



Ministry of Information Technology
& Telecommunication

DIGITAL PAKISTAN

**TOR's FOR PRINTING OF FREELANCER COFFEE /HARDBOUND BOOK
AND WHITEPAPERS BOOKLETS**



TERMS OF REFERENCE (TORs)
FOR
PRINTING OF FREELANCER COFFEE/HARDBOUND BOOK AND WHITE PAPER
BOOKLETS FOR PSEB ISLAMABAD



**TOR's FOR PRINTING OF FREELANCER COFFEE /HARDBOUND BOOK
AND WHITEPAPERS BOOKLETS**

Pakistan Software Export Board (Guarantee) Limited invites quotations from reputed firms registered with Income Tax and Sales Tax Department for printing of **Sr. No (01) Freelancer Coffee /Hardbound Book, Book Sleeve, Souvenir Bag** and **Sr. No (02) White Paper Booklets and White Paper Package Box** . The detail descriptions and specifications of the required printing work is as under: --

S.No	Specification	Qty	Unit price	GST if applicable	Total Amount
01	<p>(a) Freelancer Coffee / Hard Bound Book</p> <p>MODE: Landscape</p> <p>PAPER: Title Cover: 260gm eggshell card (14.500in X 11.000in) Title Reverse: 120gm offset paper (14.250in X 10.875in) Inside Pages: 150gm matte (14.250in X 10.875in) [No of pages: 280]</p> <p>PRINTING: 4-color Matte lamination on Title Cover</p> <p>BINDING: Hard cover binding Imported cardboard 1400gm Stitched centerfolds</p> <p>Others Specifications: UV filming of image on Title Cover and back Embossing of image on Title Cover</p>	1000			
	<p>(b)Book Sleeve</p> <p>MODE: Landscape</p> <p>PAPER: Title Cover: 300gm bleach card (14.625in X 11.125in) [spine +/- 1.250in] <i>as per thickness of book</i></p> <p>PRINTING: 4-color Matte lamination on Title Cover</p> <p>BINDING:</p>	1000			



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	<p>Dye cut & Pasting 2 side open Thumb cut (cavity for pulling out)</p> <p>(C) Souvenir Bag MODE: Landscape</p> <p>PAPER: Title Cover: 270gm bleach card (15.000in X 11.500in)</p> <p>[spine ~+/-2.500in]</p> <p>PRINTING: 4-color Matte lamination on Title Cover</p> <p>BINDING: Typical <i>Must be able to hold 2KG</i></p>	1000			
02	<p>a) White Paper DESIGNS: 15</p> <p>MODE: PORTRAIT</p> <p>PAPER: All pages Including Title:150gm matte paper (A4) [No of pages: 280]</p> <p>PRINTING: 4-color</p> <p>BINDING: Center Staple Pin Number of pages per design:</p> <ul style="list-style-type: none"> ○ Design 1: 10 pages ○ Design 2: 12 pages ○ Design 3: 12 pages ○ Design 4: 16 pages ○ Design 5: 16 pages ○ Design 6: 16 pages ○ Design 7: 16 pages ○ Design 8: 16 pages ○ Design 9: 18 pages 	1000 each			



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	<ul style="list-style-type: none"> ○ Design 10: 20 pages ○ Design 11: 20 pages ○ Design 12: 20 pages ○ Design 13: 28 pages ○ Design 14: 28 pages ○ Design 15: 32 pages <p>Others Specifications : <i>2 designs will have tri-fold page</i></p> <p>(b) Whitepaper Package Box</p> <p>MODE: PORTRAIT</p> <p>PAPER: Title Cover: 300gm bleach card (8.500in X 12.000in) [spine ~1.000in] <i>as per thickness of collection</i></p> <p>PRINTING: 4-color Matte lamination on Title Cover</p> <p>BINDING: Dye cut & Folding 1 side open Thumb cut (cavity for pulling out)</p>	1000			
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Terms and Conditions

- The quoted bids must be submitted in the sealed cover having clearly mentioned the “**PRINTING OF FREELANCER COFFEE BOOK/HARDBOUND BOOK AND WHITEPAPER BOOKLETS FOR PSEB ISLAMABAD**”.
- A combine copy of the Technical & Financial Proposals should be submitted. Single stage one envelop procedure will be followed.
- Prices quoted must remain firm for acceptance up to 90 days from the date of its opening.
- Quoted price should be in Pak rupees and inclusive of all applicable taxes. Prices quoted without any tax remarks will be treated as inclusive of all applicable taxes. Any change in Government duties or taxes shall be borne by the successful bidder(s).
- The bidder must have Printing Press Declaration Certificate.
- The bidder must have minimum 3 enlistments in government institution (for printing). Detail should be attached.
- The bidder must be registered with SECP or Registrar of Firms.
- The bidder must have (Active Taxpayer List).
- The successful firm(s) will have to provide performance bond equal to 5 % of the contract value against the items after receiving the work order.



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- Bidders must submit 2% of the total tender value as earnest money in the shape of Pay Order / Demand Draft in the name of Pakistan Software Export Board; Bids without/short in earnest money will be rejected.
- The earnest money of unsuccessful bidders will be refunded after completion of all the procedural requirements and to successful bidders after the delivery of entire supply of items and submission of 5% performance bond of total contract value.
- Substandard item(s) will be rejected by the PSEB at any stage after or during the supply/delivery.
- The complete sealed bids should be submitted **on or before, Thursday, August 05, 2021 at 3:00 pm which will be opened on same date at 3:30 pm** in the presence of participated bidders or their authorized representatives at the following address.
- Any quoted bid received after the closing time for submission of bids shall not be entertained.
- Lowest financial bid conforming all technical specifications. (100 % compliance to the technical specifications.
- PSEB reserves the rights to increase or decrease the quantity of items as per its requirement.
- Note: - The bidder can quote only for Sr. No 1 & 2 or in both serials and work order will be issued to the lowest bidder conforming to all required specifications.

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