

ثانوی و اعلیٰ ثانوی تعلیمی بورڈ، ملتان۔

ٹینڈر نوٹس

دفتر ہذا کو اچھی شہرت کی حامل انکم ٹیکس اور سیلز ٹیکس رجسٹرڈ فرموں سے تین سال کے لئے OUTSOURCE COMPUTER PRINTING AND PHOTOSTATE

سروسز حاصل کرنے کے لیے E-Procurement کے تحت بذریعہ E-PADs ٹینڈرز مطلوب ہیں جو کہ مورخہ 13.01.2026 کو بوقت 11:00 بجے صبح تک بذریعہ E-PADs آن لائن موصول/Submit ہو جانی چاہیں جن کی ٹیکنیکل بڈز (Single stage Two Envelope Method) کے تحت اسی روز بوقت 11:30 بجے صبح ٹینڈرز دہندگان یا بااختیار نمائندگان جو آنا چاہیں کی موجودگی میں آن لائن کھولی جائیں گی۔ دقتی رجسٹرڈ ڈاک اور کوریروں کے ذریعے موصول ہونے والے ٹینڈرز قابل قبول نہ ہوں گے۔ بمطابق تخمینہ لاگت 5% اور بجٹل بک گارنٹی / کال ڈیپازٹ بنام سیکرٹری ثانوی و اعلیٰ ثانوی تعلیمی بورڈ ملتان دفتر میں بذریعہ رجسٹرڈ ڈاک / کوریروں یا دستی ٹیکنیکل بڈز کی اوپننگ سے قبل پہنچ جانی چاہیں۔ اور بجٹل بک گارنٹی / کال ڈیپازٹ بروقت موصول نہ ہونے کی صورت میں ٹینڈر مسترد کر دیا جائے گا جو فرم میں EPADs پر رجسٹرڈ ہوگی وہی ٹینڈر میں حصہ لینے کی مجاز ہوگی اور یہ بات لازم ہے کہ فرمیں (www.punjab.eprocure.gov.pk) EPADs کے ذریعے ہر لحاظ سے مکمل اپنی بڈز جمع کرائیں گی۔ مس پرنٹ انہ پڑھے جانے والی اور وائرس زدہ E-Bids / کاغذات کو مسترد کر دیا جائے گا۔

نمبر شمار	نام آئٹم	نمبر شمار	نام آئٹم
01	آؤٹ سورس کمپیوٹر پرنٹنگ کی سہولت	02	آؤٹ سورس فوٹو کپیٹ سروسز کی سہولت

ٹینڈر دستاویزات / فارم کو بورڈ ہذا کی ویب سائٹ (PPRA/ (www.bisemultan.edu.pk اور EPADs (www.punjab.eprocure.gov.pk کے ذریعے مفت ڈاؤن لوڈ کیا جاسکتا ہے۔ ریش بشمول ٹیکسز (سیلز ٹیکس + انکم ٹیکس وغیرہ) دینا ہوں گے۔ ٹینڈر ڈاکومنٹس کے تمام صفحات پر فرم کے نمائندے کے دستخط اور مہر ثبت ہونی چاہیے بصورت دیگر ٹینڈر مسترد کیا جاسکتا ہے ٹینڈر کا انداز اکل تخمینہ لاگت مبلغ 15,000,000/- روپے فی سال کے حساب سے ہے ٹینڈر میں دیئے گئے نرخ 90 یوم کے لیے تصور ہوں گے۔ تمام فرمیں اپنی فریش بک گارنٹی / کال ڈیپازٹ ارسال کریں۔ رسپانس ٹائم ٹینڈر نوٹس اور ٹینڈر ڈاکومنٹس پر اکی ویب سائٹ (http://eproc.punjab.gov.pk/ViewTender.aspx) پر اپ لوڈ / مشہر کرنے / ہونے کے بعد شمار کیا جائے گا۔

برائے معلومات 061-9210032 0300-7312565

سیکرٹری



***BOARD OF INTERMEDIATE &
SECONDARY EDUCATION,
MULTAN.***

No.90/Store

Date: 26.12.2025

STANDARD BIDDING DOCUMENTS

FOR FINANCIAL YEAR 2025-2026.

HIRING THE SERVICES OF:
OUTSOURCE COMPUTER PRINTING AND PHOTOSTAT

NOTE:

Bids only through E-Pak Acquisition & Disposal System (E-PADs) will be entertained; no Bid other than E-PADs will be accepted.

(Opening Date: - 13.01.2026)

TERMS & CONDITIONS

INVITATION OF BID:

1. Firms/Companies registered under Sales Tax Act / Income Tax and active tax payer having good reputation are eligible to participate in the Tender. All Tenders should be in the name of Secretary Board of Intermediate & Secondary Education, Multan. Procuring agency reserves the right to reject all tenders/bids within the provisions of Rule 35 (1) of PPR-2014. **The Tender procedure shall be "Single Stage Two Envelope" as per rule 38 (2)(a) of PPRA-2014.**
2. Bids only through e-Pak Acquisition and disposal system (EPADS) will be entertained (<https://punjab.eprocure.gov.pk>). No bid other than EPADS will be accepted. Bid security 5% of Estimated Price will be submitted before closing of tender through courier or physically in the office of Deputy Secretary (Store), Board of Intermediate and Secondary Education, Multan, (Tel:061-9210032). Bidder will also upload the complete scanned copy of their bid in EPADS.
3. Bidding documents, containing detailed terms and conditions can be downloaded from the websites of PPRA (<https://punjab.eprocure.gov.pk>) or BISE Multan. (www.bisemultan.edu.pk). In case of any query, guidance can be sought from in the office of Deputy Secretary (Store), Board of Intermediate and Secondary Education, Multan, (Tel: 061-9210032) during office hours.

INSTRUCTION TO BIDDERS:

1. The Board Invites Bids from firms/suppliers/contractors and distributors for services as per technical specifications given in the tender document.
2. All firms/suppliers/contractors and distributors having three year experience and who fulfill the criteria as per given in advertisement/Tender documents will stand eligible for the Bidding.
3. The Bidder should not have been blacklisted by any government, semi government or autonomous bodies etc.
4. The Bidding Documents should be read in conjunction with any Addenda issued in accordance with the terms and conditions given below.
5. At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Documents by issuing addenda.
6. The Technical & Financial offers will be upload separately on EPADS.
7. Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding document directly/indirectly from the Purchaser.
8. To give prospective Bidder reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may at its discretion, extend the deadline for the submission of Bids.
9. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
10. The Bidder shall submit the **Technical Bid and Financial Bid on prescribed Performa given by Board in Tender documents**. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid. All blank spaces shall be filled in with the information requested as per specifications given in Technical Bid. Unless otherwise indicated in the Bidding Documents (BDs), alternative Bids shall not be considered. Rates must be given lot-wise.
11. **Bid Security @5%** of "Estimated Price" in favor of Secretary, Board of Intermediate and Secondary Education, Multan in the shape of Bank Guarantee or CDR issued by any branch of scheduled bank will be submitted before closing of tender through courier or physically in the office of Deputy Secretary (Store), Board of Intermediate and Secondary Education, Multan, otherwise tender of that firm can be cancelled.
12. Bids shall remain valid for the period of specified in the BDs after the Bid submission deadline date i.e. 90 days from the opening of Technical Bid. A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
13. The Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
14. The bid prepared in accordance with the instructions contained in the bidding documents must be submitted on EPADS by 13-01-2026 till 11:00 AM. The Technical Bids will be opened on the same day at 11:30 AM in the presence of Bidders or their representative who make them available on that date and time in the meeting room of BISE, Multan.
15. Any effort by a Bidder to influence the purchaser in the examination, evaluation, comparison, and post qualification of the Bids or contract award decisions may result in the rejection of its Bid.
16. A substantially responsive Bid is one that confirms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission.
17. The Procuring Agency reserves the rights under PPRA Rules 35 may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

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18. The purchaser shall award the Contract to Bidder whose offer has been determined to be technically sound and financially lowest evaluated and is substantially responsive to the Bidding documents, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
19. Prior to the expiration of the period of Bid validity, the purchaser shall notify the successful Bidder, in writing that its Bid has been accepted.
20. Instructions, Terms & Conditions and Specifications are devised for strict compliance and enforcement. No escalation of cost, except arising from increase in quantity by the Bidder(s) on the demand after approval of the Procuring Agency / the Office, will be permitted throughout the period of the contract / Work/Supply Order.
21. The successful bidder(s) shall be responsible for supplying and delivering all materials related to the printing process to the Procuring Agency / Board of Intermediate and Secondary Education, Multan, within the stipulated time and at the locations specified, in accordance with the delivery time and execution schedule as provided in the Tender Documents.
22. Bidder(s) are required to state clearly, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the Bidder(s)'s authorized representative through whom all communications shall be directed until the process has been completed or terminated.
23. The complete installation shall be completed within ten (10) days from the date of receipt of the Supply/Work Order.
24. Supply must be in accordance with the office specifications / approved sample, otherwise supply will be rejected. In such event the Board may forfeit CDR / Pay Order and take any punitive action as deemed appropriate.
25. All Government Taxes (Federal /Provincial) including Income Tax / Sales Tax, S.E. Duty and Professional Tax, PRA Tax / PST etc. will have to be paid by the firm(s) under the prevailing procedure / law.
26. In case of abnormal quoted rates, the Firm(s)/Bidder(s) shall be responsible.
27. Rates must be quoted in Pakistani Currency including all Taxes.
28. For any other information regarding tenders, Store Branch can be visited during office hours on any working day. Bidder(s) shall communicate all queries via Store Branch.
29. The Bid security may be forfeited:
 - a) If a Bidder withdraws its Bid during the period of Bid validity specified in bidding documents.
 - b) If the successful Bidder fails to: -
 - i. Sign to the contract in accordance with the above said terms and conditions.
 - ii Provide to be indulged in corrupt practices.
 - iii. Provide stamp paper for agreement.

REJECTION/ACCEPTANCE OF THE BID

The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any Bidder(s), the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Procuring Agency shall incur no liability, solely, by virtue of invoking discretion provided under sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Bidder(s). However, prospective Bidder(s) shall be informed in due course about the rejection of the bids if any (As per Rule 35 of Punjab Procurement Rules, 2014).

TENDER COST

The Bidder(s) shall bear costs/expenses with regard to preparation and submission of the Tender(s) and the Procuring Agency shall not responsible/liable for those costs/ expenses.

AMENDMENT OF THE TENDER DOCUMENT

The Procuring Agency may, at any time prior to the deadline for submission of the Tender, at its own initiative vested with exclusive discretion or in response to a clarification requested by the Bidder(s), amend the Tender Document, on account of any reason. Where after all such amendment(s) shall be considered part of the Tender Document and binding on the Bidder(s) as per Punjab Procurement Rules, 2014 Rule 25(4).

BID SECURITY (EARNEST MONEY)

- a. The Bidder(s) shall furnish the Bid Security (Earnest Money) as under:
 - i. for a sum equivalent to 5% of the estimated price in the form of Bank Guarantee/Call Deposit Receipt, in the name of the Secretary, Board of Intermediate and Secondary Education, Multan, which shall be retained as Performance Guarantee until the termination/expiry of the Contract Agreement of the successful bidder.
 - ii. Denominated in Pak Rupees.
 - iii. Have a minimum validity period of One Hundred & Eighty days (180 days) from the last date for submission of the Tender.
- b. The Bid Security (Earnest Money) shall be forfeited by the Procuring Agency, on the occurrence of any or all of the following conditions:
 - i. if the Bidder(s) withdraws the Tender during the period of the Tender validity specified by the Bidder(s) on the Tender Form or

- ii. if the Bidder(s) does not accept the corrections of his Total Tender Price;
- iii. if the Bidder(s), having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, in accordance with the Tender Document.
- iv. If the bidder fails to provide stamp paper for agreement.

Acceptance Letter/Purchase Order

The Procuring Agency shall issue the Acceptance Letter/Work Order to the successful Bidder(s), within reasonable time of announcement of bid evaluation report (Rule-55 of PPRA Rules, 2014) and prior to the expiry of the original bid validity period or extended bid validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

Redressal of Grievances by the Procuring Agency

- a. The Procuring Agency may constitute a committee comprising of odd number of persons / members, with proper powers and authorizations, to address the complaints of Bidder(s) that may occur prior to enforcement of the Contract agreement.
- b. Any Bidder(s) feeling aggrieved by any act of the Purchaser after the submission of bid may lodge a written complaint concerning grievances within five days of announcement of technical evaluation report and ten days after issuance of final evaluation report.
- c. The Committee may investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- d. Mere fact of lodging of a complaint shall not warrant suspension of the process.

Instruction For Preparation of Power of Attorney/Letter of Authority

- a) To be executed by an authorized representative of the Bidder(s) on Firm/ company letterhead enclosing attested Copy of National Identity Card.
- b) The mode of execution of the Power of Attorney/Letter of Authority should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c) Also, wherever required, the Bidder(s) should submit for verification the extract of the charter documents such as a resolution/ power of attorney etc.
- d) In favor of the person executing the Power of Attorney/Letter of Authority for the delegation of power hereunder on behalf of the Bidder(s).
- e) In case the Tender Documents are signed by an authorized Director/ Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney/Letter of Authority.

FORM OF BID

Forms, Specifications of Services and Detail of Standards of Tender are attached.

**Authorized Signature & Stamp of
Firm / Bidder**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.
EVALUATION CRITERIA

1. Name of Bidder/ Lead Bidder. _____
(In Capital Words)
 2. Status of Firm/Company/JV/Group _____
 3. Address _____
 4. Cell No. _____ E-mail _____
 5. Income Tax No. _____
 6. Sales Tax Registration No. _____
 7. Date of Establishment of Business _____
 8. Financial Position Bank Statement issued by the bank (01.01.2025 to 30.06.2025) and minimum annual turnover is 20% of the Estimated Cost for each lot.
 9. **Ability to Provide the services**
According to Specifications.
 10. General Experience, minimum two work orders in similar work (attach Copies of work orders)
-
9. Bank Guarantee /CDR No. _____ Amount _____ dated _____

Name of Bank _____ Branch _____

(Attach Original Bank Guarantee/CDR with Technical Bid)

CHECK LIST (MANDATORY)

Sr.No.	Mandatory Criteria Qualification/ Evaluation Criteria	PAGE NO.
1	Valid Income Tax Certificate (Along with NTN No.)	
2	Sales Tax Certificate	
3	Professional Tax Certificate (2025-26)	
4	Conformance to the specification of Items given in the Bidding Document	
5	Bank Statement by the Bank (01.01.2025 to 30.06.2025). Annual turnover should not be less than 20% of the estimated Cost for each lot.	
6	An undertaking (as per attached format) must be provided on 100 Rupees Judicial Stamp paper that the participating firm/ company is not black listed in Board of Intermediate and Secondary Education Multan and PPRA Punjab. Through this Supplier/Vendor shall also certify that they have no case/litigation pending in any court of law in Pakistan.	
7	The firm must have minimum of three (03) years working experience with Government/Semi Government institutions/ Organizations and shall also provide/attach two Supply/Work orders of similar nature, which must be issued within last five (05) years.	
8	Bank Guarantee /CDR	



**Authorized Signature & Stamp
of Firm / Bidder**



AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: BIDDING DOCUMENTS FOR THE SERVICES OF OUTSOURC COMPUTER PRINTERS AND PHOTOSTAT SERVICE.

1.	We have examined the Tender/Bid Document and we undertake to meet the requirements. Regarding services of outsource computer printing and Photostat services as required and is prescribed in the Tender Document.
2.	It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3.	We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4.	We agree to accept all the terms and conditions unconditionally set out in the Tender/Bidding Document.
5.	We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
6.	We agree that the Procuring Agency is not bound to accept the lowest or any of the bids received. We also agree that the Procuring Agency reserves the right in absolute sense to reject all the products/services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
7.	We declare that our Firm/Company is not blacklisted by Board of Intermediate and Secondary Education, Multan and PPRA Punjab. We also declare that our firm/Company is not involved in any case or litigation pending in any court of law in Pakistan.

**Name and Signature
of authorized Person along with stamp**

 

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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.**TECHNICAL BID****HIRING THE SERVICES OF OUTSOURCE COMPUTER PRINTING FOR THREE YEARS****Lot No.01**

Sr.No.	Name of Item	Specifications	Firm's specifications
1	Printing of Result Cards, Roll No. Slips per side printing	The bidder must have prior experience in bulk printing work for any Government Institute, with a minimum output of 100,000 printing per month, along with a satisfactory report issued by the concerned authority. At least 50 printers must be installed throughout the entire office. The firm's engineer shall be bound to visit the office on a single call and resolve any printing-related issue. All printers must be in good and proper working condition at all times. If the office requires more than fifty (50) printers, the firm shall be bound to install/provide them accordingly.	
2	Printing of A-4 & Legal Size		
3	Printing of Certificates per side		
4	Laser Color A-4 Printer		
5	Laser Color Printer for Legal Printing		

Estimated Price:Rs.10,000,000/- per year.**Amount of Bank Guarantee/CDR @ 5% of above mentioned estimated price Rs.500,000/-**

i. Bidders must quote rates for all items.
ii. The firm shall be bound to keep all printers in operational/working condition.
iii. All types of necessary repair and maintenance of printers, including replacement/repair of toners, developers, drums, and any other parts whatsoever, shall be the sole responsibility of the firm.
iv. Upon receipt of the monthly invoice from the firm, payment shall be made through crossed cheque/on line transition based on the number of copies printed from the outsourced printers, after due verification.
v. The office reserves the right to terminate the contract by providing two (02) month's written notice in the event of unsatisfactory performance by the firm. The contract shall have a fixed duration of three (03) years.

ٹینڈر میں دی گئی شرائط فائنل تصور ہونگی۔

ٹینڈر میں دی گئی دفتر کی مطلوبہ شرائط میں کسی قسم کے رد و بدل کی صورت میں ٹیکنیکل بڈ کو مسترد کر دیا جائے گا۔

Bank Guarantee /CDR No. _____ Amount _____ Dated _____

Name of Bank _____ Branch _____

Name of Firm _____ Signature and Stamp _____

Cell #: _____



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.
TECHNICAL BID
HIRING THE SERVICES OF OUTSOURCE PHOTOSTAT

Lot No.02

Sr.No.	Name of Item	Specifications	Firm's specifications
01	Hiring the services of Outsource Photostat with Operator for Three (03) Years	The bidder must have prior experience in bulk printing work for any Government Institute, with a minimum output of 50,000 copies per month, along with a satisfactory report issued by the concerned authority. The bidder shall ensure the availability of a minimum of two (02) photocopiers in proper working condition at all time.	

Estimated Price:Rs.5,000,000/-

Amount of Bank Guarantee/CDR @ 5% of above mentioned estimated price Rs.250,000/-

The firm shall ensure that all photocopy machines remain in full working condition at all times and shall provide one additional machine as backup to prevent any disruption of services. The firm shall quote rates on a per-copy and per-print basis, inclusive of all applicable taxes. These rates shall remain fixed and valid for the entire contract period of three (03) years.

The firm shall bear full responsibility for all necessary repairs and maintenance of the photocopy machine, including the replacement or repair of toners, developers, drums, and any other spare parts, at its own cost.

Upon receipt of the monthly invoice from the firm, payment shall be made through crossed cheque/on line transition based on the number of copies printed from the outsourced printers, after due verification.

The office reserves the right to terminate the contract by providing two (02) month's written notice in the event of unsatisfactory performance by the firm. The contract shall have a fixed duration of three (03) years.

ٹینڈر میں دی گئی شرائط فائنل تصور ہو گئی۔

ٹینڈر میں دی گئی دفتر کی مطلوبہ شرائط میں کسی قسم کے رد و بدل کی صورت میں ٹیکنیکل بڈ کو مسترد کر دیا جائے گا۔

Bank Guarantee / CDR No. _____ Amount _____ Dated _____

Name of Bank _____ Branch _____

Name of Firm _____ Signature and Stamp _____

Cell #: _____

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.
FINANCIAL BID.
HIRING THE SERVICES OF OUTSOURCE COMPUTER PRINTING

Lot No.01

Sr.No.	Name of Item	Specifications	Estimated price per copy (Rs.)	Rate Per Copy With all Taxes
01	Printing of Result Cards, Roll No. Slips per side printing	All printers should be in proper working condition	1:00	
02	Printing of A-4 & Legal Size	All printers should be in proper working condition	1:00	
03	Printing of Certificates per side	Heavy Duty printers. All printers should be in proper working condition	2:00	
04	Laser Color A-4 Printer	Heavy Duty printers. All printers should be in proper working condition	10.50	
05	Laser Color Printer for Legal Printing	Heavy Duty printers. All printers should be in proper working condition	10.50	

Estimated Price: Rs.10,000,000/-

Amount of Bank Guarantee/CDR @ 5% of Above Mentioned Estimated Price Rs.500,000/-

- | |
|---|
| i. Bidders must quote rates for all items. |
| ii. The firm shall be bound to keep all printers in operational/working condition. |
| iii. All types of necessary repair and maintenance of printers, including replacement/repair of toners, developers, drums, and any other parts whatsoever, shall be the sole responsibility of the firm. |
| iv. Upon receipt of the monthly invoice from the firm, payment shall be made through crossed cheque/on line transition based on the number of copies printed from the outsourced printers, after due verification. |
| v. The office reserves the right to terminate the contract by providing one (01) month's written notice in the event of unsatisfactory performance by the firm. The contract shall have a fixed duration of three (03) years. |

Bank Guarantee /CDR No. _____ Amount _____ Dated _____

Name of Bank _____ Branch _____

Name of Firm _____ Signature and Stamp _____

Cell #: _____



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.**FINANCIAL BID.****HIRING THE SERVICES OF OUTSOURCE PHOTOSTAT****Lot No.01**

Sr.No.	Name of Item	Specifications	Estimated price (Rs.) per copy	Rate Per Copy With all Taxes
01	Hiring the services of Outsource Photostat with Operator for Three (03) Years.	The firm shall ensure that two (02) photocopy machines are maintained in full working condition at all times.	2:00	

Estimated Price: Rs.5,000,000/-**Amount of Bank Guarantee/CDR @ 5% of Above Mentioned Estimated Price Rs.250,000/-**

The firm shall ensure that all photocopy machines remain in full working condition at all times and shall provide one additional machine as backup to prevent any disruption of services. The firm shall quote rates on a per-copy and per-print basis, inclusive of all applicable taxes. These rates shall remain fixed and valid for the entire contract period of three (03) years.

The firm shall bear full responsibility for all necessary repairs and maintenance of the photocopy machine, including the replacement or repair of toners, developers, drums, and any other spare parts, at its own cost.

Upon receipt of the monthly invoice from the firm, payment shall be made through crossed cheque/on line transition based on the number of copies printed from the outsourced printers, after due verification.

The office reserves the right to terminate the contract by providing one (01) month's written notice in the event of unsatisfactory performance by the firm. The contract shall have a fixed duration of three (03) years.

Bank Guarantee /CDR No. _____ Amount _____ Dated _____

Name of Bank _____ Branch _____

Name of Firm _____ Signature and Stamp _____

Cell #: _____

