



Terms of Reference – Printing Services

About us

Group Development Pakistan (GDP) is a Civil Society Organization registered under the Societies Registration Act, 1860 working on protecting and promoting child rights and strengthening child protection and justice with children across Pakistan. GDP seeks proposals for **printing of various visibility materials and supply of promotional materials** from registered firms/companies.

1. Financial Proposal

Sr No	Item	Specification	No of Units	Unit Price (including Tax)	Total
01	Leather File Folder/bag	Size 10.5X13 (Logo Dye Embossed)	1,200		
02	Note Pad	Size A-4 (50 pages on 100gm, One color printing with logo and spiral binding)	1,200		
03	Pen	Chrome or steel pen (with logo printing)	1,200		
04	USB	16GB card style USB with logo printing (optional)	1,200		
05	USB	16GB USB flash drive with logo printing	1,200		
06	File Folder	Size 9x12.5 (4-color printing on Art Card 350 gms, matt lamination & double pocket)	1,200		

2. Proposed Sample Material:

Please note that the pictures below express proposed samples required by GDP, however vendors can also propose other similar designs that match the requirement of this tender.

Leather File Folder with Note Pad:



Pen:



USB:





3. General Terms and Conditions

2.1 General

- Quoted prices for the above items shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, and Custom Clearance and port taxes (if any).
- Transportation cost must be mentioned separately if there is any.
- All prices must be quoted in Pak rupees.
- Any damage, loss, theft, and damages outside the premises of GDP shall be the responsibility of supplier.
- Evaluation of the quotation and award of Purchase Order shall be items wise.
- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of cross cheque within 7 working days after acceptance of delivery and subsequent submission of the invoice to GDP.
- No advance payment will be made upon issuance of Purchase Order.
- GDP reserves the right to reject any or all quotations without assigning any reason thereof.
- Due to the urgency all items should be delivered on or before September 16, 2021.
- Incomplete Bids/ documents or quotation submitted shall not be entertained.
- Required quantity may increase depending on the requirement.

2.2. Quotation/Bid Submission Requirements

The following documents should be accompanying with the RFQ/Tender.

- Fill the above given format and print on your letter head and sign at the end of document.
- Previous work experience (if available)
- Updated Company Profile with all registration certificates
- List of Major Clients

2.3. Validity of Bid

- Bids shall remain valid for at least 06 months from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.



2.4. Registration

- Please submit proof of company registration certificate (if applicable), NTN certificate, Sales Tax Registration Certificate (If applicable), professional certificate (if applicable) with the quotation.

2.5. Delivery Location

- Sealed Quotations addressed to **“Head of Operation”** should be sent via courier or by hand on following address Office No. 11-18, Lower Ground Magnum Arcade, Northern Strip, FECHS, E-11/2, Islamabad latest by 1500 hours on or before Monday 16th Aug 2021.

2.6. Declaration of Conflict of Interest

- I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the bidding process.
- I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subjects of legal proceedings for any of the foregoing.

Bidder (Name, Signature & Seal)