**Tender NOTICE**

Proc#: EVP-DCTO/RPC/ISB/16-12-2020/32

**Tender Notice -Supply of Zoom Voice Recording-screen capturing Solution**

1. **Keeping in view the current pandemic situation in the country due to COVID-19, tender document along with BOQ will be shared only through email. For Tender Document please email on** tahir.mehmood2@ptcl.net.pk.
2. Bid Documents as per requirement shall be submitted in the office of Senior Manager (Finance-1) North (Room No. 211, 2nd Floor PTCL House F-5/1 Islamabad) till **23rd December-2020 up to 3:00 PM.**
3. Bids must enclose Bid Security **2%** of Quoted Price in shape of Pay order/Demand Draft/Bank Guarantee in the Name of **“SM (Accounts & Payments) Dev Switching /PTCL”.** Bid security of the un-successful bidders shall be returned and released after completion of the tender.
4. Bid security is a mandatory requirement commercial offers without bid security will be rejected.
5. Tenders/bids/quotations received after due date and time shall not be entertained/accepted. No further extension will be granted in tender submission.
6. PTCL reserves the rights to reject any or all bids at any time, without giving any reason or incurring any liability to the affected bidder(s) or any obligations to inform the affected bidder(s) of the ground for PTCL action.
7. Vendor registration is mandatory for all the vendors interested to supply materials/services to PTCL. It is essential to mention the Vendor Registration Code (VR Code) assigned by PTCL on Quotation/Bids submitted by Bidder(s). Unregistered vendors are required to get registered with PTCL for good/continuous business relationship. VR forms may be downloaded from the following link.

###  <https://www.ptcl.com.pk/Info/Vendor-Registration-Form>

All correspondence on the subject matter may be endorsed to the undersigned.

**For Tendering Process & Bid Submission**

**Mr.Tahir Mehmood (Manager Finance-1 )**

 **ITR F-5, Islamabad**

**Email:** **Tahir.Mehmood2@ptcl.net.pk**

**Phone # 051-2201259-051-2877989**

**For Technical Queries Relating to SOW & BOQ**

**Mr. Hassan Raza (Manager Tech Services) PTCL**

**HQs G-8/4 Islamabad.**

**Email:** **hassan.raza1@ptcl.net.pk**

**Phone:** **051-2283062**