

## **Invitation to Bid**

No. CIIT-PS/17(03)/657

### **Designing & Printing of Publications**

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids “**Single-Stage One-Envelop**” method from well reputed, GST registered and Government Declared Printing Press having printing setup in Rawalpindi/Islamabad for “**Designing & Printing of Publication**”.

2. The firm/company should be on the Active Tax Payer List (ATL) of FBR.
3. **The complete bidding document** is placed hereunder **free of cost**.
4. The Bids must be accompanied with the **earnest money @ 3%** 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. The Financial Bid, prepared in accordance with instructions in the bidding document, must reach at **3<sup>rd</sup> Floor, Faculty Block-II, CIIT Park Road, Tarlai Kalan Islamabad** latest by **April 04, 2017** by **1100 hours (Sharp)**.
6. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
7. Bids will be opened on the same day at **1130 hours** at **Room No. G-6/G-8, Ground Floor, Faculty Block-I, CIIT**. The **complete tender** is available on PPRA’s website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as CIIT’s website at [www.comsats.edu.pk](http://www.comsats.edu.pk)



**Muhammad Qasim**

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## **General Terms & Conditions**

1. The Terms & Conditions are as under:  
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;
  - h) In contradiction with the specification given by the CIIT;
  - i) Without sample of the items; if particularly demanded.
  
2. The firm/company should be on the Active Tax Payer List (ATL) of FBR.
  
3. 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);
  
4. Bidder must have adequate resources and paper in stock for printing of the publication material (attach documentary proof);
  
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 as mentioned in the tender notice 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 inclusive of all taxes (where applicable) must be quoted separately for each publication.
  
8. Work Order will be issued on Technically qualified, lowest evaluated bid on Item-wise basis.
  
9. The successful bidder will have to supply the printed copies of ordered publication(s) within **21 days' time after the receipt of soft copy of final designed document, at CIIT Islamabad.**

10. In case the successful bidder fail to supply the printed copies of ordered publication(s) within 15 days, a penalty of 2% of the total will automatically be charged per day up to 14% (Total 7 extra days). The bidder will be given 3 more days to supply the complete delivery with a penalty of 4% of the total work order per day. The bidder will be given additional 5 more days to supply the complete delivery but with the condition that the earnest money will be confiscated. If the bidder still fail to supply the delivery after these days; purchase order issued in this regard would stand cancelled; and the order will be placed to the next lowest evaluated bidder;
11. Income tax as applicable and announced by the Government of Pakistan will be deducted at source;
12. No advance payment will be permissible;
13. The rates must be quoted **inclusive of all taxes**; if tax is not mention in the bid, the prices will be considered inclusive of all taxes.
14. Prices should be valid for three months.
15. The payment will be made on successful completion of all requisite items;
16. Bidders will have to produce the proof of GST registration;
17. 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;
18. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
19. In case of any clarification in the tender, please visit the office of the undersigned.

**Technical Criteria: (All Points are Mandatory, Missing of any one will automatically disqualify the bidder from the bidding process.)**

Detail	
1. At least 10 years of Experience in Publication from the date of registration as a Printing Press – <b>Attach Proof</b>	Mandatory
2. Publication of similar material in the Last Three Years. <b>Attach Proof</b>	Mandatory
3. Active Tax Filer (Attach Proof)	Mandatory
4. Press Declaration Certificate	Mandatory
5. Work Experience with Clients – Please provide Work Orders/Certificate of appreciation/ Satisfactory Certificate of Work Executed by Organization with the relevant sample of the document. <b>(Attach At least 10 Work Orders of Govt/Semi Govt/NGOs)</b>	Mandatory

**Tender Acceptance Form  
(Mandatory)**

**(This form is to be provided with the Technical Bid. Non-provision of this form will disqualify the bidder from the bidding process)**

All the above mentioned terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that all information provided by our firm is correct. I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

<b>Name of Firm/ Company</b>	
<b>Name of Owner/Authorized agent</b>	
<b>Office Address</b>	
<b>Work Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Telephone No.</b>	
<b>E-mail</b>	
<b>Fax No.</b>	
<b>Signature &amp; Stamp</b>	

## DETAILED SPECIFICATIONS OF THE ITEMS

Sr.	Detail Specification	Total	Qty	No. of Pages	Unit Price (All Incl.)
1.	<b>Designing &amp; Printing of</b> <b>04 Different Publications/Booklets</b>  <b>Size:</b> 9.5" x 6.5" <b>Title Cover:</b> 310 gram, 4 Colors, Art Card (Imp), Matt Lamination <b>Text Paper:</b> 128 gms, 4 Color, Art Paper (Imp), Matt Lamination Creasing and Cutting, Hot Glue Binding etc. <b>Kodak Plates with 1300 dpi</b>	<b>04 Publications</b>	100	72	
			100	100	
			100	88	
			100	54	