



NATIONAL INSTITUTE OF BANKING & FINANCE

INVITATION TO BID (ITB)

PRINTING OF BOOKLETS

1. The National Institute of Banking & Finance, H-8/1 Islamabad invites sealed bids from reputed Printing Presses for “Printing of Booklets”
2. Bidder must be registered with relevant Govt. authorities, must have valid NTN/Sales Tax Certificate and should be Active Filer of income tax & sales tax returns.
3. Bidding will be conducted using the National Competitive Bidding (Single Stage-One Envelope) specified in the Public Procurement Rules 2004 (PPR 2004) and is open to all eligible Bidders as defined in the PPR2004 that meet the following minimum qualification criteria:
4. Bidders must have a documented track of completing at least 5- 7 similar assignments, during last 05 (five) years, of similar functional/technical characteristics and of a comparable scale. They should have adequate liquid assets and/or credit facilities, net of other contractual commitments.
5. Rates once quoted will not be revised. The bidders are requested to give their best prices. The quoted rates must remain valid till December 31, 2021.
6. The duration of the contract will be one year from the date of signing of contract and winning bidder(s) will be required to provide booklets to NIBAF on need basis during this period. The initial requirement of booklets under each category is mentioned in Section-III of the bidding documents.
7. All bids must be accompanied by a bid security of 2% of the bid price (refundable) and shall be issued in favor of National Institute of Banking & Finance. Bids not submitted on prescribed format, without bid security or received after prescribed time will be rejected. Winning Bidder will be required to provide Performance Guarantee of 5% of Purchase Order in favour of NIBAF before execution of work.
8. Bidding Documents (Hard Copy) can be obtained upon submission of request letter on company’s letter head and Demand Draft/Pay Order of Rs.1,000/- (non-refundable) in favour of National Institute of Banking & Finance-Islamabad. Time : 09.00 A.M to 1.00 P.M. The last date of obtaining bid documents is November 20, 2020.
9. Bids must be delivered duly stamped /signed to the address below on or before **November 24, 2020 (11.00 A.M)** and will be opened the same day at **11.30 A.M** in the presence of bidders’ representatives who may choose to attend.

10. No query will be entertained on telephone.

*Sr. Joint Director Administration
National Institute of Banking & Finance
H-8/1 Pitras Bukhari Road-Islamabad*