

Invitation to Bid

CIIT-PS/17(02)/634

PRINTING OF STUDENT ADMISSION GUIDES AND PROSPECTUSES 2017-18

COMSATS Institute of Information Technology (CIIT), Principal Seat, invites sealed bids “**Single-Stage One-Envelop**” method from well reputed GST registered and Government Declared Printing Press for “**Printing of Student Admission Guides & Prospectuses 2017-18**”.

2. The firm/company should be on the Active Tax Payer List (ATL) of FBR.
3. **The complete 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. is placed hereunder **free of cost** and can also be obtained via request on email from the undersigned.
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 Sealed bid, prepared in accordance with instructions in the bidding document, must reach at the below given address latest by **March 21, 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-6/8, Ground Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad.**
8. 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
COMSATS Institute of Information Technology, Principal Seat,
3rd Floor, Faculty Block-II, Park Road, Islamabad.
Contact: 051-9049-5060, 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 and earnest money 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) In contradiction with the specification given by the CIIT;
2. Any attempt by a bidder to influence the bidding and evaluation process at any stage may result in the rejection of its bid;
3. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.

Financial Clauses:

4. Earnest money of successful bidder will remain in custody of this office until the complete supply of the material; and released with a written request on firm/company letterhead.
5. The tender must accompany 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 (CIIT), Principal Seat.
6. 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.
7. Prices should be valid for 90 days **without any conditions**. Any condition, **whatsoever**, will disqualify the firm from the process.
8. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source;
9. Bidders will have to produce the proof of being an Active Tax Filer with FBR.

10. Payment will be made for actual item purchased. CIIT may increase or decrease the quantity.
11. The payment will be made on successful completion of all items and job within 30 days.
12. No advance payment will be permissible;
13. In case the successful bidder fail to supply the printed copies of ordered publication(s) within the stipulated time, a penalty of 1% per day will be imposed and deducted from the payment up to 5 days. A 2% deduction will be made per day after five days' delay till delivery.

Delivery Clauses:

14. 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 approved designed document** at the eight campuses (**Islamabad, Abbottabad, Lahore, Wah, Attock, Sahiwal, Vehari and Virtual Campus Islamabad and Principal Seat Islamabad**) at its own cost. Detail of the distribution (Number of copies, address, focal Person) shall be communicated accordingly by Registrar Office.
15. The delivery to each campus SHOULD be made between 10:00 AM - 3:00 PM on working day and a proper time will be required inspection on site for quantity (Quality of the Publication will be checked by the Campus and will be reported to P.S later. The proforma for Quality check will be provided by P.S Office).
16. The Delivery MUST BE acknowledged from CIIT official on CIIT Delivery Challan (Last Page) with proper formalities fulfilled.

Special Conditions:

17. Prepare the quotation as per the required specification **exactly** as per the pattern given in the tender. The quotation with specification less than the required items will be disqualified from the process.
18. Bidders will have to produce the proof of being a Tax Filer with FBR.
19. 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.
20. Only those bidders, who are on Active Taxpayers List (ATL) of FBR, are eligible to apply.

Pre-Departure Inspection:

21. CIIT Official from Registrar Office, if required, may visit the Printing Press before departure/dispatch of publication for checking of Quality of Publication w.r.t Printing, binding, creasing, cutting, packing etc. In case the visit is required, the date for inspection will be communicated by CIIT well in advance from the delivery date.

Mandatory Requirement:

All the below documents MUST be submitted with the Bid. Failure to fulfill any of the below condition will disqualify the bidder from the bidding process. Submission of all documents mentioned below are mandatory at the time of the tender submission. No document will be accepted on later stage.

Technical Evaluation Criteria:

Please submit the document in the order given below.

1.	Draft of Earnest Money	Mandatory	Flag-A
2.	Bid /Quotation (Strictly as per pattern)	Mandatory	Flag-B
3.	Names of Major Clients for the same work (Prospectus/Admission Guides) (Corporate/Govt./NGO Client ONLY) (Attach minimum 5 Work Orders)	Mandatory	Flag-C
4.	Years of Experience in Similar Publication (Prospectus & Admission Guides) in the last 3 years. At least 5 major clients) – Attach Samples of Previous Prospectus and Admission Guides as Proof		Flag-D
5.	Tender Acceptance Form	Mandatory	Flag-E
6.	Active Tax Payer List (Latest)	Mandatory	Flag-F
7.	GST Registration Certificate	Mandatory	Flag-G
8.	Undertaking - not being black-listed or in litigation (On Judicial Paper, duly notarized)	Mandatory	Flag-I

9. Press Declaration Certificate

Mandatory

Flag-J

**Note: Please do not submit additional document at this stage.
Only submit the above in the order as requested.**

**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 PUBLICATIONS

SN	Name of Publication	No. of copies, Size & Pages	Text Paper
1.	Student Admission Guide (Undergraduate)	Quantity: 45,550 Size: A-4 Pages: 26 (Including Title)	Title Paper: 310 gm Art Card (Imp) with Matt lamination (Title Only) Text Paper: 135 gm Art Paper (Imp) Printing: 4 colors , Creasing and Cutting, Pin Binding
2.	Student Admission Guide (Graduate)	Quantity: 8,450 Size: A-4 Pages: 26 (Including Title)	Title Paper: 310 gm Art Card (Imp) with Matt lamination (Title Only) Text Paper: 135 gm Art Paper (Imp) Printing: 4 colors , Creasing and Cutting, Pin Binding
3.	Prospectus (Undergraduate)	Quantity: 2,700 Size: 8.25" (L) x 7.75" (W) , Pages: 168-172	Title Cover: 300 gm Art Card (imp) with Matt lamination (Title Only) Text Paper: 135 gm Art Paper (imp) , Printing: 4 Colors Creasing and Cutting, Hot glue Binding
4.	Prospectus (Graduate)	Quantity: 2,700 Size: 8.25" (L) x 7.75" (W) , Pages: 188-192	Title Cover: 300 gm Art Card (imp) with Matt lamination (Title Only) Text Paper: 135 gm Art Paper (imp) , Printing: 4 Colors Creasing and Cutting, Hot glue Binding

Note: Category / Publication wise rates (Incl. GST) must be quoted in sealed envelopes. Work Order will be issued on item-wise basis.

ACKNOWLEDGEMENT

Admission Guides and Prospectus

COMSATS Institute of Information Technology

Principal Seat, Park Road, Chak Shahzad, Islamabad

PUBLICATION	QUANTITY RECEIVED
Prospectus (Under-Graduate)	
Prospectus (Graduate)	
Admission Guides (Under-Graduate)	
Admission Guides (Graduate)	

To be duly filled by CIIT Representative ONLY

CIIT CAMPUS	<input type="checkbox"/> ABBOTTABAD	<input type="checkbox"/> ATTOCK	<input type="checkbox"/> ISLAMABAD
	<input type="checkbox"/> LAHORE	<input type="checkbox"/> PRINCIPAL SEAT	<input type="checkbox"/> SAHIWAL
	<input type="checkbox"/> VEHARI	<input type="checkbox"/> VIRTUAL CAMPUS	<input type="checkbox"/> WAH
DATE OF DELIVERY			
Name of CIIT Representative (MANDATORY)			
Designation of CIIT Representative			
Department of CIIT Representative			
Signature and Stamp (MANDATORY)			