

SAY NO TO CORRUPTION
Government of Pakistan
Ministry of Communications
National Highway Authority

NOTICE

INVITATION FOR QUOTATIONS

1. National Highway Authority (NHA) Regional Office (Punjab-South), Multan intends to procure the "Photocopy Services" from eligible firms registered with the "Income Tax Department" for a period of one year with effect from the date of commencement.
2. The interested firms are required to submit sealed quotations on their firm's letter head as per the following format:-

Contract Name	Photocopy rate of single side page (including all taxes) on AA Paper 80gm	Photocopy rate of both side page (including all taxes) on AA Paper 80gm
Photocopy Services		

3. Sealed quotations shall be received in NHA Regional Office (Punjab-South), Nag Shah Chowk, Multan on 15.06.2022 till 1100 Hours and will be opened on the same day at 1130 Hours by the NHA designated Committee in the presence of all the quotationer(s) or their authorized representative(s). However, by post quotations shall not be considered.
4. Earnest money amounting to Rs. 5,000/- (Refundable) in shape of Bank Draft/ Pay Order/CDR in favor of the **General Manager (Punjab-South) NHA, Retention Money Account** should be attached and submitted along-with the Quotation.
5. The successful quotationer shall place laser technology photocopy machine inside NHA Regional Office (Punjab-South), Multan and shall use only AA (80-gram) quality paper for all type of photocopies and stationary items.
6. Photocopy Machine Operator shall be deputed by the successful quotationer who shall remain in office on all working days and as per requirement.
7. Salary of the photocopy machine operator shall be paid by the successful quotationer and no claim in this regard shall be entertained by NHA.
8. Repair/Maintenance of photocopy machine shall be at the risk & cost of the successful quotationer and no claim in this regard shall be entertained by NHA.
9. Necessary deductions shall be made from monthly invoice in case of bad/illegible photocopies.
10. The Contract Agreement to this effect shall be made with the successful bidder before commencement.
11. This advertisement is also available on PPRA website.
12. NHA reserves the right to reject all the quotations as per the PPRA Rule No. 33(1).



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