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|   | **PAKISTAN INDUSTRIAL TECHNICAL ASSISTANCE CENTRE (PITAC)****234 – Ferouzpur Road Lahore – 54600****PABX:042-99230702,99230699 FAX:042-99230589****Email: purchase@pitac.gov.pk** [**URL:www.pitac.gov.pk**](file:///D%3A%5CTender%20Files%5CTender%20Notice%5Cwww.pitac.gov.pk) | Emblem_PakistanMinistry of Industries & Production |

**TENDER NOTICE NO.388/2020**

Issue Date: 26-10-2020 **/2014** Receiving Date: 12-11-2020 (11:00 AM)

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| **S. No.** | **Description** | **Remarks** |
| 1. | Hiring of Agency/Service Provider for Social Media Marketing of PITAC services. | Details are available in tender document |

**Terms & Conditions shall be as under:**

1. Tender Notice is available on both PITAC website and Public Procurement Regulatory Authority (PPRA) website.
2. The Tender Document to be collected from our Purchase section on deposit of Rs.1000/- cash (bank receipt available from PITAC cash section) as Tender Fee (Non Refundable) at NBP PCSIR Branch, Lahore during working hours, on bidder request from date of advertisement to day before opening of bids.
3. The proposal in sealed envelope should reach to Dy. Director ESD/Purchase PITAC, Lahore on or before 12-11-2020 at 11:00 AM. “**TENDER NOTICE NO. 388/2020 (TECHNICAL & FINANCIAL PROPOSALS)”** mustbe written on the sealed envelope. Bid must be submitted on letter heads of the bidder’s firm/ company/ as per prescribed format with stamp and signature.
4. Technical and Financial proposals should be submitted in separate envelopes. The word **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”** should be clearly written on the top left corner of the respective envelops, according to single stage-two envelop procedure under Rule 36(b) of PPRA Rules.
5. Technical Proposals will be opened on the same date at 11:30 AM, in the presence of bidders/ their authorized representative in Purchase section at PITAC HQ. Lahore. After the Technical evaluation, financial proposals of only technically qualified bidders/ firms/ companies will be opened on a date/ time, which will be announced subsequently.
6. Technical Proposal must accompanied with a copy of bid security @ 2% of total bid price in the shape of deposit at call or a bank guarantee issued by a scheduled bank in the name of Director General PITAC, Lahore by omitting the amount. Original bid security should be attached in Financial Proposal. Bid without Bid security or cross cheque will be rejected. Bid security will be returned to unsuccessful bidders after completion of tender process. Bid security of successful bidder will remain in possession of the office till signing of agreement.
7. The Financial Proposals shall be inclusive of all applicable taxes.
8. The firms must submit valid copies of NTN, Sales tax & Active Tax payer list issued by FBR **along with Technical Proposal, no such documents should be attached with Financial Proposal.**
9. Partial incomplete, Blank, Conditional bids or bids received after specified date & time shall be rejected.
10. The bid of any bidder shall be declared non-responsive, if he is found involved in litigation with any government or semi-government department/ Autonomous organization.
11. The successful bidder have to furnish a Performance guarantee @ 5% of total Work Order to be deposited in the form of Banker cheque/ Bank guarantee/ CDR issued by schedule bank in the name Director General PITAC. The same will be retained by PITAC till the completion of agreement.
12. PITAC reserves the right to reject all bids as per rule 33 PPRA 2004.
13. An affidavit on stamp paper is required to be attached that the firm has never been blacklisted.
14. The successful bidder / supplier shall be disqualified at any time that the information has submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
15. Successful bidder will be responsible to deliver his services on their own expenses at PITAC HQ, 234-Ferouzpur Road Lahore-54600.
16. Procuring agency reserves the right to increase or decrease the services of items proposed to be served.
17. In case of any dispute regarding the terms and conditions and services, decision of Competent Authority i.e. Director General will be considered as final.

If any clarification is required, the query may be sent to the undersigned through registered courier, e-mail or fax, at least 07 days prior to the date fixed for submission of bids. All replies to the queries or addendum etc. shall be considered part of the bidding documents and should be signed and submitted along with the Bid.

 ***Deputy Director (ESD/ Purchase)***

***Pakistan Industrial Technical Assistance Centre***

 ***(PITAC) HQ. Lahore***