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| logo | **Pakistan Telecommunication Company Limited Office of the General Manager Admin & Security North F-5/1, Islamabad** |

# TENDER NOTICE

# RFQ No.28. GM Admin & Security North /RPC/2018/28

# PROVISION OF 100 REVOLVING CHAIRS WITH MAROON FABRIC FOR PTCL CONTACT CENTER RAWALPINDI

### Sealed bids, in Pak Rupees on DDP basis, are required for Provision of 100 Revolving Chairs with Maroon Fabric for PTCL Contact Center Rawalpindi in accordance with PTCL requirements/specifications.

### Tender documents can be purchased from undersigned on payment of PKR 500/- (non-refundable) through Demand Draft/Pay Order in favor of Senior Manager F&MA ITR, Islamabad.

1. Bids with bid security of **2% of quoted rates** (refundable) should be submitted/dropped in bid box at main reception of PTCL House, F-5/1, Islamabad as per instructions to the bidders contained in the Bid Documents/RFP by **1100 hours** on or before **27-09-2018** positively. In case of non-compliance, the bids will be disqualified from further processing. Bid(s) received after the above mentioned deadline shall not be accepted.
2. For clarification of specification and commercial queries (if any) regarding the revolving chair, a pre-bid conference shall be arranged before submission of bids. All bidders who purchased bid documents shall be timely informed about pre-bid conference date.
3. PTCL reserves the right to accept/reject any or all bids and to annul the bidding process at any time without thereby incurring any liability to the affected bidder(s) or any obligations to inform the affected bidder(s) of the grounds for PTCL’s action.
4. Compliance to PTCL standard payment terms and delivery period given in tender documents is mandatory for participation in bid.
5. Bidders must mention their Vendor Registration code on quotation. In case vendor is not registered, then registration must be done before the issuance of Letter of Intent/Award (LOI/LOA).
6. Bidders must submit their bids with given format and complete in all respects. Incomplete/partial bids will not be entertained and the bidders will be disqualified without any further notice. Bidders shall ensure that all RFP clauses and their compliance are filled adequately. RFP compliance once submitted by bidders (duly filled and signed) shall remain valid till signing of the contract.
7. All correspondence on the subject may be addressed to the undersigned.

**Senior Manager (Admin and Coordination)**

Room no. 207, Second Floor

PTCL House, F-5/1, Islamabad.