



# INVITATION OF BIDS

Tender Notice No. 1/4/FM/HD/C/25/LOG

## Hiring of International Courier Services for the Delivery of Passports at Foreign Missions & International Home Delivery of Passports abroad

The Directorate General, Immigration & Passports (DGIP), Ministry of Interior, Government of Pakistan, invites bids through the PPRA's e-Pak Acquisition & Disposal System (EPADS) from authorized service providers or principals' authorized dealers based in Pakistan.

Bidders must be registered with Federal Board of Revenue (FBR) /Respective Revenue Boards for Income Tax and Sales Tax and must be on Active Taxpayers List (ATL) of the relevant tax authority for the both taxes.

- Background:-** This Invitation of Bids follows Tender Notice No.1/4/FM/HD/C/25/LOG published on the PPRA,DGIP website and in two national daily newspapers regarding the Hiring of International Courier Services for the above- mentioned purpose.
- Bid Security:-** All bids must be accompanied by a **Bid Security** amounting to **Rs. 14,400,000/-**. The original bid security must be submitted to DGIP (HQ), Islamabad before the bid submission deadline; otherwise, the bid shall be rejected straightaway. The Bid Security shall be submitted in the form of a Bank Guarantee, Banker's Cheque, Pay Order or Bank Draft, issued by a scheduled bank in Pakistan, and must remain valid for thirty (30) days beyond the bid validity period.
- Bidding Procedure:-** The bidding shall be conducted in accordance with the Single Stage Two-Envelope procedure under the Public Procurement Rules 2004, and any other applicable Regulations, Regulatory Guidelines or Instructions issued by the PPRA.
- A pre-bid meeting will be held on **08 December, 2025 at 03:00PM at DGIP (HQ), Islamabad.**
- Availability of Bidding Documents:-** Detailed Bidding documents containing the Terms and conditions, Scope of Work, Instruction to Bidders, Bid Evaluation Criteria, Bid Validity, Submission Procedure, and conditions of Contract are available online at <https://eprocure.gov.pk/>.
- Submission and Opening of Bids:-** Bids prepared in accordance with the instructions provided in the bidding documents must be submitted electronically through **EPADS** only. The Bid security (Original instrument) must be delivered to the address given below on or before **03:00PM on December 22nd, 2025**. Bid will be opened the **same day at 03:30PM**.
- Technical Assistance:-** In case of any technical difficulties in using **EPADS**, prospective bidders may contact PPRA through its Official website <https://www.ppra.org.pk>.
- Grievance Redressal:-** In accordance with Rules 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) has already been notified on the EPADS portal.

**ASIM FAWAD MIRZA**

**Director (Network/Finance & Logistics)**

Directorate General Immigration & Passport, Mauve Area,  
Sector G-8/1, Islamabad. Tel: +92+51+9107075



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