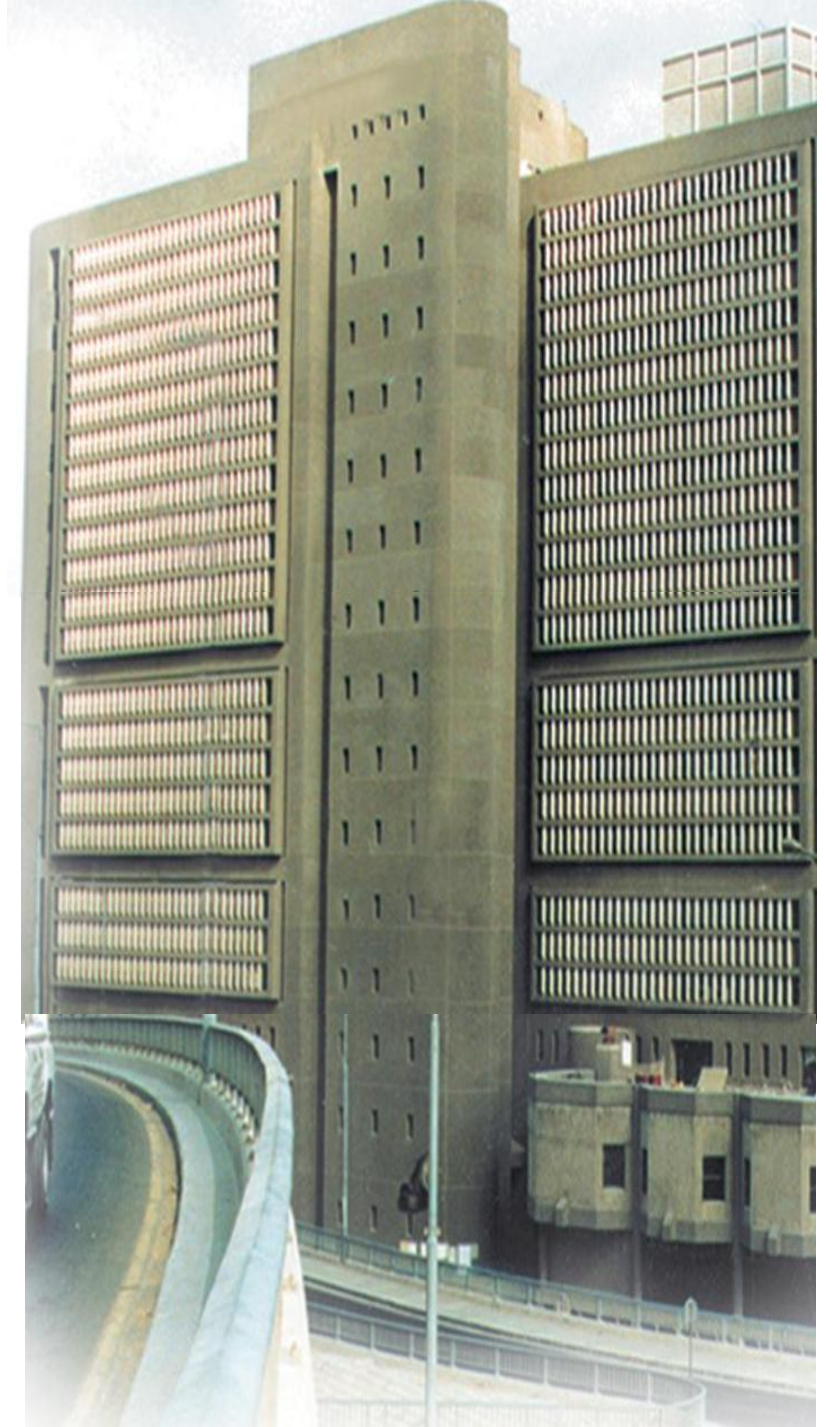


Tender Fee Rs.1,000/-

TENDER FOR HIRING THE SERVICES OF PHOTOCOPIERS

AT PRC TOWERS, KARACHI

Tender # PRC/Admin/PCS/2020



Pay Order #: _____

Dated: _____

Issued to: _____

Pakistan Reinsurance Company Limited

(Formerly Pakistan Insurance Corporation)

Functionaries under Ministry of Commerce, **Government of Pakistan**
PRC Towers, 32-A, Lalazar Drive, M.T. Khan Road, Karachi, Pakistan.

Ph: 0092-21-99202908 to 99202914, Fax: 0092-21-99202921-22,

E-mail: prcl@pakre.org.pk Website: www.pakre.org.pk



Tender Notice

Hiring the services of photocopier at PRC Towers, Karachi Tender # PRC/Admin/PCS/2020

Sealed tenders are invited from those experienced contractors who are registered with Federal and Provincial Tax authorities having a minimum experience of 10 years for “hiring the services of photocopier at PRC Towers Karachi”. Other Details are as follows:-

a)	Date & Time of Submission of Tender	:	24/03/2020 at 11:00 a.m.
b)	Date & Time of Opening of Tender	:	On same date at 11:30 a.m. The Tender will be opened at PRCL Towers in the presence of bidders or their authorized representative who wish to be present.
c)	Validity of Offer	:	For 30 days
d)	Earnest Money	:	2% of total quoted price along with the bid in the shape of Pay Order in favor of Pakistan Reinsurance Company Limited, Karachi

- Interested parties may download the bidding documents from the website of PPRA and PRCL. Tender documents can also be obtained from Administration Department on any working day from 10:00 a.m.to 04:00 p.m. except (Saturday & Sunday) against Pay Order of Rs.1,000/- (non-refundable) in favor of PRCL, Karachi up to 22/03/2020.
- The interested parties may submit tender on their letterhead with following information/documentary evidence:-
 - a- Name, address, contact number, E-mail of the firm.
 - b- Detail identifying the service offering, office location.
 - c- Registration numbers issued by the tax authorities.
 - d- Affidavit on stamp paper of Rs.50/- duly attested by the Oath Commissioner to the effect that the Firm has neither been black listed nor any contract rescinded in the past for non-fulfillment of contractual obligations by itself or its affiliated firms/department.
 - e- Copies of National Tax Number, Sindh Sales Tax Number.
- The sealed stamped quotations addressed to the Incharge (Admin), PRCL, Karachi should be dropped in the tender box placed at 14 floor, PRC Towers, M. T. Khan Road, Karachi on the date and time mentioned above.
- PRCL reserves the right to accept/reject any or all tenders in accordance with PPRA Rules.
- This Tender Notice is also available on PPRA and PRCL website.

(Arhum Rahim)
Incharge Admin

Pakistan Reinsurance Company Limited

PRC Towers, 32-A. Lalazar Drive, M.T. Khan Road,
P.O. Box No. 4777 Karachi, Pakistan.
Telephone: 92-21-99202908-14 Telefax: 92-21-99202921-2
E-mail: prcl@pakre.org.pk Website: www.pakre.org.pk



PAKISTAN REINSURANCE COMPANY LIMITED

ADMINISTRATION DEPARTMENT DEAPRTMENT

Tender Documents for hiring the services of Photocopier at PRC Towers, Karachi

Sealed tenders are invited from those experienced contractors who are registered with Federal and Provincial Tax authorities having a minimum experience of 10 years for “hiring the services of photocopier at PRC Towers Karachi” as per the requirement:-

Heavy Duty Photocopiers Machine

- Double Component Copier.
- Copying Printing Speed Minimum 45 CPM/PPM (Latest Preferred).
- A-4/Legal paper Size.
- Electronic Sorting.
- Documents Condense Technology.
- Tonner Saver Mode/Power Saver Mode
- Copy Resolution 1200X1200
- Zoom 25% to 400%

Specific Terms and Conditions:-

- The contractor shall deploy highly trained person (s) to operate photocopy machines.
- The contractor will be responsible for the maintenance and satisfactory operation of the photocopier machines installed by him at PRC Towers, Karachi.
- The contractor will be responsible for providing un-interrupted photocopy at PRC Towers, Karachi as per requirement.
- The contractor will make the photocopies against duly approved requisition submitted by the concerned department.
- The contractor will provide multipurpose copier performing job of photocopies with back up copier, whole maintenance such as toner, drum, developer and other parts.
- The contractor will provide good quality paper between 70-80 Grams as required from time to time.
- The contractor will provide the services during regular business hours of the PRCL i.e. Monday to Friday (except holidays) from 08:30 a.m. to 05:30 p.m. and as and when required by PRCL.
- PRCL will only pay photocopies charges to the contractor.
- Rates shall be quoted after giving due consideration to the space and electricity provided by PRCL
- The contract period for photocopies will be for two year from the date of signing of agreement.
- PRCL will settle the contractor bill on monthly basis after deduction of applicable government taxes.
- PRCL will hold the amount of 2% Earnest Money (refundable) of the quoted amount which will be submitted in the shape of Pay Order in favor of Pakistan Reinsurance Company Limited, Karachi accompanied with the bid.

General Conditions:-

- ❖ The Earnest Money of unsuccessful bidders will be returned to them after the award of work to the successful bidder.
- ❖ The amount of Earnest Money will be released to the successful bidder after the completion of the contract period.
- ❖ The tender notice is only to invite the tender and Pakistan Reinsurance Company Limited is not bound to accept the lowest bid or any other tender and reserves the right to accept or reject any tender as per PPRA Rules.
- ❖ Complete set of tender documents/terms and conditions must be returned along with the bid.
- ❖ The price/rate shall be quoted in Pak Rupees including all applicable taxes.
- ❖ PRCL does not allow to assign sublet/subcontract the whole work or any part thereof or any benefit or interest therein or there-under.
- ❖ The bidder must attach authenticated list of clients served during the last five years list of clients, presently being served, list of tools and equipments owned, list of material used & techniques adopted.
- ❖ In the case of any damage and injury to the contractor's staff, PRCL will not be responsible at all.
- ❖ PRCL shall have the right to terminate the Contract wholly or partly by giving a notice of 30 days to the Contractor and to invoke/forfeit the earnest money submitted by the Contract.
- ❖ The Contractor shall have right to terminate the contract by giving a notice period of at least 30 days.
- ❖ Bids in detail will be submitted on respective letterhead.
- ❖ The bidders shall provide the Name of the Bank, Account Number, List of Clients, List of Machines and equipments, list of materials used, along with the bid. Copies of the registration with tax authorities must be attached with the bid.
- ❖ In the case of any dispute occurs the CEO of PRCL or his nominee will be the final authority to decide and his decision will be final and accepted by the both parties.
- ❖ The sealed stamped quotations addressed to the Incharge (Admin), PRCL, Karachi should be dropped in the tender box placed at 14th floor, PRC Towers, MT Khan Road, Karachi on the date and time mentioned above.
- ❖ The Contract comprises the execution and performance of the work and insofar as not otherwise specified in the Contract, provision of all labor, consumable materials, equipment, tools and plant. Temporary work and everything whether of a permanent or temporary nature required in and for such execution, supervision and management, so far as the necessity for providing the same is specified in the contract or is to be reasonably inferred from the Contract.
- ❖ PRCL will sign the contact with the successful bidder.
- ❖ The commencement date of work will be determined by the employer's representative considering the actual date of commencement of total works by the contractor as defined in the scope of work.

- ❖ In no case of Contractor will delay the start of work beyond 15 days from the date of issuance of agreement.
- ❖ If the standard of services of photocopies provided by the Contractor is not up to the standard acceptable to the Employer's Representative, then the Employer's Representative may get the required work performed through other ways and means at the risk and cost of the Contractor and the expenditure incurred on obtaining such services shall be deducted from the amounts due from the Employers to the Contactor.
- ❖ No escalation in price whatsoever on any account shall be payable to the Contractor for any item of works and all rates will remain fixed for the total period of the Contract.
- ❖ The Employer shall have the right to terminate the Contract wholly or partly by giving a notice of 15 days to the Contractor and to invoke/forfeit the earnest money submitted by the Contract.

Evaluation Criteria:

The bids will be strictly evaluated according to the requirement mentioned above in **Specification, Qualification Criteria, Validity, Earnest Money/Security Deposit and General Terms & Conditions.**

I/ we agree with the terms and conditions mentioned in this Tender Document.

Signature : _____

Name : _____

Designation : _____

Name of Firm : _____

Seal of Firm : _____

Telephone # : _____
