



Photocopy Machines on Rental Basis

(Photocopying & Binding Services)

NESPAK DM&R Division Islamabad invites sealed bids to hire services of Photocopier on Rental basis from GST registered firms (on Active Tax Payer List of FBR) as per detail of items / works given at Annex-A with the following terms and conditions:

Terms and Conditions:

- I. Quotations must be valid up to **June 30, 2024**.
- II. Quoted rates would be subject to revision from the date of Bid Opening if Pak rupee depreciate/ appreciate against the USD by more than 3%. Rates will be revised accordingly i.e. equal to exchange rate variation.
- III. 02 Nos. Digital photocopy machines will be provided & installed in NESPAK DM&RD Islamabad office by the supplier.
- IV. Model of photocopy machines must not be lower than 2010 and with a minimum speed of 35ppm.
- V. Maintenance of photocopy machines will be responsibility of the supplier.
- VI. Toner for photocopy machine will be provided by the supplier.
- VII. Paper (70/80gsm) will be arranged by the supplier.
- VIII. Machine will be OPERATED by the supplier during office working hours.
- IX. Fine quality of photocopy must be ensured by the supplier.
- X. In case of breakdown alternate photocopy machine will be provided by the supplier within 24 hours.
- XI. The bidder must have an established office / shop in Islamabad / Rawalpindi which will be inspected by the NESPAK's authorized officer / Purchase Committee (if deemed necessary).
- XII. Space for photocopy machines will be provided by NESPAK.
- XIII. Electricity for operating photocopy machines will be provided by NESPAK.
- XIV. Bids should indicate rates per copy including all applicable taxes.
- XV. The bidders must quote for all items showing description at "Annex-A".
- XVI. Quantities mentioned at "Annex-A" are tentative and are only for bid evaluation purpose, actual quantity may vary as per requirement. Work will be awarded to the lowest bidder of aggregate given in Annex-A.
- XVII. Supplier will submit bill in 1st week of every month and payment will be released through cross cheque in the name of the supplier.
- XVIII. Tax deduction will be made as per government rules.
- XIX. Photocopy Operator must be available on 24/7 basis If and when required.
- XX. No accommodation will be provided by NESPAK for Photocopy Operator.
- XXI. Envelopes must be cleared marked as "**Quotation - to be opened by authorized person(s) only**".



- XXII. The bidders shall specifically indicate National Tax & General sales tax numbers and shall provide copies of certificate issued by the authorities.
- XXIII. Sealed bids complete in all respects must be delivered at the address given below on or before
- XXIV. **July 07, 2023 up to 1400 hours.** The bids will be opened on the same day at **1530 hours.**
- XXV. Opening, evaluation and rejection of bids will be carried out as per relevant clauses of PPRA rules.

Administration (Procurement), NESPAK DM&R Division
NESPAK HOUSE, 3rd Floor, Sector G-5/2, Islamabad
Ph: 051-2874018, 2874021, Ext 337

ANNEX - A

Detail of items

| Sr. # | Item Description | Tentative Quantities | Unit | Unit Rate (Rs.) (incl. GST) | Amount (Rs.) (incl. GST) |
|-------|---|----------------------|------|-----------------------------|--------------------------|
| 1. | Photocopy black single side A4 80gsm paper | 75,000 | Copy | | |
| 2. | Photocopy black single side A3 80gsm paper | 15,000 | Copy | | |
| 3. | Photocopy black single side A4 70gsm paper | 75,000 | Copy | | |
| 4. | Photocopy black single side A3 70gsm paper | 10,000 | Copy | | |
| 5. | Spiral Binding (ibico or equivalent) (for 500 A4 sheets) | 100 | Each | | |
| 6. | Spiral Binding (ibico or equivalent) (for 250 A4 sheets) | 200 | Each | | |
| 7. | Spiral Binding (ibico or equivalent) (for 100 A4 sheets) | 250 | Each | | |
| 8. | Tape Binding (Sensa or equivalent) (for 500 A4 sheets) | 100 | Each | | |
| 9. | Tape Binding (Sensa or equivalent) (for 250 A4 sheets) | 200 | Each | | |
| 10. | Tape Binding (Sensa or equivalent) (for 100 A4 sheets) | 250 | Each | | |
| 11. | Tape Binding (Sensa or equivalent) (for 500 A3 sheets) | 100 | Each | | |



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|-----|---|-----|------|--|--|
| 12. | Tape Binding (Sensa or equivalent) (for 250 A3 sheets) | 150 | Each | | |
| 13. | Tape Binding (Sensa or equivalent) (for 100 A3 sheets) | 200 | Each | | |
| | GRAND TOTAL | | | | |