

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

TENDER DOCUMENT

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

*PAKISTAN TELECOMMUNICATION AUTHORITY
HEADQUARTER, F-5/1
ISLAMABAD
Ph: 051-9225329-31
<http://www.pta.gov.pk>*



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
<http://www.pta.gov.pk>

No.1/19/R&I/PTA

Invitation to Bid
Hiring of Courier Services for PTA HQ &
Zonal Offices

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 Payers List of the Federal Board of Revenue for provision of courier services at PTA HQ and its Zonal Offices currently located at Lahore, Karachi, Peshawar, Quetta, Rawalpindi, Gilgit, Multan and Muzaffarabad, for a period of three years.

Bidding documents, containing 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). 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 **12 February 2019** by **11:00 Hours**. 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 Headquarters F-5/1, Islamabad
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zahidmalik@pta.gov.pk

Say No to Drugs

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 Offices currently located at Lahore, Karachi, Peshawar, Quetta, Rawalpindi, Gilgit, Multan and Muzaffarabad.
2. The services will be hired according to PPRA 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. **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
 - d. UAN
 - e. Company /Firm Website.
 - f. Minimum 10 years of experience
 - g. Affidavit on legal paper that the firm has not been black listed by any Government/Semi Government organization.
 - h. Technical proposal must contain a certificate that earnest money of Rs. 5,000/- has been attached with financial bid.
 - g. Companies whose contract was terminated by PTA on unsatisfactory performance are not eligible to apply.
5. Earnest money of Rs. 5,000/- in form of pay order/draft in favor of PTA, shall be submitted with financial proposal.
6. Bid shall be valid for 90 days of bid opening date.
7. **Evaluation of Technical Proposals:** Based on the record/documentary evidence submitted by the bidders, each bidder shall be evaluated as per the Technical Evaluation Criteria at **Annex-A**. Minimum threshold for qualifying for financial evaluation shall be 80%.
8. Bidder shall quote the courier charges as per the format at **Annex-B** of this document.
9. **Award of Contract:** Financially lowest bidder shall be considered for award of contract. 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. Both parties (PTA or service provider) can terminate the contract with the notice of one month period without assigning any reason.
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. Earnest Money of un-successful bidder will be returned on issuing of contract to successful bidder.
15. Earnest money of successful bidder will be converted into retention money and the same will be released within 02 months of expiry of contract.
16. Interested Courier Companies may forward their proposals as per above instructions to the undersigned latest by **12th February, 2019 at 11:00 AM**.
17. An undertaking on stamp paper of Rs. 50/- will be attached with the technical proposal as per format attached as **Annexure-D** that Courier Company has never been blacklisted in the past.
18. PTA HQ, Islamabad reserves the right to accept or reject the tender without assigning any reason as per PPRA rules.

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

Technical Proposal (Data Sheet)

Description	Detail
Year of Establishment	
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 may result in termination of contract, forfeiture of pending payments along with retention money and black listing of company.

1. Please attach Company Profile and list of clients.
2. Contact Person Name _____
3. Office Address _____
4. Contact Number _____

Date _____

Signature & Stamp _____

Name _____

Annex-A

Technical Evaluation Marks

Description	Marks	Criteria
Year of Establishment as Courier Company (Minimum 10 Years)	15	Less than 10 years will not be considered. 20 Years & Above – 15 Marks 15 Years & Above - 10 Marks 10 Years & Above - 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 employees – 10 Marks 3000 and above employees – 5 Marks
Express Centers (minimum 250 centers)	15	No marks for less than 250 centers 250 centers & Above – 5 Marks 300 centers & Above– 10 Marks 500 centers & Above – 15 Marks
On line Locations (Minimum 250)	10	No marks for less than 250 on line locations 250 On line Locations & Above – 5 Marks 500 On line Locations & Above – 10 Marks
Online Tracking	5	Yes = 5 Marks No = 0 Marks
Aircraft (own/leased)	15	Yes = 15 Marks No = 0 Marks
ISO Certified Company	10	Yes = 10 Marks No = 0 Marks
Corporate Customers (over Rs. 50000/- bill per month)	15	≥ 50 : 15 marks ≥ 25 : 10 marks ≥ 10 : 7 marks
Total	100	

- 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 80% i.e.; bidders obtaining 80% marks shall be qualified for opening/evaluation of financial proposals.

Annex-B

Financial Bid for Three Years

Domestic

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

International

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

Description	Percentage		
	1 st Year	2 nd Year	3 rd 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.

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

Annex-C

Hiring of Courier Service-Agreement

This Agreement for hiring of courier services is made and entered into as of the __ day of August, 2018;

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 as “PTA” which expression shall where the context so permits include his/its successors-in-interest, executors, administrators, heirs and permitted assignees)) of the First Part

And

M/s ----- a company incorporated under the Companies Ordinance 1984 and having its registered office at ----- (hereinafter referred as “Courier Company” 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 Company shall individually be referred 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.
- b) Courier Company is a registered company and approved by the Government of Pakistan to provide the Services within and outside Pakistan.
- c) Courier Company 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 Contractor hereby agree as follows:

1. TERMS OF AGREEMENT:

- a. **PERIOD:** This Agreement shall come into force on 2018 and will remain enforce till2021 for total period of three (03) calendar years from the date of execution constituting the ‘Term’ overall.
- b. **EXECUTION:** The Courier Company will be bound to execute the terms of contract and instructions/directives of PTA.

2. PERFORMANCE GUARANTEE:

The courier company 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 successful contractor will be adjusted against the performance guarantee. If the bidder 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 earnest money shall be forfeited.

Comment [UA1]: The same is in contradiction with the first option. If bid security is required to be adjusted against the performance guarantee then, cancellation of the same and forfeit of earnest money may please be clarified.?

3. PAYMENT OF SERVICES CHARGES:

The amount payable by the PTA to Courier Company 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 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd 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 st Year	2 nd Year	3 rd 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 st Year	2 nd Year	3 rd Year
Fuel Adjustment Charges			

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

iv. **Consignment Delivery Time**

- National (Domestic) - Overnight
- 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, Quetta, Peshawar, Gilgit, Multan and Muzaffarabad.

4. TAXES:

- The Courier Company must be registered with sales tax department, having National Tax Number.
- The courier 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:

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

- b. If Courier Company 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:

Force Majeure events or conditions beyond the control of Courier Company and PTA, such as acts of God, acts of terrorism, or similar acts, civil disturbances, or any other emergency beyond the parties control, which makes it inadvisable, illegal, or impossible for either party to this Agreement to perform their obligations under this Agreement as they relate to the performance. In case of such event, the Agreement shall stand terminated and the courier company shall thereafter have no obligation to PTA and PTA shall not be required to pay to the courier company.

12. TERMINATION OF AGREEMENT:

If the courier Company breaches any terms and conditions laid down in this Agreement and if such breach is not cured within thirty (30) days after receiving written notice from PTA Headquarters specifying such breach in reasonable detail, PTA Headquarters shall have the right to terminate this Agreement by giving written notice thereof to the company, which termination shall go into effect immediately on receipt.

- a. This Agreement has taken place w.e.f _____ 2018 and will be in force for the period of three (03) years. (this Agreement will be renewed every year subject to satisfactory performance of Courier company).

- b. Both parties have rights to terminate the Agreement on one month advance notice. In case the services are terminated without notice, second party will have to make the payment equivalent to one month average bill.

13. GOVERNING LAW:

This Agreement will 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 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.

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 Company)
Name _____ Pakistan Telecom Authority
Islamabad

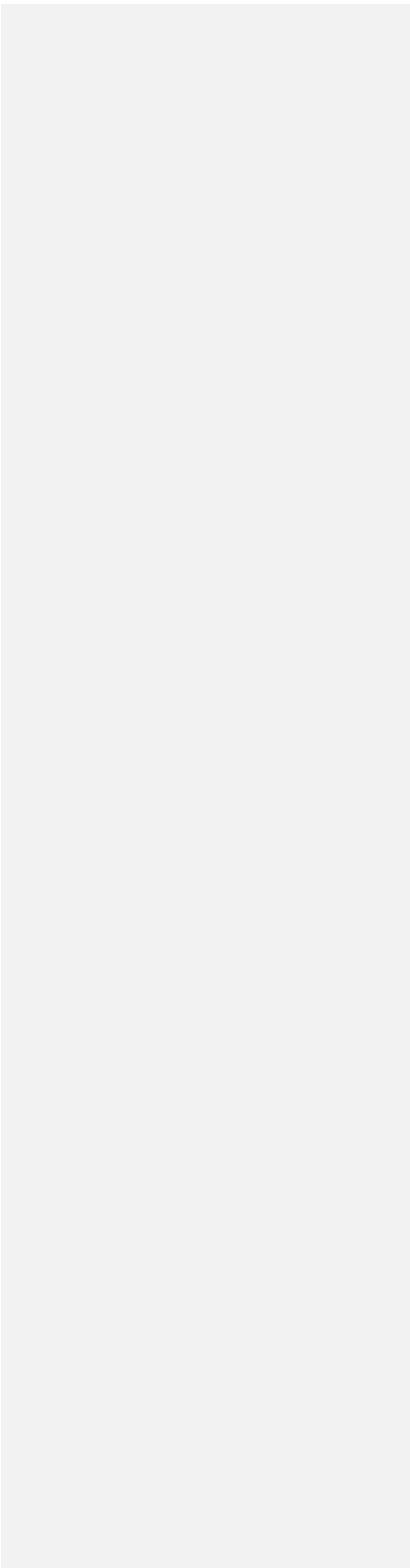
(For and on behalf of

Islamabad).

Witnesses:

1:- _____

2:- _____



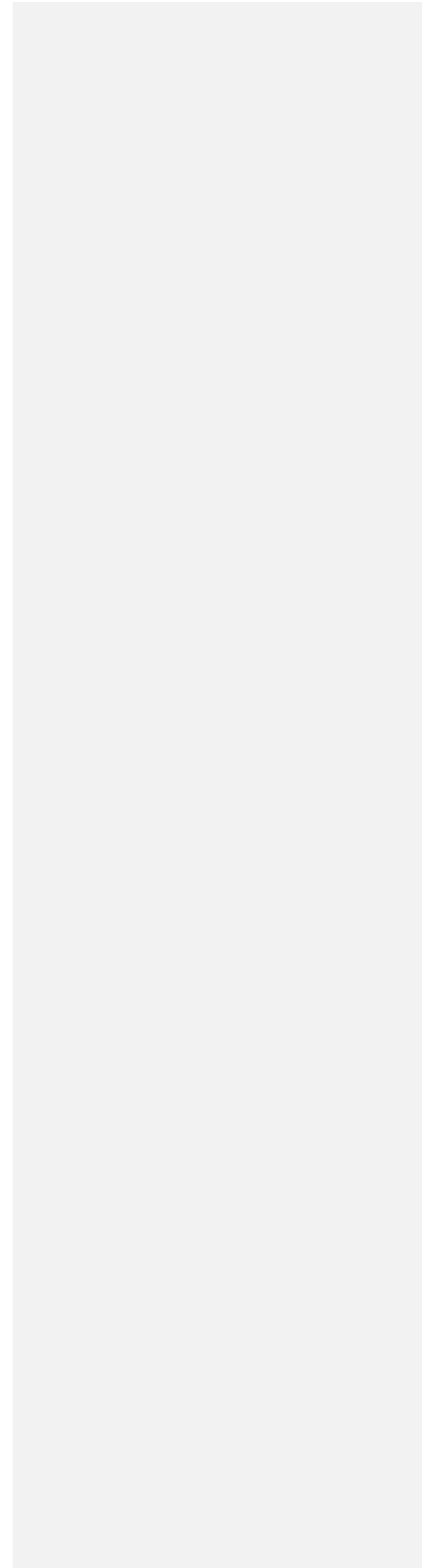
Annex-D

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 company ineligible for provision of courier services to PTA Headquarters or its zonal 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: 1/18/R&I/PTA Due Date: ----- 2018 Bid Mode: Single Stage Two envelope
3.	Bid Submission	Bid Submission/ Closing Date: -----2018. Submission/ Closing Time: 1100 hrs
4.	Bid Submission Venue	PTA Headquarters, Islamabad.
5.	Bid Opening	Bid Opening Date: ----- 2018 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,