

## **TENDER NOTICE OF COURIER AND PILOT SERVICES**

Commerce Division invites sealed bids of technical and financial proposals of financially sound courier companies for Courier and Pilot Services during financial year 2019-20, in the following service areas:

- A. Timely and rush delivery of documents & letters.
- B. Service Areas:
  - i) All major cities of Pakistan.
  - ii) Occasionally International Courier Services all over the World.

### **TERMS AND CONDITIONS**

2. The bidding companies will provide the following information with documentary proof to become eligible in the technical bid:-

- a) Company profile, year of establishment with detailed expertise.
- b) Number of Vehicles (Trucks/Pickups/Motor Cycles etc being used for shipment delivery.
- c) Company/Firm Website.
- d) Business Turnover during last two years especially with public sector organization.
- e) Numbers of Express collection Centers in Pakistan.
- f) Numbers of Employees/Staff available for shipment delivery.
- g) Number of full time employees at Administrative/Managerial positions.
- h) Having Universal Access number, tracking through website and SMS.
- i) Have courier service set up in all major cities of Pakistan and around the globe or with their international courier partners.

### **MANDATORY REQUIRED DOCUMENTS**

3 The bidding companies shall also provides copies of following mandatory documents to become eligible in technical and financial bids.

- i. NTN and STRN Certificate.
- ii. Proof of on active tax payer list of FBR.
- iii. Certificate of company/firm registration.
- iv. Original Affidavit on legal paper that firm/company has not been blacklisted by any Government/Semi Government Organization of Pakistan.
- v. Earnest money of Rs. 10,000/- (Rupees ten thousands only) in favor of Drawing & Disbursing Officer, Commerce Division, Islamabad in shape of original demand draft or pay order. Personal cheques are unacceptable.

**OTHER BIDDING INSTURCTIONS**

- i. Technical and financial bids are required to be submitted in separate envelopes. Successful companies in technical bid will be eligible to compete in financial bids. Bids of unsuccessful bidders will be returned.
  - ii. All documents should be attached with technical bid except earnest money which may be attached with financial bid.
  - iii. Bids will be processed under relevant clauses of PPRA Rules, 2004.
  - iv. Single stage two envelops procedure will be adopted.
  - v. Commerce Division reserves the right to accept or reject any or all bids.
  - vi. Shall provide Services to Commerce Division during financial year 2019-20 on immediate and even at odd hours.
4. Bids should reached to undersigned in Commerce Division Room No. 427, Block 'A', Pak. Secretariat, Islamabad in 15 days from publication/upload date of this notice and will be received by 11.30 am. The bids will be opened same day at 1200 noon. In case of 15<sup>th</sup> day is weekly holiday the next working day shall accordingly be considered as submission and opening of bids.

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Section Officer (GA)  
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