



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. Admn.24(42-C)/2023/AT-18
DTD: December 5, 2023

TENDER FOR PHOTOCOPY SERVICES AT NIT HEAD OFFICE AND IFC, KARACHI

Vendors registered with tax authorities are invited to submit bid up to date / time notified hereunder in sealed envelope for photocopy services on per copy charge basis which will be payable monthly (against invoice to be generated by service provider) for a period of three years renewable with mutual consent. Only space and use of electricity will be on account of NIT. One operator, three photocopiers capable of fast / quality photocopy services, paper, consumable items and maintenance cost of photocopiers will be on account of service provider. The services of two photocopiers and one operator are required at National Investment Trust Limited, NBP Building, 6th Floor, I.I. Chundrigar Road, Karachi (NIT Head Office) and one photocopier without operator is required at Investors' Facilitation Centre, 08 Lakson Square Building No.1, Sarwar Shaheed Road, Opp: Karachi Press Club, Saddar, Karachi (IFC). Tender document may be obtained free of cost from Administration Department, NIT Head Office, 6th floor, NBP Building, I.I. Chundrigar Road, Karachi, during working days / hours.

The sealed envelope containing Tender Documents duly completed / stamped and signed by the authorized person of vendor and duly marked on face of envelope “**Tender for Photocopy Services**” may be dropped in Tender Box placed at Receptions Area, NIT Head Office or may be submitted at Administration Department, NIT Head Office (address appearing below) **up to December 22, 2023 at 3:30 p.m. Tenders will be opened on December 22, 2023 at 4:00 p.m.** This advertisement is also available on NIT website at www.nit.com.pk

Thanking you,

Yours faithfully,

(S.T.A. QUADRI)
Head of Administration

Contact Persons :

- 1) **Mr. Lal Afsar, Asstt: Section Manager-Admn.; &**
- 2) **Mr. Hafeezur Rehman, Chief Manager-Admn.**

Office Phone: 021-32412056 – 59 Ext: 233 and 217 respectively
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