



**SECURITIES AND EXCHANGE COMMISSION  
OF PAKISTAN**

63-NIC Building, Blue Area, Islamabad  
(Administration Department)

**Tender #**

**Tender for Courier Services**

Sealed tenders are invited from well reputed GST/NTN registered courier companies/firms having wide network all over the country and on line tracking system. The selected courier company will be required to deliver mail of Headquarter Islamabad and other offices in different cities within Pakistan. Detail tender specifications can be obtained from the office or by visiting the website ["www.secp.gov.pk/procurement.asp"](http://www.secp.gov.pk/procurement.asp).

Interested parties may send their proposals in a sealed envelope clearly marked at top left corner of the envelope with "**Tender Courier Services**" at the address given below or dropped in the Tender Box placed at ground floor of NIC building, Blue area Islamabad latest by 11.00 a.m. on Monday, November 21, 2011. Tenders will be opened on the same day at 11.30 a.m. in the presence of the bidders or their authorized representatives who may like to be present. Commission reserves the right to accept or reject any tender.

Joint Director (Admin)

SECP, Islamabad.

Tel: 051-9207091-4 (Extension:118)

## **TERMS & CONDITIONS**

- The Bidders should be registered with the Sales Tax Department for General Sales Tax (GST+NTN) and the Registration numbers must be mentioned in the proposal and copy of Sales Tax Registration Certificate/NTN be provided with the tender.
- The bidder company must have on line tracking system.
- Proof of Company as legal entity and affidavit that the company is not black listed by any Organization must be attached with the bids.
- Bidders should be well reputed Courier Company established in Pakistan and should have an experience of at least 10 years in the business.
- Rates Courier services to be quoted for domestic as well as international delivery (inclusive of all applicable taxes) including per K.G. rates for heavy shipments.
- Client list with valid references must be provided with the bids.
- The contract will be awarded for a period of one year.
- Payments will be made on monthly basis upon submission of invoice.
- The Bidders will furnish a pay order/bank draft/bank guarantee in favour of Securities and Exchange Commission of Pakistan of Rs.50,000/- as a bid money. Bids received without bid money shall not be entertained and returned straight away. The security of unsuccessful Bidders will be returned after finalization of the tender. The security of successful bidder shall be retained for 90 days from start of services and will be refunded thereafter.
- The interested parties/companies should have a regular place of business with telephone/fax numbers in all four provinces and offices in all main cities of Pakistan.
- The last date for receipt of tenders is Monday November 21, 2011 till 11.00 a.m. and these will be opened the same day at 11.30 a.m. in the presence of bidders or their appointed representatives.
- The Commission reserves the right to accept or reject partly or wholly any or all tenders at any time.

## **Terms of Reference**

- Rush delivery facility
- Mail collection/delivery arrangements during Sundays/Public holidays.
- Daily mail collection time from office late by 7.30 p.m. Flexibility in mail collection time would be considered as an edge.
- Same day mail pick-up/delivery service within the city.
- Over night delivery of heavy shipments.
- Network detail domestic as well as international.
- International tariff must be quoted.
- Rates for France, Malaysia, UAE, UK, USA be provided separately.
- The company/firm should have proper follow up (tracking system).
- Insurance of items/Claim of lost/damaged consignment(s) to be settled within 30 days.
- Company Registration Offices are situated at Islamabad, Karachi, Lahore, Peshawar, Multan, Faisalabad, Quetta and Sukkur.

