

**GOVERNMENT OF PAKISTAN
TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
Block A, 5th Floor FTC Building, Shahrah-e-Faisal, Karachi**

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TENDER NOTICE
(FOR IN-HOUSE PHOTOCOPYING & LASER PRINTING SERVICES)

Sealed tenders / quotations are invited from the firms registered with the Trade Development Authority of Pakistan, Income Tax & Sales Tax Department for carrying out in house photocopying & laser printing services. Suppliers/firms having at least 5 years experience of similar job are eligible for participation.

2. The tenders from interested firms, complete in all respects should be supported with following documents / information:-

- i. Name of the firm / company with location of Head Office, Branch Offices; its status, address, telephone number (s), fax number (s)
- ii. Registration / pre-qualification with other departments / organizations alongwith documentary proof.
- iii. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
- iv. Copy of NTN Certificate, STN Certificate
- v. List of Key personnel including Managers, Engineers & other supporting staff specially related to Photocopy services
- vi. Financial soundness, bank statement for at least 12 months
- vii. Experience of similar work over past 05 years with Public Sector/Banks
- viii. Any other relevant information, which the firm intends to submit.

3. The tender documents will be issued during office hours against the payment of Rs. 1000/- (non-refundable) in shape of pay order in favor of Accounts Officer TDAP up to January 02, 2014. The tenders will be received up to 11:00 AM on January 06, 2014, Technical bids will be opened on the same day at 11:30 AM in the presence of bidders or their authorized agents who intend to be present.

4. The Earnest money equivalent to Rs. 40,000/- shall be furnished with the tenders in the shape of call deposit / pay order from the scheduled bank in favor of Accounts Officer TDAP, Karachi. No tender will be valid without earnest money.

5. Trade Development Authority of Pakistan reserves the right to reject any or all the bids and to annul the bidding process at anytime, however, reasons for rejection or annulling the bid process will be communicated to the concerned bidder(s) in accordance with PPRA rules..

(ASADULLAH QURESHI)
Project Coordinator (IT)
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