

Tender Document
IGNITE/Courier/2025-26/0027/Proc.
Provision of Services of Courier Agency

Terms & Conditions:

1. The firm should cover major cities as well as remote areas of Pakistan.
2. The firm will have to collect daily official posts from IGNITE's office premises at its own cost.
3. The firm is responsible for providing original receipts to the R&I desk of Ignite National Technology Fund on daily basis.
4. Payment will be made on monthly basis upon submission of the invoice.
5. Payment will be subject to the 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 under PPRA Rules at any stage.
7. The rates quoted by the agency will remain **valid till 30th June 2026**.
8. The said services are initially required for ONE year effective from July 01, 2025, further, may be extended for the next year based on satisfactory performance of the service provider and mutual consent of both parties.

SUBMISSION OF PROPOSALS: -

Responses to this tender are due by **June 16, 2025**

Late submittals will be rejected. All proposals are to be uploaded on EPADs.

Date and Time of Submission of Tenders: **June 16, 2025 @ 16:00**

Date and Time of Opening of Tenders: **June 16, 2025 @ 16:30**

(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. ***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	Sentiments: 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	Sentiments: 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	Sentiments: Gift, Flowers, Cake, Sweet, Chocolates, etc.			

Important Notes:

1. The quoted rate(s) should be mentioned with or without fuel charges & GST.
2. Details of coverage area throughout Pakistan (attach the list).
3. A 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 a 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 ratio of 30:70 against technical evaluation and financial evaluation, respectively.
8. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
9. The selected bidder will have to enter into a contract agreement with the procuring agency effective from July 01, 2025, and may be extended for the next year based on the satisfactory performance of the service provider and mutual consent of both parties under PPRA rules

[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
TECHNICAL				
1	Profile of the agency: 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		
2	Location: i. Location of agency office/sub-office ii. Number of branches iii. Number of employees	10		
3	Financial Position 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	i. Coverage of other items e.g. gift pack and flower basket etc (Local & International).	5		
	SUBTOTAL	30		
	FINANCIAL	70		
	GRAND TOTAL	100		