



# **NATIONAL INSTITUTE OF BANKING & FINANCE**

## **INVITATION TO BID**

### **IN HOUSE PHOTOCOPY & BINDING SERVICES**

1. Sealed Bids are invited from the interested parties who are registered with income tax/general sales tax department of Government of Pakistan for providing Photocopy & binding Services etc at National Institute of Banking & Finance-Islamabad for a period of one year (extendable). Inactive filers of tax returns are not eligible to participate.
2. Successful bidder will be required to provide the photocopy & binding services to NIBAF on credit with payment of bill in due course of time after the end of each month subject to deduction of taxes as per rules.
3. Bidder must have significant presence in Rawalpindi/Islamabad and must have at least five years of work experience of providing photocopy and binding services to large corporations/educational institutions.
4. Bidders should not have any history of litigation or blacklisted by any client. Bidder must not have been prosecuted or suffered any penalty for violation of any laws by relevant authority. Bidder must have liquid assets/turnover of Rs.3.00 million in the last six months.
5. NIBAF will only provide free electricity and space to the winning bidder. The contractor will arrange Photocopier machines, Heavy Duty Stapler / Punch Machines, paper reams, raw material etc at own expenses. The quoted rates must remain valid for a period of two years from the date of signing of contract. The signing of contract is expected within two months of opening of bids.
6. Interested bidders can obtain the bidding documents from this office during working days from 09.00 A.M to 01.00 P.M upon submission of Pay Order of Rs.200/- in favour of NIBAF and a written request on bidder's letter head. The last date of submission of sealed bids is July 16, 2019 11.00 A.M. The said bids will be opened the same day at 11.30 A.M in the presence of bidders who may chose to attend. The contact person in this matter is Mr. Muhammad Fawad Khan, Joint Director Tel: 051-9269850-5
7. The successful bidder will be required to furnish security deposit of Rs.50,000/- in favour of NIBAF Islamabad at the time of execution of contract. The amount is refundable at the time of expiry/termination of contract provided bidder holds no liability against NIBAF.
8. NIBAF reserves the right to reject the bids as per PPRA rules.

***Director Administration,  
National Institute of Banking & Finance  
Sector-H-8/1 Islamabad***