

*Tender Fee: Rs.500/-
(Non-Refundable)*

TENDER FORM
Tender # PC/01/18-19

**Photocopier Services at IBA Main
Campus & City Campuses**

Date of Issue : July 21, 2018

Last Date of Submission : August 09, 2018 (3:00 PM)

Date of Opening of Tender : August 09, 2018 (3:30 PM)

Pay Order / Demand Draft #, Drawn on Bank.....

Amount of Rs..... Dated.....

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1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites and leading newspapers on July 21, 2018 to "Photocopier Services at IBA Main & City Campuses".

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Sr. Purchase Executive on 38104700 ext: 2150 for any information and query

Thank you.

-sd-

Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Printers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi from July 21, 2018 to August 09, 2018 during working 9:00 AM to 3:00 PM.
- (d) The last date of submit the Tender Document in sealed envelope in August 09, 2018 by 3:00 PM in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (e) Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Please mention "Tender Number" at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

3. **BILL OF QUANTITY**
Photocopier Services

Items	Quantity per year (approx)	Rate (Rs)	Amount per year (Rs)
Photocopy Charges			
<u>Powder Copy:</u>			
1. A4 Size	360000		
2. A3 Size	1200		
3. Legal	1200		
<u>Binding Charges:</u>			
4. Spiral Binding	450		
5. Strip Binding	120		
6. Tape (American) Binding	120		
7. Ring Binding	120		
<u>Lamination (Hard) Charges:</u>			
8. ID Card Size	600		
9. A-4 Size	120		
10. A-3 Size	120		
11. Legal Size	120		
<u>Lamination (Soft) Charges:</u>			
12. ID Card Size	120		
13. A-4 Size	120		
14. A-3 Size	120		
15. Legal Size	120		
Total			
17% GST			
Total Amount (Annexure 'A')			

Total Amount 'Annexure A': Rs. _____

Stamp & Signature

The service provider will have to setup or move its equipment for the said job to a different facility / location other than the once listed below within the same campus when required by IBA.

❖ **Main Campus:**

i) Adamjee Academic Block (Main Shop)

- a) 02 units Minolta DI 450 or equivalent
- b) HD – color, printer 6122 HP or equivalent
- c) Laser Printer
- d) Computer Desktop Pentium 4 or equivalent
- e) Spiral Machine
- f) Normal & Heavy Duty Stapling Machine
- g) Scanner
- h) Lamination Machine

ii) Tabba Academic Block

- a) One Unit DI 450 Digital (Minolta) + Dialta or equivalent
- b) 10GB Hard Disk
- c) 10 Box A4 BLC 80GM or equivalent
- d) Book Binding Machine Stapler (Opal HD 128 S/17) or equivalent
- e) Tonner Bottle

iii) Student Centre

- i) 02 units Minolta DI 450 or equivalent
- j) HD – color, printer 6122 HP or equivalent
- k) Laser Printer
- l) Computer Desktop Pentium 4 or equivalent
- m) Spiral Machine
- n) Normal & Heavy Duty Stapling Machine
- o) Scanner
- p) Lamination Machine

iv) Aman CED Block

- a) One Unit DI 450 Digital (Minolta) + Dialta or equivalent
- b) 10GB Hard Disk
- c) 10 Box A4 BLC 80GM or equivalent
- d) Book Binding Machine Stapler (Opal HD 128 S/17) or equivalent
- e) Tonner Bottle

4.

BILL OF QUANTITY**Photocopier Services**

Items	Quantity per year (approx)	Rate (Rs)	Amount per year (Rs)
Photocopy Charges			
<u>Powder Copy:</u>			
1. A4 Size	540000		
2. A3 Size	1800		
3. Legal	1200		
<u>Binding Charges:</u>			
4. Spiral Binding	600		
5. Strip Binding	120		
6. Tape (American) Binding	120		
7. Ring Binding	120		
<u>Lamination (Hard) Charges:</u>			
8. ID Card Size	1200		
9. A-4 Size	120		
10. A-3 Size	120		
11. Legal Size	120		
<u>Lamination (Soft) Charges:</u>			
12. ID Card Size	120		
13. A-4 Size	120		
14. A-3 Size	120		
15. Legal Size	120		
Total			
17% GST			
Total Amount (Annexure 'B')			

Grand Total = Annexure 'A' + Annexure 'B'**Grand Total Amount: Rs.** _____**Grand Total Rupees (in words)** _____

Stamp & Signature

The service provider will have to setup or move its equipment for the said job to a different facility / location other than the once listed below within the same campus when required by IBA.

❖ **City Campus:**

i) **Academic Block (Main Shop)**

- a) 04 units Minolta DI 850 or equivalent
- b) HD – color, printer 6122 HP or equivalent
- c) Laser Printer
- d) Computer Pentium 4 or equivalent
- e) Spiral Machine
- f) Normal & Heavy Duty Stapling Machine
- g) Scanner
- h) Lamination Machine

ii) **Library City Campus**

- a) 01 unit DI 450 Digital (Minolta) + Dialta or equivalent
- b) 10GB Hard Disk
- c) 10 Box A4 BLC 80GM or equivalent
- d) Book Binding Machine Stapler (Opal HD 128 S/17) or equivalent
- e) Tonner Bottle

Stamp & Signature

5. BIDDING DATA

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of Works:** Photocopier Services at IBA Main & City Campuses
- (c) **Procuring Agency's address:-**Main Campus, University Road, Karachi
- (d) **Amount of Bid Security:-** Bid Security of 2% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi
- (e) **Period of Bid Validity (days):-** Ninety Days
- (f) **Performance Security Deposit:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in August 09, 2018 by 3:00 PM in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (h) **Venue, Time, and Date of Bid Opening:-** Tender will be opened on August 09, 2018 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (i) **Time for Completion from written order of commence:-** 60 days
- (j) **Liquidity damages:-** 2% liquidity damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- (k) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**
....., **Amount :Rs.....Drawn on Bank..... Dated.....**

Stamp & Signature

6. Bidder Qualification Criteria

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 5 years of experience in providing photocopier services to reputable organizations.	
2	Manufacturers / Firms / Supplier / Companies / Distributors must provide “Sales tax registration certificate with last month return copy both FBR and / or SRB” and NTN certificates at the time of submission of bidding document.	
3	Last 3 plus years’ financial statements minimum 1 million (per year) in terms of bank statement or financial statement.	

 Stamp & Signature

7. Terms & Conditions of Services

The following terms of the services are agreed by the photocopier:

- (a) **Contract Agreement:** The service provider will have to sign a contract agreement with the IBA, Karachi on the agreed mutual terms and conditions. The clause / article contract agreement will integral part of terms and conditions.
- (b) **Approved Requisition Slip:** Copies must be accompanied by the Delivery Challan, date of delivery/work execution, quantity, specs, requisitioner name clearly mentioned.
- (c) **Space / Area:** The space / area will be provide by the IBA, Karachi on rental charges basis.
- (d) **Rent:** Approved rent per facility / location will be Rs. 10,000/- per month excluding utilities charges at actuals. The utility be borne by the service provider.
- (e) **Utility Charges:** The service provider will provide a meter (electricity, water or gas) based on its requirement which will be installed by IBA. Any applicable taxes (govt. taxes / levies as per SRO) will be borne by service provider at actual unit consumed.
- (f) **Photocopy Machines, Equipment and Gadgets:** It will be the responsibility of photocopier / service provider to install, arranged photocopy machines, equipment and gadgets of specified brand, man, model with the consultation of IBA authority and according to the requirement at different location in the premises of IBA, Karachi, latest by September 2018.
- (g) **Repair and Maintenance:** It will be the responsibility of photocopier / services provider to kept the machines, equipment and gadgets in excellent condition along with building / premises repair and maintenance.
- (h) **Use of Consumable:** All the consumables should be genuine.
- (i) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (j) **Disclosure of Confidential Script/Material:** All rights reserve with the IBA, Karachi and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- (k) **Termination:** That upon termination of the agreement the service provider / photocopier shall be permitted to remove all its machines, equipment and gadgets which may have been placed at premises from the time to time.
- (l) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (m) **Payment Procedure:** Payment will be made on the basis of production of requisition slips duly approved on monthly basis.
- (n) **Bid Security:** 2% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.

Stamp & Signature

- (o) **Photocopy Shops' Rent:** Will pay rent each facility or location on or before the eight day of every month in form of Pay Order/Demand Draft of any commercialized bank of AAA rating in favor of IBA, Karachi.
- (p) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the service provide / photocopier for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (a) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (b) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (c) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (d) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (e) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (f) **Validity of Contract:** Validity of contract will be for one year which may be extended after mutual consent.
- (g) **Rights:** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. IBA, also reserve the rights to issue Work Order for any single items to different lowest responsive bidders or issue Work Order for all the items to any lowest responsive bidder.
- (h) **Tender Document:** Tender Document available at the Office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi.
- (i) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (j) **Environmental Friendly Procedure:** The Service Provider must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (k) **Submission of Tender:** Last date for submission is August 09, 2018 up to 3:00 PM.
- (l) **Opening of Tender:** Tender will be opened on August 09, 2018 on 3:30 PM at IBA Main Campus, University Road, Karachi.

Stamp & Signature

- (m) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
- (n) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (o) **Sales Tax Registration Certificate:** The Service Provider must provide “Sales tax registration certificate with last month return copy both FBR and / or SRB” at the time of submission of bidding document.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

Stamp & Signature

8. Agreement

This Agreement is made at Karachi on this day, the -----, 2018 between **Institute of Business Administration, Karachi**, situated at University Road, Karachi, represented by their -----, called the **FIRST PARTY** (which expression, wherever the context so admits or requires to be deemed to include it's successors-in-interest and / or permitted assigns) of the one part and **M/s -----, situated at -----**, through their proprietor, -----, hereinafter called the **SECOND PARTY** (which expression, whenever the context so admits or requires to be deemed to include all their heirs, executors, proprietor(s), successors-in-interest and / or permitted assigns of the other part.

WHEREAS the **FIRST PARTY** is the premier institute of Business Studies in Pakistan and a citadel of higher learning and the **SECOND PARTY** is in the business of sales, services and rentals of photocopying & machines. The First Party intends to obtain services to operate / functional the photocopy shop of Main Campus and City Campus of the specified items and in addition to other related items as and when required and needed on the mutual undertaking.

Now it is hereby agreed and declared by and between the parties as follows:

WITNESSETH

The First Party hereby offer to appoint 'Second Party' as their official photocopy shop operator for specific purpose of photocopying items, service in the photocopy shops, payment of utilities, installation of specified electrical appliances, photocopying machines, binding machines, lamination machines and other gadget to support the services etc whatsoever work is required to operate and functioning of photocopy shops on full-fledged basis. 'The Second Party' hereby agrees to the offer of the 'IBA' in acceptance of the terms and conditions herein below forth. The terms & conditions and rates/charges of Tender Documents vide Annexure 'A' & 'B' will be integral part of this agreement.

ARTICLE I

Duties and Scope of Services and Agreement:

- (a) **General:** This agreement includes the upkeep of the photocopy shops, provision & installation of photocopy machines, electrical appliances, lamination machines and other gadget, payment of utility bills, payment of any person hired by the 'The Photocopy Shops Operator' and screened by the IBA & Security Staff.
- (b) **Utilities:** IBA, Karachi will provide only initial connections to basic utilities, provision of water will be allowed by IBA. Payment of electric bills shall be the sole responsibility of the Second Party. IBA shall not be responsible for any disconnections due to non-payment or default or breach by the Photocopy Shops Operator or otherwise. Utility Bill(s) will be paid by the Second Party as per actual to the First Party within five days on the receipt of the Bill(s).
- (c) **Cleanliness:** The photocopy shop operator shall responsible at all times to keep good both externally and internally of the photocopy shops and also the electric & water installation on the photocopy shops and shall maintain the cleanliness of the photocopy shops (including painting the walls) both inside and outside all times and will maintain the electric installation in such repairs as will prevent leakage or waste of electric & water. The photocopy shops should be kept in hygienically clean state at all times. Proper

- and timely maintenance of electrical / mechanical and fixture etc will be carried on by 'The First Party' as a standard practice. However, monthly or weekly, which ever reflects cleanliness, disposal of waste material will be the sole responsibility of Second Party.
- (d) **Approved Rate(s) List/Charges:** 'The Second Party' will provide the photocopying & allied items on the approved and agreed rates only to the students and employee populace of the IBA whatever and whenever required.
- (e) **Listed Items:** 'The Second Party' has agreed to provide all items mentioned in Annexure 'A' & 'B' of Tender Documents with mutual understanding, high quality and certified in writing. The specifications of the items to be provided could be changed, increased or decreased. All items, as mentioned in Annexure 'A' & 'B' and provided by the SECOND PARTY, will remain the property of the SECOND PARTY at all times.
- (f) **Non-listed Item(s):** New item(s) will be introduced with due approval of First Party on agreed rate(s).
- (g) **Photocopy Machinery(ies)/Equipment(s)/Gadget(s)/Utensil(s):** It will be the responsibility of Second Party to install, arrange photocopy machines, equipment and gadgets with the consultation of First Party and according to the requirement at different location(s) in the premises of IBA, Karachi.
- (h) **Prohibition:** Printing/transferring in any form of pornographic, obscene material and provocative religious article(s) is strictly prohibited. It will be responsibility of the Second Party not to oblige anyone who use prohibited item(s) & report to the Registrar without loss of time.
- (i) **Repair & Maintenance:** It will be the responsibility of Second Party to kept the machines, equipment and gadgets in excellent condition along with building / premises repair and maintenance.
- (j) **Use of Consumable :** All the consumables should be genuine.
- (k) **Permission:** That the FIRST PARTY will allow the SECOND PARTY, their authorized agents, officers, employees and workers access to the FIRST PARTY Photocopy Shops for the express purpose of inspecting, implementing and servicing of this agreement. The First Party will screen the authorized agents, officers, employees and workers of the Second Party.
- (l) **Rights:** The Second Party will employ its own people for the maintenance of the Photocopy Shops, machineries, equipment and market/sell/provide approved items & Photocopy Shops which shall remain owned and possessed by the First Party at all times. Notwithstanding anything contained in this Agreement, the Second Party shall at all times remain a service provider to the First Party and shall use the Photocopy Shops as a bare licensee and shall not acquire any rights in the land or property of the Photo Copier Shop or any other premises of the First Party.
- (m) **Sub-letting:** No sub-letting in any case & form will be acceptable.
- (n) **Disclosure of Confidential Script/Material:** All rights reserve with the IBA, Karachi and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- (o) **Operational Day(s) & Time(s):** Generally the operations at Photocopy Shops should be carried on six days a week from 0800 hours to 2100 hours by the Second Party. However, First Party may ask to operate for extra day(s) & hour(s) at its sole discretion.

Article II
Remuneration:

- (a) **Security Deposit:** Pak Rupees Twenty Five Thousand Only will be provided by Second Party to the First Party as a security deposit in lieu of using the photocopy shops in the main and city campus.
- (b) **Charge(s):** ‘The Second Party’ will charge from student(s), IBA employee(s) & IBA populace the cost of item(s) according to the approved rates as in Tender Documents vide Annexure ‘A’ & ‘B’.
- (c) **Photocopy Shops’ Employees’ Remuneration:** The remuneration / wages / payment of Photocopy Shop’s employee(s) hired by the Second Party will be its sole responsibility & paid by the Photocopy Shop Operator without prejudice of public interest(s). The First Party will not accept any liability about the Second Party’s employee.
- (d) **Government Tax(es)/Levy(ies)/Charges:** It will be charges at actual as per SRO.
- (e) **Submission of Bill(s)/Invoice(s):** Invoice(s)/Bill(s)/Rent(s) should be submitted to the Finance Department of First Party.
- (f) **Photocopy Shops’ Rent:** ‘The Second Party’ will pay rent of Rupees Ten Thousand Only each for Main Campus Photocopy Shop & City Campus Photocopy Shop, totaling to a rent of Rupees -----Only per month to be payable by the Second Party to the First Party on or before the fifth day of every month in form of Pay Order/Demand Draft of any commercialized bank of AAA rating in favor of First Party.

Article III
Termination and Arbitration:

- (a) **Termination:** Either party may terminate this agreement if either party defaults in the due punctual performance of the terms and conditions of this agreement. If there is a dispute by either party in interpretation of “default”, it shall be referred to Sr. Manager Procurement & Stores, IBA & the Proprietor of M/s -----.
- (b) **Arbitration:** The parties expressly consent that all disputes shall be amicably settled between the parties, failing which such disputes shall be settled in accordance with the Arbitration Act, 1940 and the rules made thereunder. Arbitration shall, unless otherwise agreed by the parties, be conducted in Karachi. The Registrar, IBA will be the Arbitrator. Each party hereby agrees that any final arbitration decision shall be binding upon the parties.

Article IV
Indemnity:

- (c) The ‘ Photocopy Shops Operator ‘ in its individual capacity shall indemnify and keep the First Party and any person claiming through the First Party fully indemnified and harmless from and against all / any damage(s), cost(s) and expenses caused to or incurred by ‘The Photocopy Shops Operator’ as a result of any damage in the title of ‘IBA’ or any fault, neglect, misbehavior or / and quality of item(s) and payment(s) by ‘The Photocopy Shops Operator’ which disturbs or damage the reputation, quality or the standard of the services provided by ‘The Photocopy Shops Operator’ and any person claiming through the First Party.

Article V
Notice:

- (a) **Mode:** Any notice given under this agreement shall be sufficient if it is in writing and if sent by courier or registered mail.
- (b) **Terms & Conditions:** The terms and conditions of the Agreement have been read over to the parties which they admit to be correct and abide by the same.
- (c) **Notice(s):** On receipt of any complaint from the First Party staff/students about the quality of listed item(s), general cleanliness, behavior/conduct of photocopy shops' staff, frequent complaint about service untidy and poorly dressed staff etc. the First Party will investigate the matter properly. If the complaint is found genuine a written notice will be served. If the complaint is not paid any heed even after the second notice, after a lapse of 30 days a third notice will be served and thereafter the contract would be deemed to have been terminated, if appropriate remedial steps are not initiated within 24 Hours.
- (d) **Authority:** The First Party will have the authority to terminate the contract after third notice.

This agreement shall remain valid and effective for a period of -----years commencing from August 01, 2018. This agreement would be extended for such further periods and on such terms and conditions as the parties may mutually agree upon.

In witness whereof both the parties hereto have set their respective hand to this agreement at Karachi on the date as mentioned above.

**For and on behalf of Institute
of Business Administration, Karachi**

**For and on
behalf of M/s -----**

CNIC No. _____

CNIC No. _____

Address: _____

Address: _____

Seal: _____

Seal: _____

WITNESS 1:

WITNESS 2:

Name: _____

Name: _____

Designation: _____

Designation: _____

Address: _____

Address: _____

CNIC # _____

CNIC # _____

Signature: _____

Signature: _____

Annexure 'A & B'

Items	Main Campus Rate (Rs.)	City Campus Rate (Rs.)
Photocopy Charges		
<u>Powder Copy:</u>		
1. A4 Size		
2. A3 Size		
3. Legal		
<u>Binding Charges:</u>		
4. Spiral Binding		
5. Strip Binding		
6. Tape (American) Binding		
7. Ring Binding		
<u>Lamination (Hard) Charges:</u>		
8. ID Card Size		
9. A-4 Size		
10.A-3 Size		
11.Legal Size		
<u>Lamination (Soft) Charges:</u>		
12.ID Card Size		
13.A-4 Size		
14.A-3 Size		
15.Legal Size		