



**Government of Pakistan
Commerce Division
Intellectual Property Organisation
Regional Office Lahore**



CORRIGENDUM Subject: Clarification Of Cutoff Date For Procurement Of Courier Services for IPO Regional Office Lahore

Tender # TS541593E

Email: sanashouket@ipo.gov.pk

Reference to our original tender # TS541593E dated 11.06.2024.

Please note that the cutoff date and time for bid submission is: -

26th June 2024,

11:00 AM

Bid opening at IPO Regional Office on: -

26th June, 2024

11:30 A.M.

All other terms & conditions shall remain unchanged. (Tender documents are attached below)



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Regional Office Lahore**

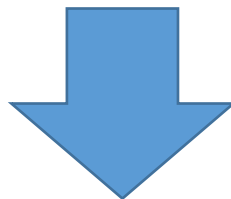


TENDER NOTICE FOR HIRING OF COURIER SERVICES

1. Intellectual Property Organization of Pakistan (IPO-Pakistan) Regional Office Lahore, invites sealed bids from Courier Companies registered with Income Tax and Sales Tax Departments for delivery of domestic/ national mails.
2. Complete terms and conditions are available at IPO-Pakistan (www.ipo.gov.pk) and PPRA (www.ppra.org.pk) Websites .
3. Bid Security equivalent to Rupees one hundred thousand (Rs. 100,000/-) in the form of Pay Order/ Demand Draft in favor of Director General IPO-Pakistan shall be submitted with the sealed proposal. Incomplete and bids without the Bid Security will be rejected.
4. The sealed bids, prepared in accordance with the given instructions and completed in all respects must reach at the address given below on or before on 11.00 a.m, within 15 days after the publication of this advertisement. Bids shall be opened on 11:30 a.m. after 15 days of advertisement in the presence of bidders/ representatives at the address given below:

**The Deputy Director (Admin)
Intellectual Property Organization of Pakistan (IPO-Pakistan)
Regional Office, Lahore
11 Shahrah-e-aiwan-e-tajarat, Near China Chowk,
Basement, Lahore Chamber of Commerce & Industry (LCCI), Lahore.
042-99205865**

TENDER DOCUMENT FOLLOWS



Tender Document

HIRING OF COURIER SERVICES



Please read tender document carefully while filling up rates, product specification etc.

Financial Year	2024-2025
Total Pages	10
Detail of Pages	Page 1: Tender Notice Page-3-7:General Instructions/Terms of Reference for Bidders. Page-8:Financial Proposal (Annex-A) Page 9: Evaluation Criteria (Annex-B)

**INTELLECTUAL PROPERTY ORGANIZATION OF PAKISTAN
REGIONAL OFFICE LAHORE**

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
COMMERCE DIVISION**

IPO Regional Office, Basement Lahore Chamber of Commerce, Shahrah-e-Aiwan-e-Tijarat, Lahore
Tel: 042-99205850, Fax: 042-99205855, E-mail: lahore@ipo.gov.pk

1. INSTRUCTIONS FOR THE BIDDERS: -

- i The bidder (s) will submit the company profile, containing name of firm, its status, address, telephone number (s), fax number, email address and other relevant information.
- ii The bids will be considered as non-responsive in case of non-completion or mis-declaration.
- iii An affidavit to the effect that the firm is not blacklisted may also be furnished.
- iv Provision of any other relevant information which the firm intends to submit.
- v Copy of STN & NTN Certificates may be enclosed with the bid.
- vi The list of Clients both from public and private sectors may be attached.
- vii IPO-Pakistan, Regional Office Lahore reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award as per PPRA rules, without thereby incurring any liability to the Bidders.
- viii The Bidders are hereby informed that the IPO-Pakistan, Regional Office Lahore shall deduct Income Tax & Sales Tax at the rate prescribed under the tax laws of Federal Government and provincial Governments of Pakistan, from all payments of successful Bidder.
- ix The rates quoted should be in Pak Rupees inclusive of all applicable taxes. The rates quoted in this tender will be treated as final.
- x A separate contract agreement shall be executed with successful bidder

2. SERVICES REQUIRED

i. Overnight Services:

Overnight services required for the letters mostly under 0.5 kg which are required to be delivered overnight (within 24 hours)

ii. Weighty/Bulky/ Parcel Dak Services:

This service required for the weighty/bulky dak mostly from 1 kg to 100 kg which is required to be delivered within 72 hours.

3. PROCEDURE OF COMPETITIVE BIDDING

- i This is a "**Single Stage One Envelop**" procedure as per PPRA Rules. The envelop shall be prominently labeled with the "**PROPOSAL FOR HIRING OF COURIER SERVICES**" written in a clear and legible manner.

- ii The envelope containing the bids should be marked as “SEALED BID”.

4. SUBMISSION AND OPENING OF BIDS

- i. The sealed bids, complete in all respects must reach at the address given below on or before on 11.00 a.m. within 15 days after the publication of this advertisement. The cut-off time for bid submission is on 11:00 am after 15 days of the publication of this advertisement.
- ii. The bids will be opened on the same date at 11:30 am on the address given in the tender notice as per Rule No. 28 (2) of PPRA Rules 2004.
- iii. The Bidders shall submit courier services rates as per **Annex A**.

5. BIDS SECURITY

All the bidders are required to submit Rupees One hundred thousand (Rs.100,000/-) only as bid amount in form of Pay Order / Demand Draft in favour of **Director General IPO-Pakistan** with the sealed proposal as per Rule No.25 of PPRA Rules 2004. Bids without bid security will be rejected.

6. EVALUATION PROCEDURE

IPO-Pakistan, Regional Office Lahore intends to select the firm offering lowest rate as well as most advantageous bids as per **Annex-A** along with following aspects as per **Annex-B**:

- i. Profile of the firm
- ii. Relevant Experience
- iii. Number of Clients
- iv. Financial Strength of the firm
- v. International Recognition

The evaluation criteria of IPO-Pakistan, Regional Office Lahore will be as per **Annex-A & Annex-B**.

7. PAYMENT SCHEDULE

- i. The payment for the service performed will be made on or before the 15th of each working day of every month subject to submission of bill complete in all respect by 3rd of each month.
- ii. IPO-Pakistan, Regional Office Lahore is not responsible for delay in payment due to any emergency or any unavoidable circumstances within or outside organization.
- iii. Payment will be made through cross cheque in favor of the Company (Successful Bidder (s)).

TERMS OF REFERENCE

1. NOMINATION OF FOCAL PERSON:

The Courier company/agency will nominate a focal person for IPO-Pakistan, Regional Office Lahore who will be responsible for the effective service delivery

to the Organization. He will be responsible to ensure timely collection and delivery of the mails. He will be responsible to inform IPO-Pakistan, Regional Office Lahore in case of any delay, misplacement or theft of the couriers belonging to IPO-Pak Regional Office Lahore. IPO-Pak Regional Office Lahore will contact the focal person in case of any emergency or any urgent delivery or collection of any mail. The focal person will be responsible for certifying the bills of special mails like urgent/overnight/overland/ same day mails.

2. COLLECTION OF MAIL

- a. Representative of Courier Service will receive/pickup mail from IPO-Pakistan Regional Office Lahore in normal working days.
- b. In case of emergency / urgency, IPO-Pakistan Regional Office Lahore can ask the focal person, nominated by the agency, to get the mail collected from IPO Lahore office at any time.
- c. In case contractor fails to lift the consignment to delivery at the stipulated destination, IPO-Pakistan Regional Office Lahore can handover the consignment to the other courier company at the risk and cost of the contractor.
- d. Firm will be binding to complete the assigned job within stipulated time

3. DELIVERY OF MAIL

- a. Courier Service will take proper steps to ensure the safety and security of mail.
- b. Courier Service will ensure proper shipment, professional handling and timely delivery of mail and regularly send to the IPO-Pakistan Regional Office Lahore, the delivery reports of the mail received by the quarters concerned.
- c. In case, the mail is not delivered due to any reason, courier service is bound to immediately inform the administration of IPO-Pakistan Regional Office Lahore in writing and return the mail in shortest possible time with the reason recorded in full.

4. DELIVERY TIME

- a. Courier service will clearly indicate delivery time of local mail.
- b. In case of national mail, courier service will clearly indicate the delivery time of major cities and remote areas / towns for the provinces.

5. ACKNOWLEDGEMENT

- a. Courier Service will provide the record of the delivery of mail along with acknowledgement receipt showing date, time and name of the receiver of each communication on daily basis.
- b. IPO-Pakistan Regional Office Lahore can demand / ask for acknowledgement of urgent / important mail any time after delivery in addition or above mentioned acknowledgment.

6. PENALTY

- a. In case of delay in collection/ delivery of mails due to fault of the agency, IPO-Pakistan Regional Office Lahore may impose penalty on the firm in the form of deduction of payment not more than 15% of the Invoice.
- b. In case of poor service, like mis-handling, delay and misplacement on the part of Agency, the A will deduct an additional 15% of the Invoice payment.
- c. In case of violation of secrecy of the mails by the agency or any employee of it, the Organization will terminate the contract immediately and issue a certificate to this effect to the agency/ blacklist it agency along with confiscation of security payments/ imposition of penalty as deemed fit by the Organization.

7. TERMS OF AGREEMENT

- a. Initially the agreement for one year will be signed with the successful bidder; however, it can be extended further on mutual agreement on both parties subject to satisfactory performance of the courier company. If extension in the agreement is made, the same shall be made as per initial agreement rates and the same terms and conditions.
- b. Terms of renewal of the services will be regulated as per PPRA rules.

8. TERMINATION OF CONTRACT

- a. In case of any violation of the agreement, aggrieved party will inform the other party in writing about complain / violation to solve the matter.
- b. In case of failure / un-satisfactory response, the aggrieved party will issue 30 days' termination notice and will issue the certificate of non-performance of the work assigned.

9. TRANSFER

Neither party shall assign or transfer this agreement and /or any right or obligation of the service to a third party without prior written consent from the other.

10. DATA ENTRY SUPPORT

As an initiative to automate systems and improve service delivery, IPO-Pakistan Regional Office Lahore send tracking IDs to clients via SMS. To enable this service, ten thousand tracking IDs are obtained in advance from the Courier Company. To utilize the service, additional data entries of letters/correspondence being sent are necessary at the end of IPO-Pakistan Regional Office Lahore. It will be responsibility of Courier Company to depute staff (two persons) along with required logistic support (computer hardware, Barcode printer, Barcode wall etc.) who will sit in the IPO-Pakistan Regional Office Lahore for making data entries of daily dak issued by the IPO-Pakistan Regional Office Lahore in the system being maintained by the Regional Office Lahore. The current workload of IPO Regional Office Lahore is around 250 to 300 letters sent in a day. However, it may increase if the dispatch work of Trademark, Patent and Copyright branch offices/registries Lahore increased in future.

11. GENERAL INSTRUCTIONS FOR THE BIDDERS: -

- a. In case of change in government fiscal / monetary policies affecting the national & local courier business both the parties will mutually discuss and agree to mutually satisfying decisions.
- b. Rates quoted by the firm will be final and inclusive of all taxes levied by the Government of Pakistan at the time of signing of the agreement and will be effective for the whole agreement period.
- c. Firm will be binding to complete the assigned job within stipulated time.
- d. Both parties shall consult each other and try to resolve in good faith any dispute arising out of this agreement or concerning any matter not specially governed by this agreement.

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FINANCIAL PROPOSAL

Overnight Service

S.NO.	Weight	Within City	Domestic	Remarks
i.	00 to 500 gms			
ii.	501 gms to 1 KG			
iii.	Each add / KG			

Weighty/Bulky/Parcel Dak Service

S.NO.	Weight	Within City	Domestic	Remarks
i.	1 Gg to 10 KG			
ii.	10 KG to 20 KG			
iii.	20 KG to 30 KG			
iv.	Each add / KG			

Note:

1. The quoted rates should include:
 - i. **Fuel Adjustment Charges** and all other charges.
 - ii. All duties/levies/surcharges/tolls/ tariffs & taxes (Federal Government & Provincial Governments)
2. There should be no hidden charges.
3. The successful bidder will not be allowed to increase any fee/charges annually during the tenure of contract.
4. The rates will remain same during the whole period of contract.

(SIGNATURE & SEAL OF BIDDER)

EVALUATION CRITERIA

S.No.	Parameters against which technical evaluation shall be done	Scoring Brackets	Allocated Points	Total Points allocated
1.	Profile			30
1.1	<u>Years of Experience</u>			15
	≤5Years		05	
	≥5≤10years		10	
	≥10		15	
1.2	<u>Profile of the firm</u>			15
	Local		05	
	National (on the basis of presence/offices in the No. Of Cities)		15	
2.	Relevant Experience of Management and Team			30
2.1	<u>Relevant experience and Qualifications Of team/employees.</u>			15
	Relevant Qualification of proposed managerial staff with ≥ 2≤5 years' experience in management fields.		05	
	Relevant Qualification of proposed managerial staff with ≥ 5 ≤ 10 years' experience in management fields.		10	
	Relevant Qualification of proposed managerial Staff ≥ 10years' experience in management fields.		15	
2.2	<u>Number of Clients</u>			15
	≤20		05	
	≥20 ≤40		10	
	≥50		15	

3.	<u>Financial strength of the firm</u>			30
	Audited/certified accounts or statements Showing cash balances greater than 0.5 million and less than Rs. 2 million in the relevant year.		10	
	Audited / certified accounts or statements showing cash balances of more than Rs.2 million and less than 5 million in the relevant year.		20	
	Audited / certified accounts or statements showing cash balances of more than 5 million And less than Rs.5 million in the relevant year.		30	
4.	<u>Registration with any national organization</u>			10
	1≥5		05	
	≥6		10	

(SIGNATURE & SEAL OF BIDDER)

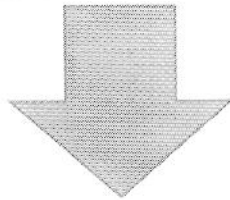


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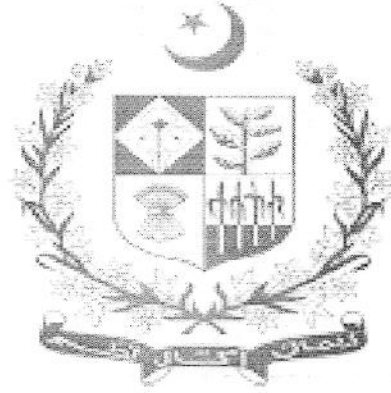
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23 ipo 116-256 . *per*

Tender Document

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FINANCIAL PROPOSAL**Overnight Service**

S.NO.	Weight	Within City	Domestic	Remarks
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Weighty/Bulky/Parcel Dak Service

S.NO.	Weight	Within City	Domestic	Remarks
i.	1 Gg to 10 KG			
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iv.	Each add / KG			

Note:

1. The quoted rates should include:
 - i. **Fuel Adjustment Charges** and all other charges.
 - ii. All duties/levies/surcharges/tolls/ tariffs & taxes (Federal Government & Provincial Governments)
2. There should be no hidden charges.
3. The successful bidder will not be allowed to increase any fee/charges annually during the tenure of contract.
4. The rates will remain same during the whole period of contract.

(SIGNATURE & SEAL OF BIDDER)

EVALUATION CRITERIA

S.No.	Parameters against which technical evaluation shall be done	Scoring Brackets	Allocated Points	Total Points allocated
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1.1	<u>Years of Experience</u>			15
	≤5Years		05	
	≥5≤10years		10	
	≥10		15	
1.2	<u>Profile of the firm</u>			15
	Local		05	
	National (on the basis of presence/offices in the No. Of Cities)		15	
2.	Relevant Experience of Management and Team			30
2.1	<u>Relevant experience and Qualifications Of team/employees.</u>			15
	Relevant Qualification of proposed managerial staff with ≥ 2≤5 years' experience in management fields.		05	
	Relevant Qualification of proposed managerial staff with ≥ 5 ≤ 10 years' experience in management fields.		10	
	Relevant Qualification of proposed managerial Staff ≥ 10years' experience in management fields.		15	
2.2	<u>Number of Clients</u>			15
	≤20		05	
	≥20 ≤40		10	
	≥50		15	

3.	<u>Financial strength of the firm</u>			30
	Audited/certified accounts or statements Showing cash balances greater than 0.5 million and less than Rs. 2 million in the relevant year.		10	
	Audited / certified accounts or statements showing cash balances of more than Rs.2 million and less than 5 million in the relevant year.		20	
	Audited / certified accounts or statements showing cash balances of more than 5 million And less than Rs.5 million in the relevant year.		30	
4.	<u>Registration with any national organization</u>			10
	1≥5		05	
	≥6		10	

(SIGNATURE & SEAL OF BIDDER)