LAHORE HIGH COURT, LAHORE

PRE-QUALIFICATION NOTICE No. 03/2025-2026

CENTRAL PROCUREMENT OF IT EQUIPMENT FOR DISTRICT COURTS OF THE PUNJAB

Lahore High Court, Lahore intends to ***Pre-Qualify*** *well-reputed and financially sound firms having previous experience in specific field as well as registered with relevant registration authorities and tax authorities (Income Tax, Sales Tax, Professional Tax and Punjab Revenue Authority-PRA) for the procurement of following I.T Equipment:*

Category	Detail of Equipment	Qty	Estimated Cost inclusive of taxes (Rs.)
Goods	Biometric Devices Computer Systems UPS 1-KVA Medium Duty Printers	*236* *236* *236* *236*	*118.834 million*

2. *A transparent Pre-Qualification procedure shall be followed in accordance with Pre-Qualification Document and in line with the guidelines of Punjab Procurement Rules, 2014.*
3. *Only Pre-Qualified applicants shall be invited, through a Request for Proposals (RFP), to submit their bids.*
4. *The complete application along with all supporting documents shall be submitted through the e-Pak Acquisition & Disposal System (e-PADS) on or before* ***11:00 a.m. on 05.05.2026.***
5. *Interested and eligible bidders may download the Pre-Qualification Documents from the EPADS portal, the PPRA website, and the Lahore High Court website (free of cost). Further information may be obtained from the Procurement Branch, Lahore High Court, Lahore.*
6. *Applications shall be addressed to the Registrar, Lahore High Court, Lahore, and submitted electronically through e-PADS by* ***05.05.2026 at 11:00 a.m.*** *The applications shall be opened on the same day* ***at 11:30 a.m.*** *in the office of D&SJ (HR-DJ)/ Senior Member, Purchase Committee, Lahore High Court, Lahore. (In case of public holiday, the next working day shall be considered).*
7. *The validity of this Pre-qualification for eligible firms/companies shall be for a period of six (06) months and shall apply only to the related project/procurement.*
8. *The Prequalification Documents containing all relevant details are available on the websites of PPRA (http://ppra.punjab.gov.pk), e-PADS (https://punjab.eprocure.gov.pk), and Lahore High Court (https://lhc.gov.pk).*
9. *The Procuring Agency reserves the exclusive right to accept or reject applications and to annul the prequalification process without justifying the reasons and/or incurring any liability to applicants at any stage before the issuance of RFP or signing of the contract, in accordance with prevailing Punjab Procurement Rules and Regulations.*

AYYAZ AHMAD
DEPUTY REGISTRAR (PROCUREMENT)
LAHORE HIGH COURT, LAHORE
(Phone: 042-99212951-70, Ext#228-229)

Pre-Qualification Document

No. 03/2025-2026

CENTRAL PROCUREMENT OF IT EQUIPMENT FOR DISTRICT COURTS OF THE PUNJAB

Lahore High Court, Lahore

Shahrah-e-Quaid-e-Azam, Lahore.

Phone: (+ 92) (42) (99212951, Ext# 228-229)

URL: www.lhc.gov.pk

Date & Time of Opening: ***05-05-2026 at 11:30 A.M.***

Closing Time: ***05-05-.2026 at 11:00 A.M.***

Deputy Registrar (Procurement)
Lahore High Court, Lahore

RANA MUJEEB AHMAD
Senior Auditor

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Deputy Registrar (Procurement)
Lahore High Court, Lahore

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Senior Auditor

1. INTRODUCTION

The Lahore High Court, Lahore, intends to prequalify firms having verifiable technical, financial and managerial expertise for the procurement of I.T Equipment.

The evaluation method outlined in this document shall be adopted to assess the applicants' organizational strength, technical competence and capacity of timely delivery of the required equipment so that eligible interested parties may be invited to participate in subsequent procurement procedures. The performance of each interested party in terms of quality, delivery, after-sales service, credit terms, and other contractual obligations shall be closely monitored.

2. Definitions

In this document, unless there is anything repugnant in the subject or context:

i. ***"Authorized Representative",*** *means any representative appointed, from time to time, by the Purchaser or the Supplier.*

ii. ***"Purchaser"*** *means the Lahore High Court, Lahore, or any person duly appointed in writing by the Purchaser to act on its behalf for the purposes of the Contract.*

iii. ***"The Parties",*** *means the Interested Parties whose applications have been received.*

iv. ***"Day"*** *means calendar day.*

v. ***"Person"*** *includes an individual, association of persons, firm, company, corporation, institution or organization having legal capacity.*

vi. ***"Prescribed"*** *means as prescribed in this Pre-Qualification Document.*

vii. ***"Presence"*** *means the declared presence of the Principal or Manufacturer's support office in Pakistan, having support staff trained by the Principle or Manufacturer.*

viii. ***"PQD"*** *means Prequalification Documents.*

ix. ***"RFP"*** *means Request for Proposal.*

Deputy Registrar (Procurement)
Lahore High Court, Lahore

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3. DISCLAIMER

*This Pre-Qualification Document for "**Procurement of I.T Equipment for District Courts**" ('the Project') provides brief information about the Project and outlines the qualification process for the shortlisting and prequalification of applicants for Request for Proposal (RFP) stage. The purpose of this Document is to provide applicants with relevant information to assist in the preparation of their application (the Application) and to prequalify Interested Parties for RFP stage.*

While every effort has been made to ensure the accuracy of the information contained herein, this document does not purport to include all the information required by the applicants. Applicants are advised to conduct their own independent assessment, investigations and analysis to verify the reliability, accuracy and completeness of the information provided, and to apply their professional judgment, relevant experience, and international best practices as necessary before submitting their applications. The Lahore High Court, Lahore or any of its employees shall not incur any liability under any law, statute, rules or regulations regarding the accuracy or completeness of this Prequalification Document.

The Purchaser reserves the right to amend, delete, update, or annul any or all conditions or information contained in this Document by issuing an appropriate addendum, as deemed necessary by the competent authorities, in accordance with the Punjab Procurement Rules, 2014.
Participation in the Pre-Qualification process does not, in itself, qualify any applicant for the subsequent stage of the procurement process.

*The **Primary Contact & Secondary Contact** for all correspondence related to this bid are as follows:*

Primary Contact	**Secondary Contact**
Deputy Registrar (Procurement)	*Assistant Registrar (Procurement,*
Lahore High Court, Lahore	*Lahore High Court, Lahore*
Ph#042-99212951, Ext#211	*Ph#042-99212951, Ext#228*

Deputy Registrar (Procurement)
Lahore High Court, Lahore

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Senior Auditor

4. Invitation to Application

i. *The Purchaser invites e-Applications on e-PADS from Manufacturers, or Authorized Partners, Distributors or Dealers of the Principal Company for the procurement of I.T Equipment for use in District Court of the Punjab. The details of the equipment are as under: -*

Category	Detail of Equipment	Qty	Estimated Cost inclusive of taxes (Rs.)
Goods	Biometric Devices Computer Systems UPS 1-KVA Medium Duty Printers	*236* *236* *236* *236*	*118.834 million*

ii. *The Pre-qualification Document 03/2025-2026, containing all relevant details, can be downloaded from the website of the Lahore High Court, Lahore (**https://www.lhc.gov.pk**), the PPRA (**http://www.ppra.punjab.gov.pk**) and the e-PADS portal (**https://Punjab.eprocure.gov.pk**), until the closing date and time for submission of applications.*

iii. *This pre-qualification process shall be governed under Punjab Procurement Rules, 2014 (as amended from time to time) and the Punjab Procurement Regulations, 2024.*

iv. *Applicants who meet the eligibility criteria may download the Prequalification documents from the e-PADS, PPRA, or the official website of this Court. The application shall be addressed to the **Registrar, Lahore High Court, Lahore,** and must be submitted electronically through the e-PADS portal, as detailed in the Prequalification Document (PQD).*

v. *E-Bids shall be opened publically in the office of the **D&SJ (HR-DJ), Lahore High Court, Lahore,** by the Purchase Committee at **11:30 a.m.** on _____, in the presence of the applicants or their authorized representatives, who must ensure their presence without further invitation. In case, the last date for submission of applications falls on an official holiday, the next working day shall be considered the closing date.*

vi. *Applicants may seek clarification regarding any requirement of this document. Any query received after due date may not be entertained.*

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Senior Auditor

All queries shall be responded to within the stipulated time only on e-PADS.

vii. *The procuring agency may seek clarification regarding submitted documents and it shall not be construed as an opportunity to alter/modify the substance of the application.*

viii. *Interested Parties must indicate, in their applications, the name, designation, fax number and email address of their authorized representatives through whom all communications shall be directed until the process is completed or terminated.*

ix. *The Purchaser shall not be responsible for any costs or expenses incurred by interested parties in connection with the preparation or submission of their proposals.*

x. *No application shall be accepted unless it is complete in all respect. Conditional applications shall not be accepted or considered. Only those interested Parties that submit complete documents in full compliance with the scope and requirements of this document shall be considered for Pre-Qualification.*

xi. *Applications received after the due date & time shall not be considered.*

xii. *Applications submitted without valid documentary evidence, supporting documents or certificates required under this document shall be rejected at the initial stage.*

xiii. *No objection regarding the terms and conditions of this Pre-Qualification Document shall be entertained at any later stage of the Pre-Qualification process.*

xiv. *If after evaluation of applications during pre-qualification process, any applicant feel aggrieved by any decision of Evaluation/Purchase Committee, the applicant can apply before the Grievance Redressal Committee constituted for the purpose, within ten (10) days, in accordance with Rule 67 of PPR-2014.*

xv. *In accordance with Rule 36-A of the Punjab Procurement Rules, 2014, each applicant is allowed to submit only one proposal. If a person submits more than one application, all such applications shall be rejected.*

xvi. *Applicants are instructed to furnish information regarding conflict of interest in other applicant firms i.e., share-holding etc.*

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5. SUBMISSION OF PROPOSAL

1. *The Pre-Qualification applications shall be uploaded on the e-PADS portal, accompanied by all required Forms, Annexes, Charts, Documents, Brochures, and Literature, duly typed, completely filled in, stamped and signed by the Interested Party or its Authorized Representative. The Pre-Qualification proposal must fully comply with the scope and requirements specified in this document.*
2. *The Pre-Qualification proposal and all documents relating to it, exchanged between the Interested Parties and the Purchaser, shall be in **English**. Any printed literature provided by the Interested Parties in another language must be accompanied by an English translation, which shall prevail for the purpose of interpreting the Pre-Qualification proposal.*
3. *The pre-qualification proposal shall comprise an application alongwith the mandatory documents listed at "Part-A" and documents mentioned at "Part-B".*
4. *The Interested Party shall upload the Proposal in the relevant sections of the e-PADS portal.*
5. *The Interested Party shall also upload all Forms, Annexures, Schedules, Charts, Drawings, Documents, Brochures and Literature in the form of MS Word Documents, MS Excel Worksheets and Scanned images on e-PADS.*
6. *It is mandatory to affix authorized signatures alongwith the official seal on all documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all other relevant documents forming part of the proposal uploaded by the Interested Party/Firm.*
7. *The result of pre-qualification process will be valid for a period of six (06) months and shall apply only to the related project(s)/procurements(s).*

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Lahore High Court, Lahore

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Senior Auditor

6. EVALUATION CRITERIA

IMPORTANT NOTE:-

i. *All applicants are hereby informed that all documents and statements uploaded by them for pre-qualification shall be submitted under Oath.*

ii. *Procuring agency reserves the right to conduct post-qualification verification of prequalified firms before issuance of RFP.*

iii. *If any document or statement is found to be false, misstated, fabricated, or incorrect at any time during or after pre-qualification process, it may result in disqualification for this procurement and initiation of process of declaration of ineligibility and blacklisting of the firm, Company, or its Partners under Rules 20 and 21 of PPR, 2014, respectively.*

iv. *Any proposal not meeting the prescribed evaluation criteria shall be rejected. Only those firms that have duly complied with the Qualification and parameters of evaluation criteria shall be eligible for further processing.*

v. *If the Evaluation Committee deems it necessary to seek further clarification or information, it shall be the responsibility of the applicant to provide such information within the specified period. Failure to do so shall lead to the disqualification of concerned firm.*

vi. *The proposal shall be evaluated by the Evaluation/Purchase Committee in the light of Evaluation Criteria.*

7. PARAMETERS OF EVALUATION CRITERIA FOR THE QUALIFICATION OF APPLICANTS

- *Initially the mandatory documents listed in Part "A" will be reviewed. Only those applicants that are found to be responsive will proceed to evaluation under Part "B".*
- *A Firm/Company securing* ***less than 50 marks*** *shall be disqualified.*
- *Total Marks: 100*
- ***Qualification Requirement:*** *Compliance with all Mandatory Requirements, mentioned at "Part-A" and Minimum 50-Marks from "Part-B".*

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"Part-A" –Mandatory Documents to be Submitted by Bidders

Sr.No.	Description	Category	Compliance
1.	*Incorporation Certificate of firm/company*	*Mandatory*	
2.	*Income Tax Registration certificate/proof*	*Mandatory*	
3.	*General Sales Tax Registration Certificate/Proof*	*Mandatory*	
4.	*Professional Tax Certificate (2025-26)*	*Mandatory*	
5.	*Account Maintenance Certificate issued by the Bank.*	*Mandatory*	
6.	*Tax Return for the year-2025.*	*Mandatory*	
7.	*Authority letter, on the company's letterhead, authorizing a person to represent the firm/company in the prequalification process.*	*Mandatory*	
8.	*Copy of the CNIC of the Owner/CEO/Managing Director or the authorized signatory on behalf of the firm/company.*	*Mandatory*	
9.	*Covering letter duly signed and stamped by Authorized Representative (Annexure-A).*	*Mandatory*	
10.	*An affidavit (Annexure-B) on stamp paper of a minimum value of Rs. 300/- duly singed and stamped.*	*Mandatory*	
11.	*Undertaking (Annexure-C) confirming compliance with all terms, conditions, and qualifications specified anywhere in this document.*	*Mandatory*	
12.	*Duly signed and stamped Prequalification Documents, along with all annexures and pages of the bid, by the bidder/owner or an authorized representative of the firm/company.*	*Mandatory*	
13.	*Valid certificate of the Original Manufacturer, Authorized Partner, Distributor, or Dealer of the Principal Company, or a Manufacturer Authorization Letter (MAL).* ***(Applicable to Computers and Printers only)***	*Mandatory*	

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"Part-B"-MARKS SHEET

Category	Criteria		Marks	
(1) ***Financial Soundness***	***(Verifiable from Annual Audited Accounts/ Reports or Tax Returns)*** *(i) The* ***accumulated turnover*** *of the last three financial years must be at least* ***PKR 300 Million.*** *(ii) Provide annual turnover figure for the last three financial years ending in 2023, 2024 and 2025.* ***(Max Marks 25)***	*<300 Million*	*Disqualify*	
		300 Million and above	*15 Marks*	
		600 Million and above	*20 Marks*	
		900 Million and above	*25 Marks*	
(2) ***Operational History***	*Number of years of incorporation/ establishment of Firm/ Company.* ***(Verifiable from incorporation certificate)*** ***(Max Marks 10)***	*<2 Years*	*Disqualify*	
		2 Years	*2 Marks*	
		4 Years	*04 Marks*	
		5 Years	*06 Marks*	
		6 Years	*08 Marks*	
		6+ Years	*10 Marks*	
(3) ***Experience for supply of requisite Equipment***	*Supply of equipment of the same nature and with each supply/ contract* ***valued at Rs. 50 million or above.*** *Attach copies of* ***Contract or Purchase Orders or Work Orders****. (Duly signed & stamped).* ***(Max Marks 25)***	*< 3*	*Disqualify*	
		3-Contracts	*5 Marks*	
		4- Contracts	*10 Marks*	
		5- Contracts	*15 Marks*	
		6- Contracts	*20 Marks*	
		6+ Contracts	*25 Marks*	
(4) ***Personnel Technical Capabilities***	*Total number of technically trained personnel/ Service Engineers in the company who are trained on quoted or relevant equipment* ***(Attach CVs/certificates).*** ***(Max Marks 10)***	*<3*	*Disqualify*	
		3- persons	*02 Marks*	
		5- persons	*04 Marks*	
		6- persons	*06 Marks*	
		7- persons	*08 Marks*	
		7+ persons	*10 Marks*	
(5) ***Service Centre/Local Support Office***	*The bidder must have its own* ***repair and maintenance setup or an affiliation with a Lab or maintenance workshop*** *(Provide the address and contact number of the workshop/ maintenance setup).* *The service call response time should not exceed 03-days, outside Lahore* ***(Max Marks 20)*** *02-Marks for each support office in each city.*	*Each Support Office*	*02 Marks*	
		No Support Office	*Disqualify*	

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(6) ***Supply Chain Capability***	***(Ability to import the equipment)*** *Verifiable from import license and previous experience in importing* ***(Max Marks 10)***	*Provide import License or import document*		

Note:

- *Once LHC has completed the evaluation of the e-proposals it shall notify all applicants in writing on e-PADS indicating their status as to prequalified or disqualified or ineligible.*
- *Any firm blacklisted from PPRA or LHC will be disqualified for bidding process.*
- *Verifiable documentary proof for all above requirements and criteria are mandatory and marks will be awarded on the basis of these verifiable proof.*
- *The firms who are declared as pre-qualified will be eligible for further processing.*
- *Incomplete applications will be rejected however, minor deficiencies in supporting documents may can be get fulfilled on the spot during technical evaluation, as deemed appropriate/necessary by the Evaluation Committee.*
- *The documents (Tax Status etc.) which are verifiable from online source should have their prints not older than two months.*
- *Potential applicants are required to arrange documents properly, and marking each page with the respective page number.*

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ANNEXURE-A

Format for Covering Letter

To

The Registrar, *Lahore High Court, Lahore*

Sub: ***PROCUREMENT I.T EQUIPMENT FOR DISTRICT COURTS OF THE PUNJAB.***

a) *Having examined the Pre-Qualification document and its Appendices, we, the undersigned, hereby apply to be prequalified as a bidder for the supply of required items & services, in conformity with the said document and in accordance with the terms of reference to be defined in the Purchase Order/ Contract upon award.*

b) *We agree to abide by this proposal for a period of* ***180*** *days (or as otherwise required for the project) from the date of opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.*

c) *All of the Forms accompanying the Application have duly been signed by the undersigned and stamped.*

d) *We undertake that in case any information or document submitted by us is found bogus, fabricated, illegal or we acted in a manner that falls with the definition of fraudulent practice or deteriorated to the public interest or good practice, the Procuring Agency has the right to blacklist our firm.*

e) *The procuring agency is not obligated to accept any proposal, and shall not be liable for any costs incurred by us in connection with this Pre-Qualification process.*

_____

Authorized Signatures with Official Seal

Deputy Registrar (Procurement)
Lahore High Court, Lahore

RANA MUJEEB AHMAD
Senior Auditor

ANNEXURE-B ***(On Stamp Paper Rs.300/-)***

AFFIDAVIT

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

1. *We have not been blacklisted by any Government, Semi Government Department, Autonomous Body, or Private Company/Organization to date. We have not challenged any order in court and are not currently blacklisted or debarred from participating in any public procurement.*
2. *The affiant further declares that the firm/company has not paid, given, donated, or agreed to pay, give, or donate any money or thing of value, either directly or indirectly, to any officer or employee of the Purchaser for special consideration in the award of the contract, for giving undue advantage in the Pre-Qualification Process, or during the evaluation and selection stages. Furthermore, no inducement has been made to refrain from properly and thoroughly maintaining project implementation, reporting contract violations, or addressing non-compliance with specifications.*
3. *The Firm certifies that it has made and will make full disclosure of all agreements and arrangements with any person(s) in respect of, or related to, the transaction with the Purchaser.*
4. *The Firm accepts full responsibility and strict liability for making any false declaration, failing to make full disclosure, misrepresenting facts, or taking any action that may defeat the purpose of this declaration. It further agrees that any contract, right, interest, privilege, or other obligation or benefit obtained or procured as a result of such actions shall, without prejudice to any other rights or remedies available to the Purchaser under any law, contract, or instrument, be voidable at the option of the Purchaser.*
5. *Notwithstanding any rights or remedies exercised by the Purchaser in this regard, the Firm agrees to indemnify the Purchaser for any loss or damage incurred on account of its corrupt business practices. The Firm shall also pay compensation to the Purchaser equivalent to ten (10) times the amount of any commission, gratification, bribe, finder's fee, or kickback given by the Firm for*

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the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege, or other benefit in any form from the Purchaser.

6. *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.*

Authorized Signatory:

For and on behalf of: _____

Name of Firm/ Company: _____

Name of Authorized Representative: _____

Designation: _____

Signature: _____

Official Seal: _____

Date: _____

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Lahore High Court, Lahore

ANNEXURE-C

UNDERTAKING

It is hereby certified that the information furnished herein and in the documents submitted is true and correct and nothing has been concealed or tampered with. We have carefully read and understood all the conditions of the Pre-Qualification Document and agree to abide by the same. We further understand that we shall be liable to any punitive action for furnishing false or misleading information or documents.

Authorized Signatory:

For and on behalf of: _____

Name of Firm/ Company: _____

Name of Authorized Representative: _____

Designation: _____

Signature: _____

Official Seal: _____

Date: _____

Deputy Registrar (Procurement)
Lahore High Court, Lahore

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