Dated: July 1, 2016

Photocopy Machine on Rental Basis

**NESPAK** **DM&R Division Islamabad** intends to hire services of Photocopier on Rental basis with the following terms and conditions:

**Terms and Conditions:**

1. 02 Nos. Digital photocopy machines will be provided & installed in NESPAK office by the supplier.
2. Model of photocopy machines must not be lower than 2010 and with a minimum speed of 35ppm.
3. Maintenance of photocopy machines will be responsibility of the supplier.
4. Toner for photocopy machine will be provided by the supplier.
5. Paper (80g/m2) will be arranged by the supplier.
6. Fine quality of photocopy must be ensured by the supplier.
7. Alternate photocopy machine will be provided by the supplier. In case of breakdown alternate machine shall be provided within 24 hours.
8. Machine will be operated by the supplier during office working hours.
9. Space for photocopy machines will be provided by NESPAK.
10. Electricity for operating photocopy machines will be provided by NESPAK.
11. Offers should indicate rates per copy including paper and all taxes for A4 & A3 sizes.
12. Supplier will submit bill by 5th of every month and payment will be released through cross cheque in the name of the supplier.
13. Tax deduction will be made as per government rules.
14. Quotations must be valid for a period of one year.
15. The bidders shall specifically indicate National Tax General sales tax numbers and shall provide copies of certificate issued by the authorities.
16. Sealed bids complete in all respects must be delivered at the address given below on or before 12:00PM on…………2016. The bids will be opened on the same day at 12:30PM.

**Opening, evaluation and rejection of bids will be carried out as per relevant clauses of PPRA rules.**

Admin Officer NESPAK DM&R Division

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

Phone: 051-2874018, 2874021

Detail of items / Work

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Item**  | **Unit** | **Unit Rate** |
| 1. | Photocopy black single side A4 | Nos.  |  |
| 2. | Photocopy black single side A3 | Nos.  |  |
| 3. | Photocopy color single side A4 | Nos.  |  |
| 5. | Photocopy color single side A3 | Nos.  |  |
| 6.  | Map printing black  | Sft.  |  |
| 7. | Map printing color | Sft |  |
| 8. | Binding Spiral A4 | Each  |  |
| 9. | Binding Tape A4 | Each  |  |
| 10. | Binding Tape A3 | Each  |  |