

**EMPLOYEES' OLD-AGE BENEFITS INSTITUTION
HEAD OFFICE, KARACHI.**

**TENDER NOTICE
FOR PHOTOCOPYING SERVICE**

The Institution intends to outsource the photocopying works. Sealed bids are invited from well reputed and financially sound companies registered with the Sales Tax and Income Tax Department for providing photocopying service on yearly basis. The average photocopy in a month would be 25,000. This figure may be increase or decreased. The interested bidders are requested to quote the rate for per copying photocopy papers for A-4, A-3 and F-4 size on 80 grams paper. The Institution will provide space and electricity, the bidder will provide photocopy machines, its maintenance, paper, operator, toner and all consumable items, etc. Further information can be had from the undersigned on any working day between 9:00 a.m. to 12:00 noon.

- Sealed bids, alongwith pay order equal to one month photocopying charges in favor of EOBI as earnest money, will be accepted till 11:30 a.m. on 12-01-2011 and will be opened on the same day at 12:00 noon in the presence of the bidders who may wish to be present. The security deposit of the successful bidder will be refunded on the expiry of contract.
- Incomplete bids will not be entertained.
- Taxes will be deducted from the bill of the bidder as per rule.
- EOBI reserves the right to accept or reject any or all the bids at any time prior to the acceptance of bid.

(MUHAMMAD JAMIL)
Director (GAD)
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