

**GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS AND INTERFAITH HARMONY**

INVITATION FOR TENDERS/BIDS

Sealed Tenders from reputable firms having experience of printing quality material having income tax / GST registration are invited for the printing of material for hajj 2018 as per following details:

SPECIAL FILE COVERS (AS PER APPROVED SPECIMEN)

Hajj Scheme	Colour	Size of File Cover	Successful Hajj Applications	Quantity (Each folder for 50 Hajj applications) including 2% wastage approx.
Government	White	Legal	120,000	2,400

LETTERS (AS PER APPROVED SPECIMEN)

Category	Size per Sheet	Quantity	Sheets (5% wastage included) approx.
Congratulation letters	A-3 (6 in 01)	120,000	20,000
Intimation letters	A-3 (6 in 01)	250,000	43,750
Movement letters	A-3 (6 in 01)	120,000	20,000
Training letters for session-I	A-3 (6 in 01)	120,000	20,000
Training letters for session-II	A-3 (6 in 01)	120,000	20,000
Total:-		730,000	123,750



**(Naeem Ahmad)
Deputy Secretary (HO)
051-9205155**

TERMS & CONDITIONS

- i. The Bidders/Suppliers should not be blacklisted and will have to mention IT/GST Registration Number along with Vendor Number allotted by the AGPR.
 - ii. The offers shall be accompanied with a call deposit @ 5% of Tender amount as Earnest Money in the name of DDO, Ministry of Religious Affair and Interfaith Harmony Islamabad.
 - iii. The Tender received without call Deposit will not be entertained.
 - iv. Conditional Tender or Tender received after due date and time will not be entertained.
 - v. Services must be provided on the specific date and time as mentioned in the work order.
 - vi. The offers must include all taxes /duties which will be deducted as per Govt. Rules.
 - vii. The quality and quantity of the printing material shall not be compromised and should be as per approved specimen which may be obtained from the undersigned.
 - viii. In case of any complaint regarding the quality or quantity of printing material, penalty shall be imposed by the competent authority which could be forfeiture of security deposit, nonpayment of bill and blacklisting of the firm.
 - ix. The competent authority reserves the right to accept or reject any part or whole Tender.
2. The offer should reach in the office of the Section Officer (General) Ministry of Religious Affairs and Interfaith Harmony, Islamabad, Plot # 20, Civic Centre, G-6 Markaz, Islamabad up to 18th January, 2018 at 10:00 AM and will be opened on the same day at 11:00 in the presence of the bidders / suppliers of their authorized representatives.



(NAEEM AHMAD)
DEPUTY SECRETARY (HO)