



# TENDER DOCUMENT

## PRINTING OF REGISTER TO CGN-P UNDER TENDER ENQUIRY No.: CGNP/RP-060/2017

Children's Global Network, Pakistan (Guarantee) Limited hereby invites tenders from suppliers / firms, on item rate basis, for the supply/printing the register as per Annexure – 1.

### GENERAL TERM & CONDITIONS

1. All participating firms should be registered with income tax and sales tax departments (*Registration numbers should be clearly mentioned and valid documentary evidence be attached*).
2. The firms should have a minimum of 3 years of experience in supply of items being procured, and should have proper office in Islamabad or Rawalpindi.

Sealed tenders are required to reach the undersigned on or before **31<sup>st</sup> October, 2017** before 4:00 p.m.

3. All sealed quotations/bids should be submitted on proper letter head and Performa invoice.
4. The rates quoted shall be considered valid for the period of 3 months. The suppliers / firms will be bound to deliver the goods of the approved quality at office in Islamabad on agreed rates. Transportation charges should be mentioned separate than items rates.
5. All quotations should be addressed to:

#### **Administration Department**

Children's Global Network, Pakistan (Guarantee) Ltd.  
AEPAM, Taleemi Chowk, G8/1,  
Islamabad.

6. The bid should not have any overwriting or cutting. Bids with any of the aforementioned defects will not be considered.
7. Incomplete quotations, quotations not conforming to tender requirements or with vague replies will not be considered.
8. All the taxes levied must also be clearly stated.
9. The selected firm should complete the delivery of items as per CGN-P's schedule.



### CHILDREN'S GLOBAL NETWORK, PAKISTAN (GUARANTEE) LIMITED

HEAD OFFICE:  
# 10, St. 04, G-6/3, Islamabad  
Tel: (92 51) 287 7941-2  
Fax: (92 51) 227 4140  
info@cgnpk.org OR  
www.cgnpk.org

KARACHI:  
GBPS, Ibrahim Ali Bhal School  
Upper Gizri, Clifton  
Karachi  
Tel & Fax: (92 21) 35871555

VEHARI:  
House # 175/K, Street # 2  
Lalazar Colony, Tehsil & District Vehari  
Tel: (92 67) 3363941  
Fax: (92 67) 3363942

SWABI:  
Mohalla Nazar Khail  
Jahangira Road, Mall Lar  
District Swabi  
Tel: (92 938) 221618



10. The sealed envelope must be subscribed with “**CGN-P/RP-060/2017**”.
11. CGN-P reserves the right to extend the opening date of the bids, cancel the tender or accept / reject any or all bids, without assigning any reason.
12. The Purchase Committee may ask the bidders to provide samples of the quoted items.



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## **ANNEXURE – 1**

S. No.	Register	Specification
1	<b>Admission Register</b>	<b>Title page and 25 leaves i.e. 50 inner</b>
	Register size	Legal Size
	Inner pages	70 gm local
	Outer sides	hard board binding (straw board)
	Printing	1 color
	Total quantity	1015 registers
2	<b>Attendance Register</b>	<b>Title page and 24 leaves i.e. 48 inner pages</b>
	Register size	Legal Size
	Inner pages	70 gm local
	Outer sides	hard board binding (straw board)
	Printing	1 color
Total quantity	1015	
3	<b>Stock Register &amp; Monthly income/expenditure Register (with separator)</b>	<b>Title page and 25 leaves i.e. 50 inner Pages and separators</b>
	Register size	Legal Size
	Inner pages	70 gm local
	Outer sides	hard board binding (straw board)
	Printing	1 color
	Total quantity	1015 registers
4	<b>Visitor Register</b>	<b>Title page and 50 leaves i.e. 100 inner Pages</b>
	Register size	Legal Size
	Inner pages	70 gm local
	Outer sides	hard board binding (straw board)
	Printing	1 color
	Total quantity	1015 registers



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