



Pakistan State Oil Company Limited

PSO House, Khayaban-e-Iqbal, Clifton, Karachi-75600, Pakistan
Telephone (021) 9203866-85 Fax (021) 9203796

PAGE

1	OF	5
RFQ No	ADA4952SI	
DATE	04.10.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100018484

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

21.10.2026

BY
(Time)

Please quote your best price for all items of following specifications. Please read the instructions attached herewith Rs. _____ EARNEST MONEY %
PO/DD NO. _____

Title: ANNUAL CONTRACT FOR PHOTOCOPYING SERVICES REQUIRED AT PSO HOUSE.FROM (01-10.2026 TO 30.09.2027)

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<u>PHOTOCOPYING SERVICES</u>	<u>PSO House</u>				
1.01	<u>Photocopying Services</u> SERVICES CONTRACT FOR PHOTOCOPYING OF OFFICIAL DOCUMENTS FOR ALL DEPARTMENTS AT PSO HOUSE KARACHI THROUGH 09 BRAND NEW OR REFURBISHED PHOTOSTAT MACHINES FOR ONE YEAR. PHOTOSTAT MACHINES WITH 4 OPERATORS. OPERATIONS OF MACHINES ARE REQUIRED WITH 4 OPERATOR TO FACILITATE TO HAVE PHOTOSTATE COPIES. IT MAINTENANCE IS ALSO REQUIRED TO KEEPS THE MACHINES IN PERFECT RUNNING CONDITION. TERMS AND CONDITIONS: - 1)All labour, tools, materials and transportation to be provided by contractor. 2)Payment will be made as per actual quantity of Work Done. 3)Part Payment against Part Delivery is allowed. 4)CONTRACTOR WILL PROVIDE: a) Refurbished / New digital photocopying machines in excellent Condition. Machines preferably should be XEROX model WC 5875 / Kyocera Taskalfa 5501i / Ricoh 5001 or equivalent (of same specifications), equivalent should be checked and approved by admin. department before execution of contracts. Vendor should provide brochures of all machines. Local refurbishing is not acceptable. It should be equipped with counter to count the number of copies being made. The machines must have Micro and Macro facilities. b) Evidence of import and up to original refurbishing certificate also organization chart should be provided. c)Following documents should be provided: Certificate should be submitted from the foreign principle from where the New / Refurbished machine is imported. Vendor should submit all relevant and above-mentioned documents along with the bid. d)All related material including photocopying paper for taking out powdered copies. e) Contractor will provide desired satisfactory services as per PSO's requirement to operate the machines every day during working hours. f) A sufficient inventory of paper and toner cartridge should be kept in	<u>EA</u>	360,000			



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	stock (in PSO House) approximately for 7 days. g) In performing the services hereunder, the Contractor shall be responsible for fulfilling all statutory requirements including but not limited to the laws relating to minimum wages,EOBI, Social Security and other admissible benefits to their employees. h) Contractor will provide 2 sets of uniforms (With LOGO of Company) to all their employees with 2 pairs of socks (Dowson or Equivalent) and 2 pair of shoes (BATA or Equivalent). i) Contractor will make sure that their staff wear neat and tidy uniforms. (1 set of uniforms will be provided from the date of commencement of Service Order and 2nd set to be provided before completion of sixth months). j) In case of non-compliance of point / clause / activity, a warning to vendor through hard copy will be given followed by a deduction of 5% amount will be made from monthly invoice. In case of repeated non compliance of same nature for more than 2 months, 10% amount will be deducted from vendor's monthly invoice. 5.,,PSO WILL PROVIDE: a. Electricity and electric connections. b. Space to install the photocopiers. 6.,,The quantity may be increased or decreased as per PSO's requirement. Therefore, payment shall be made monthly on the basis of total number of copies made during the month and on submission of the monthly bill duly verified by PSO's authorized representative. 7.,,The Contractor's operators shall perform the photocopying job from 08:30 am to 05:00 pm (one operator shall stay upto 07:00 pm) on all working days. However, in case of emergency requirement, photocopying job will be carried out on Sundays / off days, Gazetted Holidays. No overtime and / or compensation of any sort shall be given to the operators. Every Saturday at least one duty operator will be provided.(09:00 AM TO 1:00 PM). 08)The size of the photocopies shall be as per PSO's requirement. 09)The paper used shall be pure white and of 80 grams weight. 10)In case the contractor's services are not found satisfactory, PSO					



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	reserve the right to terminate the contract immediately. 11.,,The maintenance person should wear proper PPE's during maintenance. 12.,,The quoted rates will be valid for the period mentioned in acknowledge Service Order and Vendor will not apply for any increase in rates. 13.,,Contractor will follow ordered quantity of photocopies according to service order and, will complete given quantity of photocopies during the whole year either exceed time of duration. 14)Repair / Maintenance etc, shall be at supplier's cost. If any of machines has to be taken workshop for repairs, a replacement machine of the same physical and mechanical condition shall be provided within 8 working hours. Otherwise during the unoperation time of machines Rs. 2 ,000/- per hours will be deducted from the bill. 15).The Contractor should strictly follow the safety and security rules of PSO. Contractor's labour to follow Company's rules and procedures as well as HSE guidelines and safety procedures. Photo Copier Operators & Related Conditions: ===== The Contractor shall make his own arrangements for the schedule of all Operators. During the Service Order period the Vendor will confirm in all respects to carry out all obligations imposed on him by the provisions requirements of any Law and of any Regulation or orders of any government (Central, Provincial or Local) or any authority which may be applicable including any such Law, Regulation or Order passed or made or coming into force after the date of the Contractor's Tender. Contractor is bound to provide sufficient evidence to procuring agency for making above payments related to labour laws as per government notifications and other government levies. Status of Contractor and Contractor's Employees: ===== The Contractor undertakes the responsibility to fulfill all applicable and upcoming labour laws. If there be any default, contravention, difference, dispute or any matter arising or claims so arise relating to any right or benefit allowed or available to the employees/persons/personnel of the Contractor same shall be claimed from					



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	and paid/allowed by the Contractor entirely at his own cost. The Contractor shall maintain the requisite records and registers required in this regard. The personnel employed by the Contractor to perform its obligations under this Contract shall be the Contractor's employees for all intents and purposes. No relationship of employer and employee shall be deemed to exist between the Contractor's employees and the Procuring Agency due to any reason whatsoever. The Contractor shall solely be responsible for: a) Appointments & terminations of its Staff. Copy of appointment letters on vendors letterhead along with police verification should be submitted before start of Contract and also in case of replacement any of his worker. b) Supervision & control of its staff; c) Salaries, any other remunerations and benefits to his employees like Annual Bonus, Gratuity, Group Insurance, Medical Assistance, Leaves, workmen's compensation, old age benefit contribution, social security contribution, education cess etc; d) For the deductions of any taxes or levies under any laws in relation to its employees; e) For any act or omission by its employees, which results in any loss or damage to any party; f) For compliance by the Contractor and its employees with any local laws/regulations, specifically all labor laws; g) Maintaining Insurance cover for its employees as required by the Procuring Agency and any Local Laws; and h) For maintaining records of its employees as required under any local laws or regulations. It is specifically agreed and understood that the relationship between the Procuring Agency and the Contractor is restricted and confined in respect of rendering of services under this Contract only and no agency relationship exists nor shall be deemed to exist between the Contractor and the Procuring Agency. Neither the Contractor is an employee of the Procuring Agency nor any of					



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	the staff/personnel employed by the Contractor in relation to this Contract shall be deemed to be the employee/workmen of the Procuring Agency for any reason. The Contractor specifically undertakes that it shall not engage/hire/employ child labor while discharging its contractual obligations hereunder The Contractor will have fresh hiring for his contract and will give his appointment letter to every individual on his own letter head. PSO ensures the right to extend the validity of this Service Order for 03 Months at same rates and Terms & Conditions. PSO may renew the contract for the next two years (on yearly basis) on the same rates, terms and conditions based on the vendor's satisfactory performance and mutual consent of both parties.					