

## **TENDER NOTICE**

The Postmaster General Central Punjab Circle, Lahore, a Federal Government Department invites e-quotations / bid (only registered with EPADS) which is valid till for a period of three years under single stage two envelope procedure from well recognized firms registered with Income Tax / Sales Tax Departments for the Supply / Services in following heads.

Hiring of Services in Lahore, Okara, Kasur, Narowal, Gujranwala, Sialkot, Faisalabad, Nankana Sahib, Sheikhpura, Jhang, Toba Tek Singh & Chiniot Districts for Carrying Cash from GPOs / POs/ NPO to Banks and vice versa.

1. The Service Provider should be registered with sales tax department, having National Tax Number (NTN).
2. The companies must be on Active Taxpayers List of FBR and fulfill the prescribed eligibility criteria/ terms and conditions
3. Tender documents containing terms and conditions/ eligibility & evaluation criteria can be obtained from the office of undersigned during office hours. Tender documents are also available on PPRA's e-Pak Acquisition and Disposal System (EPADS) online portal [eprocare.gov.pk](http://eprocare.gov.pk) and PPOD's website i.e [www.pakpost.gov.pk](http://www.pakpost.gov.pk) can be obtained after payment of Rs.5000/- through ACG-67/PO in any Post office.
4. The bids, prepared in accordance with instructions in the bidding documents, may be uploaded through EPADS i.e. [www.eprocure.gov.pk](http://www.eprocure.gov.pk) on or before 28-04.2026 at 11:00 AM alongwith copy of ACG-67/PO. Bids will be opened on same day/date at least 45 minutes after the closing time at Conference Room % Postmaster General Central Punjab Circle Lahore in the presence of representatives of bidders, if they chose to attend the proceedings. PMG Central Punjab will not be responsible for any cost or expense incurred by bidders in connection with preparation / submission of bids.
5. SDR amounting to Rs.100,000/-as bid security, must be submitted along with financial bid.
6. The bids should be submitted in accordance with 36 (b) of PPRA-2004. The bidding process of single stage two envelop will be followed. Only bids submitted through PPRA's e-portal (EPADS) will be eligible and considered for the purpose of bidding.
7. Postmaster General, reserves the right to accept or reject any one or all of the bids/offers wholly or partially thereof which shall not be questioned in any manner. Tenders received through any other mode / addressed to any other person will not be entertained.

  
(Faiza Imtiaz)  
Dy. Postmaster General (OP)  
Ph. No. 042-99211330

## **INSTRUCTIONS / TERMS & CONDITIONS FOR TENDERERS**

The Postmaster General, Central Punjab Circle, Lahore intends to invite sealed bids (through EPADS), Under Single Stage, Two Envelope procedure from NTN/GST Registered well-recognized Security Companies having own Office, Phone/Fax number, Cash Carry Van Services in Lahore, Okara, Kasur, Narowal, Gujranwala, Sialkot, Faisalabad, Nankana Sahib, Sheikhpura, Jhang, Toba Tek Singh & Chiniot Districts.

### **GENERAL TERMS & CONDITIONS:**

1. Bids to be submitted at EPADS system of PPRA (No Physical Bid will be accepted except SDR & ACG-67/PO). The bids, prepared in accordance with instructions in the bidding documents, may be uploaded through EPADS i.e. [www.eprocure.gov.pk](http://www.eprocure.gov.pk) on or before 28.04.2026 at 11:00 AM along with copy of ACG-67/PO. Bids will be opened on same day/date at least 45 minutes after the closing time at Conference Room % Postmaster General Central Punjab Circle Lahore in the presence of representatives of bidders, if they chose to attend the proceedings.
2. Only those companies are eligible to participate which have due permission from Federal / Provincial Government for conveyance of cash.
3. All tenderers must carry required permission and NOCs letter from Federal and Provincial Government.
4. Only GST registered Security Companies (active tax payers) can participate in the tender.
5. The Postmaster General, reserves the right to accept or reject any one or all of the bids/offers wholly or partially thereof which shall not be questioned in any manner.
6. The quoted price must be irrevocable / unconditional.
7. Bid security/Earnest money amounting to Rs.100,000/- shall be deposited by the bidder/vendor in the form of SDR in favor of Postmaster General, Central Punjab Circle, Lahore.
8. Bid Received after the above dead line or without Tender fee / Bid Security / Earnest Money and or less than required amount shall not be accepted.
9. The Successful bidder shall deposit Performance Guarantee (PPRA rule 39) in form of SDR/Bank Guarantee (valid for at least period of 36 months) equal to 05% of the contract amount according to rule-39 of PPRA-2004.
10. The bid found to be the lowest evaluated shall be accepted.
11. Validity of the tender will be for three year from the date of awarding the tender, which may be extendable on satisfactory performance.
12. The Bidders are hereby informed that the Postmaster General, Central Punjab Circle, Lahore
  - i. Shall deduct Income Tax & Sales Tax or any other Tax levied by the Government at the rate prescribed under provincial or federal tax laws, from all Payments of successful Bidder at the time of payments and Proper documentation is required for claim of tax exemption (if any).
  - ii. The period of agreement will be for 36 months in accordance with PPRA rule-2004 (amended up to date).
  - iii. The contract shall deem to be considered as cancelled if the vendor fails to provide agreed services.
  - iv. The rates quoted should be in Pak Rupees inclusive of all applicable taxes as per Govt. rules and expenses (if any).
  - v. The rates quoted will be treated as final and must be valid till ending of agreement period.

- vi. Agreement period shall start after placement of confirmed work order or signing of formal agreement whichever is earlier.
13. The Service provider must clearly attach the following documents as checklist with the technical bid and non-submission of any document will result into rejection of technical bid of the firm:
- i. List of Permanent Technical and Managerial Staff of the firm/ company.
  - ii. Proof of experience of the firm with previous clients i.e. experience letters or copies of work orders or contract agreement.
  - iii. An affidavit on stamp paper in favor of the Authority to the effect that the bidder firm has never been blacklisted by any Government Department/ Autonomous Body/ Corporation and it is not involved in litigation with any Department/ Autonomous Body/ Corporation etc.
  - iv. An affidavit on stamp paper to the effect that the bidder firm have sound financial capacity to bear all expenses of service as per contract (to be signed) at least for a period of Four-month.
  - v. A signed copy of tender document ascertaining that the bidder has read and agreed to all terms and conditions of the tender.

**APPLICANT CANNOT APPLY IF THEY:-**

1. Are not GST/Income Tax registered company.
2. Are bankrupt or in process of going bankrupt/Blacklisted.
3. Have been convicted for an offence concerning the professional conduct.
4. Have not fulfilled obligations related to payment of taxes.
5. Are guilty of serious mis-interpretation or mis-representation of facts in supplying information.
6. Eligibility criteria mentioned in tender documents must be observed and fulfilled.

**MANDATORY REQUIREMENTS:**

The service provider should have:-

- i. Minimum fleet size of 30 specifically fabricated cash vans (Own/Leased) in Lahore, Okara, Kasur, Narowal, Gujranwala, Sialkot, Faisalabad, Nankana Sahib, Sheikhpura, Jhang, Toba Tek Singh & Chiniot Districts.
- ii. The cash vans must be GPS enabled monitored live with Geo- fencing mapping with CCTV inside.
- iii. Vans must be bullet proof and must be as per State Bank SOP's. (Change Time By Time if any).
- iv. One Cash in transit Van (and one as a reserve to be available with service provider) with Crew members as two armed guards (Ex-Servicemen) One Executive member and One Driver for transporting cash between Bank and GPOs / POs/ NPOs.
- v. Insurance of cash in transit will be responsibility of the security company.
- vi. Vendor must have comprehensive insurance coverage from an insurance company having A or AA rating by PACRA (Pakistan Credit Rating Agency).
- vii. Vendor must have nationwide collection and distribution network Head Office, Branch office/service center) fully equipped with reliable & experienced staff and fleet of modern armored vehicles

## **SPECIALINSTRUCTIONS**

1. The financial bid of only those service providers will be opened who have scored more than 70% of the total score in technical bid. The technical evaluation will be carried out based on the information provided by the service providers as mentioned in Annexure “A” which will be available with **TENDER APPLICATION FORM**. The service providers are advised to go through Annexure “A” and provide the complete serial wise information along with supporting documents.
2. The Postmaster General, reserves the right to cancel or add any location of service any time without any impact on rates and tender.
3. Bidder shall be bound to provide services at all locations / proposed locations at approved rates without any additional cost.
4. Bidder shall provide CIT services daily in working days and during off days (Day & Night PO's) as per instructions of the department.
5. SOP's of cash collection from GPOs/POs/NPOs shall be discussed at the time of agreement with successful bidder.
6. If any documents/information provided by the company is found false / fake at later stage and violation of any clause of agreement, the tender / agreement will be cancelled and proceeded for blacklisting as per PPRA Rules.
7. In case of non-collection of cash from any location, penalty equal to two times of the service charges of the said location would be deducted from the subsidy bill

**On stamp paper**

**UNDERTAKING**

I / We hereby undertake on behalf of M/S \_\_\_\_\_ (the bidder company) and give firm assurance to Postmaster General, Central Punjab Circle, Lahore that M/S \_\_\_\_\_ (the bidder company) is financially sound to bear the service expenses for at least four month on prescribed date/ day, if payment is delayed by the Authority/ department i.e. Pakistan Post due to any unavoidable circumstances ie non availability of funds or bills not verified by the Service provider in due time as the case may be.

\_\_\_\_\_

**Sign & Seal of CEO/ Director**

**Name:** \_\_\_\_\_

**CNIC#** \_\_\_\_\_

**On stamp paper**

**UNDERTAKING**

I / We hereby undertake on behalf of M/S \_\_\_\_\_(the bidder company) and give firm assurance to Postmaster General, Central Punjab Circle, Lahore that M/S \_\_\_\_\_(the bidder company) has never been blacklisted by any Government Department/ Autonomous Body/ Corporation and it is not involved in litigation with any Department/ Autonomous Body/ Corporation etc..

\_\_\_\_\_

**Sign & Seal of CEO/ Director**

**Name:** \_\_\_\_\_

**CNIC#** \_\_\_\_\_

**TENDER APPLICATION FORM FOR TECHNICAL BID REGARDING  
TRANSMISSION OF CASH**

Name of the Firm : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone / Cell / Fax No : \_\_\_\_\_

**(Detailed information may also be supplied as mentioned in Annexure-A)**

**SIGNATURE OF TENDERER: \_\_\_\_\_**

**NAME STAMP: \_\_\_\_\_**

**ANNEXURE-A**

<b>Sl. No</b>	<b>Descriptions</b>	<b>Remarks</b> (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
<b>1</b>	Experience in running cash Conveying through transport Business with any Department / organization like Pakistan Post Office / Banks previously	If 15-years or above 10 Marks If more than 10 & less than 15 years 08 Marks If more than 05 & less than 10 years 06 Marks If more than 01 & less than 04 years 04 Marks If no experience 00 Marks (Total 10 Marks)
<b>2</b>	Number of operational offices in operational districts of Central Punjab Circle Lahore.	If in all operational districts 10 Marks If not in all operational districts 05 Marks
<b>3</b>	N. T .Number / GST / PRA No.	If active tax payer in all forum 10 Marks If not an active tax payer in any forums 00 Marks
<b>4</b>	Affidavit (on stamp paper) regarding blacklisting	If provided and not blacklisted 10 Marks If not provided or blacklisted 00 Marks
<b>5</b>	Affidavit (on stamp paper) regarding sound financial capacity	If provided and have such capacity 10 Marks If not provided or not have such capacity 00 Marks
<b>6</b>	Bank Accounts / Bank statement	If for 03 years 10 Marks If for 02 years or more 08 Marks If for 01 years or more 05 Marks Less than 01 year 00 Marks
<b>7</b>	Availability of Bulletproof and insured specified vehicle (Total Fleet)	If 30 or above 10 Marks If from 20 to 29 08 Marks If from 10 to 19 05 Marks If less than 10 00 Marks
<b>8</b>	NOC from Agencies, Provincial and Federal Government	If yes 10 Marks If No 00 Marks
<b>9</b>	Availability of valid insurance certificate for cash transport	If yes 10 Marks If No 00 Marks
<b>10</b>	Insurance of the company employees	If yes 10 Marks If No 00 Marks

Note: All above said information / documents have marks therefore please supply all required documents. Acquiring of 70% marks of the total score will make the bidder Qualify for participating in the opening of Financial Bid.

**Signature of bidder / his Representative**

**TENDER APPLICATION FORM FOR FINANCIAL BID REGARDING  
TRANSMISSION OF CASH**

In response to the advertisement that appeared in Daily \_\_\_\_\_ Newspaper in their issue dated \_\_\_\_\_ inviting tender for Cash in Transit Service.

1. I/We \_\_\_\_\_ am/are pleased to quote charges for the said services as under:-

**COST (INCLUSIVE OF ALL GOVERNMENT TAXES)**

**i. RATE PER KILOMETER (DAY AND NIGHT POST OFFICES)**

Distance	Services Provided per KM	Rate per KM (In Rupees) (inclusive of all taxes and seal charges)
Distance within city	1 to 15 KM	RS.
	16 to 30 KM	RS.
	30 KM and above	RS.

**ii. PER KM RATE**

Per KM rate	<u>Rs.</u>
-------------	------------

**iii. DEDICATED VEHICLES (Lump sum charges)**

Distance	Monthly Charges inclusive of all taxes and seal charges	Services Limit per vehicle
Within city	Rs.	30 points per vehicle

2. I/we \_\_\_\_\_ am/are willing to execute contracts for a period of three year with Pakistan Post Department to deploy vehicles as specified in the advertisement for transit of cash on the monthly subsidy.
3. I. /We have deposited the Earnest money amounting to Rs. 100,000/- in shape of SDR No. \_\_\_\_\_ Issued by \_\_\_\_\_ dated \_\_\_\_\_ in favor of the Postmaster General Central Punjab Circle, Lahore and the same is attached in original with this tender application.
4. I / We have also read and understood the instructions for tenderers and agree to abide by them.
5. Name and address of company /tenderer \_\_\_\_\_.  
N.I.C No. \_\_\_\_\_ NTN No. \_\_\_\_\_  
PRA No. \_\_\_\_\_ Mobile No \_\_\_\_\_

**SIGNATURE OF TENDERER: \_\_\_\_\_**

**NAME STAMP**

- Financial bid be supplied in separate envelop, which is properly stamped and sealed and cannot be seen from outside.
- All Government (Federal, Provincial and local) taxes applicable.

**AGREEMENT BETWEEN PAKISTAN POST OFFICE DEPARTMENT.**

**AND**

**M/S \_\_\_\_\_ FOR CASH IN TRANSIT SERVICE.**

This Agreement is made at Lahore this \_\_\_\_ Day of \_\_\_\_\_ 202 .  
M/S \_\_\_\_\_ a company incorporated under the laws of Pakistan and having its Registered Head Office, \_\_\_\_\_ (hereinafter referred to as the “Company”) of the part.

**AND**

Incorporated under the laws of Pakistan and having Postmaster General Central Punjab Circle Lahore. The expression “Company” and the client where the context so permits shall mean (hereinafter referred to as the “Client”) of the other part and include their successors in interest/legal representative and assigns. Whereas the Company has offered to the client services for shipments of sealed bags containing money, cheques and or other securities to designated consignee (s) and whereas the client has agreed to avail the said services from the company on the terms and conditions mentioned in the agreement.

1. The services and charges shall be governed as per schedule incorporated below:-

**SCHEDULE**

**RATE PER KILOMETER (DAY AND NIGHT POST OFFICES)**

Distance	Services Provided per KM	Rate per KM (In Rupees) (inclusive of all taxes and seal charges)
Distance within city	1 to 15 KM	Rs.
	16 to 30 KM	Rs.
	30 KM and above	Rs.

**PER KM RATE (Point to Point)**

Per KM rate	Rs.
-------------	-----

**EFFECTIVE DATE OF CONTRACT.**

This agreement shall become effective from \_\_\_\_\_ 202 and shall continue for **THREE YEARS** until cancelled by either party on 30 days written notice to the other.

**TERMS & CONDITIONS**

1. Company shall submit monthly invoice to respective GPO only by 5th of each month and respective GPO/ Unit Officers shall be responsible to release payment within one month.
2. The Company will provide services to Sub Offices and GPOs of Lahore, Okara, Kasur, Narowal, Gujranwala, Sialkot, Faisalabad, Nankana Sahib, Sheikhpura, Jhang, Toba Tek Singh & Chiniot Districts on call basis. Services in other areas will be provided as and when required by the Pakistan Post for collection if cash for more than fifty thousand. The Incharges of GPOs / HPOs/ POs/ NPOs will contact the company and provide the shipment detail on the numbers provided by the company to the Department.

Company agrees to effect sealed shipments of money, cheques and/or securities and give proper receipt thereof and to deliver the same in like condition to a designated consignee against proper receipt.

3. Company will provide security persona's name and signature list with photographs to the Pakistan Post.
4. Company will submit performance guarantee to GPO @ 5% in form of SDR/Bank guarantee.
5. The services mentioned in the schedule herein above shall be performed during prescribed working hours of the Post Offices. No service shall be performed on Sundays or public holidays. In the event of inclement weather or some other extraordinary circumstance beyond the control of the Parties, services shall be performed as mutually agreed upon. The proposed procedure for cash transportation service under this contract is enclosed as Annex 'A' and 'B' attached hereto.
6. The Company agrees to assume entire liability for any loss of any shipment including the entire amount stated under the schedule of this contract. Company's 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 Consigner, against valid receipt issued by a duly authorized officer of the Pakistan Post, in the event delivery cannot reasonably be made. It is specially understood and agreed that the company's maximum liability for any loss of any shipment is upto (but not exceeding) the liability as mentioned in the schedule here in above not with standing anything to the contrary mentioned in any invoice, receipt or other document delivered by the Company relating to any shipment transported under this agreement.
7. It is understood and agreed that in performing the services described herein above, Company shall have no responsibility to ascertain the contents of any shipment received except to the extent of witnessing the counting of bundles and securing of shipment by the Pakistan Post's representatives. The Company assumes no liability for any shortage claimed within any distinctively and securely sealed shipment collected by the Company and delivered to the designated consignee in the same condition.
8. It is agreed that "distinctively and securely sealed shipment" is one whereby the container (s), used to hold the consignment to be transported should be closed and fastened with a non-tamperable numbered seal, to be provided by a Company, or with a device having a distinguishable mark that can be clearly seen and recognized as the consignor's special mark. The said device is attached to a container (s) so that the consignment is enclosed and firmly fixed therein and said device cannot be removed and reapplied to the container (s) without leaving visible external evidence of tempering with the container(s).
9. One "shipment" as used herein, shall be deemed to mean any sealed item or items received by Company at the same time at one location from a single Consigner, which is or are the subject of consignment for delivery to another location.
10. Company shall obtain and maintain at Company's own expense at all times during the term of this contract, insurance in such amounts and against such risks as shall adequately cover the liability the Company assumed under this contract. A certified copy of such insurance policy shall be furnished to the Pakistan Post upon request.
11. Company shall not be liable for non-performance or delays not caused by Company's fault or neglect nor for non-performance or delays caused by strikes, lockouts or labour disturbances, riots, authority of law, acts of GOD or means beyond Company's control: but Company agrees to be liable for the safety of any consignment received into its possession at any time the Company's liability in respect of which shall not to exceed the maximum amount stated under the schedule hereof.
12. The Postmaster General, reserves the right to cancel or add any location of service any time without any impact on rates and tender.

13. If any documents/information provided by the company is found false / fake at later stage and violation of any clause of agreement, the tender / agreement will be cancelled and proceeded for blacklisting as per PPRA Rules.
14. In case of non-collection of cash from any location, penalty equal to two times of the service charges of the said location would be deducted from the subsidy bill
15. The Company shall not be liable for non performance, delays or loss caused by or resulting from; (a) hostile or warlike action in time of peace or war, including hindering, combating or defending against an actual impending or expected attack (1) by any government or sovereign power (de jure or de facto) or by any authority maintaining or using military navy or air force; or (2) by military, navy or air force; or (3) by agent(s) of any such government, power, authority or force ; (b) by any weapon of war employing atomic fission or radioactive force whether in time of peace or war; (c) insurrection, rebellion, revolution, civil war, usurped power, radioactive contamination, whether controlled or uncontrolled, or action taken by the government in hindering, combating or defending these peril(s) and whether such loss be direct or indirect, proximate or remote, or be whole or in part, caused by, contributed or aggravated by above peril(s).
16. Pakistan Post agrees to declare to Company the value of each sealed shipment to be transported and in the event of claim for loss under this Contract, Pakistan Post shall promptly and diligently, assist Company to establish the identity of the consignment lost or destroyed and take unremittingly such other steps as may be necessary to assure the maximum amount of salvage at a minimum cost. Affirmative written proof of the consignment lost or destroyed shall be furnished to Company and said proof of loss, subscribed and sworn to by the Pakistan Post, shall be substantiated by the books, records and accounts of Pakistan Post which shall be accepted by the Company as conclusive evidence of the extent of loss suffered by the Pakistan Post and the Company unconditionally and unequivocally undertakes to compensate the Pakistan Post in accordance with the limits prescribed in the Schedule.
17. a) This Contract may be altered, amended or superseded in writing by the parties hereto.  
b) The parties may, by mutual consent in writing, renew the Contract, from time to time, for such periods, and on such terms and conditions, as may be agreed between the two parties.  
c) The illegality or non-validity of any paragraph, clause or provision contained in this Contract shall not affect or invalidate the remainder of the Contract. Also in the event of any legal proceedings, unsuccessful party shall pay to the prevailing party therein, all court costs and reasonable attorney's fees as fixed or allowed by the court.
18. For the services stipulated herein, Pakistan Post agrees to pay Company within two week of presentation of periodic invoices as per the charges stated herein above on availability of funds. Each period shall be of the duration of one Month
19. The rates mentioned in schedule of charges are for Pakistan Post's GPOs/POs/HPO/NPOs. Services required for other clients would be provided on Company's prevailing courier service rates.
20. All questions controversies and claims arising directly or indirectly out of consequences of this Agreement shall be settled by mutual negotiation, if such negotiation fail, the matter shall be referred to arbitrator. Director General, Pakistan Post will be the arbitrator in accordance with Pakistan Arbitration Act 1940. The decision of the arbitrator shall be final and the venue of the arbitration shall be at Islamabad.

PROCEDURE TO BE ADOPTED BY PAKISTAN POST OFFICE  
AND

M/S \_\_\_\_\_

1. Bags will be prepared with cash for those GPOs/POs/HPO/NPO requiring cash.
2. Company would assist in preparing shipment receipt and would become witness to bundle count when bags are prepared by Office/Official (s) of the Pakistan Post.
3. Once the cash has been correctly counted and is placed in the company Mustard Yellow canvas bag, it will be sealed by Pakistan Post's authorized cashier with a plastic numbered seal of company

Note: There are no two Cash in Transit plastic seal with the same number. This is to guard against fraud and tampering. The seal is pulled tight on the neck of the bag.

4. The receipt is prepared in triplicate stating the point of collection and point of delivery i.e feeding and receiving branch, with the date and the time of the cash is delivered to company.
5. 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.
6. The name and signature of the person preparing and handing over the bag to company is obtained 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 will be made for each branch and will be counted as one trip.
7. When the company staff receives the cash, one person sign on the receipt while the second person acts as witness to the signature. Company will provide name and specimen signature of guard to all GPOs/POs/HPO/NPO of Pakistan Post.
8. At the time of the delivery to the Branch, the bag is taken and placed on the counter/strong room where the authorized cashier of the receiving branch along with another authorized person cuts the plastic seal and undertake the bundle/packet count is correct and the bundle are intact, he then signs the receipt, while the second persons signs as witness, the seal of the bag will not be cut with razor/blade to avoid damage to the bags.
9. The company crew (guards) will not be responsible for any missing notes in the bundle / packets while in the count of the bundles, the guard will only be witness to any short or excess bundle received by the branch. If there are any discrepancies within bundles then the receiving branch would refer the matter to the sending branch without breaking the bundles.
10. The process will also be undertaken in the reverse direction when the GPOs/POs /HPO/NPO have excess cash to send to the Main GPO/Feeding Centers.
11. In case of an adhoc requirement which come up at the GPOs/POs/HPO/NPO requiring immediate cash, it will be catered by company on receipt of a telephone call at the company operational center.
12. To distinguish the individual bags labels are hooked to the seal to identify the branch name.
13. The bags for all transactions will be provided by Company and will remain their property.
14. Invoice for service charges will be made in respect of each branch separately with two copies along with the summary of total charges in a month.
15. The withholding tax levied by Federal Government is included in the schedule of charges offered to the Pakistan Post as such no extra charges in this behalf will be made by the Pakistan Post.

CASH TRANSPORTATION PROCEDURE

1. Filling-in of Shipment. In Client, filling-in of Shipment Receipts should be done by the client staff/officials and signed as receipt by one of company crew member duly witnessed by the second crew member. Filling-in of shipment receipts should be checked by Crew Chief as well as client staff/official so that there is no anomalies and ambiguities whatsoever. Date of collection and date of delivery with timing should be mentioned and the timing should be in hours such as 130 hours, since sometimes it causes confusion. Moreover names of persons handing over or receiving consignments should essentially be entered on shipment receipt, along with signatures. Seals of clients/customers should also be obtained at receiving as per Shipment Voucher,

2. Recording of Shipment. Every shipment picked up must be entered on the proper shipment voucher. Shipments picked up and delivered enroute are listed on delivery sheets whereas shipment picked up for hold over in vault until later in the day or overnight are listed on vault hold over sheets. Entries should be written legible with ball point pen. If an error is made, the entry must be crossed out with two lines, marked VOID and rewritten, it must not be altered or erased. Cheques picked up from customers are "Shipment" and are to be recorded in the same manner as other shipments if they are to be delivered to a Post Office or to Company Vault.

3. Delivery of Shipment to Consignees. In delivering a shipment, No.1 will obtain the consignees signatures on the delivery or vault sheet. Due caution must be exercised to avoid making a delivery to person not authorized to receive it. If notified, No.1 must make deliveries to only authorized person. No.1 should not relinquish control over shipment or allow a customer to verify the contents of a sealed shipment until proper receipt is obtained. IN WITNESS WHEREOF the parties hereto have executed this contract on the date first written hereinabove.

FOR

FOR

\_\_\_\_\_  
1st Party

\_\_\_\_\_  
2nd Party

WITNESS

WITNESS

\_\_\_\_\_

\_\_\_\_\_