

پاسٹ ماسٹرز جنرل سنٹرل پنجاب سرکل لاہور کو 03 مئی 2026ء کی تاریخ کے لئے مای طور پر مقررہ ٹرانسپورٹرز / ٹرانسپورٹ کمپنیاں سے مقررہ فارم پر سرسہر ٹینڈر مندرجہ ذیل شرائط پر مطلوب ہیں۔

ٹینڈر بذریعہ E-Pads کیا جائے گا اور ٹیکنیکل ہارڈ فارم میں بھی جمع کرانا ہوگی۔ ہدایات کے مطابق مکمل شدہ ٹینڈر فارم PPRA کی سرکاری ویب سائٹ www.eprocure.gov.pk پر اپلوڈ کرنا ہوگی۔

1- معاہدے کی مدت تین سال ہوگی۔ 2- مالی پیشکش میں ریٹ کلومیٹر کی بنیاد پر درج کرنا ہوگا۔ 3- ڈاک کی تاریخ کے دوران گاڑی میں مسافر بٹھانے کی ہرگز اجازت نہ ہوگی۔ 4- میل کنٹریکٹرز اور ایئر کومپائل فون فراہم کرے گا۔ 5- گاڑی کا میل شیڈول پاکستان پوسٹ مقرر کردے گا جس کے مطابق کام کرنا ہوگا۔ 6- درخواست دہندہ کو حکم ٹرانسپورٹرز ہونے کا مکتوب فراہم کرنا ہوگا۔ 7- میل کنٹریکٹرز کو گاڑی کی سہولتوں میں رکھے جائیں گے۔ 8- ڈاک کی تاریخ کے دوران راستے کے تمام اطرافات بعد لول لگس وغیرہ کنٹریکٹرز خود ادا کرے گا۔ 9- لگانے کے ہائیکس کوئے ٹینڈر برائے تاریخ ڈاک بعد وقت کا نام لکھا ہونا چاہئے۔ 10- مجوزہ گاڑی درخواست دہندہ کے نام ہونی چاہئے۔ 11- ہر گاڑی پر ڈاک کی حفاظت کے لئے حکم مقرر کردہ سائز اور ڈیزائن اور معیار کے مطابق مکمل ٹینڈر میں لگانا ہوگا۔ 12- گاڑی کا رنگ سرخ ہوگا اور سپیڈ رنگ میں گاڑی پر پاکستان پوسٹ کا لوگو پاکستان پوسٹ ویب سائٹ ایڈریس www.pakpost.gov.pk اور پ۔ اے۔ این نمبر 111-111-117 لکھنا ہوگا۔ 13- ٹیکنیکل پیشکش کے بعد مالیاتی پیشکش کو بھی جائزگی، مالیاتی پیشکش صرف ان کنٹریکٹرز کی کوئی جائزگی جن کی ٹیکنیکل پیشکشوں کی وسعت 70% یا اس سے زیادہ ہوگی۔ 14- گاڑی کی ٹیکنیکل حکم کی مقرر کردہ تاریخ کو کرنا ہوگی۔ گاڑی ٹیکنیکل کے لیے مہیا نہ کرنے کی صورت میں زر بیعانہ بحق سرکار طرہ کر دیا جائے گا۔ 15- ٹینڈر نلنے پر کل معاوضے کا 5% مدت معاہدے کے مطابق بطور سیوریٹی بٹگا رتی جمع کرنا ہوگا۔ 16- تمام گورنمنٹ ٹیکسز (وفاقی صوبائی ریاستی) شرائط و ضوابط کے مطابق لاگو ہونگے۔ 17- درخواست ٹینڈر اور معاہدہ فارم (Revised M-50) بعد ہدایات مبلغ 5000 روپے (پنچ ہزار روپے) (ناقابل واپسی) کسی بھی پوسٹ آفس میں Unclassified Receipt Hand کے تحت جمع کرانے کے بعد دفتر پوسٹ ماسٹرز جنرل سنٹرل پنجاب سرکل لاہور کی پی۔ ایس برانچ میں رسید جمع کرنا کہ دفتر کی اوقات کار میں اور مورخہ 2026-03-21 کی صبح 09:30 بجے تک حاصل کیا جاسکتا ہے اور www.eprocure.gov.pk PPRA E-Pads میں ڈاؤن لوڈ کیا جاسکتا ہے جس صورت میں رسید دفتر ہذا میں ٹینڈر کے دوران پیش کرنی ہوگی۔ 18- ٹینڈر کے ہمراہ بینک ڈرافٹ مبلغ 100,000 روپے بطور ضمانت (قابل واپسی) بحق پوسٹ ماسٹرز جنرل سنٹرل پنجاب سرکل لاہور منسلک کرنا ہوگا بصورت دیگر درخواست ناقابل قبول تصور کی جائے گی۔ 19- تمام گاڑیوں کے موٹر ٹینڈر اور روٹ پش متعلقہ اتھارٹیز سے جاری شدہ، ٹیکنیکل کے دوران مہیا کرنے ہوں گے۔ 20- کنٹریکٹرز کو اپنا تجربہ بتانا ہوگا۔ 21- این ٹی این نمبر اور پی ایس ٹی رجنڈیشن نمبر کے مطابق ٹیکنیکل پیشکش میں نمبر دینے چاہئیں گے۔ 22- اچھی حالت کی گاڑی فراہم کرنا ضروری ہوگا۔ 24- گاڑیوں میں ٹریکر (گاڑی کی ٹیکنیکل کے وقت) لگے ہونے چاہئیں۔ 25- حکم گاڑیوں کے کینوں کے سائز میں مجوزہ شرائط و ضوابط پر دو بدل کا اختیار رکھتا ہے۔ 26- ٹینڈر میں دینے گئے کلومیٹر پر ٹیول پرانز ایڈجسٹمنٹ کا اختیار ڈائریکٹرز جنرل پاکستان پوسٹ کو ہوگا۔ جس کے تحت ہر کلومیٹر میں کی یا زیادتی کی جاسکتی ہے۔ 27- زیادہ ڈاک کی صورت میں Due trip کے علاوہ Extra / Special trip کے لیے بھی گاڑی فراہم کرنا ہوگی۔

میل روش کی تفصیل درج ذیل ہے۔

نام پوسٹ	روزانہ دورہ فاصلہ اندازاً	گاڑی / کین کی اونچائی	تعداد گاڑی
تھک تھک احمد پور سیال	226.2 کلومیٹر	اچھی حالت میں (1000 CC تا 800 CC) کین اونچائی 5'6"	1
لاہور- شہر پورہ سالنگھ	309.2 کلومیٹر	اچھی حالت میں (2800 CC تا 2700 CC) کین اونچائی 6'	1
لاہور پوسٹ ایریا 07	102.7 کلومیٹر	اچھی حالت میں (2800 CC تا 2700 CC) کین اونچائی 6'	1

ٹینڈر (ٹیکنیکل اور مالیاتی پیشکش) زیر دستگی کو مورخہ 2026-03-21 کو صبح 10:45 بجے تک موصول ہونی چاہئیں۔ ٹیکنیکل پیشکش اسی روز صبح 11:30 بجے بذریعہ E-Pads ٹینڈرز کو ہندوگان یا اسکے نمائندوں کی موجودگی میں کھولی جائے گی۔ مقررہ وقت کے بعد موصول ہونے والی پیشکشیں ٹینڈرز میں شامل نہیں کی جائیں گی۔ نیز شرط ٹینڈر قابل قبول نہیں ہوں گے۔ پوسٹ ماسٹرز جنرل سنٹرل پنجاب سرکل لاہور ٹینڈر کو منظور یا مسترد کرنے یا کسی کو فتم یا تبدیلی کرنے یا کسی روٹ کو حذف کرنے کا اختیار رکھتا ہے۔ درج بالا دورہ فاصلہ ٹینڈر اپارڈ کے بعد ہر دوے کے مطابق کم و بیش ہو سکتا ہے۔

Saira Imtiaz
ڈپٹی پوسٹ ماسٹرز جنرل (آپریٹن)

دفتر پوسٹ ماسٹرز جنرل سنٹرل پنجاب سرکل لاہور

فون۔ 99211330-042

PAKISTAN POST

TENDER APPLICATION FORM FOR TECHNICAL BID

Name of Contractor / company

Address.....

.....

Phone / Mobile / Fax No.

(Detail of information also be supplied as mentioned in enclosed Performa)

Signature

Stamps:

SCORING CRITERIA IN TRANSPORTATION SERVICES

NAME OF CONTRACTOR _____

NAME OF ROUTE _____

(TECHNICAL BID)

SL NO.	DESCRIPTIONS	TOTAL POINTS	REMARKS (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)	POINTS OBTAINED
1.	Experience in running transport business with any Department/organization previously with evidence	10	If 15-Years or above 10 marks If 10 Years or above 14 Years 08marks If 5 Years or above 9 Years 06 marks If 1 Year or above 4 Years 03 marks If experience below 1 Year 00 marks	
2.	Number of Operational Offices in Central Punjab with complete address (affidavit)	10	Operational Offices in the beat of concerned Mail Route. 10 marks Operational Offices near to other cities. 05 marks	
3.	Detail of repair /maintenance infrastructure workshop etc with complete particulars. (affidavit)	10	If available in main cities of mail routes 10 marks If available in cities of starting and ending points of mail routes 05 marks	
4.	List of vehicle (Fleet) showing your capability along with copies of documents (Vehicles should be on the name of bidder)	10	If 25% or more than applied route(s) 10 Marks If equal to applied routes 05 Marks	
5.	N.T.N/PST Registration (fresh copy of evidence)	10	fresh copy of evidence (Active) 10 Marks In-active 00 Marks	
6.	Bank statement	10	If for 03 years 10 marks If for 02 or more than 02 years 08 marks If for 01 or more than 01 year 05 marks Less than 01 year 00 marks	
TOTAL		60		

Please supply all the documents.

Note: All above said information / documents have marks. Acquiring of 70% marks of the total score will make the bidder for participating into ultimate phase of financial bid opening.

Signature of the bidder

PAKISTAN POST**Tender application for conveyance of mail (Financial proposal).**

In response of the advertisement that appeared in the Newspaper dated inviting tender for conveyance of mail on different routes, I /We (name of individual (s) or firm with full address) am / are willing to execute contract for a period of 3 year, with Pakistan Post Department to deploy vehicles as specified in the advertisement on the following route for conveyance of mail, on the monthly subsidy per kilo meter rates as shown against the route:

Name or particular of mail line	Distance (Two way)	Quoted rate of subsidy per Kilo meter

2. I / We have deposited the earnest money Rs. 100,000/- in shape of Bank Draft No. Dated issued by in favour of Postmaster General, Central Punjab Circle, Lahore. The Bank Draft is attached in original with this tender application.
3. I have gone through the terms and conditions of the contract as laid down in the Form of agreement (M-50 Revised), provided to me along with the form of application. I shall enter into formal agreement in Form M-50 (Revised) for registration of the agreement deed with the Registrar of the station specified by the Pakistan Post Department and shall abide by the conditions contained therein.
4. I/We have also read and understood the instructions for tenderer and agree to abide by them.
5. I/We agree to deposit the security money equal to 5% of the subsidy of the contract for each mail line in shape of bank guarantee pledged in favour of Postmaster General, Central Punjab Circle, Lahore, in case of acceptance of my / our tender in Pakistan Post.
6. Attested copy of C.N.I.C. No. is enclosed herewith.

Signature of Tenderer

Certified that this Application Form has been sold to M/S on production of receipt (ACG-67) for Rs.5000/- (Rupees Five thousand only) as price of Tender Form (Non refundable) deposited in Post Office on vide ACG-67 Receipt No. Book No..... Dated

Signature of Head Assistant
PS Branch

INSTRUCTIONS FOR TENDERERS

1. Tender will be conducted through E-Pads. Necessary instructions also got published in newspaper.
2. A Tender Form duly completed should also be addressed to the tender calling authority enclosed in a sealed cover words "Tender for Conveyance of Mail" should be Written on the outside top right hand corner of the cover.
3. All completed tenders must reach at the address of the tender calling authority before 10:45 AM on the last date fixed for the receipt of tender.
4. The Tenders will be opened on the same date through E-Pads at 11:30 hour by the Tender Committee in the presence of tenderer or their authorized representatives / Agents, who may wish to be present.
5. The earnest money amounting to a sum notified in the Tender Notice in the shape of Bank Draft in favour of the Postmaster General should be attached (in original) with the tender application. The earnest money is refundable in case of non acceptance of the tender.
6. An incomplete tender or a tender without a Bank Draft of the prescribed amount being the earnest money shall not be considered.
7. The tenderer should not have any concern in his business with anyone connected with the Pakistan Post Office Department.
8. The tenderer has the option to quote for one or more mail line (s). However only one rate shall be quoted separately for all the mail routes mentioned in the Tender Notice.
9. Rates should be quoted on the basis of per Kilometer carriage of mails, which eve is considered more workable.
10. The mail shall be exchanged by the departmental official (s) who shall be treated on duty with the mail vehicles. They shall load mail at the starting station exchanged mail at all the stoppages enroute and the destination station according to the specified mail schedule. These officials shall also maintain a time statement showing the date and hour of arrival and departure of mail.
11. The colour, sign nomenclature, general get up etc, of the vehicles (s) to be used shall be prescribed by the Pakistan Post Office Department.
12. The Contractor may be permitted to park his mail motor vehicle(s) at the postal premises, if any, at out station (s) as per availability of space.
13. The contractor shall not transfer or sublet the contract without the previous consent in writing of the Head of the Circle.
14. It shall be binding upon the contractor to observe the prescribed Schedule which may be liable to change according to the requirements of the Pakistan Post Office Department.
15. The mail carrying vehicle shall stop only at the specified stop (s) Nevertheless, the Mail Schedule shall be observed strictly.
16. The nature and complete particulars of work to be done if desired can be ascertained from the office of the Postmaster General / tender calling authority during working hours.
17. In case of the acceptance of the bid, the contractor shall enter into formal agreement in Form M-50 (Revised) and shall have to bear the fee / cost for registration of the agreement deed with the Registrar of the station specified by the Pakistan Post Office Department.
18. The agreement to be executed will be for a period not exceeding 03 years which may be further extended by mutual consent in same rate terms & conditions or till the availability of new contract whichever is earlier.
19. The competent authority shall have the right to accept / reject / modify any tender or all tenders or discontinue bidding process on any route (s) without giving any reason therefore.

AGREEMENT

TO BE EXECUTED BY THE CONTRACTOR FOR CONVEYANCE OF MAILS

This AGREEMENT made _____ day of _____, 20____, BETWEEN THE PRESIDENT OF THE ISLAMIC REPUBLIC OF PAKISTAN (hereinafter referred to as the "GOVERNMENT" which expression shall include its successors and assigns) of the part and-----

(hereinafter referred to as the Contractor which expression shall include its heirs, legal representative and assigns) of the other part.

Whereas the said Contractor has agreed with the Government to carry, convey and deliver all postal articles and mail bags as defined in the Post Office Act, 1898 and rules framed thereunder as amended from time to time as may be entrusted by the Postal authorities.

IT IS HEREBY MUTUALLY AGREED and declared between and by the parties hereto as follows:-

1. This agreement shall come in force as from the day20..... and shall continue in force unless determined under the provision of clause 12.
2. The contractor shall during continuance of this contract that is to say from the Day ofuntil the day of or until the expiry of such further period as may be extended from time to time on the mutual agreement of both parties, between (Places) And and vice versa, provide prescribed type of vehicle exclusively for conveyance of mail with hard top body painted in prescribed color, with logo of Pakistan Post Office Department and carry daily (including Sundays and postal holidays on the direction of postal authorities) postal articles and mail bags irrespective of weight and bulk in accordance with the timings given in the schedule hereinto annexed and deliver and take up at such post offices or places on the road/ en-route at such time or times as prescribed from time to time.
3. The contractor shall carry as part of mails, post office form, stationery and stores dispatched by postal stock Depot or the offices where such forms, stationery and stores are printed and stored to the various offices name in the Schedules attached to the agreement. The contractor shall provide the necessary capacity for carriage thereof and shall not claim any extra remuneration on that account.
4. Postal officials travelling on duty to any station between the said mail line shall be entitled to travel with their personal luggage free of charge on every vehicle employed for carriage of mail bags.
5. In the event of non-completion of any journey or of delay in completion thereof in accordance with prescribed schedules or in the event of failure to deliver or take up

any postal article or mail bag at any of the places or offices prescribed, the contractor shall be liable to the imposition of penalty as detail below:-

- a. Delay upto 30 minutes in completion of trip may be ignored
- b. Delay of over 30 minutes upto 3 hours in completion of trip, levy of penalty @ 50% on the amount of subsidy fixed for each trip.
- c. Delay over three hours upto six hours in completion of trip, levy of penalty @100% of the amount of subsidy fixed for each trip.
- d. Delay beyond six hours on non-execution of trip, levy of penalty @ of double of the amount of mail subsidy fixed for each trip.

Note: Provided that the contractor shall not be liable to any penalty under this clause for any such default, delay or failure caused by circumstance beyond human control.

6. In case of any fault in vehicle or road accident the contractor shall be liable to provide alternate source for transmission of mail.
7. The Contractor shall be absolutely liable and responsible for the due and safe custody and delivery in good order and condition of postal articles and mail bags. In case of loss and damage, the amount of damage/ loss payable or sustained by Pakistan Post office department shall be recovered / adjusted from the amount of subsidy payable to the contractor. The certificate of the Postmaster General of such amount payable by the contractor shall be conclusive as to the amount thereof and binding on the contractor provided that this clause shall not be extend to any loss or damage caused by or resulting from a natural disaster, war, robbery or other calamities beyond human control.
8. The contractor shall comply with the instruction of postal official duly authorized by the Government with regard to mode in which the mail be stored, packed and loaded or removed in, on or from the carriage vehicle of the contractor.
9. The contractor hereby covenants and declares that one conducted with or in the employment of Pakistan Post Office Department neither has any interest nor shall any such person be admitted to partnership or any other interest in this connection.
10. The contractor shall not or any part thereof or any interest therein be transferred by the contractor to any person or persons or company attempted to so done without the previous consent in writing of the Government being first hand obtained. In the event of the transferring its business and in the event of the Contractor being a company if wound up at any time during the period of this contract for the purpose and with the object of transferring its business to any persons or a company, the Contractor shall make it one of the term and stipulation of the contractor for transfer of its properties and business to such other persons (s) or a company that such other persons or

company shall provide the same service with the consent of the Pakistan Post Office Department.

11. Pakistan Post office department on behalf of Government shall during the subsistence of this agreement pay to the Contractor monthly sub of Rs..... Only (such payment to be made on the day of each calendar month as its remuneration for the service to be rendered by it. In case of increase or decrease in number of trips thereby resulting in increase or decrease of distance covered, or for the increase or decrease in the Fuel Price through legislative enactment the contracting parties hereto shall respectively be entitled to claim proportionate increase or decrease in the payment, as the cause may be, or fix rates under any other criteria as agreed upon by both the parties. The increase in the mail subsidy will be calculated by a committee constituted for the purpose on the basis of average increase in fuel prices during the calendar year as per following formula.

$$\frac{\text{Previous year average price per liter-Existing rate} \times 100}{\text{Previous year rate per liter}}$$

12. Pakistan Post office department on behalf of Government by notice in writing shall be at livery at any time or times or from time to time whenever deemed fit to make any alteration in the schedule of trips or to cancel or substitute therefore another schedule with the week's notice to the contractor.
13. This contract may be absolutely determined and put an end to by either of the contracting parties giving four calendar month notice in writing to the other of its intention so to determine and put an end to the same. However, the contractor shall continue to convey mail till alternate arrangements are made by the Government. Provided further that in the event of the Contractor committing any breach of any of any terms of this agreement, Government shall be at liberty to terminate this agreement forthwith without any notice whatsoever and without prejudice to any liability of the Contractor to the Government for damages or otherwise howsoever.
14. A sum of Rs.....has been deposited by the Contractor through bank guarantee/CDR in the name of Postmaster General, CPC Lahore as security for due fulfillment of the terms of the contract by the Contractor. The registration cost of agreement deed shall be borne by the Contractor.
15. Every contract executed between Pakistan Post and any other party either it is a Government of Semi-Government autonomous or a charity or a private organization providing services through an agreement for conveyance of mail is required to register the agreement with convened District Register.
16. Any notice required or permitted to be given under these presents on the part of the Government shall be sufficiently given if signed by the person not below the rank of incharge of Postal Unit and delivered to the Contractor or sent by registered Post to its usual or last known place of abode or business, and any notice required or permitted

to be given hereunder on the part of the contractor, shall be sufficiently given if left and delivered at the office incharge of Postal Unit or of the Postmaster General.

17. The Postmaster General shall have the full power to forfeit all or a part of security pledged, in case the Contractor exhibits performance contrary to the terms of the contract. The orders passed by the Postmaster General in this regard shall be final and binding upon the contractor and shall be without prejudice to all other remedies of Government in respect of any and every such breach of non-performance by the Contractor. The security shall be released by the Postmaster General if he shall think fit on termination of this contract.
18. All disputes and difference whatsoever, touching or concerned this agreement shall be referred to the DGPPD department or his nominee whose decision in the matter would be final and binding upon the parties.

COMMON INSTRUCTIONS IN OPERATIONAL RUNNING OF PAKISTAN STATE MAIL VEHICLE MAIL CONTRACTS

- i. Before expiry of the duration of mail contracts, the tenders will be floated timely to ensure execution of new contract soon after expiry of previous agreement.
- ii. The mail contracts will not remain in operation without extension of agreements or inviting fresh tenders.
- iii. The mail contracts should be registered in the court of law as required under rules.
- iv. The mail contractors will not be allowed to deploy unspecified vehicles. Moreover, the contractual vehicle should be owned by the tender himself.
- v. The SME vehicles should carry the containers of prescribed specification logo of Pakistan Post as well as prescribed color scheme.
- vi. The mail contractors should deposit security money equal to 05 % of mail subsidy of contract period of mail line (s). The insurance of vehicles should be produced to the office concerned by the mail contractors.
- vii. The monthly time bill statement will be reviewed properly and in case of the late running of SME, the penalty clause must be invoked.

SCHEDULE OF PAKISTAN STATE MAIL VEHICLE.

Place of Departure	Time of Departure	Place of Arrival	Time of Arrival	Distance (KM)	Total Distance From Starting Point (KM)	Typed of vehicle mode of conveyance
1.	2.	3.	4.	5.	6.	7.

IN WITNESS whereof the said parties to these presents have here into their respective hands to the day and year first above written.

Signed by _____ Signed by _____

(on behalf of the president of Islamic
Republic of Pakistan in the presence of)

1. Witness _____

2. Witness _____

(The Contractor or his authority's agent
or his employ in the presence of)

1. Witness _____

2. Witness _____.