

Tender Document
ICT R&DF/Courier/2015-16/0006 (Admin)
Provision of Services of Courier Agency

Terms & Conditions:

1. The firm should cover major as well as remote areas of the country.
2. The firm will have to collect daily official posts from office premises at its own cost.
3. The firm is responsible to provide original receipts to the R&I desk of National ICT R&D Fund on daily basis.
4. Payment will be made on monthly basis upon submission of invoice.
5. Payment will be subject to deduction of all taxes as per government rules applicable at the time of payment.
6. This office reserves the right to accept/reject any/all bids or a portion in accordance with PPRA Rules.
7. The rates quoted by agency will remain valid till 30 June, 2016.
8. Selected bidder(s) will have to enter into a contract agreement with the procuring agency.

Date and Time of Submission of Tenders: **August 10th, 2015 at 4:00 p.m.**
Date and Time of Opening of Tenders: **August 10th, 2015 at 4:30 p.m.**

(To be Filled-in by the Applicant)

1. Name of the Agency: -----

2. Proprietor/ Partnership: -----

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

-----4. Permanent Address: -----

----- 5. Address of Branch Offices: -----

----- 6. Details of Rates as per following.

SERVICE TYPE	WEIGHT CATEGORY	COST IN RUPEES		
		WITHIN CITY	CITY TO CITY SOUTHERN ZONE	CITY TO CITY NORTHERN ZONE
SAME ZONE/DIFF ZONE @ OVERNIGHT	Up to 500 gm.			
	From 501 gm. to 1 Kg			
	Each Add.1000 gm.			
	Gift Pack, Flower, Cake etc.			
	Flyer			
SAME ZONE/DIFF ZONE @ SAME DAY	Up to 500 gm.			
	From 501 gm. to 1 Kg			
	Each Add.1000 gm.			
	Gift Pack, Flower, Cake etc.			
	Flyer			
International Service	Up to 500 gm.	For Various Countries may be		
	From 501 gm. to 1 Kg			
	Each Add.1000 gm.			
	Gift Pack, Flower, Cake etc.			
	Flyer			

7. Rate(s) should be quoted/mentioned with or without fuel charges.
8. Details of coverage area throughout Pakistan (attach list).
9. List of services provided to renowned national & international institutions during last two calendar years.
10. Attach complete profile of the agency in view of tender evaluation form.

with official Seal]

[Signature and date

Tender Evaluation Form

(To be Filled-In by National ICT R&D Fund)

S #	Criteria	Points	Marks obtained	Remarks/Justifications
TECHNICAL				
1	Profile of the agency: <ul style="list-style-type: none"> 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) 	5		
2	Location: <ul style="list-style-type: none"> i. Location of agency office/sub office ii. Number of branches iii. Number of employees 	5		
3	Financial Position <ul style="list-style-type: none"> i. Name of Banks ii. Certificate of Financial position from bank iii. Copy of Annual Accounts, (if any) iv. Tax Registration (NTN/STN) 	5		
4	Coverage of other items e.g. gift pack and flower basket etc	5		
	SUB TOTAL	20		
	FINANCIAL	80		
	GRAND TOTAL	100		