

TENDER NOTICE

The Postmaster General Central Punjab Circle, Lahore, a Federal Government Department invites e-quotations / bid (only registered with EPADS) which is valid 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 eprocure.gov.pk and PPOD's website i.e 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 on or before 29.07.2026 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. 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.
8. 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.


Dy. Postmaster General (OP)
Central Punjab Circle Lahore

Sl. No	Descriptions	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Experience in running cash Conveying through transport Business with any Department / organization like Pakistan Post Office / Banks previously	If 10-years or above 10 Marks If more than 07 & less than 10 years 08 Marks If more than 05 & less than 07 years 06 Marks If more than 01 & less than 05 years 04 Marks (Total 10 Marks)
2	Number of operational offices in designated districts (as advertised) of Central Punjab Circle Lahore.	If in all operational districts 10 Marks If not in all operational districts 05 Marks
3	N. T. Number / GST / PRA No. (Bidder Should be Tax Payer, Evidence should be attached)	10 Marks
4	Affidavit (on stamp paper) regarding non-blacklisting (Bidder must not be blacklisted from any forum)	10 Marks
5	Affidavit (on stamp paper) regarding sound financial capacity (As required in tender documents)	10 Marks
6	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
8	NOC/ authorization letter from relevant Agencies, Provincial and Federal Government	10 Marks
9	Availability of valid insurance certificate for cash transport in all the cities and districts mentioned in Tender documents	10 Marks
10	Insurance of the company employees	10 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

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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 FOR DAY POST OFFICES (09:00 to 17:00)

Distance	Distance	Rate (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. RATE FOR NIGHT POST OFFICES

(Evening Post Offices to GPO and vice versa within 17:01 Hrs to 21:30 Hrs)

Distance	Distance	Rate (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.

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.

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, Sheikhupura, 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 on or before 29.07.2026 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 NOC's 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.

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.

A signed copy of tender document ascertaining that the bidder has read and agreed to all terms and conditions of the tender.

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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, Sheikhupura, 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 / SPOs.
- 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

SPECIAL INSTRUCTIONS

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/PQs/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.

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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

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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**

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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: