TENDER NOTICE NO: 51 / 2026

A Public Sector Hospital invites sealed tenders from eligible / authorized distributors / reputed firms / suppliers registered with income tax / sale tax department on FOR basis. The bids must be reached to the undersigned on or before mentioning date / time, which will be opened in the presence of tenderers and their authorized representatives.

S. #	Tender. #	Description	Tender Fee (Rs.)	Last Date/Time of Bid Submission	Bids Opening Date/Time
1	51 /2026	Outsourcing of Official outgoing dak through Courier Service	2,000/-	**16.12.2026** at 10:00 hours	**16.12.2026** at 10:30 hours

A set of Tender documents along with terms and conditions can be downloaded from PPRA website (www.ppra.org.pk). An amount of Rs.2,000/- (Non-Refundable) payable in shape of pay order / demand draft in favor of Head LAO, Public Sector General Hospital, H-11/4, Islamabad must be submitted alongwith technical proposal.

The Competent Authority reserves the right to reject the tender.

Admin Officer (Proc)
Public Sector General Hospital
H-11/4 Islamabad
Ph: 051-9257171, Ext:-289

PAKISTAN ATOMIC ENERGY COMMISSION
GENERAL HOSPITAL H-11/4,
ISLAMABAD

No.Hosp-1(1736)/Courier/26 Dated:_____

M/s._____

_____

Subject: **Quotation for Tender Notice No.51 /2026 "Outsourcing of Official outgoing dak through Courier Service"**

Dear Sir,

The following instructions may kindly be followed while submitting your quotation.

Instructions to Tender:

1. The quotations should be addressed to Admin Officer PAEC General Hospital H-11/4, Islamabad. The bidders shall submit their offers with reference to clause No.36 (b) of PPRA rules i.e. Single Stage - Two envelopes bidding procedure as per following details:

i. The bid shall comprise a single package containing two separate envelops. Each envelop shall contain separately the financial proposal and the technical proposal.

ii. Envelops shall be marked as **"Technical Proposal" and "Financial Proposal"** in **bold and Legible letters to avoid confusion.**

iii. Initially only envelop marked **"Technical Proposal"** shall be opened.
iv. Envelop marked as **"Financial Proposal"** shall be retained in safe custody without being opened.

v. The technical proposal shall be evaluated with out reference to price and any proposal which do not conform to the specified requirements shall be rejected.

vi. No amendment in the technical proposal shall be permitted during evaluation.

vii. The Financial proposal of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance of technically accepted bids only.
viii. Financial proposal of the bids found non-responsive shall be returned un-opened to the respective bidders.

General terms & conditions:

2. All the **Technical and Financial Proposals** in **Separate Sealed Envelopes clearly marked as "Tender Notice No.51/2026 "Outsourcing of Official outgoing dak through Courier Service"** should reach to undersigned on or before the tender opening **date 16.12.2026 at 10:00 hrs.** Technical bids will be opened on the same day at **10:30 hrs at**

(Conference Room) PAEC General Hospital Sector H-11/4, Islamabad in the presence of bidders who submitted their offers as per instruction/ requirement and wish to be present. In case of falling holiday on the opening date, the tenders will be opened on the next working day at the same time.

3. No tender will be considered if:-

a. It is received after the date and time fixed.

b. The tender and related documents are not signed & Stamp.

c. The offer is ambiguous.

d. Items offered differ in description etc from those required.

e. It is without earnest money or with less earnest money as a general policy.

f. Over writing and cutting will be not accepted

4. The quotation validity period will be started from the date of **issuance of award letter** and rates will be valid till completion of one year running contract.

5. **Earnest money of Rs.30,000/-** in the form of **Pay Order/ Bank Draft,** in favour of Head LAO, PAEC General Hospital, Islamabad, must be attached ***along with the Technical Offer in separate sealed envelope.*** Earnest money will be returned to the unsuccessful bidders soon after finalization of the purchase proposal, and retained in case of successful bidders till satisfactory completion of regular contract agreement.

7. The following are required to be mentioned in the quotation and copy also attached:-

- Letter of registration under sales Tax Act 1990. Copy
- Income / Sales Tax Registration No.
- Active Taxpayer list (ATL)

8. Special Instructions:

i. No changes will be allowed during the currency of contract in supplier's distribution and the supply orders will be generated in the name of same supplier quoted in the tender.

9. **Risk Liquidated Damages:**

The quantities to be purchased from the suppliers can be increased or decreased as per requirement of PGHI. The suppliers are to ensure to timely delivery of items and if supplier fails to supply the stores up to the requisite quantity, quality and specifications within the delivery date / specified time. Purchaser will have right to confiscate the submitted earnest / security money, cancel the order and purchase the stores elsewhere at your risk & cost for which no notice shall be issued and the purchaser will not be responsible for any loss that you may suffer due to the cancellation of the order, or in such a case the purchaser may either impose a penalty

on you to be paid by you by way of liquidated damages @ 2% of the value of un-supplied stores per day for the number of days by which the delivery is delayed and beyond the said date / specified time up-to a maximum of 10% of the total contract value.

11. Any correspondence regarding this tender must be addressed to Admin Officer, PAEC General Hospital H-11/4 Islamabad only. For any additional information's please contact on telephone numbers as given below.

12. The Competent Authority reserves the right to accept or reject any or all the offers.

13. If the bidder/supplier unconditionally accepts all "Terms & Conditions" of PGHI then participate in open tender and quote rates (Copy attached with tender).

(Muhammad Anwar Kamal)
Admin Officer (Proc)
Public Sector General Hospital
H-11/4, Islamabad
Ph: - 051-9257171 Ext: 289
Fax: 051-9258862

ANNEXURE-"A"

Subject: **Tender Notice No.51 /2026 "Outsourcing of Official outgoing dak through Courier Service"**

S.#	Detail's	Unit Price (Per Courier) with GST
1	**Outgoing Dak** **(With-in)** - Rawalpindi / Islamabad	
2	**Outgoing Dak** (**Outside -** Rawalpindi / Islamabad) **Within Pakistan**	

Signature
(Firm / with Stamp)