



**(To be Filled-in by the Applicant)**

1. Name of the Agency:

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2. Proprietor/Partnership: \_\_\_\_\_

3. Address for Communication (postal, email, telephone number):

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4. Permanent Address:

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5. Address of Branch Offices:

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**6. \*Attach a complete profile of the agency in view of the tender evaluation form**

[Signature and date with official Seal of bidder]

Details of Rates should be provided in the following format.

SERVICE TYPE	SR. #	WEIGHT CATEGORY	COST IN RUPEES		
			WITHIN CITY	CITY TO CITY SOUTHERN ZONE	CITY TO CITY NORTHERN ZONE
SAME ZONE/DIFF ZONE @ OVERNIGHT	1	Up to 500 gm.			
	2	From 501 gm. to 1 Kg			
	3	Each Add.1000 gm.			
	4	Flyer			
	5	<b>Sentiments:</b> Gift, Flowers, Cake, Sweet, Chocolate, etc.			
SAME ZONE/DIFF ZONE @ SAME DAY	6	Up to 500 gm.			
	7	From 501 gm. to 1 Kg			
	8	Each Add.1000 gm.			
	9	Flyer			
	10	<b>Sentiments:</b> Gift, Flowers, Cake, Sweet, Chocolates, etc.			
International Service	11	Up to 500 gm.	May be for Various Countries		
	12	From 501 gm. to 1 Kg			
	13	Each Add.1000 gm.			
	14	Flyer			
	15	<b>Sentiments:</b> Gift, Flowers, Cake, Sweet, Chocolates, etc.			

**Note:** Price quoting against serial No. 01 to 15 is mandatory, otherwise quotation shall be considered as CANCELLED.

**Important Notes:**

1. Rate(s) quoted should be clearly mentioned with or without fuel charges & GST.
2. Details of coverage area throughout Pakistan (attach list).
3. List of sentiments with cost should be attached with the proposal/bid.
4. List of services provided to renowned national & international institutions during the last two calendar years.
5. Attach a complete profile of the agency in line with the tender evaluation form.
6. The bidder shall submit its bid with bid security of **Rs:25,000/-** in the shape of a bank draft/pay order with a validity of 90 days.
7. Selection/Evaluation will be made on the bases of 30:70 against evaluation (technical and financial) assessment, respectively.
8. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
9. Selected bidder will have to enter into a contract agreement with the procuring agency.

[Signature and date with official Seal]

## Tender Evaluation Form

(To be Filled-In by IGNITE National Technology Fund)

Sr. #	Criteria	Points	Marks obtained	Remarks/Justifications
<b>TECHNICAL</b>				
<b>1</b>	<b>Profile of the agency:</b> i. Registered age of Company ii. List of existing Clients (up to a max of 100) iii. List of existing and past contracts with value and duration. (up to a max of 25)	10		
<b>2</b>	<b>Location:</b> i. Location of agency office/sub-office ii. Number of branches iii. Number of employees	10		
<b>3</b>	<b>Financial Position</b> i. Name of Banks ii. Certificate of Financial position from bank iii. Copy of Annual Accounts, (if any) iv. Tax Registration (NTN/STN)	5		
<b>4</b>	i. Coverage of other items e.g. gift pack and flower basket etc (Local & International).	5		
	<b>SUBTOTAL</b>	<b>30</b>		
	<b>FINANCIAL</b>	<b>70</b>		
	<b>GRAND TOTAL</b>	<b>100</b>		