



THE PUNJAB EDUCATIONAL ENDOWMENT FUND, PEEF

TENDER DOCUMENT
FOR COURIER SERVICE

The Punjab Educational Endowment Fund(PEEF)

(A Company Setup under section 42 of the Companies Ordinance 1984)

Tender Courier Service

The Punjab Educational Endowment Fund (PEEF) is an Initiative of the Government of Punjab under the leadership of Chief Minister, Mr. Muhammad Shahbaz Sharif. PEEF has been established with the objective of promoting academic excellence by providing financial support to talented youth to help them to realize their potential and to create a critical mass of talented students that will contribute to development of the society.

The Punjab Educational Endowment Fund (PEEF) is seeking to hire courier service provider who will provide outgoing mail facilities throughout Punjab province specifically and throughout Pakistan generally. Courier service provider will pick dispatch on daily basis from PEEF office.

Detailed TORs of the assignment can be downloaded from PEEF website www.peef.org.pk or PPRRA website <http://ppra.gov.pk> or can be obtained from below mentioned address.

Interested courier firms / companies are requested to submit the technical and financial proposals in separate sealed envelope along with details of area covered for above mentioned services at the below mentioned address before 11:00 am on Monday 02nd April 2018. Bids will be opened on same day 02nd April 2018 at 11:30 am.

Estimated Annual cost for courier service tender will be **Rs: 1.8 Million Rupees.**

Manager Administration & HR

The Punjab Educational Endowment Fund (PEEF)

Link Wahdat Road, Lahore.

Tel: 042-99260051-54 Ext: 115

www.peef.org.pk

GENERAL INSTRUCTIONS

1. Background

The PEEF is striving to facilitate the 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 one year or 65,000 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. PEEF office is planning to dispatch more than **65,000** letters during a year.

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 one year.

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 02nd April 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.

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.

***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

Access must be given to online portal regarding mail tracking sent by PEEF office. All letters must have access to on line tracking portal. Facility must be provided by courier service provider.

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.