Invitation to Bid
(No. CIIT/CPS-PS/15/083)

Printing of Guide Book For
Research Grant Programs of National & International Funding Agencies

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids from the well reputed Islamabad/Rawalpindi based Printing Press/Firm with state-of-the-art printing facilities, registered with Income Tax and Sales Tax Departments for printing of Guide Book on Research Grant Programs of National & International Funding Agencies.

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 from the office of the undersigned at “3rd Floor, Faculty Block-2, CIIT Principal Seat, 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 Principal Seat, Islamabad” on 29th April, 2015 at 1100 hours. Bids will be opened the same day at 1130 hours. This advertisement is also available on PPRA’s website at www.ppra.org.pk.

(Muhammad Qasim), Program Officer
COMSATS Institute of Information Technology
3rd Floor, Faculty Block-II, Principal Seat,
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 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;

2. Bidder must have printed at least 10,000 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; CIIT may visit the printing setup.

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 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.

7. The Item-wise rates inclusive of GST must be quoted separately for each publication;

8. The successful bidder will have to supply the printed copies of ordered publication(s) within 15 days' time at CIIT IslamabadCampus at its own cost.

9. In case the successful bidder fail to supply the printed copies of ordered publication(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;

10. Income tax as applicable and announced by the Government of Pakistan 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>SN</th>
<th>Name of Publication</th>
<th>No. of copies, Size &amp; Pages</th>
<th>Text Paper</th>
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<tbody>
<tr>
<td>1.</td>
<td>Printing of Guide</td>
<td>3,000 Quantity, 8' x 6' (L x W), Pages: 80</td>
<td>Title Paper: 310 gm art card (Imp) Text Paper: 128 gm art card (Imp) Printing: 4 colors, Matt lamination, creasing and cutting etc.</td>
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**Prices should be quoted as per this pattern:**

<table>
<thead>
<tr>
<th>SN</th>
<th>Detail</th>
<th>Unit Price</th>
<th>Total Cost (Exclusive of Tax)</th>
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<td>1.</td>
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Applicable Tax

Total Cost (Inclusive of Tax and Delivery Charges)