



**Mirpur University of Science and Technology (MUST), Mirpur
(Azad Jammu & Kashmir)**

**TENDER NOTICE # (AT/P/1600/2021)
(PROSPECTUS 2021 DESIGNING AND PRINTING)**

The University intends to print the PROSPECTUS for the Academic Session fall 2021. The printing firms with excellent relevant experience & facilities and duly registered with taxation departments/**active filer** may send their sealed bids to the undersigned as per specifications and terms & conditions mentioned below on or before **27-09-2021 (Monday)** (02:00 PM) which will be opened on the same day at **02:30 PM** in the office of the Treasurer, in the presence of bidders or representatives.

| S # | Description | Specification | S# | Description | Specification |
|-----|-------------|------------------------------------|----|---|--|
| 01 | Quantity | 300-500 | 05 | Title | 310-gram Art Card with 05 colors printing with matt lamination |
| 02 | Size | 7*9 nches | 06 | Printing | With imported ink |
| 03 | Pages | 380 approximately | 07 | Binding | Hot glue binding |
| 04 | Paper | 135-gram art / matt paper imported | 08 | Provision of soft copy for uploading on university website. | |
| | Color | 05 colors printing | | | |

Terms & Conditions:

- Call Deposit Receipt (Refundable) @ 2% of the quotation cost in favor of Treasurer is also required.
- The rates should be mentioned on the basis of per page. The rate of Title Cover should be mentioned separately.
- The Committee may visit the Printing press to see the facilities/equipment and Examine Printing facility before taking final decision.
- The selected firm will be responsible for overall designing, layout, statistical graphs, charts, diagrams, and printing of material supplied by MUST via CD, email, proofs, hard copies etc.
- The bidders/firm will be bound to return printed publication of highest standard within 15 days, after receiving the confirm supply order/ final draft of printing material. The firm will also provide CD / Soft (editable) copy of final draft after printing in final shape.
- The firm must have standard system/equipment & skilled work force for printing, composing, film/plate making, pasting & binding facilities.
- The taxes will be deducted as per government rates/rules.
- The firm will bound to provide soft (editable) copy of the prospectus to upload on university website.
- The rates may be accepted or rejected on the recommendation of the prospectus Committee with assigning reasons.
- Single stage, single envelop procurement process shall be opted.
- PPRA rules shall strictly be followed during the course of procurement.

Sahabizada Muhammad Zahid
Additional Treasurer /
Secretary Central Purchase Committee
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