LAHORE HIGH COURT, RAWALPINDI BENCH, RAWALPINDI

TENDER NOTICE No. 01/2025-2026

INVITATION TO E-BID

(ANNUAL FRAMEWORK CONTRACT OF OFFICE STATIONERY ITEMS FOR FY 2025-26)

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 Annual Framework Contract of Office Stationery Items for FY 2025-26.

Sr. No.	Head of Account	Description	Estimated Cost (Rs.)	Bid Security (5%) (Rs.)
1	A3901-Stationery	*Annual Framework Contract of Office Stationery Items For FY 2025-2026*	4,647,628/-	232,381/-

2. An e-bid proposal shall be submitted on the e-Pak Acquisition & Disposal System (EPADS) Punjab before closing date i.e., 10-10- 2025.

3. Interested eligible bidders may download bidding documents from the website of e-pads, Punjab as well as from PPRA-Punjab 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 Senior Additional Registrar Lahore High Court, Rawalpindi Bench Rawalpindi, and shall be received electronically on e-PADS by 10-10- .2025 at 11:30 A.M and shall be opened at 12:00 P.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 Senior 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, https://lhc.gov.pk, and https://eprocure.gov.pk/

7. **All required documents for the above said tender should be uploaded in Soft Form, and be available before the closing date on PPRAs EPADs, no single document will be entertained in Hard Form at the time of tender opening.**

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

MUHAMMAD NAEEM SALEEM
SENIOR ADDITIONAL REGISTRAR,
LAHORE HIGH COURT, RAWALPINDI BENCH, RAWALPINDI

23-09-2025

Tender Document

Tender No. 01/2025-2026

Annual Framework Contract of Office Stationery Items for FY 2025-26.



Lahore High Court, Rawalpindi Bench

Rawalpindi

Phone: 051-9277017-22 (Ext-121)

URL: www.lhc.gov.pk

Date of Opening:	***10-10.2025 at 12:00 P.M.***
Closing Time:	***10-10.2025 at 11:30 A.M.***
Delivery Period:	***As per time given in the Purchase Order***

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1. ***Invitation to e-Bids***

i. *The Lahore High Court, Rawalpindi Bench, Rawalpindi (Procuring Agency) invites e-Bids from the original manufacturers/authorized distributors/suppliers to enter into Framework Contract for purchasing of Stationery items for the* ***financial year 2025-26 (up-till 30.06.2026)****: -*

Sr	Head of Account	Estimated Cost (Rs.)	Bid Security (5%) (Rs.)	Detail of Items Annexed at
01	Office Stationery Items	4,647,628	232,381	

ii. *The Tender Document 01/2025-2026 carrying all details can be downloaded from the following websites.*

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

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

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

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

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

2. ***Instructions to Bidders***

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

ii. ***E-Bids*** *will be opened publicly in the office of the Deputy Registrar (Judicial), Lahore High Court, Rawalpindi Bench, Rawalpindi by the Purchase Committee at* ***12:00 p.m.*** *on* 10-10-2025 *in*

presence of the Bidder(s) or their authorized representatives, for which they shall ensure their presence without further invitation. In case, last date 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 samples which are claimed to be equivalent to the specification of the required item.*

iv. *All the interested bidders may examine the approved samples of Tender items in the relevant Stores of this Court.*

v. *The Bidders/Firms must submit samples of quoted items on the date specified by the Procuring Agency for Technical Evaluation.*

vi. *The tender items for each category must be delivered within* ***the time frame specified in the Purchase Order;*** *otherwise* ***Liquidated Damage charges (under Clause 6 of the bid document)*** *will be imposed.*

vii. *In case any defect appears in Tender items during technical evaluation, the shortcoming shall be fulfilled by the contractor.*

viii. *The tender items shall be delivered in the relevant Stores of this Court.*

ix. *Rate of the item shall be quoted as per specifications /samples approved by the Competent Authority and shall be in Pak Rupees only.*

x. *The Procuring Agency shall announce details of the bids at the time of opening of Technical/Financial bids.*

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

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

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

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

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

xvi. *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) or items supplied are found lower in quality, the Procurement Agency shall have the right to cancel the contract at any time and forfeit* ***10% Performance Guarantee (under Clause 5 of the bid document)*** *and the items provided by the Firm shall be at its own risk & cost.*

xvii. *Before submitting any offer, bidders may consult the Purchase Branch regarding any query.*

xviii. *The Procuring Agency reserves the right to purchase full or part of the item(s) or ignore/scrap/cancel the tender without recording reasons thereof.*

3. ***Bid Validity Period:***

Bid validity period shall be effective till ***30.06.2026 (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* ***5% Bid Security*** *of each category/lot (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, Rawalpindi Bench, Rawalpindi 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 each category/lot (hard copy) must be submitted in favor of the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi at least one hour before the bid submission deadline in the Procurement Branch.* ***Late submission of Bid Security will be treated as the cancellation of tender.***

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 Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi which is refundable on request, before signing of the contract and taking back 5% Bid Security. Performance Guarantee shall be retained by the Procurement Agency for period of one year.*

(b) *The Procurement Agency shall have the right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the Bid Document/Contract/Purchase Order, except delay in provision of the Tender Items for which liquidated damage charges @ 2% under clause 6 of the Bid document will be imposed.*

(c) *The Procurement Agency shall have right to forfeit the "Performance Guarantee", if the contractor continuously failed to provide delivery/deliberately trying to prolong the delivery time, indulged in corrupt practices, detrimental to public interest or concealment of any facts pointed out/highlighted by the Authority. However, the bidder reserves the right to appeal before the Grievance Committee.*

6. Liquidated Damages

In case of failure, the Supplier will unconditionally pay liquidated damages on late supplies @ 2 % per month of the total value of purchase order.

7. Warranty

i. *The successful bidder shall submit "**One Year Warranty Certificate**" regarding the durability of the supplied Tender Items. The warranty period shall start from the date of delivery of items. In case the supplied articles have any manufacturing faults, defects, the items shall be replaced by the bidder without any compensation and prompt.*

ii. *In case the bidder consistently failed to replace the faulty items/articles, a show cause notice shall be issued to the bidder. Even after, non-compliance, the Performance Guarantee shall liable to be forfeited.*

08. Evaluation Criteria:

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

09. Arbitration

All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole Arbitrator i.e. The Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi.

10. Cancellation of Tender

The Procurement Agency reserves the right to purchase full or part of the item(s) or ignore/scrap/cancel the tender without recording reasons thereof.

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 "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 from the approved List.
(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 (2025-2026).

02. *Offer must remain valid till 30.06.2026 from the date of opening the Tender.*

03. *All offers must be submitted in double cover envelopes. The outer envelope should indicate the name of the addressee, tender number and date of opening but not the name of the firm which must appear in the inner envelope clearly mentioning tender number and name of the firm. The envelope must be properly sealed.*

04. *Each bid will be in term of Rule 38(2)(a) "Single Stage Two Envelopes Bidding Procedure" of the Punjab Procurement Rules, 2014.*

05. *The Procurement Agency reserves the right to purchase full or part of the item(s) or ignore/scrap/cancel the tender without recording reasons thereof.*

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 item(s) 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 item(s) purchased would be at his risk and expense.

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

TERMS & CONDITIONS

01. *The work is required to be completed within the time given in the purchase order. However, the bidders are required to indicate their own guaranteed earliest date by which the work will be done by them.*

02. *Bidders must quote their financial proposal on the detail of items intended to be procured.*

03. *Technical proposal and financial proposal/bids should be addressed to the* ***Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi.***

04. *Bidders should quote their firm and final rates both in words as well as in figures (including all taxes).*

05. *Bidders shall submit a* ***Bid Security, @ 5% of each category/lot*** *as required under Rule 27-PPRA-2014 in the shape of CDR/Pay Order/Bank Guarantee (as per detail mentioned in Clause No.1 i.e. Invitation to e-Bids) for supplies in favor of the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi.*

06. *The original Bid Security instrument (hard copy) must be submitted in favor of the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi at least one hour before the bid submission deadline in the Procurement Branch.* ***Late submission of bid security will be treated as cancellation of tender****.*

07. *The successful bidder shall be required to furnish 10% of the total value of the work order as* ***Performance Guarantee*** *in shape of Bank Guarantee/CDR/Pay Order (as required under Rules 56 of the Punjab Procurement Rules, 2014) in favor of* ***Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi*** *(by designation only) for a period of one year from the acceptance of the bids (within 15-days) and in case, the supply has not conformity with the required specification/ terms & condition, the Procurement Agency has full right to forfeit Performance Guarantee and the re-purchase shall be made at the risk and expense, of the bidder.*

08. *In case of Indigenous item(s) the tenderers, who are manufacturers must indicate name and address of their works in Pakistan from where they intend to supply the item(s).*

09. *"This is to certify that M/s._____ have obtained quotation to Tender No._____ due on _____and bidder shall carry out supply/manufacture the said item(s) in accordance with the specifications laid*

down in the invitation to tender".

10. *Any conditional, ambiguous or incomplete offer in any respect shall be ignored/rejected. No supplementary or revised offer after opening of bids shall be entertained.*

11. *The bidders shall enclose catalogues/leaflets/literature and other technical data, if any, in respect of item(s) offered by them.*

12. *The bidders should specifically indicate their NTN/GST/PST/VENDOR No. and circle of the Income-Tax Department (FBR) with documentary evidence.*

13. *Any erasing/cutting/crossing, etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages of the bid must also be properly signed and stamped.* ***Offer with any overwriting shall not be accepted.***

14.*(a). A certificate should be given by the bidders that they shall be responsible for free replacement of item(s) if the "same is found to be substandard and or at variance with the specifications given in tender enquiry". In case a SIMILAR item(s) offered is at variance with the specifications given in the tender enquiry, the bidders must clearly identify variations in their offers. However, the item(s) offered of a superior quality and specifications to the one specified in the tender enquiry shall, be acceptable.*

(b). In case indigenous item(s) is offered as an item(s) similar to that specified in the Tender Enquiry the tenderers shall within seven days of the opening of the tender have the said item(s) for, pre-inspection at their own cost.

(c). Where offers have been invited for specified brands, offers for others brands shall not be acceptable.

15. *Items should be brand new and in original manufacturers packing.*

16. *Testing charges of sample/samples against the tender/advance bulk supplies will be borne by the tenderer/contractor irrespective of the result of the sample/samples.*

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

18. *The procuring Agency reserves the rights to increase or decrease the quantity of procurements. The firm shall also submit samples of quoted items on the date which is given by the Procuring Agency.*

19. *The tenderer must indicate make/made/size/weight for quoted articles in Crystal manner.*

20. *Stamp Duty @ 0.25% of the amount of bill will be mandatory under The Stamp Act, 1899 (Sr. No. 22-A (b) to Schedule-I) for payment within the time given in the Purchase Order.*

(On stamp Paper)

CONTRACT

*This CONTRACT is made on _____**[Date]**, between **Lahore High Court, Rawalpindi Bench, Rawalpindi** (the "Procurement Agency"), on the one part, and **Contractor [full legal name of Contractor],** on the other part individually /severally liable to the Procurement Agency for all of the Contractor's obligations under this Contract.*

RECITALS

WHEREAS,

(a) *The Procurement Agency has requested the Contractor to provide Tender Items according to Bid Document. and*

(b) *The Contractor, having represented to the Procurement Agency that it has the required professional skills, personnel and technical resources, has agreed to provide Tender Items, on the terms and conditions set forth in this Contract and Bid document.*

NOW THEREFORE, the Parties to this Contract agree as follows:

i) *The Contractor shall supply the required items at Lahore High Court, Rawalpindi Bench, Rawalpindi as per supply order to be issued by the office (Purchase Branch) from time to time without transportation charges.*

ii) *In case the Contractor fails to execute the contract strictly in accordance with terms and conditions laid down in this contract, the security deposited by him shall be forfeited and contract will be awarded to the next lowest available bidders/firms.*

iii) *The damages in case of late supply 2% per month or part thereof shall be recovered from the contractor.*

iv) *The required work shall be completed by the Contractor within the time given in the work order.*

v) *Payment will be made on receipt, inspection and acceptance of supplies by the Procurement Agency.*

vi) *In case the contractor does not fulfill contract, they shall be liable to be blacklisted.*

vii) *There shall be no compromise on quality and quantity of items.*

viii) *The contractor shall solely be responsible for any discrepancy or damage to the supplied Tender Items.*

ix) *The contractor shall submit **"One Year Warranty Certificate"** regarding the durability of the supplied Tender Items. The warranty period shall start from the date of delivery of item (s).*

x) *Bid security of 5% of the total Bid price given by the contractor in the shape of Bank Draft/Call Deposit Receipts/Bank Guarantee in favor of the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi will be returned to them on their request, after signing of the contract and furnishing of 10% of Bid amount as Performance Guarantee in shape of Bank Draft/Call Deposit Receipts/Bank Guarantee. The "Performance Guarantee" shall be returned after the completion of "Warranty Period".*

xi) *The Procurement Agency shall have a right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the bid document/contract, except delay in provision of the required Tender Items for which liquidated damages under Clause 6 of the Bid document shall be imposed.*

xii) *In case of any dispute or controversy after awarding of contract the Senior Additional Registrar shall be the arbitrator and his decision shall be binding and final.*

xiii) *The terms and conditions mentioned in the bid document shall be considered part and parcel of this contract agreement.*

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For ***[Lahore High Court, Rawalpindi Bench, Rawalpindi]***
(the Procurement Agency)

For [ ]

Name _____

Designation _____

CNIC _____

WITNESSES:

Name _____ *Name* _____

Signature _____ *Signature* _____

CNIC # _____ *CNIC* _____

ANNEXURE-A ***(On Stamp Paper)***

AFFIDAVIT

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

1. *We have not been blacklisted from any Government/Semi Government Department/Autonomous Body or Private Company/Organization.*
2. *We have not been involved in any litigation with any client during the last three years.*
3. *We acknowledge that we have read, understood and accepted the terms and conditions of bid document.*
4. *We understand that the Procurement Agency shall have the right, at its exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor (s).*
5. *We also hereby categorically affirm that the item(s) offered by us are exactly similar to the particulars and specification as laid down in your tender enquiry in all respects.*
6. *We accept that if the required Call Deposit Receipt/Pay Order/Bank Guarantee is not furnished or our offer is found lacking in any of the requirement to your tender enquiry, it shall be ignored/rejected.*
7. *Certified that the prices quoted to the Department against Tender No. _____ are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.*
8. *It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive action for furnishing false information / documents.*

Dated this _____ day of _____ 2025

Signature *(Company Seal)*

_____ *(Name & Designation)*

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-B

TECHNICAL EVALUATION CRITERIA

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

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

iii *Bids that fail to comply with the Technical Specifications or Bid conditions, or that come from Bidders lacking adequate capabilities for the supply and technical support/maintenance/warranty services, will be rejected.*

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

v *Potential bidders are required to arrange and bind the documents in the following order, marking each page with the respective page number. All documents should be submitted in hard binding and also uploaded complete documents on the recommended websites (as per PPRA Rules, 2014.*

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

SR.#	***DETAIL***	***YES/NO***	***PAGE #***
(01)	*The undertaking (on Legal Stamp Paper of Rs.1200/-) of the supplier to upload the tender documents as "Single Stage Single Envelope Bidding Procedure", as per Rule 38(2)(a) of the Punjab Procurement Rules, 2014 and same is uploaded on e-PADS website.*	*YES*	
(02)	*Bid Security 5% in shape of CDR/Pay Order/Bank Guarantee*	*YES*	
(03)	*Online Filer status of the firm duly attested by the Firm (Not older than two months)*	*YES*	
(04)	*Latest Professional Tax Certificate. (2025-2026).*	*YES*	
(05)	*NTN on line valid Registration Certificate.*	*YES*	
(06)	*Registration with Sales Tax Department.*	*YES*	
(07)	*Bank statement of last 12-months. (Not Older than one month)*	*YES*	
(08)	*Latest Sales Tax Return Status or proof of active taxpayer status for the year 2024-2025. If the tax return is under process, provide documented proof of filing.*	*YES*	
(09)	*Copy of CNIC of the owner of the firm.*	*YES*	
(10)	*Authority letter regarding authorization of any person to represent the bidder in case of his absence.*	*YES*	
(11)	*An affidavit on a Stamp Paper of a minimum value of Rs.1200/-, certifying that the firm has not been blacklisted by any government department, agency, authority, or organization throughout Pakistan. The affidavit should also confirm that the firm has not gone into court assailing any order and is not currently blacklisted, disqualified, or debarred from participating in any public procurement.*	*YES*	
(12)	*All Pages of bidding documents must be signed and stamped by the bidder/owner.*	*YES*	

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

Criteria	***Marks***
Work Experience *(Verifiable Work Experience shall be gauged on the basis of work orders of the previous years)*	***20 marks*** *More than 05 Years= 20 marks* *Between 03 to 05 Years= 10 marks* *Minimum below then 03 Years= 05 marks*
Annual Turn Over	***20 marks*** *Above Rs. 5.000 million = 20 marks* *Rs. 3.000 million to 5.000 Million= 10 marks* *Minimum Rs.2.000 Million = 05 marks*
Human Resource/ Work Force	***20 marks*** *More than 10 employees = 20 marks* *Between 05-10 employees = 10 marks* *Minimum 03 employees = 05 marks*
Working Experience with Lahore High Court, Rawalpindi Bench, Rawalpindi.	***10 marks*** *More than 05 Years= 10 marks* *Between 03 to 05 years= 05 marks* *Minimum below then 03 years= 03 marks*
Total Marks	***70***

Note: *Minimum score required for qualification is 50 marks.*

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

ANNEXURE-C

EVALUATION OF FINANCIAL PROPOSAL

The bidder deemed technically responsive will be considered for further process. ***Prices will be compared as item wise*** *and the order/contract will be awarded to the Lowest Evaluated Bidder item wise. The Lowest Evaluated Bidder is the bidder who is both technically responsive and offers the item wise lowest cost(s).*

Technical Specification and Quantity of Stationery Items (item wise)

Sr. No	*Name of Items with Specs*	***Qty/Unit of Measure***	***Quoted Brand/ Company/ Manufacturer***
1	*ACR Form (Gazetted)*	*200 Nos*	
2	*ACR Form (Non Gazetted)*	*150 Nos*	
3	*ACR Form (Class IV)*	*50 Nos*	
4	*Attendance Register (Size No.2 Tayyaba Brand) or equivalent*	*05 Nos*	
5	*Ball point (0.8mm) Piano/ Clipper or equivalent*	*3000 Nos*	
6	*Binding tape Black Color 2" (Sensa Brand or equivalent) Size No 02 Weight 50 gram*	*120 Nos*	
7	*Binding tape Black Color 3" (Sensa Brand or equivalent) Size No 02 Weight 50 gram*	*100 Nos*	
8	*Binding Sheet ibico brand (Crystal white or equivalent) Size (9 x 14)" thickness 0.18mm*	*800 Nos*	
9	*Crystal tape 1" (Olympia brand) or equivalent*	*60 Nos*	
10	*Crystal tape 2" (Olympia brand) or equivalent*	*72 Nos*	
11	*Calculator (Citizen China 14 Digit) or equivalent*	*04 Nos*	
12	*Dipper/ Water Bank fine quality*	*48 Nos*	
13	*Dispensary Book Outdoor ticket (as per sample printed,100 leaves size 5.5"x8.5")*	*24 Nos*	
14	*Envelops Golden Khaki (11 x 5)"*	*4000 Nos*	
15	*Envelops Golden Khaki (10 x 12)"*	*1000 Nos*	
16	*Envelops Golden Khaki (11 x 15)"*	*2500 Nos*	
17	*Envelops Golden Khaki (13" x 17") with Cloth fine quality*	*200 Nos*	
18	*Envelop Judges White (4"*5")*	*50 Nos*	
19	*Envelop Judges White (6"*9")*	*50 Nos*	
20	*Eraser (Rubber)AL-30 Pelikan or equivalent*	*300 Nos*	
21	*Eraser Typing (Rubber) Bahadur DG-50 or equivalent*	*06 Nos*	
22	*File Cover (Printed Lahore High Court, Rawalpindi Bench, Rawalpindi). As per sample*	*2000 Nos*	
23	*Fluid with thinner (Correction Fluid) set Pelikan or equivalent*	*60 Nos*	
24	*Fluid Pen for correction (Dux 7ml) or equivalent*	*60 Nos*	
25	*Form T.R. 20*	*50 Nos*	
26	*Form T.R.22*	*50 Nos*	
27	*From T.R.25*	*50 Nos*	
28	*Foot Ruler Steel Quality 12"*	*36 Nos*	
29	*Gum Stick Deli 20 Gram or equivalent*	*100 Nos*	
30	*Gum Bottle 140gm Nafees or equivalent*	*12 Nos*	
31	*High Lighter (Pelikan) or equivalent*	*150 Nos*	
32	*Ink for Stamp Pad Endorsing Ink (32-gram Sensa Brand or equivalent)*	*48 Nos*	
33	*Ink for toner refilling sign image Germany 1 kg packing or equivalent*	*24 Nos*	

34	Khaki Packing sheet (Best quality) 80-gram	350 Nos	
35	Lead Pencil Black Goldfish (12) Auto-craft HB-5000, or equivalent	1500 Nos	
36	Lead Pencil (Red & Blue) 550-Deer Indus Pencil, or equivalent	96 Nos	
37	Log Book for Vehicle (8-Quires-fine quality)	02 Nos	
38	Marker permanent Mercury/Dollar or equivalent	96 Nos	
39	Noting Pad with Spiral Binding (Legal Size 80-grm paper 100-leaves	100 Nos	
40	Noting Pad with Spiral Binding (Size 6"x 8" 80-grm paper 100-leaves	100 Nos	
41	Noting Pad with Spiral Binding (Size 4"x 5.5" 80-grm paper 100-leaves	100 Nos	
42	Paper Pin Chrysanthemum Office Pin Size No.2 (50-gm) or equivalent	06 Nos	
43	Paper Cutter (Deli 2001) or equivalent	60 Nos	
44	Paper Clips (30-mm) Better Quality	24 Nos	
45	Pin Opener/Pin Remover (Deli) Steel Body or equivalent	18 Nos	
46	Paper Ream A4 size (Paper One 100-Gram 500 sheet)	06 Nos	
47	Paper Ream A4 size (Double A-70-Gram 500 sheet Imported)	300 Nos	
48	Paper Ream F-4 size 8.5"x13" Double A 70-gm 500 sheet)	700 Nos	
49	Paper Ream F-4 size 8.5"x13" Double A 80-gm 500 sheet)	20 Nos	
50	Paper A4 Red/Pink, Green, Yellow, Peach Color, (as per sample 100 sheet packing Spectra Brand)	500 Nos	
51	Paper Ream Blue Color/Order Sheet size (8.5"x13")80-gram 500 sheets) as per sample	200 Nos	
52	Punch Single Hole	02 Nos	
53	Poker Steel. (as per sample.)	02 Nos	
54	Post it pad (Flag)3 multi-color size 3" * 3" (Sensa Brand) or equivalent	160 Nos	
55	Post it pad (Flag)1 color size 3" * 3" (Sensa Brand) or equivalent	12 Nos	
56	Post it pad (Flag)1 color size 3" * 5" (Three flowers Brand) or equivalent	12 Nos	
57	Register No.06, (Abdul Rehman Brand) or equivalent	96 Nos	
58	Register No.16 (Abdul Rehman Brand) or equivalent	120 Nos	
59	Register No.24, (Abdul Rehman Brand) or equivalent	100 Nos	
60	Scissor Sensa (No.SN-SC 160) or equivalent	18 Nos	
61	Stapler Pin 24/6 (Dux/Dollar) or equivalent	450 Nos	
62	Stapler Pin Super smooth, 1000, 23/8 (Whashin) or equivalent	06 Nos	
63	Stapler Pin Super smooth. 1000, 23/10 (Whashin) or equivalent	06 Nos	
64	Stapler Pin Super smooth, 1000, 23/15 (Whashin) or equivalent	06 Nos	
65	Stapler Pin Super smooth, 1000, 23/17 (Whashin) or equivalent	06 Nos	
66	Stapler Pin Super smooth, 1000, 23/24 (Whashin) or equivalent	06 Nos	
67	Stapler Pin Super smooth, 1000, 23/20 (Whashin) or equivalent	06 Nos	
68	Shorthand note book Printed (100-leaves Pad) size (8.5x5.5)	300 Nos	

69	*Sharpener Silver (DUX Company) or equivalent*	*250 Nos*	
70	*Stamp Pad (HUHUA) (size 5"x 4") or equivalent*	*48 Nos*	
71	*Scotch tape 3" (Khaki packing tape Olympia) or equivalent*	*120 Nos*	
72	*Scotch tape 2"(Khaki packing tape Olympia) or equivalent*	*100 Nos*	
73	*Staple Machine (Dux D-12, Deli 0300) or equivalent*	*72 Nos*	
74	*Staple Machine Heavy Duty STD HS-3000 or equivalent*	*02 Nos*	
75	*Tag small 6" Long Best Quality As per sample*	*220 Nos*	
76	*Tag Large (36" long) As per sample*	*300 Nos*	
77	*Thread Ball Sooter 80-gm (Seba) or equivalent*	*24 Nos*	
78	*Uni-ball (Eye 0.7mm) or equivalent*	*96 Nos*	
79	*Uni-ball (Elite Vision No.0.8 mm) or equivalent*	*650 Nos*	

FINANCIAL BID SHALL BE EXAMINED ITEM WISE
Specification & Quantity of Stationery Items for Financial Proposal

Sr. No	*Name of Items with Specs*	***Qty/Unit of Measure***	***Quoted Brand/ Company/ Manufacturer***	***Quoted Unit Rates (including taxes)***
1	*ACR Form (Gazetted)*	*200 Nos*		
2	*ACR Form (Non Gazetted)*	*150 Nos*		
3	*ACR Form (Class IV)*	*50 Nos*		
4	*Attendance Register (Size No.2 Tayyaba Brand) or equivalent*	*05 Nos*		
5	*Ball point (0.8mm) Piano/ Clipper or equivalent*	*3000 Nos*		
6	*Binding tape Black Color 2" (Sensa Brand or equivalent) Size No 02 Weight 50 gram*	*120 Nos*		
7	*Binding tape Black Color 3" (Sensa Brand or equivalent) Size No 02 Weight 50 gram*	*100 Nos*		
8	*Binding Sheet ibico brand (Crystal white or equivalent) Size (9 x 14)" thickness 0.18mm*	*800 Nos*		
9	*Crystal tape 1" (Olympia brand) or equivalent*	*60 Nos*		
10	*Crystal tape 2" (Olympia brand) or equivalent*	*72 Nos*		
11	*Calculator (Citizen China 14 Digit) or equivalent*	*04 Nos*		
12	*Dipper/ Water Bank fine quality*	*48 Nos*		
13	*Dispensary Book Outdoor ticket (as per sample printed,100 leaves size 5.5"x8.5")*	*24 Nos*		
14	*Envelops Golden Khaki (11 x 5)"*	*4000 Nos*		
15	*Envelops Golden Khaki (10 x 12)"*	*1000 Nos*		
16	*Envelops Golden Khaki (11 x 15)"*	*2500 Nos*		
17	*Envelops Golden Khaki (13" x 17") with Cloth fine quality*	*200 Nos*		
18	*Envelop Judges White (4"*5")*	*50 Nos*		
19	*Envelop Judges White (6"*9")*	*50 Nos*		
20	*Eraser (Rubber)AL-30 Pelikan or equivalent*	*300 Nos*		
21	*Eraser Typing (Rubber) Bahadur DG-50 or equivalent*	*06 Nos*		
22	*File Cover (Printed Lahore High Court, Rawalpindi Bench, Rawalpindi). As per sample*	*2000 Nos*		
23	*Fluid with thinner (Correction Fluid) set Pelikan or equivalent*	*60 Nos*		
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