

TENDER NOTICE

(DELIVERY OF EXPORT PROMOTIONAL MATERIAL TO FOREIGN MISSIONS OF PAKISTAN)



1. Trade Development Authority of Pakistan Karachi requires the services of reputed Courier Company (Income Tax & Sales Tax Registered) for delivery of export promotional material to Foreign Missions / Commercial Offices of Pakistan.
2. Applications from interested firms, complete in all respects should be supported with following documents / information:
 - i. Name of firm / company with location of Head Office, Branch Offices; its status, address, telephone number(s), fax number(s)
 - ii. Experience of similar work over last five years with list of major clients.
 - iii. List of key personnel including names and addresses of Partners, Managers and Directors.
 - iv. Detail of operational staff and their qualifications and experience including the total strength of each operational wing / Department.
 - v. Valid license, No Objection Certificate and other permits, applicable under the relevant laws for providing such services.
 - vi. Registration / pre - qualification with other departments / organizations along with documentary proof.
 - vii. Financial Soundness Certificate, bank statement for at least 12 months.
 - viii. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
 - ix. Any other relevant information, which the firm intends to submit.
3. Detailed information / documents can be obtained from the office of the undersigned on any working day between 09:00 a.m. to 02:00 Noon.
4. The firms will submit their sealed Technical and Financial proposals in separate envelopes clearly marked as "Financial Proposal" & "Technical Proposal" in bold and legible letters to avoid any confusion.
5. Sealed tender documents will be submitted till 11:00 a.m. on 12th July 2008 in the office of the undersigned and will be opened on the same day at 12:00 p.m. in the presence of representatives of participating firms.
6. No bid will be valid without security deposit of Rs.50,000/=.
7. TDAP reserves the right to accept / reject any or all applications.

Muhammad Farooque

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Trade Development Authority of Pakistan
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN

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