

# TENDER NOTICE

## OUT SOURCING OF PHOTOCOPYING 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 companies registered with the Sales Tax and Income Tax Department for photocopying services with operator on yearly basis. The average photocopy would be 25,000 per month approximately. This figure may increase or decrease as per demand. The specification of photocopying will be as follows:

- |                |                  |
|----------------|------------------|
| 1. Photocopies | Powder copy      |
| 2. Paper       | 70 gm            |
| 3. Operator    | Trained Operator |

Further information can be taken from Muhammad Shafique, Executive Officer (GAD) on any working day between 8.00 a.m. to 4.00 p.m. from EOBI House, 190,1,B, Block-2, PECHS, Karachi or Phone No. 34328049.

1. This is single stage one sealed envelope procedure.
2. Sealed bids along with Pay Order Demand draft from the schedule Bank of Pakistan in favour of Employees' Old Age Benefits Institution equal to one month photocopying charges as earnest money and must be delivered to Office of Director (General Administration Department) EOBI Head Office, lower Ground Floor, Plot No 190/1/B, Block-2, PECHS, Karachi at or before 11.30 hours, on 25<sup>th</sup> April 2017. Bids will be opened in the Board Room, 8<sup>th</sup> Floor at 12.00 hours on the same day in the presence of tender opening committee and bidders' representatives who choose to attend will be accepted till 11.30 a.m. 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, e.mail and fax will not be entertained.
4. This Tender is required for **ONE YEAR** which may be extended annually for another two terms with mutual consent of both parties.
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 bid or proposal as per provision provided in PPRA Rules.
10. Space in the office premises along with necessary furniture/ fixture, A/c, and electricity will be provided by the institution.

(HAMID ALI KHAN)

DIRECTOR

General Administration Department

Tel: 021-34328020