

**PAKISTAN MEDICAL & DENTAL COUNCIL  
ISLAMABAD**



**REQUEST FOR PROPOSAL**

**OF**

**PROVISION OF NATIONAL AND INTERNATIONAL  
COURIER SERVICES**

**PM&DC SECRETARIAT BUILDING, MAUVE AREA,  
SECTOR G-10/4 ISLAMABAD**



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# Section – I

## Invitation for Bids



**Pakistan Medical & Dental Council  
Islamabad**

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**Invitation for Bids (IFBs)**

The Pakistan Medical and Dental Council (PM&DC) invites sealed bids from eligible bidders registered with Income Tax and Sales Tax Departments and who are on active Taxpayers list of Federal Board of Revenue for **Provision of Courier Services (Domestic & International) at PM&DC-Islamabad Head Office and its Regional Offices** through Single Stage – Two Envelops procedure for **three (03) Years against a minimum Bid Security of Rs. 500,000/.**

The complete set of bidding documents containing complete information and detailed terms & conditions are available on the E-PADS([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) & PPRA( [www.ppra.org.pk](http://www.ppra.org.pk)) and PM&DC website.

The bids must be submitted through E-PADS not later than **10:30 am** on the last date of submission of bids i.e **4<sup>th</sup> May, 2026**, Manual Submission of bids will not be accepted.

Bids must be accompanied by a Bid Security of **Rs.500,000/-** in the shape of pay order/demand draft/call deposit/banker's cheque in favor of Pakistan Medical and Dental Council. Original bid security must reach at PM&DC G-10/4, Islamabad on/or before **10:30 am** of bid closing date i.e. **4<sup>th</sup> May, 2026** and shall be opened on the same date in the office at **11:00 am**

There shall be a pre-bid meeting at PM&DC Mauve Area G-10/4, Islamabad on **23<sup>rd</sup> April, 2026 at 10:00 am**

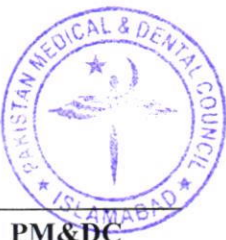
2. PM&DC reserved the right to accept or reject any or all bids under the PPRA-Rules 2004

The Primary contacts for all correspondence in relation to this bid are as follows:

**Primary Contact**

Name: Imran Zafar  
Procurement Officer

PM&DC ,0519190000 Ext # 706



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## **Section-II**

### **Instructions to Bidders (ITBs)**



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## A-Introduction

1. **Source of Funds**
  - 1.1 PM&DC has allocated budget in accordance with regular budgetary allocation for current expenditure. The PM&DC intends to spend thereof towards the instant procurement.
2. **Eligible Bidders**
  - 2.1 This Invitation for Bids is open to all firms/companies associated with carrying out similar assignments/works and preferably enlisted with any Government/Semi Government/Autonomous Body for execution of such works/services.
  - 2.2 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial laws
  - 2.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices by any authority/or legal entity.
3. **Cost of Bidding**
  - 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the PM&DC named in the Bid Data Sheet, hereinafter referred to as "the Employer's," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## B. The Bidding Documents

4. **Content of Bidding Documents**
  - 4.1 The services required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
    - (a) Instructions to Bidders (ITB)
    - (b) Bid Data Sheet
    - (c) General Conditions of Contract (GCC)
    - (d) Special Conditions of Contract (SCC)
    - (e) Schedule of Requirements
    - (f) Bid Form and Price Schedules
    - (g) Contract Form
  - 4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a



bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

**5. Clarification of Bidding Documents**

- 5.1 A prospective Bidder requiring any clarification of the bidding documents may notify the PM&DC at the address indicated in Bid Data Sheet (BDS).

**C. Preparation of Bids**

**6. Language of Bid**

- 6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer's shall be written in the language specified in the Bid Data Sheet.

**7. Documents Comprising the Bid**

- 7.1 The bid prepared by the Bidder shall comprise the following components:
- (a) A Bid Form and a Price Schedule duly completed
  - (b) Documentary evidence established in accordance with ITB Clause 11 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
  - (c) Bid security furnished in accordance with ITB Clause 12.

**8. Bid Form**

- 8.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the services to be performed, a brief description of the services, quantity, and prices etc.

**9. Bid Prices**

- 9.1 The Bidder shall indicate on the appropriate Price Schedule indicating the unit prices (where applicable) and total bid price of the services it proposes to provide under the contract.
- 9.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. All taxes, duties, adjustments shall be included in the quoted prices.
- 9.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to ITB Clause 20.5. Prices quoted conditionally shall make the bid liable to rejection.



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- 10. Bid Currencies** 10.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 11. Documents Establishing Bidder's Eligibility and Qualification**
- 11.1 Pursuant to ITB Clause 7, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 11.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Employer's satisfaction:
- (a) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
  - (b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
- 12. Bid Security**
- 12.1 Pursuant to ITB Clause 7, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.
- 12.2 The bid security is required to protect the Employer's against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 12.7.
- 12.3 The bid security shall be in Pak. Rupees and shall be in forms of an irrevocable in cashable on-demand Bank call-deposit or as may be specified in the Bid Data Sheet.
- 12.4 Any bid not secured in accordance with ITB Clauses 12.1 and 12.3 will be rejected by the Employer's as nonresponsive, pursuant to ITB Clause 20.5.
- 12.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Employer's pursuant to ITB Clause 13.
- 12.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 26 and furnishing the performance security, pursuant to ITB Clause 27.
- 12.7 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid



validity specified by the Bidder on the Bid Form; or

- (b) in the case of a successful Bidder, if the Bidder fails:
- (i) to sign the contract in accordance with ITB Clause;  
**or**
  - (ii) to furnish performance security in accordance with ITB Clause 26.

**13. Period of  
Validity of Bids**

13.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Employer's, A bid valid for a shorter period shall be rejected by the Employer's as nonresponsive.

**14. Format and Signing  
of Bid**

14.1 The Bidder shall prepare the bid by incorporating such information/forms/formats as may be require duly typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

14.2 Any interlineations, erasers, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

**D. Submission of Bids**

**15. Sealing and  
Marking of Bids**

15.1 The Bidder shall submit their bids on EPADS. Manual submission of bids will not be accepted.

**16. Deadline for  
Submission of Bids**

16.1 Bids must be received by the Employer's at the address specified in Bid Data Sheet no later than the time and date specified therein.

16.2 The Employer's may, at its discretion, extend this deadline for the submission of bids in which case all rights and obligations of the



Employer's and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**17. Late Bids**

17.1 Any bid received by the Employer's after the deadline for submission of bids prescribed by the Employer's will be rejected and returned unopened to the Bidder.

**E. Opening and Evaluation of Bids**

**18. Opening of Bids  
by the  
Employer's**

18.1 The Employer's will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

18.2 The bidders' names, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Employer's, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids and bids with bid security less than the prescribed amount.

18.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

18.4 The Employer's will prepare minutes of the bid opening.

**19. Clarification of Bids**

19.1 During evaluation of the bids, the Employer's may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

**20. Preliminary  
Examination**

20.1 The Employer's will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the



unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

- 20.3 The Employer's may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 20.4 Prior to the detailed evaluation, pursuant to ITB Clause 21 the Employer's will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- 20.5 If a bid is not substantially responsive, it will be rejected by the Employer's and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## **21. Evaluation and Comparison of Bids**

- 21.1 The Employer's will evaluate and compare the bids which have been determined to be substantially responsive.
- 21.2 The Employer's evaluation of a bid will be based on delivered duty paid (DDP) price inclusive of all duties and taxes and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid. Prices for various categories of service shall be weighted as per scores mentioned in Bid Data Sheet.

## **22. Contacting the Employer's**

- 22.1 Subject to ITB Clause 19, no Bidder shall contact the Employer's on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer's, it should do so in writing.
- 22.2 Any effort by a Bidder to influence the Employer's in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

## **F. Award of Contract**

## **23. Post-qualification**

- 23.1 In the absence of prequalification, the Employer's will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to



perform the contract satisfactorily, in accordance with the criteria listed in Bid Data Sheet

- 23.2 The determination will take into account the Bidder's financial, technical, and working capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder as well as such other information as the Employer's deems necessary and appropriate.
- 23.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Employer's will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**24. Award  
Criteria**

- 24.1 The Employer's will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 24.2 If two or more bidders quote the same price in financial proposal, then the contract will be awarded to the one with highest marks in technical evaluation.

**25. Employer's Right to  
Accept any Bid and  
to Reject any or All  
Bids**

- 25.1 The Employer's reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

**26. Notification of  
Award**

- 26.1 Prior to the expiration of the period of bid validity, the Employer's will notify the successful Bidder in writing by letter that its bid has been accepted.
- 26.2 The notification of award will constitute the formation of the Contract.



**27 Signing of Contract**

**At the same time as the Employer's notifies the successful Bidder against each category that its bid has been accepted, the Employer's will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.**

27.1 Within Seven (15) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Employer's.

**28 Performance Security**

29.1 Within Seven (15) days of the receipt of notification of award from the Employer's, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Employer's.

29.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 26 or ITB Clause 27.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Employer's may make the award to the next lowest evaluated Bidder or call for new bids.

**29 Price Variation under Exceptional Circumstances**

29.1 The quoted prices shall remain firm and fixed for the entire contract period. No escalation shall be allowed under normal circumstances. However, in the event of a duly verified Force Majeure or other exceptional circumstances beyond the control of both parties, any change in prices may be considered only with the prior written mutual consent of both the Procuring Agency and the Service Provider. Such adjustment shall be subject to proper justification, supporting evidence, and approval of the competent authority, and shall not be claimed as a matter of right by the Service Provider.

**30 Liability of lost or damaged document**

The courier firm assumes full responsibility for the safe handling and delivery of all consignments. Any loss, damage, or deterioration of goods occurring during transit shall be the sole liability of the courier firm.

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## **Section III**

# **General Conditions of Contract**



## General Conditions of Contract

### 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Employer's and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Services" means all services which the Supplier is required to provide to the Employer's under the Contract.
- (d) "GCC" means the General Conditions of Contract contained in this section.
- (e) "SCC" means the Special Conditions of Contract.
- (f) "The Employer's" means the organization purchasing the services, as named in SCC.
- (g) "The Employer's country" is the country named in SCC.
- (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (i) "The Project Site," where applicable, means the place or places named in SCC.
- (j) "Day" means calendar day.

### 2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

### 3. Country of Origin

NA

### 4. Standards

4.1 The Services provided under this Contract shall conform to the standards mentioned in the Specifications Details.



**5. Use of Contract Documents and Information; Inspection and Audit by the Bank**

- 5.1 The Supplier shall not, without the Employer's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Employer's in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Employer's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Employer's and shall be returned (all copies) to the Employer's on completion of the Supplier's performance under the Contract if so required by the Employer's.

**6. Patent Rights**

- 6.1 The Supplier shall indemnify the Employer's against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods/Services or any part thereof in the Employer's country.

**7. Performance Security**

- 7.1 Within Seven (15) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Employer's the performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the Employer's as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Employer's and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Employer's country, in the form provided in the bidding documents or another form acceptable to the Employer's; or
  - (b) a cashier's or certified check, DDR/CDR valid for term of contract.



7.4 The performance security will be discharged by the Employer's

and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

## **8. Payment**

8.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

8.2 The Supplier's request(s) for payment shall be made to the Employer's in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

8.3 Payments shall be made promptly by the Employer's.

8.4 The currency of payment is Pak. Rupees.

## **9 Prices**

9.1 Prices charged by the Supplier for Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

## **10 Change Orders**

10.1 The Employer's may at any time, by a written order given to the Supplier pursuant to GCC Clause, make changes within the general scope of the Contract in the Services to be provided by the Supplier.

10.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Employer's change order.

## **11 Contract Amendments**

11.1 Subject to GCC Clause, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

## **12. Delays in the Supplier's Performance**

12.1 Performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Employer's in the Schedule of Requirements.



12.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Supplier shall promptly notify the Employer's in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Employer's shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

12.3 Except as provided under GCC Clause, a delay by the Supplier in the performance of its service obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause, unless an extension of time is agreed upon pursuant to GCC Clause without the application of liquidated damages.

### **13. Liquidated Damages**

13.1 Subject to GCC Clause, if the Supplier fails to perform the Services within the period(s) specified in the Contract, the Employer's shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the unperformed Services. Once the maximum is reached, the Employer's may consider termination of the Contract pursuant to GCC Clause.

### **14. Termination for Default**

14.1 The Employer's, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to perform any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Employer's pursuant to GCC Clause; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Employer's has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

"corrupt practice" means the offering, giving, receiving or



soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. "fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

14.2 In the event the Employer's terminates the Contract in whole or in part, pursuant to GCC Clause , the Employer's may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Supplier shall be liable to the Employer's for any excess costs for such similar Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

### **15. Force Majeure**

15.1 Notwithstanding the provisions of GCC, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

15.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Employer's in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

15.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Employer's in writing of such condition and the cause thereof. Unless otherwise directed by the Employer's in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **16 Termination for Insolvency**

16.1 The Employer's may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Employer's.



**17 Termination for Convenience**

17.1 The Employer's, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Employer's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

**18 Resolution of Disputes**

18.1 The Employer's and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

18.2 If, after thirty (30) days from the commencement of such informal negotiations, the Employer's and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration.

**19 Governing Language**

19.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**20 Applicable Law**

20.1 The Contract shall be interpreted in accordance with the laws of the Employer's country, unless otherwise specified in SCC.

**21 Notices**

21.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

21.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**22 Taxes and Duties**

22.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Employer's.



## **Section IV. Bid Data Sheet**



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## Bid Data Sheet

The following specific data for the goods/services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

*[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes initialics mentioned for the relevant ITB Clauses.]*

<b>Introduction</b>				
<b>ITB 1.1</b>		Name of contract: Provision of Courier Services for PM&DC-Headquarters-Islamabad along-with Regional Offices i.e Lahore, Karachi, Hyderabad, Quetta, Peshawar & GB.		
S.No	Description	Qty (No)	Delivery location	Bid Security (Pak Rs.)
1.	As mentioned in Specification Details	As per Specification Details	As per above	<b>Rs. 500,000</b>

<b>ITB 5.1</b>	The Employer's address is:  <b>The Chairman, Tender Opening &amp; Evaluation Committee (TO&amp;EC) PM&amp;DC, Mauve Area, Islamabad Tel #. 051-9190000</b>
<b>ITB 6.1</b>	Language of the bid. English

<b>Bid Currency</b>	
<b>ITB 9.2</b>	The price quoted shall be(a). In Pak Rupees. (b). Delivery Duty Paid (DDP) including all taxes, duties, future price adjustments, surcharges etc and incidental costs.



## Preparation and Submission of Bids

<b>ITB 11.2</b>	<p><b>Mandatory Requirements:</b> Company must furnish following information / documents along-with Technical Proposal failing which the bid shall be rejected without further evaluation: -</p> <ol style="list-style-type: none"> <li>a. Copy of NTN certificate</li> <li>b. Copy of GST certificate.</li> <li>c. Company/Firm Website</li> <li>d. Minimum 05 years of experience doing business in all the major cities of the country</li> <li>e. Affidavit on legal paper that the firm has not been black listed by any Government / Semi /Autonomous Government organization.</li> </ol>
<b>ITB 12.1</b>	Amount of bid security is <b>Rs. 500,000/-</b> each category

<b>ITB 12.3</b>	Bid Security shall be in form of Pay Order/Demand Draft/CDR.
<b>ITB 13.1</b>	Bid validity period: Ninety (90) days after the Bid Opening.
<b>ITB 16.1</b>	<p>Address for bid submission.</p> <p><b>The Chairman,</b></p> <p><b>Tender Opening &amp; Evaluation Committee (TO&amp;EC)</b></p> <p><b>PM&amp;DC, Mauve Area, Islamabad</b></p> <p><b>Tel #. 051-9190000</b></p>
<b>ITB 16.1</b>	Deadline for bid submission is <b>10:30 am on 4<sup>th</sup> May, 2026.</b>
<b>ITB 18.1</b>	Time, date, & place for bid opening. <b>11.00 am on 4<sup>th</sup> May, 2025 at PM&amp;DC, Mauve Area, Sector G-10/4, Islamabad</b>



## Bid Evaluation

**ITB 21.2**  
**ITB 23.1**

Criteria for Bid evaluation:

Description	Maximum Marks	Criteria
Year of Establishment	15	One mark will be awarded for each year of experience beyond 10years Max 15 Marks.
No. of Employees (Minimum2000)	15	Five marks will be awarded for every 1000 employees beyond 2000 employees. (Above500employeeswillbeconsideredas 1000and below as zero).
Express Services Centers (minimum 150 Centers)	15	Fivemarks will be awarded for every 50 express centers beyond 150centers. (Above 25 centers will be considered as 50 and below as zero).
Delivery Locations	10	Two marks will be awarded for every 100delivery locations beyond 100 locations. (Above 50 locations will be considered as 100 and below as zero)
SMS& Online Tracking	10	05 marks for SMS & 05 marks for Online
API integration with PM&DC System	10	Yes:10 marks No: Nil
ISO Certified Company	10	Yes:10 marks No: Nil
Last three years Audited Accounts	15	Two marks will be awarded for every 100 Million Turnover Per Annum beyond 100 Million (Above 50 Million will be consideredas 100 and below as zero)
<b>Total</b>	<b>100</b>	

- Supporting documents must be attached with Technical Proposal for each evaluation parameter.
- Minimum threshold for qualifying is 60% out of 100.



# Section V

## Special Conditions of Contract



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Service Provider

## Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### 1. Definitions (GCC Clause 1)

- (a)—The Employer's is: PM&DC, Islamabad.
- (b)—The Employer's country is: Islamic Republic of Pakistan
- (c)—The Project Site is: Islamabad

### 2. Country of Origin

NA

### 3. Performance Security

The supplier shall be required to provide performance security at the rate of **5 %** of the bid amount. This performance security remains valid till twelve months from the date of contract and shall be renewed on yearly basis as and when the contracts are renewed. The standard form of performance security acceptable to the Employer shall be in the form of an unconditional bank guarantee from a scheduled bank, or other cashable banking instrument including DDR/CDR valid for the period of the contract.

### 4. Delivery and Documents.

Delivery Duty Paid (DDP) terms.

Upon performance of service, the supplier shall notify the Employer's the full details of the service, including Contract number, description of services, quantity etc. The Supplier shall provide the following documents to the Employer's:-

- (i) Copies of Supplier's invoices showing service description, quantity, unit price and total amount.
- (ii) Delivery Reports of correspondence made during the period which for invoice has been generated.

### 5. Insurance

NA



## Payment

Method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

**On Acceptance:** 100 percent of the invoice value shall be paid within thirty (30) days of receipt of the documents mentioned in SCC Clause 8. Invoices may be generated on monthly/quarterly basis.

### 7. Prices

Prices shall be fixed for the period of 03 Years from date of award of contract and can be negotiable as per ITBs clause 29.

### 8. Liquidated Damages

Liquidated Damages amounting to 1% of the invoice amount shall be deducted from in case more than 5% of the dispatched envelopes billed in the invoice are delivered beyond the time limit specified in the Schedule of Requirements.

Liquidated Damages amounting to 2% of the invoice amount shall be deducted from in case more than 10% of the dispatched envelopes billed in the invoice are delivered beyond the time limit specified in the Schedule of Requirements.

### 9. Resolution of Disputes

The dispute resolution mechanism to be applied pursuant to GCC Clause shall be as follows:  
In the case of a dispute between the Employer's and the supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Employer's country.

### 10. Governing Language

The Governing Language shall be: English

### 11. Applicable Law

-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

### 12. Notices

Employer's address for notice purposes: Registrar, PM&DC, Islamabad.



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# Section VI

## Schedule of Requirements



# Schedule of Requirements

S#	Description
1	Provision of courier services from point of collection (PM&DC-HQ) as well Regional Offices i.e. Lahore-Karachi-Hyderabad-Quetta-Peshawar & GB to addresses within the territorial jurisdiction(local)
2	Provision of courier services from point of collection (PM&DC) as well Regional Offices i.e. Lahore-Karachi-Hyderabad-Quetta-Peshawar & GB to any address in Pakistan, excluding at S.No.1
3	Provision of courier services for International from point of collection (PM&DC-HQ)-Islamabad to anywhere in the World.
4	Delivery is required to be completed as Overnight for National/Domestic and 96-120 hours for International.
5	Packages for delivery shall be collected from PM&DC (HQ) as well as from Regional Offices twice at day i.e. at 10:00am and 5:00pm.
6	The successful bidder will be responsible for entering each courier into our system and sending department-wise emails.



# Section VII Sample Forms



## Sample Forms

### Notes on the Sample Forms

The Bidder shall complete and submit with its bid the **Bid Form** and **Price Schedules** pursuant to ITB and in accordance with the requirements included in the bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Purchaser, pursuant to ITB..

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause, acceptable deviations (e.g., payment schedule pursuant, spare parts pursuant to ITB, or quantity variations pursuant to ITB Clause. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security** and **Bank Guarantee for Advance Payment** forms should not be completed by the bidders at the time of their bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Purchaser and pursuant to GCC Clause and SCC, respectively.



# 1. Bid Form

Date: \_\_\_\_\_

To: *[name and address of Employer's]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of

*[total bid amount in words and figures]*

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

The contract will be awarded based on lowest Bid evaluated basis for **three year** starting from the date of issuance of award letter and can be extended further 2 years with same terms and conditions on mutual consent.

All factors which may affect should be considered by the bidders while quoting their bids during the currency of contract "No Claim in this regard shall be entertained by the PM&DC"

We undertake, if our Bid is accepted, to deliver the goods/services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Employer's.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent

Amount and Currency

\_\_\_\_\_

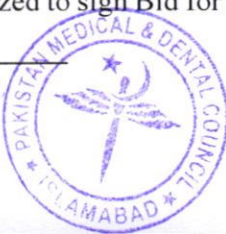
\_\_\_\_\_

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



**2- PRICE SCHEDULE**

Service	Weight	Shipment Rates in Pak Rupees										
		Within City			Same Province			Different Provinces				
Overnight		1st Year	2nd Year	3rd Year		1st Year	2nd Year	3rd Year		1st Year	2nd Year	3rd Year
	0.0KG to 0.5KG											
	0.6 to 1KG											
	Each Addl 0.5KG											
<b>Total Domestic Bid Price</b>												

**International**

Weight	Shipment Flat Rates World Wide in Pak Rupees		
	1st Year	2nd Year	3rd Year
Upto 0.5KG			
0.6 to 1KG			
Each Add 0.5KG			
<b>Total International Bid Price</b>			

**Note:** The bidders shall quote price for all categories of shipments and Weights.

All factor which may affect shall be considered by the bidders while quoting rates in their bids. During currency of Contract “No claim in this respect shall be entertained by the PM&DC”



PM&DC

Service Provider

### 3- Contract Agreement

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between [name of

Employer's] of [country of Employer's] (hereinafter called "the Employer's") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Employer's invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Document and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the Employer's Notification of Award.
3. In consideration of the payments to be made by the Employer's to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Employer's to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Employer's hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Employer's) Signed,

sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)



PM&DC  
ISLAMABAD

#### 4. Performance Security Form

To: *[name of Employer's]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 20\_\_\_\_ to supply *[description of goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*



\_\_\_\_\_  
PM&DC

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\_\_\_\_\_  
Service Provider