



Government of Pakistan  
Promotion of Olive Cultivation on Commercial Scale in Pakistan, Phase-II  
Pakistan Oil Seed Department

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**Tender Notice No. F.2-11(1)/2024-25**

Sealed Bids are invited as per PPRA Rule 36(b) (Single stage 2 envelope bidding) for the below mentioned services of event management firm (supplies, Installation & management) at Islamabad.

Description	Tender Opening Date & Time
<p><b>1. Stationery</b></p> <ul style="list-style-type: none"><li>Printed conference bag containing printed ball points, printed keyrings, printed writing pad conference program and brochure (50 Nos)</li><li>Plastic folders containing printed ball points, printed, printed writing pad, conference program and brochure (160 Nos)</li><li>Certificate of participation (150 Nos)</li></ul> <p><b>2. Banners</b></p> <ul style="list-style-type: none"><li>Standees (Composing placement and designing) (15 Nos)</li><li>Conference Banners size 10'x20' (Printing &amp; Composing) (04 Nos)</li><li>Conference memento shields engraved with logos for dignities, speakers (20 Nos)</li></ul> <p><b>3. Rent for the conference hall for One Day</b></p> <p><b>4. Display of SMD size 10'x20' at the conference hall for One Day</b></p> <p><b>5. Working tea break (snacks, tea &amp; water bottles) for 150 persons</b></p> <p><b>6. Printing of conference abstract books (150 Nos)</b></p> <p><b>7. Backup generator with fuel for one day (24hr)</b></p>	<p>12-11-2024 at 11:30 am</p>

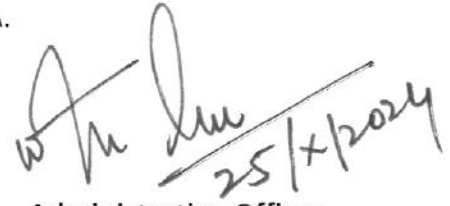
**NECESSARY INSTRUCTIONS FOR THE BIDDERS**

- Detailed Specifications, standards of the item(s), terms and conditions of the good & services required have been given in the tender document which can be obtained from Room No.108, F-Block, NARC, Park Road, Islamabad through the request on letterhead which must be attached with proofs of active GST/NTN certificates of the bidder (Non-refundable tender fee/Demand Draft @ PKR 1000/each in favor of National Project Director (Olive), Islamabad).
- The tender should be accompanied by a call deposit receipt/ pay order @ 2% of the estimated cost (given in tender document) as earnest money in the name of National

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Project Director. Moreover, the successful bidders shall furnish performance security equivalent to 2% of the total value of the contract after the award of the contract.

3. Project authorities reserve the right to accept or reject all the bids prior to acceptance as per **Rule-33 of PPRA-2004**. Moreover, the scope of the services required may be increased or decreased at the time of work order depending upon the requirement and availability of funds. No tender will be sold on tender opening date.
4. The bid should be dropped in tender box placed in F-Block, NARC on or before 11:00 am, 12.11.2024. The submitted bids will be opened at 11:30 am on the same day in the presence of representative of the firm(s).
5. This advertisement can be downloaded from the PSDP Project website [www.pakolive.com](http://www.pakolive.com) and on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).
6. Any instrument submitted by the bidder if found fake or non-verifiable at any stage would result in blacklisting and legal action as per rule 18, PPRA.

  
25/11/2024

**Administrative Officer**

F-Block, NARC, Park Road, Islamabad

Tel :051-90733208, 051-90733213

