



No. F. 13-12/2018-Gen

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 Documents/Old Record)

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 photocopying of old files. 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 **November 25, 2019 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 the photocopying of old files with following conditions:
 - i. Qualified Firm shall use 70 gram paper at least.
 - ii. Photocopies shall be made on both sides of page.
 - iii. Qualified Firm shall bound to provide the photocopying facility inside the DRAP premises.
 - iv. After photocopying the record, the qualified firm shall be bound to punch the photocopies record as well as original record in its original form.
 - v. DRAP will only provide space and electricity to the firm.
 - vi. Minimum 50,000 pages shall be required to be copied. (The quantity can be increased).
 - vii. The task needs to be completed within 07 days.
 - viii. The qualified firm should ensure confidentiality of the documents and record/documents should not be disclosed to unauthorized person(s).
 - ix. The bidders can inspect the files available at DRAP Office, Islamabad before submitting proposal.

Terms & Conditions

2. The bids shall comprise a single envelope and shall be marked as “**Proposal for Photocopying of Old Record of DRAP**”.
5. The firms must attach the following documents. Non-submission of following documents shall lead to rejection of bids (**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.	Experience Certificate for similar work (copy of certificate(s))	Mandatory	Annex-C
4.	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D

6. The proposal should reach this office by **November 25, 2019 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.
7. The eligible bidder as per bidding documents fulfilling the qualification will be selected on lowest cost quoted.
9. The approved bidder immediately after receipt of letter of award shall commence the work.
10. DRAP reserve the right to accept or reject any or all proposals in line with PPRA rules. Personal influence will also disqualify bidders.
11. 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.
12. In case of similar rates quoted by two or more bidders, decision shall be made through draw.

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

Drug Regulatory Authority of Pakistan

FINANCIAL PROPOSAL
(For Photocopying of Old Record)

Name of Firm: _____

Sr.	Rate Quoted per copy* (including all taxes)
1.	Rs. (In Words: Rupees _____ _____ _____)

Signature with Date: _____

*** Per copy means, single side copy (one side of page)**