



No. F. 13-5/2018-Gen (pt)
Drug Regulatory Authority of Pakistan
Ministry of National Health Services, Regulations & Coordination
T.F. Complex, 7-Mauve Area, G-9/4, Islamabad.

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INVITATION TO BID
(For Photocopies of Official Documents on need basis)

Drug Regulatory Authority of Pakistan, is an autonomous body of the Federal Government established under the DRAP Act, 2012, invites sealed bids/proposal from experienced firms registered with Income Tax and Sale Tax Departments and are on Active Taxpayers List of FBR, for the copying of official documents on need basis for a period of one year extendable for further period of one year on mutual consent. Single stage one envelope procedure under the PPRA rules shall be followed for submission of bids. Bidding documents containing schedule of requirements, terms and conditions can be obtained from the office of undersigned (Admin-II Section) First Floor, T.F. Complex G-9/4, Islamabad during office hours or can be downloaded free of cost from DRAP and PPRA websites www.dra.gov.pk & www.ppra.org.pk. The proposals complete in all respect should reach the office of the undersigned by **February 20, 2020 at 11:00 AM**. Bids will be opened on the same day at **11:30 AM** at DRAP Office Islamabad.

(ASMAT ULLAH)
Assistant Director (ADMIN-II)
Ph. 051-9107307

Assistant Director (Admn-II)
Drug Regulatory Authority of Pakistan
M/o National Health Services,
Regulations & Coordination
Government of Pakistan
Islamabad

FOR PHOTOCOPIES OF DOCUMENTS

1. Sealed bids are invited from experienced firms duly registered with FBR for income and sales tax having proper business setup in Islamabad for the copying of official documents on need basis.


2. Terms & Conditions

- i. The bids shall comprise a single envelope and shall be marked as “**Proposal for Photocopying of Official documents of DRAP**” with all mandatory documents as mentioned at para 2(ii) and financial proposal as per Annex-I.
- ii. The firms must attach the following documents (**MANDATORY**). The rates should be quoted on the form attached as Annex-I.

Sr.	Eligibility/ Evaluation Criteria	Requirement	Supporting Documents to be Attached as
1.	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A
2.	Income Tax Registration and on ATL (copy of certificate)	Mandatory	Annex-B
3.	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-C
4.	Address of Proper Business Set up in Islamabad	Mandatory	Annex-D

- iii. The proposal should reach this office by **February 20, 2020 at 11:00 AM**. The proposals will be opened on the same day **11:30 AM** in office of the undersigned in the presence of bidders who may like to participate. Incomplete and conditional proposal shall not be considered.
- iv. The eligible bidder as per bidding documents fulfilling the qualification will be selected on lowest cost quoted.
- v. The approved bidder immediately after receipt of letter of award shall execute an agreement with the authority for period of one year extendable for further period of one year with mutual consent of both parties.

- vi. DRAP reserves the right to accept or reject any or all proposals in line with PPRA rules. Personal influence will also disqualify bidders.
- vii. Bid validity period shall be for Three months from date of opening of bids. This period can be extended by DRAP with the consent of bidders.
- viii. In case of similar rates quoted by two or more bidders, decision shall be made through draw.


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