

TENDER NOTICE FOR HIRING OF COURIER COMPANY

SME Bank Ltd. intends to hire the services of courier/Overland express services from reputed companies to render services to SME Bank Ltd. Head Office, Branches and SAM Offices for distribution of mail all over Pakistan. Companies/firms who are registered with income tax and sales tax department & who are on Active Tax Payers list of FBR are eligible for provision of services to SME Bank Ltd. TORs and other terms & conditions can be downloaded from the public tender section of PPRA website & tender section SME Bank's website as given below:

www.ppra.org.pk & www.smebank.org

Last date for submission of sealed tender is 17.01.2018 upto 3.30 pm and will be opened on the same day at 4.00 pm. In the presence of bidders who wish to attend.

The complete proposal should reach at the following address on or before 17.01.2018

Hafiz Muhammad Ashfaq
Head Services Division
SME Bank Ltd.
Head Office,
56-F, Nazimuddin Road, F-6/1, Blue Area,
Islamabad. P.O. Box No. 1587 Postal Code 44000
Ph.051- 922-1918, 921-7000 UAN # 111-11-00-11
Mobile. 0334-4178119, Fax.051-921-7001

Organization Name	:	SME Bank Ltd.
Address	:	56-F, Nazim-ud-din Road, F/6/1, Blue Area
City	:	Islamabad
Tel No.	:	051-9217000
Fax No.	:	051-9217001
Receipt No	:	Xxxxx
Tender No	:	SME-2018001
Description	:	Hiring of Courier/Overland Express Services Company.
Remarks	:	
Advertisement Date	:	1.1.2018
Closing Date	:	17.1.2018
Closing Time	:	03:30 PM
Opening Time	:	04:00 PM
Tender Documents	:	
Estimated Cost	:	
Tender Nature	:	National
	:	
Earnest Money	:	20,000/-
	:	
Bid Validity	:	90 days
Remarks	:	

Tender Document

Hiring of Courier & Overland express Services Provider for SME Bank Ltd.

A brief introduction of the SME Bank Ltd.

SME Bank Ltd. is Government owned bank & working under the Ministry of Finance, Government of Pakistan. The SME Bank was formed and incorporated as a public limited company under the Companies Ordinance 1984. The Government of Pakistan is the major Shareholder of the bank. As part of financial sector restructuring program of Government of Pakistan, Regional Development Finance Corporation (RDFC) and small Business Finance Corporation (SBFC) were amalgamated into SME Bank Ltd effective January 1, 2002.

SME bank Ltd was established to exclusively cater to the needs of the SME sector. It was created to address the needs of this niche market with specialized financial products and services that will help stimulate SME development and pro poor growth in the country.

It is intimated that only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible to supply the goods/services to Government Departments.

Hafiz Muhammad Ashfaq
Head Services Division
SME Bank Ltd.
Head Office,
56-F, Nazimuddin Road, F-6/1, Blue Area,
Islamabad. P.O. Box No. 1587 Postal Code 44000
Ph.051- 922-1918, 921-7000 UAN # 111-11-00-11
Mobile. 0334-4178119, Fax.051-921-7001

1 Invitation to bid

SME Bank Ltd., intends to hire Courier & Overland express Services Provider. Companies/firms/individuals who are registered with income tax and sales tax department & who are on Active Tax Payers list of FBR are eligible for provision of services to SME Bank Ltd for one year , however the period may be extended for further period of 2nd and 3rd year respectively on mutual consent.

2 Instructions to bidders

- a. Income Tax, Sales Tax and all other applicable taxes shall be deducted in accordance with the law
- b. Bids once submitted cannot be withdrawn. If a bidder withdraws from the bidding process after submission of bid the Bank reserves the right to forfeit the earnest money.
- c. Bidder shall be responsible to treat this Tender Document and information gathered during bidding process as “Private” and “Strictly Confidential”. The bidder shall not publish or disclose any information concerning the task without seeking special written permission of SME Bank Limited.
- d. Any bidder submitting incomplete information shall be disqualified from the bidding process
- e. Any bidder submitting false, incorrect or inaccurate information shall be automatically disqualified from the bidding process.
- f. Any effort by the bidder to influence SME Bank Ltd., directly or indirectly, in SME Bank's offer evaluation, offer comparison or contract award decisions, to meet or discuss with any SME Bank Ltd. official may result in the rejection of the bidder's offer.
- g. Pages of every section of the bid must be numbered and signed by the Bidders nominated authorized signatory. The representative of the bidding firm shall furnish a proof of authorization to sign the bids, in the form of a written Power-of-Attorney, which shall accompany the Bid.
- h. SME Bank reserves the right to reject any or all quotations, without assigning any reason thereof.

3 Language of the Bids

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer, shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

4 Bidders Experience

The bidder must have the requisite experience and expertise in providing courier /overland express services. The bidder must submit following information:

- a. Company Profile.
- b. National Tax and Sales Tax Registration Certificates.
- c. Clients' reference letters.
- d. Bidders must have branches in major cities of Pakistan.

5 Bidder must submit an affidavit that the:

- i. Bidder/Company/Firm has never adjudged an insolvent services/advisory/consultancy.
- ii. Bidder/Company/Firm or its directors/partners or individuals have never been declared bankrupt by any court of law.
- iii. Bidder/Firm has never been blacklisted or involved in litigation with any client/organization/government/semi-government/autonomous body.
- iv. Bidder/Company/Firm its directors/partners or individual always fulfilled/obeyed execution of degree or order of any court decree never been dissatisfied against them.
- v. Bidder/Company/Firm its directors/partners or individuals have not been convicted of a financial crime, banking frauds mortgage frauds, forgery, embezzlement, cheque frauds, credit cards frauds, etc.
- vi. Bidder/Company meets the financial integrity requirement as per applicable Laws & Regulations.

6 Financial Strength

The following documents must also be attached with the technical proposal to demonstrate the financial strength and eligibility on part of the organization:

- a. Banker's certificate /Statement indicating credit worthiness of the firm with bank.
- b. Details of Directors/Partners.
- c. Bank Statement for the period January 01, 2017 to June 30, 2017.
- d. Any additional surcharges must clearly stipulated, such as cost levied for special deliveries.
- e. Furnish details relating to an efficient tracking system in order to allow SME Bank to establish the location of parcels in case of non-delivery.

7 Agreement Format

The Bidder should provide Agreement format to be executed after final selection.

8 Earnest Money

Earnest money of Rs.20,000/- shall be submitted by the bidders at the time of submission of the bids, in the shape of call deposit / demand draft / pay order in the name of SME Bank Ltd.. Earnest money of unsuccessful bidders shall be returned upon signing of the contract with the successful bidder. Earnest money of successful bidder shall be returned after signing of agreement.

Prices / Quotes should have a validity of not less than 90 days.

9 Clarification for Tender

In case of any clarification is needed to the meaning of any portion of the technical specification, vendor may contact Mr. Muhammad Nisar OG-11, Officer Services Division at +92 -051-9206665 during office hours.

10 Closing Date

The last date for receipt of bids is 17.01.2018 by 3:30 PM. Bid will be opened on the same day at 4:00 PM at the SME Bank Head Office in the presence of those bidders who may wish to attend.

11 Bid Submission

The Bid proposal should be submitted as follows along with Annexure

One Outer sealed envelope, clearly marked as

TECHNICAL PROPOSAL FOR HIRING OF COURIER/OVERLAND EXPRESS SERVICES COMPANY

Head Services Division

SME Bank Ltd., Head Office,

56-F, Nazim ud din Road,

F-6/1, Blue Area, Islamabad

Islamabad.

Name of Bidder: _____

Bid Earnest money in the shape of a demand draft/pay order, in favour of SME Bank Ltd. Islamabad should be attached with the Proposal.

12 EVALUATION CRITERIA

SME Bank Ltd. shall evaluate the technical proposals and shall out rightly reject proposals that do not conform to the mandatory requirements as mentioned above.

Financial proposal of only those organizations shall be opened that conforms to the mandatory requirements and get minimum of 70% marks in technical will be asked for submission of financial bid. The lowest bidder shall be awarded the Service Agreement for one year.

13 Acceptance of Bids

The bidder with the lowest bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

14 Payment

Payment on monthly basis after receipt of invoice.

Compliance Certificate Annexure

#	Description	Submitted Yes/No	Total Score
MANDATORY ITEMS			
1.	National Tax and Sales Tax Registration Certificates attached.		
2.	Earnest Money attached.		
SCORING ITEMS			
3.	Company Profile attached (total marks 24) Completion of 10-15 years : 0 8 marks 16-20 years : 16 Marks 21 years & above : 24		24
4.	Clients' reference letters attached. (Client Satisfaction for the year 2015 & 2016, 3 marks for each client)		51
5.	Rating of the company.		15
6.	A Statement detailing financial strength attached (Financial Strength). Total points awarded for net equity is equal to 6 divided into 3 stages (2 points for every 100 million) and points 4 awarded for profit & loss (2 points for 25 million profit & loss)		10

We agree to abide by the terms and conditions of the Tender.

Signature: _____ **in the capacity of** _____ **duly authorized**
to sign the Tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete Address: _____

Fax No: _____ **Telephone No.:** _____

Witness:-

1. _____

2. _____