

Reg-PC-T5/12

# TENDER NOTICE

## HIRING OF PHOTOCOPYING SERVICES

COMSATS Institute of Information Technology (CIIT), Principal Seat invites sealed tenders from reputed, experienced and well established firms/companies registered with Sales Tax Department having their established offices at Islamabad/Rawalpindi, for providing Photocopying Services.

2. The interested firms are required to submit the technical and financial bid in separate envelopes. The bid in **Sealed Cover-I** containing "Technical Bid" and **Sealed Cover-II** containing "Financial Bid" along with 2% earnest money in form of Demand Draft/Pay Order should be placed in the **3<sup>rd</sup> Sealed Cover** superscripted Tender for the Hiring of Photocopying Services.

3. The tender document containing format of technical & financial proposals and terms & conditions of the contract can be purchased on any working day between 0900 to 1700 hrs from the office of undersigned, on payment of Rs.500/- (non-refundable) in form of Demand Draft/Pay Order in favor of CIIT Principal Seat Islamabad.

4. The tenders should reach at the given address at **1100 hrs** on or before **Thursday, January 26, 2012**. The technical bids shall be opened on the same day at **1130 hrs** in public. After technical evaluation, financial bids of technically qualified firms only will be opened as per schedule planned and communicated later on by the CIIT.

5. The CIIT reserves the right to accept/reject any tender or cancel the tender process at any stage as per PPRA's rules.



**Assistant Registrar (Liaison)**

COMSATS Institute of Information Technology

Registrar Secretariat, Principal Seat, Park Road, Chak Shahzad Islamabad.

Cell. No: 0321-5554282, Email: waqas.afridi@comsats.edu.pk