



Photocopy Machines on Rental Basis

(Photocopying & Binding Services)

National Engineering Services Pakistan (Pvt.) Limited (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:

General

1. Quotations must remain valid up to **June 30, 2025**.
2. 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.
3. Bids should indicate unit rates including all applicable taxes.
4. The bidders must quote for all items showing description at "Annex-A".
5. Quantities mentioned at "Annex-A" are **TENTATIVE PER ANNUM** 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.
6. Tax deduction will be made as per government rules.
7. Envelopes must be cleared marked as "**Quotation - to be opened by authorized person(s) only**".
8. The bidders shall specifically indicate National Tax & General sales tax numbers and shall provide copies of certificate issued by the authorities.
9. Sealed bids complete in all respects must be delivered at the address given below on or before **July 05, 2024 up to 1430 hrs**. The bids will be opened on the same day at **1500 hrs**.
10. Opening, evaluation and rejection of bids will be carried out as per relevant clauses of PPRA rules.

Bidder's Obligation

1. 02 Nos. Digital photocopy machines will be provided & installed in NESPAK DM&RD Islamabad office by the service provider.
2. Model of photocopy machines must not be lower than 2010 and with a minimum speed of 35ppm.
3. Paper (**70gsm**), toner and maintenance of photocopy machines shall be arranged by the service provider at his own cost.
4. The service provider shall provide competent staff / OPERATOR and its expenses for Photocopy Machines during office working hours at his own cost.
5. Fine quality of photocopy must be ensured by the service provider.
6. In case of breakdown alternate photocopy machine will be provided by the service provider within 24 hours.
7. 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).

NESPAK's Obligation

1. Space for photocopy machines will be provided by NESPAK.
2. Electricity for operating photocopy machines will be provided by NESPAK.
3. Supplier will submit bill in 1st week of every month and payment will be released through cross cheque in the name of the supplier.
4. Photocopy Operator must be available on 24/7 basis If and when required.
5. No accommodation will be provided by NESPAK for Photocopy Machine Operator.

Administration (Procurement), NESPAK DM&R Division

NESPAK HOUSE, 3rd Floor, Sector G-5/2, Islamabad

Phone: 051-2874018, 2874021, Ext. 337

**DETAIL OF ITEMS**

Sr. #	Item Description	Tentative Quantities Per Annum	Unit	Unit Rate (Rs.) (incl. GST)	Amount (Rs.) (incl. GST)
1.	Photocopy black single side A4 70gsm paper	150,000	Copy		
2.	Photocopy black single side A3 70gsm paper	25,000	Copy		
3.	Spiral Binding (ibico or equivalent) (for 500 A4 sheets)	100	Each		
4.	Spiral Binding (ibico or equivalent) (for 250 A4 sheets)	200	Each		
5.	Spiral Binding (ibico or equivalent) (for 100 A4 sheets)	250	Each		
6.	Tape Binding (Sensa or equivalent) (for 500 A4 sheets)	100	Each		
7.	Tape Binding (Sensa or equivalent) (for 250 A4 sheets)	200	Each		
8.	Tape Binding (Sensa or equivalent) (for 100 A4 sheets)	250	Each		
9.	Tape Binding (Sensa or equivalent) (for 500 A3 sheets)	100	Each		
10.	Tape Binding (Sensa or equivalent) (for 250 A3 sheets)	150	Each		
11.	Tape Binding (Sensa or equivalent) (for 100 A3 sheets)	200	Each		
				GRAND TOTAL	