

Tender Document
Ignite/Printing-Press/2025-26/0023/Proc.
Invitation for Printing Press

Terms and Conditions:

1. Designs of all required items will be provided by the IGNITE (Company).
2. The firm/service provider will have to provide requisite printed items at the Company premises at its own cost.
3. National Tax Number/General Sales Tax Registration Number issued by the respective departments should be quoted/provided in the bid.
4. All Government applicable taxes will be deducted while making payment to the service provider.
5. Ignite National Technology Fund will not compromise on the quality of any item.
6. This office reserves the right to accept/reject any/all bids or a portion under PPRA rules.
7. The rates quoted by firms will remain **valid till 30th June 2026**.
8. Selected service provider(s) will have to provide a composed/printed sample of each selected item as per the sample provided by the procuring agency.
9. The said services are initially required for ONE year effective from July 01, 2026. The same may be extended for the next year based on the satisfactory performance of the service provider and mutual consent of both parties.

SUBMISSION OF PROPOSALS: -

Responses to this Tender are due by **June 16, 2025**

Late submittals will be rejected. All proposals are to be uploaded on EPADs

Date and Time of Submission of Tender: June 16, 2025 @ 11:00

Date and Time of Opening of Tender: June 16, 2025 @ 11:30

(To be Filled-in by the Applicant)

1. Name of the Firm/Company/Printing Press:

2. Proprietor/ Partnership: _____

3. Address for Communication (postal, email, telephone number):

4. Permanent Address:

5. Address of Branch Offices:

6. ***Attach a complete profile of the agency in view of the tender evaluation form**

[Signature and date with official Seal of bidder]

The cost for the printing of all following items in quantity shall be quoted by the firm/company/printing press.

S #	Name of items Minimum Specification Standard	Quantity					
		200	300	500	1000	1500	2000
1	Envelope A-4 Size with pasting strip inside: - Size: A-4 Weight: On 90gm paper (Other Specs as per IGNITE sample)						
2	Envelope Large Size with pasting strip inside: - Size: Large Weight: On 90gm paper (Other Specs as per IGNITE sample)						
3	Envelope Small Size with pasting strip inside: - Size: Small Weight: On 90gm paper (Other Specs as per IGNITE sample)						
4	Envelope Window 9x4 with pasting strip inside: - Size: Small Weight: On 90gm paper (Other Specs as per IGNITE sample)						
5	File Folder with Pocket inside: - Weight: 310 gm on Every Card with lamination Colored with Logo (Other Specs as per IGNITE sample)						
6	File Cover: - Weight: 380gm & above Colored with logo & text (Other Specs as per IGNITE sample)						
7.	Letter Head Pad: - Size: A-4 Paper: 120gm (imported) cream paper 100 sheets in each Pad and Header with logo of Government & Ignite and Footer with address, Phone & Fax No (Other Specs as per Ignite sample)						
8.	Note Pad: - Medium size with spiral binding (Other Specs as per Ignite sample)						

9	Business (Visiting) Cards: - Printing on Both Sides, Multi-colour on Cream Albaster Card with die-cutting (As per Ignite sample)						
10.	Designing and Printing of official ID Card on PVC Card (Front and Back Digital Printing) with Hard Plastic Cover and YOYO hook with Ignite logo branding (As per Ignite sample)	Per head cost					
11.	Name Plate (Steel/Aluminum): Size:12 x 4 with bottom packing and double tap for pasting on glass	Per head cost					
12.	Name Plate (Frosted glass): Size:12 x 4 with double tap for pasting on glass	Per head cost					
13.	Any other printing items As per the requirement of Ignite	Through quotation(s) as & when required					

Important Notes:

1. Paper weightage should be quoted as specified against each item in the above table, otherwise, the bid will be rejected straight away.
2. The specimen of items mentioned above can be collected from Ignite reception (11:00 AM to 3:00 PM) except for Saturday & Sunday from the office of Ignite National Technology Fund.
3. Service provider(s) would be responsible for delivering the printed material to the office of Ignite at their own cost and risk.
4. All quoted prices should be mentioned with or without applicable taxes.
5. Selection/Evaluation will be made on the basis of 30:70 against evaluation (technical and financial) assessment, respectively.
6. The bidder shall submit its bid with a bid security of **Rs:25,000/-** in the shape of a bank draft/pay order with a validity of 90 days.
7. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
8. Selected bidder(s) will have to enter into a contract agreement with the procuring agency.

[Signature and date with official Seal]

Mandatory Requirements (Section – A)

Sr. #	Requirements	Yes	No
1	The firm must have a registered office in Karachi or Lahore or Islamabad (Attach relevant documents)		
2	The firm must not be blacklisted by a procuring agency as per PPRA Active Blacklisted firms on its website (Attached affidavit on legal paper as undertaking)		
3	The firm must be Active Taxpayer for Income Tax and Services Tax (Attach ATL check print of FBR website generated on date of preparation of bid)		
4	Valid Income Tax Registration <i>*Registered for at least last three (03) years</i>		
5	The firm must confirm the acceptance of all requirements of IGNITE (Attached signed and stamped copy of these bidding documents)		

Rating Summary (Section – B)

Sr. #	DESCRIPTION	%	MAX	OBTAINED
1.	Type of Firm <ul style="list-style-type: none"> ➤ Public / Private Limited ➤ Partnership ➤ Proprietorship ➤ None of the above <i>(Please provide certificate of incorporation)</i>	100 70 30 0	5	
2.	Established Offices Registered Offices in (Karachi, Lahore, Islamabad) <input type="checkbox"/> Nil <i>(Please provide full details of all offices located across the country)</i>	100 0	5	
3.	Average Annual Turnover in the last 3 years <ul style="list-style-type: none"> <input type="checkbox"/> More than 10 million <input type="checkbox"/> Between 08 to 09 Million <input type="checkbox"/> Between 06 to 07 Million <input type="checkbox"/> Between 02 to 05 Million <input type="checkbox"/> Less than 02 Million 	100 70 40 30 0	5	
4.	Total work Experience <ul style="list-style-type: none"> <input type="checkbox"/> Above 10 years <input type="checkbox"/> B/w 5-10 years <input type="checkbox"/> B/w 1-4 years <input type="checkbox"/> Less than 1 year <i>(Please provide copies of work orders and other related documents)</i>	100 70 30 0	5	
5.	Clientele (Submit list of projects particularly relevant jobs) <ul style="list-style-type: none"> <input type="checkbox"/> Government Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> Others 	100 90 50	5	
6.	Experience of relevant jobs <ul style="list-style-type: none"> <input type="checkbox"/> More than 5 years <input type="checkbox"/> B/w 2-5 years <input type="checkbox"/> B/w 1-2 years <input type="checkbox"/> Less than 1 year 	100 90 50 0	5	
	Technical	30		
	Financial	70		
	Grand Total	100		