



# ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

## INVITATION FOR BIDS NOTICE HIRING OF COURIER SERVICES FOR DELIVERY OF INTERNATIONAL MAIL (OUTSIDE PAKISTAN)

Activity Ref. No.	:	05/2024-25			
Procurement Method	:	Single Stage-One Envelope [1S1E]			
Date & Time for Submission of Bids	:	Date:	29-07-2024	Time:	1030 Hours, PST
Date & Time for Opening of Bids	:	Date:	29-07-2024	Time:	1100 Hours, PST

Allama Iqbal Open University (AIU), Islamabad has allocated funds for acquiring of non-consulting services including "Courier Services", planned during the financial year 2024/25.

The University now invites sealed bids through **e-Pak Acquisition & Disposal System (e-PADS)** (<https://eprocure.gov.pk>) from eligible/ well-established Courier Firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, for providing services for "Delivery of International Mails (outside Pakistan)", on **Delivered Duty Paid (DDP)** basis.

The Invitation for Bids is aimed to procure courier services based on "Open Framework Agreement" approach. Initially, the contract shall be awarded for Two (02) Years and would be extended further subject to satisfactory performance of the Service Provider.

The bidding shall be conducted in line with "Single Stage-One Envelope" procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all potential bidders.

Bid(s) must be accompanied by a **Bid Security** amounting to **Pak. Rs. 500,000/-**, in an acceptable form as given in the bidding document. The scanned copy of Bid Security must be uploaded through **e-PADS** and hardcopy must be submitted physically along-with the original bid.

**Bidding Document** containing detailed terms & conditions of the bidding process, can be **downloaded** from <https://eprocure.gov.pk> free of cost. Interested bidders are requested to register themselves on **e-PADS** (<https://eprocure.gov.pk/#/supplier/registration>) and submit their bids accordingly. In case of any query/ technical difficulty in using **e-PADS**, the prospective bidder(s) may directly contact Public Procurement Regulatory Authority (PPRA), 1<sup>st</sup> Floor, FBC Building, Sector G-5/2, Islamabad (UAN: 051-111-137-237).

A **Pre-bid Meeting** shall take place on the date, time and place as follows:

<b>Date:</b>	19 <sup>th</sup> July 2024
<b>Time:</b>	1100 hours (Pakistan Standard Time)
<b>Address:</b>	Committee Room of Sir Syed Hall, Block No. 24, AIU Main Campus, Sector H-8, Islamabad

The bid(s) prepared in accordance with the instructions mentioned in the **Bidding Document**, must be submitted through **e-PADS** at <https://eprocure.gov.pk> by or before **1030 hours PST** on **July 29, 2024**. In addition, copy of bid(s) properly filled-in & originally signed, and enclosed in sealed envelope(s), duly mentioning the Name & Ref. Number of the procurement activity, on the envelope(s), must also be delivered at the aforementioned address by or before the bids' submission date & time. The bids will be opened at **1100 hours PST** through **e-PADS** on the same date in the presence of bidders' representatives who shall choose to attend the bids' opening session to be held at **Committee Room of Sir Syed Hall, Block No. 24, AIU Main Campus, Sector H-8, Islamabad**.

This advertisement is available at website of PPRA & AIU at [www.ppra.org.pk](http://www.ppra.org.pk) and [www.aiou.edu.pk/tender-notices](http://www.aiou.edu.pk/tender-notices), respectively.

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