



THE PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION.
(HEAD OFFICE)
3-A, GULBERG-V, LAHORE.

TENDER NOTICE FOR PROVIDING PHOTOCOPY MACHINE FOR PHOTOCOPY WORK AND OTHER RELATED SERVICES AT PESSI HEAD OFFICE, 3-A, GULBERG-V, LAHORE.

The Punjab Employees Social Security Institution, Head Office, Lahore invites Sealed Tenders / bids from reputable individuals/ firms /agencies / companies registered with Income Tax & Sales Tax Department and also are on ATL (Active Tax List) of FBR for providing the photocopier services with high speed digital multifunction photocopier machine for approximate 35,000 copies per month or as per requirement in the office of PESSI, Head Office, 3-A, Gulberg-V, Lahore for a period of 01 year (i.e. 01.12.2020 to 30.11.2021).

The procurement shall be completed in accordance with the Punjab Procurement Rules, 2014 section 38 2(a) "single stage-two envelopes" bidding procedure. A single package containing Technical & Financial separate bids duly completed, singed, stamped sealed and in complete conformity with Tender Documents.

Financial bids must be accompanied by bid security at the rate of 03% of estimated price in shape of Demand Draft / Pay Order in complete conformity of the Clause 27 "Bid Security". Bids which are incomplete not sealed, not singed and stamped, late or submitted by other than specified mode will not be considered.

This tender / bidding documents are available on PPRA website, www.ppra.punjab.gov.pk and website of PESSI www.pessi.gop.pk and can also be obtained from the PESSI, Head Office, 3-A, Gulberg-V, Lahore immediately from date of uploading on PPRA website on working days during office hours from 09:00 AM to 05:00 PM at the cost of Rs.1,000/-.

The proposals should reach the Head Office of Punjab Employees Social Security Institution, 3-A Gulberg-V, Lahore by 11:00. A.M. on **09.11.2020** and shall be opened on the same date at 11:30. A.M in the presence of bidder's representative.

PESSI may reject all bids or proposals at any time prior to the acceptance of bids or proposals as provided under Rule 35 of Punjab Procurement Rules, 2014.

DIRECTOR (ADMN.)
Ph. # 042-99263097



THE PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION
(HEAD OFFICE)
3- A, GULBERG V LAHORE.

Tender No.	SS.ADMN.IX(931)/10/
Tender document cost	Rs.1000/- (Non-refundable)
Description	Photocopy Machine Services and other related services.
Last Date & Time of receipt	09.11.2020 at 11:00 a.m.
Date & Time of Opening	09.11.2020 at 11:30 a.m.
Venue	PESSI, Head Office, 3-A Gulberg-V, Lahore.
Period of Contract	01-Years i.e. 01.12.2020 to 30.11.2021
Estimated Price	Rs.1,500,000/-
Bid Security	Rs.45,000/- which is 03% of estimated price in the form of CDR in favour of Commissioner, PESSI.
Bid Validity	All bids shall be valid for a period of 60 days from the date of opening the tender.

1. The Punjab Employees Social Security Institution (PESSI), Head Office, 3-A, Gulberg-V, Lahore, invites sealed bids from the reputed Firms/Agencies/Company, capable for providing the services for the High Speed Digital Multifunction Photocopier Machine for approximate 35 thousand copies per month or as per requirement in the office for entering into framework contract for a period of one year from 01.12.2020 to 30.11.2021.
2. The prospective Bidders are requested to go through the Terms and Conditions of the bidding documents carefully and rates quoted should be inclusive of all applicable taxes. Incomplete or ambiguous bids without documentary proof will not be considered.
3. Interested bidders should submit tender under single stage two envelopes bidding procedure containing **Technical and Financial Bids** in the manner as prescribed in the Punjab Procurement Rules, 2014.
4. The Technical Bid should contain all the bid items without quoting the rates, however, shall contain, detailed profile, constitutions of the Firm / Agency/Company's testimonials in proof of eligibility and other documents as mentioned in the tender documents and CNIC of the owner or authorized representative of the Firm.
5. Financial bids of Firms not conforming to the Technical Evaluation Criteria will be returned unopened.
6. The tender documents must be delivered to the office of the Director (Admn), Punjab Employees Social Security Institution (PESSI), 3-A, Gulberg V, Lahore on or before 09.11.2020 at 11:00 A.M Financial bid must contain bid security @ 03% of the estimated price.

7. The Technical bids will be publically opened in the office of Director (Admn) of the Punjab Employees Social Security Institution (PESSI), 3-A, Gulberg V, Lahore Pakistan on the same day at 11:30 A.M in the presence of bidders or their authorized representatives.
8. Bidder shall submit Bids, conforming to the Bidding Documents alternative Bids shall not be considered.
9. The Punjab Employees Social Security Institution (PESSI), Lahore will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
10. The Commissioner, PESSI reserves the right to accept or reject all the Bids, prior to acceptance of bids, due to any reason(s) which would not be liable to be justified under Rule 35 of PPRA, 2014.
11. Proceedings of the tender will be carried out at Lahore.

12. **DESCRIPTION OF WORK.**

Punjab Employees Social Security Institution (PESSI) intends to enter into the framework contract with the Individual/Firm/Agency/Company dealing in the relevant business at-least for the last 05-years for providing the services for the High Speed Digital Multifunction Photocopier Machine for approximate 35 thousand copies per month or as per requirement in the office.

13. **SCOPE OF WORK.**

Uninterrupted photocopy work is required to be carried out from 09:00 A.M to 05:00 P.M as under:-

SR	PAPER SIZE & WEIGHT	NUMBER OF COPIES
1.	Legal 70 gram	1000 per month or as per actual usage
2.	A4 70 gram	34 thousand per month or as per actual usage
3.	Tape Binding	20-30 per month or as per actual usage
4.	Ring Binding	20-30 per month or as per actual usage
5.	Lamination	10-20 per month or as per actual usage

Note: However, due to special circumstances, photocopy work may also be required to be carried out beyond 05:00 P.M.

14. **SPECIAL TERMS & CONDITIONS**

- 14.1 Photocopier machine must have capability of at-least 40 CPM with Duplex Automatic Document Feeder 50 Sheets, Computer attachment feature and reduction & enlargement feature.
- 14.2 Quality of printing should be neat & clean. Toner of reputed brand should be used in machine.
- 14.3 Periodic Service & Preventive Maintenance of Machine as per Schedule prescribed by the manufactured will be ensured by the successful bidder during contract.
- 14.4 The Bidder has to install 02 High Speed Digital Multifunction Photocopier Machine alongwith extra toner in the premises of PESSI Head Office, Lahore

within seven days after award of order for installation/ placement of Photocopier Machines.

- 14.5 The cost of photocopying (copy to copy basis) of above paper sizes (single side and both side) shall be indicated.
 - 14.6 Rates once quoted and accepted by the Institution shall be valid for the entire period of the contract.
 - 14.7 Space and electricity will be provided by the Institution / PESSI whereas maintenance of equipments (to ensure that these are in perfect working conditions) will be the sole responsibility of the firm/ successful bidder.
 - 14.8 The successful bidder to whom the contract will be awarded, will not be permitted to withdraw from the contract or remove the machines installed before expiry of minimum six month from the date of installation of machines in the premises of PESSI Head Office, Lahore and thereafter only after a Notice of 45 days to PESSI, the same can be removed.
 - 14.9 If the work is found unsatisfactory or, if firm dishonor the contract, the security money will be forfeited and the job may be entrusted to another firm without giving any notice to the contractor and decision of Commissioner, PESSI will be final and binding on the contractor.
 - 14.10 Expenses on Paper, toner / cartridge, tape binding, ring binding, lamination, repair & maintenance of the Photostate Machine / refilling of toner will be borne by the successful bidder.
 - 14.11 Successful bidder will be responsible of presence of HR during the office timing for the operation of photocopy machines.
 - 14.12 Salary to operator of the photocopier machine will be granted by the successful bidder.
 - 14.13 Operator or any employee of the Company/Firm will not claim any relation as an employee of the department / PESSI.
 - 14.14 The misuse/ proliferation or illegal usage of official information/ documents of the Institution, will give right to proceed against the Firm/ Agency/Company or his employee responsible for the same under the relevant LAWS.
 - 14.15 Payment would be made as per actual usage on monthly basis under framework contract.
15. **PENALTY:** The machines should be operational continuously. In case if any machine becomes defective, the contractor will ensure that the same is repaired within one working day or an alternative arrangement is made by next working day of its being defective. If the contractor fails, to comply the above, he will have to pay a penalty of Rs.500/- per machine per day which may not exceed 10% of monthly Billed Amount, in such case the contract may be terminated subject to a written notice of 30 days from the date of issue of the letter.

16. **GENERAL TERMS & CONDITIONS**

- 16.1 Bids should be addressed to the Commissioner, Punjab Employees Social Security Institution, Lahore and submitted to undersigned in a SEALED ENVELOPE at the address given below latest by 09.11.2020.

Director ADMN,

Punjab Employees Social Security Institution (PESSI),

Address: Head Office, 3-A, Gulberg-V, Lahore.

Telephone: 042-99263097

- 16.2 Proposals shall be delivered by hand.
- 16.3 Bidder should have experience of at-least 05-years in the relevant field.
- 16.4 Bidder should duly be registered with Income Tax, Sales Tax Departments and are on Active Taxpayer List.
- 16.5 A Bid Security (in the shape of Demand Draft), in favour of the Commissioner, Punjab Employees Social Security Institution (by designation only), equivalent to 03% of the estimated price should be submitted alongwith Financial Proposal.
- 16.6 Bidder should have a legal presence in Pakistan.
- 16.7 All bids shall be valid for a period of **60 days** from the date of opening the tender.
- 16.8 The Bidder shall have an average minimum annual turnover / income of PKR 01 Million for last 03 years in Pakistan or equivalent.
- 16.9 The bidder shall be responsible for the payment of any duties/taxes etc. that are imposed by the GoP during the currency of the contract.
- 16.10 The bidders are also informed that the PESSI shall deduct all the taxes at the rate prescribed under the tax laws of Pakistan from all the payments.
- 16.11 Rates of photocopies should be quoted in PKR (Pakistan Rupees), format of Financial Bid is placed at **Annexure-A**, which must be followed by the bidders.
- 16.12 Bidders are required to furnish copies of Financial Statement in case of firms/Income Tax Return in case of Individuals for the last 03-Years.
- 16.13 Any offer not received as per terms & conditions provided hereinafter are liable to be ignored and no such offer shall be considered if:-
 - i. Received without Bid Security.
 - ii. Received after the time and date fixed for its receipt.
 - iii. The tender is unsigned.
 - iv. The offer is ambiguous.
 - v. The offer is conditional.
 - vi. The offer is from a firm, which is blacklisted, suspended or removed from the approved lists.
 - vii. Bids received by FAX or EMAIL.
 - viii. Bid/proposal is received with shorter validity than required in the tender document, and the offer is not conforming to specifications mentioned herein Tender Document.
- 16.14 If the acceptance of tender issued during the validity period of the offer is not accepted by the bidder, the Bid Security shall be forfeited and expenses in this regard if any will have to be borne by the bidder.
- 16.15 In case the offer is withdrawn, amended or revised during the validity period of the offer, the Bid Security is liable to be forfeited.
- 16.16 Bidder shall submit Bid Security @ Rs.45,000/- which is 03% of the estimated price in shape of Bank Draft in favour of the Commissioner, PESSI, which will be returned to the successful as well as un-successful bidders, after placement of order to the successful bidder.
- 16.17 The successful bidder will be required to furnish performance guarantee @ 05% of the total bid price in the form of Demand Draft in favour of the Commissioner PESSI (by designation only) within the period specified in the supply order placed with the successful bidder(s). Performance Security of successful bidder(s) will be returned after 01-Year of satisfactory supply of services of photocopier machine.

- 16.18 In case the successful bidder fails to execute the scope of work in accordance with specifications and the terms and conditions laid-down therein, the bidding document, the amounts of performance Security deposited by bidder shall be forfeited and expenses in this regard if any will have to be borne by the bidder.
- 16.19 No supplementary or revised offer/bid after opening of the tenders shall be entertained.
- 16.20 The bidders shall enclose the catalogue/ leaflets/ literature and other technical data, if any.
- 16.21 The Institution (PESSI) may reject all the bids at any time prior to acceptance of bids and shall upon request communicate to any bidder who submitted the bids the grounds for its rejection however, shall not be liable to be justified.
- 16.22 Besides the Terms & Conditions laid-down in the tender documents, all the relevant rules of PPR-2014, not mentioned therein, will also be applicable to the current assignment/ project.

17. RELEVANT EXPERIENCE

Bidder shall provide the detail of at least five similar assignments executed in the Government / Semi-Government organization or Government controlled corporation / autonomous body or a multinational Organization with the same size and geography according to the following format:-

SR #	NAME OF AGENCY	MODEL / FEATURE OF PHOTO-COPIER PLACED THERE	NUMBER OF PER MONTH PHOTO-COPIER CARRIED OUT THERE	PERIOD OF CONTRACT FROM _____ TO _____
1	2	3	4	5

18. SPECIAL INSTRUCTIONS:-

- 18.1 Bids shall be submitted under the "Single Stage Two Envelopes System" duly sealed as under:-
- (i) The bid shall be single package consisting two separate envelopes, containing separately the financial and the technical proposal;
 - (ii) The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL";
 - (iii) In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
 - (iv) The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
 - (v) During the technical evaluation no amendments in the technical proposal shall be permitted;
 - (vi) After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
 - (vii) The financial bids found technically non-responsive shall be returned unopened to the respective bidders; and
 - (viii) The lowest evaluated bidder shall be awarded the contract;

18.2 **The Bidders shall furnish a copy of Original Bidding documents alongwith bank receipt (original or attested copy) of Rs.1000/- of purchasing the tender documents.**

18.3 Bidder should quote their full and final rates both in words as well as in figures.

18.4 Bidder shall furnish particulars of their authorized representative, who will sign the tender documents and may attend tender proceedings, according to the following manner:-

SR	NAME & DESIGNATION	VALID CNIC NO	VALID CELL NUMBER
1	2	3	4

19. **AFFIDAVIT**

Bidder shall furnish affidavit to the effect that individual/ firm / agency / company is not blacklisted by any Government / Semi Government / Government Corporation / Autonomous Bodies or Private Organizations (**Annex-B**).

20. **TECHNICAL EVALUATION CRITERIA:**

Bids will be evaluated in accordance to Tender Documents and Technical Evaluation Criteria (**Annex-C**).

21. **FINANCIAL EVALUATION CRITERIA:**

Financial bids of firms who score at least 70% in the technical evaluation (as a whole) will be opened before the representatives.

22. **ONE PERSON ONE BID**

The individual/ firm / agency / company may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids under Rule 36A of PPRA, 2014.

CERTIFICATE

1. We hereby confirmed to have read carefully the description stores and all the terms & conditions of tender enquiry No.SS.ADMN.IX(931)/10/_____, due for opening on 09.11.2020 at 11:30 A.M for the supply of photocopier & other allied services. In addition to the conditions we also agree to abide by all the instructions mentioned herein bidding document.
2. The photocopier machine offered by us are of (a) foreign origin or (b) local origin.
3. We hereby confirmed to adhere to the delivery period determined in the tender document. In case of failure, we agree unconditionally to accept the recovery of liquidate damages on belated suppliers at 2% per month or part thereof in respect of the estimated price.

Terms & conditions and instructions contained in the Tender documents/Enquiry are hereby accepted/signed and confirmed:-

Signature_____

Name & Address of Tender: _____

Designation & ID Card No:

NTN:_____ GST No: _____

Date:_____ Official Seal _____

WITNESS

Signature_____

Designation & ID Card No: _____

Full Address: _____

I.D Card No: _____ Date _____

THE PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION.

(Head Office)

3-A, Gulberg-V, Lahore.

No.SS.ADMN.IX(931)/10/

Dated Lahore the,

2020

To,

M/s_____

DIRECTOR (ADMN)

FORMAT OF FINANCIAL BID - I

SR	DESCRIPTION OF PHOTOCOPIES	DESCRIPTION OF PAPER	RATE PER COPY SINGLE SIDE	RATE PER COPY BOTH SIDE
1	2	3	4	5
TOTAL IN PAK RUPEES				
GRAND TOTAL IN RUPEES (INCLUSIVE OF ALL TAXES DUTIES)				

FORMAT OF FINANCIAL BID - II

SR.	ITEM	RATE (INCLUSIVE OF TAXES)
1.	Tape Binding	
2.	Ring Binding	
3.	Lamination	

* Rates shall be inclusive of all the taxes / duties in the unit as well as in total cost. No additional charges / cost will be payable in addition to total cost for the above mentioned items.

CERTIFICATE

1. The bidder is a bonafide and registered / engaged in the business of providing photocopy & other allied services;
2. That the bidder is not bankrupt and has a reasonable capital for supply of the above mentioned services for which bid is being submitted;
3. That the bidder has not been declared as "defaulter" except that the decision has been set by competent authority or court of law;
4. That the bidder has not been punished by any court of law on any ground whatsoever, except the decision has been set aside by competent authority or Superior Courts;
5. That the bidder has not been declared as "Black Listed" except the decision has been set aside by competent authority or Court of law;
6. That all the above declarations are correct and based on facts;
7. That if any of the above certificate proven fake PESSI reserve the right to disqualify or black list the firm and to take appropriate legal action thereto.

Name of bidder or authorized representative:	_____
Signature:-	_____
Designation / Stamp	_____
CNIC #	_____

INSTRUCTIONS TO SUBMIT CERTIFICATE

The above certificate is mandatory to submit with bids on judicial stamp paper of Rs.100/- to the effect that the bidder has not been / is not blacklisted and has no dispute with any Government / Semi Government / Autonomous Body or any other organizations.

TECHNICAL EVALUATION CRITERIA

TECHNICAL EVALUATION CRITERIA				MAXIMUM MARKS
1.	Financial Soundness. Bank Statement of Last 02 years.	Less than 01 million	0 marks	15
		01 to 1.5 millions	10 marks	
		Over 1.5 million	15 marks	
2.	Experience in relevant field.	05 years	05 marks	10
		Above 05 years	10 marks	
3.	Previous 05 projects worth Rs.1.5 million and above for a reputable Government / Semi Government organization or Government controlled corporation / autonomous body or a multinational organization.	02 mark for each project.		10 (Max)
4.	Documentary evidence of providing photocopy services per month (No. of Copies):-	Up to 30000	10 marks	20
		30000 to 50000	15 marks	
		50000 & above	20 marks	
5.	Photocopier machine with	30 CPM	15 marks	20
		40 & above CPM	20 marks	
6.	Photocopier machine	01 machine	0 marks	10
		02 machines	10 marks	
7.	Average annual turnover or Income Tax Return for last 03 years.	Up to 1 million	05 marks	15
		01 to 1.5 million	10 marks	
		Above 1.5 million	15 marks	
TOTAL MARKS				100
QUALIFYING MARKS				70

Note:- Attach documentary evidence.



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The procurement shall be completed in accordance with the Punjab Procurement Rules, 2014 section 38 2(a) "single stage-two envelopes" bidding procedure. A single package containing Technical & Financial separate bids duly completed, singed, stamped sealed and in complete conformity with Tender Documents.

Financial bids must be accompanied by bid security at the rate of 03% of estimated price in shape of Demand Draft / Pay Order in complete conformity of the Clause 27 "Bid Security". Bids which are incomplete not sealed, not singed and stamped, late or submitted by other than specified mode will not be considered.

This tender / bidding documents are available on PPRA website, www.ppra.punjab.gov.pk and website of PESSI www.pessi.gop.pk and can also be obtained from the PESSI, Head Office, 3-A, Gulberg-V, Lahore immediately from date of uploading on PPRA website on working days during office hours from 09:00 AM to 05:00 PM at the cost of Rs.1,000/-.

The proposals should reach the Head Office of Punjab Employees Social Security Institution, 3-A Gulberg-V, Lahore by 11:00. A.M. on **09.11.2020** and shall be opened on the same date at 11:30. A.M in the presence of bidder's representative.

PESSI may reject all bids or proposals at any time prior to the acceptance of bids or proposals as provided under Rule 35 of Punjab Procurement Rules, 2014.

DIRECTOR (ADMN.)
Ph. # 042-99263097

CONTRACT

For Provision of Photocopier Machines Alongwith other Allied Services for PESSI Head Office, 3-A, Gulberg-V, Lahore.

THIS AGREEMENT for hiring of photocopy services alongwith other allied services for PESSI Head Office (Hereinafter called the Contract) is made on ___ day of _____, 2020.

BETWEEN

Punjab Employees Social Security Institution (PESSI) (hereinafter referred to as the "Client", which expression shall, where the context so permits, be deemed to include its successor-in-interest and permitted assigns) of the one part;

AND

M/s _____ (hereinafter referred to as the "Contractor") of the other part;

(The Client and Contractor shall, hereinafter collectively be referred to as the "parties" and individually as the "party")

RECITALS

- i. Whereas, the Contractor has shown its intention to provide photocopier machines and other allied services at the PESSI Head Office (Client) as per approved scope of work and has been short-listed as lowest bidder in the bidding process;
- ii. Whereas, the Client is desirous to hire the services of the Contractor and the Contractor has agreed to provide the same to the Client in consideration of the agreed payments to be made by the Client to the Contractor;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which hereby acknowledged, the Parties agree and covenant as follows:-

SECTION-1

SCOPE OF WORK

No. of Photocopy Machines required for photocopy services	02 High Speed Digital Multifunction Photocopier Machine
CPM Per Photocopier Machine	40 CPM approximately
Page size	A-4, Legal
Paper Bank	Must be available
Computer Attachment Feature	Must be available
Reduction & Enlargement Feature	Must be available
Allied Services	Tape Binding, Ring Binding & Lamination

SECTION-2

GENERAL TERMS AND CONDITIONS

1. The stipulations mentioned in the advertisement, tender documents, work order shall be part & parcel of this agreement.
2. Contractor will have to sign the agreement within 7 days after intimation of his success by PESSI. Otherwise, his bid will be cancelled and earnest money will be forfeited.

3. The Contractor will submit 05% performance guarantee in form pay order of the total bid price in the name of PESSI along with the signed agreement as performance guarantee which will be released on completion of successful completion of contract period i.e.01 year.
4. The contractor shall ensure delivery of photocopier machine within 07 days after placement of work order.
5. The Contractor shall not transfer, assign, pledge or subcontract the assigned photocopying job to any other firm.
6. The Contractor cannot modify or withdraw his bid after submission.
7. The Client shall make payment to the Contractor as per actual usage after delivery of original sales tax invoice and subsequent provision of the photocopy receipt duly authorized by Incharge issued from different section for each of the machine installed as the number of pages can increase or decrease for each month.
8. In case of any dispute or difference, the case will be settled amicably between both the parties.
9. In the event of failure of amicable settlement of dispute as above, either party of this contract may refer the matter of dispute to arbitration under the provision of Arbitration Act, 1940 and the rules issued thereunder.
10. This contract is valid for one year from 01.12.2020 to 30.11.2021, However, the performance of the Contractor as per terms and conditions given in this agreement and bidding documents (as an integral part of the contract) will be ascertained by the _____ committee of the client and on recommendation of the said committee, Director (Admin) will issue Satisfactory Performance Certificate on annual basis.
11. The complete maintenance/replacement of all parts consumable/services will be carried out by the Contractor, for which no additional cost/charge be paid. Space & Electricity will only be provided by the Client.
12. The Contractor shall provide the maintenance/repair services and replacement of toner up to entire satisfaction of set standards during working hours except holidays.
13. Backup equipment in lieu of will be provided by M/s. (Lowest Bidder) if the photocopier machine is not working satisfactorily for one complete working day.
14. The Contractor, will not be permitted to withdraw from the contract or remove the machines installed before expiry of minimum six month from the date of installation of machines in the premises of PESSI Head Office, Lahore and thereafter only after a Notice of 45 days to PESSI, the same can be removed. The Contract can be terminated by Client after giving one month (01) prior notice in writing due to any reason.
15. The Contractor cannot and is not allowed to sublet this contract to any other party. In case of violation, if any, of this clause or the contract itself, the Client shall be entitled to terminate the Contract upon notice to the Contractor.
16. PESSI agrees to use the equipment in accordance with the general operating specifications provided by Contractor.
17. This contract shall, in all respects, be subject to read and construed and shall operate in conformity with the laws of Pakistan and the Courts in Pakistan in Lahore shall have the jurisdiction for adjudicating and interpreting this Contract.
18. No variation in or modification to the terms of this Contract shall be made, except be a written amendment/modification duly agreed and signed by both the parties hereto.

19. The cost of services related to provided Photocopier Machines Services i.e. repair & maintenance, refill/replacement of Toner Cartridges etc. shall be included in the per page rate quoted by the bidder. The qualified contractor will have to replace the malfunctioning machine/trouble making machine within 01 working day of inquiry being placed by PESSI at own expense.
20. Every term & condition mentioned in tender document shall become integral part of this contract.

SECTION-3

CURRENCY OF CONTRACT

The Contract shall come into force immediately upon signing by both parties.

IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNDER SET THEIR HANDS ON THE DAY AND THE YEAR FIRST WRITTEN ABOVE.

For and on behalf of the Client(PESSI) For and on behalf of Contractor

(Director Admn)

PESSI, Head Office, Lahore

1. WITNESSES

Name:- _____

CNIC:- _____

Name:- _____

Designation:- _____

Signature / Stamp:- _____

2. WITNESSES

Name:- _____

CNIC:- _____