LAHORE HIGH COURT BAHAWALPUR BENCH BAHAWALPUR

TENDER NOTICE

Sealed bids are invited from the financially sound and well reputed Firms/Companies duly registered and active status Sale Tax/income Tax / PRA Department dealing in photocopy machines, for preparing photocopies of judgments, orders and other judicial documents of this Bench, on contract basis for **ANNUAL CONTRACT OF RENTAL PHOTOCOPIERS SERVICES FOR THE PERIOD OF 12-MONTHS 2024-2025: -**

2. CONDITIONS FOR TENDER

a. Rates shall be quoted per page inclusive of taxes (single sided copy). Double sided copy will not be counted for payment. Similarly, the payment will not be made for defective photocopies.

b. The contractor will install at least two heavy duty Digital Photocopiers (refurbished) within the premises of Bahawalpur Bench of High Court. The office will not charge any rent for the premises and will provide free supply of electricity.

c. The contractor will depute his own operators and shall ensure their permanent availability to fulfil the requirements of this Court. In order to avoid any inconvenience to this Court, the contractor shall depute back up operator who shall work in absence of the regular operators.

d. The contractor will use his own paper and toner in original

e. Copies will be prepared on 70 grams legal size paper (white) of good quality. All cost related to replacement of parts/maintenance of machine shall be borne by the Contractor.

f. The services will be provided uninterruptedly commencing from office hours till its closure, after working hours and even on Sunday and Holidays as well, if so desired by the Authority/ Office.

g. In case of fault/disorder in any of the installed photocopiers, the contractor will immediately get it repaired or make arrangements for its immediate replacement.

h. The contractor will not be allowed to make copies for outsiders from the machines installed in the High Court neither he/she shall be allowed to entertain photocopies of un-official documents.

i. Payment of charges will be made on monthly basis. The contractor will submit monthly bill upto 10th of every month, which after scrutiny and verification by the Assistant Registrar (General), payment shall be proceeded and relevant taxes shall be withheld as per applicable Rules.

j. The contract will be for the period commencing from 1st July-2024 to 30th June-2025.

3. GENERAL CONDITIONS: -

i) Rule 38 (2a) "Single stage two envelops bidding procedure" of the Punjab Procurement Rules 2014 shall be followed. Each bid containing technical and financial proposal (provided in Rule 27 of the Punjab Procurement Rules, 2014) must be accompanied by a Call deposit receipt (Rs.42,080/-) + determined the amount here as bid security 1% of the estimated cost (refundable) in the name of the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur along with profile of company.

ii) Technical proposal not in conformity with the specifications and requirements of this Court will be rejected and financial Proposal of

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that bidder shall be returned without opening it. Incomplete bids and the bids received after the closing time will not be entertained.

iii) A chance will be given to 2nd lower bidder, if the 1st bidder failed to provide the services within stipulated period and did not submit performance guarantee. The bids security of 1st bidder in this case shall be forfeited.

iv) The bids must reach the office of the undersigned by post/by hand till 07.05.2024 (Tuesday) at 01:30 P.M sharp which will be opened on the same day at 02.00 P.M. by the Purchase Committee in the office of the Chairman Purchase Committee Lahore High Court, Bahawalpur Bench, Bahawalpur.

v) Required Specifications have been mentioned in Tender Form.

vi) Entire procurement shall be governed under the prevailing rules.

vii) Authority/ Purchase Committee may reject all bids/tenders/ proposal at any time prior to acceptance of a bid or tender. However, Authority/ Purchase Committee shall upon request communicate to the Bidder/Tenderer who submit a bid/tender the grounds for rejection. The Purchase Committee shall evaluate the technical bids and financial bids and recommend procuring of Photocopying services from the contractor.

4. Tender Forms for Rental Photocopier contract can be purchased immediately from the office of Treasurer, Lahore High Court, Bahawalpur Bench, Bahawalpur on payment of Rs. 1500/- (non-refundable) as tender fee. Bidding documents will be immediately available after date of publication. This tender notice will also be available on the website i.e. www.ppra.punjab.gov.pk.

(Muhammad Yar Gondal)
Senior Additional Registrar/
District & Session Judge

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