



## **TERMS OF REFERENCE (TOR)**

**National Engineering Services Pakistan (Pvt.) Ltd. (NESPAK)** intends to engage the services of a Firm for Photocopy, Printing, Scanning & Binding Works for its offices located in Sector G-5/2 Islamabad and Sector B-2, Phase-V, Hayatabad, Peshawar with the following requirements.

### **1. Mandatory Requirement**

- i) The Bidder should have at-least 08-years relevant experience in Govt. / Corporate Offices.
- ii) The Bidder should be on Active Tax Payer's List
- iii) The Bidder should be GST Registered.
- iv) The Bidder has to submit a bid security of **Rs 25,000 (Rupees twenty-five thousand only)** along with their bid, which will be returned upon signing of agreement with the successful bidder. Bid security shall be in the form of deposit at call or Pay Order or Banker Cheque in favour of NESPAK Office, Sector G-5/2, Islamabad. Non-submission of Bid Security shall render the bid non-responsive.

### **2. Terms & Conditions**

- i) The agreement and Prices shall remain valid for period of One (01) year, which can further extendable with mutual understanding of both parties.
- ii) The detail of Photocopy, Printing, Scanning & Binding Works required is mentioned in the Bill of Quantities.
- iii) NESPAK also intends to obtain following equipment on Monthly Rental Basis from the same Firm at both Islamabad & Peshawar Offices:
  - (a) Black & White Photocopier machines and,
  - (b) Machine(s) for Black & White Printing and, Colour / Black & White scanning
- iv) The space(s) for machines obtained on rental basis shall be provided by NESPAK at appropriate location within the office premises.
- v) The Firm shall provide its services 6-days a week except gazetted holidays.
- vi) The Firm will arrange at their own all the requisite equipment, apparatus and material required for efficient execution of services.
- vii) All the Firm's equipment including but not limited to Photocopier machines, Colour and Black & White Printing & Plotting machines, Colour and Black & White scanning machines, etc. shall be up-to-date.



- viii) The copy and scanning rates for machines to be installed at NESPAK Premises shall include complete maintenance services, replacement of all spares as and when required and, cost of consumables (i.e., toner, developer, drum, etc.) but without photocopy paper and machine operator.
- ix) Upon submission of invoice(s) by the Firm, Payment(s) will be released through Cross Cheque in the name of the Firm.
- x) Tax deduction will be made as per Government rules.
- xi) In case of any complaint, the Firm shall be bound to employ with instructions of NESPAK.
- xii) The Firm may be assigned for any additional relevant works likewise developing of colour presentations, binding of books, etc. as and when required basis and on mutually agreed rates.
- xiii) Opening, evaluation and rejection of bids will be carried out as per relevant clauses of PPRA rules.
- xiv) Sealed bids completed in all respects must be submitted at the address given below on or before May 17,2022 up to 1100 hrs. The bids will be opened on the same day at 1130 hrs.

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