

TENDER NOTICE

DAWAH ACADEMY, INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD invites sealed bids from the *authorized Printers / suppliers* registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for **supply of Printing material**.

2. Bidding documents, containing detailed terms and conditions, etc. are available at Dawah Academy, International Islamic University Islamabad. Bidding documents can also be downloaded from www.iiu.edu.pk and www.ppra.org.pk. Price of the bidding documents is **Rs. 1,000/- (Non-refundable)** in shape of Dawah Academy cashier receipt, Call Deposit/Bank Draft in favour of Dawah Academy, IIU, Islamabad.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach on or before **03-05-2018** at the following address:

Office of the
**Additional Director (Publications), Dawah Academy,
International Islamic University, Faisal Masjid, Islamabad.**

4. Bids will be opened on the same day i.e **03-05-2018** in the presence of the bidders/their representatives who may like to attend the opening ceremony.

5. Dawah Academy, International Islamic University Islamabad reserves the right to accept or reject any/all bid(s) in terms of Section-33 of Public Procurement Rules 2004.

Addl. Director (Publications)
Publications Section, Dawah Academy
Ph: 051-2262031, 9261751 Ext: 373

DAWAH ACADEMY
INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
(Publication Section)

No. -----

Dated: _____

M/s _____

SUBJECT: Tender Documents for Printing & Supply of Books

Dear M/s,

1. You are invited to submit tender for supply of subject items in accordance with the specifications enclosed at **Annex-I**.
2. Sealed tenders valid for a period of 06 months along with Earnest Money @ 02% of the total value of tender in shape of Call Deposit/Bank Draft in the name of "Dawah Academy, International Islamic University, Islamabad" **must reach the undersigned on or before 03-05-2018**. The tenders will be opened on the same day at 11:00 A. M. in the presence of the bidders/their representatives who may like to attend the opening.
3. Tenders received after the due date and time will not be entertained.
4. Amendments/alteration/cutting and overwriting etc. in the tender must be signed in full by the person who has signed the tender. Changes or revisions in rates after the opening of tender will not be allowed.
5. Tenders must be in a sealed cover and on the envelope, it must be written in bold letters **"TENDER FOR PRINTING & SUPPLY OF BOOKS"** to be opened on **03-05-2018** & should be sent in the name of **Additional Director (Publications), Da'wah Academy, International Islamic University, Faisal Masjid, Islamabad**.
6. The General Sales Tax Registration No. issued by the Sales Tax Department must be quoted in the bid, otherwise, tender shall not be considered.
7. Bid (s) without required earnest money or for lesser amount will be rejected as non- responsive.
8. Sample (s) of paper and card to be used for printing of books must be provided along with the bid (s).
9. Coated plates and imported ink of good quality will be used for the printing of books.
10. The plates/films/pasted copies of the text and title will be property of Dawah Academy, which have to be returned back at the time of delivery of books.
11. Late charges shall be imposed as per PPRA rules.
12. The successful bidder shall have to supply the required items on **F.O.R** basis at **Regional Dawah Centre (Sindh) Karachi. Dawah Academy, IIU. PS-1/5, Ahsanabad, Near Gulshan-e-Maymar, Karachi-75340**, strictly within the stipulated period mentioned in the Supply Order otherwise Earnest Money will be forfeited.
13. Rates should be quoted on Company's Letter Head as per format given at Annex-I.
14. **The Earnest Money of the successful bidder will be retained by the IIU up-till the successful completion of the Warranty Period of supplies.**
15. The University reserves the right to reject all bids in terms of Section-33 of Public Procurement Rules, 2004.

Note:

- The firm must have its own printing press and all the facilities form printing to binding under one roof.
- The firm should be on active tax payer list of FBR.
- The firm has to supply/deliver the printed books at the office of **Regional Dawah Centre (Sindh) Karachi. Dawah Academy, IIU. PS-1/5, Ahsanabad, Near Gulshan-e-Maymar, Karachi-75340, Ph: 021-36881912, 021-36880201 E-mail: rdciui@yahoo.com**

Annex-I

**Sub: SPECIFICATIONS OF BOOKS FOR REGIONAL DAWAH CENTER KARACHI.
DAWAH ACADEMY, IIUI**

Sr No	Name of item/Description	pages	Binding	Size	Qty	Unit Price with 70gm imported Paper, inclusive GST (Rs.)
1	قرآن ایک تعارف	112	Paper back	23x36/16	1000	
2	اوراق سیرت	96	Paper back	23x36/16	1000	
3	زبدۃ الفقہ	168	Paper back	23x36/16	1000	
Earnest Money @2% of total value of the bid						

We / I hereby confirmed having read and understood the terms and conditions of the tender and we / I expressly confirm and agree that our tender for the supply of above mentioned item (s) is in accordance with the terms & conditions of Tender Documents.

i) Name of the Vendor: _____

ii) Name of the Authorized Contact Person: _____

iii) Office Address: _____

iv) GST No. _____ NTN No. _____

v) Tel No. _____ Fax No. _____

vi) Email: _____ Mobile: _____

vii) Signature: _____ SEAL: _____

For technical queries please contact Muhammad Azam during office timings on phone # 051-9261751, Ext. 373

CHECK LIST

S.NO	REQUIREMENT	CONFIRMATION
1-	Non-refundable tender document fee of Rs. 1000/- in shape of Depost challan with Dawah Academy cashier, or Bank draft or pay order favoring Dawah Academy, IIUI, drawn at HBL IIU branch, Islamabad	
2-	Tender documents with rates dully complete and singed by the owner of the firm and stamp.	
3-	Sample of imported paper to be used by the firm.	
4-	Sample of imported card to be used by the firm.	
5-	Earnest Money @02% of the total value of tender in shape of call Deposit/Bank Draft in the name of "Dawah Academy, International Islamic University, Islamabad"	
6-	Proof of General sales Tax Registration No. issued by the sales Tax Department.	
7-	Proof of active Tax payer in the FBR list.	
8-	Copy of CNIC of the owner of the firm.	
9-	Profile of the firm containing facilities available for printing of books etc.	

SIGNATURE AND STAMP

Owner of the company

سندھی کتب

Sr. No	Detail	Pages	Title	Size	Paper	Qty
1	قرآن ایک تعارف	112	4 color	23x36/16	70gm Imported	1000
2	اوراق سیرت	96	4 color	23x36/16	70gm Imported	1000
3	زبدۃ الفقہ	160	4 color	23x36/16	70gm Imported	1000