

26th November 2015

Subject: Call for Bids

A local NGO invites sealed bids for the selection of supplier/vendor for provision of printing services for all its projects/programs on as and when required basis for the duration of 1st January 2016 to 31st December 2016. Printing services are required as per following specifications and categories:

S#	Specification of Printing Services Required	Quantity Ranges		
1.	Design and Printing of Folders 310 gms card, for A-4 size documents, Dell Lamination, 4 Colors Double sided	1-1000	1001-3999	4000 or above
2.	Design and Printing of Folders 310 gms card, for A-4 size documents, Dell Lamination, 2 Colors Double sided	1-1000	1001-3999	4000 or above
3.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 4 Colors Double sided	1-1000	1001-3999	4000 or above
4.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 2 Colors Double sided	1-1000	1001-3999	4000 or above
5.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 1 Colors Double sided	1-1000	1001-3999	4000 or above
6.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 4 Colors single sided	1-1000	1001-3999	4000 or above
7.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 2 Colors single sided	1-1000	1001-3999	4000 or above
8.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 1 Colors single sided	1-1000	1001-3999	4000 or above
9.	Design and Printing of Newsletters/Magazines on A4 size 135 gms mat paper, comprising of 8 pages, in 4 Colors	1-1000	1001-3999	4000 or above

10.	Design and Printing of Newsletters/Magazines on A4 size 110 gms mat paper, comprising of 8 pages, in 4 Colors	1-1000	1001-3999	4000 or above
11.	Design and Printing of Newsletters/Magazines on A4 size 135 gms mat paper, comprising of 12 pages, in 4 Colors	1-1000	1001-3999	4000 or above
12.	Design and Printing of Newsletters/Magazines on A4 size 110 gms mat paper, comprising of 12 pages, in 4 Colors	1-1000	1001-3999	4000 or above
13.	Design and Printing of posters 135 gms card of 23 X18 inches size, Dell Lamination, 4 Colors single sided	1-1000	1001-3999	4000 or above
14.	Design and Printing of posters 135 gms card of 23 X18 inches size, Dell Lamination, 4 Colors single sided	1-1000	1001-3999	4000 or above
15.	Design and printing of visiting cards, standard paper and standard size, with lamination, in 4 Colors, double sided	1-1000	1001-3999	4000 or above
16.	A-4 Size Envelopes with one color printing on standard paper.	1-1000	1001-3999	4000 or above
17.	Letter Size Envelopes with one color printing on standard paper.	1-1000	1001-3999	4000 or above
18.	A-3 Size Envelopes with one color printing on standard paper.	1-1000	1001-3999	4000 or above
19.	Tags (Design and printing of Tags, multi colors, 2 Logos, English Tag.)	1-1000	1001-3999	4000 or above
20.	Receipts book (Design and printing of receipts book, English paper, S: No with pin binding.)	1-1000	1001-3999	4000 or above
21.	Invitation cards (Design and printing of Invitation cards, 4 colors, with fancy card and envelope.)	1-1000	1001-3999	4000 or above
22.	Invitation cards (Design and printing of invitation cards, 4 colors, Two sided printing, with fancy card and Envelops)	1-1000	1001-3999	4000 or above
23.	Books (Design and printing of book 1 color printing,A-4 size color paper, one sided printing with serial number)	1-1000	1001-3999	4000 or above
24.	Books (Design and printing of book 4 color title on card	1-1000	1001-3999	4000 or above

	with lamination, English paper, center pin binding)			
25.	Design and printing of Catalogue on 300 gms English paper with Title and inner pages lamination in 4 Colors, center pin binding.	1-1000	1001-3999	4000 or above
26.	Design and printing of certificate paper 260 gms card, A4 size, 4 Colors single sided.	1-1000	1001-3999	4000 or above
27.	Design and printing of formats, legal size, English carbonless paper, serial number with hard binding	1-1000	1001-3999	4000 or above
28.	Design and printing of Brochure on big size 135 gms. Mat paper, comprising of 4 pages, in 4 colors	1-1000	1001-3999	4000 or above
29.	Design and printing of Calendar on 11.5X18 inch size 150 gms. VIP paper, 4 color double sided with ring binding	1-1000	1001-3999	4000 or above

Bids on the attached formats must be delivered in the PO Box 399 at GPO Quetta before 2:00 pm on 11th December 2015. Please use the same specifications as mentioned above for provision of rates against the required items. The rates shall remain valid till 31st December 2016. We reserve the rights to accept or reject any or all bids received without assigning any reason.

Dated: _____

The Procurement Committee,

Subject: **Financial Offers**

Reference to your call for bids announced in the daily newspaper Jang Quetta, kindly find below our rates of below-mentioned items:

S#	Specification of Printing Services Required	Rates Quoted for Required Quantities of Printing		
		1-1000	1001-3999	4000 or above
1.	Design and Printing of Folders 310 gms card, for A-4 size documents, Dell Lamination, 4 Colours Double sided			
2.	Design and Printing of Folders 310 gms card, for A-4 size documents, Dell Lamination, 2 Colours Double sided			
3.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 4 Colours Double sided			
4.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 2 Colours Double sided			
5.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 1 Colours Double sided			
6.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 4 Colours single sided			
7.	Design and Printing of Flyer 135 gms card, A-4 size, Dell Lamination, 2 Colours single sided			
8.	Design and Printing of Flyer 135 gms card, A-4 size,			

	Dell Lamination, 1 Colours single sided			
9.	Design and Printing of Newsletters/Magazines on A4 size 135 gms mat paper, comprising of 8 pages, in 4 Colours			
10.	Design and Printing of Newsletters/Magazines on A4 size 110 gms mat paper, comprising of 8 pages, in 4 Colours			
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14.	Design and Printing of posters 135 gms card of 23 X18 inches size, Dell Lamination, 4 Colours single sided			
15.	Design and printing of visiting cards, standard paper and standard size, with lamination, in 4 Colours, double sided			
16.	A-4 Size Envelopes with one colour printing on standard paper.			
17.	Letter Size Envelopes with one colour printing on standard paper.			
18.	A-3 Size Envelopes with one colour printing on standard paper.			
19.	Tags (Design and printing of Tags, multi colours, 2 Logos, English Tag.)			
20.	Receipts book (Design and printing of receipts book, English paper, S: No with pin binding.)			

21.	Invitation cards (Design and printing of Invitation cards, 4 colours, with fancy card and envelope.)			
22.	Invitation cards (Design and printing of invitation cards,4 colours, Two sided printing, with fancy card and Envelops)			
23.	Books (Design and printing of book 1 colour printing,A-4 size colour paper, one sided printing with serial number)			
24.	Books (Design and printing of book 4 colour title on card with lamination, English paper, center pin binding)			
25.	Design and printing of Catalogue on 300 gms English paper with Title and inner pages lamination in 4 Colours, center pin binding.			
26.	Design and printing of certificate paper 260 gms card, A4 size, 4 Colours single sided.			
27.	Design and printing of formats, legal size, English carbonless paper, serial number with hard binding			
28.	Design and printing of Brochure on big size 135 gms. Mat paper, comprising of 4 pages, in 4 colours			
29.	Design and printing of Calendar on 11.5X18 inch size 150 gms. VIP paper, 4 colour double sided with ring Binding			

Above-mentioned rates are valid till 31st December 2016.

Bid Submitted by:

Name: _____

Company: _____

Signature: _____

Address: _____