



NATIONAL HIGHWAY AUTHORITY

Ministry of Communications

Government of Pakistan

INVITATION FOR QUOTATIONS

1. National Highway Authority (NHA), Multan invites sealed quotations from eligible firm(s) registered with the "Income Tax Department" for procurement of "Photocopy Services" for a period of Three Years with 10% annual enhancement in rates, subject to satisfactory performance and approval.
2. The interested firms are requested to submit sealed quotation(s) on their firm's letterhead duly signed and stamped as per the following format:

Contract Name	Photocopy rate of single side page (including all taxes) on AA Paper 80gm	Photocopy rate of both side page (including all taxes) on AA Paper 80gm
Photocopy Services	Rs. -----/-	Rs. -----/-

3. Sealed quotations addressed to the General Manager (Maintenance) NHA (Punjab-South) Multan will be received **up-to 1130 Hours on 26.06.2024** and will be opened on the same day @ 1200 Hours by the NHA designated Committee in the presence of all the quotationer(s) or their authorized representative(s) who may choose to attend.
4. If more than one FINANCIAL PROPOSAL is received of the same rate than NHA will decide the matter through a toss or as per its convenience. In such case, NHA may ask only those quotationer(s) whose financial offers are same to re-submit their financial proposals.
5. Quotations should accompany earnest/token money amounting to **Rs. 10,000/- (Refundable)** in shape of CDR/DD/PO in the name of **General Manager (Punjab-South) NHA, Retention Money Account**. Failure to furnish the earnest/token money, the quotation(s) shall not be entertained.
6. The successful Quotationer shall deposit performance Security of **Rs. 50,000/-** in shape of CDR/DD/PO in the name of **General Manager (Punjab-South) NHA, Retention Money Account** before signing of the contract. The same will be released to the service provider after successful completion of the contract.
7. The successful Quotationer shall place laser technology photocopy machine inside NHA Regional Office (Punjab-South), Multan and shall use only AA (80-gram) quality paper for all type of photocopies and stationary items.
8. Photocopy Machine Operator shall be deputed by the successful quotationer who shall remain in office on all working days and as per NHA's requirement.
9. Salary of the photocopy machine operator shall be paid by the service provider and no claim in this regard shall be entertained by NHA.
10. Repair/Maintenance of photocopy machine shall be at the risk & cost of the service provider and no claim in this regard shall be entertained by NHA.

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11. Necessary deductions shall be made from monthly invoice in case of bad/illegible photocopies.
12. The Contract Agreement to this effect shall be made with the successful Quotationer before commencement.
13. This advertisement is available on NHA & PPRA respective websites.
14. NHA reserves the right to reject all the quotations as per the PPRA Rule No. 33(1).

General Manager (Maintenance)
NHA (Punjab-South) Multan

NHA Regional Complex, Nag Shah Chowk (N-70), Multan
Tele: 061-4263300, Fax: 061-4263309 Website: www.nha.gov.pk