

NATIONAL ASSEMBLY SECRETARIAT

(Administration Branch)


No.22(1)/2023-24-Admn

Islamabad, the 12th July, 2023.

OFFICE MEMORANDUM

Subject:- **ANNUAL TENDER FOR THE REPAIR/ MAINTENANCE OF PHOTO-COPIERS FOR THE NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD.**

The undersigned is directed to enclose herewith a copy of annual tender Notice for the repair/maintenance of Photo Copiers in the National Assembly Secretariat, Islamabad, for uploading on PPRA Website.


(SHAUKAT HAYAT)
Section Officer (Admn)
Telephone No.9103214

Public Procurement Regulatory Authority,
(Mr. Muhammad Farooq-Deputy Director (Admn),
F.B.C Building, G-5/2,
Islamabad.

✓ Copy to Director (IT), National Assembly Secretariat along-with a copy of above Tender Notice for uploading on National Assembly Secretariat Website.

(SHAUKAT HAYAT)
Section Officer (Admn)

NATIONAL ASSEMBLY SECRETARIAT

No.F.22(1)/2023-24-Admn.

Islamabad, the 12th July, 2023.


TENDER NOTICE

ANNUAL TENDER FOR THE REPAIR/MAINTENANCE OF PHOTO-COPIERS.

Sealed Tenders (single stage-two envelopes) procedure are invited from reputed local firms for repair/maintenance of various makes and models of Photo-Copiers installed in the National Assembly Secretariat which should reach the undersigned on 1st August, 2023 at 11.00 a.m. The tenders will be opened on the same day at 11.30 a.m. before the Purchase Committee.

TERMS & CONDITIONS

- (i) The firms should be registered with income Tax/GST department. The firm should have their own workshop facilities at their premises.
- (ii) Call deposit of **Rs.100,000/-** should be submitted with the Tender as security deposit (refundable) in the name of Section Officer (Admn), National Assembly Secretariat. The tenders without call deposit will not be entertained.
- (iii) Maintenance contract will includes annual maintenance service charges and cost of replacement of defective parts with new one.
- (iv) Successful bidder shall be bound to supply the materials of genuine quality during the full tenure without any change in the rates.
- (v) The firms shall be bound to depute an engineer on daily basis in the Parliament House for the repair/maintenance of Photo-Copier Machines.
- (vi) The rates quoted in the tender will remain valid upto 30th June, 2024 **extendable for further one year with mutual consent.**
- (vii) Tender documents can be obtained from the Administration Branch of this Secretariat during office hours.
- (viii) The competent authority reserves the right to accept or reject any or all the tenders as per provisions of PPRA rules, 2004.


Section Officer (Admn),
Telephone No.9103214.