

TENDER DOCUMENT



TENDER DOCUMENT CASH CONVEYANCE THROUGH ARMOURD VEHICLE

Issued by
Office of
The Postmaster General
Northern Punjab Circle,
Rawalpindi

TENDER DOCUMENT

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TENDER FORM SALE CERTIFICATE

Cash Conveyance	Northern Punjab Circle Rawalpindi		
Last Date of submission	16-02-2026	Time	11:00 AM
Date of opening	16-02-2026	Time	11:30 AM

Name of Tenderer			
Official Address			
Phone (off)		(Res)	
Cell No.		C.N.I.C No	

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EVALUATION CRITERIA

1. TECHNICAL

CRITERIA	STANDARD
NTN /STN	ACTIVE ON TAX PAYERS LIST
License to conduct CIT services	Valid license (Punjab)
NOC	Govt. of Punjab
INSURANCE	Comprehensive and valid
EARNEST MONEY	50,000/- ON Bank CDR/Draft.
BANK STATEMENT	1 YEAR Previous
Professional tax registration	Valid
SECP Registration	Valid
Memorandum of Articles and Association	Valid
Non-Blacklisted Certificate	Yes
Base offices	Company must have base offices where GPO are working
CNIC	Owner or Representative of company
Vendor No	AGPR Islamabad

2. FINANCIAL

Most advantages bid Slab wise excluding GST of all taxes.

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APPLICATION FORM

TENDER APPLICATION FORM FOR CONVEYANCE OF CASH THROUGH ARMORED VEHICLES IN NORTHERN PUNJAB CIRCLE RAWALPINDI

In response to the tender notice uploaded on the website of Public Procurement Regulatory Authority vide Ref. No. **E dated -02-2026 & Published on Daily Newspaper “The News, Daily Dunya & Daily Sada-e-Watan dated 24-02-2026** regarding inviting “QUOTATIONS” for conveyance of cash between Banks/GPOs /Post Offices as per description in **Annexure-A:-**

I/We _____ Official Address: _____

_____ hereby submit my/our bid as specified detail uploaded in technical Proposal for Cash conveyance rates quoted in “Financial Proposal”

1. I / We have deposited the earnest money amounting to Rs.50,000/-in Bank (CDR/Draft) vide No: -----dated ----- issued by ----- bank (**Original Receipt attached**)
2. I/We is willing to execute contract for a period **One** years with the Postmaster General Northern Punjab Circle Rawalpindi to provide cash conveyance services to armored vehicles.
3. I have gone through the terms and conditions of the contract as laid down in the agreement, provided to me along with the form of application. I shall enter into formal agreement in case the contract is assigned to me / us. I / We shall bear the fee / cost of for registration of the agreement deed with the Registrar of the station specified by Pakistan Post Office Department and shall abide by the condition therein.
4. I/We have also read and understood the instructions for tenderer and agree to abide by them.
5. I / We agree to deposit the security money equal to 10% contract amount as per provision made in rule 39 of PPRA-2004 through Bank Guarantee in the name of the Postmaster General, Northern Punjab Circle Rawalpindi in case of acceptance of my/ our tender

SIGNATURE OF TENDERER

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(TECHNICAL)

S No.	Description	Remarks
1.	License to conduct CIT Business from Government of Punjab	
2.	Attach the proof of experience in running cash conveyance through Armored Vehicle.	
3.	List of offices in following districts i. Bhakkar ii. Mianwali iii. Khushab iv. Sargodha, v. Gujrat vi. Mandi Bahauddin	
4.	NTN Number	
5.	GST Number	
6.	Have you ever been black listed? Attach affidavit	
7.	Number of bullet proof specified vehicles to be used for work available at above noted stations.	
8.	No. of Security Guards with weapons available with company & with Armored vehicles.	
9.	a. NOC from provincial government b. NOC from Federal government	
10.	Attach proof of Cash insurance of the company. Attach insurance policy agreement with the insurance company (valid)	
11.	SECP registration	
12.	Articles of memorandum and article	
13.	CNIC of owner/representative of company	
14.	Professional tax Registration Certificate	
15.	Vendor Number of AGPR Islamabad	

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(Financial)

TENDER FORM NO _____

TENDER APPLICATION FORM FOR CONVEYANCE OF CASH THROUGH ARMORED VEHICLES IN NORTHERN PUNJAB CIRCLE RAWALPINDI

1. Please quote rates here

Base value _____

Distance	Charge on base value (1 Million) Excluding Sales Tax
Up to 15 Km	
16-30 Km	
31-50 Km	
51-65 Km	
66-80 Km	
81-100 Km	
101-120 Km	
121-140 Km	
141-160 Km	
Vault Charges	
Seal charges per bag	
Surcharge % per Rs. 1000	

2. I have gone through the terms and conditions of the contract as laid down in the Form of agreement accordingly and agree to fulfill all prerequisite before commencement of contract, in case the contract is assigned to me.
3. I have also read the instructions for company and agree to abide by them.
4. I am also willing to deposit the security money equal to 10% contract amount as per provision made in rule 39 of PPRA-2004 through Bank Guarantee pledged in favor of Postmaster General Northern Punjab Circle Rawalpindi, in case of acceptance of my tender.

SIGNATURE OF COMPANY

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Annexure "A"

PROCEDURE TO BE ADOPTED BY PAKISTAN POST OFFICE AND M/S (PVT) LIMITED FOR CASH IN TRANSIT SERVICE

1. Branches would send their requisition for cash day in advance, to the cash feeding branch and the feeding branch in turn will inform M/s _____ requesting for cash to be delivered the next morning. In addition requisition can also be received on the day of requirement.
2. Bags will be prepared by feeding branch with cash for those branches requiring cash.
3. Cash bags must be inspected by the Postal staff before cash is put in, as the bags should not be in torn condition or have holes and should not be damaged in any other way.
4. Crew members would witness bundle count at the time of collection as witnesses, but the Postal staff would put cash into the bags to ensure that the cash is placed in the bags. Once the cash has been correctly counted and is placed in the M/s _____ canvas bag, it will be sealed by Postal authorized cashier with a machine serial numbered plastic seal of M/s _____. The bag should be sealed by the Postal staff and it should be checked by our men to ensure that the seal is placed tightly

Note There are no two M/s _____ Plastic Seals with the same number. This is to guard against fraud and tampering. The seal is pulled tight on the neck of the bag.

5. The cash to be collected from post offices would be 100 pieces each duly stitched and stapled with a covering slip duly endorsed by the office.
6. Filling in of Shipment Receipts should be done by the Postal staff / officials and signed as receipt by one of our crew members duly witnessed by the second crew member.
7. The shipment receipt is prepared in quadruplicate stating the point of collection and point of delivery i.e. feeding and receiving branch, the date and the time the consignment is collected by the M/s _____ staff and then delivered to the consignee. There are five columns in the receipt i.e. each column is meant for one bag and therefore, if five bags are carried then each individual bag, seal number and value is entered separately. On one shipment voucher upto five cash bags will be booked and if the number of cash bags is more, than the second shipment voucher will be used in continuation of first
8. The names and signatures of the person preparing and handing over the bag to M/s _____ crew (guard) is affixed on the left hand corner of the receipt. The receipt states the full value of one or more bags which is considered as one consignment. A separate shipment receipt will be made for each branch.
9. When the M/s _____ staff receives the consignment, one person signs on the receipt while, the second person signs as witness to the signature.

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10. Cash must not be collected at the counter but behind it preferably in the vault or outside it.
11. At the time of the delivery, the bag is taken and placed behind the counter where the authorized cashier of the receiving branch along with one other authorized postal official inspects the bag and the seal to ensure that it is intact. The postal staff retains the office copy of the shipment and M/s _____ copy duly received/signed, stamped is handed over to _____ staff. He then signs the receipt, while the second persons signs as witness.
12. The _____ crew (guards) will not be responsible for any shortage or wrong denomination in the packets. If there are any discrepancies within the packet or shortage in the bag, then the receiving branch would refer the matter to the consignor branch without breaking the packet.
13. The entire process of preparation, receipt and delivery of consignment will also be undertaken in the reverse direction when the branches have the cash to be sent to the related cash feeding center.
14. Cash bag should be handed over in the GPO/Post Office vault or behind the counter.
15. De-sealing should be done by Postal official, after the cash bag and the seal is inspected by them. Company crew must not be involved in de-sealing and taking out cash from bag or counting thereof, but will witness bundle.
16. Names and signature of postal officials receiving a consignment must be clear on Shipment Receipts, along with seals. (Rubber-stamp).
17. M/s _____ will not be responsible for any shortage in any way that may occur subsequent to delivery of consignment.
18. M/s _____ will supply computerized numbered plastic seal.
19. M/s _____ working hours are from 9:00 a.m. to 5:00 p.m. and would like that cash to be distributed to the branches should be delivered to them as early as possible in the morning in order to avoid delay in delivery.
20. The bags for all transactions will be provided by M/s _____ and will remain their property.
21. For clearance of all the monthly bills, Main GPO would be responsible for the making centralized payment of all branches to M/s _____ (Pvt) Limited.
22. The maximum payment as well as limit per bag has been fixed at Rs. Ten Million, which should not be exceeded at any time.

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Annexure-B

TERMS & CONDITIONS

1. A tender form duly completed should be addressed to the tender calling authority.
2. All tender applications must be uploaded on E-PADS website before 11:00 AM on the last date fixed for receipt of tender.
3. Earnest money amounting to Rs.50,000/- in shape of CDR / Bank Draft issued by bank in favour of Postmaster General Northern Punjab Circle, Rawalpindi should be uploaded with the bid. The earnest money is refundable in case of non-acceptance of the tender.
4. An incomplete tender applications or a tender without CDR / Bank Draft of the prescribed amount being the earnest money will be rejected.
5. The company must provide cash transmission services under Postmaster General Northern Punjab District/ Stations Bhakkar, Mianwali, Khushab, Sargodha, , Gujrat & Mandi Bahauddin district.
6. All the services will be on demand basis (transmission & Vault)
7. The cash transmitted by the company will be 100% insured by the company and in case of loss by the company; the indemnity will be finalized within 30 days of occurrence of loss.
8. The company must ensure timely cash transmission to post offices and will provide service on demand.
 - a. In case of denial of service at certain locations already agreed upon the agreement, the Postmaster General Northern Punjab Rawalpindi will be authorized to impose any penalty or take any action deemed appropriate
 - b. The penalty will be equal to shipment charges against denial of service on missing shipment or route, whichever applicable providing vehicle.
 - c. The Postmaster General Northern Punjab Circle Rawalpindi is authorized to add / curtail post offices or change cash office of any post office from time to time.
9. The company must be able to follow time targets for delivery of cash at far flung post offices specially
 - a. In case the company failed to deliver cash before target time, the concerned postmaster is authorized to accept or not accept the shipment keeping in view the further disposal of cash and security arrangements at the location
 - b. In case the cash is not accepted at the post office due to late transmission the charges for such transmission will not be paid to the company.
10. The company should not have any concern in this business with anyone connected with the Pakistan Post Department.
11. The Company should not transfer or sublet the contract without the prior consent in writing of the head of Circle.
12. It shall be binding upon the company to observe the prescribed schedule which may be liable to change according to the requirement of the Pakistan Post Department.
13. The nature and complete particular of work requires to be performed if desire can be ascertained from the office of the Postmaster General/ Tender calling authority during working hours.

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14. In case of acceptance of the bid, the company shall enter into formal agreement and shall have to bear the fee/ cost or registration of agreement deed with the registrar of the station specified by the Pakistan Post Department.
15. The Agreement to be executed will be for a period not exceeding one years which may further be extended on same rate terms & condition for three month or equal period with consent of both the parties till the availability of new contract whichever is earlier.
16. The competent authority shall have the right to accept or reject any tender or all tenders.
17. Actual distance will be measured through mutual survey of the routes in connection with CIT/transaction of cash between GPOs/Post Offices & Bank etc.
18. If any company has its services in one area among the above noted stations can also participate in tender process.
19. In case of dispute between the parties, Additional DG(Ops) shall be the sole arbitrator.

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Annexure-C

INSTRUCTIONS FOR BIDDERS

1. All tender must be uploaded on EPADS website before closing time 10:00 AM and date **16-02-2026**.
2. The tender will be opened as per PPRA 2004 clause 36(a) “Single stage Single envelope” on same date at 10:30 AM.
3. The tender committee may demand any additional documents for scrutiny at spot.

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CHECKLIST OF DOCUMENTS		
S No.	Description	Remarks
1.	Tender Fee ACG-67 Receipt No.	
2.	Book NO.	
3.	Dated	
4.	CDR	
5.	Company profile	
6.	NTN No.	
7.	GST No.	
8.	Copy of Tax registration certificate	
9.	Copy of professional Tax Certificate	
10.	Tax Payer list on FBR (Active / Non Active)	
11.	NOC from provincial & Federal government	
12.	Photocopy of CNIC of representative of company.	
13.	License to conduct CIT business from Government of Punjab.	
14.	Attach the proof of experience in running cash Conveyance through transport business with any department/ organization like Pakistan Post	
15.	No. of operational offices in All districts of Northern Punjab Circle Rawalpindi.	
16.	Have you ever been black listed?	
17.	Number of bullet proof specified vehicles to be used for work available at above noted stations.	
18.	No. of Security Guards with weapons available with company & with Armored vehicles.	
19.	Attach proof of cash insurance of the company insured with and complete insurance document.	
20.	Vendor Number of AGPR Islamabad	

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AGREEMENT

MEMORANDUM OF AGREEMENT BY AND BETWEEN _____

_____ a company incorporated under the laws of Pakistan and having its regional office at _____ (First Party) & **The Postmaster General Northern Punjab Rawalpindi** incorporated under laws of Pakistan, having its **Circle Office at Rawalpindi Cantt.** (Second Party) is entered into this Agreement. First Party agrees to provide transportation service to the Second Party in accordance with the terms and conditions stated herein below: - The terms First Party and Second Party shall mean and include their respective successors and assigns.

SCHEDULE OF SERVICES AND CHARGES

SERVICE	DATE & TIME	EXTENT OF LIABILITY	CHARGES
Collection of cash from Cash offices for onward delivery to sub post offices/ nominated bank branches within 15 Kms in the city and vice versa.			
16 – 30 Kms within a city.			
31 – 50 Kms within a city.			
51 – 65 Kms within a city.			
66 – 80 Kms within a city.			
81 – 100 Kms within a city.			
101-120 KMs within a City			
121-140 KMs within a City.			
141-160 KMs within a City			

- Accurate/actual distance will be finalized through survey of cash routes between cash offices and feeding offices. In case increase/decrease of distance, payment or deduction will be adjusted accordingly.

THESE RATES ARE FOR POST OFFICES LOCATED ON THE ROAD APPROACHABLE BY CIT VEHICLES. NO CASH WILL BE CARRIED BY CIT CREW BEYOND 100 METRES.

- Plastic seal @ Rs. _____.
- Vault Charges @ Rs. _____
- Waiting Charges @Rs. _____)

ADDITIONAL DECLARATION:

- The base charges are for services within normal banking hours i.e. Monday to Friday 0900 hours to 1700 hours **and on Saturday 0900 hours to 1400 hours (if Saturday is not a bank holiday). Charges for services after banking hours will be doubled beyond that time or**

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on a holiday. (this should be from Monday to Saturday and according to the working hours of post office)

- **During the month of Ramazan, the vehicle may be utilized from 0830 to 1400 hours on all working days except Friday when normal service shall be performed from 0830 to 1230 hours.** (This clause do not fulfill the post office purpose as during the month, all operational offices work as usual)
- Number of Post Offices can be increased or decreased with mutual consent in writing by both the parties. The _____ (first Party) would be bound to carry shipments for any location demanded by Postmaster General Northern Punjab (2nd party) through any official/ officer designated in this regards.
- All bills should be cleared within 10 days subject to correctness of bill received at Postmaster General Office, Rawalpindi on availability of funds.

This Agreement shall become effective from _____ and shall continue for three year and thereafter until terminated by either party on three months' notice.

OBLIGATIONS OF THE COMPANY

1.	Company agrees to effect sealed shipments and give proper receipt thereof and to deliver the same in like condition to a designated consignee against proper receipt.								
2.	The service mentioned in the schedule shall be performed during regular banking hours/office hours. However, the services performed beyond banking hours/office hours or on a holiday will be charged doubled. The proposed procedure for cash transportation service under this Agreement is enclosed as Annexure "B".								
3.	<table border="0" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;">a.</td> <td>The Company agrees to assume entire liabilities for any loss of any shipment up to and including the maximum amount stated under the schedule of this Agreement. Company liability shall commence when any shipment has been received into the Company's possession and shall terminate when same has been delivered to the designated consignee or returned to the consignor in case of delivery cannot reasonably be made. It is specifically understood and agreed that the company's maximum liability for any loss of any shipment is as mentioned in the schedule annexed herein.</td> </tr> <tr> <td style="text-align: center;">b.</td> <td>In case of loss of any consignment, the company shall indemnify the client within 7 days on proof of such loss brought to the notice of the company by the Client.</td> </tr> <tr> <td style="text-align: center;">c.</td> <td>It is understood and agreed that in performing the services described in the schedule. Company shall ascertain the contents of any shipment received by the Company and shall assume full responsibility of securely sealed consignment picked up by the company and delivered to the designated consignee in the same condition as received by the company.</td> </tr> <tr> <td style="text-align: center;">d.</td> <td>It is agreed that "distinctively and securely sealed shipment" is one whereby the container(s), used to hold the property to be transported should be closed and fastened with the device having distinguishing mark that can be clearly seen and recognized as the consignor's so that property is enclosed and firmly fixed therein and said device cannot be removed and re-applied to the container(s) without leaving visible external evidence of tampering with the container (s).</td> </tr> </table>	a.	The Company agrees to assume entire liabilities for any loss of any shipment up to and including the maximum amount stated under the schedule of this Agreement. Company liability shall commence when any shipment has been received into the Company's possession and shall terminate when same has been delivered to the designated consignee or returned to the consignor in case of delivery cannot reasonably be made. It is specifically understood and agreed that the company's maximum liability for any loss of any shipment is as mentioned in the schedule annexed herein.	b.	In case of loss of any consignment, the company shall indemnify the client within 7 days on proof of such loss brought to the notice of the company by the Client.	c.	It is understood and agreed that in performing the services described in the schedule. Company shall ascertain the contents of any shipment received by the Company and shall assume full responsibility of securely sealed consignment picked up by the company and delivered to the designated consignee in the same condition as received by the company.	d.	It is agreed that "distinctively and securely sealed shipment" is one whereby the container(s), used to hold the property to be transported should be closed and fastened with the device having distinguishing mark that can be clearly seen and recognized as the consignor's so that property is enclosed and firmly fixed therein and said device cannot be removed and re-applied to the container(s) without leaving visible external evidence of tampering with the container (s).
a.	The Company agrees to assume entire liabilities for any loss of any shipment up to and including the maximum amount stated under the schedule of this Agreement. Company liability shall commence when any shipment has been received into the Company's possession and shall terminate when same has been delivered to the designated consignee or returned to the consignor in case of delivery cannot reasonably be made. It is specifically understood and agreed that the company's maximum liability for any loss of any shipment is as mentioned in the schedule annexed herein.								
b.	In case of loss of any consignment, the company shall indemnify the client within 7 days on proof of such loss brought to the notice of the company by the Client.								
c.	It is understood and agreed that in performing the services described in the schedule. Company shall ascertain the contents of any shipment received by the Company and shall assume full responsibility of securely sealed consignment picked up by the company and delivered to the designated consignee in the same condition as received by the company.								
d.	It is agreed that "distinctively and securely sealed shipment" is one whereby the container(s), used to hold the property to be transported should be closed and fastened with the device having distinguishing mark that can be clearly seen and recognized as the consignor's so that property is enclosed and firmly fixed therein and said device cannot be removed and re-applied to the container(s) without leaving visible external evidence of tampering with the container (s).								

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e.	One 'shipment' as used herein, shall be deemed to mean any sealed cash received by Company at the same time at one location from a single consignor, which is or are the subject of consignment for delivery to another location.
4.	Company shall obtain and maintain at Company own expense at all times during the term of this Agreement insurance in such amounts and against such risks as shall adequately cover the liability of the company assumed under this Agreement.
5.	Company shall not be liable for non-performance or delays not caused by Company fault or neglect, nor for non-performance or delays, caused by strikes, lockouts or other labour disturbances, riots, authority of law, acts of God or means beyond Company control; but company agrees to be liable for the safety of any property received into its possession at any time not to exceed the maximum amount stated under the schedule hereof.
6.	Company shall ensure timely transmission/delivery of cash as per requirement of post offices.

OBLIGATION OF THE SECOND PARTY

1. Second Party agrees to declare to Company the value of each sealed shipment to be transported and in the event of claim for loss under this Agreement, Client shall promptly and diligently, assist Company take such steps as may be necessary to assure the maximum amount of salvage at a minimum cost by the first party.
2. For the services stipulated herein Second Party agrees to pay Company within ten days of presentation of periodic invoices, the charges as agreed in the schedule after deducting tax, if any, applicable. Periodic period will be duration of One month.
3. Federal, Provincial and local taxes, where applicable, shall be added to the charges.
4. The parties may by mutual consent in writing extend the Agreement, from time to time on same terms and conditions and as the case may be.
5. The illegality or non-validity of any paragraph, clause or provision contained in the Agreement shall not effect or invalidate the remainder of Agreement.

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CHARGES

The rates mentioned in schedule of charges are only for branches mentioned in the Annexure 'A' (List of branches) as well as the concerned Banks.

ARBITRATION

The parties hereto expressly agree that in case non-settlement of any issue/ dispute, this shall be amicably settled among the parties failing which such dispute shall be settled through an arbitrator to in according with Arbitration act 1940 and the rules made there under. Additional DG (Ops) shall be the sole arbitrator.

CONFIDENTIALITY

The information brought to the knowledge of either party during the course of their service hereunder are and will be confidential nature, and the employees of either party shall not disclose and /or divulge the same to any third party.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first written hereinabove.

**For and on behalf of
THE POSTMASTER GENERAL
NORTHERN PUNJAB CIRCLE,
RAWALPINDI**

For and on behalf of

WITNESS

WITNESS

WITNESS

WITNESS

WITNESS

