



Bidding Document

Tender for Hiring of Courier Services

Bid No. HBFC/HOK/GSD/2023/15



Invitation for Bids (IFB)
Tender for Hiring of Courier Services

HBFC invites sealed bids for Hiring of Courier Services for its nationwide Offices and Branches.

Bids will be evaluated in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Bidding documents containing terms & conditions and Selection Criteria etc. can be downloaded from HBFC website i.e., www.hbfc.com.pk This IFB is also available at PPRA website www.ppra.org.pk.

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals, must reach at address given below on or before **November 17, 2023 at 11:00 am**. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. In case of any holiday, tender will be opened on next working day. Bidders will be required to submit **Rs.100,000/- as Bid Security** along with their Financial Proposal in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641739/52

General

1. Scope of Bid

HBFC invites sealed bids for Hiring of Courier Services for its nationwide Offices and Branches.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

- i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.
- ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.
- iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices / Rates

The contract will be for providing nationwide courier service to HBFC Offices and Branches. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.

Furthermore, contract for providing courier services will be for a period of 05 years and may be renewed upon mutual consent/understanding. Rates once approved will be fixed for first year and will be increase maximum up to 10% of initial quoted rates on annual basis.

Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per **Annexure - C of Technical Proposal**. Technical and Financial evaluation will be carried out on combined scoring method using distribution of 80% - 20%, Technical Proposal - Financial Proposal respectively.

11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format (**Annexure D**) who shall be able to provide information about services rendered by the firm.

12. Bid Security

All bidders are required to submit amount of **Rs.100,000/-** as bid security enclosed with their financial proposal. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.



Award Criteria

13. Award Criteria

The weighted average marks of technical and financial proposals of each bidder will be added and contract will be awarded to the most advantageous bidder having highest weighted average marks in total.

14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

15. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

16. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure - E**.

17. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will be prevail over ITB.

S#	Details
1.	<u>Tender for Hiring of Courier Services</u> Ref No. HBFC/HOK/GSD/2023/15
2.	<p><u>Contact Information and Communication</u></p> <p>The contact detail for all correspondence in relation to this bid is as follows: Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Mr. Ejaz Jamil Qureshi Designation: AVP - GSD Email: ejaz.qureshi@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641727</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per Annexure – B of Technical Proposal . Technical and Financial evaluation will be carried out on combined scoring method using distribution of 80% - 20%, Technical Proposal – Financial Proposal respectively.
5.	The period of Bid validity will be 120 days after opening of the Bids.
6.	All bidders are required to submit amount of Rs.100,000/- as bid security enclosed with their financial proposal. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.
7.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head of General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752</p>



8. The deadline for submission of bids will be November 17, 2023 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:

House Building Finance Company Limited,
3rd. Floor, Finance and Trade Centre,
Shahrah-e-Faisal, Karachi –Pakistan.

Scope of Work

Contract for providing courier services will be for a period of 05 years and may be renewed upon mutual consent/understanding. Rates once approved will be fixed for first year and will be increase maximum up to 10% of initial quoted rates on annual basis.

1. The service provider will be responsible for courier of official documents / goods/items for Intra-city, Intra-provincial, Intercountry from Monday to Saturday & in case of Emergency Call at any time in a day / week / weekend.
2. The service provider will be responsible to collect and deliver courier/mails/parcels etc. from HBFC Offices and Branches to designated locations.
3. Minimum courier collection time & dispatch interval shall be one time per day.
4. Official documents / goods/items must be delivered within 48 hours (or as per mutually agreed timelines) at the destination in case of Intracity/ Intercity/National/International.
5. The service provider must be able to provide Bulk Printing and Dispatch service.
6. The service provider may also be required to pick the documents from HBFC clients / customers as and when required.
7. The consignment must be tracked online after dispatch through company's dedicated online portal.
8. Undelivered courier/mails/parcels must be delivered back to the destination of origin with comments about the reasons of non-delivery.
9. Billing will be centralized. The service provider will submit monthly delivery report to HBFC Head Office along with monthly invoice/bill.
10. The Service Provider shall be liable to pay compensation for any loss and damage and must provide insurance coverage.
11. Invoice/bill shall be submitted on 1st of every month in **General Services Department, Head Office, Karachi** for onward centralized processing on monthly basis.



Technical Proposal

Tender for Hiring of Courier Services

Bid No. HBFC/HOK/GSD/2023/15



Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan.

Technical Proposal

Tender for Hiring of Courier Services

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2023

[Seal & signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Mandatory Eligibility Criteria Checklist

The bidders are required to make sure that the following mandatory requirements of this Tender document are fulfilled. These requirements must be furnished at the time of submission of the Proposal.

Non-submission of any one of the following applicable requirements shall result in disqualification:

S. No	Selection Criteria	Evidence (Yes / No)	If Yes (Pages No)
1	The Bidding Company must be registered with FBR/SRB etc. for the purposes of Income and General Sales Tax certificates.		
2	The Bidding Company must be an Active Taxpayer (verifiable through ATL) on the date of bid submissions		
3	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.200 or more that Bidder is not insolvent, bankrupt, and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body, or any other international organization.		
4	In case a bidding company have already worked with HBFC in past, it must have a satisfactory history with HBFC. History will be verified internally by HBFC.		

Selection Criteria

The bidder meeting the following criteria and obtained at least 65 marks shall qualify for opening of their financial proposal.

S. No.	Criteria	Criteria	Marks	Evidence Provided		Attach Evidences as Under
				Yes	No	
1.	Bidder must be an established courier service provider with minimum 20 years in service. Provide verifiable evidence	a. below 20 years	0			Appendix - A
		b. 20 to 25 years	05			
		c. above 25 years	15			
2.	Bidder must be able to collect and deliver courier/parcels/letters etc. from all HBFC location's door step. (100% compliance confirmation on company's letter head for list provided at Annexure - D)	a. Non-Compliance of any location	-2 marks for each location			Appendix - B
		b. 100% Compliance	15			
3.	Number of Existing Corporate Clients (Minimum 30 Clients). Provide verifiable proofs such as contracts and client references etc.	a. below 30	0			Appendix - C
		b. 31 to 45	10			
		c. 46 and above	20			
4.	Number of Existing Customers in Banks (Minimum 05 Clients). Provide verifiable proofs such as contracts and client references etc.	a. below 05	0			Appendix - D
		b. 06 to 09	10			
		c. 10 and above	20			
5.	Financial strength as per audited financial statement for the last three (03) years.	a. Below Rs.200 Million	0			Appendix - E
		b. Annual Turnover of Rs.201 – Rs.500 Million.	05			
		c. Annual Turnover of Rs.501 – Rs.1000 Million.	15			
		d. Annual Turnover of above Rs.1000 Million	20			
6.	Local and International attributes which includes but not limited to affiliations with local and international bodies, awards, certifications	Relative scoring will be done by HBFC as per provided attributes by each bidders	10			
Total Marks			100			

Technical and Financial evaluation will be carried out on combined scoring method using distribution of 80% - 20%, Technical Proposal – Financial Proposal respectively.

a) Technical Evaluation Criteria:

Technical proposal of a bidder securing highest technical marks will be awarded full Weightage Technical Marks i.e 80. The formula for determining the weight of Technical Marks for remaining firms is as under:

$$WTM = T*80/Tm$$

WTM is the **Weighted Technical Marks** of proposal under consideration; **T** the **Technical Marks** of the Proposal under consideration and **Tm** is the Highest Technical Marks secured by any bidder.

b) Financial Evaluation Criteria:

Financial Proposal of a bidder having lowest bid will be awarded full weightage financial marks i.e 20. The formula for determining the weight of financial marks for remaining firms is as under;

$$WFM = Fm*20/F$$

Where, **WFM** is the **Weighted Financial Marks** of proposal under consideration; **Fm** is the **lowest bid offered** and **F** is the bid under consideration.

c) Financial Proposal Unit Rate Total:

In order to obtain benchmark to calculate Financial Weightage, Unit rates quoted in Financial Proposal, Section A, B & C will be summed.

d) Weighted Average Marks:

The weighted average marks of technical and financial proposals of each bidder will be added and assignment will be awarded to the most advantageous bidder having highest weighted average marks in total. In case of a tie, preference will be given to the bidder securing highest WTM

Note:

- i. Bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure.
- ii. Bidders must place their provided evidences as Appendix (clearly marked).
- iii. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- iv. The bid security of bids of unsuccessful bidders will be returned.
- v. A Service Level Agreement (SLA) shall be signed between HBFC and successful firm which may be extended upon mutual agreement as the case may be.

HBFC Offices / Branches Locations

Following HBFC Office and Branches may subject to increase or decrease or may be relocated in future.

S. No	Region/Area/Branch	Address
1	Head Office - Karachi	FTC Building, 3rd Floor, C-Block, Shahrah-e-Faisal, Karachi
2	Regional Office - South	Front Right Wing of Civic Centre, Hasan Square, main University Road Karachi.
3	University Road Branch - Karachi	Plot No. SB-28, Block-1, Mahnoor Apartment, Gulistan-e-Jauhar, Opposite NED University, KDA Scheme No. 36, Karachi
4	Hyderabad	1st Floor , Civic Centre, Thandi Sarak Road, Hyderabad
5	Mirpurkhas	Plot No.37 N-41 1st floor, Pakistan Railway Employees Cooperative Housing Society Limited, Hyderabad Road, Near Marvi Lawn, Mirpurkhas.
6	Tando Adam	City Survey No. 877, Ward-D, Near Zaheer Town, Tando Allahyar Road, Tando Adam, District Sanghar
7	Nawabshah	Plot No. A-84, City Survey No. 2267, Ward-'A', Government Employees Co-Operative Housing Society Limited (GECHS), Nawabshah
8	Thatta	H. No. 327/2, Ward-4-, Shah Kamal Muhallah Thatta.
9	Gwadar	Main Marine Drive, Near Sadaf Hotel, Gwadar
10	Sukkur	H.No. C-16, Ground Floor, Muslim Co-operative Housing Society, Military Road, Sukkur
11	Khairpur	1st floor Suhag House, Katcheri Road, Khairpur.
12	Larkana	City Survey No. 583 & 584, Ward A, Shiva Mandli Chowk, Bank Square, Larkana
13	Shikarpur	City Survey No. 123/1, 123/2, 123/3, Ward No. 22, General Post Office (G.P.O) Road, Lakhi Gate, Shikarpur
14	Dadu	Plot No. 189, Gulshan-e-Ibrahim Colony, Near Excise Office, Dadu, Taluka & District Dadu
15	Quetta	Office No. 06, Ground Floor, Bakhtyar Mall, Opposite Civil Hospital, M.A Jinnah Road, Quetta
16	Regional Head (Central)	HBFCL House, 1-Lake Road, Chauburji, Lahore
17	Defence Phase-3 Branch - Lahore	Plot No. 23/A, Block -XX, Phase 3/C DHA, Lahore
18	Johar Town Branch - Lahore	Plot No. 105, Block G/1, Near Doctor's Hospital, Johar Town, Lahore
19	Kasur	Cinema More, Near Pakistan Model School, Raiwind Road, Kasur
20	Sheikhupura	19-C, Civil lines, near Passport Office, Sheikhupura
21	Gujranwala	Citizen Fan Industries, Opposite MCB Bank Limited Tower, Near Nigar Chowk, Main G. T. Road, Gujranwala
22	Sialkot	Ground Floor, Mate Tower, Hararr, Adjacent to National Bank of Pakistan (NBP), Wazirabad Road, Sialkot
23	Gujrat	Main Sargodha Road, Opposite Inyat Hospital, Gujrat

24	Faisalabad	48-Chanab Market, Madina Town, Faisalabad
25	Jhang	Katchery Road, Opposite Tasveer Mehal Cinema, Saddar, Jhang
26	Sargodha	Islamiya Park, Near 47 Pull, Lahore Road, Sargodha
27	Sahiwal	G. T. Road, Near Pakpattan Chowk, Sahiwal
28	Multan	Plot No. 243 MDA Officers Cooperative Housing Society, MA Jinnah Road, Multan
29	Rahim Yar Khan	Opposite DPO Office, Church Road, R. Y. Khan
30	Bahawalpur	St. # 5, Qasim Town, Near RPO Office, Bahawalpur
31	Muzaffargarh	Near Central Jail Road, Muzaffargarh
32	D.G. Khan	Khata 53, 54, Mouza Choratha, Sind Janobi, D.G. Khan
33	Vehari	41/WB, Opposite Tariq Bin Ziad Colony, 1-KM Main Ludden Road, Vehari
34	Bahawlanagar	Near Chistian Road, Behind Noor Mahal Cinema, Nizampura West, Bahawalngar
35	Regional Head (North)	Plot No. 784/75, Islamabad Corporate Centro, Golra Road, Sector H-13, Islamabad Capital Territory
36	Rawalpindi	Plot No. 13-A Commercial Civil Lines Scheme, Rashid Minhas Road, Near Lucky CNG, Opposite Punjab House, Rawalpindi
37	Jhelum	First Floor, Choudhary Khalid Plaza, Old G.T.Road, Main Jada, Jhelum
38	Mirpur (AK)	Allama Iqbal Road, Mirpur (AK)
39	Wah	Khasra No. 354, Khatooni No. 3402-3403, Khewat No. 287, Mouza Sagra Brahma, Gran Trunk (GT) Road, Wah Cantonment Opposite to Kohistan Enclave
40	Attock	Ground Floor, Yousaf Ishfaq Plaza, Takbeer Colony Chowk, Kamra Road, Attock
41	Abbottabad	Adjacent to Food Godowns, Near Caltex Petrol Pump, Havelian Road Abbottabad
42	Mansehra	Faisal Plaza, Channai, Mansehra
43	Peshawar	7th Floor, State Life Building, 34 The Mall Peshawar Cantt
44	Mardan	Shops No. 51, 52, 53, 54, 55, 56, Upper Ground Floor, Mardan City Centre (MCC) Plaza, Qazi Bashir Road, Mardan Cantonment, Mardan
45	Kohat	1st Floor, Najan Complex, Hangu Road, Kohat
46	Swat	Shahzad Plaza, 1st Floor, Makanbagh, Chowk Saidu Sharif Road, Mingora, Swat.
47	Bannu	Hayat Plaza, Near Saddar Police Station Bazar, Ahmed Khan Chowk, Bannu City.
48	Dera Ismail Khan (D.I.Khan)	Opposite Haque Nawaz Shaheed Park, East Circular Road, Dera Ismail Khan.
49	Chitral	Shop No. 01 & 02, Ground Floor, Terichmer View Hotel, Shahi Masjid Road, Chitral
50	Gilgit	Shahrah-e-Quaid-e-Azam, Jutial, Gilgit
51	Hunza	Ground Floor, Diamond Plaza, Main Karakoram Highway (KKH), Front Location, Aliabad, Hunza
52	Skardu	Kazimi Bazar, opposite City Police Station, Skardu



53	Strong Room Karachi	Ground Floor, Shafi Court Building, Karachi
54	Strong Room Lahore	84A, B1, ISA Tower, Ground Floor, Ghalib Market, Gulberg-III Lahore
55	Strong Room Islamabad	Plot No. 14, Sector G-8/1, Mauve Area, Islamabad



Client References

Reference One (1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Deliverable items	
Any Comments	
Reference Two (2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Deliverable items	
Any Comments	

Integrity Pact

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Signature: _____

Name: _____



Non-Disclosure Agreement

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as "RECIPIENT") and House Building Finance Company.
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of "Authorized Representative")

(Signature of HBFC Authorized Agent)



Financial Proposal

For

Tender for Hiring of Courier Services

Bid No. HBFC/HOK/GSD/2023/15

Financial Proposal

A. Courier Services - Within the City

S. No.	Weight	Delivery Time	Rate/Amount Inclusive of all taxes
1	01 grams to 500 grams		
2	501 grams to 1000 grams		
3	Additional per 0.5kg		

B. Courier Services - Same Zone/Province

S. No.	Weight	Delivery Time	Rate/Amount Inclusive of all taxes
1	01 grams to 500 grams		
2	501 grams to 1000 grams		
3	Additional per 0.5kg		

C. Courier Services - Different Zone/Province

S. No.	Weight	Delivery Time	Rate/Amount Inclusive of all taxes
1	01 grams to 500 grams		
2	501 grams to 1000 grams		
3	Additional per 0.5kg		

Financial Proposal Unit Rate Total:

In order to obtain benchmark to calculate Financial Weightage, Unit rates quoted in above sections i.e., A, B & C will be summed.

D. Bulk Printing and Dispatch Service

Description	Delivery Timeline	Rate/Amount Inclusive of all taxes
<p><u>Provide rates for Bulk Letter Printing and Dispatch services:</u></p> <p>Rate must be inclusive of printing hardware, printing paper, envelope and packaging, courier and all ancillary requirements.</p>		

E. Door Step Pickup and Dispatch Services

S. No.	Description	Weight	Delivery Time	Rate/Amount Inclusive of all taxes
Within the City				
1	<p>The service provider will also be required to pick the parcels / documents from HBFC clients / customers from their doorstep and courier to designated address/location as and when required.</p> <p>A proper mechanism in this regard must be shared along with rates.</p>	01 grams to 500 grams		
		501 grams to 1000 grams		
		Additional per 0.5kg		

F. International Mails / Parcels etc.

Please attach list of countries/regions etc. along with international rates (inclusive of all applicable taxes) on company's letter head duly signed and stamped.



Contact Form

Company / Bidder Name: M/s _____

NTN No.: _____

Name of CEO / Managing Director / Manager Operations: _____
(As mentioned in the CNIC)

CNIC No. of CEO / MD / MO:

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(Please provide a clear copy of CNIC)

Head Office Address: _____

Official Email Address: _____

Contact Info. _____