



THE PUNJAB EDUCATIONAL ENDOWMENT FUND, PEEF

TENDER DOCUMENT
FOR COURIER SERVICE

GENERAL INSTRUCTIONS

1. Background

The PEEF is providing scholarships to needy and talented students all over the Punjab and quota base scholarship for other provinces of Pakistan. PEEF intends to hire Courier Service for the period of two year or 40,000 letters to accomplish the task to dispatch the mail all over Pakistan. The PEEF will hire responsive Courier Service on the lowest rates offered for operation on assigned task.

2. Invitation for Bid

THE PUNJAB EDUCATIONAL ENDOWMENT FUND, PEEF, invites bids for the: Courier Service firm for providing Courier Facilities for the period of two years.

3. General Condition of Bid

- The courier service firm will provide courier services for outgoing mail facilities throughout Punjab province specifically and throughout Pakistan generally.
- The proposals from bidders should reach on or before **Monday 1st April 2019 no later than 11:00 am.**
- Bid submitted by bidders must remain valid and open for acceptance for sixty (60) days from the bid submission date. During this period the bidder shall maintain the bid quoted price shared in proposals. Should the need arise; PEEF may request bidder to extend the validity period of proposal. However, the bidder who does not agree has the right to refuse to extend the validity of proposals.
- The PEEF will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive Bid is qualified to perform the Contract satisfactorily.
- PEEF reserves the right to reject all the bids at any time before the acceptance of any proposal or bid. The reasons of rejection shall be communicated to the bidders upon request but PEEF shall not be held liable to provide the justifications of the reasons upon which the bids are rejected.
- All letters must have access to on line tracking portal. Facility must be provided by courier service provider.

4. Procedure of selection

Single stage one envelope bidding shall be used for procurement.

5. Technical Proposal

The bidders are required to submit following basic documents for technical assessment:

- 1- Organizational Structure of the firm /company.
- 2- Valid NTN, GST and company/firm registration certificates.
- 3- Details related to experience with major clients.
- 4- List of major cities and towns of Punjab where Courier Company has its operations. List of offices in Pakistan.
- 5- Technical capabilities in terms of Courier Service.
6. Financial Proposal

The financial proposal must be submitted on letterheads, indicating the name of the company in the below format.

Rates of Courier services per envelope as per following details:

Destination	Weight of Envelope			
	Up to 500 grams	501-1,000 grams	1,001-2,000 grams	2,001-5,000 grams
Local (Within City)				
Within Punjab				
Outside Punjab				

Rates Quoted must be inclusive of all government taxes and fuel charges etc for complete period of agreement/assignment (02 Years).

***Note:** Companies/Firms are required to record their rate according to weight per single envelop with different areas (zone) and will be responsible to provide other required details at the similar rates.

7. Award of Contract

The PEEF will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has quoted the lowest rate as a responsive bidder.

8. Special Feature

- Courier service provider will pick letters / consignments from PEEF office on daily biases
- Courier service provider will book all letters / Consignments at PEEF office
- Courier service provider will provide customized software for booking which might be integrated with PEEF mail software

9. Billing

Courier bill will be charged on monthly basis.

10. Deduction of Government Taxes

All government taxes will be deducted as per government rules and regulations.

SAMPLE COURIER SERVICE AGREEMENT

THIS AGREEMENT made on the ---- day of -----, 2019, between ----- of ----- (hereinafter "the Client"), of the one part and ----- of ----- hereinafter called the Supplier, of the other part:

WHEREAS the Client invited bids for certain Services viz., ----- and has accepted a Bid by the Supplier for the supply of those Services in the sum of ----- (hereinafter called "the Contract Price").

As per new courier tender lowest price shared was by MS. ----- . According to tender management committee and PPRA rules lowest bidder may be entertained as new courier service provider for PEEF office.

Rates:

Through competitive process M/S. courier service have won the tender and they will be providing courier services to PEEF office at following rates:

Name of Company	Weight	With In Lahore	With In Province	Out Side Province
MS. OCCS Pakistan Private Limited	Up to 500 grams			
	501-1000 grams			
	1001-2000 grams			
	2001-5000 grams			
	Each additional kgs			

Monthly Invoices:

M/S. courier service will generate monthly invoices and The Punjab Educational Endowment Fund will pay monthly invoices accordingly.

Total Volume of Contract:

Letters:

Total volume of contract will be 40,000 letters.

Rupees:

In Pak Rupees said contract may not exceed total worth of 1.4 Million.

Contract Period:

Contract period is for two years, within same numbers of letters (not more than 40,000) and total cost of contract will not exceed 1.4 Million Rupees whichever comes first.

Special Instructions (if any):

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do each hereby warrant and represent that their respective signatories, whose signatures appear below, have been and are on the date of this Agreement, duly authorized by all necessary and appropriate corporate action to execute this Agreement.

Punjab Educational Endowment Fund (PEEF)

Courier Service

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____