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
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.

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

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.

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Assistant Director (Admin II)
Drug Regulatory Authority of Pakistan
Ministry of National Health Services, Regulations & Coordination
Government of Pakistan
Islamabad
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.
FINANCIAL PROPOSAL
(For Photocopying of Official Documents of DRAP on need Basis)

Name of Firm: ____________________________

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description</th>
<th>Quantity*</th>
<th>Unit Price (Rs) Including all taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Photocopies/Print A/4 80 Gram Black &amp; White Single Side of the Page is Used</td>
<td>Per Copy</td>
<td></td>
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<tr>
<td>2.</td>
<td>Photocopies/Print A/4 80 Gram Black &amp; White if both Sides of the page is used</td>
<td>Per Copy Rate of one side</td>
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<td>3.</td>
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<td>5.</td>
<td>Photocopies/Print Legal Size 80 Gram Black &amp; White Single Side of the Page is Used</td>
<td>Per copy</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Photocopies/Print Legal 70 Gram Black &amp; White Single Side of the Page is Used</td>
<td>Per copy</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Photocopies/Print Legal Size 80 Gram Black &amp; White if both Sides of the page is used</td>
<td>Per Copy Rate of One side</td>
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<tr>
<td>8.</td>
<td>Photocopies/Print Legal Size 70 Gram Black &amp; White if both Sides of the page is used</td>
<td>Per Copy Rate of One side</td>
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<tr>
<td>9.</td>
<td>Photocopies/Print A/4 80 Gram Color Single Side</td>
<td>Per copy</td>
<td></td>
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<tr>
<td>10.</td>
<td>Spiral Binding up to 500 pages with both side Plastic &amp; Card</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Spiral Binding up to 1000 pages with both side Plastic &amp; Card</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Tape Binding up to 500 pages with both side Plastic &amp; Card</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Tape Binding up to 1000 pages with both side Plastic &amp; Card</td>
<td>Each</td>
<td></td>
</tr>
</tbody>
</table>

Signature with Date: ____________________________

The bidder to whom the photocopies work is assigned, shall also be required to bind the documents as per quoted rate.

All the rates must include all taxes and service charges.
AGREEMENT
(To Be Executed After Issuance of Award Letter)

THIS AGREEMENT is made on the ______ day of ______ 20____ between “Drug Regulatory Authority of Pakistan (DRAP), Islamabad” (hereinafter referred to as the “Authority”) of one part, and “_________Name of Firm________________” (hereinafter referred to as the Service Provider) of the other part.

WHEREAS the Authority is desirous of availing the Photocopying services for Official Documents on need basis of the ____ Firm Name______ as per bidding documents and the service provider has accepted to provide the said services as per scope, rates and terms & conditions contained in bidding documents and this agreement for a period of one year extendable for further period of one year with the consent of both parties.

NOW THIS AGREEMENT WITNESSETH as follows:

1. SERVICES:

The service provider shall provide the following services to Authority with the terms conditions of this Agreement:

   a. The Service Provider shall be bound to use good quality paper.
   b. The service provider shall keep the confidentiality of the documents and will not share with unauthorized person.
   c. The service provider shall not be allowed to make the copies of documents in any other business set up, in case it is required, prior permission of the Authority will be required.
   d. The service provider shall ensure quick disposal of the assigned task on priority.

2. PAYMENT

   a. The service provider shall invoice the Authority for the services provided on monthly basis.
   b. At the End of month, the Service Provider shall submit consolidated bill along with separate bills for each assigned task.
   c. The Authority will ensure payment within 15 working days of the receipt of the bill.
   d. The mode of payment for the services rendered shall be cheque crossed in the name of service provider.
   e. The Authority will be authorized to withhold any applicable taxes under the prevailing tax laws on the payments to the service provider.

3. TERMINATION:

   a. The agreement shall be effective for a period of one year from the date of signing of agreement.
   b. Either party may terminate this agreement upon one month notice in writing if the other party is in breach of any obligation contained in this Agreement and bidding documents.
   c. The Authority reserves the right to hold or cancel any payment if the services provided are found below the standard.

The parties agree to the aforementioned “Terms & Conditions” of this Agreement and their authorized representatives hereby sign this Agreement.

Authorized Representative of DRAP

On Behalf of Service Provider

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