



TENDER DOCUMENT

**FOR
“HIRING SERVICES OF COURIER
AGENCY FOR DELIVERING
INTERNATIONAL MAILS”**

**For Trade Development Authority of Pakistan
(TDAP), Karachi**

Trade Development Authority of Pakistan
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN
Block-A, 5th Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75350 Fax: 021-99206461



TENDER NOTICE

Hiring Services of Courier Agency for International Mails

Trade Development Authority of Pakistan (TDAP), invites sealed bids from Courier Companies/ Agencies etc., registered with Income Tax and Sales Tax Departments for “**Delivery of International Mails**”.

2. Detailed bidding documents containing detailed terms and conditions can be obtained from the office of Assistant Director (MS) at the address given below on any working day between 10:00 a.m. to 04:00 p.m. by paying an amount of Rs. 1000/- (Non-Refundable) through pay order in favor of Trade Development Authority of Pakistan (TDAP), Karachi on or before July 18, 2022 or can be downloaded from the website of www.tdap.gov.pk In case of downloading from TDAP's website, the bidders will be required to submit the above tender fees of Rs. 1000/- upon submission of the bids.

3. Bid Security equivalent to Rupees twenty five thousand (Rs. 25,000/-) in the form of Pay Order/ Demand Draft/ Banker's Cheque in favor of TDAP, Karachi shall be submitted with the sealed proposal. Incomplete and bids without the Bid Security will be rejected.

4. The sealed bids, prepared in accordance with the instructions in the bidding documents and complete in all respects must reach at the address given below on or before 18 July 2022 on 11.00 am. Bids will be opened the same day at 11.30 am. This advertisement is also available on PPRA website (www.ppra.org.pk) and Trade Development Authority of Pakistan website (www.tdap.gov.pk)

Assistant Director (MS)

Trade Development Authority of Pakistan

5th Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi

Tel: 021-99225807 Fax: 021-99206497

1. BACKGROUND:-

Trade Development Authority of Pakistan (TDAP), is premier trade promotion organization working under the administrative control of Ministry of Commerce, Islamabad. TDAP, having its headquarter located at FTC Building, is working through its regional and sub-regional offices across the country. TDAP invites sealed bids under Rule No. 36 (a) of Public Procurement Rules, 2004 from reputable courier service agents registered with Income Tax and Sales Tax Departments for **“Hiring the services of reputable Courier agency for delivery of International Mails”**.

2. SCOPE OF SERVICES

Trade Development Authority of Pakistan (TDAP), requires the services of reputable courier agency for collecting the **International Mails** of TDAP Headquarters and its regional and sub-regional offices and delivering it to the desired destination across the globe (for international Mails). The successful bidder (s) will be required to provide the best and timely services of all the mails from TDAP, as per TORs attached herewith the tender document at **Annex-I**.

3. INSTRUCTIONS TO THE BIDDER:-

- I. The bidder (s) will submit the company profile, containing name of firm, its status, address, telephone number (s), fax number and other relevant information.
- II. The bids will be considered as non-responsive in case of non-completion or mis-declaration.
- III. An affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public may also be furnished.
- IV. Provision of any other relevant information which the firm intends to submit.
- V. Copy of the registration with international bodies may be enclosed with the bids.
- VI. Copy of STN & NTN Certificates may be enclosed with the bid.
- VII. The list of Clients both from public and private sectors may be attached.
- VIII. **“Financial Bid/ Bill of Quantity”** duly filled and attested may be attached.
- IX. TDAP reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award as per PPRA rules, without thereby incurring any liability to the Bidders
- X. The Bidders are hereby informed that the TDAP shall deduct Income Tax & Sales Tax at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.
- XI. The rates quoted should be in Pak Rupees inclusive of all applicable taxes. The rates quoted in this tender will be treated as final and must be valid for sixty (60) days.

4. Procedure of Competitive Bidding

Single Stage – Single envelope procedures, as per rule no. 36 (a) of Public Procurement Rules, 2004, will be followed.

5. Submission and Opening of Bids

Bidding Document duly filled and complete in all respect along with all the requisite document, Financial Bid/ BOQs (enclosed with the Tender Document) and other information can be submitted on or before 18th July, 2022 on 11.00 am. The bids will be opened on the same date at 11.30 am on the address given in the tender notice as per Rule No. 28 (2) of PPRA 2004.

6. Bid Security

All the Bidders are required to submit Rupees twenty five thousand (Rs. 25,000/-) only as bid amount in form of Pay Order/ Demand Draft/ Banker's Cheque and in favor of TDAP, Karachi with the sealed proposal as per Rule No. 25, Public Procurement Rules, 2004. Bids without bid security will be rejected.

7. Payment Schedule

The payment for the service performed will be made on or before the 15th of each working day of every month subject to submission of bill complete in all respect by 3rd of each month. However, TDAP is not responsible for delay in payment due to any emergency within or outside organization. The supplier would submit his bill containing the requisite details about Invoice and services provided during the period. It would be inclusive of GST/any applicable taxes and total payment due.

(Annex-I)

(To be separately sealed along with Bid Security)

Name of the firm:

Financial Bid for International Mails

RATES

INTERNATIONAL SERVICE RATES

S.NO.	Weight	USA/Canada	UAE	Middle East & Europe	South East Asia & Far East	Africa & Rest of the world
i.	00 to 500 gms					
ii.	501 to 1 KG					
iii.	Each add / KG					

- Rates must be quoted in Pak Rupees
- Rates must be inclusive of all taxes

Assistant Director (MSD)

Trade Development Authority of Pakistan

5th Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi

Tel: 021-99207216 Fax: 021-99206461

Terms of References (TORs)
INTERNATIONAL COURIER SERVICE

1. NOMINATION OF FOCAL PERSON:

The Courier agency will nominate a focal person for TDAP, who will be responsible for the effective service delivery to the Authority. He will be responsible to ensure timely collection and delivery of the mails. He will be responsible to inform TDAP in case of any delay, misplacement or theft of the couriers belonging to TDAP. TDAP will contact the person in case of any emergency or any urgent delivery or collection of any mail. The focal person will be responsible for certifying the bills of special mails like urgent/overnight/ same day mails. He will coordinate the focal person of the Authority as nominated and conveyed to the Courier Agency by TDAP.

2. COLLECTION OF MAIL

- a. Representative of Courier Service will receive mail from the office of TDAP twice a day (11:00 a.m. & 06:00 p.m.) in normal days. However, TDAP reserve the right to change the timings of the collection of mail.
- b. In case of emergency / urgency, TDAP can ask the focal person, nominated by the agency, to get the mail collected from TDAP at any time.
- c. In case contractor fails to lift the consignment to delivery at the stipulated destination, TDAP can handover the consignment to the other courier company at the risk and cost of the contractor.

3. DELIVERY OF MAIL

- a. Courier Service will take proper steps to ensure the safety and security of mail.
- b. Courier Service will ensure proper shipment, professional handling and timely delivery of mail.
- c. In case, the mail is not delivered due to any reason, courier service is bound to immediately inform the administration of TDAP in writing and return the mail in shortest possible time with the reason recorded in full.

4. DELIVERY TIME

- a. Courier service will clearly indicate delivery time of International mail.
- b. In case of national mail, courier service will clearly indicate the delivery time of major Countries.

5. ACKNOWLEDGEMENT

- a. Courier Service will provide the record of the delivery of mail along with acknowledgement receipt showing date, time and name of the receiver of each communication on daily basis for international mail.
- b. TDAP can demand / ask for acknowledgement of urgent / important International mail any time after delivery in addition or above mentioned acknowledgment.

6. TERMS OF PAYMENT

- a. On or before the 15th of each working day of every month subject to submission of bill complete in all respect by 3rd of each month.
- b. However, TDAP is not responsible for delay in payment due to any emergency within or outside organization.
- c. Payment will be made through cross cheque in favor of the Company.

7. PENALTY

- a. In case of delay in collection/ delivery of mails due to fault of the agency, TDAP may impose penalty on the firm in the form of deduction of payment not more than 15% of the Invoice.
- b. In case of poor service, like mis-handling, delay and misplacement on the part of Agency, the Authority will deduct an additional 15% of the Invoice payment.
- c. In case of violation of secrecy of the mails by the agency or any employee of it, the authority will terminate the contract immediately and issue a certificate to this effect to the agency/ blacklist it agency along with confiscation of security payments/ imposition of penalty as deemed fit by the Authority.

8. TERMS OF AGREEMENT

- a. Agreement will be for one year.
- b. Terms of renewal of the services will be regulated as per PPRA rules.

9. TERMINATION OF CONTRACT

- a. In case of any violation of the agreement, aggrieved party will inform the other party in writing about complain / violation to solve the matter.
- b. In case of failure / un-satisfactory response, the aggrieved party will issue 30 days termination notice and will issue the certificate of non performance of the work assigned.

10. TRANSFER

Neither party shall assign or transfer this agreement and /or any right or obligation of the service to a third party without prior written consent from the other.

11. GENERAL INSTRUCTIONS

- a. Rates quoted by the firm will be final and inclusive of all taxes levied by the govt. of Pakistan at the time of signing of the agreement and will be effective for the whole agreement period.
- c. Firm will be binding to complete the assigned job within stipulated time.
- d. Both parties shall consult each other and try to resolve in good faith and dispute arising out of this agreement or concerning any matter not specially government by this agreement.
