



ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

INVITATION FOR BIDS NOTICE HIRING OF COURIER SERVICES FOR DELIVERY OF MAIL (INSIDE PAKISTAN)

Activity Ref. No.	:	26/2025-26			
Procurement Method	:	Single Stage-One Envelope [1S1E]			
Date & Time for Submission of Bids	:	Date:	18-05-2026	Time:	1030 Hours, PST
Date & Time for Opening of Bids	:	Date:	18-05-2026	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 2025/26.

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, however, shall be subject to extension based on 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 as instructed below.

Bidding Document containing detailed terms & conditions of the bidding process, can be **downloaded** from <https://eprocure.gov.pk> free of cost. Any query/ technical difficulty with regards to **e-PADS**, Public Procurement Regulatory Authority (PPRA) should be contacted.

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

Date:	11 th May 2026
Time:	1100 hours (Pakistan Standard Time)
Address:	Room No. 108, Academic Complex, AIU Main Campus, Sector H-8, Islamabad

The bid(s) prepared in accordance with the instructions mentioned in the procurement activity’s **Bidding Document**, must be submitted through **e-PADS** at <https://eprocure.gov.pk> by or before **1030 hours PST** on the closing date for procurement activity mentioned above. Whereas, the **Bid Security** instrument, in original, in sealed envelope(s), duly mentioning the Name & Reference No. of the procurement activity on the envelope(s), must be delivered at the aforementioned address one day before the bids’ submission due date & time. The bids at **e-PADS** will be opened at **1100 hours PST** through **e-PADS** on the closing date for procurement activity in the presence of bidders’ representatives who shall choose to attend the bids’ opening session to be held at **Room No. 108, Academic Complex, AIU Main Campus, Sector H-8, Islamabad**.

This advertisement is available at website of PPRA & AIU at www.ppra.org.pk and www.aiou.edu.pk/tender-notice, respectively.

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