



Government of Pakistan  
PAKISTAN TELECOMMUNICATION AUTHORITY  
www.pta.gov.pk

## Invitation To Bid

### Hiring of Courier Services

Pakistan Telecommunication Authority, a Government organization invites sealed bids from the Courier Companies registered with Income Tax and Sales Tax Departments and who are on Active Tax Payer List of the Federal Board of Revenue for provision of courier services for PTA HQs and its Zonal /Regional Offices currently located at Lahore, Karachi, Peshawar, Quetta, Rawalpindi, Gilgit, Multan, Muzaffarabad, Faisalabad, Sukkur, Abbottabad, and Gwadar or any other office for a period of three years.

Bidding documents, containing detailed terms and conditions etc are available at Office of Deputy Director Admin, Pakistan Telecommunication Authority Headquarters, F-5/1, Islamabad. Price of the bidding documents is Rs.500/- (non-refundable in form of pay order in favour of PTA). Bidding documents can also be downloaded from www.pta.gov.pk free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at Office of Deputy Director Admin, Pakistan Telecommunication Authority Headquarters, F-5/1, Islamabad on or before 22<sup>nd</sup> March 2022 by 11:00 Hours. Technical bids will be opened the same day at 11:30 hours at PTA HQs, Islamabad. This advertisement is also available on PPRA website at www.ppra.org.pk

**Zahid Mumtaz Malik**  
**Deputy Director (Admin)**

PTA HQs, F-5/1, Islamabad

Phone: 051-2878151, Fax: 051-2878149

Email: zahidmalik@pta.gov.pk

**Hiring of Courier Services for PTA**  
**Headquarters and its Zonal/Regional Offices**

**BIDDING DOCUMENT**

1. General Instructions
2. Technical Proposal
3. Financial Proposal
4. Draft Agreement/Contract

*PAKISTAN TELECOMMUNICATION AUTHORITY*  
*HEADQUARTER, F-5/1*  
*ISLAMABAD*  
*Ph: 051-2878151*  
*<http://www.pta.gov.pk>*

## **General Instructions**

1. PTA intends to hire the services of a well reputed Courier Company for provision of courier services at PTA HQ, Islamabad and its Zonal/Regional Offices currently located at Lahore, Karachi, Peshawar, Quetta, Rawalpindi, Gilgit, Multan, Muzaffarabad, Faisalabad, Sukkur, Abbottabad, and Gawadar or any other city(ies) in case of establishment of new office(s).
2. The services will be hired according to Rule 36(b) of Public Procurement Rules, 2004 "Single stage – two envelope procedure".
3. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL".
4. Technical bids will be opened by Technical Evaluation Committee, at PTA HQs on the same day at 1130 AM, in presence of bidder's representative, who may choose to attend.
5. Technically qualified bidders will be informed the date, time and venue for the opening of financial bids.
6. Financial bids of technically disqualified bidders will be returned unopened after the opening of financial bids of technically qualified bidders.
7. **Mandatory Requirements:** Courier Company must furnish following information/documents along with **Technical Proposal** failing which the bid shall be rejected without further evaluation:
  - a. Copy of NTN certificate.
  - b. Copy of GST certificate.
  - c. Proof of active tax payer for Income Tax and Sales Tax
  - d. UAN
  - e. Company /Firm Website.
  - f. Minimum 10 years of experience (to be reckoned from the date of establishment/registration)
  - g. Affidavit on non-judicial stamp paper that the firm has not been black listed by any Government/Semi Government organization.
  - h. Bid security of Rs. 50,000/-, in form of pay order/draft in favor of PTA, must be accompanied with **Technical Proposal**.
  - g. Bidders who have been blacklisted/ debarred permanently or temporarily by any procuring agency, as listed on PPRA's website, are not eligible to apply.

Note: All supporting documents to be attached with **Technical Proposal**

6. Bid shall be valid for 90 days from bid opening date.

7. **Evaluation of Technical Proposals:** Bidders meeting the mandatory requirements, shall be evaluated further as per the Technical Evaluation Criteria at **Annex-A**. Minimum threshold for qualifying for financial evaluation shall be 70% in Technical Evaluation Criteria (Annex-A).

8. Bidder shall quote the courier charges including all applicable taxes and as per the format at **Annex-B** of this document.

9. **Award of Contract:** PTA reserves the right for the selection of **most advantageous bid**, which has met the mandatory requirements/ eligibility criteria, secured minimum 70% marks in technical evaluation, found substantially responsive to the terms and conditions as set out in these bidding documents and evaluated as the highest ranked bid on the basis of cost (i.e. lowest in price) thereof, as specified in these bidding documents. Financially lowest bidder shall be determined by calculating the **combined average domestic rates for three years/weight/zones**.

10. If two or more bidders quote the same price in financial proposal, then the contract will be awarded to the one with highest marks in technical evaluation but not below the minimum threshold.

11. Successful bidder will sign a contract /agreement for the period of three years. Draft agreement also placed in tender document at **Annex-C**.

12.

13. Payments shall be made on monthly basis after issuance of invoice by the contractor. Taxes and other duties will be deducted as per Government Rules.

14. Bid security of un-successful bidders will be returned after opening of financial bids of technically qualified bidders.

15. Bid security of successful bidder will be converted into performance guarantee and the same will be released within 02 months of expiry of contract.

16. Interested Courier Companies/Firms may forward their proposals as per above instructions to the undersigned latest by **22<sup>nd</sup> March, 2022 at 11:00 AM**.

17. An undertaking on non-judicial **stamp paper** will be attached with the **Technical Proposal** as per format attached as **Annexure-D** that Courier Company/Firm has never been blacklisted in the past.

18. In case of cancelation of award letter due to default of the contractor/ successful bidder, the Bid security may be forfeited in favor of PTA together with initiation of blacklisting process as per PP Rules, 2004.

19. PTA HQ, Islamabad reserves the right to accept or reject the bids as per PP Rules, 2004.

**(Zahid Mumtaz Malik)**  
Deputy Director (Admin)  
Tel: 051-2878151

## Technical Proposal (Data Sheet)

Description	Detail
Year of Establishment/ Registration	
No. of Employees	
Express Centers	
On line Locations	
Serving Countries Worldwide	
Online Tracking	
Aircraft (own/leased)	
ISO Certified Company	
Corporate Customers (each customer billing over Rs. 50000/- per month)	

**Note:** Figures quoted in the above data form may be supported with relevant documents and will be verified independently by PTA and any misstatement by the bidder at any stage may result in termination of contract, forfeiture of pending payments along with bid security/ performance guarantee and black listing of company/Firm.

1. Please attach Company/Firm Profile and list of clients.
2. Contact Person Name \_\_\_\_\_
3. Office Address \_\_\_\_\_
4. Contact Number \_\_\_\_\_

Date \_\_\_\_\_

Signature & Stamp \_\_\_\_\_

Name \_\_\_\_\_

**Technical Evaluation Marks**

Description	Marks	Criteria
Experience as Courier Company/Firm (to be reckoned from the date of establishment/registration) (Minimum 10 Years of experience)	15	Less than 10 years of experience will not be considered (Ref: clause 4(f) of these bidding documents. 21 Years & above – 15 Marks 16 Years & above up to 20 years - 10 Marks More than 10 Years & above up to 15 years - 5 Marks
No. of Employees (Minimum 3000 Employees)	15	No marks for less than 3000 employees 10000 and above employees – 15 Marks 5000 and above up to 9999 employees – 10 Marks Above 3000 and up to 4999 employees – 5 Marks
Express Centers (minimum 250 centers)	15	No marks for less than 250 centers More than 250 centers & up to 299 – 5 Marks 300 centers & above up to 499– 10 Marks 500 centers & above – 15 Marks
On line Locations (Minimum 250)	10	No marks for less than 250 on line locations More than 250 On line Locations up to 499 – 5 Marks 500 On line Locations & above – 10 Marks
Online Tracking	10	Yes = 10 Marks No = 0 Marks
Aircraft (own/leased)	10	Yes = 10 Marks No = 0 Marks
ISO Certified Company	10	Yes = 10 Marks No = 0 Marks
Corporate Customers (over Rs. 50,000/- bill per month) (minimum 05 such corporate customers)	15	>25 Corporate Customers : 15 marks >_ 10 and ≤25 : 10 marks >_ 05 and ≤10 Corporate Customers : 5 marks

<b>Total</b>	<b>100</b>	
--------------	------------	--

- Supporting documents, like ownership, work orders; bills, certifications, express centers and on line locations must be attached with **Technical Proposal** for each evaluation parameter.
- Minimum threshold for qualifying is 70% i.e.; bidders obtaining 70% marks shall be qualified for opening/evaluation of financial proposals.



**Financial Bid for Three Years**

**Domestic**

Service	Weight	Shipment Rates (Rupees)								
		Within City			Same Zone			Different Zone		
		1 <sup>st</sup> year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
	Upto 0.5 KG									
	0.6 to 1 KG									
	Each Additional 1 KG									
Total Domestic Bid Price										

**International**

Weight	Shipment Flat Rates World Wide		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Up to 0.5 KG			
0.6 to 1 KG			
Each Additional 0.5 KG			
Total International Bid Price			

Description	Percentage		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> year
Fuel Adjustment Charges			

- Note:** i. The bidders shall quote price for all categories of shipments and weights.  
 ii. Bid submitted other than the above financial bid format will be rejected forthwith.  
 iii. Prices should be inclusive of **all applicable taxes**.  
 iv. Any other hidden charges may also be declared.

Signature & Stamp -----  
 Name -----



**Hiring of Courier Service-Agreement**

This Agreement for hiring of courier services is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 2022;

By and between

Pakistan Telecommunication Authority, a statutory body established under the Pakistan Telecommunication (Re-organization) Act, 1996, having its headquarters at F-5/1, Headquarters Building, Islamabad (hereinafter referred to as "PTA" which expression shall where the context so permits include his/its, executors, administrators, and permitted assignees)) of the First Part

And

M/s ----- a company/Firm incorporated/registered under the Companies Ordinance 1984/with registrar of Firm and having its registered office at ..... (hereinafter referred to as "Courier Service Provider" which expression shall wherever the context so permits include its successor in interest, executors, administrators, heirs and permitted assignees) of the Second Part,

(The PTA and Courier Service Provider shall individually be referred to as the Party and collectively as the 'Parties' where the context of this Agreement so permits).

**WHEREAS;**

- a) The PTA in order to have an efficient delivery system for the carriage of various documentation and deliverables ("Services") requires courier services from a reputable company/Firm.
- b) Courier Service Provider is a registered company/firm and approved by the Government of Pakistan to provide the Services within and outside Pakistan.
- c) Courier Service Provider represents and warrants that it has the requisite expertise and adequate skills to provide the Services as required by the PTA.

**NOW THEREFORE**, for the consideration provided herein the representation and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, PTA and Courier Service Provider hereby agree as follows:

**1. TERMS OF AGREEMENT:**

- a. **PERIOD:** This Agreement shall come into force on ..... 2022 and will remain enforce till .....2024 for total period of three (03) calendar years from the date of execution constituting the 'Term' overall.

b. **EXECUTION:** The Courier Service Provider shall be bound to execute the terms of this Agreement and instructions/directives of PTA.

**2. PERFORMANCE GUARANTEE:**

The Courier Service Provider is required to deposit a “performance/ bank guarantee” equivalent to Rs. 50,000/- through a Pay Order/ bank draft in favor of PTA within one week of award of this Agreement. The bid security of the Courier Service Provider will be adjusted against the performance guarantee. If the Courier Service Provider fails to deposit performance/ bank guarantee within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the Bid security shall be forfeited.

**3. PAYMENT OF SERVICES CHARGES:**

The amount payable by the PTA to Courier Service Provider for provision of services under this Agreement shall be made within \_\_\_\_\_( ) business days from the date of receipt of complete invoice subject to verification of the said invoice against its own records. The PTA shall be entitled to deduct all applicable taxes as per prevailing laws of the Islamic republic of Pakistan from the amount payable under this Agreement and the prices agreed by the Parties for the services provided at national and international level on the terms and conditions, charges / rates and time given below:

**i. National (Domestic) Rates for Overnight Service**

Service	Weight	Within City			Same Zone			Different Zone		
		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Overnight	0.0 kg to 0.5 Kg									
	0.5 kg to 1.0 Kg									
	Each additional Kg									

**ii. International Flat Rates**

Weight	Shipment Flat Rates World Wide		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
0.0 kg to 0.5 Kg			
0.6 kg to 1.0 Kg			
Each additional 0.5 Kg			

iii. **Fuel Adjustment Charges**

Description	Rates / Charges		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Fuel Adjustment Charges			

- \_\_\_\_\_ Fuel adjustment charges will be applicable on above mentioned rates.

iv. **Consignment Delivery Time**

- a. National (Domestic) - Overnight
- b. International - 96 – 120 hours

- v. **Voluntary Customer Insurance:** On a premium of 1% of declared value of shipment and 10% of premium of fragile items.

The above National (domestic) and International rates shall be applicable for provision of \_\_\_\_\_, service for National (domestic) and International in respect of all PTA Offices throughout the country, including but not limited to, Islamabad, Rawalpindi, Lahore, Karachi, Faisalabad, Quetta, Peshawar, Gilgit, Multan and Muzaffarabad, Sukkur, Abbottabad, and Gwadar or any other city(ies) in case of establishment of new office(s).

**4. TAXES:**

- a. The Courier Service Provider must be registered with sales tax department, having National Tax Number.
- b. The Courier Service Provider company shall be responsible to pay all the taxes required under the relevant laws of Pakistan. PTA will not pay any additional amount during contract period.

**5. RESPONSIBILITIES OF THE COURIER COMPANY:**

- a. The Courier Service Provider shall be responsible to deliver and/or hand over all the consignments at their designated destinations within the time specified and agreed hereinabove.
- b. Upon failure or delay in the performance of service as agreed between the Parties under this Agreement, except in the events of *force majeure*, PTA shall have the right to early terminate this Agreement at any time by issuing a notice of seven (07) days to the Courier Service Provider and take legal action against the Courier Service Provider and claim damages or ask for specific performance etc. arising out of the contraventions of this Agreement.

- c. The Courier Service Provider shall be responsible to pay PTA, the amount of loss or damage to a document or consignment actually sustained and claimed by PTA.

## **6. INDEMNITY:**

The Courier Service Provider shall at all times during the specified period of this Agreement and thereafter indemnify the **PTA** and its officers against all losses and claims for injuries or damages to any person or property arising thereof or in consequence of this Agreement or any of its duties to be performed there under, or any act or omission of any of its employees, and against all claims, demands, proceeding, cost, charges and expense whatsoever in respect thereof or in relation thereto and all litigations, court processes and court cases and all proceedings there under filed or instituted by the personnel employed by Courier Service Provider or any of them collectively or individually or by any other Party subject to completion of legal proceedings as required by law.

## **7. CONFIDENTIALITY:**

The Courier Service Provider shall ensure that all of its employees performing services specified in this Agreement shall not at any time during the performance of this Agreement or thereafter disclose to any person any information as to the affairs of the **PTA** or its offices and as to any other matter which may come to their knowledge by reasons of the performance of the services specified in this Agreement. If in the opinion of the **PTA** there has been any such disclosure the person concerned shall immediately be dismissed from the service.

## **8. MODIFICATION OF THE AGREEMENT:**

Any amendment or modification of this Agreement or additional obligations assumed by any of the Parties will be enforced only after mutual Agreement of both Parties. No supplement, alteration, waiver or amendment in any of the terms of this Agreement will be effective/binding unless made in writing and duly executed by an authorized officer(s) or representative of both the parties.

## **9. PERFORMANCE STANDARDS:**

The Courier Service Provider shall perform the services under this Agreement with the highest standards of professional expertise, ethical competence and integrity.

## **10. RESTRICTION OF ASSIGNMENTS TAKE OVER (Sublet of Agreement)**

- a. The Courier Service Provider shall not assign or make a sub-agreement for any of its duties or rights under this Agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contracting by Courier Service Provider shall entitle the PTA to terminate this Agreement forthwith.
- b. If Courier Service Provider make any arrangement with or assignment in favor of its creditors, or amalgamates with any other concern or is taken over, PTA shall be entitled to terminate this Agreement forthwith upon notice.

## **11. FORCE MAJEURE:**

- 11.1 . Neither Party shall be held responsible for any loss or damage or failure to perform all or any of its obligations hereunder resulting from a Force Majeure event.
- 11.2 For the purpose of this Agreement a “Force Majeure Event” shall mean any cause(s) which render(s) a Party wholly or partly unable to perform its obligations under this Agreement and which are neither reasonably within the control of such Party nor the result of the fault or negligence of such Party, and which occur despite all reasonable attempts to avoid, mitigate or remedy, and shall include acts of God, war, riots, civil insurrections, cyclones, hurricanes, floods, fires, explosions, earthquakes, lightning, storms, chemical contamination, epidemics or plagues, acts or campaigns of terrorism or sabotage, blockades or acts of Governmental Authority after the date of this Agreement.
- 11.3 The Party initially affected by a Force Majeure shall promptly but not later than seven (07) days following the Force Majeure event notify the other of the estimated extent and duration of its inability to perform or delay in performing its obligations (“**Force Majeure Notification**”). Failure to notify within the afore-said period shall disentitle the Party suffering the Force Majeure from being excused for non-performance for the period for which the delay in notification persists.  
Upon cessation of the effects of the Force Majeure the Party initially affected by a Force Majeure shall promptly notify the other of such cessation.

## **12. TERMINATION OF AGREEMENT:**

Notwithstanding anything herein contained PTA shall be exclusively entitled to terminate this Agreement

- a. without advance notice, in case the Courier Service Provider is in breach of any of the terms of this Agreement, or in case PTA is not satisfied with the **Services** being provided by Courier Service Provider;
- b. Without cause, by giving three (03) days advance written notice to the Courier Service Provider.
- c. If the Services do not meet the specifications, terms & conditions mentioned in bidding documents attached as Annexure-A.
- d. In case of such termination, the Courier Service Provider shall only be paid for **Services** actually rendered up to the date of termination, and any advance payment in respect of services not performed or in respect of period falling after the effective date of termination shall be refunded by the Courier Service Provider within seven (07) days.

1.1 The PTA, shall not, because of expiration or termination of this Agreement, be liable to the Courier Service Provider for any compensation, reimbursement, or damages because of the loss or prospective profit or because of expenditures or commitments incurred in connection with the business of the Courier Service Provider.

### **13. GOVERNING LAW:**

This Agreement shall be enforceable and governed in accordance with the laws of Islamic Republic of Pakistan.

### **14. DISPUTES:**

a. All questions, disputes, controversies arising between the parties with respect to the existence, scope, intent, extent, interpretation of the Agreement, specification of the services of the Agreement during the term of this Agreement or after termination or expiry of this Agreement, will first be resolved/settled amicably by the parties through negotiations of their respective senior management personnel.

b. All such disputes if not amicably resolved within thirty (30) days of failure of amicable discussion as judged by either party; shall be referred for arbitration in accordance with the provisions of the Arbitration Act, 1940 and the rules framed there under by either party by giving a thirty (30) days notice to the other party.

c. The arbitration proceedings will take place in Islamabad. The award rendered by the Arbitrator will be final and binding on the parties.

### **15. Waiver**

A party's failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

### **16. Severability**

The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

### **17. Amendment**

All addition amendments and variations to this Agreement shall be binding only if in writing and signed by the Parties or their duly authorized representatives.

### **18. Annexure**

Annexure-A pertaining to the description of Technical Proposal and Annexure-B pertaining to i. Financial Proposal of Bidding document along with all documents forms an integral part of this Agreement and has to be read and construed as such this Agreement.



**IN WITNESS WHEREOF**, this Agreement has been duly signed by the parties hereto on the day, month and year written hereinabove.

-----

(For and on behalf of  
Courier Service Provider (Company/Firm)  
Name \_\_\_\_\_ Pakistan Telecom Authority  
Islamabad

-----

(For and on behalf of  
  
Islamabad).

Witnesses:

1:- \_\_\_\_\_

2:- \_\_\_\_\_

## **Undertaking for Hiring of Courier Service**

This is to certify that M/S ----- has never been blacklisted and nor its services prematurely terminated by any Government Department on any grounds. Disclosure of any such information on a later stage will render the Courier Service Provider (Company/Firm) ineligible for provision of courier services to PTA Headquarters or its zonal/Regional offices.

Signatures and Stamp

M/S ----- Courier Services

**Instructions regarding Sealing, Submission & Opening of Bid**

1.	Sealing of Bid	The bid to be properly sealed and covered in safe envelope.
2.	Title of Bid Envelopes	Tender Title: Hiring of Courier Services for PTA Tender No: 1/22/R&I/PTA Due Date: ----- 2022 Bid Mode: Single Stage Two envelope
3.	Bid Submission	Bid Submission/ Closing Date: -----2022. Submission/ Closing Time: 1100 hrs
4.	Bid Submission Venue	PTA Headquarters, Islamabad.
5.	Bid Opening	Bid Opening Date: ----- 2022 Bid Opening Time: 1130 hrs
6.	Bid Opening Venue	PTA Headquarters, Islamabad
7.	Bid Announcement	Public announcement of bids shall be made after being opened by PC-1 of PTA in presence of participating bidders or their deputed representatives, who wishes to be present at the designated date, time & venue,