

**Iqbal International Institute for Research & Dialogue (IRD)
INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD (IIUI)
(Shah Faisal Masjid Campus)**

TENDER NOTICE

01. The Iqbal International Institute for Research & Dialogue (IRD) invites tender for printing of various Books in English, Urdu and Arabic as per specifications appended below (on prescribed form available at IIU website: www.iiu.edu.pk):-

Specification for Books

Paper 128 grams (art or matt)
Paper 115 grams (art or matt)
Paper 100 grams Imported paper (Off-White)
Paper 80 grams Imported paper (Off-White)
Paper 68 grams Imported paper (Off-White)
Paper 55 grams Imported paper (Off-White)
Size of Book: Letter size, 7.5x10, 8.5x5.5

Binding

Paperback 300 GSM Laminated Art Card with Gum Binding
Paperback 300 GSM Laminated Art Card with Stitching
Paperback 300 GSM Laminated Art Card with Stitching & Flaps
Hardbound 130 GSM Mat Paper with lamination and stitching
Centre Pin Book with Laminated Art Card 300 GSM
Title of books will be four colours (digital colour prints will be required)
inner pages will be black & white
Number of pages 50-100, 101-200, 201-300, 301-400, 401-550
Per page rate for black and white/four colour printing will be required
Quantity 500, 350, 200, 100, 50 - copies of each Book
Completion Period 15-days

Specification for Newsletters/Activities

Paper 130/115 GSM Matt Imported paper
All pages four colours
Centre pin binding
Number of pages 4-24, 25-48, 49-72, 100 & above
Size of Newsletters/Activities 8.5x11.5
Quantity 500- copies of each Book
Completion Period 15-days & CTP Plates Given back to IRD

Digital prints A4, A3

Designing and Formatting

Per page rate for designing and formatting of books/newsletter (Title and inner pages) shall be provided
Per page composing rate for Urdu/Arabic/English shall be provided

10% income tax shall be deducted from filers.

Note: Text of the book will be provided in final shape in the form of soft by IRD)

02. The rates quoted in sealed tenders will be valid for a period of one year. It must be written in bold letter "Printing of Books and Newsletters/Activities" along with Fixed Earnest Money amounting to Rs.15000/- (Rupees fifteen thousand) of tender in shape of Call Deposit/Security Receipt (Refundable) Bank Draft in the name of "Iqbal International Institute for Research & Dialogue (IRD)" must reach the undersigned on or before **29 June 2020** up to **10:30** hours. The tenders will be opened on the same day at 11:30 a.m. in the presence of the bidders/their representatives who may like to attend the opening in the Seminar Room # 30, Faisal Masjid Campus, IIUI.
03. Tenders received after the due date and time will not be entertained.
04. Amendments/alteration/cutting and overwriting etc. in the tender must be signed in fully by the person who has signed the tender. Changes or revision rates after the opening of tender will not be allowed/ accepted.
05. The General Sales Tax and NTN Registration Number issued by the Sales Tax Department must be quoted in the bid, otherwise, tender shall not be considered. Rates should be quoted clearly whether all taxes inclusive or exclusive. If not mentioned then rates will be considered as all taxes inclusive. The admissible taxes shall be deducted at source as per FBR rules.
06. Bid(s) without required earnest money or for lesser amount will be rejected as non-responsive.
07. Sample(s) of paper and card to be used for printing of books and Newsletters/Activities must be provided along with bid(s).
08. CTP plates and imported ink of good quality will be used for printing of books.
09. The plates/films/pasted copies of the text and the title will be property of IRD, IIUI which have to be handed over at the time of delivery of books.
10. Late charges shall be imposed as per PPRA rules.
11. Rates should be quoted on company's Letter Head.
12. The firm should be on active tax payer list of FBR.
13. The Earnest Money of the successful bidder will be retained by the IIU up-till successful completion of the warranty period of supplies.
14. The successful bidder shall have to deliver the required items on FOR basis strictly within the stipulated period mentioned in the Supply Order otherwise Earnest Money will be forfeited.
15. An affidavit that firm has neither been involved in any litigation with any party nor has been blacklisted by IIU and any governmental organization and has its own printing press with all facilities from printing to binding.
16. The Iqbal International Institute for Research & Dialogue (IRD) reserves the right to accept or reject any/all bid(s)/tender(s) in terms of Section-33 of Public Procurement Rules, 2004.

(Muhammad Ilyas Saeed)
Deputy Director (A&F), IRD
4 June 2020

