

INVITATION TO BIDS

Bids are invited from interested parties willing to provide photocopying services at competitive prices to the Islamia College Peshawar under the following terms and conditions:

1. Bids shall be submitted at the below mentioned address in sealed envelopes containing details of the service providers (e.g., name, address, contact number, email address, copy of CNIC, experience certificate etc.).
2. The service providers shall furnish the subsidized rates for different categories of photocopying based on the quality/quantity of service (e.g., size or quality of the page used).

Rental Detail	Printing / Photocopying Services	Rates
@ Rs. 0/- Per Month	1. Single Side A4 2. Double Side A4 3. Single Side Legal. 4. Double Side Legal } With Paper	Rs: _____/-
	1. Single Side A4 2. Double Side A4 3. Single Side Legal 4. Double Side Legal } Without Paper (Paper provided by Customer)	Rs: _____/-
@Rs.5000/- Per Month	1. Single Side A4 2. Double Side A4 3. Single Side Legal. 4. Double Side Legal } With Paper	Rs: _____/-
	1. Single Side A4 2. Double Side A4 3. Single Side Legal 4. Double Side Legal } Without Paper (Paper provided by Customer)	Rs: _____/-
@ Rs. 10000/- Per Month	1. Single Side A4 2. Double Side A4 3. Single Side Legal. 4. Double Side Legal } With Paper	Rs: _____/-
	1. Single Side A4 2. Double Side A4 3. Single Side Legal 5. Double Side Legal } Without Paper (Paper provided by Customer)	Rs: _____/-

3. Services are to be offered to various offices and students of the University. In case of service provision to offices, the service providers may be asked to keep record of the service provided during a particular period and provide receipt for the same.

4. The service providers whose bids are accepted shall be allocated space for provision of services by the Islamia College Peshawar. Whereas, the allottee shall erect the cabin/shed/shelter for the purpose on the designated/allotted space.
5. Successful bidders shall deposit security amount (@ Rs. 20,000) which will be refundable at the time of exiting from the contract.
6. The service provider shall bear the electricity charges as per their consumption of units. Charges for other services may apply in case such services are provided by Islamia College Peshawar.
7. The service providers shall be responsible for maintenance and proper cleaning of the respective space allocated to them.
8. The service provider shall observe the sanctity of the institution and shall behave with all the customers fairly and respectfully.
9. In case of any grievance regarding any customer, the service provider shall report the same to the concerned office of the University.
10. The University reserves the right to reject any bid without assigning any reason, or to cancel the entire bidding process.
11. The service provider may terminate the contract upon one month's notice.
12. In case of the service providers' violation of any terms and conditions contained herein, or conditions agreed upon in the contract for service provision, the contract shall stand cancelled automatically.
13. Bids shall be submitted to the below mentioned address/office on or before 16-03-2023 and the same shall be opened on 17-03-2023 in the presence of all the bidders.
14. Incomplete bids and those received after due date shall not be entertained.

The Administrative Officer
Islamia College Peshawar