



National Institute of Banking and Finance Pakistan

**Procurement of Photocopy Services for NIBAFP
Islamabad**

Single Stage One Envelope Procedure as per Rule-36(a) of PPR-2004

April 2026



National Institute of Banking and Finance Pakistan (NIBAFP)

Invitation to Bids

NIBAFP(PU)/Photocopy Services/369968/2026

National Institute of Banking and Finance Pakistan (NIBAFP) invites bids from eligible Bidders who appear on the Active Taxpayers List of FBR, for providing Photocopy Services at NIBAFP Islamabad. Interested firms that meet the minimum qualification criteria can submit response against the ITB.

Bidding documents containing detailed Description of Services, Terms & Conditions, etc. are available for the interested bidders at PPRA EPADS. Bidding documents can also be downloaded from NIBAFP, SBP and PPRA website at <https://nibaf.sbp.org.pk> , www.sbp.org.pk , www.ppra.org.pk free of cost and the bids can be submitted on EPADS using the said bidding documents in accordance with requirements. In case of any discrepancy/conflict, provisions of Bidding documents including any addenda/corrigendum posted on the procuring agency's website shall prevail.

The bids prepared in accordance with the instructions provided in the Bidding documents must be submitted on EPADS (<https://eprocure.gov.pk>) on or before **May 05, 2026** at **11:00 AM** which shall be opened on the same day at **11:30 AM** at EPADS. This advertisement is also available on the websites: <https://nibaf.sbp.org.pk> , www.sbp.org.pk & www.ppra.org.pk

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Section – I INSTRUCTIONS TO BIDDERS (ITBs)

A. Introduction

1. Scope of Bid	<p>1.1. National Institute of Banking & Finance Pakistan (NIBAFP), having its principal place of business as defined in Bid Data Sheet, (hereinafter called “Procuring Agency”) invites Bids for Photocopy and allied Services (hereinafter referred to as “the Services”), at NIBAFP Islamabad (hereinafter referred to as Premises).</p> <p>1.2. Bidders must quote for the complete scope of Services given in. Any Bid covering partial scope of Services will be declared non-responsive.</p> <p>1.3. The procurement title, reference number, method and procedure are specified in the BDS.</p>
2. Eligible Bidders	<p>2.1. Enclose Proof of registration with the Income Tax Department and Sales Tax Department with the Bid. (Failure to enclose these documents would result in rejection of Bid).</p> <p>2.2. Not blacklisted under the provision of Rule 19 of Public Procurement Rules 2004 (PPR-2004). A Bidder who has been declared blacklisted or debarred by a foreign country, international organization, or other foreign institutions shall be treated as blacklisted and debarred from participating. Any Bidder who has violated the law of land of any country and recorded in any sanction list will not be eligible to participate in the bidding/procurement process.</p>
3. Qualification of the Bidder	<p>3.1. Bidders must have a documented track of completing at least 3 similar assignments, of similar functional/technical characteristics and of a comparable scale.</p> <p>3.2. The bidder must provide documentary evidence and details of at least one assignment of managing a hostel in line with the specific requirement of bid document.</p> <p>3.3. They should have adequate liquid assets and/or credit facilities, net of other contractual commitments.</p>
4. One Bid per Bidder	<p>4.1. Each Bidder shall submit only one Bid.</p> <p>4.2. A Bidder who submits or participates in more than one bid will be disqualified.</p>
5. Cost of Bidding	<p>5.1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency in no case be held responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.</p>

B. Bidding Document

6. Content of Bidding Documents	<p>6.1. The contents of the Bidding Documents subscribe to Rule 23 of PPR 2004 are as given below. These should be read in conjunction with any addendum issued under ITB Clause 8:</p> <ol style="list-style-type: none"> i. Invitation to Bids. ii. Instructions to Bidders (ITB) iii. Bid Data Sheet (BDS)
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	<ul style="list-style-type: none"> iv. Form of Bid v. Form of Contract vi. General Conditions of Contract (GCC) vii. Special Conditions of Contract (SCC) viii. Bill of Quantities/Description of Services ix. Bid Evaluation Criteria x. Format of Security Forms <p>6.2. Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents.</p> <p>6.3. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.</p>
<p>7. Clarification of Bidding Documents and Pre-bid Meeting</p>	<p>7.1. A prospective Bidder requiring any clarification of the Bidding Documents may approach Procuring Agency in writing at the given address and by one of the means indicated in the BDS. Procuring Agency will respond in writing to any request for clarification of the Bidding Documents that it receives as mentioned on EPADS. Copies of the Procuring Agency's response (including an explanation of the query but not identifying its source) will be sent to all prospective Bidders that received the Bidding Documents from Procuring Agency.</p> <p>7.2. Under the provision of Rule 48 of PPR 2004, if a Bidder feels that any provision in the documents is contrary to the provisions of Public Procurement Rules-2004 (Rules), such issue should be raised as soon as possible. Any party may file its written complaint against the eligibility parameters, evaluation criteria, or any other terms and conditions prescribed in the Bidding Documents, if found contrary to the provisions of Rules, the same shall be addressed by the Grievance Redressal Committee (GRC) constituted under Rule 48 of the PPR-2004 well before the Bid submission deadline.</p> <p>7.3. As specified in the BDS, Procuring Agency will organize and Bidders are welcome to attend a Pre-bid meeting at the time and place indicated in the BDS. The purpose of the meeting will be to clarify issues and answer questions on any matter that may be raised at this stage, with particular attention to issues related to the Technical Requirements. Minutes of the meeting, including the questions raised and responses given, together with any responses prepared after the meeting, will be transmitted without delay to all those that received the Bidding Documents from the Procuring Agency. Any modification to the Bidding Documents listed in ITB Clause 6.1, which may become necessary as a result of the pre-bid meeting, shall be made by the Procuring Agency by issuing an Addendum under ITB Clause 8.</p>

<p>8. Amendment of Bidding Documents</p>	<p>8.1. At any time before the deadline for submission of bids, Procuring Agency, for any reason, either at its initiative or in response to a clarification requested by a prospective Bidder, may amend the Bidding Documents. Such amendments shall take precedence over the existing document.</p> <p>8.2. Any addendum issued including the notice of any extension of deadline shall be part of the Bidding Documents pursuant to ITB 8.1 and shall be communicated in writing to all the Bidders who have obtained the Bidding Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's website (https://nibaf.sbp.org.pk).</p> <p>8.3. Provided that the Bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.</p> <p>8.4. The addendum will be binding on Bidders. It will be assumed that the amendments contained in such Addendum has been taken into account by the Bidder in its bid.</p> <p>8.5. To provide prospective Bidders reasonable time to take the amendments into account in preparing their bids, Procuring Agency may, at its discretion, extend the deadline for the submission of bids consistent with the provision of Rule 27 of PPR 2004.</p>
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C. Preparation of Bids

<p>9. Language of Bid</p>	<p>9.1. The bid prepared by the Bidder and all correspondence and documents relating to the Bid, exchanged by the Bidder and Procuring Agency shall be written in the English or Urdu language; provided that any printed literature furnished by the Bidder in another language as long as accompanied by an English or Urdu translation of its pertinent passages in which case, for purposes of interpretation of the Bid, the English or Urdu translation shall govern the relation between the parties.</p>
<p>10. Documents Comprising the Bid</p>	<p>10.1. The bid submitted by the Bidder shall comprise the following:</p> <ul style="list-style-type: none"> i. Forms for Technical Bid under Section III ii. Documents related to Minimum Eligibility/Qualification Criteria under Section IV iii. Forms for Financial Bid under Section V. iv. Bidding Documents (in original) duly signed and stamped on each page/sheet. v. Bid Security in original/Bid Securing Declaration. vi. Power of Attorney in accordance with the Clause 15 of ITB. vii. Any other materials/ services required to be completed and submitted by bidders, as specified in the Bid Data Sheet.

<p>11. Bid Prices</p>	<p>11.1. The Bidder shall quote rates and prices for all items of the Services described in the scope of services, and as listed in the Price Schedule. Items for which no rate or price is entered by the Bidder will not be paid for by the Procuring Agency when the contract is executed and shall be deemed covered by other rates and prices in the Activity Schedule.</p> <p>11.2. All duties, indirect taxes, liabilities including overheads, transportation charges etc. and other levies payable by the Bidder under the Contract, or for any other cause shall be included in the total Bid price submitted by the Bidder. Any new indirect tax or duty levied by the Government during the bidding process shall be adjusted/included in the bid price. The exemption in Taxes will only be allowed against an Exemption Certificate issued by the respective Authority.</p> <p>11.3. If provided for in the Bidding Data Sheet, the rates and prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of the General Conditions of Contract and/or Special Conditions of Contract.</p>
<p>12. Currencies of Bid and Payment</p>	<p>12.1. The price shall be quoted by the Bidder in Pak Rupees and the payments to be made by Procuring Agency would be in Pak Rupees.</p>
<p>13. Bid Validity</p>	<p>13.1. Bids shall remain valid for a period specified in the BDS.</p> <p>13.2. In exceptional circumstances, Procuring Agency may request the Bidders to extend the bid validity period for an additional period. The request and the Bidders' responses shall be made in writing by letter or email. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Bid Security for the period of extension, and in compliance with ITB Clause 14 in all respects.</p>
<p>14. Bid Security</p>	<p>14.1. The bid security shall be as specified in BDS and shall be denominated in the currency of the bid:</p> <ul style="list-style-type: none"> i. at the Bidder's option, be in the form of either Pay Order/demand draft/call deposit or an unconditional Bank Guarantee from a Scheduled Bank; ii. be substantially in accordance with one of the forms of bid security iii. included in bidding documents or other form approved by the Procuring Agency before bid submission; iv. be payable promptly upon written demand by the Procuring Agency; v. be submitted in its original form; copies will not be accepted; vi. In the case of Bank Guarantee, it shall remain valid for at least 28 days beyond the original validity period of bids, or at least 28 days beyond any extended period of bid validity subsequently requested under ITB Clause 13.2. vii. bids submitted with insufficient bid security will be rejected. viii. bid security of unsuccessful Bidders will be released/ returned after the conclusion of the procurement process, as soon as possible, upon receipt of the nomination to receive the instrument.

	<p>ix. the most advantageous Bidder's bid security will be released/ returned upon the submission of performance security.</p> <p>14.2. The bid security may be forfeited:</p> <p>i. If a Bidder withdraws his bid during the period of bid validity; or</p> <p>ii. If a Bidder does not accept the correction of his Bid Price, pursuant to Sub-Clause 24 of ITB hereof;</p> <p>iii. In case of a most advantageous bidder, if he fails to:</p> <p>a. Furnish the required Performance Guarantee in accordance with Clause 32 of ITB, or</p> <p>b. Sign the Agreement, in accordance with Sub-Clauses 30.2 & 30.3 of ITB and</p>
15. Format and Signing of Bid	<p>15.1. The Bidder shall prepare and submit the bid on EPADS.</p> <p>15.2. The bid shall be typed or written in permanent ink and shall be signed by a person or persons duly authorized to sign (in the case of copies, Photostats are also acceptable). This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the Bidder to act for and on behalf of the Bidder. The authorization must be in writing and included in the bid under ITB Clause 10.1. The name and position held by each person signing the authorization must be typed or printed below the signature. The person or persons signing the bid shall put signatures on all pages of the bid, except for the un-amended printed literature. All Schedules to Bid are to be properly completed and signed.</p> <p>15.3. No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration is made in the Form of Bid or any other part of Bidding Documents, or if these instructions be not fully complied with, the bid may be rejected.</p> <p>15.4. In accordance with ITB Clause-16, Bids shall be submitted on EPADS as provided in the Bid Data Sheet, with description of the contract and a warning regarding not to open before the specified date and time.</p> <p>15.5. The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be signed by the person or persons signing the bid.</p>

D. Submission of Bids

16. Sealing and Marking of Bids	16.1. Bids must be submitted on PPRA EPADS.
17. Deadline for Submission of Bids	<p>17.1. Bids must be received by Procuring Agency at the EPADS as specified in the BDS, no later than the bid submission deadline specified in the BDS. Bids submitted through postal service, telegraph, telex, fax or e-mail shall not be considered. Any bid received by the Procuring Agency after the deadline for submission prescribed in the Bid Data Sheet will be returned unopened to such Bidder.</p> <p>17.2. Procuring Agency may extend the deadline for submission of bids by issuing an amendment under ITB Clause 8, in which case all rights and obligations of Procuring Agency and the Bidders previously subject to the original deadline will then be subject to the new deadline.</p>
18. Late Bids	18.1. Any Bid received (through an authorized representative or courier/postal service) by Procuring Agency after the deadline prescribed in ITB Clause 17 will be returned unopened to the Bidder.

<p>19. Modification and Withdrawal of Bids</p>	<p>19.1. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by Procuring Agency before the deadline prescribed for submission of bids under ITB Clause 17.</p> <p>19.2. No bid can be modified after the deadline for submission of bids.</p> <p>19.3. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity, specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval will result in the forfeiture of Bidder's bid security.</p>
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E. Bid Opening and Evaluation

<p>20. Bid Opening</p>	<p>20.1. The Procuring Agency will open all bids, including modifications, on EPADS, in the presence of Bidder's representatives who choose to attend, at the time, on the date, and at the place i.e. EPADS as specified in the BDS.</p> <p>20.2. For in person meeting, the Bidders' representatives shall sign an attendance sheet as proof of their participation.</p>
<p>21. The process to Be Confidential</p>	<p>21.1. The disclosure of information relating to the examination, clarification, evaluation, comparison of bids and recommendations for the award of a contract shall be subject to Rule 41 of PPR-2004.</p> <p>21.2. Information relating to evaluation of bids and recommendations concerning to award of the contract shall not be disclosed by Procuring Agency to the Bidders or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p> <p>21.3. The Bidder shall not disclose or attempt to make public any information relating to the bidding documents, bidding process and award of the contract to any person or entity without Procuring Agency's prior written consent.</p> <p>21.4. In case of any disclosure related to the bidding process and contractual obligations at any stage by any Bidder and/or service provider, Procuring Agency may reject its bid and/or terminate the contract.</p> <p>21.5. Any effort by a Bidder to influence Procuring Agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.</p>
<p>22. Clarification of Bids</p>	<p>22.1. During the bid evaluation, Procuring Agency may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price (except under Clause 24 of ITB) or substance of the bid shall be sought, offered, or permitted.</p>
<p>23. Preliminary Examination</p>	<p>23.1. Procuring Agency will examine the bids to determine whether;</p> <ul style="list-style-type: none"> i. they are complete, ii. bid validity is provided accordingly, iii. required bid security iv. the documents have been properly signed, v. the bids are generally in order; vi. Bidder has provided all forms of Technical Bid under Section III and relevant documents under Section IV <p>23.2. Bidders have to submit bids for COMPLETE REQUIREMENTS, partial and incomplete bids will be rejected.</p> <p>23.3. Bids submitted without a signed Bid Form by the authorized nominee of the Bidder will be rejected.</p>

	<p>23.4. Bids with material deviation, exception, objection, conditionality, or reservation will be rejected.</p> <p>23.5. Bids submitted late will also be rejected.</p>
<p>24. Correction of Errors</p>	<p>24.1. Bids determined to be substantially responsive will be checked by the Procuring Agency for any arithmetic errors. Arithmetical errors will be rectified by the Institute on the following basis:</p> <ul style="list-style-type: none"> i. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected; ii. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and iii. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern. iv. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors. <p>24.2. The amount stated in the Bid will be adjusted by Procuring Agency as per the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 14.</p>
<p>25. Evaluation and Comparison of Bids</p>	<p>25.1. The technical bids of the only qualified Bidders after preliminary evaluation under ITB Clause 23, shall be evaluated in detail.</p> <p>25.2. Procuring Agency will evaluate and compare only the bids previously determined to be substantially responsive and qualified pursuant to Sub-Clauses 23.2 of ITB to 23.5 of ITB as per requirements given hereunder. Bids will be evaluated for complete scope of services. Any Bid covering partial scope of services will be declared non-responsive. The prices will be compared on the basis of the Evaluated Bid Price and during evaluation of the bid's price, Procuring Agency will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:</p> <ul style="list-style-type: none"> (a) Making any correction for arithmetic errors pursuant to Sub-Clause 24.2 of ITB hereof. (b) Discount, if any, offered by the Bidders as also read out and recorded at the time of bid opening. <p>25.3. The submitted Technical Bid and other Commercial/Financial Requirements of the bidding documents will be evaluated on compliance based criteria.</p> <p>25.4. The Financial Bids of the only technically accepted bids will be opened and the bid found to be the Most Advantageous shall be accepted.</p>

	25.5. Any minor informality, non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Procuring Agency, provided such waiver does not prejudice or affect the relative ranking of any other Bidders.
26. Contacting the PROCURING AGENCY	26.1. Subject to Clause 22 of ITB heretofore, no Bidder shall contact Procuring Agency on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation results are announced by Procuring Agency. The evaluation results shall be announced as under: <ul style="list-style-type: none"> a. Final Evaluation Report would be posted on EPADS, PPR and NIBAFP websites for fifteen days. 26.2. Any Bidder feeling aggrieved by any act of Procuring Agency may lodge a written complaint concerning his grievances as per Rule 48 of PPR-2004.

F. Award of Contract

27. Award Criteria	27.1. The contract will be awarded to the bidder whose bid is found to be the most advantageous i.e. the bid which has been determined to be substantially responsive to the eligibility criteria, compliant with applicable laws and other terms of Bidding Documents and which is the lowest evaluated Bid Price. Provided further that the Bidder is determined to perform the contract satisfactorily.
28. Institute's Right to Reject all the Bids	28.1. Procuring Agency reserves the right to annul the bidding process and reject all bids at any time before award of contract under Rule 33 of PPR-2004 without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for such rejection. The grounds for rejection of all bids shall upon request be communicated, to any Bidder who submitted a bid, but Procuring Agency will not be liable to provide any justification for the grounds of rejection. Notice of the rejection of all the bids shall be given promptly to all the Bidders.
29. Institute's Right to Vary Inputs/ Outputs at Time of Award	29.1. Procuring Agency reserves the right at the time of award of contract to increase or decrease scope of services without any change in unit price or other terms and conditions, provided such variation should be in line with the provisions of PPR-2004.
30. Notification of Award and Signing of Agreement	30.1. Prior to the expiration of the period of initial/extended bid validity, Procuring Agency will notify the most advantageous Bidder in writing ("Notification of Award"), to be confirmed in writing by registered letter/email, that its bid has been accepted. 30.2. Within appropriate time from the publishing of the final evaluation report. 30.3. The formal Agreement between Procuring Agency and the most advantageous Bidder shall be executed within 14 days of the receipt of Form of Agreement by the most advantageous Bidder from Procuring Agency. 30.4. Upon the most advantageous Bidder's signing of Contract, Procuring Agency will discharge its bid security.
31. Disqualification Prior to Contract Signing	31.1. After issuance of Notification of Award and before execution of procurement contract with the most advantageous Bidder, if the Bidder has been disqualified pursuant to Rule 18 and Rule 19 of PPR-2004 or any other reason has led to the disqualification of the most advantageous Bidder or if the conditions of his qualification are

	invalid, the next Most Advantageous Bidder will be considered as responsive provided accepting this bid does not conflict with applicable laws.
32. Performance Guarantee	<p>32.1. After the receipt of Notification of Award, the most advantageous Bidder, within the specified time, shall deliver to the Procuring Agency a Performance Security (or Guarantee) in the amount and in the form stipulated in the BDS.</p> <p>32.2. Failure of the most advantageous Bidder to comply with the requirement of ITB 32.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next ranked most advantageous bidder or call for new Bids.</p>
33. Grievances Redressal	33.1. Any Bidder aggrieved by any act during the procurement process may lodge a written complaint concerning his grievances to the Grievance Redressal Committee (GRC), as per Rule 48 of PPR-2004 .
34. Code of Conduct	<p>34.1. It is the Procuring Agency's policy to require that Bidder shall observe the highest standard of ethics during the procurement and execution of such contract. In pursuit of this policy, the Procuring Agency follows, inter alia, the instructions contained in Rule 2(1)(f) of the PPR-2004 which defines:</p> <ul style="list-style-type: none"> i. "corrupt and fraudulent practices" in respect of procurement process, shall be either one or any combination of the practices including, - ii. "coercive practices" which means any impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party; iii. "collusive practices" which means any arrangement between two or more parties to the procurement process designed to stifle open competition for any wrongful gain, and to establish prices at artificial, non-competitive levels; iv. "corrupt practices" which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain; v. "fraudulent practices" which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; and vi. "obstructive practices" which means harming or threatening to harm, directly or indirectly, persons to influence their participation in a procurement process, or affect the execution of a contract;" <p>34.2. Under Rule 19 of PPR-2004, Procuring Agency can inter alia blacklist the Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the PPRA.</p> <p>34.3. Under Rule 19 of PPR-2004, the following mechanism and manner for permanently or temporarily barring, from participating in their</p>

respective procurement proceedings will be followed as per the guidance of Procuring Agency management:

Nature of Offense/ Fault	Means of Verification
Corrupt and Fraudulent Practices	<ul style="list-style-type: none"> • Results of Bid/Proposal analysis resulting in substantive evidence of collusion. • Actual instance verifiable as per law of land and applicable Rule and Regulations of Procuring Agency • Cross verification of documentary undertaking submitted by Service Provider.
Performance Deficiencies	Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded to or defended by Service Provider.
Bidder failed to abide with Bid Form	Failed to abide with Bid Form

However, such barring action shall be undertaken only after providing an adequate opportunity of being heard to the Bidder who is to be barred and blacklisted.

34.4. The **receipt** for any money paid by the Bidders will not be considered as an acknowledgment of payment to the Bidder unless such receipt is signed by a duly authorized officer of the Procuring Agency and the Bidder shall be solely responsible for seeing that a proper receipt is provided.

34.5. Under **Rule 7 of PPR 2004**, Bidder undertakes to sign an Integrity pact in accordance with the prescribed format given in the Bidding document for all the procurements estimated to exceed Rs.10 million or any other limit prescribed by Procuring Agency.

34.6. Procuring Agency's policy requires that selected Bidder provide professional, objective, and impartial advice, supplies, and services and at all times hold the Procuring Agency's interests' paramount, strictly avoid conflicts with other assignments or their corporate interests and act without any consideration for future work. Bidders must disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder and termination of contract arising out of this procurement.

34.7. Without limitation on the generality of the foregoing, Bidders, and any of their affiliates shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- i. A Bidder that has been engaged by the Procuring Agency to provide goods, works, or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works, or

	<p>services. Conversely, Bidders providing consulting services for the preparation or implementation of a project, and any of its affiliates shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.</p> <ul style="list-style-type: none"> ii. A Bidder (including its Personnel) or any of its affiliates shall not be engaged for any assignment that, by its nature, may conflict with another assignment of the Bidder to be executed for the same or another Procuring Agency. iii. A Bidder (including its Personnel) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of <ul style="list-style-type: none"> a. the preparation of the specifications of the goods, b. the selection process for such assignment, or c. Supervision of the Contract may not be awarded a contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the appropriate authority within the Procuring Agency. iv. Bidders shall not recruit or hire any agency or current employees of Procuring Agency. Recruiting former employees of Procuring Agency or other civil servants to work for the Bidders is acceptable provided no conflict of interest exists. When the Bidder nominates any government employee as Personnel in their bid, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to Procuring Agency by the Bidder as part of the bid.
<p>35. Overriding Effect of PPR-2004</p>	<p>35.1. Whenever in conflict with these documents, the provision of PPR-2004 shall prevail.</p>
<p>36. Beneficial Ownership Information</p>	<p>36.1. For Services/works worth Rs.50M or above, the Bidder shall provide Beneficial Ownership information on the prescribed Form. Failure to provide the required information of the beneficial ownership by the company or submission of false or partial information, the procuring agency shall:</p> <ul style="list-style-type: none"> i. Blacklist the said company in accordance with rule 19(1)(a) of Public Procurement Rules, 2004, ii. Reject the bid of the said company.

Section II – Bid Data Sheet (BDS)

The following specific data for services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over ITB.

ITB Clause	Description
1.1	<ul style="list-style-type: none"> • Procurement Title: Procurement of Photocopy Services for NIBAFP Islamabad • Reference Number: NIBAFP(PU)/Photocopy Services/369968/2026 • Procurement Method: Open Competitive Bidding as per Rule 21 of PPR-2004 • Procurement Procedure: “Single Stage One Envelope Procedure” as per Rule-36(a) of PPR-2004. The bid shall comprise one single envelope containing, separately, financial proposal and technical proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document. The Employer will evaluate the technical proposal in a manner prescribed in Schedule B to Bid, without reference to the price and reject any proposal which does not conform to the specified requirements. The financial proposals of bids shall be opened on EPADS. The financial proposal of bids found technically nonresponsive shall be returned unopened to the respective Bidders.
7.3	Pre-Bid Meeting: N/A.
13.1	Bid Validity period is 180 days from the date fixed for opening of the Bids.
14.1	<ul style="list-style-type: none"> • Bid Security of Rs.50,000/- in favor of Procuring Agency shall be enclosed along with the Technical Bid in the shape of Pay Order / Demand Draft /Deposit at Call valid for a period 28 days beyond the Bid Validity date. The Bid Security in original is required to be submitted to NIBAFP Islamabad before opening of the bids (at following address) while its scanned copy will be uploaded by the bidder on EPADS along with the bid. <p style="text-align: center;"> General Manager Facility Management Division National Institute of Banking and Finance Pakistan H-8/1 Pitras Bukhari Road, Islamabad Tel: 051-9269845 NIBAF.Procurement@nibaf.org.pk </p> <ul style="list-style-type: none"> • Any bid found without required Bid Security will be rejected instantly. (In the case of a bank guarantee, the validity of the bank guarantee should be 28 days beyond the bid validity period.)
15.1	<ul style="list-style-type: none"> • Only original Bid is to be submitted on EPADS.
16.1	<ol style="list-style-type: none"> 1. The Original Bid shall comprise a single package that shall be submitted on EPADS. The content of the Technical and Financial Proposal is mentioned below. 2. Following should be the contents of the Technical Bid Envelope: <ol style="list-style-type: none"> i. Form I of Section III – Authorization Form for Bidder’s Representative ii. Form II of Section III – Form of Technical Bid

	<ul style="list-style-type: none"> iii. Form III of Section III – Bid Security Form/Bank Guarantee: duly filled and signed or Bid Security in the shape of Call Deposit/Demand Draft/Payment Order iv. Form IV of Section III – Technical Compliance Form v. Form V of Section III – Undertaking vi. Form V of Section III – Undertaking vii. Form VII – Declaration of Beneficial Owners’ Information viii. Duly signed and stamped, Volume-I of the Bidding document. ix. All documents related to Minimum Eligibility/Qualification Criteria including Annexure (If Any) under Section IV <p>3. <u>Following should be the contents of the Financial Proposal Envelope/Volume-II:</u></p> <ul style="list-style-type: none"> i. Form-I of Section V – Financial Bid Submission Form ii. Form-II of Section V – Price Schedule <p>4. <u>Important Note:</u></p> <ul style="list-style-type: none"> i. Above mentioned forms are pre-requisite, non-availability of the above-mentioned documents will result in the rejection of a bid.
17.1	Bids submission deadline is May 05, 2026 at 11:00 am (PST) at the EPADS.
20.1	Bids shall be opened on May 05, 2026 at 11:30 am (PST) at the EPADS.
29.1	<ul style="list-style-type: none"> • Fifteen percent (15%) increase or decrease in scope of services.
32.1	<ul style="list-style-type: none"> • Performance Guarantee is not required.

Section III– Form for Technical Bid

1. Form I – Authorization Form for Bidder’s Representative
2. Form II – Technical Bid Submission Form / Form of Bid
3. Form III – Bid Security Form/Bank Guarantee
4. Form IV – Technical Compliance Form
5. Form V – Undertaking
6. Form VI – Declaration of Beneficial Owners’ Information

Form – I
(Authorization Form for Bidder’s Representative)
(ON SERVICE PROVIDER’S LETTERHEAD)

Date: _____

IFB No: NIBAFP(PU)/Photocopy Services/369968/2026

Title: Procurement of Photocopy Services for NIBAFP Islamabad

We, **M/s <Firm Title>** , incorporated under <mention the relevant Act/ordinance/ regulation> having its registered office at <complete business address> do hereby nominate **Mr./Ms. <Complete Name>**, <Designation>, CNIC# <xxxxx-xxxxxxx-x> as our lawful representative to participate, negotiate, sign, correspond and fulfil all associated formalities of the subject procurement on our behalf.

Official Seal & Signature of Bidder:	_____
Date:	_____

Form – II
(Technical Bid Submission Form / Form of Bid)
(Letter of Offer)

Bid Reference No. _____

PROCUREMENT OF PHOTOCOPY SERVICES AT NATIONAL INSTITUTE OF BANKING AND FINANCE
PAKISTAN (NIBAFP), ISLAMABAD

To:

Gentlemen,

1. Having examined the Bidding Documents including Addenda Nos. _____ for the execution of the above-named services, we, the undersigned, being a company/firm doing business under the name of _____ and address _____ and being duly incorporated established under the laws of Pakistan hereby offer to execute the subject services and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price as stated in Volume-II: Schedule of Prices or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
4. We undertake, if we qualify and our Bid is accepted, to take up the subject services for the time period as stated in Bid Data Sheet.
5. We agree to abide by this Bid for a period of 180 days from the date fixed for opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Services.
10. We do hereby declare that all the terms and conditions mentioned in the Bidding Documents are acceptable to us and we have no objection about any clause/sub-clause of the Conditions of Contract and other parts of the Bidding Documents.

Dated this _____ day of _____, 20XX

Signature _____

In the capacity of _____ duly authorized to sign the bid for and on behalf of the Bidder. A letter of authorization in respect of the Person who has signed the Bid Form, etc. is also attached.

(Name of Bidder in Block Capitals)
(Seal)

Address

Witness:

(Signature) _____

Name: _____

Address: _____

C.N.I.C No: _____

Form – III

(Bid Security Form)

(Bank Guarantee/ Not to be followed in case of Pay Order/CDR)

Over Stamp Paper

Guarantee No. _____

Executed on _____

(Letter by the Guarantor to National Institute of Banking & Finance (NIBAFP))

Name of Guarantor (Scheduled Bank in Pakistan) with
address: _____

Name of Principal (Bidder) with
address: _____

Penal Sum of Security (express in words and
figures): _____

Bid Reference No. _____ Date of Bid _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Bidder, we the Guarantor above-named are held and firmly bound unto the National Institute of Banking and Finance, (hereinafter referred to as "NIBAFP") in the sum stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Bidder has submitted the accompanying Bid numbered _____ and dated as above for _____ (Particulars of Bid) to NIBAFP; and

WHEREAS, NIBAFP has required as a condition for considering the said Bid that the Principal furnishes a Bid Security in the above said sum to NIBAFP, conditioned as under:

- (1) that the Bid Security shall remain valid for a period of twenty-eight (28) days beyond the period of validity of the bid;
- (2) that in the event;
 - (a) the Principal withdraws his Bid during the period of validity of Bid, or
 - (b) the Principal does not accept the correction of his Bid Price, or
 - (c) failure of the most advantageous Bidder to
 - (i) furnish the required Performance Guarantee, or
 - (ii) sign the proposed Contract,

the entire sum be paid immediately to the said NIBAFP for delayed completion and not as penalty for the most advantageous Bidder's failure to perform.

NOW THEREFORE, if the most advantageous Bidder shall, within the period specified therein, on the prescribed form presented to him for signature and enter into a formal Contract with NIBAFP in accordance with his Bid as accepted, and furnish within fifteen (15) days of receipt of Letter of Acceptance, a Performance Guarantee with good and sufficient surety, as may be required, upon the

form prescribed by the said NIBAFP for the faithful performance and proper fulfillment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to NIBAFP the said sum stated above upon first written demand of NIBAFP without cavil or argument and without requiring NIBAFP to prove or to show grounds or reasons for such demand, notice of which shall be sent by NIBAFP by registered post/ courier service duly addressed to the Guarantor at its address given above.

PROVIDED ALSO THAT NIBAFP shall be the sole and final judge for deciding whether the Bidder has duly performed its obligations to sign the Contract and to furnish the requisite Performance Guarantee within the time stated above, or has defaulted in fulfilling said requirements and the Guarantor shall pay without objection the sum stated above upon first written demand from NIBAFP forthwith and without any reference to the Bidder or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this guarantee under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

1.

2.

(Name, Title and Address)

1. Signature

2. Name:

3. Title

Form IV
(Technical Compliance Form)
(ON SERVICE PROVIDER'S LETTERHEAD)

Sr.#	Description	Bidder Response (Yes/No)
1	All the requirements mentioned in "Section-VI-Part I-"Specific Services Data/Scope of Services".	
2	All the stated Terms and Conditions of the Contract.	

Seal and Signature of Bidder: _____

General Note

- *The Minimum Eligibility / Technical Compliance will be evaluated on Compliance and score based method. The Financial Proposal of the only technically accepted bids will be opened and the bid found to be the Most Advantageous bid shall be accepted.*

- *The bid found to be the Most Advantageous i.e. having qualified the minimum / technical criteria and offered the lowest evaluated cost shall be accepted and will be awarded the contract.*

Form – V
(Undertaking)

(Over Stamp Paper of Rs. 100)

Affidavit for Bidder's Blacklisting Status

Dear Sir,

I/We hereby confirm and declare that I/We, M/s -----, has neither been Blacklisted/debarred under **Rule 19 of PPR-2004** nor sanctioned by National Counter Terrorism Authority (NACTA).

Detection of false declaration/statement at any stage of the entire Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Security and/or Performance Guarantee and termination of the contract.

Seal & Signature of Bidder:	
Date:	

Form – VI
(Declaration of Beneficial Owners' Information)

In case of services/works worth Rs.50 million or above, the Bidder shall provide Beneficial Ownership information on the below prescribed Form.

1. Name	
2. Father's Name/Spouse's Name	
3. CNIC/NICOP/Passport no.	
4. Nationality	
5. Residential address	
6. Email address	
7. Date on which shareholding, control or interest acquired in the business.	

8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/ Limited Liability Partnership/ Association of Persons/ Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering Authority	Business Address	Country	Email Address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)

			Total number of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)

Section IV– Qualification Information and Bid Evaluation Criteria

Basic Conditions for Qualification

- 1.1 Joint Ventures (JV) are not allowed, only firms/ companies fulfilling the requirements mentioned in the Invitation to Bid are eligible to participate in the bidding process.
- 1.2 Information supplied by the Bidders for the post-qualification statement must apply to the company, named on the statement only. The substitution of background information pertinent to post-qualification will not be considered for another company related to the applicant company through a "Group ownership". Financial Bids of only post-qualified companies shall be opened and the Contract shall be awarded to the most advantageous Bidder.
 - a) Procuring Agency will review the information supplied by the Bidders submitted for post-qualification and will make public the results of post-qualification to the Bidders.
 - b) Firms/Companies applying for post-qualification are advised that any variation of constitution or membership from that put forward in response to this notice, without prior approval of Procuring Agency may result in their disqualification.
 - c) The response to this notice must be sufficiently detailed to convince Procuring Agency that the firms/companies applying for post-qualification have the experience as well as the technical, administration and financial qualifications necessary for the execution of the services and they must prove that they have carried out similar services in their own country or abroad.
 - d) The Bidders should provide maximum information required for evaluation of their Technical Proposals.
 - e) The Financial Bids of the Bidder's, who fail to qualify, shall be returned to them unopened. Decision of Procuring Agency in this connection shall be final and binding on all Bidders.

1. Qualification Criteria:

1.1. General

Post-qualification will be based on all the criteria given in paras 2.1 to 2.2 regarding the Bidder's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Bidder's responses in the forms attached to this letter. Procuring Agency reserves the right to waive minor deviations, if these don't materially affect the capability of Bidder to perform the contract.

Procuring Agency reserves the right to verify or seek clarification of the information furnished by the Bidders. In this regard, Employer reserve the right to have site visit to verify the previous installation /work experience etc. Procuring Agency may reject any application for any misrepresentation knowingly made by any Bidder in, or pursuant to, their application or for any statement furnished in connection therewith, and intended to be relied upon by Procuring Agency, which is incorrect in any respect.

Minimum Eligibility & Technical Qualification Criteria

In addition to the eligibility criteria given in the instructions to Bidders, for qualification purpose, the Bidders must meet the following technical requirements;

Mandatory Eligibility Criteria			
#	Eligibility Parameter	Means of verification	Bidder's Assessment (Yes/No)
1.	Bid Security of Rs.50,000/- is required as per clause ITB-14.	Pay Order/Demand Draft/ Call Deposit or Bank Guarantee (as per Tech. Form III of Section III)	
2.	The Bidder should be registered with relevant Tax authorities and appear on Active Tax payer list of FBR.	Attach copies of relevant Tax Registration Certificate and proof of being on ATL of FBR.	
3.	Turnover of Rs.1,000,000/-(1 Million) during last twelve months.	Financial Statements/relevant documents of the stated period.	
4.	The Bidder must have a documented track of completing at least 3 similar assignments, of similar functional/technical characteristics and of a comparable scale.	Attach copies of Contracts/Work Orders/POs or any sufficient documentary evidence as proof of experience with Name, Address and Telephone No of Contact Persons of respective Procuring Agencies.	
5.	The Bidder must submit an affidavit that the bidder has never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).	Undertaking required on stamp paper of Rs.100/- as per the format provided at Section III-Form V.	

Formula for Calculation of Most Advantageous Bid

Score-Based Qualification Criteria

For financial evaluation of responsive bidders, the score of all responsive bidders for all categories will be calculated by following formula:

Weighted Score of bidder for a category = Lowest average amount quoted by any bidder for respective category/amount quoted by respective bidder in respective category * weightage of respective category

Sum of weighted scores of all categories and the bidder scoring the highest marks will be declared as the most advantageous (lowest evaluated bidder)

Note: The above formula will be applied inclusive of indirect /applicable Tax/s.

The scores obtained by the bidders against each category will be added. The bidder with the highest score will be the winner/most advantageous.

<u>Category</u>	<u>Weightage</u>	<u>Description</u>
Black & White Photo Copy	80%	Rate per copy (one side) on 70 gm A-4 imported paper
		Rate per copy (back to back) on 70 gm A-4 imported paper
Spiral Binding	10%	Rate per binding for 1-50 pages
		Rate per binding for 51-100 pages
		Rate per binding for 101-150 pages
		Rate per binding for 151-200 pages
Tape Binding	10%	Rate per binding for 1-50 pages
		Rate per binding for 51-100 pages
		Rate per binding for 101-200 pages

Section V– Form for Financial Bid (Volume II)

Provided in Volume-II of Bidding Documents

**Form II – Price Schedule (Volume II)
The Financial Bid**

Provided as Volume-II of Bidding Documents

Section-VI-Part-1 SERVICES DATA / SCOPE OF SERVICES

Requirements from Service provider:

- i. NIBAF PAKISTAN will provide space and electricity to the contractor free of cost. It will be the responsibility of the contractor to arrange photocopy machines, paper reams, binding material/machines, heavy duty stapler/punch machines and other related equipment and raw material at their own expenses along with a qualified and experienced operator of these machines.
- ii. It will be the responsibility of the contractor to maintain minimum two photocopy machines at NIBAFP Islamabad office at any given times. The safety, security and maintenance of these machines will be the responsibility of the contractor. In case of malfunctioning, the contractor will be required to replace/repair the machines immediately and ensure that daily photocopy/biding operation remains uninterrupted.
- iii. For effective Implementation, the NIBAF PAKISTAN management can issue instructions either verbally or in writing to the contractor and such instructions shall be deemed as the part and parcel of this contract and is binding upon the contractor. In case of any dispute, the decision of NIBAF PAKISTAN 's management will be final.
- iv. The contractor will use good quality imported paper of 70gm or more, indelible ink and other raw material for photocopying.
- v. All kind of damages and penalties if any will be computed in terms of money (PKR) by NIBAF PAKISTAN and will have to be paid by the contractor or will be deducted from the payment of invoices by the contractor. It is the responsibility of the contractor to ensure the hygiene and cleanliness of the working area.
- vi. The contractor will pay taxes levied from time to time by the government. All applicable taxes as admissible under the rules will be deducted by NIBAF PAKISTAN from the monthly bills/invoices submitted by the contractor.
- vii. The contractor will ensure that the deputed photocopy operator is in proper and neat clothing during services, well behaved and experienced. His character antecedents must be verified with respective security institutions before sending him to NIBAF PAKISTAN. The photocopy operator must not be involved in taking illegal drugs, alcohol and any other undesirable or illegal activity.
- viii. In case the photocopy operator is on leave, the contractor will immediately provide a substitute to NIBAF PAKISTAN. The duty time during working days is 9:00 am to 6:00 pm. The contractor will also ensure availability of photocopier and allied services after working hours and on gazetted holidays, if required by NIBAF PAKISTAN.
- ix. A valid address, telephone number of the vendor/contractor will be provided to NIBAF PAKISTAN for day to day operations.
- x. Transport and logistic arrangements for purchasing of material from local market and for maintenance of machines would be the sole responsibility of the contractor. NIBAF PAKISTAN will not provide any transport for logistic purpose.
- xi. Periodic medical screening every year of the photocopier/operator will be the responsibility of the contractor. The contractor will provide medical clearance report issued by respective authority to NIBAF PAKISTAN at the time of execution of contract.
- xii. It will be the responsibility of the bidder to provide immediate replacements (of operator and machines) as and when required, with no additional cost to NIBAFP.

- xiii. The contractor cannot sublet the contract to any other party during the course of contract without approval of NIBAF PAKISTAN management. The decision of NIBAF PAKISTAN management in this case will be final.
- xiv. The contractor will not use the name or monogram of NIBAF PAKISTAN or State Bank of Pakistan on his letterhead nor the contractor will hold himself as an agent of NIBAF PAKISTAN or State Bank of Pakistan.
- xv. NIBAF PAKISTAN does not guarantee any minimum numbers of works. Notwithstanding this, the contractor's photocopy services shall be available throughout the year without any break for the faculty and staff of the institute.
- xvi. Payment to Service Provider will be made after delivery of the services at the end of each month subject to deduction of taxes.
- xvii. This contract is revocable upon one month's notice from either side subject to compliance of all terms and conditions.
- xviii. In case of any dispute the decision of NIBAF PAKISTAN 's management will be final.
- xix. The Service Provider shall provide the required service as per the specific services requirement.
- xx. "Service Points" are the number of locations of services where service provider is required to provide uninterrupted services, simultaneously.
- xxi. The Service provider at its end shall maintain sufficient record of services executed at Procuring Agency's premises.
- xxii. The Service Provider will indemnify the Procuring Agency from all kinds of losses, which includes but not limited to legal, security and financial, that may arise due to any non-compliance by the service provider.
- xxiii. The Service Provider would be liable to all kind of damages caused due to leakage of any information and misplacement of any paper, record or file etc.
- xxiv. The Service Provider will sufficiently manage all the matters with regard to execution of services as per provision of contract.
- xxv. The Service Provider will provide services in such a manner as to ensure that at any time, all the services as mentioned in the contract, must effectively be completed, without any delay.
- xxvi. The Service Provider will ensure that all regulatory requirements & applicable laws are fully met and accordingly indemnify the Procuring Agency against any claims.
- xxvii. The Service Provider will arrange/ bring at site and keep in working order, the equipment necessary to carry out the services under the contract.
- xxviii. The Service Provider will arrange and provide the services in professional manner, as per the Procuring Agency's requirement.
- xxix. The Service Provider will provide obtain all permits, NOCs, licenses, certificates or registrations etc. that may be required to perform the services under this contract.
- xxx. The Service Provider shall provide information to the Procuring Agency about its working practices, materials and equipment and shall fulfill all security protocols defined by the Procuring Agency. In any manner, the service provider shall not compromise Procuring Agency's security or environmental standards.
- xxxi. Service Provider shall also provide the Procuring Agency with any information which can be related to a potential or actual security threat to the Procuring Agency.
- xxxii. The Service Provider shall ensure to render services safely and shall ensure that they understand all risks and hazards associated with the Services.

(Bidding Documents-Section-VI-Part-2)

Section VI – CONDITIONS OF CONTRACT

A. GENERAL CONDITIONS OF CONTRACT (GCC)

1. General Provisions	
1.1. Definitions	<p>1.1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <ul style="list-style-type: none">a) “Applicable Law” means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan.b) “Authorized Officer” means the person notified by NIBAFP to act as the officer in-charge for the purpose of the implementation of Contract and named as such in the Work Order or Letter of Acceptance.c) “Confidential Information” means all information (including copies” however disclosed including any Intellectual Property Rights (IPR), documents, ideas, computer programs, specifications, plans, drawings, pricing, marketing and customer information, information relating to market opportunities or business affairs and any other information marked or by implication, confidential or of commercial value.d) “Procuring Agency” means National Institute of Banking & Finance (NIBAFP), that signs the Contract for the Services with the selected Service Provider.e) “Contract” means the legally binding written agreement signed between the Procuring Agency and the Service Provider, which includes all the attachments and appendices thereto, and all documents incorporated by reference therein.f) “Day” means a Gregorian calendar day unless indicated otherwise.g) “GCC” means these General Conditions of Contract;h) “Government” means the Government of the Islamic Republic of Pakistan;i) “Party” means the Procuring Agency or the Service Provider, as the case may be, and “Parties” means both of them;j) “Services” means the work to be performed by the Service Provider under this Contract.k) “Service Provider’s Bid” means the completed Bidding Documents submitted by the Service Provider to the Procuring Agencyl) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;m) “Specifications” means the specifications of the service included in the Bidding Documents submitted by the Service Provider to the Procuring Agencyn) “Service Points” are the number of locations of services where service provider is required to provide uninterrupted services, simultaneously.o) “Service Provider” means the person whose tender/bid

	<p>has been accepted by the Procuring Agency and the legal successors in title to such person, but not (except with the consent of the Employer) any assignee of such person.</p> <p>p) “Service Provider’s Employee” employees of the Service Provider.</p>
1.2. Applicable Law	1.2.1. The Contract shall be governed by the laws of the Islamic Republic of Pakistan.
1.3. Language	1.3.1. This Contract has been executed in English/Urdu, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract
1.4. Notices	1.4.1. Any notice, request, or consent made under this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, email, or facsimile to such Party at the address specified in the SCC.
1.5. Location	1.5.1. The Services shall be performed at such locations as are specified in at Section VI-Part-1 and, where the location of a particular task is not so specified, at such locations in Pakistan, as the Procuring Agency may approve.
1.6. Authorized Representatives	1.6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Service Provider may be taken or executed by the officials specified in the SCC.
1.7. Instructions, Inspection and Audit by the Procuring Agency	<p>1.7.1. The Service Provider shall carry out all instructions of Procuring Agency communicated through the authorized person which comply with the applicable laws where the Buildings/ Premises are located.</p> <p>1.7.2. The Service Provider shall upon reasonable notice by the Procuring Agency allow the Procuring Agency’s Management, its auditors to inspect, examine and audit its accounts and records which are directly relevant to the performance of the Services as outlined in this contract and to have them audited by auditors appointed by the Procuring Agency if so required by the Procuring Agency.</p>
1.8. Taxes, Duties and other applicable laws	<p>1.8.1. The Service Provider shall organize to pay its own and its employees taxes, and the Procuring Agency is authorized to withhold any tax from payment to the Service Provider and to deposit the same into the Governmental Treasury. The Service Provider shall also ensure compliance with local laws and applicable regulations.</p> <p>1.8.2. Any additional tax, levies, duties, wages or modification in the existing rates of tax and other applicable laws imposed during the pendency of this contract shall be adjusted in the contract price by both parties.</p>
1.9. Priority of Contract Documents	1.9.1. The Contract and Documents are to be taken as mutually explanatory. Ambiguities or discrepancies between the documents shall be promptly brought to the attention of Procuring Agency for clarification.

<p>1.10. Services</p>	<p>1.10.1. The Services include as mentioned in bidding documents and in accordance with Procuring Agency's requirements, industry best practices.</p>
<p>1.11. Service Execution Schedule</p>	<p>1.11.1. The Service Provider shall provide and ensure uninterrupted services as per Scope of Services (Section VI Part I and II). Procuring Agency however, reserves the right to make adjustments, changes, alterations in the service timings depending upon the requirements of the Procuring Agency which will be communicated to the Service Provider from time to time.</p> <p>1.11.2. The Service Provider shall be obliged to complete the Services as assigned under the Contract during the service schedule fixed by the Procuring Agency and if the Service Provider has to spend time beyond the assigned service schedule to complete the contractual obligation, the Procuring Agency shall not be responsible for any extra payment.</p> <p>1.11.3. If required on holidays, the Service Provider shall be obliged to manage the Services in such a manner as necessary for the execution of the Services under the Contract. If the Service Provider fails to provide the requisite services, Procuring Agency is entitled to impose Liquidated Damages as per clause – 3.11.</p> <p>1.11.4. The Service Provider shall have to coordinate with the authorized officer of the Procuring Agency in advance if he wants to execute the services beyond the services schedule to perform his contractual obligations under the Contract.</p> <p>1.11.5. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of its representative, the Service Provider shall provide as a replacement after fulfillment of requirements as per Procuring Agency's security protocol/requirement.</p> <p>1.11.6. If Procuring Agency finds that any of the Service Provider's representative have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of any of its employees, then the Service Provider shall, arrange for a replacement.</p>
<p>1.12. Attendance of Meetings</p>	<p>1.12.1. The Service Provider shall attend all the meetings, when called by Procuring Agency, to discuss the quality of services and other matters related to the Contract, without any compensation from Procuring Agency.</p>
<p>1.13. Responsibilities, Liabilities and Warranties By The Service Provider</p>	<p>Notwithstanding to any provision contained in the Contract, the Service Provider shall be exclusively responsible for the following during the currency of the Contract:</p> <p>1.13.1 The Service Provider shall execute and deliver Services as mentioned in the Contract in accordance with Procuring Agency's requirements, relevant rules, regulations, standards, safety measures and shall maintain good order at the premises as communicated by Procuring Agency from time to time during execution of the services. The Services shall be fit for the express or implied purposes for which supplied.</p>

	<p>1.13.2 Service Provider shall follow professional official etiquette, industry best practices and adequate standards of hygiene while executing the services like avoidance of abusive language by its employees, ensure proper dressing/uniform as per local culture/norms by displaying service provider's cards for identification and any others practices which are followed in Procuring Agency. Service Provider shall not act in a way which is prejudicial to Procuring Agency's interests or business;</p> <p>1.13.3 The Service Provider/or their resources to hold requisite power, authority and valid license and authority to carry out the Contract and deliver Services mentioned in the Contract. The Service Provider shall obtain or renew all permits, NOCs, licenses, certificates or registrations etc. that may be required to perform the Services under this Contract.</p> <p>1.13.4 The Service Provider shall bring at site all equipment including but not limited to those specified in the Contract necessary to carry out the services under the Contract. The Service Provider shall ensure the equipment remain in working order.</p> <p>1.13.5 The Service Provider shall adhere to all directions of Procuring Agency and observe security protocol as per Procuring Agency's requirement for execution of services like security clearance of its employees, etc. for which documents / data shall also be provided to Procuring Agency. The Service Provider warrants that its employee(s) have no criminal record and shall not indulge in any criminal activity. The Service Provider agrees that if Procuring Agency is not satisfied with the services of its resources for execution of services, necessary replacements will be arranged and Procuring Agency shall have exclusive right to not accept the services of any service provider resource.</p> <p>1.13.6 Any breach by Service Provider of this Clause, shall constitutes a material breach of the Contract and may lead towards Termination as per Clause-2.6.2 In addition, Procuring Agency shall be entitled to require Service Provider to (a) remedy the breach at its cost; (b) pay for it to be remedied; or (c) repay all amounts already paid for the defective Services.</p>
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2. Commencement, Completion, Modification, and Termination of Contract	
2.1. Effectiveness of Contract	2.1.1. This Contract shall come into effect on the date the Contract is signed by both parties or such date as may be stated in the SCC or work order .
2.2. Duration of Contract	2.2.1. The duration of this contract shall be twelve (12) months, renewable for further two years on annual basis with mutual consent on the same rates, terms and conditions subject to clause 5.2 or any other clause of this Contract.
2.3. Extension of Contract	2.3.1. The Contract may further be extended on same rates, terms and conditions (subject to clause 5.2 or any other clause of this

	Contract) for a period suitable to NIBAFP to call new tenders and award of a fresh contract.
2.4. Modification/ Variations	2.4.1. Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties in compliance with PPR-2004.
2.5. Force Majeure	<p>For this Contract, “Force Majeure” means an unforeseeable event that is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. The Party affected by Force Majeure shall on the occurrence of the event leading to Force Majeure immediately notify the other Party in writing and take all reasonable steps to overcome the Force Majeure. If the Force Majeure persists the affected Party may terminate this contract as per clause 2.6 of the Contract because of Force Majeure.</p> <p>2.5.1. <u>No Breach of Contract</u> The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event;</p> <ol style="list-style-type: none"> a. has taken all reasonable precautions, due care and reasonable alternative measures to carry out the terms and conditions of this Contract, and b. has informed the other Party as soon as possible about the occurrence of such an event. <p>2.5.2. <u>Extension of Time</u> Any period within which a Party shall, under this Contract, complete any action or task or additional task shall be extended for a period equal to the time during which such Party was unable to perform such activities as a result of Force Majeure or on the advice of Procuring Agency.</p>
2.6. Termination	<p>2.6.1. <u>By the Procuring Agency</u> The Procuring Agency may terminate this Contract, by not less than 60 days written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (g) of this Clause 2.6.1:</p> <ol style="list-style-type: none"> a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, b) if the Service Provider becomes insolvent or bankrupt; c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for not less than sixty (60) days; or d) if the Service Provider/s, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. e) If The Service Provider’s employees commit a serious crime

	<p>within the premises which can result in police action under Penal Code of Islamic Republic of Pakistan.</p> <p>f) if Service Provider materially or consistently breaches the Contract including failure to correct performance deficiencies as mentioned under the Clause 7.2.</p> <p>g) Procuring Agency in its sole discretion, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency’s convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.</p> <p>2.6.2. <u>By the Service Provider</u> The Service Provider may terminate this Contract, by not less than sixty (60) days’ written notice to the Procuring Agency, such notice to be given, if the Procuring Agency fails to pay any amount to the Service Provider under this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue.</p> <p>2.6.3. <u>Payment upon Termination</u> Upon termination of this Contract under Clauses 2.6.1 or 2.6.2, the Procuring Agency shall make the following payments to the Service Provider:</p> <p>a) Payment of services under Clause 6 for Services satisfactorily performed by the Service before the effective date of termination;</p> <p>b) except in the case of termination under paragraphs (a), (b), (d), (e), (f) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.</p> <p>c) If the total amount already released by Procuring Agency exceeds any payment due to the Service Provider, the difference shall be recovered from the payable amounts and/or the Retention Money/Performance Security.</p> <p>d) In case of termination under Clauses 2.6.1 except under Paragraphs (c) and (h), performance security shall be forfeited,</p>
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3. Obligations of the Service Provider	
3.1. General	<p>3.1.1. The Service Providers shall perform the Services in accordance with the Description of the Services and the Activity Schedule, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices. The Service Provider shall always act in good faith in respect of any matter relating to this Contract or to the Services, and shall at all times support and safeguard</p>

3. Obligations of the Service Provider

the Procuring Agency's legitimate interests in any dealings with Sub Service providers or third parties.

3.1.2. The Service Provider will ensure continuity of services without interruption as per requirement.

3.1.3. In the course of the performance of the services the Service Provider shall comply with all requirements of the Procuring Agency.

3.1.4. The Service Provider shall comply with all applicable laws, rules and regulations, instructions and customary practices of the Procuring Agency in Pakistan.

3.1.5. The Service Provider shall promptly notify the Procuring Agency of any matter coming to their knowledge that could have a material effect on the business or affairs of the Procuring Agency.

3.1.6. The Service Provider shall disburse the salaries/wages/remuneration to its resources through Bank Account Transfer before 5th of each month and shall maintain verifiable evidence of such disbursement(s). The Service Provider shall comply with any code of conduct provided to the Service Provider by the Procuring Agency from time to time and shall conduct themselves in a manner which is not prejudicial to the interest and business of the Procuring Agency.

3.2. Indemnity

3.2.1. The Service Provider agrees to indemnify the Procuring Agency and hold it harmless against all liabilities, including judgements and cost of litigation, for anything done or omitted by the service provider in the execution of this Contract.

3.2.2. Any claims of service provider's current employees or ex-employees, or associates, or their heirs whether against the Service Provider, other Service Providers working within the same premises or any other person, regarding deals made at personal level by the staff or personal matters or deals carried out in whatsoever form, manner or capacity.

3.2.3. Any Government Permits, Licenses, etc. that may be required for performing the services contemplated under the Contract.

3.2.4. Any tax, government duties, insurance contributions and other taxes or social security contributions in respect of Service Provider's employee(s) or sub-service provider of Service Provider together in each case with any interest, fines or penalties thereon

3.2.5. All claims of compensation by an employee of Service Provider, his family or legal heirs or any other agency, autonomous body, any NGO or government department, arising from injury, disability, ill health or death of any of his employees during the currency or expiry of this Contract while performing any services under this Contract or any claim regarding the medical care or treatment expenses submitted by the employee or ex-employee of the Service Provider or their legal heirs.

3. Obligations of the Service Provider	
3.3. Conflict of Interests	<p>3.3.1. <u>Service Provider and Service Provider’s employee (s) Not to Benefit from Commissions and Discounts.</u> Payment against the services under Clause 6 shall constitute sole payment to the Service Provider. The Service Provider shall not accept for their benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract, and in discharge of their obligations under this Contract., The Service Provider shall ensure that the Service Provider’s Employee(s), or their affiliates shall not receive any additional payment.</p> <p>3.3.2. <u>Prohibition of Conflicting Activities</u> a) Neither the Service Providers nor their affiliates shall engage, either directly or indirectly, in any activities during the term of this Contract, any business or professional activities in the Islamic Republic of Pakistan which would conflict with the activities assigned to them under this Contract;</p>
3.4. Confidentiality	<p>3.4.1. Information relating to evaluation of bids and recommendations concerning to award of the contract shall not be disclosed by Procuring Agency to the Service Provider or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p> <p>3.4.2. The Service Provider shall not disclose or attempt to make public any information relating to the bidding documents, bidding process and award of the contract to any person or entity without Procuring Agency’s prior written consent.</p> <p>3.4.3. In case of any disclosure related to the bidding process and contractual obligations at any stage by any Service Provider, Procuring Agency may reject its bid and/or terminate the contract with Service Provider.</p> <p>3.4.4. The service provider will ensure that any document that comes to the knowledge of service provider or service provider’s resources while providing the services are not disclosed with any party.</p>
3.5. Contractual Liability Insurance	<p>3.5.1. From the Commencement Date until the expiry of the Contract, the risks of personal injury, death, and loss of or damage to property of Procuring Agency and third Party due to the negligence of the Service Provider, its employees, associates, sub-Service Provider, assigns etc. (including, without limitation, the tiles, cables, wood works, paint/polish, flower pots, plants, fixtures, metallic items etc.), all such risks are Service Provider’s risks. The Service Provider shall have to make good all damages/losses to Procuring Agency. In case of failure, Procuring Agency reserve all legal rights including but not limited to deduction from any money of the Service Provider with the Procuring Agency.</p> <p>3.5.2. The Service Provider shall indemnify and keep indemnified Procuring Agency, at all times against any loss, claim, damage, charge occurred to Procuring Agency due to negligence or fraud committed by Service Provider or its employee. The</p>

3. Obligations of the Service Provider	
	<p>Service Provider may, to protect themselves, obtain “Contractual Liability Insurance” to cover all claims related to Negligence / Fraud/theft if any, committed by the Service Provider or its employees but this is not obligatory. If the Service Provider obtains the above insurance, Service Provider shall be responsible to indemnify Procuring Agency regardless of the payment of the insurance amount paid by the insurance company to the Service Provider. Failure of the Service Provider to pay the Procuring Agency’s claim shall authorize Procuring Agency to deduct the claimed amount from the amount payable to Service Provider.</p>
3.6. Service Providers’ Actions Requiring Procuring Agency’s Prior Approval	<p>3.6.1. The Service Provider shall obtain the Procuring Agency’s prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> a) entering into a subcontract for the performance of any part of the Services, b) changing the schedule of activities; c) any other action that may be specified in the SCC.
3.7. Independent Service Provider Status	<p>3.7.1. The parties agree that this contract creates an independent Service Provider relationship, not an employment relationship. The Service Provider acknowledges and agrees that the Procuring Agency will not provide the Service Provider or the Service Provider’s employee(s) any fringe benefits or for the reimbursement of any expenses, including without limitation any medical or pension payments, and that income tax/withholding tax is Service Provider’s responsibility.</p> <p>3.7.2. The Service Provider shall be exclusively responsible for paying the salary and other emoluments and providing the benefits to which each of The Service Provider employee (s) is entitled under his/her contract with The Service Provider. All claims made by the Service Provider’s employee (s) shall be dealt with exclusively by the Service Provider.</p> <p>3.7.3. None of the Service Provider’s employee (s) shall be entitled to seek employment with the Procuring Agency merely on the ground that he/she had been posted by the Service Provider at the premises of Procuring Agency for performance of this contract.</p>
3.8. Compliance with all the Regulatory Requirement	<p>3.8.1. The Service Provider shall be responsible to comply with all applicable laws of the land to fulfill the regulatory payments under Labor Laws which includes but not limited to:</p> <ul style="list-style-type: none"> a. Payment of at-least minimum wages/salaries/remuneration as notified by the respective Government. b. Ensure EOBI/Social Security registration of its resources and regular payment of contributions. c. Group Life and Medical Insurance. d. Casual, medical and maternity or any other leaves as per applicable laws. e. Any other requirement as applicable under the relevant law.

3. Obligations of the Service Provider	
	<p>3.8.2. The Service Provider will ensure that the terms and conditions of employment/ service of its employees are compliant and in accordance with the applicable labor laws existing in Pakistan and any of the Provinces in Pakistan.</p> <p>3.8.3. The Service Provider will also provide a copy of the standard terms and conditions of service of its employees at the time of submission of the bid.</p> <p>3.8.4. The Service Provider shall take all practicable steps to ensure that all of its resources comply with the Applicable Law.</p>
3.9. Reporting Obligations	3.9.1. The Service Provider shall submit to the Procuring Agency the reports and documents specified in the Bidding document or otherwise, as and when required by the Procuring Agency.
3.10. Documents Prepared by the Service Providers to Be the Property of the Procuring Agency	3.10.1. All reports and other documents submitted (if any) by the Service Provider under Clause 3.9 shall become and remain the property of the Procuring Agency, and the Service Provider shall during the execution of Contract and in any case not later than upon termination or expiration of this Contract, deliver all such documents to the Procuring Agency, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents. Future use of these documents by the Service Provider shall be subject to approval of Procuring Agency.
3.11. Penalties / Liquidated Damages	<p>3.11.1. For each deficiency and poor service, Procuring Agency will impose a penalty amounting up to 1.5 times of its daily respective services fee (i.e. monthly fee of respective services for ongoing year/ 30) per event without prejudice to any other remedy or relief available to Procuring Agency under the Contract and / or applicable law. The deduction of the penalty does not relieve the Service Provider to provide services as mentioned in the Agreement.</p> <p>3.11.2. In addition to the above penalty, the Procuring Agency would be entitled to deduct actual cost of repairing or replacement thereof, if damage occurs to any property of Procuring Agency and / or third party due to any fault on the part of the Service Provider.</p> <p>3.11.3. Procuring Agency may impose penalty equal to 1/30 of the respective monthly invoice in case of non-disbursement of salaries/wages/remuneration within the date specified in the Contract.</p>
3.12. Performance Guarantee	3.12.1. Performance Guarantee is not required.
3.13. Early Warning by the Service Provider	3.13.1. The Service Provider shall warn Procuring Agency in writing at the earliest opportunity of specific likely future events, problems or circumstances whether on Service Provider's part or on Procuring Agency's part, that may adversely affect the quality of Services. The Service Provider should also provide the details of likely corrective measures required.

3. Obligations of the Service Provider	
	<p>3.13.2. Procuring Agency shall evaluate and decide the corrective measure to be adopted as soon as reasonably possible.</p> <p>3.13.3. If the Service Provider fails to give an early warning without any justified reason he shall be held responsible for all the consequences thereof.</p>
3.14. Declaration	<p>3.14.1. The Service Provider hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Procuring Agency through any corrupt business practice.</p> <p>3.14.2. The terms and conditions and the Schedules thereto represent the entire Contract and understanding between Procuring Agency and the Service Provider, in relation to the subject matter hereof and supersede all previous agreements and/or understandings between the parties in relation thereto.</p> <p>3.14.3. If any provision of the Contract is found by any court or competent authority to be invalid, unlawful or unenforceable, that provision shall be deemed not to be a part of the Contract and it shall not affect the enforceability of the rest of the Contract.</p> <p>3.14.4. Unless expressly provided, no term of this Contract is enforceable by any third party.</p> <p>3.14.5. This Contract is personal to Service Provider and Service Provider shall not assign or subcontract any of its rights or obligations under it without Procuring Agency's prior written consent. Any subcontracting shall be on terms consistent with these Conditions.</p> <p>3.14.6. The Contract shall be governed by the laws of Pakistan and Service Provider and Procuring Agency agree to submit to the exclusive jurisdiction of the courts in Pakistan.</p>

4. Scope of services	
4.1. Description of Services to be performed by the Service Provider	<p>4.1.1. The scope of services to be performed by the Service Provider are described at Section VI-Part-1 and 2.</p>

5. Obligations of the Procuring Agency	
5.1. Provide information about the code of conduct	<p>5.1.1. The Procuring Agency shall at the request of Service Provider, provide the information on the code of conduct and security procedures. The Procuring Agency shall immediately notify the Service Provider of any changes to the same during the continuance of this Contract.</p>
5.2. Change in the Applicable Law	<p>5.2.1. If there occurs any change to any Federal and/or Provincial Law or any regulation or bye-law, notification of any local or other duly constituted authority, or the introduction/revision of any</p>

	<p>such Federal and/or Provincial Law, regulation or bye-law especially labor laws regarding revision in minimum wage or any other statutory benefits for the labor force, notification which causes addition or reduction in the cost of Service such additional or reduced cost shall be added to or deducted from the Contract Price.</p> <p>5.2.2.The Service Provider shall substantiate price adjustment with supporting relevant documents including government notifications etc. in evidence.</p>
5.3. Services and Facilities	5.3.1. The Procuring Agency shall make available to the Service Provider the Services and Facilities, if any provided in the Contract.
5.4. Assistance and Exemptions	5.4.1. No assistance regarding exemption will be provided by the Procuring Agency.
5.5. Access To The Buildings/ Premises And Stores	<p>5.5.1. Before the commencement of the Contract, Procuring Agency will provide access of Service Provider and Service Provider's employee(s) (after verification and clearance by the police or other investigation agency as per Procuring Agency's Security Protocol), to all concerned parts of the buildings/ Premises where Services are to be provided under the Contract.</p> <p>5.5.2. The Service Provider shall allow and ensure easy access of authorized person(s) of Procuring Agency to his office, store or other areas under his control while providing the Services under the Contract.</p>
5.6. Performance / Completion Certificate	5.6.1. Procuring Agency will provide a Performance certificate during pendency of Contract and completion Certificate after completion of Contract to the Service Provider on his written request.

6. Payments to the Service Provider	
6.1. Payments	6.1.1. The Service Provider's payment shall not exceed the Contract Price/rates and shall be a fixed lump-sum including all other costs incurred by the Service Providers in carrying out the Services. Except as provided in Clause 5.2 , the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments under Clauses 2.4 and 6.3 .
6.2. Contract Price	<p>6.2.1. The Contract Price means sums stated in Notification of Award as payable to Service Provider for execution of Services and remedying defects therein as well as additional services and extensions.</p> <p>6.2.2. Prices payable to the Service provider as stated in the Contract are not subject to any adjustment during the performance of the contract except as otherwise specified in the Contract.</p>
6.3. Terms and Conditions of Payment	<p>6.3.1.The payments shall be made to the Service Provider on monthly basis after adjustment of any claims/ deduction against the Service Provider.</p> <p>6.3.2.Payments will be made upon submission of invoice/s, after confirmation of satisfactory services by authorized officer of Procuring Agency on a monthly basis. Furthermore, payments will be made to the service provider as per actual services rendered against the service after adjusting the additional/ unperformed services or reduction of service</p>

6. Payments to the Service Provider	
	points, as mentioned in the Contract or subsequently conveyed by the Procuring Agency.
6.4. Currency of Payment	6.4.1. All Payments shall be made in Pakistan Rupees.
6.5. Taxes and Duties	<p>6.6.1 All applicable taxes shall be deducted by Procuring Agency at source unless a valid tax/ duty exemption certificate is submitted by the Service Provider.</p> <p>6.6.2 The Service Provider is bound to pay provincial and other taxes, duties, liabilities, license fees etc. due to concerned department directly, and is bound to discharge all duties and liabilities in this regard. Any concealing facts in this regard would lead to termination of Contract and blacklisting etc.</p>

7. Quality Control	
7.1. Performance Standards	7.1.1. The Service Provider will maintain the highest level of service standards as per best industry practice or as specified in this contract.
7.2. Correction of Defects, and Penalty for Lack of Performance	<p>7.2.1. Procuring Agency shall check the Service Provider's work and bring to the knowledge of the Service Provider of any defects that are found. Such checking shall not affect the Service Provider's responsibilities.</p> <p>7.2.2. The Procuring Agency's authorized Officer shall serve a written warning to the Service Provider to improve the quality of Services and remove the deficiencies. For each deficiency and poor service, Procuring Agency will impose a penalty as per Clause 3.11.</p> <p>7.2.3. The Service Provider shall adhere to service standards accordingly and cover the performance gaps. Failing which, Procuring Agency may issue notice to the Service Provider.</p> <p>7.2.4. If the Service Provider fails to deliver the Services as per Contract, despite previous warnings in writing persistently or flagrantly neglecting to comply with any of his obligations under the Contract, Procuring Agency may after giving the two month's notice to Service Provider to terminate the Contract. Notwithstanding anything in contained in the Contract and / or applicable law, the Performance Guarantee shall be forfeited and Procuring Agency shall also debar the Service Provider from participation in future Contracts.</p>

8. Resolution of Disputes	
8.1. Disputes Resolution Procedure	8.1.1. If any dispute arises between the parties (Service Provider and Procuring Agency), regarding the performance of the Services or anything contained in the Contract, the matter shall be referred to the Director Administration or any other officer authorized by the competent authority at Procuring Agency who will examine the matter in detail and give a decision.

	8.1.2. In case any party is not satisfied with the decision, the matter shall be referred to arbitration in accordance with the Arbitration Act, 1940.
9. Health, Safety, Utilities, First Aid Facilities	
9.1. Health, Safety, Environment and Security (HSE&S)	<p>9.1.1. The Service Provider shall comply with all statutory and regulatory requirements related to Health, Safety, Environment and Security (HSE&S) as well as Procuring Agency’s instructions, procedures or policies related thereto, at no additional cost to Procuring Agency. The costs of supplying and/or doing all such things required for the purpose as per industry practice shall be deemed to be included in the amounts payable under this Agreement to the Service Provider.</p> <p>9.1.2. Procuring Agency may periodically check the Service Provider’s compliance with standard HSE&S practices and conduct safety inspections as and when it deems fit. The Service Provider shall ensure that Procuring Agency’s recommendations and industry standards in this regard are implemented without any delay.</p> <p>9.1.3. The Service Provider shall provide Procuring Agency information about its working practices, materials and equipment and shall operate in a manner which does not compromise Procuring Agency’s security or environment standards and the safety and health of its employees and other people. The Service Provider shall also provide Procuring Agency with any information which it may have related to a potential or actual security threat to Procuring Agency.</p> <p>9.1.4. The Service Provider shall certify in writing that its personnel are fully trained to execute the Services safely and shall ensure that they understand all risks and hazards associated with the Services.</p> <p>9.1.5. The Service Provider shall pay special attention to the following environmental protection measures:</p> <ol style="list-style-type: none"> a) Use of clean materials to minimize air polluting emissions. b) Control of other air pollutants. c) Recovery and recycling of usable materials. d) Control of machine noise. e) Control of noise from power facilities. f) Limitation of Vibrations. g) Preservation of natural land to the extent possible. h) Preservation of archaeological Sites. i) Careful handling, storage and utilization of hazardous radioactive materials, toxic chemicals etc. <p>9.1.6. Procuring Agency reserves the right to terminate this Contract without notice to the Service Provider in the event of violation of any of the above instructions by the Service Provider and related HSE&S requirements of Procuring Agency communicated to the Service Provider from time to time.</p>
9.2. First aid Facilities	9.2.1. The Service Provider shall provide its resources with free first-aid facilities and treatment at the premises and shall, for this purpose, keep a properly equipped first aid kit at the premises.

10. Corrupt and Fraudulent Practices					
10.1. Corrupt & Fraudulent Practices	<p>10.1.1. The Procuring Agency requires compliance with its policy regarding corrupt and fraudulent practices. In pursuit of this policy, the Procuring Agency follows, inter alia, the instructions contained in Rule 2(1)(f) of PPR 2004 which defines:</p> <ul style="list-style-type: none"> i. <i>“corrupt and fraudulent practices”</i> in respect of procurement process, shall be either one or any combination of the practices including, - ii. <i>“coercive practices”</i> which means any impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party; iii. <i>“collusive practices”</i> which means any arrangement between two or more parties to the procurement process designed to stifle open competition for any wrongful gain, and to establish prices at artificial, non-competitive levels; iv. <i>“corrupt practices”</i> which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain; v. <i>“fraudulent practices”</i> which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; and vi. <i>“obstructive practices”</i> which means harming or threatening to harm, directly or indirectly, persons to influence their participation in a procurement process, or affect the execution of a contract;” 				
10.2. Mechanism Blacklisting and cross-debarring	<p>10.2.1. The Procuring Agency will terminate the contract if it determines that the Service Provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive and obstructive practices in competing for the contract in question;</p> <p>10.2.2. The Procuring Agency will sanction a Service Provider, including declaring the Service Provider ineligible, either indefinitely or for a stated period, to be awarded a Procuring Agency’s contract if at any time it determines that the service provider has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive and obstructive practices in competing for, or in executing Procuring Agency’s contract; and</p> <p>10.2.3. Under Rule 19 of PPR-2004, “The Procuring Agency can inter alia blacklist Service Provider found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the PPRA.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; text-align: center;">NATURE OF OFFENSE / FAULT</th> <th style="width: 50%; text-align: center;">MEANS OF VERIFICATION</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	NATURE OF OFFENSE / FAULT	MEANS OF VERIFICATION		
NATURE OF OFFENSE / FAULT	MEANS OF VERIFICATION				

	Corruption	Actual instance verifiable as per law of land and applicable rules and regulations of Procuring Agency
	Deviation from commitment	If the Bidder deviates from its prior commitment or declaration made regarding the bid or proposal submitted by the Bidder.
	Fraud	Cross verification of documentary undertakings submitted by Bidder/ Bidder/Consultant/Supplier
	Collusion	Results of Bid/Proposal analysis resulting in substantive evidence of collusion
	Performance Deficiencies	Documented evidence in form of performance deficiencies not suitably responded or defended by Bidder/ Bidder/ Supplier/ Consultant
However, such barring action shall be undertaken only after Service Provider who is to be barred and blacklisted shall be accorded adequate opportunity of being heard. Decision of the Blacklisting Committee of Procuring Agency will be final and conclusive.		
10.3. Beneficial Ownership information	10.3.1. Beneficial Ownership information For Services/works worth Rs.50M or above, the Bidder shall provide Beneficial Ownership information on the prescribed Form. Failure to provide the required information of the beneficial ownership by the company or submission of false or partial information, the procuring agency shall: <ol style="list-style-type: none"> i. Blacklist the said company in accordance with rule 19(1)(a) of Public Procurement Rules, 2004, ii. Reject the bid of the said company. 	

B. SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

Number of GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1.1(b)	The Procuring Agency is <i>NIBAF Pakistan</i>
1.1.1(c)	The Service Provider is <i>[insert name]</i>
1.1.1(d)	The Title & Reference of the procurement is; <i>Procurement of Photocopy Services for NIBAFP Islamabad</i> <i>NIBAFP(PU)/Photocopy Services/369968/2026</i>
1.5	The addresses are: Procuring Agency:

	<p style="text-align: center;">National Institute of Banking and Finance Pakistan Pitras Bukhari Road, H-8/1 Islamabad</p> <p>Service Provider:</p> <p>Attention: _____</p> <p>Address: _____</p> <p>Tel/Mob# _____</p> <p>Email: _____</p>
<p>1.6</p>	<p>The Authorized Representatives are:</p> <p>For the Procuring Agency (Nominee of the Procuring Agency)</p> <ul style="list-style-type: none"> ○ Name: _____ ○ Designation: _____ <p>For the Service Provider (Nominee of the Service Provider)</p> <ul style="list-style-type: none"> ○ Name: _____ ○ Designation: _____
<p>3.4</p>	<p>The Service Provider shall not disclose or attempt to disclose or make public any information, documents, whatsoever provided by the Procuring Agency with any third party without Procuring Agency's consent. Service Provider is bound to return all the documents to the Procuring Agency and is bound to ensure strict confidentiality.</p> <p>In case of any disclosure related to the documents and information by Service Provider, Procuring Agency may terminate the contract with Service Provider and may impose penalty and recover damages.</p>
<p>6.5</p>	<p>Payment shall be made in Pak Rupees.</p>
<p>8.1.2</p>	<p>Place of arbitration would be Islamabad. The courts of Islamabad shall have exclusive jurisdiction in all the matters.</p>

STANDARD FORMS

(Note: Standard Forms provided in this document for securities are to be issued by Procuring Agency. In case the Bidder chooses to issue a bond for accompanying his bid or performance of contract or receipt of advance, the relevant format shall be tailored accordingly without changing the spirit of the Forms of securities.)

Volume II

**SECTION VIII-CONTRACT FOR PHOTOCOPY SERVICES AT NATIONAL INSTITUTE OF
BANAKING & FINANCE, ISLAMABAD**

This Contract for Photocopy Services at NIBAFP Islamabad is made at Islamabad the _____ day of the month of _____ 2026.

BETWEEN

National Institute of Banking & Finance Pakistan, having its office located at -----
----- (hereinafter referred as **“Procuring Agency”**) (which expression, wherever the context so required, shall include its heirs, executors, assigns, and administrators as the case may be).
of The First Part.

AND

M/s. _____ a partnership, firm, company having its office located at _____ represented by Mr. _____, an adult, resident of _____ (hereinafter referred as **“Service Provider”**) (which expression, wherever the context so required, shall include its heirs, executors, assigns, and administrators as the case may be) of The Second Part.

WHEREAS Procuring Agency is desirous of procuring PHOTOCOPY Services in its Hostel buildings from Service Provider for which purpose Procuring Agency issued an Invitation to Bid (ITB) No. ED/ __ / __ calling for bids in the manner as provided for in the Public Procurement Rules,2004 (PPR-2004).

AND WHEREAS the Service Provider submitted its bid in response to the Procuring Agency’s ITB and the bid of the Service Provider has been accepted by Procuring Agency, where after, Procuring Agency has offered to the Service Provider to perform the services as per this contract.

AND WHEREAS the Service Provider having represented to Procuring Agency that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this contract at an agreed contract price of

NOW THEREFORE the parties hereto agree as follows:

The following documents attached hereto shall be deemed to form an integral part of this contract:

- General Conditions of Contract;
- Special Conditions of Contract;
- Instructions to Bidders and bid data sheet
- Bidding Documents-Section V
- Bidding Documents-Section VI
- Beneficial Ownership (if applicable)
- Letter of Acceptance
- Performance Guarantee
- Addendum / corrigendum (If any)
- Integrity Pact (If applicable)
- Non-Disclosure Agreement (If applicable)

The mutual rights and obligations of Procuring Agency and the Service Provider shall be as set forth in the Conditions of Contract and Invitation to Bid (ITB), in particular:

- a) The Service Provider shall carry out the Services only through its regular / contracted employees, 'in accordance with the provisions of the Conditions of Contract and ITB; and
- b) Procuring Agency shall make payments to the Service Provider in accordance with the provisions of the same after deduction of all the applicable taxes required under the existing laws at the time of payment and recover damages, if any, during provision of the services.

IN WITNESS WHEREOF, the Parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

For and on behalf of Procuring Agency _____

[Authorized Representative] (Name, Designation and signature)

Witness-1:

Signed by: _____

CNIC #: _____

Witness-2:

Signed by: _____

CNIC #: _____

For and on behalf of _____

[Authorized Representative] (Name, Designation, Signature, CNIC Number)

Witnesses-1:

Signed by: _____

CNIC #: _____

Witness-2:

Signed by: _____

CNIC #: _____

(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GOP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GOP under any law, contract or other instrument, be voidable at the option of GOP.

Notwithstanding any rights and remedies exercised by GOP in this regard, [name of Supplier] agrees to indemnify GOP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

Name of Buyer:

Name of Seller/Supplier:

Signature:

Signature:

[Seal]

[Seal]

Section V– Form for Financial Bid

**Form-I Financial Bid Submission Form
(Financial Bid Submission Form)**

(ON SERVICE PROVIDER'S LETTERHEAD)

Date: _____

To:

General Manager Facility Management Division,
National Institute of Banking and Finance Pakistan,
Pitras Bukhari Road, H-8/1,
Islamabad

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer requisite services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Bid and Schedule of Prices attached herewith and made part of this Bid.

We undertake, in case our Bid is accepted, to deliver the services in accordance with the schedule specified in the **Appendix A** and other terms and conditions of the contract.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **5%** of the contract amount for the due performance of the Contract, in the form prescribed by the Bank.

We agree to abide by this Bid for a period of **180 (One Hundred Eighty Days)** from the date fixed for Bid opening under **Clause 20** of the Instructions to Bidders, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

If our Bid is accepted then until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the Most Advantageous or any bid you may receive.

Dated this _____ day of _____ 2026____.

[Seal & signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of _

**Form II – Price Schedule
The Financial Bid**

Name of Bidder _____

Reference Number: *NIBAFP(PU)/Photocopy Services/369968/2026*

A. Black & White Photo Copy

<u>No</u>	<u>Weightage</u>	<u>Description</u>	<u>Rate</u>
1	80%	Rate per copy (one side) on 70 gm A-4 imported paper	
2		Rate per copy (back to back) on 70 gm A-4 imported paper	

A. Spiral Binding

<u>No</u>	<u>Weightage</u>	<u>Description</u>	<u>Rate</u>
1	10%	Rate per binding for 1-50 pages	
2		Rate per binding for 51-100 pages	
3		Rate per binding for 101-150 pages	
4		Rate per binding for 151-200 pages	

B. Tape Binding

<u>No</u>	<u>Weightage</u>	<u>Description</u>	<u>Rate</u>
1	10%	Rate per binding for 1-50 pages	
2		Rate per binding for 51-100 pages	
3		Rate per binding for 101-200 pages	

Note:

1. Bidder shall be compliant with all the prevailing & applicable laws of Pakistan and any of the Provinces of Pakistan necessary for execution of these services.
2. Since participating bidders are required to ensure compliance with relevant laws, therefore, Procuring Agency may ask any or all of the bidders whose financial bid will be opened for detailed breakup of financial bid in order to ascertain the economic viability.
3. While assessing the economic viability, if Procuring Agency found that cost quoted by the any technically qualified bidder is not workable to comply the provisions of contract, Procuring Agency reserves the right to reject such bid/s.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address _____