractor shall have the backup arrangement and ample resources for at least four months, in case payment is delayed for any unavoidable circumstances.*

4. *The contractor shall ensure smooth speedy and efficient courier service. The damages in case of unavailability of officials for collecting of daak will be charged @ 2% of per day from monthly bill of the contractor and immediate alternate arrangement will be made at the risk and cost of firm or whatever decided by the authority.*

5. *The contractor shall make special arrangement qua secure delivery of Judicial Daak/ files besides prevention/ protection of Judicial files in case of any fire, accident and theft including natural calamity etc.*

6. *The Contractor shall make sure to deliver the Judicial Daak/files to destination without mishandle/ leakage of text of letter/ file before delivery. General Issue Section and Dispatch Section of this Court shall also ensure to handover the daak/files delivery through sealed envelopes, bundles. Firm will furnish certificate that it has made foolproof arrangement to avoid any kind leakage of official correspondence of this court.*

7. *The successful bidder shall submit "One Year Warranty Certificate" on Judicial Paper regarding best services as per terms and conditions mentioned here in this document.*

8. *In case of loss or leakage of information of any daak, letter, file or document the liability on the Contractor shall be decided by the Registrar which cannot be challenged by the Contractor.*

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Assistant Registrar (Procurement)
Lahore High Court, Lahore

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9. Un-interrupted services shall be provided commencing from office hours till requirement and, if desired by the Registrar, on Sundays and holidays as well, for which no additional charges shall be paid.

10. The Contractor shall deposit 10% Performance Guarantee of Rs. Rs.12,06,075/-/-(Refundable) in favor of the Registrar, Lahore High Court, Lahore for the contracted period at the time of award of Contract.

11. In case, the Contractor fails to provide satisfactory services as per terms and conditions of contract, his Performance Guarantee / Security shall be forfeited, the contract will be rescinded forthwith along with recovery of liquidity damages and the contract for interim period will be awarded to next available lowest bidder or to any other firm as per decision of authority of this Court, at the risk and cost of Contractor.

12. The payment shall be made on monthly basis, on submission of bill by the contractor in the first week of every month which after scrutiny/ verification of the claim by the concerned branches will be processed by the General Branch accordingly. The general issue and Dispatch branch will also furnish monthly number of letter/report qua daak received back undelivered time-up delivery as per contract duly verified by concerned Additional Registrar as per contract.

13. In case any dispute or controversy between the parties (referred to herein above) after awarding the contract, the Registrar, Lahore High Court Lahore shall be the arbitrator and his decision shall be final and binding upon all the parties to contract.

14. The contractor shall have the backup arrangements and ample financial resources for at least four months, in case payment is delayed for any unavoidable circumstances.

15. The procuring agency also reserves the right to reject all bids under Rule 35 of Punjab Procurement Rules,2014.

16. Stamp Duty of the amount of bill will be mandatory under The Stamp Act,1899.

17. The contract shall be valid for a period of one year commencing from awarding of contract and extendable as per Rules, provided the Authority/procuring agency deemed it appropriate depending upon the performance/services, of the contractor and subject to all legal exceptions.

RANA MUJEEB AHMAD
Senior Auditor

Deputy Registrar (Procurement)
Lahore High Court, Lahore

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IN WITNESS WHEREOF, the parties hereto have signed this agreement on _____.

RANA MUJEEB AHMAD
Senior Auditor

Deputy Registrar (Procurement)
Lahore High Court, Lahore

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ANNEXURE-A **(On Stamp Paper Rs. 100/-)**

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. *We have not been blacklisted from any Government/Semi Government Department/Autonomous Body or Private Company/Organization.*
2. *We have not been involved in any litigation with any client during the last three years.*
3. *We acknowledge that we have read, understood and accepted the terms and conditions of bid document.*
4. *We understand that the Purchaser shall have the right, at its exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor (s).*
5. *We also hereby categorically affirm that the services offered by us are exactly similar to the particulars and specification as laid down in your tender enquiry in all respects.*
6. *We accept that if the required Call Deposit Receipt/Pay Order/Bank Guarantee is not furnished or our offer is found lacking in any of the requirement to your tender enquiry, it shall be ignored/rejected.*
7. *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 terms and conditions of tender and are liable to any punitive action for furnishing false information / documents.*

Dated this ____ day of _____ 2025.

Signature *(Company Seal)*

_____ *(Name & Designation)*

*CNIC No.*_____

In the capacity of Duly authorized to sign bids for and on behalf of:

RANA MUJEEB AHMAD
Senior Auditor

Deputy Registrar (Procurement)
Lahore High Court, Lahore

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ANNEXURE-B

TECHNICAL EVALUATION CRITERIA

i The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria will be eligible for further processing.

ii The **deficiency of even a single document or criterion** may result in disqualification of the firm.

iii Bids that fail to comply with the Technical/Bid terms & conditions, or that come from Bidders lacking adequate capabilities for requisite technical support/ maintenance/ photocopy services, will be rejected.

iv The documents (Tax Status/PRA etc.) which are verifiable from online source should have their prints not older than two months.

v Potential bidders are required to arrange documents in the following order, marking each page with the respective page number. All documents should be uploaded on the recommended website i.e. https://punjab.eprocure.gov.pk (as per PPRA Rules, 2014).

vi This page must also be the index of bidding documents prepared by the bidder.

SR.#	DETAIL	YES /NO	PAGE #
(01)	The undertaking (on Legal Stamp Paper of Rs.1200/-) of the supplier to upload the tender documents as "Single Stage One Envelope Bidding Procedure", as per Rule 38(1) of the Punjab Procurement Rules, 2014 on e-PADS website.	YES	
(02)	Bid Security 5% in shape of CDR/Pay Order/Bank Guarantee	YES	
(03)	Online Filer status of the firm duly attested by the Firm (Not older than two months)	YES	
(04)	Latest Professional Tax Certificate. (2024-2025).	YES	
(05)	NTN on line valid Registration Certificate.	YES	
(06)	PRA on line valid Registration Certificate.	YES	
(07)	Registration with Sales Tax Department.	YES	
(08)	Bank statement of last 12-months. (Not Older than one month)	YES	
(09)	Latest Tax Return or proof of active taxpayer status for the year 2023-2024. If the tax return is under process, provide documented proof of filing.	YES	
(10)	Copy of CNIC of the owner/CEO/Director of the firm.	YES	
(11)	Authority letter regarding authorization of any person to represent the bidder in case of his absence.	YES	
(12)	An affidavit on a Stamp Paper of a minimum value of Rs.1200/- , certifying that the firm has not been blacklisted by any government department, agency, authority, or organization throughout Pakistan. The affidavit should also confirm that the firm has not gone into court assailing any order and is not currently blacklisted, disqualified, or debarred from participating in any public procurement.	YES	
(13)	All Pages of bidding documents must be signed and stamped by the bidder/owner.	YES	

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vii. *The Technical proposals will be evaluated with duly attested documents by the Committee as per the following criteria:*

Criteria	Marks
Work Experience (Verifiable Work Experience shall be gauged on the basis of work orders of the previous years)	**10 marks** *05-Years and above= 10 marks* *04-Years and less than 5 years = 08 marks* *03-Years and less than 4 years = 06 marks* *02-Years and less than 03 Years= 04 marks* *01-Year and less than 02-Years = 02 marks* *Less than 1-Year =0*
Annual Turn Over	**8 marks** *30 million and above =08 marks* *20 million and less than 30 million = 06 marks* *10 million and less than 20 million = 04 marks* *05 million and less than 10 million = 02 marks* *less than 05 million = 0*
Closing Balance (verifiable from the submitted bank statement) Not older than one month	**8 marks** *15 million and above =08 marks* *10 million and less than 15 million = 06 marks* *05 million and less than 10 million = 04 marks* *03 million and less than 05 million = 02 marks* *less than 03 million = 0*
Human Resource/ Work Force (detail statement)	**6 marks** *More than 15 employees = 06 marks* *Between 05-15 employees = 04 marks* *Minimum 03 employees = 02 marks*
Working Experience with Lahore High Court, Lahore.	**4 marks** *More than 5-Years = 04 marks* *Between 01 to 05 years= 02 marks*
Similar job done by the firm/ vendor (Verified work orders in the relevant field/job/ service/ supply by the Firm)	**10 marks** *05-Years and above= 10 marks* *04-Years and less than 05 years = 08 marks* *03-Years and less than 04 years = 06 marks* *02-Years and less than 03 years = 04 marks* *01-Year and less than 02 years = 02 marks* *less than 01 year = 0*
Total Marks	**46**

Note: *Minimum score required for qualification is 34 marks.*

Financial proposal of technically qualified firms will be considered and report about technically disqualified Firm(s) will be uploaded on PPRA & EPADS websites.

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Deputy Registrar (Procurement)
Lahore High Court, Lahore

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ANNEXURE-C

EVALUATION OF FINANCIAL PROPOSAL

The bidder deemed technically responsive will be considered for further process. ***Prices will be compared as whole*** *and the order/contract will be awarded to the Lowest Evaluated Bidder. The Lowest Evaluated Bidder is the bidder, who is both technically responsive and offers the lowest rates.*

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Lahore High Court, Lahore

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ANNEXURE-D

FORMAT FOR FINANCIAL PROPOSAL

Sr	Particulars	Weight	Rates in figure	Rates in words
1	Within City Courier Service (Lahore)	0 to 0.5 kg		
		0.6 to 1 kg		
		Each Addl. kg		
2	Within Same Zone Courier Service	0 to 0.5 kg		
		0.6 to 1 kg		
		Each Addl. kg		
3	Different Zone Courier Service	0 to 0.5 kg		
		0.6 to 1 kg		
		Each Addl. kg		
4	Different Region Extended	0 to 0.5 kg		
		0.6 to 1 kg		
		Each Addl. kg		

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