

PAKISTAN ACADEMY OF LETTERS
SECTOR H-8/1, ISLAMABAD
TENDER NOTICE

Sealed Tenders are invited from the reputed firms, parties/agents/ vendors and service providers, registered with relevant Government registration authority (working with government departments or other reputed organizations who successfully completed identical assignments during last three years) for provision of services/materials in connection with arrangements of Award Distribution Ceremony 2024 (scheduled to be held in May 2024) at Islamabad by Pakistan Academy of Letters.

2. Bidders are required to submit technical & financial bids separately, showing to have completed such events/assignments, list of Staff & other details. Complete set of Tender Document, comprising of details of required material(s)/services and assignments like provision of Air tickets/Hotels, Guest Houses Meals/Tea/ Refreshments at venue, Printing Material for Publicity and Advertisement, Shields, Certificate Boxes, Sound System Audio & Video Recording, provision of SMD(s) and Hall Decoration etc. may be obtained from the office of the Secretary, Arrangement Committee, Pakistan Academy of Letters, Sector H-8/1, Islamabad on payments of Rs.1,000/- as non-refundable tender cost in shape of Demand Draft/Pay Order in favour of “**Pakistan Academy of Letters, Islamabad**” on any working day during office hours.

4. Bids/Technical Proposals and Financial Proposals with 2% of the bid amount to be attached with financial bids deposited as security/earnest money should be submitted up-to **April 30, 2024 by 1100 hours Technical Bids will be opened on April 30, 2024 at 1130 hours** in the presence of those who may care to attend. Tender procedure will be executed under Rule-36(b) of PPRA Rules-2004, as amended from time to time.

5. After evaluation of Technical Bids Financial Bids/Proposals will be opened by the Committee of those Bidders, who will qualify in Technical Bids/Proposals, whereas the Bids/Financial Proposals of un-qualified bidders will be returned to them as un-opened. The date of opening of Financial Bids will be communicated to all qualified firms in due course of time.

6. The Pakistan Academy of Letters, Islamabad reserves the right to reject any/all tenders/bids/proposals as provided under Rule-33 PPRA Rules-2004, as amended from time to time.

7. This Notice is also available on websites of PPRA, as well as PAL (www.pal.gov.pk).

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