



STATE LIFE

Insurance Corporation of Pakistan
Sahiwal Zone

2nd Floor Sattar Complex
Stadium Road, Sahiwal
Ph. 040-9200027
Fax.040-9200024

Dated:- 12th May, 2020.

TENDER NOTICE COURIER SERVICE # P&GS/SWL/03/2020
SAHIWAL.

Sealed financial bids are invited from pre-qualified GST/NTN registered firms having own office, phone/Fax number (if found contrary the tender will be rejected) preferably based at Sahiwal 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 and Premium Notices dispatch of around 1 Million official dak of State Life Insurance Corporation of Pakistan Sahiwal Zone. The service will be hired initially for a period of one year, **extendable for another two years with mutual consent of both parties.**

S. NO.	Scope of Work
1	Hiring Services of Courier Agency for Domestic / National & International Mails and Premium Notices of State Life Insurance Corporation of Pakistan Sahiwal Zone.

TERMS AND CONDITIONS.

1. Security amount must be deposited equal to 2% of the approximate value of the tender including Taxes in form of “ Cash Payment “ , “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal 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.
2. **Tender closing date 03-06-2020 at 11.00 a.m. Tender opening date 03-06-2020 at 11.30 a.m positively.**
3. On finding sub standard Services as and when noticed during process, the Security Deposit will be forfeited in favor of the Corporation.
4. Price must be quoted with all Taxes as per Govt. Rules.
5. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates. Services will be given to bidders on lowest items rates.

6. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service / by post / by Hand **latest by 03-06-2020 at 11.00 am** excepted Saturday and Sunday as per above mentioned date/time.

7 The levied Taxes will be deducted as per Govt. rules.

8. **Tender documents with complete specification can be obtained from the Office of the undersigned on payment of Rs.1000/- as tender fee (non refundable) in shape of Pay Order / Bank Draft / Cash in favor of State Life Insurance Corporation of Pakistan.**

9. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations or reduce / increase the quantity of Tender.

For further details, the undersigned may be contacted during working hours in person or telephonically on Phone No. 040-9200027.

Secretary / Member
Zonal Procurement Committee,
Sahiwal.