



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 office located in Sector G-5/2 Islamabad with the following requirements.

1. Mandatory Requirement

- i) The firm should have at-least eight (08) years of relevant experience in Government / Corporate Offices.
- ii) The firm should be on Active Tax Payer's List
- iii) The firm should be GST Registered.
- iv) The Bidder shall submit a bid security of Rs 30,000 (Pak Rupees thirty thousand only) along with its 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 shall remain valid for period of One (01) year, which may be further extended with mutual consent of both parties. NESPAK reserves the right to terminate the agreement at any time in case of non-compliance with NESPAK's instructions.
- ii) The detail of Photocopy, Printing, Scanning & Binding Works required is as mentioned as under:
 - (a) All Photocopying, printing, scanning and binding works to be carried out by the successful firm in its own office/ premises. The detail of the works can be seen in the Bill of Quantities.
 - (b) All Photocopying, printing and scanning works to be carried out on rental machine(s) installed in NESPAK Islamabad office premises by the successful firm. The detail of the works can be seen in the Bill of Quantities
- iii) NESPAK Islamabad office intends to install following equipment on Rental Basis at its premises:
 - (a) Black & White Photocopier machine(s) and,
 - (b) Machine(s) for Black & White Printing and, Colour / Black & White scanning
- iv) The number of machines installed on rental basis at NESPAK Islamabad office can be increased or decreased as per the requirement.



- v) Suitable space(s) within the office premises will be provided by NESPAK Islamabad office for machine(s) to be installed on rental basis
- vi) The Firm shall provide its services 6-days a week except gazette holidays.
- vii) The Firm will arrange at their own all the requisite equipment, apparatus and material required for efficient execution of services.
- viii) All Photocopier machine(s), Colour and Black & White Printing & Plotting machine(s), Colour and Black & White scanning machine(s), etc. to be installed in NESPAK Islamabad office shall be new and state of the art. The Firm will be obliged to replace any faulty machine on 24 hours' notice.
- ix) The copy and scanning rates for machine(s) to be installed at NESPAK Islamabad office premises shall include complete maintenance services, replacement of all spares as and when required and, cost of consumables (i.e., toner, developer, drum, etc.). Only photocopy paper and machine operator will be provided by NESPAK Islamabad office itself.
- x) Upon submission of invoice(s) by the Firm, Payment(s) will be released through Cross Cheque in the name of the Firm.
- xi) Tax deduction will be made as per Government rules.
- xii) In case of any complaint, the Firm shall be bound to employ with instructions of NESPAK.
- xiii) 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.
- xiv) Opening, evaluation and acceptance/ rejection of bids will be carried out as per relevant clauses of PPRA rules.
- xv) Sealed bids completed in all respects must be submitted at the address given below on or before June 23, 2025 upto 1100 hrs. The bids will be opened on the same day at 1130 hrs.

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