



TENDER DOCUMENTS

ARRANGEMENTS/PROVISION OF SERVICES FOR

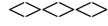
AWARD DISTRIBUTION CEREMONY

MAY 2024, ISLAMABAD

By

PAKISTAN ACADEMY OF LETTERS, ISLAMABAD

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 **May 15, 2024 by 1100 hours** **Technical Bids will be opened on May 15, 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).

Pakistan Academy of Letters,
Sector H-8/1, Pitras Bukhari Road,
Islamabad.
Tel: 051-9269712 & 051-9269711

AWARD DISTRIBUTION CEREMONY TO BE HELD IN MAY 2024 BY PAKISTAN ACADEMY OF LETTERS, ISLAMABAD.

1. Air Tickets

S. #	Description (services to be procured)	Proposed Quantity	Rate (Pak. Rs)
1	1. Karachi-Islamabad-Karachi 2. Quetta-Islamabad-Quetta 3. Turbat-Karachi-Islamabad-Karachi-Turbat 4. Multan-Islamabad-Multan 5. Sukkur-Islamabad-Sukkur 6. Gilgit-Islamabad-Gilgit 7. Skardu-Islamabad-Skardu 8. Any other domestic flights as per final schedule of the award recipient.	As per requirement	
	Note: Direct management of Travel Agencies/ Airlines will be preferred.		

2. Pana flex Printing, Souvenirs & Sound System & Video Recording / SMD (s) etc.

Detail of Material / Services Required

S. #	Description (items to be procured)	Proposed Quantity Approximately	Rate (Pak. Rs)
1	Invitation Cards (A4 with center folding & Printing on both sides) Art 300 Gram (Four Colors)	400	
2	Envelopes (5X7)	400	
3	Pana flex Pole Streamers size (3'X6') with wooden frame at different places in Islamabad including installation. (i) (On Imported Media/ Good Quality) (ii) Star Korean or equivalent quality). Rate will be quoted as per squire ft.	As per requirements	
4	Pana flex + Standee size 2.5'X5' at Venue Standee per number and pana-flex squire ft.	As per requirements	
5	Stage Side Panels/ Wings for backdrop 4'X8' (i) With Wooden Frame + Installation (ii) With Iron Frame + Installation	As per requirements	

6	Pana Flex. Rate will be quoted as per square ft., for sessions /Publicity. Size, Design, Printing Contents will be approved by PAL.	As per requirement	
7	Hoarding panel banner with frame and installation (Rates should be mentioned per sft)	As per requirement	
8.	Shield for Kamal-e-Fun Award holders / Chief Guest (As per Sample) Shield for National Literary Award Holders (As per Sample)	As per requirement	
9.	Certificates with Boxes as per sample	As per requirement	

S. #	Description (services to be procured)	Proposed Quantity	Rate (Pak. Rs.)
1	SMD Screen with & without flower decoration on 4 sides. Size; (i) 30X20 ft. (ii) 20X10 ft. (iii) 16X10 ft.	01 (02 Days) Or as per requirement	
2	SP-4 Sound System with Monitors	01	

3. Accommodation (Provision of Room/Room Services etc., at Hotels / Guest Houses based in Islamabad)

S. #	Description (services to be procured)	Proposed Quantity	Rate (Pak. Rs.)	
1	Room Rent; (i) Three Star Hotel (ii) Four Star Hotel (iii) Guest Houses (Name of Hotels will be mentioned)	70-Rooms Approximately	Single	Double

Complimentary Services:					
1	Breakfast	Yes	No		
2	Pick & Drop (Hotel/Bus Stand/ Railway Station etc)	Yes	No		
3	Pick & Drop (Hotel-Venue-Hotel)	Yes	No		
4	Wi-Fi	Yes	No		
5	Newspaper	Yes	No		
6	Shoe Shine	Yes	No		
7	Others (Please specify)	Yes	No		
2.	Meal Charges at Hotel for staying guests (Per Head)				
Note: Direct management of hotels will be preferred.					

4. Catering Services at Venue (Meals, Tea & Drinking Water)

S. #	Description (services to be procured)	Proposed Quantity	Rate (Pak. Rs)
1	<p>Lunch & Dinner- Menu 1: Chicken Qorma, Vegetable Rice, Dall Mash, Raita, Salad, Nan, Roti, Green Tea. (Including 100 Chairs + Crockery+ Cutlery)</p> <p>Menu 2: Chicken White Qorma, Fried Rice, Palak, Raita, Salad, Nan, Roti, Green Tea</p> <p>Menu 3: Chicken Manchurian, Fried Rice, Mix Vegetable, Raita, Salad, Nan, Roti, Green Tea Inaugural Session (High Tea) In case meal is not</p> <p>Menu 4: Chicken Palak, Zeera Pulao, Chicken Boti, Nan/Roti, Raita Salad, Green Tea</p>	300 to 350 Persons	
4	<p>High Tea (Inaugural Session) Chicken Samosa (One bite), Chicken Sandwiches, Cookies</p>	400 Persons	
5	Tea Or	300 Persons	

	Tea with Cookies (05 Nos.) With all sitting and serving arrangements at venue.		
6	Drinking Water (Mineral Water) S/L Bottle	As per requirement	

5. Decoration and flower arrangements

S. #	Description (services to be procured)	Proposed Quantity	Rate (Pak. Rs)
1	Decoration of Head Table for Inaugural and Concluding Session(s)	02 (Nos.)	
2.	Provision of Flower Baskets & Bouquet (Rate should be quoted per item basis)	As per requirement	

6. Hiring of Bus/Coaster/Hi-ace (For Transportation of Guests from Airport to Hotel & Back. (ii) Hotel to Venue & Back)

S. #	Description (services to be procured)	As per requirement	Rate (Pak. Rs)
1	42-Seater Bus (Air Conditioned) with Fuel & Taxes (if any) etc	02 (Nos.)	
2.	Coasters (Air Conditioned) with Fuel & Taxes (if any) etc.	04 (Nos.)	
3	Hiace (Air Conditioned) with Fuel and taxes (if any) etc.	04 (Nos.)	

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General Terms & Conditions:

1. The firm should be registered for Income Tax and Sales Tax with Inland Revenue Service (FBR) (Registration Numbers should be clearly mentioned and valid documentary evidence be attached)
2. The firm should have a minimum (05) years working experience of Government work.
3. Bid/Offer should accompany a pay order of 2% as earnest money from a scheduled bank failing which the bid will be rejected. Cheques will not be accepted. The earnest money of the unsuccessful bidders/parties will be refunded after finalization of tender. Whereas, the earnest money of the successful firms will be converted as Security deposit and will be returned after completion of job.
4. Bids/Technical Proposals and Financial Proposals should be submitted up-to **May 15, 2024 by 1100 hours and Technical Bids will be opened on the same day 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. The financial proposal shall not have any over writings or cutting. The PAL reserves the right not to consider the proposal having aforementioned deficiencies.
5. The contract will be awarded to the lowest rate bidder (s). Payment of the bills will be subject to the deduction of all government taxes/levies.
6. Conditional bidding will not be accepted. An original and latest undertaking on judicial paper (not below Rs. 50/-) that firm is not black listed by any Government, Semi Government or Autonomous body.
7. Each Page of financial proposal is required to be signed and stamped by the vendor/firm concerned. Failing which bid will not be accepted.
8. If any firm intends to withdraw from competition, it can intimate in writing before accepting of offer letter.
9. No Tender will be entertained after due date and time.
10. The firm will be responsible to deliver the items at venue/place. Installation of Pana flex and removal will also the responsibility of the firm. The date and time will be mentioned in work order.
11. The bidder shall be bound to take back the unutilized items on his own cost and payment will be made against actual utilization.
12. The PAL reserves the right to increase or decrease quantity of items
13. 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.

Bid Data Sheet

A. Introduction		
S. #	Name of Office	Pakistan Academy of Letters, Islamabad
1	Name of Contract	Hotels, Meals/Tea at venue, Printing Material for Publicity and Advertisement, Sound System Audio & Video Recording, provision of SMD and Hall Decoration etc.
2	Name of Purchaser	Pakistan Academy of Letters, Islamabad
3	Purchaser's Address	Sector H-8/1, Pitras Bukhari Road, Islamabad.

B. The Bidding Document		
4.	Language of the Bid	English

C. Preparation of Bids		
5.	The price quoted shall be	DDP in Pak Rupees i.e. inclusive of all applicable taxes & transportation charges.
6	The price shall be	Fixed and must include the Income & General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
7	Qualification requirements	The bidder must submit National Tax No. Sales Tax No. Certificates & income Tax clearance certificate on the last Income Tax returns. ii. Active Taxpayer Certificate. iii. An affidavit on legal stamp paper not below of Rs.50/- to the effect that bidder as not been blacklisted by any of the Federal/Provincial Government Organization. iv, The bidder must have proper Business Location (Shop/Outlet) and Landline telephone facility
8	Amount of bid security	Bid security @ 2% may be attached with the Tender. The bid security will be returned to the unsuccessful bidders. immediately after finalization of tender and in case of successful bidder (s), it will be converted into Security Deposit will be retained till completion of the Contract
9	Form of Bid Security	The tenders found deficient of the amount as bid security compared to total bid Price will not be considered. ii. No personal cheques will be acceptable at any cost. iii. The previous bid security will not be considered or carried forward.
10	Bid validity period	Bid should remain valid for six months (from the date of awarding of tender to the firm).
11	Number of copies	One original

D. Submission of Bids		
12.	Address for bid submission	(Director/Chief Editor), Pakistan Academy of Letters, Sector H-8/1, Pitras Bukhari Road, Islamabad. Tel: 051-9269712 & 051-9269724
13	Deadline for bid submission	May 15, 2024 by 1100 hours and Technical Bids will be opened on the same day at 1130 hours

E. Opening and Evaluation of Bids		
14.	Time, date and place for bid opening	The date of opening of Financial Bids will be communicated to all qualified firms in due course of time.
15.	Criteria for bid evaluation.	Delivered Duty Paid (inclusive of all applicable taxes & transportation charges) Price Only. ii. The tenderer has to quote only one rate for each item as per tender specification. No alternate model or separate accessories will be accepted. iii. The items/material will be accepted according to specification of PAL.

MANUFACTURER'S AUTHORIZATION CERTIFICATE

The Deputy Director (A&P)
Pakistan Academy of Letters,
Islamabad.

WHEREAS (**NAME OF SUPPLIER**) who are established and reputable firms of (**name and/or description of goods**) having Office at (**address of office**) do hereby authorize (**name and address of supplier/agent**) to submit a bid, and subsequently follow-up/negotiation and sign the contract with you against the tender for the procurement/supply of multiple items (**Names**) for arrangements of **Award Distribution Ceremony of Pakistan Academy of Letters, Islamabad.**

We hereby commit and assure our full guarantee and warranty regarding quality, efficacy and timely supply of offered items by the above mentioned firm/supplier/manufacturer against the invitation of bids.

(Signature for and on behalf of Manufacturer)

Note. This letter of authority should be signed by the person competent and having the attorney to bind the manufacturer/supplier. It should be included by the bidder in its bid.

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