



KhwendoKor (Sisters' Home)

Date: 16.06.2017

Subject: REQUEST FOR QUOTATION (RFQ) against Selection of Supplier for IEC Material Supplies.

Sealed Quotations are hereby invited of the following Items under the term and conditions mentioned below on your Company Letter Head Pad.

Supplier Name: _____ Business Title: _____

NTN No: _____ STRN No: _____ CNIC No. _____ Contact No: _____

IEC Material supplies

S. No.	Item Name	Sub items	Specification	Quotation
1	Envelop	Envelope Small	100 gm paper 04 color printing as per KK approved design. Size 4.5*9.5	
		Envelope A4	100 gm paper 04 color printing as per KK approved design	
		Envelope legal	100 gm paper 04 color printing as per KK approved design	
2	School Supplies	Note book	50 pages English, Urdu and Mathematics 68 gm paper 04 color printing title as per KK approved design. Standard size	
		School Admission Form (Pad of 100 forms)	100 gm paper, 01 color printing Perforated. Size A4	
		School Leaving Certificate (Pad of 100 forms)	100 gm paper, 01 color printing Perforated. Size A4	
		Result Card	310gm paper, 01 color printing	

			Perforated. Size A5.	
		School Bags	01 and 04 color printing (separate rates) Para shoot Cloth with printing as per KK approved design	
3	Calendar	Table Calendar	310 gm imported Art Card 13 leaves size 9*7 Spiral binding imported bleach card base. 04 color printing as per KK approved design	
		Wall Calendar	128 gm paper, 04 color printing, Rng binding Single page – 17.5 X 22 03 pages 06 pages 13 pages	
		Pocket Calendar	128 gm paper, 04 color printing Single page with three folding	
4	Flyer, brochure and Poster	Brochure	4/5 folding 128 gm imported mat paper 04 color printing. Double sided printing size 18*9	
		Flyer	Single page two fold, 128 gm imported mat paper 04 color printing. Double sided printing A4 Size	
		Poster	128 gm imported mat paper 18*23 size 04 color printing.	
5	Diary	Diary	50, 75 and 100 pages, 04 color printing with 3-4 separators, ring binding 100 gm Offset imported paper with ring binding with packing box	
		Diary	50, 75 and 100 pages, 4 color printing without separators 100 gm Offset imported paper with ring binding without packing box	
6	<i>Pads and registers</i>	Receipt and order pads	100 pages 100 gm paper with duplicate pages of 48 gm paper	
		Letterhead pad	100 pages 04 color printing	
		Receipt pad	100 gm paper, Size 4*10. 01 color printing -	

			perforated	
		Register	150 pages 80 gm imported paper with 04 color printing and Hard Card Binding.	
		Register (with duplicate/carbon pages)	150 pages 80 gm imported paper with 04 color printing with Hard Card Binding.	
7	Cards	Greeting Cards	310 gm imported Art Card with 04 color printing with lamination as per KK approved design with /without 01 color printed envelop	
		Visiting Card Official	04 color printing 310 gm Art Card Double side printing with mat lamination	
		Employee Cards/ Official ID Cards	04 color printing Double side printing with printed Ribbon and Card Holder (Plastic)	
8	Books and booklets	Book	45-50 pages , A4 size, 04 color printing 128 gm imported mat paper 04 color printing, with Gum Binding & Title with mat Lamination & Spot UV as per KK approved design	
		Booklet	20-30 pages , A5 size, 04 color printing 128 gm imported mat paper 04 color printing, with Gum Binding/ring binding & Title with mat Lamination & Spot UV as per KK approved design	
		Booklet	20-30 pages , A5 size, 01 color printing 128 gm imported mat paper, with Gum Binding/ring binding & Title with mat Lamination & Spot UV as per KK approved design	
		Book	A4 size , 10-15 pages 310 gm paper with staple binding, 04 color printing as per KK approved design	
9		Small	Visiting card size 04 color printing - Imported Korean sticker with mate lamination	
	Sticker	Large	Imported Korean sticker with mate lamination size 18 x 23	

10	Other items	Standee	Korean Roll up stands with Flax (Rate per standard size)	
		Certificate	310 gm Art Card 04 Color Printing	
		Tea Mug	04 Color printing as per KK Approved design with box	
		Wooden Frame	As per size (Rates are required per square ft)	
		Pencil	Printing on 02 or 03 sides (Deer, Mercury, Dollar, Gold Fish)	
		Pen	Printing on 02 or 03 sides (separate rates for 01 and 04 color printing)	
		Hand bags	04 color printing – Paper jail (Rate per square ft)	
		Banner pen flax	Per square ft 320 gm Korean Media (With delivery to the activity site)	
		File folder	310 gm imported Art Card size 09 *12 with two pockets 04 color printing.	
		KK Badges	01 color printing	
		Laptop bag	01 color printing	
		Laptop bag	04 color printing	
		Wall clock	04 color printing	
		Donation Box	04 color printing	

Note:

1. Quotations to be submitted on or before date 30th June 2017 by time 04:30 PM and to be written on envelope “Quotation against IEC Material Supplies Khwendo Kor”.
2. The above rates will be valid till 6 months or more, if rates of given items changes within agreement period the supplier must provide an evidence of change in local market price. The rates will be considered inclusive of all taxes as per government rules.
3. Income Tax, GST and all other taxes will be deducted as per Government rules if applicable.
4. Illustrative images will be part of the designing of the IEC material. The supplier **MUST** have technical skills to draw illustrative images required in different IEC material.
5. Following documents are to be submitted
 - a. NTN & STRN Registration Certificate
 - b. Up to date copy of tax return filed.
 - c. Suppliers’ Profile.
6. The final selection of supplier will be made on provision of samples of the quoted items and agreement will be signed with the selected supplier.
7. Khwendo Kor reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.

Award Notification:

Only shortlisted bidders will be notified. A copy of the tender award notice will be published at Khwendo Kor’s web portal (<http://www.khwendokor.org.pk/downloads/Tender.pdf>) for information of all bidders.

Signature and stamp of Supplier

Date: _____