

**Iqbal Academy Pakistan**  
**Government of Pakistan**  
**National Heritage & Culture Division**

**TENDER NOTICE**

***Invitation to bidders to supply of  
(Shields, Flexes, Souvenirs, flowers, awards, water bottles, refreshment etc.)***

*Iqbal Academy Pakistan* invites applications from the Events management (Shields, Flexes, Souvenirs, flowers, awards, water bottles, refreshment etc.) registered with Income Tax and Sales Tax Departments available on EPADS.

2. Tender documents, containing tender notice, list of items, instructions to bidders and evaluation criteria are available at *Iqbal Academy Pakistan 6th Floor, Academy Block, Aiwan-e-Iqbal Complex Off Edgerton Road, Lahore* or can also be downloaded from (*www.iap.gov.pk*) free of cost.

3. Applications must be submitted on EPADS against tender No. F-25121498485 on or before 5<sup>th</sup> January 2026 at 11:00 am. The applications shall be opened and evaluated on the same day 30 minutes after closing time of submission. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as Iqbal Academy's website [www.iap.gov.pk](http://www.iap.gov.pk)

**Dr. Abdul Rauf Rafiqui**  
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**INSTRUCTION TO BIDDERS**

Iqbal Academy Pakistan invites sealed bids for supply of Shields, Souvenirs, Awards, Pena Flex, Refreshment, Flowers, water, Sound system etc. from the suppliers registered with Income Tax and Sales Tax Departments available on EPADS.

1. Invitation for bid is attached as Annexure-A and list of required items Annexure-B.
2. Only the bidding fulfilling the Eligibility Criteria shall be considered as under:
  - a. NTN number
  - b. GST registration Certificate
  - c. Presence in active tax pay list of GST for year 2024-25
  - d. Presence in active tax pay list of Income Tax for year 2024-25
  - e. Detail of Sales Tax deposited in year 2023-2024 & 2024-25
  - f. Copy of latest income tax and sale tax return
3. Bids should submit through EPADS on or before 5<sup>th</sup> January, 2026 at 11:00 AM. The Tenders will be opened at 11:30 AM on the same date in the presence of the Bidders.
4. The approximate number of required items have been given in the list of items. Per item rate may be quoted so that demand will be given as per the event.
5. Iqbal Academy reserves the right to accept or reject any or all tenders/bids/offers as per rule 33 of PPRA Rules, 2004.
6. Admissible taxes will be deducted at the time of payment.

7. Procedure of open competitive bidding shall be “Single stage – single envelope procedure” as mentioned in Rule 36(b) of PPRA Rules, 2004.
8. The bid should comprise a single package containing both “financial proposal” and the “technical proposal”.
9. Technical Proposal should contain the attested copies of the documents mentioned in clauses 2 as well as bid security @ 2.00% of the bid value should be attached in shape CDR in the name of Director, Iqbal Academy Pakistan.
10. Financial Proposal must be quoted for the required items on specific letter pads of the bidders. The price must be quoted in Pak Rupees.
11. Only complete bids are acceptable and the lowest bidder shall be awarded task according to the PPRA Rules, 2004.
12. Rates quoted by the bidders should be remained valid till 30<sup>th</sup> June 2026
13. The Redressal of grievance committee, headed by Director is formulated and uploaded on PPRA Website.
14. In all other matters not mentioned in these instructions, PPRA Rules, 2004 shall govern this procurement process.
15. The delivery of all items will be made at the office of the Director, Iqbal Academy, 6<sup>th</sup> Floor, Aiwan e Iqbal, Lahore.
16. In case of any unforeseen reason, unrest or force majeure on the bid submission/opening date, the tender shall be opened on the next working day at the same place/time.

**Prof. Dr. Abdul Rauf Rafiqi**  
Director,  
Iqbal Academy Pakistan,  
6<sup>th</sup> Floor, Academy Block,  
Aiwan-e-Iqbal Complex,  
Edgerton Road, Lahore,  
Ph. 042-36314510

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List of Items for Conferences, Seminars and Lectures for Year 2025-26

S. No	Item Detail	Per Item Rate required	Approximate Demand
01	Shields Diamond crystal 6 inches		90 Nos. as on demand
02	Pena Flex		1600sqf as on demand
03	Refreshment: (Tea, Biscuit, One bit petty, Cake piece in box).		1450 Nos. as on demand
04	Awards: Crystal (3x5 inches)		10 Nos. as on demand
05	Awards: crystal (3x6 inches)		10 Nos. as on demand
06	Awards: Crystal (3x7 inches)		10 Nos. as on demand
07	Souvenir: Mettle (8 inches)		05 Nos. as on demand
08	Souvenir: Crystal (7x10)		05 Nos. as on demand
09	Sound System set: (with two speakers, mic, collar mic etc.)		15 to 20 Nos. of events or as on demand
10	Flower Bouquet		20 Nos. as on demand
11	Flower Basket		20 Nos. as on demand
12	Wreath Flowers		20 Nos. as on demand
13	Water: (500ml bottle)		200 Nos. as on demand

\* Under the Public Procurement Regulatory Authority (PPRA) Rule 42(c)(iv), repeat orders not exceeding fifteen per cent of the original procurement, may be added in the above approximate.

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**Evaluation Criteria for selection of Bidders**

Sr.	Description	Marks for evaluation	1	2	3	4	5	6	7	Remarks
<b>1</b>	<b>Company Profile* (10)</b>									
	Name, Registered Logo, Address, Phone, Email, Website and Bank Statement	5								
	Type of events organized (Conferences, Seminars/ Literary Lectures)	5								
<b>2</b>	<b>Experience (10)</b>									
	1-3 years experience	4								
	4- 7 and above years experience	10								
<b>3</b>	<b>List of conferences &amp; seminars during last three years with printed references / documentary evidences * (10)</b>	10								
<b>4</b>	<b>Conferences &amp; Seminars standard (10)</b>									
	Quality of Performance	10								
<b>5</b>	<b>List of Clients (10)</b>	10								
	<b>Total marks (50)</b>									

\* Compulsory

\*\* Minimum 25 marks required for Eligibility of printers