

BID DOCUMENTS

“Hiring of Courier Services for IBMS (FIA)”

TENDER NO JULY 2023

FOR FY 2023-24, 2024-25 & 2025-26

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GENERAL INSTRUCTIONS

1. IBMS (FIA) intends to hire the services of a well reputed Courier Company for provision of courier services/transportation of goods to/from IBMS (FIA) Hqrs, Islamabad to its various site offices across Pakistan including borders with neighboring countries.
2. The services will be hired according to PPRA Rule as Single stage – two envelope procedures.
3. Bid shall be submitted in a single package containing two separate envelopes clearly marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**”.
4. **Mandatory Requirements** Courier Company must furnish following information / documents along with Technical Proposal failing which the bid shall be rejected without further evaluation:
 - a. Copy of NTN certificate
 - b. Copy of GST certificate.
 - c. UAN
 - d. Company /Firm Website
 - e. Minimum 10 years of experience
 - f. Affidavit on legal paper that the firm has not been black listed by any Government/Semi Government organization.
5. **Performance Bond:** The successful bidder/courier company shall furnish to IBMS (FIA) prior to signing of the Agreement, as security for commencement of courier services a Performance Bond in the form of a bank guarantee from any local/international bank of worth Rupees Rs=500,000/- (Rupees Five Hundred Thousand only).
6. **Bid Validity** Bid shall be valid for 90 days of bid opening date.
7. **Evaluation of Technical Proposal** Based on the record/documentary evidence submitted by the bidders, each bidder shall be evaluated as per the Technical Evaluation Criteria at **Annex-A**. Minimum threshold for qualifying for financial evaluation shall be 70%.
8. Bidder shall quote the courier charges as per the format at **Annex-B** of this document.
9. **Award of Contract** Financially lowest bidder shall be considered for award of contract. Financially lowest bidder shall be determined by calculating the combined average domestic rates for three years/weight.
10. If two or more bidders quote the same price in financial proposal, then the contract will be awarded to the one with highest marks in technical evaluation.

Successful bidder will sign a contract /agreement for the period of three years. Draft agreement also placed in tender

document at **Annex-C**.

12. Both parties (IBMS (FIA) or service provider) can terminate the contract with the notice of one month period without assigning any reason.
13. Payments shall be made on bi-annually basis after issuance of invoice by the Service Provider. All Federal and/or Provincial taxes and other duties will be deducted as per Government Rules.
14. Interested Courier Companies may forward their proposals as per above instructions to the undersigned.
15. IBMS (FIA) reserves the right to accept or reject the tender without assigning any reason as per PPRA rules.

18. Type of Goods to be transported

Stationary Items, Misc Items, Hardware (Computer, LEDs, CPU, Laptops, UPS, Batteries, Passport Scanners, Finger Print Devices, Cameras, Printers, Photocopier Machines, USB, HDD, Servers, Racks, PDUs, Power Extensions, Furniture Items including Chairs, Tables, Side racks, coffee tables, Telephone Sets, Coat Hangers, Tyres, Batteries, Old/New Spare Parts for vehicles, Routine Surface Mail, Old/obsolete unserviceable items for auction, Toners, Cartridges, Sofa seats, Sofa cum beds,

19. Packing the goods with bubble sheet to avoid any damage images of which will be email after packing of special consignment on the given email i.e., Ateeq.javed@ibms.gov.pk

Assistant Director (Logistics)

BIDDING DATA SHEET

a. Name and address of the Procuring Agency:

The Procuring Agency is IBMS (FIA) Hqrs, Islamabad. Phone: (051) 9262417 Ext: 245

Fax No: (051) 9262376,

b. Time Limit for Clarification

The IBMS (FIA) will respond to any request for clarification which he receives earlier than 05 (five) Days prior to the deadline for submission of bids.

c. Language of Bid

The bid and all correspondence and documents related to the bid exchanged by a bidder and the Employer shall be in the English language

d. Currency of Bid and Payment

The rates shall be quoted by the Bidder entirely in Pak Rupees. The IBMS (FIA) will consider the bid in Pak Rupees as no foreign currency payments are admissible.

e. Bid Validity

Bids shall remain valid for the 90 Days after the Date of Bid Opening.

f. Performance Bond

The successful bidder/courier company shall furnish to IBMS (FIA) prior to signing of the Agreement, as security for commencement of courier services a Performance Bond of worth Rs =500,000/- (Rupees Five Hundred Thousand only) issued by a scheduled bank in Pakistan or from foreign bank duly counter guaranteed by a scheduled bank in Pakistan in favor of Director, IBMS (FIA) as defined in the terms and General Instructions of this tender documents.

g. Deadline for Submission of Bid

As notified in the advertisement.

h. Venue, Time and Date of Bid opening:

As notified in the advertisement.

i. Eligibility Criteria

- i. Registration with FBR
- ii. Active Taxpayer
- iii. At-least three years' experience in the relevant field with documentary evidences

- iv. Annual Turnover of last three years.
- v. Affidavit that firm has not been black listed by any Government, Semi Government or Autonomous Bodies on non-judicial stamp paper.

j. Selection Criteria

Financially lowest bidder shall be considered for award of contract. Financially lowest bidder shall be determined by calculating the combined average domestic rates for three years/weight.

k. Others

- i. In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bid shall be submitted / opened on next working day at the given time.
- ii. IBMS (FIA) may reject all or any bid subject to relevant provision of PPRA Rules and may cancel the bidding process at any time prior to acceptance of bid or proposal as per relevant PPRA Rules.
- iii. Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be rechecked. If any page(s) / paper(s) of bidding documents are missing that can be downloaded from the official website of this agency and also can be obtained from the office of the Assistant Director (Logistics) IBMS (FIA) Hqrs, Islamabad. Bid with incomplete bidding documents will straightaway be rejected.

Bidder

Technical Proposal (Data Sheet)

Description	Detail
Year of Establishment	
No. of Employees	
Express Centers	
On line Locations	
Serving Countries Worldwide	
SMS/Online Tracking	
Own Carriers, VANS, Transports, Shuttle service,	
ISO Certified Company	
Corporate Customers (each customer billing over Rs. 250,000 million per month)	

Note: Figures quoted in the above data form can be verified independently by IBMS (FIA) and any misstatement by the bidder may result in termination of contract, forfeiture of pending payments along with retention money and black listing of company

1. Please attach Company Profile and list of clients.
2. Contact Person Name
3. Office Address
4. Contact Number

Date:

Signature & Stamp - Name

Technical Evaluation Marks

Description	Marks	Criteria
Year of Establishment	15	One mark will be awarded for each year of experience beyond 10 years.
No. of Employees (Minimum 100)	15	Five marks will be awarded for every 100 employees beyond 100 employees. (Above 100 employees will be considered as 1000 and below as zero).
Express Centers (minimum 25 centers)	15	Five marks will be awarded for every 02 express centers beyond 25 centers. (Above 25 centers will be considered as 100 and below as zero).
On line Locations (Minimum 25)	10	Two marks will be awarded for every 02 on line locations beyond 25 locations. (Above 25 centers will be considered as 50 and below as zero)
SMS/Online Tracking	10	Yes: 10 marks No: Nil
Own Carriers, VANS, Transports, Shuttle service,	10	Yes: 10 marks No: Nil
ISO Certified Company	10	Yes: 10 marks No: Nil
Corporate Customers (over Rs. 50,000/- billing per month)	15	> 50K: 15 marks ≤ 45K: 10 marks ≤ 10K: 5 marks ≤ 05K: Nil
Total	100	

- Supporting documents must be attached with Technical Proposal for each evaluation parameter.
- Minimum threshold for qualifying is 70% i.e., bidders obtaining 70% marks shall be qualified for opening of financial proposals.

Financial Bid for Three Years

Domestic

Service	Weight	Shipment Rates (Rupees) Inclusive of all Taxes, and fuel adjustment charges, Challans etc.,								
		Rawalpindi /Islamabad (within City) Including Islamabad Airport, Nur Khan Base			Punjab and KP Province Including ex-FATA (List of sites attached at Last Page)			Sindh, Baluchistan, GB Provinces (List of sites attached at last Page)		
		1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year
		0.0 KG to 5 KG								
5.1KG to 10 KG										
Each Addl KG										
Total Domestic Bid Price										

Description	Percentage		
	1 st Year	2 nd Year	3 rd Year
Fuel Adjustment Charges			

Note: The bidders shall quote price for all categories of shipments and weights.

Signature & Stamp -----
Name

Annex-C

Procurement of Courier Service Agreement

This agreement is entered into and executed on this day _____ for hiring of courier services between the (IBMS (FIA)) having its Headquarters in G-9/4, Peshawar Morr, (hereinafter referred as "IBMS (FIA) ") of the first part And

M/s.

having its registered office located _____

(hereinafter called "Courier Company") which expression shall wherever the context so permits include its assigns and successor in interest) of the second part, and both to be collectively referred to as the parties.

1. Terms of Agreement

- a. **PERIOD:** This agreement will remain enforced from_FY 2023-23 to_FY 2025-26 for total period of three years from the date of execution, renewable/extendable on yearly basis by IBMS (FIA) subject to mutual consent and satisfactory performance of the Courier Company.
- b. **EXECUTION:** The Courier Company will be bound to execute the terms of contract and instructions/directives of IBMS (FIA) .

2. Performance Guarantee:

The courier company is required to deposit a "performance / bank guarantee" in favor of Director, IBMS (FIA) within one week of award of agreement. If the bidder fails to deposit performance/ bank guarantee within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled.

3. Payment of Services Charges:

IBMS (FIA) hereby covenants to pay the Courier Company, in consideration of the provision of courier services charges upon receipt of invoice, for the services provided at national level on the terms and conditions, charges / rates and time given below:

i. National (Domestic) Rates

Service	Weight	Rawalpindi /Islamabad (within City) Including Islamabad Airport, Nur Khan Base			Punjab and KP Province Including ex-FATA (List of sites attached at Last Page)			Sindh, Baluchistan, GB Provinces (List of sites attached at last Page)		
		1st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year
	0.0 kg to 5 Kg									
	5.1 kg to 10 Kg									
	Each addl. Kg									

ii. Consignment Delivery Time

- a. National (Domestic) - (Rawalpindi/Islamabad region) 1 Day
 - Punjab and KP Region (3) Days
 - Sindh, Baluchistan, GB Region (04) Days

The above National (domestic) rates shall be applicable for provision of ____, service for National (domestic) in respect of all IBMS (FIA) Office including but not limited to, Islamabad, Rawalpindi, Lahore, Karachi, Quetta, Peshawar, Multan, Skardu, etc.,

4. Taxes

- a. The Courier Company must be registered with sales tax department, having National Tax Number.
- b. The courier company shall be responsible to pay all the taxes required under the relevant laws of Pakistan. IBMS (FIA) will not pay any additional amount during contract period.

5. RESPONSIBILITIES OF THE COURIER COMPANY:

- a. The Courier Company shall be responsible to deliver and/or hand over all the Consignments at their designated destinations within the time specified and agreed hereinabove.

- b. Upon failure or delay in the performance of service as agreed between the parties under this agreement, except in the events of force majeure and/or Act of God, IBMS (FIA) shall have the right to early terminate the agreement at any time by issuing a notice of seven (7) days to the courier company and take legal action against_____and claim damages or ask for specific performance etc arising out of the contraventions of this agreement.
- c. The Courier Company shall be responsible to pay IBMS (FIA) , the amount of loss or damage to a document or consignment actually sustained and claimed by IBMS (FIA) .

6.

INDEMNITY:

The Courier Company shall at all times during the specified period of this agreement and thereafter indemnify the IBMS (FIA) and its officers against all losses and claims for injuries or damages to any person or property arising thereof or in consequence of this agreement or any of its duties to be performed there under, or any act or omission of any of its employees, and against all claims, demands, proceeding, cost, charges and expense whatsoever in respect thereof or in relation thereto and all litigations, court processes and court cases and all proceedings there under filed or instituted by the personnel employed by Courier Company or any of them collectively or individually or by any other party subject to completion of legal proceedings as required by law.

7. **CONFIDENTIALITY:**

The Courier Company shall ensure that all of its employees performing services specified in this agreement shall not at any time during the performance of this agreement or thereafter disclose to any person any information as to the affairs of the IBMS (FIA) or its offices and as to any other matter which may come to their knowledge by reasons of the performance of the services specified in the agreement. If in the opinion of the IBMS (FIA) there has been any such disclosure the person concerned shall immediately be dismissed from the service.

8. **MODIFICATION OF THE AGREEMENT:**

Any amendment or modification of this agreement or additional obligations assumed by any of the parties, will be enforced only after mutual agreement of both parties. No supplement, alteration, waiver or amendment in any of the terms of this agreement will be effective/binding unless made in writing and duly executed by an authorized officer(s) or representative of both the parties.

9. **PERFORMANCE STANDARDS:**

The Courier company shall perform the services under this agreement with the highest standards of professional expertise, ethical competence and integrity.

10. RESTRICTION OF ASSIGNMENTS TAKE OVER (Sublet of Agreement)

- a. Courier Company shall not assign or make a sub-agreement for any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contracting by Company shall entitle the IBMS (FIA) to terminate this agreement forthwith.
- b. If Courier Company make any arrangement with or assignment in favor of its creditors, or amalgamates with any other concern or is taken over, IBMS (FIA) shall be entitled to terminate this agreement forthwith upon notice

11. FORCE MAJEURE:

Force Majeure events or conditions beyond the control of Courier Company and IBMS (FIA), such as acts of God, acts of terrorism, or similar acts, civil disturbances, or any other emergency beyond the parties control, which makes it inadvisable, illegal, or impossible for either party to this agreement to perform their obligations under this agreement as they relate to the performance. In case of such event, the agreement shall stand terminated and the courier company shall thereafter have no obligation to IBMS (FIA) and IBMS (FIA) shall not be required to pay to the courier company.

12. TERMINATION OF AGREEMENT:

If the courier Company breaches any terms and conditions laid down in this agreement and if such breach is not cured within thirty (30) days after receiving written notice from IBMS (FIA) specifying such breach in reasonable detail, IBMS (FIA) shall have the right to terminate this agreement by giving written notice thereof to the company, which termination shall go into effect immediately on receipt.

- a. This agreement has taken place w.e.f _____ (Date of signing off contract) 2023 and will be in force for the period of three (03) years. (this agreement will be renewed every year subject to satisfactory performance of Courier company).
- b. Both parties have rights to terminate the agreement on one Month advance notice. In case the services are terminated without notice, second party will have to make the payment equivalent to _____

13. GOVERNING LAW:

This agreement will be enforceable and governed in accordance with the laws of Islamic Republic of Pakistan.

14. DISPUTES:

- a. All questions, disputes, controversies arising between the parties with respect to the existence, scope, intent, extent, interpretation of the agreement, specification of the services of the agreement will first be resolved/settled amicably by the parties through negotiations of their respective senior management personnel.
- b. All such disputes if not amicably resolved within thirty (30) days of failure of amicable discussion as judged by either party; shall be referred for arbitration in accordance with the provisions of the Arbitration Act, 1940 and the rules framed there under by either party by giving a thirty 30-day notice to the other party.
- c. The arbitration proceedings will take place in Islamabad. The award rendered by the Arbitrator will be final and binding on the parties.

IN WITNESS WHEREOF, this agreement has been duly signed by the parties hereto on the day, month and year written hereinabove.

For and on behalf of
Company Name _____

For and on behalf of
IBMS (FIA) Hqrs Islamabad

Witnesses (on behalf of company):

1: - _____

Instructions regarding Sealing, Submission & Opening of Bid

1.	Sealing of Bid	The bid to be properly sealed and covered in safe envelope.
2.	Title of Bid Envelopes	Tender Title: Hiring of Courier Services for IBMS (FIA) Tender No: _____ Due Date: As notified in the advertisement. Bid Mode: single stage two envelopes procedure
3.	Bid Submission	Bid Submission/ Closing Date: As notified in the advertisement. Submission/ Closing Time: As notified in the advertisement.
4.	Bid Submission Venue	In the office of Assistant Director Logistics, IBMS FIA Hqrs, Islamabad
5.	Bid Opening	Bid Opening Date: As notified in the advertisement.. Bid Opening Time: As notified in the advertisement.
6.	Bid Opening Avenue	Conference Room FIA Hqrs, Islamabad.
7.	Bid Announcement	Public announcement of bids shall be made after being opened by Logistics Branch in presence of participating bidders or their deputed representatives, who wishes to be present at the designated date

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

_____ [Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, _____ [Name of Supplier/Contractor/Consultant] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

_____ [Name of Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ [Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, _____ [Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by _____ [Name of Supplier/Contractor/Consultant] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

[Procuring Agency]

[Supplier /Contractor/Consultant]

List of IBMS (FIA) Sites

1.	FIA Hqrs Islamabad
2.	Islamabad Airport
3.	Nur Khan Base, Chaklala Cantt Rwp
4.	Peshawar Airport
5.	Lahore Airport
6.	Saalkot Airport
7.	Multan Airport
8.	Rahim Yar Khan Airport
9.	Bahawalpur Airport
10.	Faisalabad Airport
11.	DG Khan Airport
12.	Karachi Airport
13.	Quetta Airport
14.	Turbat Airport
15.	Gawadar Airport
16.	Pasni Airport
17.	Torkham Border, District Khyber, KP
18.	Sust Border, GB
19.	Wahga Land Route
20.	Wahga Railway Station
21.	Khokharpar Railway Station
22.	Taftan Border, Baluchistan
23.	Chaman Land Route, Baluchistan
24.	Border Pillar 250 Land Route, Gabd Baluchistan
25.	Karachi Seaport
26.	Port Bin Qasim
27.	Gawadar Seaport
28.	Ghassbandar Seaport
29.	Sukkar Airport
30.	Panjgur Airport
31.	Mand-Pishin Border Point
32.	Gadani Shipyard Balochistan
33.	Kartarpur Corridor
34.	Ghulam Khan Border, District South Waziristan, KP
35.	Kharlachi Border District North Waziristan, KP
36.	Any other site(s) opens in future

