



Government of Pakistan

**PAKISTAN TELECOMMUNICATION AUTHORITY**

Headquarters F-5/1, Islamabad. <http://www.pta.gov.pk>

**“SAY NO TO CORRUPTION”**

## **INVITATION TO BIDS**

Tender Notice No.  
1 /2016/Admin/PTA

### **for Printing of Annual Report 2016**

Pakistan Telecommunication Authority a Government Telecom Regulator invites sealed bids from reputable firms/printers from Islamabad/Rawalpindi, registered with Income Tax and Sales Tax Departments, for Printing of publication titled “PTA Annual Report 2016”.

Bidding documents which are containing detailed terms and conditions method of procurement, procedure for submission of bids, bid security bid validity, opening of bid etc. are available for the interested bidders at Room No. 214, 2nd Floor PTA H/Qs, Islamabad. Price of the bidding documents is Rs.200/- (Cash). Bidding documents can also be downloaded from PPRA and PTA websites free of cost.

The bids, prepared in accordance with the instructions in the bidding documents must reach at Room No. 214, 2nd Floor, PTA H/Q on or before **1<sup>st</sup> November, 2016** up till **1030 hours**. Bids will be opened the same day at **1100 hrs**.

**Assistant Director (Admin)**

**PTA H/Q, F-5/1, Islamabad**

**Tel: 051-9214037, Fax: 051-2878149**

**[munir@pta.gov.pk](mailto:munir@pta.gov.pk)**



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HEADQUARTERS, F-5/1, ISLAMABAD  
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**BIDDING DOCUMENT**

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The bid will be received on or before **1<sup>st</sup> November, 2016 upto 1030 hours** in the office of the undersigned at PTA Headquarters, Islamabad, and will be **opened on the same day at 1100 hours in PTA Auditorium.**

1. Name of Firm: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_
4. Telephone No: \_\_\_\_\_
5. Fax No: \_\_\_\_\_
6. GST Reg. No: \_\_\_\_\_
7. National Tax Number: \_\_\_\_\_
8. Attachments
  - a. Copies of NTN & GST certificate.
  - b. Demand Draft/Pay order as earnest money Rs.8,000/- (refundable)

**Terms & Conditions:**

1. Tender Notice issued at the websites of PPRA/PTA is part of this contract document.
2. Tender should be addressed to the Director (Administration), Pakistan Telecommunication Authority, F-5/1, Islamabad.
3. Single Stage – one envelope procedure will be followed. Work shall be awarded to the bidder offering the lowest price per page
4. GST should be **included** in the quoted price.
5. The rates quoted shall remain valid for 120 days after opening of bid.
6. Earnest money equal to Rs.8,000/- (Refundable) in the shape of pay order / Bank draft from any scheduled bank of Pakistan in favor of Pakistan Telecommunication Authority Islamabad should be enclosed with the tender (Cheque will not be accepted). Earnest money of successful bidder will be retained till acceptance of printed Annual Report by PTA Purchase Committee. Earnest money of unsuccessful bidder will be refunded after issuance of work order.

7. Soft copy of document will be provided to the successful bidder in word format by Economic Affairs Section of PTA.
8. The Printing of Annual Report 2016 should be according to quality, quantity and specification.
9. Specimen of paper and title card should be attached with bid.
10. Successful bidder shall be bound to print/deliver the printed Annual Report within 15 days after proof reading of demy print of report.
11. Payment will be made in accordance with actual number of pages in printed reports at the quoted rater per page.
12. Payment will be made within 30 working days after submission of Invoice.
13. No transportation / carriage charges will be allowed.
14. Taxes and duties will be deducted as per Government rules.
15. Pakistan Telecommunication Authority, Islamabad reserves the right to accept or reject whole or partially the tender as per PPRA Rules.

- For any further clarification may contact the undersigned on Tel: 051 –2878131.

*(Muhammad Muneer)*  
Assistant Director (Admin)

**Bid Price Per Page for Printing of  
Annual Report 2016 as per following specification**

|       |                                |   |
|-------|--------------------------------|---|
| i.    | No. of Books(copies)           | 250   |
| ii.   | Available Format of the Report | MS Word   |
| iii.  | Title                          | 260 grams with Matt Lamination  |
| iv.   | No of Pages                    | 70-80   |
| v.    | Paper Size                     | A4  |
| vi.   | Printing                       | 4 Colors  |
| vii.  | Paper                          | 135 grams (imported)  |
| viii. | Binding                        | Gum/machine binding.  |
| ix.   | CD                             | Soft Copy (CD in plastic jacket) of Annual Report in PDF format on last page of report. |

**Rs.** \_\_\_\_\_ per page (including GST)

**Signature  
With Stamp**