Tender Document
Tender No. 01/2026-2027

Annual Framework Contract for Hiring Services for Preparing of Photocopies of Judicial & Official Documents for period of one year (with paper)

Lahore High Court, Bahawalpur Bench Bahawalpur

Phone: (+ 92) (62) (9255138)
URL: www.lhc.gov.pk

Date of Opening:	***10.06.2026 at 11:30 A.M.***
Closing Time:	***10.06.2026 at 11:00 A.M.***
Delivery Period:	***As per schedule in Contract***
Original Bid Security Submission Time:	***One hour before closing time (10:00 A.M)***

Table of Contents

TENDER DOCUMENT 1

LAHORE HIGH COURT, BAHAWALPUR BENCH BAHAWALPUR 1

01-INVITATION TO BIDS 4-5

LAHORE HIGH COURT, BAHAWALPUR BENCH, BAHAWALPUR 4-5
TENDER NOTICE No. 01/2026-2027 4-5
INVITATION TO BID 4-5
(ANNUAL CONTRACT FOR HIRING SERVICES FOR PREPARING PHOTOCOPIES JUDICIAL DOCUMENTS FOR PERIOD OF ONE YEAR 2026-27) 4-5

02-INSTRUCTIONS TO BIDDERS (ITB) 6

2.1.1 Scope of Bid 6
2.1.2 Source of Funds 6
2.1.3 Eligible Bidders 6-7
2.1.4. Cost of bidding 8
2.1.5. One person one bid 8
2.1.6. Work Plan/ Deputation plan 8
BIDDING PROCEDURE 9
2.2. THE BIDDING DOCUMENTS 9
2.2.1. Content of Bidding Documents 9
2.2.2. Clarification of Bidding Documents 9
2.2.3. Amendment of Bidding Documents 10
2.3. PREPARATION OF BIDS 10
2.3.1. Language of Bid 10
2.3.2. Bid Form 10
2.3.3. Bid Prices 10
2.3.4. Bid Currencies 11
2.3.5. Documents Establishing Bidder's Eligibility and Qualification 11
2.3.6. Bid Security 11
2.3.7. Period of Validity of Bids 12
2.3.8. Format and Signing of Bid 12
2.4. SUBMISSION OF BIDS 13
2.4.1 Sealing and Marking of Bids 13
2.4.2 Deadline for Submission of Bids 13
2.4.3. Late Bids 13
2.4.4. Modification and Withdrawal of Bids 13
2.5. OPENING AND EVALUATION OF BIDS 13
2.5.1. Opening of Bids by the Procuring Agency 13-14
2.5.2. Confidentiality 15
2.5.3. Clarification of Bids 15
2.5.4. Preliminary Examination 16
2.5.5. Examination of Terms and Conditions; Technical Evaluation 16
2.5.6. Correction of Errors 17
2.5.7. Conversion to Single Currency 17
2.5.8. Post-Qualification & Evaluation of Bids 17
2.5.9. Contacting the Procuring Agency 18
2.5.10. Grievance Redressal 18
2.6. AWARD OF CONTRACT 19
2.6.1. Notification of Award 19
2.6.2. Performance Guarantee 19
2.6.3. Signing of Contract/ Issuance of Purchase Order 19
2.6.4. Award Criteria 20
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award 20
2.6.6. Procuring Agency's Right to Accept or Reject All Bids 20
2.6.7. Re-Bidding 20
2.6.8. Corrupt or Fraudulent Practices 21-22

SECTION-III. TECHNICAL SPECIFICATIONS & TERMS & CONDITIONS FOR HIRING PHOTOCOPY SERVICES 23

3.1. TECHNICAL SPECIFICATIONS TERMS & CONDITIONS 23

TERMS & CONDITIONS 23-25

SECTION-IV: BID DATA SHEET 26

A. INTRODUCTION 26
B. BIDDING DOCUMENTS 26
C. BID PRICE, CURRENCY, LANGUAGE AND COUNTRY OF ORIGIN 26
D. PREPARATION AND SUBMISSION OF BIDS 27
E. OPENING AND EVALUATION OF BIDS 28
F. BID EVALUATION CRITERIA 28
G. AWARD OF CONTRACT 29

SECTION-V: GENERAL CONDITIONS OF CONTRACT 30

1.CONTRACT 30-32
2.Special Instructions to Bidders 34-34
3. Bid Validity Period 364
4. Bid Security 364
5. Performance Guarrantee 36
6. Liquidated Damages 36-36
7. Evaluation Criteria 366
8. Arbitration 37
9. Cancellation of Tender 37
General Instructions 377

SECTION-VIII: FORMS 38

8.1 BID FORM 38-39
8.4. BIDDER PROFILE FORM 41
8.5. GENERAL INFORMATION FORM 42
8.6. AFFIDAVIT 43
8.7. PERFORMANCE GUARANTEE FORM 44
8.8 Technical Bid Form 44
8.10 Financial Bid Form 45
8.11 Bid Security Form 46

SECTION RETURN- CHECK LIST 48

01-Invitation to Bids

LAHORE HIGH COURT, BAHAWALPUR BENCH, BAHAWALPUR

TENDER NOTICE No. 01/2026-2027

INVITATION TO BID

(ANNUAL CONTRACT FOR HIRING SERVICES FOR PREPARING PHOTOCOPIES JUDICIAL & OFFICIAL DOCUMENTS FOR PERIOD OF ONE YEAR 2026-27)

Lahore High Court, Bahawalpur Bench **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. for Hiring services for preparing photocopies Judicial & office documents for period of one-year **Financial year 2026-27 (up-till 30.06.2027)**.

Sr. No.	Head of Account	Description	Estimated Cost (Rs.)	Bid Security (2%) (Rs.)
1	**Payments to others for Service Rendered**	Hiring Services for Preparing Photocopies of Judicial & office Documents for period of one year (with paper)	Rs.78,54,480/-	Rs.157,090/-

2. An e-bid proposal shall be submitted on the e-Pak Acquisition & Disposal System (EPADS) before closing date i.e. **10.06.2026 at 11:00 A.M.**

3. Interested eligible bidders may download bidding documents free of cost from the website of e-pads as well as from PPRA website. Bids are to be addressed to the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, and shall be submitted electronically on e-PADS by **10.06.2026 at 11:00 A.M and shall be opened electronically at 11:30 A.M**. on the same day, in the office of Additional Registrar (Judicial)/ Senior Member of the Purchase Committee, Lahore High Court, Bahawalpur Bench, Bahawalpur, Bahawalpur. (In case of public holiday, the next working day shall be considered for opening).

4. The bids shall be submitted electronically on e-Pads under "Single Stage Single 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 from the date of opening of bids.(Bids shall be submitted on e-pads through uploading file method).

5. The bidders shall submit bid security @ 2% (Rs.157,090/-) of the estimated cost in the shape of CDR/Bank Guarantee/Pay Order of any scheduled Bank in favor of the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur one hour before the bid submission deadline, in original, in the Purchase Branch of this Court in addition to upload softcopy from on e-pads. The bid security will be returned 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 returned on successful completion of the contract obligations. The contract shall start from **01.07.2026 and completes on 30.06.2027** tentatively.

6. The Tender Notice & Bidding Documents are available at PPRA's website, website of this Court & on E-PADS Website.(http://ppra.punjab.gov.pk, http://https://lhc.gov.pk and

https://punjab.eprocure.gov.pk/. (Immediately available on these sites free of cost).

7. The evaluation shall be made on the basis of evaluation criteria and the responsive bidder in evaluation criteria offering the lowest cost shall be awarded the contract. The bids shall be rejected in case of non-submission of requisite documents/Bid security, rates as required in tender document.

8. The authority reserves the right to reject all bids or proposals in line with prevailing rules and regulations.

SENIOR ADDITIONAL REGISTRAR
LAHORE HIGH COURT
BAHAWALPUR BENCH,
BAHAWALPUR

Phone: (+ 92) (62) (9255138)

2.1.1 Scope of Bid

i) The Procuring Agency (PA) i.e. Lahore High Court, Bahawalpur Bench, Bahawalpur, as indicated in the Bid Data Sheet (BDS) invites Bids on E-pads for Hiring Services for Preparing Photocopies of Judicial Documents/Office documents for period of one year (with paper) as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the requisite photocopy services with paper within the specified period and timeline(s) as stated in the BDS.

2.1.2 Source of Funds

i) The Lahore High Court, Bahawalpur Bench, Bahawalpur receive budget from the Government of Punjab.

2.1.3 Eligible Bidders

i) The Invitation to Bids is open to all suppliers i.e. association of firms/companies/sole proprietor/ general order suppliers/ JVs, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax, Professional tax etc.).

ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids [if applicable].

iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.

iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency i.e. Lahore High Court Lahore and its allied Benches and PPRA.

v) The invitation for e-Bids is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet.

vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used.
b) Have controlling shareholders in common; or
c) Receive or have received any direct or indirect subsidy from any of them; or
d) Have the same legal representative for purposes of this Bid; or
e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

xii) A Bidder may be ineligible if –

(a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;

(b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;

(c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;

(d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;

(e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of

section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(f) Bidders shall not be under a declaration of blacklisting by the Procuring Agency i.e. Lahore High Court Lahore and its allied Benches and PPRA in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

xiii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

2.1.4. Cost of bidding

i) The Bidder shall bear all costs associated with the preparation and submission of its bids. The procuring agency will in no case responsible for those costs regardless of the outcome or conduct of bidding process.

2.1.5. One person one bid

i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.

iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

2.1.6. Work Plan/Deputation plan

i) The bidder shall be responsible for provision of bid as per work plan/deputation plan formulated by the procuring agency

Bidding Procedure

Single Stage One Envelope procedure shall be adopted.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

i) The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:

(a) Invitation to Bids
(b) Instructions to Bidders (ITB)
(c) Technical Specifications
(d) Bid Data Sheet
(e) General Conditions of Contract (GCC)
(f) Special Conditions of Contract (SCC)
(g) Schedule of Requirements
(h) Bid Form
(i) Technical Evaluation criteria
(j) Bidder Profile Form
(k) General Information Form
(l) Affidavit
(m) Bid Security Form
(n) Technical Bid Form
(o) Contract Form
(p) Financial Bid Form / Price Schedule
(q) Performance Guarantee Form
(r) Check List

ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1(i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.

iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice or he may asked for clarification on e-

Pads portal. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than three (3) days prior to the deadline for the submission of e-Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding or at the e-pads portal.

ii) The procuring Agency will within three working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of bids. Copying of the procuring agency 's response will be forwarded to all identified prospective bidders through an expeditious identified source of communication, e.g. email etc. including a description of the inquiry, but without identifying its source

2.2.3. Amendment of Bidding Documents

i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment.

ii) In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

2.3. Preparation of Bids

2.3.1. Language of Bid

i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder shall be written in the **English** language. Supporting documents and printed literature furnished by the Bidder may be in same language.

2.3.2. Bid Form

i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the services to be provided along-with submission of relevant documents.

2.3.3. Bid Prices

i) The Bidder shall indicate on form 8.10 the unit prices of the photocopy services with paper it proposes to supply under the contract.

ii) Prices indicated on the Price Schedule shall be single page wise inclusive of all relevant taxes.

iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

2.3.4. Bid Currencies

i) Prices shall be quoted in **Pak Rupees**.

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.

ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.

iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:

(a) that the Bidder has the financial, technical, and capability necessary to perform the contract;

(b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. Bid Security

i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet at the rate of **Rs.2%** of total value mentioned in the BDS.

ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. (vii).

iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:

(a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft.

iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii)may be rejected by the Procuring Agency as non-responsive.

v) Unsuccessful Bidders' Bid security will be discharged or returned after finalization of the contract with the Successful bidder or earlier decided by the authority.

vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.

vii) The Bid security may be forfeited:

a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

b. In the case of a successful Bidder, if the Bidder:

i. Fails to sign the contract in accordance with ITB Clause 2.6.3; **or**

ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or

iii. If the proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

2.3.7. Period of Validity of Bids

i) Bids shall remain valid 180 days after the opening of the bids. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.

ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.8. Format and Signing of Bid

i) The Bidder shall prepare and the e-bid shall be submitted on the e-pads portal.

ii) The Bidder shall authorize a person/person for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any

issue bidder shall be responsible for all consequences.

iii) Any interlincations, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.

iv) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

i) Bids shall be submitted online on e-pads at time specified in Tender Notice.

ii) Bids shall be received through uploading of file method.

2.4.2 Deadline for Submission of Bids

i) Bids must be received online on e-pad to the Procuring Agency at the specified time no later than the time and date specified in the Bid Data Sheet.

ii) Bids received through courier services shall not be entertained.

iii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2.4.3. Late Bids

i) Any e-Bid received by the Procuring Agency after the deadline for submission of e-Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

i) The Bidder may modify or withdraw its Bid after the Bid's submission before closing time of bid.

ii) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

i) The Procuring Agency will open all e-Bids electronically, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the office of Chairman Purchase Committee on prescribed date & time above. The

Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.

ii) CDR of Bid Security in hard form shall be submitted in office before 1 Hour of closing time. In case hard copy of CDR/Bank Security is not submitted, bids shall be rejected, after the opening of e-bids. In case no documents specified in evaluation criteria are uploaded in the e-bids, the bid shall be rejected by the purchase committee. No manual submission of documents shall be accepted except CDR and sample of photocopy with paper.

iii) Other Envelopes holding the bids shall be opened one at a time, in case of Single Stage One Envelope procedure, the bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Purchase Committee

iv) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.

v) No Bid will be rejected at the time of Bid opening except for non-submission of CDR/Bid Security in hard form which will be returned unopened to the Bidder, pursuant to **2.4.3 (i)**

vi) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.

vii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.

viii) The Procuring Agency shall prepare Minutes of the Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail or whatever decided by the authority.

ix) A copy of the minutes of the Bid opening shall be furnished to individual bidders upon request.

2.5.2. Confidentiality

i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.

ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.

iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

2.5.3. Clarification of Bids

i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.

ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.

iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:

a) Evaluation & qualification criteria;
b) Required scope of work or specifications;
c) All securities requirements;
d) Tax requirements;
e) Terms and conditions of bidding documents.
f) Change in the ranking of the Bidder

iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do

so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

ii) Arithmetical errors will be rectified on the following basis:-

a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.

b. If there is a discrepancy between words and figures, the amount in words will prevail.

iii) Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.8), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) &mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

iv) If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

2.5.5. Examination of Terms and Conditions; Technical Evaluation

i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided**

in BDS, have been met without material deviation or reservation.

iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.

2.5.6. Correction of Errors

i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.8.**

2.5.7. Conversion to Single Currency

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency i.e Pakistani Rupees (Rs.). The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day, in case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.

2.5.8. Post-Qualification &

i) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an

Evaluation of Bids

examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder. Bidder qualification Form is available in the BDS

ii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications/Technical Evaluation Criteria required.

iii) The **financial valuation** of a Bid will be on the basis of form of Price Schedules/Financial Bid Form 8.10.

2.5.9. Contacting the Procuring Agency

i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.

ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

2.5.10. Grievance Redressal

i) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

ii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

iii) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).

iv) In case, the complaint/grievances filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelope bidding procedure is adopted.

v) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

2.6.1. Notification of Award

i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing as well as in the e-pads portal, that its Bid has been accepted.

ii) The notification of award will constitute the formation of the Contract.

iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v).

2.6.2. Performance Guarantee

i) Within fifteen (15) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.

ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ac) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

2.6.3. Signing of Contract/ Issuance of Purchase Order

i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents.

ii) Within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.

iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

2.6.4. Award Criteria

i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily. Lowest Evaluated Bid criteria has been formulated and available in the Bidding Documents.

2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award

i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of photocopy pages and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (c)(iv) of PPR-14 (not more than 15%).

2.6.6. Procuring Agency's Right to Accept or Reject All Bids

i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.

ii) The Bidders shall promptly be informed about the rejection of the Bids, if any

iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

i) The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

"Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows:

"(d) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

i. Coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
ii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
iii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
iv. Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
v. Obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the

Section-III. Technical Specifications & terms & Conditions for Hiring Photocopy Services 2026-27

3.1. Technical Specifications terms & Conditions

TECHNICAL SPECIFICATION FOR HIRING PHOTOCOPY SERVICES 2026-27

Terms & Conditions

TERMS AND CONDITIONS OF CONTRACT

1. *The Contractor shall install and run* ***Two (02-Nos.) photo copy machines*** *in* ***Copy Branch,*** *within the premises of High Court for preparation of copies of Judgments, Orders and Paper books/documents etc. of this Court. All Machines must have photo copying capacity/speed of* ***at least 70-CPM****. All photocopy machines must be in good condition.*

2. *The Contract shall commence* ***w.e.f.01.07.2026*** *and remain valid for a period of one year up to* ***30.06.2027*** *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 provide photo copying or printing services at the rate of Rs. _____ (including all taxes) with paper* ***legal size 70 Gram of fine quality*** *The Court shall not pay charges to the Contractor for the defective photocopies and firm/company will bear charges of defective photocopies to save the Govt. Exchequer. The Supervisory Officer of concerned copy Branch will exclude Defective Photocopies from the firm/company mentioned in the bill and verify same accordingly.*

4. *The contractor shall depute one Machine operator with each Photostat Machine and keep one Machine Operator in pool for backup purpose and ensure their permanent availability to fulfill the requirements of this Court. In order to avoid any inconvenience to this court, the Contractor shall depute back up operators who shall work in absence of the regular Operators;*

5. *The Contractor shall use his own ink and toner and photocopy paper 70gram of legal size as per approved samples and also repair/maintain Photostat Machines at own cost & risk.*

6. *Copies will be prepared on single side of the paper.*

investigation, or acts intended to materially impede the exercise of inspection and audit process."

ii) Blacklisting & Debarment:

Bidders shall not be under a declaration of blacklisting by the Procuring Agency i.e. Lahore High Court Lahore and its Allied Benches and PPRA.

Requirements & Procedure for Blacklisting & Debarment:

As per procedure laid down in Rule 17A of PPRA, Act, 2009 as well as other provisions of rule ibid:

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

8. *The Contractor shall ensure good quality of printing and smooth running of the Machines throughout the contractual period (from dawn to dusk every day). In case, any Machines goes out of order, the contract shall immediately get it repaired or replaced in order to avoid any inconvenience to the office/ litigants/ Authority. The period of interruption must not be more than one hour in any case. The damages in cases of non-availability of ink toner or even fault in a single Machine or absence of the Operator shall be Rs.10,000/- per day per Machine.*

10. *The Contractor shall deposit 10% Performance Guarantee of total amount of contract (Re-fundable) in favor of the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur 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, subject to satisfactory reports/ certification of supervisory officer of the Copy Branch, duly verified by the concerned Deputy Registrar (Judicial) and Assistant Registrar General qua quality & quantity of services, excluding of defective photocopies from firm, quality of printing and material being used in according to terms and conditions of agreement. The Contractor will submit bill in the first week of coming month which after scrutiny and certifications with regard to the validity and correctness of the claim by the concerned branch will processed by the concerned D.A. Contractor will be paid for only those photocopies which shall be certified by Deputy Registrar (Judicial) & Assistant Registrar (General)*

13. *The contractor shall not be allowed to make copies for outsiders private/ irrelevant persons from the machines installed in this Court.*

14. *Photo copies erroneously generated will not be removed from the premises of this court.*

15. *The Contractor shall keep Mechanic for repair/ maintenance of Photocopy Machines at the disposal of this Court during contractual period.*

16. The Contractor shall keep two spare Machines stand by position for back up.

17. The Contractor shall provide the names with full particulars of persons deployed to operate Machines who shall work subject to the approval of the Senior Additional Registrar. In case of change/transfer of such persons, its intimation to this effect shall necessarily be extended to the Senior Additional Registrar and mandatory Attendance Register will be maintained by the concerned Branch.

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

19. 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.

20. Free of cost space of Building and Electricity, will be provided by the High Court Bahawalpur Bench, Bahawalpur (Purchaser).

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

22. Stamp Duty shall be paid by the successful bidder as per applicable rules.

23. 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.

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

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Note: Samples of photocopy pages will be provided by the bidder along-with CDR to determine the quality of photocopy and page. (legal size 70grams paper of good quality)

Section-IV: Bid Data Sheet

The following specific data for the hiring of services of Photocopy for one-year to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Section II. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses which may be deleted while submitting the Bids.]

A. Introduction		
BDS Clause Number	**ITB Number**	**Amendments of, and Supplements to, Clauses in the Instruction to Bidders**
1.	2.1.1	Name of Department: Lahore High Court, Bahawalpur Bench, Bahawalpur. Procurement Name: Annual Contract for hiring Photocopy services for printing of Judicial and office documents with paper. (legal size 70 grams of good quality) Delivery Period: As per requirement of the procuring agency in the contract. Commencement date for delivery of services: 01.07.2026 (TENTATIVE)
2.	2.1.2	Financial year: 2026-27 Name of Project/ Grant (Non-Development): [Annual Rate contract for Photocopy service] Name of financing institution: [Government of the Punjab or within the financial limit of this Court]
3.	2.1.3 (iv)	Not applicable.
4.		
5.	2.3.6(iii)	Demonstration of authorization by manufacturer: Form 8.3 should be followed (Not Mandatory)
B. Bidding Documents		
6.	2.2.2	Clarification of Bidding Documents shall be entertained at the E-pads portal.
7.	2.2.2	Pre-bid meeting: Not applicable
8.	2.3.9	Bidding documents to be completed and uploaded at e-pads.
C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	English
10	2.3.4	The price quoted shall be PAK Rupees

11.	2.3.4	As per applicable Rules.
12.	2.1.4 (ii)	Imported/local Made
D. Preparation and Submission of Bids		
13.	2.1.3	Qualification Criteria.

TECHNICAL EVALUATION CRITERIA				Maximum Marks
1	Experience in relevant field (Mandatory)	Minimum 02 years	05 Marks	10
		Above 03 Years	10 Marks	
2	Photo copier machines with (Mandatory)	Minimum 70-CPM	20 Marks	30
		70% above CPM	30 Marks	
3	Documentary evidence of providing photocopy Services per month (No. of Copies)	Up to 30000	05 Marks	15
		30000 to 500000	10 Marks	
		500000 & above	15 Marks	
4	Average annual turnover or income tax return for last 3 year	Up to 2.00 million	05 Marks	15
		Above 2.00 million	10 Marks	
5	i) Copy of Sales Tax Registration with active status (5) ii) Copy of Income Tax Registration with active status (5) iii) PRA certificate with active status (5) iv) Professional Tax Certificate (5) v) Affidavit that bidder is not blacklisted by Lahore high court, Lahore, its Allied benches & PPRA . Department/procuring agency (5) Vi) Copy of CNIC of Proprietor's CNIC (5) (Mandatory Clauses)			30
Total Marks				***100***
Qualifying Marks including all Mandatory Clauses				***60***

14.	2.3.6&2.3.7	Spare parts required for (As per original/Standardized) of years of operation (Not Applicable)
15.	2.2.2	Bid shall be submitted online in the name: [The Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur] on e-pads Hard copy of CDR Shall be submitted one hour before closing time of bid.
16.	2.4.2	The deadline for e-Bid submission online is: a) Day:[Wednesday] b) Date:[10.06.2026] c) Time:[11:00 A.M.]
17.	2.5.1	Time, date/ Month/ Year, and place for Bid opening. Bids shall be opened electronically and Place of opening is Additional Registrar (Judicial)/Office of Chairman Purchase Committee at :-

<table>
<tr><td></td><td></td><td>a) Day :[Wednesday]
b) Date:[10.06.2026]
c) Time:[11:30 A.M]</td></tr>
<tr><td>18.</td><td>2.6.2</td><td>Amount of Performance Guarantee is: <u>10%</u></td></tr>
<tr><td>19.</td><td>2.3.8</td><td>Estimated Value:
<table>
<tr><th>Description</th><th>Estimated Cost (Rs.)</th><th>Bid Security (2%) (Rs.)</th></tr>
<tr><td>Hiring Services for Preparing Photocopies of Judicial Documents for period of one year (with paper)</td><td>Rs.78,54,480/-</td><td>Rs.157,090/-</td></tr>
</table></td></tr>
<tr><td>20.</td><td>2.3.9</td><td>Bid validity period after opening of the Bid electronically is 180 days</td></tr>
<tr><td>21.</td><td>2.3.9</td><td>Number of copies of the Bid to be provided are: Not applicable</td></tr>
<tr><td colspan="3">E. Opening and Evaluation of Bids</td></tr>
<tr><td>22.</td><td>2.5.1</td><td>The e-Bid opening shall take place at:
a) Day :[Wednesday]
b) Date:[10.06.2026]
c) Time:[11:30 A.M]
In the office of Additional Registrar (Judicial)/Chairman Purchase Committee, Bahawalpur Bench, Bahawalpur.</td></tr>
<tr><td>23.</td><td>2.3.5</td><td>The currency that shall be used for Bid evaluation is Pakistani Rupees.</td></tr>
<tr><td colspan="3">F. Bid Evaluation Criteria</td></tr>
<tr><td>24.</td><td>2.5.8</td><td>Criteria to Bid evaluation.
<table>
<tr><th colspan="4">TECHNICAL EVALUATION CRITERIA</th><th>Maximum Marks</th></tr>
<tr><td>1</td><td>Experience in relevant field (Mandatory)</td><td>Minimum 02 years
Above 03 Years</td><td>05 Marks
10 Marks</td><td>10</td></tr>
<tr><td>2</td><td>Photo copier machines with (Mandatory)</td><td>Minimum 70 CPM
70& above CPM</td><td>20 Marks
30 Marks</td><td>30</td></tr>
<tr><td>3</td><td>Documentary evidence of providing photocopy Services per month (No. of Copies)</td><td>Up to 30000
30000 to 500000
500000 & above</td><td>05 Marks
10 Marks
15 Marks</td><td>15</td></tr>
<tr><td>4</td><td>Average annual turnover or income tax return for last 3 year</td><td>Up to 2.00 million
Above 2.00 million</td><td>05 Marks
10 Marks</td><td>15</td></tr>
<tr><td>5</td><td>i) Copy of Sales Tax Registration with active status (5)
ii) Copy of Income Tax Registration with active status (5)
iii) PRA certificate with active status (5)
iv) Professional Tax Certificate (5)
v) Affidavit that bidder is not blacklisted from Lahore High Court, Lahore, its Allied Benches & PPRA , Department/ procuring agency (5)
Vi) Copy of CNIC of Proprietor's CNIC (5)
(Mandatory Clauses)</td><td></td><td></td><td>30</td></tr>
<tr><td colspan="4">Total Marks</td><td>100</td></tr>
<tr><td colspan="4">Qualifying Marks including all Mandatory Clauses</td><td>60</td></tr>
</table></td></tr>
</table>

G. Award of Contract

2.6.5	Percentage for quantity increase or decrease is not more than 15%].
2.6.2	The Performance Guarantee shall be: [**10 percent of the Contract Price**]
2.6.2	The Performance Security (or guarantee) shall be in the form of: [Bank Guarantee, CDR etc.]

Section-V: General Conditions of Contract

(On stamp Paper)

CONTRACT

THIS AGREEMENT made on the ____ day of _____ 2026 between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called "the Procuring Agency") on the one part and *[name of Service Provider]* of *[city and country of Service Provider]* (hereinafter called "the Service Provider") on the other part:

WHEREAS the Procuring Agency invited Bids for certain photocopy services, viz., ***[ANNUAL RENTAL PHOTOCOPIER SERVICES 2026-27 for preparing photocopies of Judgements, orders, Paper Books and documents of this Court on rental basis]*** and has accepted a Bid by the Service Provider for the supply of those services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

Now the parties hereby mutually agreed as under:

i. The Contractor shall supply, install and run two Photo Copy Machines along with photocopy paper 70-gram legal size in the Copy Branch within the premises of Lahore High Court, Bahawalpur Bench, Bahawalpur for preparation of copies of Judgments, Orders and Paper books documents, etc., of this Court. All Machines must have photo copying capacity/speed of at least 70-cpm. The photocopy machine should be of good condition.

ii. The Contract shall commence w.e.f. 01/07/2026, and remain valid for a period of one year up to 30/06/2027 to be further extendable as per Rules, provided the Authority/Procuring Agency deemed it appropriate depending upon the performance/ services, of the contractor and subject to all just legal exceptions.

iii. The Contractor shall provide photo copying or printing services at the rate of ***Rs.---------- /- per page,*** *including all taxes,* ***(Single side with paper)*** *in the light of approved rates intimated vide this office letter No. issued by Assistant Registrar, (General), on - _____ (copy enclosed)*

iv. The Court shall not pay any charges to the Contractor for the defective photocopies.

v. The Contractor shall depute one Machine Operator with each Photostat Machine and a mechanic for repair purpose and ensure their permanent availability to fulfill the requirements of this Court.

vi. The Contractor shall use his own ink, toner, photocopy paper legal size 70-gram of fine quality and also repair/maintain Photostat Machines at his own cost & risk.

vii. Copies will be prepared single side of the paper.

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

ix. *The Contractor shall ensure smooth running of the Machines throughout the contractual period (from dawn to dusk every day). In case any Machine goes out of order, the Contractor shall immediately get it repaired or replaced in order to avoid any inconvenience to the office/ litigants/Authority. The period of interruption must not be more than one hour in any case. The damages in case of non-availability of ink, toner, photocopy paper or even fault in a single Machine or absence of the Operator shall be Rs. 10,000/per day per Machine or whatever amount decided by the Authority/department.*

x. *In case the Contractor fails to provide services as per contract, his security shall be forfeited, the contract will be rescinded forthwith and recovery of liquidity damages and getting the photo copying service at his risk and cost will be affected.*

xi. *The Contractor shall not be allowed to make copies for the outsiders private/ irrelevant persons from the Machine installed in this Court.*

xii. *Photo copies erroneously generated will not be removed from the premises of this Court.*

xiii. *The Contractor shall keep Mechanic for repair/ maintenance of Photo Copy Machines at the disposal of this Court during contractual period.*

xiv. *The Contractor shall provide the names with full particulars of persons deployed to operate Machines who shall work subject to the approval of the Senior Additional Registrar. In case of change/transfer of such persons its intimation to this effect shall necessarily be extended to the Senior Additional Registrar and mandatory Attendance Register will be maintained by the concerned branch.*

xv. *In case of any dispute or controversy between the parties (referred to herein above) after awarding of contract the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur shall be the Arbitrator and his decision shall be final and binding upon the Contractor.*

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

xvii. *Free of cost space of Building and Electricity will be provided by the Lahore High Court, Bahawalpur Bench.*

xviii. *The payment shall be made on monthly basis, subject to satisfactory reports/certification of supervisory officer of the Copy Branch, duly verified by the concerned Deputy Registrar (Judicial) and Assistant Registrar General qua quality & quantity of services, excluding of defective photocopies from firm, quality of printing and material being used in according to terms and conditions of agreement. The Contractor will submit bill in the first week of coming month which after scrutiny and certifications with regard to the validity and correctness of the claim by the concerned branch will processed by the concerned Dealing Assistant. Contractor will be paid for only those photocopies which shall be certified by Deputy Registrar (Judicial) & Assistant Registrar (General)*

xix.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the Service Provider)

For **[Lahore High Court Bahawalpur Bench]**
(the Purchaser)

For **[Bidder]**

Name _____

Designation _____

CNIC _____

WITNESSES:

Name _____

Name _____

Signature _____ Signature _____

CNIC # _____ CNIC _____

Special Instructions to Bidders

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

ii. **E-Bids** will be opened electronically publicly in the office of the Chairman Purchase Committee, Lahore High Court, Bahawalpur Bench, Bahawalpur by the Purchase Committee at **11:30 A.M.** on **10.06.2026** in presence of the Bidder(s) or their authorized representatives, for which they shall ensure their presence without further invitation. In case, last date of e-bid submission falls on/within the official holiday(s), the last date for submission of bids shall be the next working day.

iii. The bidder(s) shall participate along with the sample of photocopy paper as well as which are claimed to be equivalent to the specification of the required item.

iv. The Bidders/Firms shall also submit samples of photocopy on legal paper of 70 gram for Technical Evaluation.

v. The services shall be delivered within **the time given in the Purchase Order** otherwise **Liquidated Damage charges (under Clause 6 of the bid document)** shall be imposed.

vi. The services shall be provided as per contract.

vii. Rate of the single side photocopy service with paper shall be quoted as per specifications /samples and shall be in Pak Rupees only.

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

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

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

xi. 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.

xii. E-Bids received after due date/time shall not be considered.

xiii. 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 **2% Bid Security (under Clause 4 of the bid document)**.

xiv. In case, the successful bidder fails to execute the work order as per terms and conditions laid down in the Bid document/ contract/purchase order (other than delay) and if photocopy provided are found lower in quality, the Purchaser shall have the right to cancel the contract at any time and forfeit security/ **10% Performance Guarantee (under Clause 5 of the bid document)**.

xv. The Purchaser reserves the right cancel the tender before acceptance as per PPRA Rules.

3. **Bid Validity Period:**

Bid validity period shall be 180 days from the date of opening of bid **(extendable where required in terms of Punjab Procurement Rules, 2014)** from the date of opening of bids.

4. **Bid Security:**

i. Technical Bid shall be accompanied by a scanned **2% Bid Security** of (as per detail mentioned in Clause No.1 i.e; Invitation to e-Bid) in the shape of Bank Draft/Call Deposit Receipts/Bank Guarantee in favor

of Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur 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 Purchase Order as Performance Guarantee.

ii. The original Bid Security/instrument of (hard copy) must be submitted in favor of the Sr. Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur, at least one hour before the bid submission deadline in the Purchase Branch. **Late submission of Bid Security (after opening of e-bids) shall be treated as the rejection of bid.**

5. **Performance Guarantee.**

(a) The successful bidder shall deposit **10% amount as "Performance Guarantee"** in shape of Bank Draft/Call Deposit Receipts/Bank Guarantee/Pay Order in favor of Sr. Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur. Performance Guarantee shall be retained by the Purchaser for period of one year.

(b) The purchaser shall have right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the Bid Document/Contract/Purchase Order.

(c) The purchaser shall have right to forfeit the "Performance Guarantee", if the contractor continuously failed to provide delivery or deliberately trying to prolonging 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 Grievance Committee of this Court.

6. **Liquidated Damages**

The damages in case of non-availability of ink, toner, photocopy paper or even fault in a single Machine or absence of the Operator shall be Rs. 10,000/per day per

Machine or whatever amount decided by the Authority/department.

07. Evaluation Criteria:

Bids will be evaluated as per Evaluation Criteria mentioned in Bidding Documents.

08. 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 Sr. Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur and his decision shall be final.

09. Cancellation of Tender

The Purchaser reserves the right to cancel the tender before acceptance as per PPRA Rules.

GENERAL INSTRUCTIONS

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 hard copy "Bid Security" in the shape of CDR/Bank Guarantee from a scheduled bank.

(ii). Received after the 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 by Lahore High Court, Lahore, its Allied Benches, & PPRA.
(vii). The bid is received 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 notice/tender enquiry.
(ix). The bid is received without latest Professional Tax Certificate.

02. Offer must remain valid for 180 days from the date of opening the Tender.

03. All offers must be submitted online on e-pads as per **single stage One envelope, through uploading file method.**

04. Each bid will be in term of Rule 38(1) "Single Stage One Envelope Bidding Procedure" of the Punjab Procurement Rules, 2014.

05. The Purchaser reserves the right to purchase full or part of service or ignore/scrap/cancel the tender before acceptance as per PPRA Rules.

06. Further the following conditions shall apply: -

(a). If the acceptance of tender issued during the validity period of the proposal is not accepted by the tenderer, the CDR/bid security shall be forfeited and the services 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, the Bid security/ CDR 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 services purchased would be at his risk and expense.

07. The purchaser reserves the right to claim compensation for the loss caused by the delay in the work, as determined by the purchaser (Authority).

08. "This is to certify that M/s._____ have obtained quotation to Tender No.___ _____ due on _____and bidder shall carry out supply/manufacture the said Services in accordance with the specifications laid down in the invitation to tender".

Section-VIII: Forms

8.1 Bid Form

Date: _____

To: [name and address of Procuring Agency]

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos.[insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of [total Bid amount in words and figures]or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to ___ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of [number] days from the date fixed to Bid opening under Clause 2.3.8 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed (if required), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

[In case of single stage one envelope bidding procedure]

The Composition of our Bid is:

a) Complete bidding document (without filling) signed and stamped by the bidder

b) all the forms relevant to the technical and financial bids (clearly indicated on each form)

c) All the required documents establishing eligibility of bidders/goods shall be made part of the bid.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

Financial bid includes the following: -

a) Original Bid form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.

b) Price schedule / financial form (as per **form 8.10**) to be reproduced on the letter head of the bidder duly signed and stamped.

c) Original Bid security form (as per **form 8.11**) along with Original financial instrument [to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque] valid for ..... ( ) Days, beyond the validity of Bid.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

Name and address of goods provider	Amount and Currency
_____	_____
_____	_____
_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ day of _____ 20_____.

_____ _____

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

_____

8.4. Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr.#	Particulars
1.	Name of the company:
2.	**Registered Office:**
Address:	
Office Telephone Number:	
Fax Number:	
3.	**Contact Person:**
Name:	
Personal Telephone Number:	
Email Address:	
4.	**Local office if any:**
Address:	
Office Telephone Number:	
Fax Number:	
5.	**Registration Details:**

a) Audited Financial Statement Attachment/Income Tax Returns (Last ____years)

Yes	No

b) Details of Experience (Last _____ Years)

(i)	**Similar Project (Agency/Department)**	**Item Name**
(ii)	**Value of total Projects/Tenders/POs**	**Amount**

c)Staff Detail and last month Payroll

Yes	No

8.5. General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

	Particulars			
Company Name				
Abbreviated Name				
National Tax No.			**Sales Tax Registration No**	
PRA Tax No.				
No. of Employees			**Company's Date of Formation**	

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

8.6. Affidavit

[To be printed on Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

Name: _____

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the [Senior Additional Registrar, Bahawalpur Bench, Bahawalpur] of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [name of Procuring Agency]. The undersigned further affirms on behalf of the firm that:

(i) The firm is not currently blacklisted by the Procuring Agency i.e. Lahore high court, Lahore, its Allied Benches and PPRA.

(ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.

(iii) Affidavit for correctness of information.

[Name of the Contractor/ Bidder/ Supplier undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.7. Performance Guarantee Form

To,

The Senior Additional Registrar,
Lahore High Court, Bahawalpur Bench,
Bahawalpur.

WHEREAS (Name of the Contractor/ Service Provider) _____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE **"PROVISION OF ANNUAL RENTAL PHOTOCOPIER SERVICES 2026-27"** procurement of the following:

1. (Here in after called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____(Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____

Stamp & Signature of Bidder _____

8.8.Technical Bid Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr. No.	Description	Quantity	Specifications dimensions (Photocopy paper size, single side copy)

Stamp & Signature of Bidder _____

8.10. Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

Sr. No.	**Item name**	**Specifications/ dimensions** (Photocopy paper size, single side copy)	**Unit price (inclusive of all taxes & duties etc.)**	**Quantity**	**Total price (inclusive of all applicable taxes & duties etc.)**	**Total price (in words)**
		Total price in figures				
		Total price in words				

Total Bid value (against which a Bid shall be evaluated) in figure.
Total Bid value (against which a Bid shall be evaluated) in words.
Detail of all applicable taxes/duties/charges, which must be included in the rates quoted by bidder, is given as below:

Stamp & Signature of Bidder _____

8.11. Bid Security Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

Whereas [name of the Bidder] (hereinafter called "the Bidder") has submitted its Bid dated [date of submission of Bid] for the supply of [name and/or description of the services] (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE[name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called "the Bank"), are bound unto [name of Procuring Agency] (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20 .

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:

   (a) fails or refuses to execute the Contract Form, if required; or
   (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

_____

[Signature of the bank]

[The Procuring Agency may alter or modify the details of this form in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. Bulk/Framework, item wise/package wise and form of contract to be adopted (i.e. DDP, CIF, C&F, FOR, FOP etc. if applicable) However, for a standard procurement/contract contents of a generalized this Form may be as provided above.]

Section return- Check List

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

SR.#	DETAIL	YES/NO	PAGE #
(01)	The undertaking of the supplier to upload the tender documents as "Single Stage One Envelopes Bidding Procedure", as per Rule 38(1) of the Punjab Procurement Rules, 2014 on e-PADS website.	YES	
(02)	Bid Security 2% 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.	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 2024-2025. If the tax return is under process, provide documented proof of filing.	YES	
(10)	Copy of CNIC of the owner 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 certifying that the firm has not been blacklisted by Lahore High Court, its Benches and PPRA. 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	

Stamp & Signature of Bidder _____

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 cost(s).*