No. CIIT-PS/PC(Pub-09/12)

TENDER NOTICE

PRINTING OF CIIT ANNUAL REPORT 2011-12

Sealed tenders are invited by COMSATS Institute of Information Technology (CIIT) from well reputed Islamabad based GST registered printing firms / press with excellent printing facilities for printing of Institutes’ Annual Report 2011-12.

2. The terms & condition along with specifications of the item / publication can be downloaded from website of CIIT i.e. www.comsats.edu.pk.

3. The bids in sealed envelope should reach the undersigned by Thursday, October 04, 2012 till 1100Hrs, which will be opened on the same day at 1130Hrs, 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. Tender(s) without earnest money or less than 02% of total value will not be entertained.

6. The CIIT reserves the right to accept or reject any or all tenders as per PPRA rules.

7. This tender notice is also available on website of PPRA.

(Waqas Afridi)
Assistant Registrar – Liaison
COMSATS Institute of Information Technology
4th floor, Faculty Block-II, Registrar Secretariat, Principal Seat, Park Road, Chak Shahzad, Islamabad.
Ph: 051-90495046, Cell: 0321-5554282, 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 singed/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;

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 their Corporate office and Printing Setup at Islamabad;
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 Principal Seat, COMSATS Institute of Information Technology. Tenders without earnest money or less than 02% of the total value will not be entertained;
7. Prices/Rates should be inclusive of GST, where applicable;
8. Prices should be quoted in PAK Rupees only;
9. The successful bidder will have to supply the ordered goods – publication material within One week time after the receipt of the work order;
10. In case the successful bidder(s) fail to supply the ordered goods within one week, his purchase order will supposed to be cancelled; earnest money will be confiscated and the order will be placed to the next lowest bidder(s);
11. Income tax as applicable and announced by the GOP will be deducted at source;
12. No advance payment will be permissible;
13. The payment will be made on successful completion of all requisite items;
14. Bidders will have to produce the proof of GST registration;
15. No deviation from the specification given by the CIIT, available on the website of the Institute (www.comsats.edu.pk), will be accepted;
16. 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;
17. The CIIT reserves the right to accept or reject any or all tenders as per PPRA rules;
# SPECIFICATIONS OF THE PUBLICATION

<table>
<thead>
<tr>
<th>Name of Publication</th>
<th>Specifications</th>
<th>Printing Cost/unit (PKR.) Incl. GST</th>
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</table>
| CIIT Annual Report (2011-12) | ✓ Title Cover: 300gm Card (imported);  
                        ✓ Text Paper: 135gms matt paper (imported);  
                        ✓ Size: L=11.7”, W=8.25”;  
                        ✓ Four color printing with matt lamination;  
                        ✓ Box (Cover): Size 8.3”x11.75” two color printing on 180gm art card dye cutting with plastic sheet pasting. |                                     |