

TENDER NOTICE

OUT SOURCING THE 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 all 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 be increased or decreased 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 the undersigned on any working day, between 9.00am. to 4.00pm from EOBI HOUSE, 190/1/B, Block-2, PECHS, Karachi.

1. This is single stage one sealed envelope procedure
2. Sealed bids along with Pay Order equal to one month photocopying charges in Favour of EOBI as earnest money will be accepted till 11.30a.m. on Monday 25th January, 2016, and will be opened on the same day at 12.00 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, 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 PPRA Rules.

sd/-

DIRECTOR

(General Administration Deptt.)

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