



GOVERNMENT OF PAKISTAN
NATIONAL ACCOUNTABILITY BUREAU (SUKKUR)
AIRPORT ROAD, SUKKUR

Tel: 071-9310020
Fax: 071-9310021

Our Faith. Corruption Free Pakistan

No.NAB(Sk)/AD(Admn)/2026/____
____August, 2026

Subject: **TENDER NOTICE – FOR HIRING SERVICES OF PHOTOCOPIER AND BINDING SERVICES ON CONTRACTUAL BASIS THROUGH E-PADS**

Single envelope offers are invited from sound and reputable firms/vendors who are registered and on Active Taxpayers List (ATL) of FBR, Government of Pakistan and also registered with SRB under Sindh Sales Tax on Services Act 2011 for Hiring Photocopier Services on Contractual Basis on Reference to work in the office of NAB, Sukkur. Detail of terms and condition can be obtained from the office of NAB (Sukkur) near Sukkur IBA University, Airport road, Sukkur on any working day (Monday to Friday) from 0900 hrs to 1230 hours).

2. Offers duly filled and completed in all respect may be uploaded on E-PADS in response to tender published by PPRA on request of NAB Sukkur and a Pay Order of security money of Rs. 50,000/- (Refundable) for photocopier contractor to be drawn in the name of NAB Sukkur must be delivered in the office of Deputy Director (Gen) by 1100 hrs on date automatically locked / selected by E-PADS software. The offers received after the above mentioned date and time or without security money shall not be accepted / entertained.
3. The tenders will be opened before Tender Committee on date and time automatically locked / selected by E-PADS.
4. In case of holiday, or any other reason, if the tender could not be opened on the mentioned date, the same will be opened on the next working day.
5. The NAB authorities reserve the right to accept or reject any or all bid as per PPRA's rules.

(Muhammad Shahid Mehmood)
Deputy Director (Admn)



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**TENDER INQUIRY – FOR HIRING SERVICES OF PHOTOCOPIER AND BINDING
SERVICES ON CONTRACTUAL BASIS THROUGH E-PADS**

1.	Tender Inquiry No.	No.NAB(Sk)/(Admn)/2026-27/
2.	Due by	Will be selected by E-PADS
3.	Date & Time of opening of Tender	Will be selected by E-PADS
4.	Terms and Conditions	The tender should submit their tender strictly in accordance with the terms and conditions specified in clause No. 6 to 15 of this tender inquiry.
5.	Particulars of services	Please see attached Annexure 'A' for details/ specifications.
6.	The tender should be submitted duly filled and signed by the bidder or authorized person of the firm on E-PADS and authorized person should bring their authorization letter along with valid CNIC at the time of tender opening.	
7.	The tenders are also required to upload photocopy of their valid National Identity Cards with the offer, failing which their offers will be ignored without any further reference to the matter.	
8.	The tenders must also indicate their National Tax Number, along with uploading a copy of the NTN certificate issued from the Income Tax Department, Government of Pakistan on E-PADS along with tender document and prices will be quoted with all Govt. taxes.	
9.	Tender papers duly filed and completed in all respects, along with a Pay Order of security deposit of Rs. 50,000/- in favour of NAB Sukkur must be furnished at the time of opening tender program which will be refunded after satisfactory completion of contract proceeding. The offer shall not be considered if received from a firm which does not enclose the pay order of the said security amount.	
10.	The tenders are required to confirm to the inquiry specification, in all respects.	
11.	The tenders are required to provide their sale tax registration number and to attach the copy of the certificate issue in favour from the concerned collectorate of Sales Tax, Government of Pakistan.	
12.	Tenders are also required to submit the copies of the documents confirming the nature and type of their organization e.g. sole proprietor, partnership, private limited etc.	
13.	The prices quoted in the tender should be firm and final, inclusive of all leviable taxes imposed by FBR Government of Pakistan and SRB. Karachi under Sindh Sales Tax on services act 2011 and octroi charges etc. The tenders should also note that if during the currency of contract and additional tax or duties etc are levied by the Government, it would be the sole responsibility of the firm to make the payment.	
14.	The tenders are required to submit only the genuine offers, after fulfilling the requirements of the tender inquiry. In case of a fake offer or where the offer contains misrepresentation, the same may not only will be ignored but may also lead to their black listing and forfeiture of their security money.	
15.	The NAB authorities reserve the right to accept or reject any or all bids as per PPRA's rule.	

(Muhammad Shahid Mehmood)
Deputy Director (Admn)

Terms and Condition of the Contract of Photocopying Job

1. Contract is for the period of one year which is extendable for other 02x years based on performance and agreement will be renewed every year.
2. The contract will be terminated by giving clear 30 days' notice in writing by either party.
3. Contractor will arrange supply of 80 Gram paper, toner and parts including consumable items without charges.
4. Contractor will have to arrange 03x new heavy duty photocopy machines of 110 cpm or higher (with ADF) along with 02x operators in office hours to meet the demand of this Bureau.
5. Any dispute arising out of the interpretation or non-compliance of the agreement will be referred to Additional Director (Admn) NAB Sukkur, whose decision will be final and binding on the contractor.
6. Billing will be made on the basis of requisition Performa duly approved and signed by the officers of respective wings / cells.
7. Contractor will maintain copy of good quality clearly readable during contract period.
8. The contractor will immediately attend complaint regarding faulty photocopier within 2-3 working hours, if machine remains idle for more than 12 hours then contractor will provide a backup machine. All expenditure for conservancies will be borne by the contractor.
9. The contractor will abide by all the rules & procedures of NAB Sukkur with regards to security & secrecy of Govt. documents.
10. In case of emergency, the contractor will provide additional photocopiers along with operators to cope up the emergent demands of the Bureau.
11. In emergency, the operator will work even after office hours till late night / holidays and provide all copies of necessary documents on the basis of as and when required.
12. All payments will be made through Govt. Cheque issued by District Accounts Office, Sukkur.

13. Tender paper duly filled and completed in all respects, along with a pay order of security deposit of Rs. 50,000/- in favour of NAB Sukkur must be furnished at the time of opening tender program, failing which their offers will be ignored without any further reference of the matter.

14. The contractor will provide photocopier operator and furniture fixture at his own expenses.

15. (i) Rate of per paper photocopy including cost of all size (A4 & legal Paper), Toner, Operator, Machine Parts and binding rates with taxes imposed by the FBR Government of Pakistan and SRB, Karachi under Sindh Sales Tax on services Act 2011 is Rs. _____.

AND

(ii) During the currency of contract any additional tax or duties etc if levied by the Government, it shall be sole responsibility of the firm / contractor to make the payment and in no case the above said rates will be revised within the period of the said contract agreement.

Signature / Name of

Authorized Person of Tender: _____

Official Seal of Firm: _____