

OFFICE OF THE POSTMASTER GENERAL CENTRAL PUNJAB LAHORE

Tender Form for annual repair, petty repair works and day to day Supply of Building Items 2026-27

Nature of Work:- _____

I/We _____

hereby tender for the execution in the jurisdiction of the Postmaster General Central Punjab Circle, Lahore, the work specified above for the FY 2026-27. The approved rates for the year 2026-27 shall be valid until and unless the tender rates for next financial year are approved by the Postmaster General Central Punjab Circle, Lahore. Percentage of Pak. PWD Schedule of Rates 2022 shall be followed for buildings, roads, water supply, sanitary installation and electrification work.

MEMORANDUM

To be filled by the Contractor

S. No.	Zone No.	Nature of Work	Rate on Pak PWD SR-2022 for Civil Works	Above or Below
1	Zone 01.	Annual Repair		
2		Petty Repair		
3		Day to Day Supply (Building Items on Pak PWD Basic Rate of Materials)		
4	Zone 02.	Annual Repair		
5		Petty Repair		
6	Zone 03.	Annual Repair		
7		Petty Repair		
8	Zone 04.	Annual Repair		
9		Petty Repair		

2. Earnest Money Paid
(Receipt to be attached) _____

3. The work is assigned to the contractor will have to be completed by him within the period specified in the work order, failing which the contractor will have to pay a penalty @ of 0.1% of the total cost per day (as per rule) in excess of period scheduled in the work order subject to the discretion of the Postmaster General Central Punjab Circle, Lahore.

4. I /We hereby agree to abide by and fulfill all the terms and also those in force in the PWD to the following conditions: in case of default the security deposit shall be forfeited to the Postmaster General Central Punjab Circle, Lahore.

INTERPRETATION CLAUSE

- i. The Govt. means the President of Pakistan.
- ii. The Department means Pakistan Post office Department.
- iii. The Office means % the Postmaster General, Central Punjab Circle, Lahore.

(Signature of Contractor)

TERMS AND CONDITIONS

- The work is to be carried out according to Pak PWD Schedule rates prescribed in 2022 buildings, roads, water supply, sanitary installation and electrification and specification or any other adopted by the department with due diligence and in works like manner. The material used when supplied by the party tendering is to be of the best kinds procurable and in all cases is to be subject to the approval of Postmaster General Central Punjab Circle, Lahore, whose decision to the rate of progress and the quality of work or material shall be final.
- The Postmaster General Central Punjab Circle, Lahore may put and end to this agreement at his option at any time in the case of bad work or material deducting the value of work rejected material removed or the cost of replacing the same as he may think proper from any amount due or that may become due to the party making the tender.
- The Tender will not be liable for any additional work or repair which have not been provided for in the estimate but carried out by the party tendering without the previous written sanction of the officer accepting the tender.
- No additional charge for the preparation of the plans and estimate in connection with the tenders will in any circumstances be accepted by this department.
- Paint and color must be removed from any place where it may be accidentally or carelessly splashed and all rubbish and surplus material must be removed from Govt. premises immediately on completion of work.
- The contractor should invariably submit his/their bills immediately on completion of work and in no case later than a fortnight after completion of works otherwise a penalty of 0.1% per day would be imposed by Postmaster General at his discretion for the period in excess of the admissible number of days.
- The contractors shall obtain and submit a completion certificate from the officer/ in-charge of the building, normally running payment will be made after production of certificate.
- The rates Schedules / non- Scheduled applied in a detailed estimate will be treated as accepted by the contractors if the same is not challenged by the contractors within 15 days of its receipts. No claim for its revision will be entertained later on.
- In case of any objection, the contractor shall make a claim within one month only, after the expiry of this period he has no right to enforce any claim etc.
- The contractor will have to make his own arrangements of water and in case he used the water from the department taps, recovery at the rate in force in locality on time will be made from him by the in-charge of the building.
- The quantity of the work executed shall be measured and payment on the completion of work, or the termination of this agreement. Final measurement will be made and the accounts adjusted accordingly, no further claim from the contractor in any respect will be entertained by the Postmaster General Central Punjab Circle, Lahore after the final authority to give decision at the contractor's claim, if preferred subsequently.
- The party tendering shall permit Govt. at the time of making any payment to him / them for work done in pursuance of acceptance of this tender to deduct 1/10 as security for the due performance by him /them of works thereby tendered for. It is also hereby agreed that some of money payable by the party tendering to Govt. in connection with these works may be realized from the amount deducted as aforesaid on from any sum which may be due or may become due to him / them by Govt. on any account what so ever.

(Signature of Contractor)

- The material shall not be arranged / supplied by the department in any circumstances. The work will be executed and completed by the contractor within specified period in all circumstances. If the contractor fails to complete work within specified period his name will be removed from approved list or his case for **Black Listing** will also be considered.
- The security deposits shall not be returned to the contractor until a period of three months shall have elapsed after payment of final bill for work, but the portion retained will cover any claim that may be outstanding against the contractors. The Govt. will not re-imburse the party surrendering for any loss in carrying out the contract.
- If any work is found to have been executed with unsound, imperfect or unskillful work or with material of any inferior description of a quality inferior to that contracted for the same may have been advertently passed, certified the paid for contractors, have to rectify or removed and reconstruct the work as specified in which or part as case may require, failing which the Postmaster General Central Punjab Circle, Lahore shall have the power to get the work re-executed at the risk and expenses in all respect of the contractor or to recover the amount from any sum which may be due or may become due to him / them by Govt. or any account at any stage what so ever.
- If any contractor or his / their people makes things, make defective, damaged or destroy part of building, road fence enclosure, or grassy land continues on the which the work or any work it is being executed or any damages caused to the work which is in progress from any cause what so ever or any imperfections become apparent in it within one year after certificate final or other of its completion would have been given by the officer incharge or final payment is made after its completion the contractor shall make good the same to be made good by the workman and deduct the expenses from any money that may be with them or at any time thereafter any become due to the contractor or from him their security deposit.
- The contractor shall in no circumstances sublet the contract.
- The time allowed for carrying out the work as entered in the work order / tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order to commence is given to the contractors. The work shall throughout the stipulated period of the contract be proceeded with all due diligence. Time to be deemed of the essence of the contract on the part of the contractor and the contractors shall pay as compensation or amount equal to the amount mentioned in estimate or such smaller amount as the Postmaster General Central Punjab Circle, Lahore whose decision in writing shall be final, may decide on the amount of estimated cost of the whole work as shown by the tenders from every work that the works remain un-commenced or un-finished after proper date.
- The total cost of work shown against each work being provisional subject to variation (increase or decrease) will depend on the actual demand of the department and availability of funds.
- The Postmaster General Central Punjab Circle, Lahore therefore, does not guarantee to the contractor that the total cost of work to be executed will be same as given in the terms & condition.
- A Bank draft of earnest money will be utilized for particular tender only and not with other work.

(Signature of Contractor)

NOTE

1. No entry in this Tender Form should be made by any member of the staff of this department; Infringement of this clause will result in outright rejection of the tender.
2. If any contractor/ agency tendering in this department is found to be blacklisted later on in other department this tender will be rejected outright without assigning any reason and his name will also be removed from approved list of this department.
3. The department does not take responsibility to provide accommodation to the contractor during the course of execution of work at any station. The contractor should make his own arrangement for the purpose.

(Signature of Contractor)

Dated _____

1. Witness's Name _____ Signature _____
(Not to be witness be any tendering contractor)

2. Witness's Name _____ Signature _____
(Not to be witness be any tendering contractor)

Detail of Zone Lists under the Jurisdiction of Postmaster General Central Punjab Circle, Lahore for the Year 2026-27.

ZONE NO.1

S.N	NAME OF BUILDING
1	GPO LAHORE.
2	Postal Colony Edward Road Lahore.
3	D.M.O. Railway Station,Lahore.
4	P.O. Timber Market Lahore.
5	Data Gunj Bukhsh P.O.Lahore.
6	Shah Alam Market P.O. Lahore.
7	P.O & PM's Res, Baghbanpura Lahore.
8	P.O. & PM's Res,Chahmiran Lahore.
9	P.O. building Shahdarah Lahore.
10	P.O. building Badami Bagh Lahore.
11	Postal Colony Johar Town Lahore.
12	Officers Banglows Faisal Town Lahore.
13	P.O.Blg. Faisal Town Lahore.
14	P.O. & PM's Res, B-1 Town Ship Lahore.
15	P.O. & PM's Res,D-II Green Town Lahore.
16	P.O.Blg. New Garden Town Lahore.
17	P.O.Building Model Town Lahore.
18	P.O. & PM's Res,M-Block Model Town Lhr.
19	Officer Res,152-B,Model Town Lahore.
20	Cantt; Rest House Lahore.
21	G.P.O. Lahore Cantt; & Postal Quarters
22	P.O. Bulding R.A. Bazar Lahore.
23	P.O. Building L.C.C.H; Lahore.
24	P.O. Building Canal Bank Lahore.
25	P.M.G Office, Masjid Building Lahore and attached quarters.
26	P.M.G Post Office, Lahore.
27	Garhi Shahu Building (DAPPO) Lahore.
28	37-Shah Jamal,Ichra Lahore.
29	PSD,BCO & attach Quarter Mughalpura Lahore.
30	PO & PM's Quarter Mughalpura Lahore.
31	Rest House Shadman Lahore.
32	PO & PM Res Shadman Lahore.
33	Pak Post Model Girls High School Multan Road Lahore.
34	Post Medical Centre Multan Road Lahore.
35	PTC Hostel & attach Quarter Multan Road Lahore.
36	P&T Colony Multan Road Lahore.
37	P.O. & PM's Res, Samanabad Lahore.
38	P.O. & PM's Res, A.I.Town Lahore.
39	P.O. & PM's Res,F&V Market A.I.Town.
40	P.O. & PM's Res, Rehmanpura Lahore.
41	P.O.building Ichhra Lahore.
42	Dr. Residence Riwaz Garden Lahore.
43	P.O. Building Rewaz Garden Lahore.
44	Postmall Gulberg Lahore.
45	P.O. & PM's Res, Liberty Market Lahore.
46	P.O. & PM's Res, Ghalib Market Lahore.
47	Postal Colony New Muslim Town Lahore.

ZONE NO.2

S.N	NAME OF BUILDING
1	Faisalabad GPO
2	Faisalabad GPO Postal Colony
3	Division Office Faisalabad
4	DMO office Faisalabad
5	Faisalabad City PO+PM residence
6	Ghulam Muhammad Abad
7	Gulfishan Colony
8	Jinnah Colony PO+PM residence
9	Millat Colony PO+PM residence
10	Nishat Abad PO+PM residence
11	Peoples Colony No. 2 PO+PM res
12	Peoples Colony Officer Residence
13	Millat Town PO+PM residence
14	Allama Iqbal Colony
15	Iron Market
16	Jaranwala GPO + PM Residence
17	Chak Jhumra HSG + PM Residence
18	Chak NO.66 GB
19	Murridwala
20	Kanjwani SO + PM Residence
21	Mamoon Kanjan PO + PM Residence
22	Sammundri HSD + PM Residence
23	Tandlianwala HSO + PM Residence
24	Dijkot PO
25	Jail Road Postal Colony No-2
26	Jhang GPO
27	DS Office Jhang + Residence
28	Maghiana P.O + PM Residence
29	Jhang City P.O + PM Res
30	Satellite Town P.O + PM Res
31	Shah Jewona P.O + PM Res
32	Jamia.Muhammadi Sharif P.O Res
33	Chiniot P.O + PM Res
34	Chinab Nigar P.O + PM Res
35	Lallian P.O + PM Res
36	Shor Kot City P.O + PM Res
37	Shor Kot Cantt
38	Gojra P.O + PM Res
39	T.T Singh GPO + Res
40	Pacca Anna
41	Rajana Road P.O + PM Res
42	Kamalia P.O + PM Res
43	Pir Mahal P.O + PM Res
44	Sandhilianwali P.O + PM Res
45	Postal Colony Jhang
46	Bhowana P.O + PM Residence

ZONE NO. 3

S.N	NAME OF BUILDING
1	Sialkot Cantt Regional Office
2	Sialkot Cantt Post Mall
3	Kotli Loharan PO+PM Res:
4	Marala PO+PM Res:
5	Gartol PO+PM Res:
6	Pasrur HPO+SPM Res:
7	Narowal GPO
8	Kanjur PO+PM Res:
9	Noor Kot PO+PM Res:
10	Naina Kot PO+PM Res:
11	Shakar Garh PO+PM Res:
12	Sukho Chak PO+PM Res:
13	Daska HPO
14	Chawinda P.O
15	Gujranwala GPO
16	Gujranwala DSPO + Res.
17	Gujranwala Cantt HPO
18	Wahdat Colony PO+PM Res:
19	Peoples Colony"Y" Block PO+PM Res:
20	Satellite Town PO+PM Res:
21	Wazirabad HPO with PM Res:
22	Khanki PO+PM Res:
23	Pindi Bhatian PO+PM Res:
24	Sukhaki Mandi PO+PM Res:
25	Hafiz Abad GPO+SPM Res:

ZONE NO. 4

S.N	NAME OF BUILDING
1	Qila Sheikhpura GPO + PM Res
2	Divisional office Qila Sheikhpura
3	Postal Colony Qila Sheikhpura
4	Qila Sheikhpura Katchary + PM Res
5	Qila Sheikhpura City
6	Sangla Hill + PM Residence
7	Nankana Sahib HSG + PM Residence
8	Manawala PO
9	Marh Balochan + PM Residence
10	Jandiala Sher Khan
11	GPO Buiding Okara.
12	Okara Cantt & P.M Residence
13	DMO Okara
14	PO Kahna Nau.
15	GPO Building Kasur.
16	PO & PM Res ,Chunian.
17	PO & PM Res ,Pattoki.
18	PO Kot Radha Kishan.
19	PO & PM Res ,Renala Khurd.
20	PO & PM Res Mandi Ahmedabad P.O
21	PO & PM Res Depalpur Post Office