

**TENDER NOTICE****(Designing & Printing of Undergraduate Course Catalog 2009-10)**

1. COMSATS Institute of Information Technology (CIIT) intends to design & print its Undergraduate Course Catalog 2009-10 as per following specifications:

Sr. #	Name of Publication	Text Paper	Title Cover	Size	Binding
1	<b>Undergraduate Course Catalogue (2009-10)</b>	80 gm offset paper (imported) in single color printing	300 gm art card (imported) in 4 color printing with matt lamination	L=11.7" W=8.25"	Hard Glue

2. The printing firms / printers based only in Islamabad with excellent designing & printing facilities may send their rates in sealed envelopes as per the above mentioned specifications and in the following format to the undersigned latest by **13.10.2009 (Tuesday) up to 1230 hours**. The tenders will be opened on the same date at 1300 hours at the address given below in the presence of tenderers or their authorized representatives:

Sr. #	Department (s)	No. of Pages (approx)	No. of Copies	Per Unit Cost	Total Cost (Excl. GST)
1.	Computer Science	60-65	300		
2.	Electrical Engineering	30-35	300		
3.	Chemical Engineering	35-40	300		
4.	Management Sciences	65-70	300		
5.	Development Studies	20	300		
6.	Mathematics	25-30	300		
7.	Physics	30-35	300		
8.	Biosciences	30-35	300		
9.	Environmental Sciences	60-65	300		
10.	Architecture	05	300		
11.	Mechanical Engineering	55-60	300		
12.	Pharmacy	95-100	300		
<b>Total</b>					

**Terms & Conditions:**

- a) The tenderer will be responsible for overall designing layout, design of title cover, statistical graphs, and printing of material supplied by CIIT via CD, email, hard copy etc.
- b) The printer will be bound to return printed publication of highest standard within 15 days, after receiving the material for printing.
- c) 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 be provided.
- d) The printer will provide specification of machinery, clients list/experience profile (proof of enlistment with other departments).
- e) The tenderer must provide specimen of previously designed and printed material.
- f) The printer will arrange collection of material for printing from the undersigned and delivery of **publications** to all 06 campuses of the CIIT, at its own cost.
- g) 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.
- h) The CIIT reserves the right to accept or reject any or all tenders without assigning any reason.
- 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) Separate tenders should be provided for all the publications, which should be 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 **publications** are approximate. However, the payment will be made on actual printed pages of the **publications**.
- n) The printer will provide soft copies of all publications to the CIIT.
- o) The tenderer may visit office of the undersigned to see the specimen of the **publications**.



**National Liaison Officer**  
**COMSATS Institute of Information Technology**  
**Plot # 30 Sector H-8/1, Islamabad**  
**Tel: 051-9049205**