



**TENDER NOTICE NO.P&GS/006/MUL/2023**  
**DATED 20-06-2023**

Sealed Technical and financial bids are invited (Single stage – Two envelopes) from pre qualified / non pre-qualified GST/NTN registered firms/Suppliers having own Office Phone/Fax number (if found contrary the tender will be rejected) preferably based at Multan for Courier Companies / Agencies who have more than 05 years of relevant experiences and have rendered such services in Federal Government organizations, institutions and multinational companies in Pakistan and registered with concerned authorities for delivery of domestic / National & international Mails dispatch of around 4 Million official dak of State Life Insurance Corporation of Pakistan Multan Zone. The service will be hired initially for a period of one year, extendable for another two year with mutual consent of both parties.

<b>Sr #</b>	<b>Scope of Work</b>	<b>Last Date of submission Tender</b>
1	Hiring services of courier Agency for Domestic / National & International Mails of State Life Insurance Corporation of Pakistan Multan Zone.	<u>Closing</u> 13-07-2023 3.00P.M. <u>Opening</u> 13-07-2023 3:30 P.M.

**TERMS AND CONDITIONS**

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1,000/- Cash as Tender Fee (Non Refundable).
2. Security amount must be deposited equal to 2% of the approximate value of the tender in form of “Cash Payment” or “Call Deposit receipts” in favor of State Life Insurance Corporation of Pakistan Multan Zone which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender. No tender will be acceptable without earnest money.
3. Tender closing date 13-07-2023 at 03:00 pm. Tender opening date 13-07-2023 at 03:30 pm.
4. On finding sub-standard services as and when noticed during process, the deposit security may be forfeited in favor of the Corporation.

5. The bidders will attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to bidders on lowest item rates.
6. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service/by post/by hand during office hours i.e. 09:00 am to 05:00 pm (sharp) except Saturday and Sunday till the closing date / time as mentioned above.
7. All Taxes will be deducted as per Government Rule.
8. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations Authority.
9. The firm has to submit an affidavit being not black listed, from any department.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 061- 9200678.

**(Muhammad Ejaz-ul-Hassan)**  
Manager  
Personnel & General Services Department  
Multan Zone