



ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

INVITATION FOR BIDS NOTICE PROVISION OF REFRESHMENT & VENUE ARRANGEMENT SERVICES

Activity Ref. No.	:	16/2024-25			
Procurement Method	:	Single Stage-One Envelope [1S1E]			
Date & Time for Submission of Bids	:	Date:	04-10-2024	Time:	1030 Hours, PST
Date & Time for Opening of Bids	:	Date:	04-10-2024	Time:	1100 Hours, PST

Allama Iqbal Open University (AIOU), Islamabad has allocated funds for procurement of various goods & non-consulting services, planned during the financial year 2024/25. The University frequently requires services related to **Refreshment & Venue Arrangements** during its Conferences/ Events/ Seminars, scheduled from time to time.

The University now invites bids through **e-Pak Acquisition & Disposal System (e-PADS)** (<https://eprocure.gov.pk>) from eligible **Firms/ Service Providers** for provision of **Refreshment & Venue Arrangement Services**, duly registered with Taxation departments at Federal, Province & Regions mentioned above and who are on Active Taxpayers List of the Federal Board of Revenue, for delivery of services on **Delivered Duty Paid (DDP)** basis.

The bidding shall be conducted in line with “**Single Stage-One Envelope**” procedure according to Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all potential bidders.

Bid(s) must be accompanied by a **Bid Security** amounting to **Pak. Rs. 145,000/-**, in an acceptable form as given in the bidding document. The scanned copy of Bid Security must be uploaded through **e-PADS** and hardcopy must be submitted physically as instructed below.

Bidding Document containing detailed terms & conditions of the bidding process, can be **downloaded** from <https://eprocure.gov.pk> free of cost. Interested bidders are requested to register themselves on **e-PADS** (<https://eprocure.gov.pk/#/supplier/registration>) and submit their bids accordingly. In case of any query/technical difficulty in using **e-PADS**, the prospective bidder(s) may directly contact Public Procurement Regulatory Authority (PPRA), 1st Floor, FBC Building, Sector G-5/2, Islamabad (UAN: 051-111-137-237).

The bid(s) prepared in accordance with the instructions mentioned in the procurement activity’s **Bidding Document**, must be submitted through **e-PADS** at <https://eprocure.gov.pk> by or before **1030 hours PST** on the closing date for procurement activity mentioned above. Whereas, the **Bid Security** instrument, in original, in sealed envelope(s), duly mentioning the Name & Ref. Number of the procurement activity on the envelope(s), must be delivered at the aforementioned address one day before the bids’ submission due date & time. The bids at **e-PADS** will be opened at **1100 hours PST** through **e-PADS** on the closing date for procurement activity in the presence of bidders’ representatives who shall choose to attend the bids’ opening session to be held at **Committee Room of Sir Syed Hall, Block No. 24, AIOU Main Campus, Sector H-8, Islamabad**.

This advertisement is available at website of PPRA & AIOU at www.ppra.org.pk and www.aiou.edu.pk/tender-notices, respectively.

AWAIS SALEEM
Director

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