

Annex - I

GOVERNMENT OF PAKISTAN  
MINISTRY OF SCIENCE & TECHNOLOGY  
PAKISTAN NATIONAL ACCREDITATION COUNCIL

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Islamabad the 23<sup>rd</sup> August, 2020

**PRE-QUALIFICATION / TENDER NOTICE**

Pakistan National Accreditation Council (PNAC), Ministry of Science & Technology, Islamabad invites the "sealed quotations" from reputable firms/suppliers & authorized dealers/organizations who are on Active Tax Payer List (ATL) of FBR and are registered with sales tax/Income tax department having GST/NTN Numbers, AGPR vendor number and IATA license (only for air ticketing services) for the following services from Development and Non-Development budget of the Council for the F.Y. 2020-21.

S. No.	Specifications	Qty
1.	Services of Authorized Travel Agency/Firm (registered in IATA)	As per tender Document
2.	Services of Event Organizers/ Hotels from (different cities of Pakistan) for arrangements of events, and other meeting arrangements etc.	
3.	Stationary	
4.	Others (Miscellaneous Items)	
5.	Hardware and IT Equipment	
6.	Software	
7.	Plants & Machinery	
8.	Furniture & Fixture	
9.	Services related to Repair & Maintenance of a. Office Vehicles b. Machinery & Equipment, Hardware & IT Equipment c. Furniture & Fixtures	

- Tender along with tender documents can be downloaded from the website of PNAC [www.pnac.gov.pk](http://www.pnac.gov.pk) and Public Procurement Regulatory Authority [www.ppra.gov.pk](http://www.ppra.gov.pk)
- All procurement procedure is subject to observance of PPRA 2004 Rules & as amended from time-to-time.
- Interested firms/ parties must provide following information/ documents with their bid:
  - The proof of Registration with Sale Tax department and quote their NTN/GST Number, issued by Income tax/Sales tax department.
  - An Affidavit on stamp paper that the firm/dealer has never been BLACKLISTED by any Ministry/Division/Department/Organization of the Government.
  - 5% of the bid amount as Call Security Deposit in shape of Bank Draft/Pay order in favor of "Pakistan National Accreditation Council (PNAC), Islamabad (refundable after successful supply/warranty period).
  - Sale/Service certificate will also be accompanied with tender.
- The successful bidder(s) are liable to provide the service on quoted price within current financial year (2020-21) from time to time, otherwise the relevant firm/vendor/bidder will be blacklisted.
- Quoted rates should be effective for current financial year (July 2020-June 2021) and on the basis of quoted rates, Work/supply order can be issued any time on need basis within current FY (up to 30/06/2021), subject to requirement/availability of funds.
- Rates along with GST (per Service/item) GST shall not be quoted on the whole amount and may be quoted with each and every item separately. Withholding tax and GST at source will be deducted as per Rule.
- Tenders shall be received in PNAC office till 11:00 a.m on 10-09-2020 and will be opened on the same day i.e. 10-09-2020 at 11:30 a.m in PNAC office Islamabad by the Purchase Committee in the presence of bidders/representatives who chose to attend.
- Competent Authority reserves the rights to reject any or all the tender at any time prior to the acceptance of a bid or proposal however, subject to assigning justified reasons as per PPRA Rules 33(1).

Admin & Accounts Officer  
Tel: 051-9222313

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# TENDER DOCUMENT

## **1. Services of Authorized Travel Agency/Firm:**

Services of Authorized Travel Agency/ firms registered and approved with IATA for providing services for reservation of air tickets (Domestic as well International flights) on credit basis for official visits/ meetings/ seminars etc. of PNAC officers/ officials is required

- a. The rates must be quoted separately for domestic and international tickets as per following format
- b. In case of percentage commission, rates must be quoted separately for each service (visa and passport related services etc).
- c. Rates must be inclusive of all taxes

<b>Sr. No</b>	<b>Description of Services</b>	<b>Rates</b>
1	Domestic Ticket	
2	International Ticket	
3	Visa Application/ Processing Passport	
4	Revalidation/ Re-routing and Re-issuance of Tickets	
5	Insurance Policy Comprehensive Domestic & International Air Tickets	
6	Refund/ Cancellation	
7	Billing/ Credit Period	
8	Others (if any)	

## **2. Services of Event Organizers/ Management Firms:**

Services of Event Organizers/ Hotels for arrangement of events, including (training/ meeting/ conferences/ workshops/ symposium and expos etc. for PNAC by providing halls/ suitable premises, Hotels in following cities;

Karachi, Islamabad, Lahore, Queta, Peshawar, Gilgit Baltistan (GB), Multan, Sukkhar, Swat, AJK, Hyderabad, Nowshera, Mardan, Faisalabad, Abbottabad, Haripur, Manshera, Larkana, Sargodha, Bhawalpur and other cities of Pakistan

The service includes but not limited to the following,

- a. Arrangement of proper sound system, dais/rostrum, other necessary arrangements for speaker/ trainer (if any)
- b. Morning & evening tea with cookies
- c. Meal including (buffet lunch), soft drink, Mineral water etc.
- d. Hotel Accommodation for trainers/ office staff per night
- e. Rates must be given separately for 3-star, 4-star and 5-star hotels as per following format