

# Tender Notice

## FOR SERVICES OF COURIER AGENCY FOR INTERNATIONAL MAIL

1. Trade Development Authority of Pakistan (TDAP) Karachi requires the services of Courier Company / Agency for delivery of international mail.
2. Applications from interested firms, complete in all respects should be supported with following documents / information:-
  - i. Name of firm / company with location of Head Office, Branch Offices; its status, address, telephone number (s), fax number (s)
  - ii. Experience of similar work over last five years with list of major clients.
  - iii. List of key personnel including names and addresses of Partners, Managers and Directors.
  - iv. Detail of operational staff and their qualifications and experience including the total strength of each operational wing / Department.
  - v. Valid license, No Objection Certificate and other permits, applicable under the relevant laws for providing such services.
  - vi. Registration / pre – qualification with other departments / organizations along with documentary proof.
  - vii. Financial Soundness Certificate, bank statement for at least 12 months.
  - viii. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
  - ix. Copies of Incomtex and GST Certificate
  - x. Any other relevant information, which the firm intends to submit.
3. Tender Documents and other related information can be obtained from the office of the undersigned on any working day between 09:00 a.m. to 03:00 p.m. or can be downloaded from TDAP website [www.tdap.gov.pk](http://www.tdap.gov.pk).
4. The firms will submit their sealed Technical and Financial proposal in separate envelopes clearly marked as "Financial Proposal" & "Technical Proposal" in bold and legible letters to avoid any confusion.
5. Financial proposals should be in accordance with the requirement given in paragraph 11 of TORs. However, participating firms can also include attractive rates / package other than the requirement mentioned in paragraph 11 of TORs (if any), but TDAP reserves the right to either consider it or reject it. Reason for cancellation will be communicated.
6. Sealed tender documents will be submitted till 10:30 a.m. on 12<sup>th</sup> January 2015 in the office of the undersigned and will be opened on the same day at 11:00 a.m. in the presence of representatives of participating firms. Financial Proposals of only those firms will be opened, who will technically qualify.
7. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the Procurement Rules.

**M. Naeem Akhtar**

Director (Administration)  
Tel: 021-99201528



**Trade Development Authority of Pakistan**  
MINISTRY OF COMMERCE GOVERNMENT OF PAKISTAN



Block-A, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75350 Fax: 021-99206486 E-mail: [naeem.akhtar@tdap.gov.pk](mailto:naeem.akhtar@tdap.gov.pk)