

Senate Secretariat

Islamabad

Tender Notice

No.16(10)/2016-IPR

Supply of various Services and Specialized Stationary Items to Senate Secretariat for Asian Parliamentary Conferences (APC)

The Senate Secretariat is hosting a series of meetings of Asian Parliamentary Assembly at Islamabad during 2017. Sealed tenders are invited from reputed, experienced and GST registered Islamabad/Rawalpindi based individuals / firms / companies for the supply and hiring of following goods and services to Senate Secretariat Islamabad:

1. Specialized Stationary Items and publicity material :

Sr. No.	Item	Quantity
1.	Special File Folders	200
2.	Designing and printing of Invitation Cards	1000
3.	Invitation Cards jackets	200
4.	Printing and designing of Note Pads of A-4 one and half size with 25 pages (high quality paper) each with white spiral binding	200
5.	Printing and designing of Note Pads of A-4 size with white spiral binding and mat colour papers with 25 pages each.	500
6.	Specialized Ball Points with logo of Senate of Pakistan	200
7.	USBs 4 GB each	150
8.	Printing of Delegates' Conference I.D. Cards with printed ribbons	1000
9.	Backdrops	02
10.	Pole Banners	200
11.	Welcome Banners	01
12.	Standeeds	15
13.	Flag Poles	50
14.	Group Photograph with folders and certificates	150

2. Hiring of Sound plus Interpretation Services:

Infra-Red Wireless Interpretation Equipment for 200 Participants

Including:

System Setup, Installation and Operation of Infra-Red Interpretation System

03 x Interpretation Booth made up of fiber glass.

03 x Interpretation platform with microphone headphone.

03 x Interpretation Radiators

01 x Set of Control equipment

01 x Set of public addressing system sufficient for an audience of 200 persons.

- 200 x Conference delegate microphones with built in speakers, gooseneck microphone,
- 200 x Infra-red digital receivers with volume and channel control & headphones should have atleast 4 channels.
- 01 x Multimedia Projector 4200 Lumens Bright with large size screen 12x9ft
- 01 x SMD Display Screen 13x9ft height, 5MM Pixel size on stands
- 01 x Audio Video coverage of entire event, using 2 * Professional cameras alongwith highly trained cameramen, full on site editing setup, including digital video mixer, VTR, digital video recorder alongwith a professional editor who could edit on-site best shots coming from the cameras.
- 04 x LCDs 46 inches each

3. **Hiring of Transport:**

- a) 02 VIP Buses 52 Seats
- b) 02 VIP Coasters 18 Seats

4. **Hiring of Catering Services:**

Supply of around 200 lunch boxes/food per meal per day for the officials and concerned staff during the events.

5. **Gift Items:**

Purchase of Gift Items including Conference Bags of jute and leather, Conference Badges and Mugs with Senate's Logo.

6. **Hiring of Simultaneous Translation Services:**

From English to Arabic and Arabic to English

Printing and designing work of note pads, programe booklets and folders must be on high quality paper reflecting four color schemes. Interested firms may also quote prices for individual items/services. For detailed specification, samples can be seen during office hours in the office of the undersigned.

The tender documents containing the detailed terms and conditions may be obtained from the office mentioned below during the office hours from 29th December, 2016 to 16th January, 2017. The tenders complete in all respect should reach the office stated below by 16th January 2017 upto 1100 hours. The tenders will be opened on the same day at 1130 hrs in the presence of the representatives of the bidders who wish to be present. Interested parties may deposit 2% (refundable) of the quoted price, as bid security, in the form of Pay Order/Bank Draft in the name of Senate Secretariat, Islamabad. Non-registered firms/parties and those without depositing the amount of bid security will not be entertained. The quantity of the items may be increased or decreased and the rates will be valid till 31-12-2017. Senate Secretariat reserves to reject all bids at any time prior to the acceptance of bids as per PPRA's rules.

Note: This Tender Notice is also available on PPRA's website: www.ppra.org.pk and Senate Secretariat website www.senate.gov.pk

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