

INVITATION FOR BID

The Dy. Postmaster General Postal Region Sialkot invites sealed bids from financially sound security services company / organization / firm (to be called as service providers hereinafter) for provision of security services for its GPO's Head and Sub. Post Offices in Sialkot Region of District Sialkot, Narowal, Gujranwala, Hafizabad, Gujrat and Mandi Bahauddin.

1. The Service Provider should be registered with sales tax department, having National Tax Number (NTN).
2. The service provider interested in providing security services can obtain detailed and terms and conditions from this office.
3. All quotations must carry 2% bid security of the bid price in the shape of pay order / demand draft, CDR in the name of Dy. Postmaster General Sialkot Region Sialkot which will be refundable after finalization of bid process.
4. The sealed bid along with CDR. DEMAND DRAFT must be delivered to this **office on 30-09-2019 up to 11:00 am.** These will be publically opened on same day at **11:30 AM** in Committee Room of Regional Office Sialkot in the presence of parties or their authorized representatives who wish to attend. The Dy. Postmaster General Sialkot Region Sialkot will not be responsible for any cost or expense incurred by bidders in connection with preparation or delivery of bids.
5. All prices must be quoted in Pak Rupees and should include any Taxes applicable, such as GST Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes. Any subsequent change in tax regime would be adjusted accordingly.
6. The bids should be submitted in **Two separate sealed envelopes** clearly marked as **“TECHNICAL BID PROVISION OF SECURITY SERVICES” AND FINANCIAL BID PROVISION OF SECURITY SERVICES”**.
7. The selection will be based on two step bidding process and separate evaluation of technical bid and financial bid will be carried out. First the technical bid will be opened.
8. The financial bid of only those service providers will be opened who scores more than 70% of the total score in technical bid. The technical evaluation will be carried out based on the information provide by the service providers as

mentioned in Annexure "A" will be available with **TENDER APPLICATION FORM**. The service providers are advised to go through Annexure "A" and provide the complete information as per said Annexure.

9. The interested service provider can get **TENDER APPLICATION FORM** along with terms and conditions after payment of Rs.500/- from the office of undersigned **up to 27-09-2019**.
10. Any detail or information would be available on Phone No.052-4271287.
11. Successful bidder will deposit 5% of the total bid price as performance grantee in the shape of CDR valid for at least one year from the date of agreement in the name of Dy. Postmaster Sialkot Region Sialkot.
12. **The requirement vacancies will be 50 in numbers.** However, the above ration of vacancies can be increased / decreased as per requirements in accordance with PPR-2004.
13. The age of Security Guard should not be more than 50 years.
14. The Dy. Postmaster General Sialkot Region Sialkot reserves the right to accept or reject one or all of the bids/ offices wholly or partially in accordance with PPR-2004. Tenders received through any other mode / addressed to any other person will not be entertained.
15. All the relevant clauses of PPR-2004 will be applicable.



Asstt. Postmaster General (O & FS)
052-4271201