

# TENDER NOTICE

## Photocopying of Export News Bulletin

Trade Development Authority of Pakistan, Government of Pakistan invites tenders from reputed suppliers and contractors, registered with income tax/sales tax department for photocopying of Export News Bulletin. Suppliers/Contractors having at least 3 years experience of performing similar jobs along with details of satisfied clients are eligible for participation. Detail specification of the job is as under:-

1. Weight of the paper A-3 should be 75 grams
2. Photocopies should be on both sides of the paper
3. Number of pages may vary from time to time
4. Stapling of all News Bulletins
5. Preparation of envelopes and pasting of addresses
6. Inbound and Outbound photocopying

Application forms of interested firms/companies should be complete in all respect and supported with the following documents/information:-

- i. Name of Firm/Company, its status, address, telephone number(s) and fax number
- ii. Experience of similar work (minimum 3 years)
- iii. Proof of successful & in hand projects
- iv. List of major clients
- v. List of key personnel including managers, supervisors and other staff
- vi. Financial soundness certificate, bank statement for the last 12 months
- vii. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization/department, private or public
- viii. Details of sub contractors, joint venture partners, if applicable
- ix. Copies of Income Tax/Sales Tax Registration
- x. Any other relevant information, which the firm/company intends to submit

Tender documents may be obtained on submission of Pay Order of Rs. 500/- (Non refundable) along with firms/company letter head in favour of Account Officer, EMDF, TDAP, Karachi, Block A, 5<sup>th</sup> Floor, FTC Building, Shahra-e-Faisal, Karachi, from 10.00 am to 4.00pm.

Interested Suppliers/Contractors are requested to meet the concerned officer during working hours of TDAP office, 3<sup>rd</sup> Floor, Block-A, FTC Building, main Shahra-e-Faisal, Karachi for obtaining specification of the items.

The firm will submit their sealed technical and financial proposals in separate envelopes clearly marked as Financial Proposal and Technical Proposal in bold and legible letters to avoid any confusion. Financial Proposals should accompany two percent (2%) of the bid amount in the form of a Pay Order from any scheduled Bank in favour of Account Officer, EMDF, TDAP, Karachi. Sealed envelopes of financial proposals will be opened of only those Companies, that qualify in technical evaluation.

Sealed tender documents will be submitted till 11:00 a.m. on **15-08-2013** in the office of the undersigned and Technical proposals will be opened on the same day at 12:00 noon in the presence of representatives of the participating firm. Financial bids of the company will be opened on the same day as those companies that qualify in technical evaluation.

TDAP reserves the right to accept/reject any or all bids, However, TDAP will communicate the reasons of rejection to all of affected firms/companies.

**M. Naeem Akhtar**  
Director (I & C)



**Trade Development Authority of Pakistan**  
MINISTRY OF COMMERCE-GOVERNMENT OF PAKISTAN



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