

(No.CIIT/Pub01/2009)

TENDER NOTICE

(Designing & Printing of CIIT Graduate Prospectus 2009-2010)

COMSATS Institute of Information Technology (CIIT) intends to design & print its following **Publication**. The printing firms/printers based in Islamabad only with excellent designing & printing facilities may send their sealed tenders to the undersigned latest by **06.04.2009 (Monday) up to 10.30 am**. The tenders will be opened on the same date at 11.00 am at the address given below in the presence of tenderers or their authorized representatives.

Terms & Conditions:

a. Specification of the material and size of the **publication** are as below:

Name of Publication	No. of Copies	No. of pages (approx)	Text Paper	Title Cover	Size	Per Unit Cost	Total Cost (Rs)
CIIT Graduate Prospectus (2009-2010)	2500	100	135 gm art paper (imported) in 4 color printing	300 gm art card (imported) in 4 color printing with matt lamination	L=11.7" W=8.25"		

- b. The tenderer will be responsible for overall designing layout, design of title cover, statistical graphs, charts, diagrams, and printing of material supplied by CIIT via CD, email, hard copy etc.
- c. The printer will be bound to return printed publication of highest standard within 15 days, after receiving the material for printing.
- d. The printer must have proper standard system/equipment & skilled work force for designing printing, composing, film making/plate making, pasting printing & binding facilities. The list of printing equipment & staff should be provided.
- e. The printer will provide specification of machinery, clients list/experience profile (proof of enlistment with other departments).
- f. The tenderer must provide specimen of previously designed and printed material.
- g. The printer will arrange collection of material and delivery of **publication** to the 06 campuses of CIIT, at its own cost.
- h. The printer must be registered with the Income Tax Department (proof of income tax payment to be attached) & they must provide proof of registration with the Sales Tax Department & quote their Sales Tax Registration number.
- i. Tenders must be accompanied with 2% earnest money of the total bid in shape of Bank Draft in favor of the COMSATS Institute of Information Technology, Principal Seat.
- j. The tenderer will ensure highest **international standard quality** of the supplied publications, failing which security deposit will be forfeited.
- k. Tender should be provided strictly in accordance with the specifications. Quoted rates should be exclusive of GST and submitted in the standardized format only as specified above. Incomplete, conditional and tenders without earnest money shall not be considered.
- l. The taxes will be deducted as per government rules.
- m. The pages of the **publication** are approximate. However, the payment will be made on actual printed pages of the **publications**.
- n. The printer will provide soft copies of all publication to the CIIT.



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