



# ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

## INVITATION FOR BIDS NOTICE PROCUREMENT OF CUSTOMIZED DIARIES & TABLE CALENDARS

Activity Ref. No.	:	26/2022-23			
Procurement Method	:	Single Stage-One Envelope [1S1E]			
Date & Time for Submission of Bids	:	Date:	24-11-2022	Time:	1030 Hours, PST
Date & Time for Opening of Bids	:	Date:	24-11-2022	Time:	1100 Hours, PST

Allama Iqbal Open University (AIOU), Islamabad has allocated funds for procurement of various goods & non-consulting services, planned during the financial year 2022/23 and is intending that part of the proceeds of those funds, will be used to cover eligible payments under the contracts resulting from the respective procurement activities.

The University now invites sealed bids from eligible Suppliers for supply of **Customized Diaries & Table Calendars for Calendar Year 2023**.

The bidding shall be conducted in line with the “**Single Stage-One Envelope**” procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all potential bidders.

All bids must be accompanied by a **Bid Security @ of 2%** of the total bid value in Pak. Rupees, in an acceptable form as given in the bidding document.

The interested bidders may **freely** download a complete set of bidding document, containing detailed terms & conditions, from the website of Allama Iqbal Open University (<https://www.aiou.edu.pk/Tender.asp>).

In case any bidder wishes to obtain a printed copy of a bidding document, the same can be purchased from **Directorate of Purchase & Stores, Storage Building, Behind Block No. 3, AIOU Main Campus, Section H-8, Islamabad. Ph: 051-9250031, 9250035** on submission of written application on company/ firm's letterhead, duly supported by copies of NTN & GST Certificates and on payment of non-refundable fee of Pak. Rs. 1000/- (Pak. Rs. One thousand only) in shape of pay order/ demand draft/ call deposit in the name of Treasurer, AIOU.

The original bid along-with one (01) copy, properly filled in, and enclosed in separate sealed envelope, duly mentioning the Name & Ref. Number of the procurement activity for which bid is being submitted, on the envelope, must be delivered to the **Committee Room of Sir Syed Hall, Block No. 24, AIOU Main Campus, Sector H-8, Islamabad** address by or before **1030 hours PST, November 24, 2022**. The bids will be opened at **1100 hours PST** on the same date in the presence of bidders' representatives who choose to attend the opening at the aforesaid address. In case of submission of Bids through courier, the same must reach the Directorate of Purchase & Stores one day before the due date of submission of bids.

A bid received after the due date and time, either by hand or through courier, shall not be entertained in any case. Electronic submission is not allowed.

This advertisement is also available at website of PPRA & AIOU at [www.ppra.org.pk](http://www.ppra.org.pk) and [www.aiou.edu.pk/Tender.asp](http://www.aiou.edu.pk/Tender.asp), respectively.

**AWAIS SALEEM**

Director

Directorate of Purchase & Stores

Allama Iqbal Open University, Sector H-8, Islamabad

Phone: 051-9250031, 9250035