

**Tender Document**

**National ICT R&D Fund**

**No. ICT R&DF/Printing-Press/2012-13/0057(Admin)**

**Invitation for Printing Press**

1. Name of the Firm/Company/Printing Press:-----
2. Proprietor/ Partnership:-----
3. Address for Communication (postal, email, telephone number):
4. Permanent Address:-----
5. Address of Branch Offices:-----
6. Eligibility of firm/company/printing press to participate:
  - i. The firm is a well-established registered printing firm/company/printing press having legal presence in Pakistan.
  - ii. The firm can deliver good quality standard as per requirement of National ICT R&D Fund.
  - iii. Has strength/professional setup to meet the tight delivery timelines.
  - iv. The firm is neither black-listed nor in litigation of any Government/Public Sector Organization.
  - v. The firm has NTN & GST Registration.
  - vi. Has compliance with relevant expertise/workmanship standards.
  - vii. The firm has similar experience not less than 02 year.
  - viii. List of clients served in the relevant field during last two calendar years.
  - ix. Sample of paper for lettered pad, note pad, business card, official ID card, envelope (all sizes) and file cover required are necessary along with the tender bid.
  - x. Cost for printing of all required items in quantity of **200, 500, 1000, 1500 & 2000** shall be quoted by the firm/company/printing press.
  - xi. Attach profile of the Company

S #	Name of items	Minimum Specification Standard
1.	Envelope A-4 Size	Size: A-4 Weight: On 90 g paper ( Other Specs as per National ICT R&D Fund sample)
2.	Envelope Large Size	Size: Large Weight: On 90 g paper ( Other Specs as per National ICT R&D Fund sample)
3.	Envelope Small Size	Size: Small Weight: On 90 g paper ( Other Specs as per National ICT R&D Fund sample)
4.	Envelope Window 9x4	Size: Small Weight: On 90 g paper ( Other Specs as per National ICT R&D Fund sample)
5.	File Folder with Pocket inside	Weight: 310 g on Every Card with lamination Colored with Logo ( Other Specs as per National ICT R&D Fund sample)
6.	File Cover	Weight: 380g & above Colored with logo & text ( Other Specs as per National ICT R&D Fund sample)

7.	Letter Head Pad	Size: A-4  Paper: 90 gm (imported) paper 100 sheets in each Pad and Header with logo of Government & National ICT R&D Fund and Footer with address, Phone & Fax No  ( Other Specs as per sample National ICT R&D Fund)
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8.	Note Pad	Medium size with spiral binding ( Other Specs as per sample)
9.	Business & Official ID cards	(As per sample of National ICT R&D Fund )
10.	Any other printing items	As per requirement of National ICT R&D Fund

The specimen of above mentioned items can be collected during office hours i.e.9:00 am. to 5:00 pm (sharp) except Saturday & Sunday from office of National ICT R&D Fund.

[Signature and date with official Seal of bidder]

