



**OFFICE OF THE POSTMASTER GENERAL METROPOLITAN CIRCLE KARACHI-75600**

**NOTICE INVITING TENDER FOR SUPPLY OF  
POSTAL FRANKING MACHINE, SPARE PARTS & REPAIR/MAINTENANCE**

- 1) Sealed tenders are invited from manufacturers / authorized distributors / suppliers/ Sole Agents and Importers for supply of Franking Machines and Spare Parts and subsequent maintenance of specified type of Franking Machines attached with tender form. The parties/firms should have capability to repair/maintain with replacement of parts of the maximum number of existing various types of manual/electronic Franking Machines under use of Pakistan Post and Private License Holders. List of Franking Machine required to be maintained/repared will be provided alongwith tender documents.
- 2) Interested parties / firms may obtain tender documents containing detailed specification of items from the office of Postmaster General Metropolitan Circle, St No. 19, Block-2, Shahrah-e-Ghalib in front of Ziauddin Hospital Clifton Karachi from 10:00 to 15:00 hours on any working day up to 24-01-2022 by producing receipt of Rs. 2,000/- fee (Non refundable) deposited in any GPO.
- 3) The parties / firms are supposed to supply the required Franking Machine or Spare Parts as and when required by the authorized Franking Machine user.
- 4) Tender will be received in accordance with rules 36 (b) Public Procurement Rules 2004. The tender which is not in accordance with the rule will be rejected instantly. The bid shall comprise a Single Package containing Two (02) separate envelopes. Each envelop shall be marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters to avoid confusion. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
- 5) Properly sealed tenders should reach in the office of the Postmaster General, Metropolitan Circle, at St.19, Block-2, Clifton, Karachi to the undersigned by **25-01-2022** upto 11:00 hours through registered post or by hand together with the earnest money. Tender will be opened as per below Schedule in the presence of bidders or their authorized representatives:

<b><u>Schedule of Tender</u></b>	<b><u>Tender Date</u></b>	<b><u>Opening Time</u></b>
Technical Bids	25-01-2022	11:30 am
Financial Bids	26-01-2022	11:30 am

- 6) Tender should contain the following documents
  - i) Copy of Dealership Certificate.

- ii) Firm Registration Certificate of SECP.
  - iii) Copy of CNIC of the representative of Tenderee firm.
  - iv) Copy of the National Tax Number (NTN) Certificate
  - v) Copy of Sales Tax Registration Certificate.
  - vi) Tax Returns for the last three financial years.
  - vii) Undertaking that the firm is neither blacklisted by any Govt. agency, nor is involved in any litigation against any Govt. Department.
  - viii) Earnest money in the shape of Pay Order of Rs. 50,000/- (Fifty Thousand Only) payable to the Postmaster General, Metropolitan Circle, Karachi. (Refundable)
  - ix) Bank statement regarding financial stability of the firm /Tenderee.
  - x) Rates are to be quoted on Tender Documents only in PKR inclusive of all taxes.
  - xi) Company Profile and list of Clients / Organizations to whom, services have been provided by the company in past.
- 7). The earnest money of the successful bidder, who fails to fulfill the terms and condition of tender and violation of major clause of the agreement/contract will be forfeited.
- 8). The Postmaster General Metropolitan Circle Karachi, reserves right to include /exclude any item specified in the Tender Notice/ documents.

  
**(Bhutto)**

**Dy. Postmaster General  
(Operation)  
Metropolitan Circle, Karachi**