

**PAKISTAN POST  
OFFICE OF THE POSTMASTER GENERAL METROPOLITAN CIRCLE KARACHI-75600**

**TENDER NOTICE**

**FOR CONVEYANCE OF MAIL IN KARACHI**

Sealed tender are invited in form of Technical Proposal and Financial Proposal from the Reputed Transporters / Firms / Companies having experience of the job and able to provide Vehicles in excellent running condition, preferably new model (not more than 03 years old) running on Petrol/Diesel for Conveyance of Mail from Post Offices to District Mail Offices / Railway Station / Airport / Sea Port and Vice Versa as per Schedules for a period of (03) Three Year on the prescribed Terms & Conditions as laid down in the tender documents/agreement Form M-50 (Revised) of Pakistan Post which should be registered with the concerned Registrar at the expense of the lowest bidding Firm/Contractor.

1. Tender Document / Form containing full details / specification of the work can be obtained from Office of the undersigned on working days between 10:00 hrs to 16:00 hrs on depositing / production of original receipt of Rs.2000/- (non-refundable) to be deposited under Unclassified Receipts in any Post Office.
2. Tender will be received in accordance with rules 36 (b) Public Procurement Rules 2004. The Tender which is not in accordance with the rule will be rejected instantly. The bid shall comprise a Single Package containing Two (02) separate envelopes. Each envelop shall be marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters to avoid confusion. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
3. Properly sealed tenders should reach in the office of the Postmaster General, Metropolitan Circle, at St.19, Block-2, Clifton, Karachi to the undersigned by **21-02-2023** upto 11:00 hours by registered post or by hand together with the earnest money. Tender will be opened as per below Schedule in the presence of bidders or their authorized representative.

	<b><u>Schedule of Tender</u></b>	<b><u>Tender Date</u></b>	<b><u>Opening Time</u></b>
i)	Technical Bids	21-02-2023	11:30
ii)	Financial Bids	22-02-2023	11:30

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4. Rates should be quoted Per Vehicle Per Kilometer basis for Mail Conveyance inclusive of all taxes of Federal / Provincial Governments/ Local Governments.
5. The operating fuel (Petrol/Diesel) cost, maintenance, repair including Driver, Cleaners, and salaries with Uniform etc. of vehicles shall be the responsibility of the Contractor.
6. The vehicles should be either registered in the name of one owner / tendering party or the lease agreement with the owner of vehicles be made. If the same are not already done, the tendering party should submit the affidavit to get them registered in the name of one owner or lease agreement be made at the time of inspection.
7. All Vehicles to be deployed for the work will have to be presented for inspection to verify the specification before start of operation. Original document required to be presented at the time of inspection of Vehicle.
8. The earnest money of the successful bidder, who fails to fulfill the terms and condition of tender in respect of specification of fleet will be forfeited.
9. In accordance with Director General, Pakistan Post, Islamabad letter No.IM.1-5/2016 dated 24-06-2020, increase/decrease of fuel prices will be affected on the rate of monthly bill as per criteria by the Director General, Pakistan Post, Islamabad on calendar year basis, contracting parties will be entitled to claim proportional increase/decrease in the Payment.
10. The Tender should contain the following documents:
  - i. Copy of CNIC of the Tenderer
  - ii. Copy of the National Tax Number (NTN) Certificate
  - iii. Certificate of Sindh Revenue Board.
  - iv. Tax returns for last three years.
  - v. Undertaking on court stamp paper that the firm is not blacklisted by any Govt. Agency nor the firm is involved in any litigation against Govt. Department
  - vi. Earnest Money in the shape of Postal Draft/ Pay Order payable to the Postmaster General, Metropolitan Circle, Karachi issued by any GPO / Bank equivalent to 5% of total tender amount.
  - vii. Bank statement for last one year to check Financial Stability of the firm / Tenderer.
  - viii. Rates are to be quoted on Tender Documents form only.
11. Postmaster General, Metropolitan Circle, Karachi reserves the right to accept or reject any or all the tenders according to the Rules 33 (i) PPRA -2004.



(Mustafa Kamal)

**Dy. Postmaster General (Admn)**  
ST-19, Shakra-e-Ghalib  
Block-2 Clifton Karachi  
Phone No: 021-99250107  
Fax No. 021-99250108