**TENDER NOTICE NO.P-23/2018**

**(HIRING OF COURIER SERVICES)**

Sealed proposals are invited from reputed Courier Companies having registration with the Income Tax and Sales Tax departments and having capability to distribute Company’s Official mail within country including large and small cities. Detailed Tender Documents containing terms & conditions and detail of required services may be obtained from the office of undersigned (during working hours) or may download from [www.ppra.org.pk](http://www.ppra.org.pk) / [www.pral.com.pk](http://www.pral.com.pk) from 08-11-2018 to 26-11-2018. Company Profile along with rates should reach to the undersigned latest by 26-11-2018 on or before 1500 hours. The bids shall be opened on 26/11/2018 at 1530 hours in the presence of bidder’s representatives.

**Manager (Admin)**

**Pakistan Revenue Automation (Pvt.) Ltd.**

2nd Floor, Software Technology Park, Plot # 156, Service Road North, Sector I-9/3, Islamabad.

Ph:051-9259353, 051-9259354

Islamabad the 8th November 2018

**PAKISTAN REVENUE AUTOMATION (PVT) LTD.**

**TENDER # P-23/2018**

**Dated: 08/11/2018**

**BIDS SUBMISSION: 26/11/2018 ON OR BEFORE 1500 HOURS**

**BIDS OPENING DATE AND TIME: 26 /11/2018 AT 1530 HOURS**

Sub: **HIRING OF COURIER COMPANY’S SERVICES**

Sealed proposals are invited from reputed Courier Companies having registration with the Income Tax and Sales Tax departments and who are also on active tax payer list (ATL) of FBR for distribution of mail within country with full countrywide coverage including all cities, towns and villages. Average mail per month is about 1,500 packets all over country. Company profile along with rates (as per given format) should reach to the undersigned latest by 26/11/2018 on or before 1500 hours. The bids shall be opened in the office of undersigned on 26/11/2018 at 1530 hours in the presence of bidder’s representatives. For any further detail kindly contact to the undersigned. The interested Courier Companies must provide / fulfill the following documents / requirements along-with their bids / proposals:

1. Company Profile.

2. Copies of the NTN and Sales Tax registration certificates.

3. List of Clients along with their addresses, phone and fax numbers.

4. List of Cities, Towns and Villages covered by the courier company.

5. Rate Categories:

6. Detail of third party booking of consignments.

7. Tariff rates:

7.1 Same City;

7.2 Within province;

7.3 Inter provinces;

8. Overnight services rates:

8.1 Up to 500 grams weight;

8.2 Up to 1Kg weight;

8.3 Additional Kg. weight;

9. 3rd day delivery service / rates:

9.1 Up to 500 grams weight;

9.2 Up to 1Kg weight;

9.3 Additional Kg. weight;

10. Detained services rates:

10.1 Up to 500 grams weight;

10.2 Up to 1Kg weight;

10.3 Additional Kg. weight;

10.4 please mention minimum and maximum delivery time.

11. Holiday Delivery Services.

12. Same day delivery services.

13. Credit limit & credit terms.

**14. Evaluation criteria:**

*14.1. Strong Logistic capability / capacity (by air, roads, rail, etc.);*

*14.2. Number of self-operated independent branch stations with addresses, phone numbers and official e-mail addresses (not including offices shared with other business);*

*14.3 Proven Capacity to pick up and deliver packets in time;*

*14.4. Experience of courier delivery with name of organization and quantum of mail;*

*14.5. Computerized booking system;*

*14.6. Widest network coverage including maximum cities, towns, and villages.*

*14.7. Time frame quoted for deliveries;*

*14.8. Timing of mail pick up & deliveries;*

*14.9. Domestic and International consignments rates;*

*14.10 Insured shipment charges;*

Kindly note the following:

1. Rates in Pak Rupees including all taxes should be provided as per format given at Annexure “A”.
2. PRAL reserves the right to accept or reject any proposal and to annul the bidding process and reject all Proposals at any time prior to award of Contract (s) for which reasons on request shall be communicated to the concern bidder(s).
3. The subject services are initially required for the period of one year (renewable on yearly basis for a period of maximum up to three years on the basis of performance and mutual consent of both parties). Successful bidders may be in a position to commence services immediately after award of contract.
4. The bidders shall furnish as part of his bid, a Call Deposit / Pay Order of Rs.5,000/- (refundable) as Earnest Money crossed in favor of “Pakistan Revenue Automation (Pvt) Ltd.

5) Category of equipment which will require insurance should be mentioned in the bids.

6) Islamabad will be treated as part of Punjab Province. As such the bidder’s are required to quote their rates accordingly. Rawalpindi and Islamabad will be considered as “within city”.

7) The bidders should also provide their rates for International consignments.

8) The proposed list of stations/ locations for pick up and delivery of mail is attached at Annexure “B. The inclusion / exclusion of stations / locations will be on sole discretion of PRAL.

9) The lowest rates will not be the sole criteria for selection, whereas the bids obtained will be evaluated on the criteria mentioned at clause “14” (14.1 to 14.10). The bidders obtaining maximum marks will be selected. Justification for the rejection of bid (s) will be provided on request.

10) The quoted rates shall be valid for 90 days from the opening date of the bids. However, any subsequent change in taxes and duties as notified by FBR will be given due consideration.

**Manager (Admin)**

Software Technology Park-3, 2nd Floor, Plot # 156, Service Road North, Industrial Area, I-9/3, Islamabad.

Ph:051-9259353, 051-9259354

**PAKISTAN REVENUE AUTOMATION (PVT) LTD.**

**TENDER # P-23/2018**

**ANNEXURE “A”**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Zone / Stations** | **Overnight Service** | | | **Detained Service** | |
|  | **Weight** | | | **Minimum chargeable weight 03kg** | |
|  | **Up to 500gm** | **Up to 1Kg** | **Additional KG** | **Up to 3Kg** | **Additional KG** |
| Islamabad and Rawalpindi (local) / within city |  |  |  |  |  |
| Within Province |  |  |  |  |  |
| Punjab and KPK  (from and to & vice versa) |  |  |  |  |  |
| Punjab and Sindh  (from and to & vice versa) |  |  |  |  |  |
| Punjab and Baluchistan  (from and to & vice versa) |  |  |  |  |  |
| Sindh and KPK  (from and to & vice versa) |  |  |  |  |  |
| Sindh and Baluchistan  (from and to & vice versa) |  |  |  |  |  |
| KPK and Baluchistan  (from and to & vice versa) |  |  |  |  |  |

**Note: International Consignment rates and insured shipment charges should also be mentioned.**

**PAKISTAN REVENUE AUTOMATION (PVT) LTD.**

**TENDER # P-23/2018**

**ANNEXURE “B”**

**PROPOSED LIST OF STATIONS / LOCATIONS FOR PICK UP & DELIVERY OF PACKETS**

|  |  |
| --- | --- |
| **Sr. No** | **Location** |
| 1 | PRAL HQs, 2nd Floor, STP, I-9/3, Islamabad |
| 2 | PRAL Computer Section, Margalla Dryport, I-9, Islamabad |
| 3 | PRAL Office AFU, New International Islamabad Airport |
| 4 | PRAL Office, Custom House, Jahangirabad, Peshawar |
| 5 | PRAL office, 2nd Floor, Data Centre, Regional Tax Office-1, Nabha Road, Lahore |
| 6 | PRAL Office NLC-Dryport, Thokar Niaz Baig, Lahore |
| 7 | PRAL office Custom House, Nabha Road, PLD Anarkali, Lahore |
| 8 | PRAL Office, 9th Floor Custom House, Karachi |
| 9 | PRAL CFC-AFU Imports Terminal, Karachi |
| 10 | CFC- Port Qasim, Karachi |
| 11. | PRAL office, 3rd Floor, DPC Kamal Attaturk Road, Karachi |
| 12. | PRAL Office Dry Port Hyderabad |
| 13. | PRAL office, 2nd Floor, Custom House, Airport Road, Quetta |
| 14. | PRAL office, Custom House, Chaman |
| 15. | PRAL office, Custom House, Gawadar |
| 16. | Custom Dry Port, Faisalabad |
| 17. | PRAL Office, Regional Tax Office, LMQ Road, Nawan Shehre, Multan |

**Note:**

The inclusion / exclusion of stations / locations will be on sole discretion of PRAL.