LAHORE HIGH COURT, RAWALPINDI BENCH, RAWALPINDI

TENDER NOTICE No. 02/2025-2026

INVITATION TO BID

(ANNUAL FRAMEWORK CONTRACT TO HIRE SERVICES FOR PREPARING PHOTOCOPIES OF JUDGMENTS/ORDERS/DOCUMENTS FOR PERIOD OF ONE YEAR)

Lahore High Court, Lahore **invites e-bids** as per Punjab Procurements Rules, 2014, from well-reputed and financially sound firms having previous experience in specific field as well as registered with Income Tax, Sales Tax, Professional Tax and Punjab Sales Tax Departments etc. (PRA) for entering into Framework Contract for Preparing of photocopies of judgments/orders/documents for period of one year.

Sr. No.	Head of Account	Description	Estimated Cost (Rs.)	Bid Security (5%) (Rs.)
1	Payments to others for Service Rendered	To hire services for preparing photocopies of judgments/orders/documents for period of one year	28,00,000/-	140,000/-

2. An e-bid proposal shall be submitted on the e-Pak Acquisition & Disposal System (EPADS) before closing date i.e., 28-03- 2025.

3. Interested eligible bidders may download bidding documents from the website of e-pads as well as from PPRA website & website of this Court and may obtain further information from the Store Branch, Lahore High Court, Rawalpindi Bench, Rawalpindi. Bids are to be addressed to the Sr. Additional Registrar Lahore High Court, Rawalpindi Bench Rawalpindi, and shall be received electronically on e-PADS by 28.03.2025 at 11:00 A.M and shall be opened at 11:30 A.M. on the same day, in the office of Deputy Registrar (Judicial)/ Chairman of Purchase Committee, Lahore High Court Rawalpindi Bench Rawalpindi. (In case of public holiday, the next working day shall be considered).

4. The bids shall be submitted under "Single Stage One Envelope Bidding Procedure" as contained in Rule 38(1) of the Punjab Procurement Rules, 2014. All the rates should be inclusive of GST/PST and valid for 180-days from the date of opening of Tender.

5. The bidders shall submit bid security @ 5% of the estimated cost in the shape of CDR/Bank Guarantee/Pay Order of any scheduled Bank in favor of the Sr. Additional Registrar Lahore High Court, Rawalpindi Bench Rawalpindi one hour before the bid submission deadline, in original, in the Store Branch, Lahore High Court, Rawalpindi Bench, Rawalpindi. The bid security will be refunded after finalization of the tender. However, the successful bidder shall deposit an amount equivalent to 10% of the total estimated cost as Performance Guarantee in shape of CDR/Bank Guarantee/Pay Order which shall be refunded on successful completion of the contract obligations.

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://eprocure.gov.pk/

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

KHALID MEHMOOD CHEEMA
SENIOR ADDITIONAL REGISTRAR,
LAHORE HIGH COURT, RAWALPINDI BENCH, RAWALPINDI

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