TENDER NOTICE

PRINTING OF CIIT UNDERGRADUATE & GRADUATE STUDENT ADMISSION GUIDES 2014-15

Sealed tenders are invited by the COMSATS Institute of Information Technology (CIIT), Principal Seat from well reputed Islamabad/Rawalpindi based GST registered printing press / firms with excellent Printing facilities for printing of the following:

a) Student Admission Guide (Undergraduate) 2014-15;
b) Student Admission Guide (Graduate) 2014-15;

2. The terms & condition along with specifications of the items / publications can be downloaded from CIIT’s website i.e. www.comsats.edu.pk as well as PPRA’s website www.ppра.org.pk.

3. The bids in sealed envelope, separately for each category, should reach the undersigned by Wednesday, February 12, 2014 till 1030Hrs, which will be opened on the same day at 1100Hrs, in the presence of the bidders, who wish to attend.

4. The bids must accompany earnest money at the rate of 02% of the total value of the bid in the form of Call Deposit / Bank Draft (refundable) drawn in favor of COMSATS Institute of Information Technology, Principal Seat, Islamabad.

5. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.

(WAQAS AFRIDI)
Assistant Registrar
COMSATS Institute of Information Technology
4th floor, Faculty Block-II, Registrar Secretariat,
Principal Seat, Park Road, Chak Shahzad, Islamabad.
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Email: waqas afridi@comsats.edu.pk
**Terms & Conditions**

The Terms & Conditions are as under:

1. No tender will be considered if:
   a) Received without required documentation or found incomplete;
   b) Received later than the date and time fixed for Tender submission;
   c) The Tender is unsigned/ unstamped;
   d) The Tender is signed/stamped by the unauthorized agent of the firm/company;
   e) The Tender is from a firm which is black listed or in litigation of some sort with any Public Sector Organization;
   f) The Tender is received by telephone/telex/fax/telegram;
   g) Tenders received without earnest money at the rate of 02% of the total bid price;
   h) In contradiction with the specification given by the CIIT;

2. Bidder must have printed at least 50,000 copies of the similar nature of publication in the last five years with CTP technology or above *(attach documentary proof)*;

3. Bidder must have adequate resources and paper in stock for printing of the publication material *(attach documentary proof)*;

4. Only those firms are eligible to apply who have both their Corporate office and Printing Setup at Islamabad/Rawalpindi;

5. Earnest money of successful bidder will remain in custody of this office until the complete supply of the printed material;

6. The tender must accompany earnest money 02% of the total value of the bid in the form of Call Deposit / Bank draft (refundable) drawn in favor of COMSATS Institute of Information Technology (CIIT), Principal Seat.

7. The Item-wise rates must be quoted inclusive of GST;

8. The successful bidder will have to supply the ordered goods – publication material within 14 days’ time after the receipt of the work order and completion of designing of the publication, at the eight campuses (Islamabad, Abbottabad, Lahore, Wah, Attock, Sahiwal, Vehari and Virtual Campus Islamabad) at its own cost. Detail of the distribution shall be communicated accordingly.

9. In case the successful bidder fail to supply the ordered goods - publication within 15 days, purchase order issued in this regard would stand cancelled; earnest money will be confiscated and the order will be placed to the next lowest bidder;

10. Income tax as applicable and announced by the GoP will be deducted at source;

11. No advance payment will be permissible;

12. The payment will be made on successful completion of all requisite items;

13. Bidders will have to produce the proof of GST registration;

14. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid;

15. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
**DETAILED SPECIFICATIONS OF THE PUBLICATIONS**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Publication</th>
<th>No. of Copies, Size &amp; Pages</th>
<th>Text Paper</th>
<th>Title Cover</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student Admission Guide (Undergraduate) 2014-15</td>
<td>Quantity: 29,500 Size: A-4 Pages: 25 pages including two perforated pages as admission forms.</td>
<td>135gms Art paper (imported) with 4 color printing, matt lamination creasing and cutting etc.</td>
<td>310gms Art Card (imported) in 4 color printing with matt lamination</td>
</tr>
<tr>
<td>2.</td>
<td>Student Admission Guide (Graduate) 2014-15</td>
<td>Quantity: 8,500 Size: A-4 Pages: 25 pages including two perforated pages as admission forms.</td>
<td>135gms Art paper (imported) with 4 color printing, matt lamination creasing and cutting etc.</td>
<td>310gms Art Card (imported) in 4 color printing with matt lamination</td>
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**Note:** Category / Publication wise rates (Incl. GST) must be quoted each in separately sealed envelope.