

Invitation to Bid
No.CIIT-PS/16(08)/480

Printing of Annual Report 2015-16

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids on “**Single Stage One Envelop**” Method from well reputed GST registered and Government Declared Printing Press firms, for “**Printing of Annual Report 2015-16**” at COMSATS Institute of Information Technology, Park Road, Islamabad.

2. Bidding document 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. can be requested via email free of cost or can be obtained on written request from the office of the undersigned. The Bids must be accompanied with the **earnest money @ 5%** 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-II, CIIT Park Road, Islamabad “latest by **20th September, 2016** by **1030 hours (Sharp)**. Bids will be opened on the same day at **1130 hours** at **Room No. G-6, Ground Floor, Faculty Block-II, Park**. 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
Senior Program Officer (Procurement, Principal Seat)
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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. 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. Earnest money of successful bidder will remain in custody of this office until the complete supply of the printed material;
5. The tender must accompany earnest money **5%** 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.
6. The Item-wise rates inclusive of GST must be quoted separately for each publication; where applicable.
7. The successful bidder will have to supply the printed copies of ordered publication(s) within 15 days' time after the receipt of soft copy of final designed document, at CIIT Islamabad.
8. 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;

9. Income tax as applicable and announced by the Government of Pakistan will be deducted at source;
10. No advance payment will be permissible;
11. The rates must be quoted **inclusive of tax**; if tax is not mention in the bid, the prices will be considered inclusive of all taxes.
12. Prices should be valid for three months.
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. 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;
16. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
17. In case of any clarification in the tender, please visit the office of the undersigned till Sep 08, 2016.

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

Detail
1. At least 20 years of Experience in Publication from the date of registration as a Printing Press – Attach Proof
2. Publication of similar material of 150 gram in the Last Three Years Attach Proof (Mandatory).
3. Active Tax Filer (Attach Proof)
4. Press Declaration Certificate
5. Work Experience with Clients – Please provide certificate of appreciation/Satisfactory Certificate of Work Executed by Organization with the relevant sample of the document.

**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.

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

DETAILED SPECIFICATIONS OF THE ITEMS

Name of Publication	Text Paper	Unit Price	GST	Total Price
<p>CIIT Annual Report 2015-16</p> <p>Quantity: 1,750</p>	<p>Report: Size: W=8.50' L=11.70' Pages: 120-124 Title Cover: 300 gm Art card (Imp) Text Paper: 150 gm Art paper (Imp) Printing: 4 colors with Matt Lamination</p> <p>Box Cover: Size: W=8.75' L=11.80' Printing: 4 colors printing 310 gm Art card (Imp) (As per Sample - attached)</p> <p>Hot Gum Binding, Creasing, Cutting etc.</p>			

Top Fold
Width: 8.8"
Height: 4"

Spine Fold Area 0.4 Inch

Front Cover
Width: 8.8"
Height: 11.8"

ANNUAL REPORT 2015-16

Side Fold
Height: 11.8" x Width 2.5"

Spine Fold Area 0.4"

Spine Fold Area 0.4"

Side Fold
Height: 11.8" x Width 2.5"



COMSATS Institute of Information Technology

Spine Fold Area 0.4"

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ISLAMABAD | ABBOTTABAD | LAHORE | WAH | ATTOCK
SAHIVAL | VEHARI | VIRTUAL CAMPUS

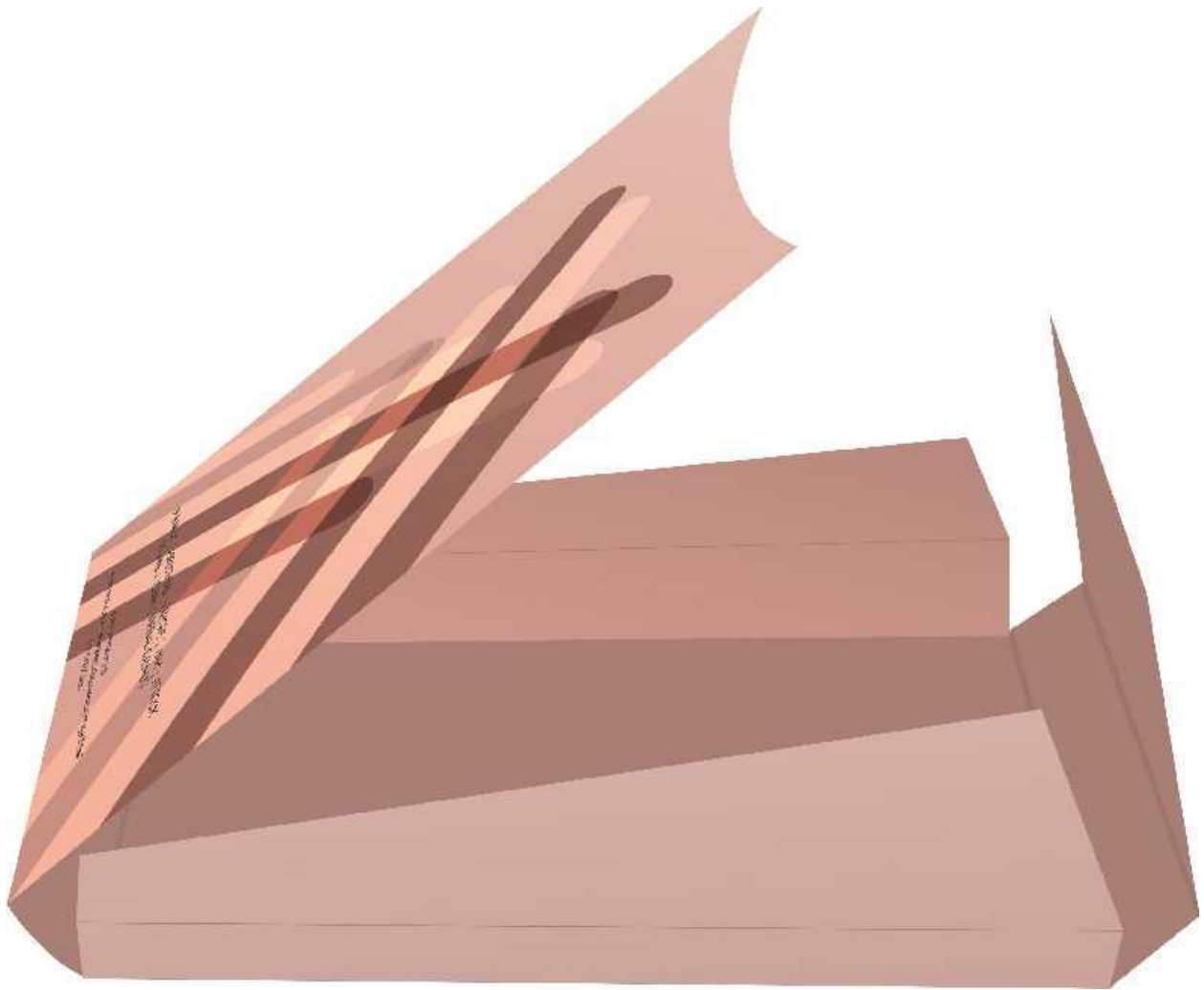
Back Cover
Width: 8.8"
Height: 8"

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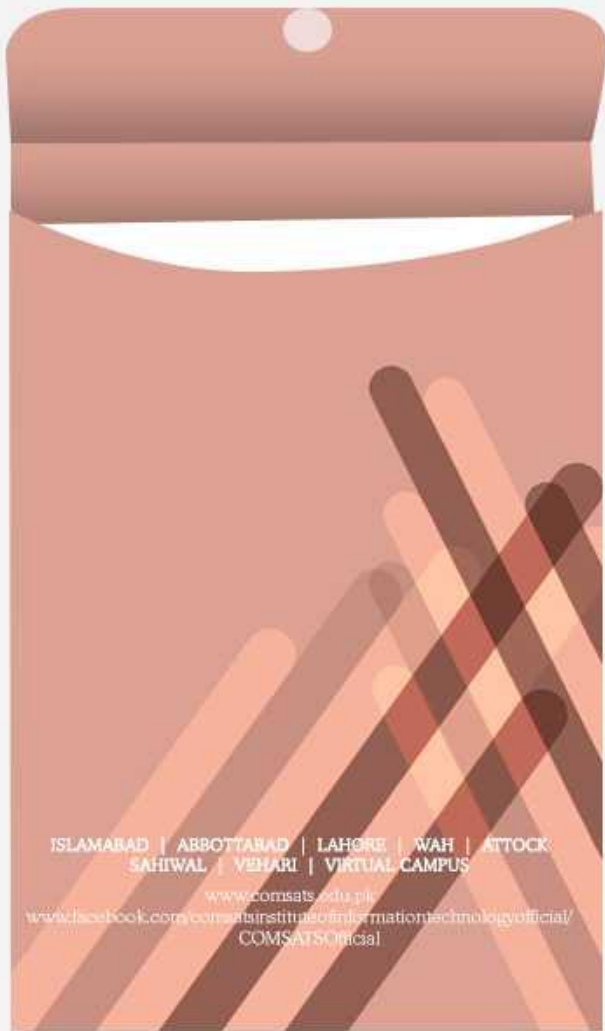
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