Invitation to Bid
(No. CIIT/CPS-PS/15/113)

Provision & Printing of CIIT Alumni Cards

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids from well reputed Islamabad/Rawalpindi based firms, registered with Income Tax and Sales Tax departments for provision and printing of White Thermal Cards along with accessories for its Alumni.

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders on PPRA and CIIT website or can be requested from the office of the undersigned through email or can be obtained from the purchase office “3rd Floor, Faculty Block-2, CIIT Park Road, Islamabad”. The Bids must be accompanied with the earnest money @ 2% 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.

3. The bids, prepared in accordance with instructions in the bidding document, must reach at “3rd Floor, Faculty Block-2, CIIT Park Road, Islamabad” on 27th May, 2015 by 1100 hours. Bids will be opened on the same day at 1130 hours at Room # G-6, Faculty Block-I, CIIT Park Road, Islamabad. This advertisement is also available on PPRA’s website at www.ppra.org.pk as well as CIIT’s website at www.comsats.edu.pk

(Muhammad Qasim), Program Officer
COMSATS Institute of Information Technology
3rd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad.
Ph: 051-9049-5060, E-mail: m.qasim@comsats.edu.pk
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 blacklisted 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;

2. Only those firms are eligible to apply who have their Setup/office at Islamabad/Rawalpindi;

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

4. The tender must accompany earnest money 2% 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.

5. The rates must be quoted inclusive of tax;

6. The successful bidder will have to supply the item(s) within 15 days' time at CIIT Islamabad Campus at its own cost.

7. In case the successful bidder fail to supply the item(s) 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 evaluated bidder;

8. Income tax as applicable and announced by the Government of Pakistan will be deducted at source;

9. No advance payment will be permissible;

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

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

12. 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;

13. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
## DETAILED SPECIFICATIONS OF THE ITEMS

Prices should be quoted as per this pattern:

<table>
<thead>
<tr>
<th>SN</th>
<th>Detail</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Cost (Inclusive of Tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Complete Job Includes</strong></td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Printing of White Thermal Card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard Size - 3.3”(W) x 2.1” (L)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Including Ribbon &amp; Plastic Cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 04 Color Printing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (As per Sample available at CIIT)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lists will be provided to the successful bidder</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Sample of Card, Ribbon and Plastic Cover should be provided with the bid. (Mandatory)