



EMPLOYEES OLD-AGE BENEFITS INSTITUTION

TENDER NOTICE.


In House Photocopy Services

The Institution intends to outsource the inhouse photocopying services at Head Office, EOBI House 190/1/B, block-2, P.E.C.H.S Karachi, Sealed bids are invited from well reputed experienced and financially sound Contractors registered with Income Tax / Sales Tax Department for photocopying service with operator on yearly basis. The average photocopy would be 25,000 (Twenty-five thousand) Per month approximately. This figure may be increased or decreased as per demand. The Specification of photocopying will be as follows:

- | | |
|----------------|---|
| 1. Photocopies | Powder Copy |
| 2. Papers | 70 gm |
| 3. Operator | Trained Operator (Required timing 8:00 am to 6:30 pm) |

Further information can be taken from the undersigned on any working day, between 8:00 am to 6:30 pm from EOBI House, 190/1/B, block-2 P.E.C.H.S Karachi.

1. This is single stage one sealed envelope procedure.
2. Sealed bids along with pay order equal to one month photocopy charges in favour of EOBI as Performance guarantee will be accepted till 11:30 am on 7th January 2007 and will be opened on the same day at 12:00 pm noon in presence of Bidders. The security deposit will be refunded on expiry of contract.
3. The bids must be submitted in person before the deadline bids submitted via post, email and fax will not be entertained.
4. This tender is required for **TWO YEARS** which may be extendable for another period depending upon the satisfactory services on the rates on mutually agreed terms and conditions.
5. Price should include all taxes.
6. Incomplete bid will not be accepted.
7. Taxes will be recovered from the bill as per rule.
8. Tender will be effective from date of signing of contract.
9. EOBI may reject all bids or proposals at any time prior to the acceptance of a bids or proposals as per provision provided in PPRA Rules.
10. Conditional bid not be accepted/entertained.


(Muhammad Naeem Shoukat)
Director (G A D)
EOBI, Head Office, Karachi.
Tel No. 021-34328020 & 34328049

16/12/2007