

To be printed on letter head of Bidder / Service Provider

**Form of Price /Financial Proposal**

| Sr. | Description                      | Unit Rate (Pkr)<br>Incl'd All Taxes |                  |                          |                  |
|-----|----------------------------------|-------------------------------------|------------------|--------------------------|------------------|
|     |                                  | A4 70 Gm Paper                      |                  | F4 70 Gm Paper           |                  |
|     |                                  | With<br>Paper by<br>Firm            | Without<br>Paper | With<br>Paper by<br>Firm | Without<br>Paper |
| 1.  | Single Side Copy (Black & White) |                                     |                  |                          |                  |
| 2.  | Double Side Copy (Black & White) |                                     |                  |                          |                  |

**Note:** All rates are required. Otherwise bid will not be considered.

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**Technical Requirements**

| <b>Sr.</b> | <b>Specifications</b>                                                   | <b>Marks</b> |
|------------|-------------------------------------------------------------------------|--------------|
| 1          | NTN Registration Certificate                                            | Mandatory    |
| 2          | GST Registration Certificate                                            | Mandatory    |
| 3          | Pay Order / Earnest Money (Rs. 200,000/- in the name of Addl Dir (Admn) | Mandatory    |
| 4          | Non – Blacklisting Certificate                                          | Mandatory    |
| 5          | Active Taxpayer Compliance as per FBR Website                           | 100 %        |
| 6          | Relevant experience of 2 years                                          | Mandatory    |
| 7          | Punjab Revenue Authority (PRA) Registration                             | Mandatory    |

**Terms & Conditions**  
**Hiring of Photocopy Services**

- i. The Contractor shall provide photocopy services in the premises of NAB Office Lahore and Accountability Courts, Lahore.
- ii. *The commencement date of the contract is ----- and the contract is valid till one year i.e. 30.06.2027 which will be extendable for the period of next F/Y i.e. 2027-2028 upon the availability of funds and subject to consent / request of vendor / firm after the approval of competent authority.*
- iii. The bidder / service provider shall keep the confidentiality of the documents and will not share with any person / firm.
- iv. The bidder / service provider shall ensure the smooth running of the machines all the time. In case any machine goes out of order, the bidder / service provider shall immediately get it repaired or replaced at his own cost in order to avoid any inconvenience to the office/litigants. Furthermore, in case, if machine (s) are out of order, the bidder / service provider shall arrange some other machine (s) immediately. The machines required to be taken out of designated places shall not be carrying any data / memory storage related to official record / documents.
- v. Erroneously produced photocopies must not be taken from the designated places in Lahore.
- vi. Keeping in view the secrecy of official record, bidder / service provider and machine operators will not be allowed to bring any electronic gadgets i.e. telephone, USB, camera etc. Similarly, he and his other staff shall maintain the secrecy of documents being photocopied. In case of any violation, not only the contract will be terminated alongwith forfeiture of CDR, but, also legal proceedings shall be initiated against responsible (s).
- vii. The bidder / service provider shall be bound to copy documents at NAB Complex Thokar Niaz Baig, Accountability Courts and other designated place in Lahore (If required). In addition to this the bidder / service provider will not be allowed to make or use the copies of documents in any other set up / purpose.
- viii. The bidder / service provider shall provide the names with full particulars of person deployed to operate machines. In case of change/transfer of such person its intimation shall be mandatory.

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- ix. No living / residential accommodation will be provided to machine operator (s) by NAB Lahore.
- x. Operator will be responsible to provide / maintain counter reading and requisition slips as per requirement on daily basis.
- xi. The bidder / service provider shall ensure quick disposal of the assigned task as mentioned in job order.
- xii. The services shall be provided uninterruptedly commencing from office hours till these are required and if desired by the Additional Director (Admn) on Sundays and holidays as well.
- xiii. The bidder / service provider shall ensure the smooth running of the machines all the time. In case any machine goes out of order, the bidder / service provider shall immediately get it repaired or replaced at his own cost in order to avoid any inconvenience to the office/litigants. Furthermore, in case, if machine (s) are out of order, the bidder / service provider shall arrange some other machine (s) immediately
- xiv. The bidder / service provider shall comply with the instructions of the Additional Director (Admn) regarding the provision of paper. The paper may use for photocopies either be provided by the bidder / service provider or sourced from the store managed by NAB Lahore.
- xv. 70gm paper (A4 and F4) will be used for photocopying of documents. In case of violation, laboratory test of paper will be got carried out and expenditure / cost of which shall be borne by the bidder / service provider.
- xvi. The bidder / service provider shall keep at least three high capacity / efficient photocopier machines (at least more than 50CPM) in working condition. During any month, if machine (s) remained out of order / grounded / nonfunctional for more than four days, gross bill @ 10% will be deducted for respective month and remaining bill after said deduction will be entertained.
- xvii. In order to attain cheapest rates, NAB Lahore will provide electricity and space for placement of photocopiers free of cost.
- xviii. Bidder / service provider will supply / provide photocopy machines at NAB complex Thokar Niaz Baig Lahore, Accountability Courts and other designated places in

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Lahore (if required) alongwith operators / photocopy mechanic(s), who will visit NAB office and Accountability Courts on daily basis for timely completion of photocopy task. In addition to this, bidder / service provider will provide 1 x dedicated operator and a photocopier (55CPM) in C Block of NAB Complex.

- xix. Repair / Maintenance of photocopiers will be the responsibility of bidder / service provider and no payment will be made by NAB Lahore in this regard.
- xx. In case of emergency, the bidder / service provider will provide additional photocopiers alongwith operators to coup up the emergent demands of this Bureau.
- xxi. 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.
- xxii. If the job order (s) of urgent documents issued by NAB Lahore to firm / vendor is not carried out / completed by bidder / service provider within the specified time period, same will be carried out / completed from market at the cost / risk of firm / vendor.
- xxiii. If the job order issued during the validity period of the offer is not accepted by the bidder / service provider, earnest money / call deposit shall be forfeited and proceedings regarding blacklisting of bidder / service provider will be initiated.
- xxiv. In case the bidder / service provider fails to provide services, its security shall be forfeited, and the contract will be rescinded and security deposited will be forfeited. Furthermore, proceedings regarding blacklisting of bidder / service provider will be initiated.
- xxv. In case if bidder / service provider use sub-standard paper / material, causes delay to meet the requirements, the contract will be terminated and security deposited will be forfeited, in addition to this proceedings regarding blacklisting of firm / vendor will be initiated.
- xxvi. NAB Lahore reserves the right to terminate / cancel the contract / services of firm / vendor on three month notice. Similarly, bidder / service provider may also quit / stop giving services upon serving the 3 month advance notice.
- xxvii. The bidder / service provider shall provide invoice as per job orders / approved requisitions slips / counter reading duly verified by store In-Charge.

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- xxviii. The payment for the services rendered shall be through crossed cheque issued by AGPR, Lahore in the name of qualified firm / vendor.
- xxix. Payment to the bidder / service provider (s) will be processed on monthly basis. The Bidder / service provider shall submit the invoice during the first week of every subsequent month. After scrutiny and certification by the Store In-Charge to verify the validity and accuracy of the claimed amount, payment will be processed accordingly. The bidder / service provider will only be paid for photocopies that are verified by Store In-Charge as per approved tender rates.

| Sr. | Description                                                                    | A4 70Gm Paper<br>Unit Rate<br>(Pkr) | F4 70Gm Paper<br>Unit Rate<br>(Pkr) |
|-----|--------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1.  | Single Side Copy (Black & White)<br>With Paper by Bidder /<br>service provider |                                     |                                     |
| 2.  | Single Side Copy (Black & White)<br>Without Paper                              |                                     |                                     |
| 3.  | Double Side Copy (Black &<br>White) With Paper by<br>Bidder / service provider |                                     |                                     |
| 4.  | Double Side Copy (Black &<br>White) Without Paper                              |                                     |                                     |

- xxx. All applicable or announced taxes by the Government of Pakistan will be deducted at source.
- xxxi. No advance payment will be made / permissible.
- xxxii. The payment will be made after successful completion of job order.
- xxxiii. The payment will be linked with the active taxpayer status of the suppliers on FBR Database. If any registered supplier is not in Active Taxpayers List (ATL), his payment will be stopped till he files his mandatory returns and appears on ATL of FBR.