

Tender No. 01/MEPCO/AG(Mis-10)/2025

REQUEST FOR PROPOSAL (RFP) FOR COURIER SERVICES

The Multan Electric Power Company (MEPCO) is the largest electricity distribution in Pakistan. Its area of operation comprises of 13 districts of south Punjab (Multan, Muzaffargarh, Layyah, D.G.Khan, Rajanpur, R.Y.Khan, Bahawalpur, Lodhran, Vehari, Bahawalnagar, Pakpattan, Sahiwal and Khanewal).

MEPCO intends to hire a Courier Services Company for provision of courier services in MEPCO jurisdiction as well as all over Pakistan through Sealed Proposals (as per Single stage two envelope procedure).

GENERAL TERMS & CONDITIONS

- The duration of the contract will be 03-Years.
- The company must furnish following documents along with Technical Proposal, failing which the bid shall be rejected without further evaluation: -
 - a. Copy of Company Registration Certificate
 - b. Copy of NTN Registration
 - c. Copy of GST Registration
- The company must not been blacklisted from Government.
- The bidder shall submit copies of such contract agreement signed with Govt. / Semi Govt. / private institutions with satisfactory service certificate issued from concerned Authority.
- The fees, cost, rates and charges will not be changed during the contract agreement period.
- The Tender documents (containing whole relevant information) may be obtained from the office of DG (HR & Admn) MEPCO HQs Khanewal Road Multan at the cost of Rs. 2000/- during the office hour's upto **10.02.2025** No Tender will be issued on Tender opening date i.e. **11.02.2025**.
- Tender duly sealed and super-scribed as "**Tender for Provision of Courier Services**" must be delivered in the office of DG (HR & Admn) MEPCO HQs Khanewal Road Multan on **11.02.2025** upto 10:30 AM, which will be opened at 11:00 AM on the same date and in the presence of the representatives of the companies, who may like to attend. In case of late submission, Tenders will not be entertained.
- Each tender must be accompanied by bid guarantee of Rs.100,000/- in the form of Bank Draft or CDR payable at Multan in the name of **Finance Director, MEPCO HQ Khanewal Road Multan** otherwise tender will not be entertained.
- The successful bidder shall submit performance guarantee issued by any Scheduled Bank of Pakistan equal to 05% of contract amount, which will be valid for entire period of contract and will be forfeited in case of unsatisfactory services assessed through a committee constituted for the said purpose and ban will be imposed upon the service provider for its participation in future MEPCO Tendering for providing Courier services.
- The Bids should remain valid for 120 days and bid guarantee should remain valid till 150 days from the bid opening date.
- MEPCO reserves the right to reject all bids as per clause 33 (1) of PPRA Rules 2004.

**Director General (HR & Admn)
MEPCO HQ Multan**