



**Ministry of Communications
Government of Pakistan**

**TENDER NOTICE FOR PROCUREMENT OF MAIL BAGS FOR THE FINANCIAL
YEAR 2021-2022.**

Sealed tenders are invited in form of Technical Proposal and Financial Proposal from interested firms of good repute and which are registered with Sales Tax Department and active on ATL of FBR website for the Procurement of Mail Bags for the year 2021-2022 to the Pakistan Post Office Department consignable at the various stations in the country (details will be provided in the tender form).

2. Sealed Tenders will be received in accordance with rule 36 (b) of Public Procurement Rules 2004 issued by the Government of Pakistan. The tender which are not in accordance with the said rule will be rejected instantly. The envelope shall be marked as “FINANCIAL PROPOSAL” and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. The Financial Proposals of bids found technically non-responsive shall be returned unopened to the respective bidders.

3. The prescribed forms having details of terms and conditions/ specifications can be obtained from Room No. 01, Directorate General, Pakistan Post Office, Sector G-8/4, Islamabad on production of receipt by depositing **Rs. 5,000/-** cash (non refundable) per set in any General Post Office under head (ACG-67) “Unclassified Receipts”.

4. The tenderer must, at the time of submission of tender, furnish one sample (Non returnable) of each item as per specifications/ samples duly signed and stamped by the tenderer in the envelope marked “TECHNICAL PROPOSAL”.

5. The sample of each item can also be seen in Room No. 01, Directorate General, Pakistan Post Office, Sector G-8/4, Islamabad during office working hours.

6. The tenderer should submit an affidavit stating that his / her firm has not been black listed by any Government / Semi Government/ Autonomous body and no legal action is under way against his / her firm in the Court of Law.

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7. Sealed tenders along with the samples as per tender forms should be submitted to the undersigned by **02-11-2021** before **11:00 am** which will be opened by the Tender Committee on the same day at **11:30 am** in the presence of the representatives of bidders who may choose to be present at the time of opening of tenders. The tender received after **11:00 am** will not be entertained.
8. Tenders must be accompanied by 2% earnest money (refundable) of the total cost of bid in the shape of Postal Draft / Bank Draft / Pay Order in favor of Director General, Pakistan Post Office, Islamabad, in the envelopes mark Financial Proposal and rate quoted by the firm. Any other mode of deposit of earnest money will not be accepted. One rate may be quoted for each item.
9. The earnest money of the firm will be returned after clearance of laboratory test expenditure.
10. The expenditure on laboratory tests of the samples received with the technical bids will be borne by the bidders. The expenditure will be collected from the bidders before opening of financial proposals, failing which, the financial proposals of the firms will be returned un-opened.
11. The competent authority reserves the right to accept or reject any or all tenders and also increase or decrease the quantity of stores due to administrative reasons in accordance with PPR-2004, before issuance of supply order.

(Tooba Batool)
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