



**GOVERNMENT OF PAKISTAN-MINISTRY OF POSTAL SERVICES**  
**OFFICE OF THE CHIEF CONTROLLER OF STAMPS KARACHI**

**TENDER NOTICE**

***For Maintenance, Operation and Management of Software  
O/o the Chief Controller of Stamps, Karachi***

Sealed tenders are invited from eligible bidders, well established and reputed firms / software houses, registered with tax department for Chief Controller of Stamps, Karachi. The firms should have a strong base of system developer with them. Bidding will be conducted using the National Competitive Bidding Procedures specified in the Public Procurement Rules 2004 (PPRA-2004). This would be a single stage-two envelope procedure as prescribed vide rule-36(b) PPRA Rules-2004. The vendors are required to provide the following services.

- i. Technical administration and management of the available software.
- ii. Server racking / Web Hosting / Domain Registration / Renewal of Systems.
- iii. Installation, debugging, up-gradation and re-engineering of the Systems.
- iv. Training of the users at locations.

**Terms & Conditions.**

- i. The system is already operational in the office of the Chief Controller of Stamps, Korangi Karachi along-with three Zonal Stamp Stores i.e at Rawalpindi, Lahore & Quetta.
- ii. The software along with source codes is available with the Pakistan Post.
- iii. At present, 4 locations are to be managed by the Vendor. However, the client may increase or decrease that number of offices/locations in due course of time, when required with prior intimation to the vendor
- iv. Earnest money Rs.20,000/- (Rupees Twenty Thousand only) in the form of Bank Draft/Pay Order in favour of the Chief Controller of Stamps Circle, Karachi must be attached with the tender through technical bid on prescribed format provided through tender-firms; in the absence of which, tender will not be entertained.
- v. The vendors are required to submit Technical and Financial proposals in a sealed cover under Rule-36(b) of above-mentioned Rules (ibid). the technical bid in sealed envelope will be opened on the last day of submission of tender i.e 21-04-2022 in presence of representative(s) of all such bidders who wish to be present during bid opening as observer. The financial bids of only Technically qualified bidders will be opened.

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- vi. Company profile and the details of technical manpower available should also be incorporated in the technical proposal.
- vii. The contract will initially be for period of one year which can be extended for further two years (on yearly basis) subject to satisfactory performance of the Vendor.
- viii. The Chief Controller of Stamps, Karachi may accept or reject any or all bids or part of any proposals at any time prior to the acceptance of a bid or proposals. The procuring agency shall upon request communicate to any supplier or contractor who submit a bid or proposal, the ground for rejection of all bids or proposals, but is not required to justify those grounds in accordance with PPRA Rules-2004.
- ix. 5% Performance Guarantee (calculated on the basis of one-year total payment due) in the form of Savings Certificates/Bank Draft in favour of Chief Controller of Stamps will be required to be furnished by the successful bidder before award of the contract for this purpose, the successful bidder would have to sign a contact-agreement as per provided specimen, with minor changes, if required before commencing of work. The same amount will be released after the successful completion of the Contract.
- x. Rates, in PKR, should be inclusive of all Government applicable taxes.
- xi. The sealed tenders should be reached to the undersigned by **21-04-2022** up to **11:00 hrs**. The tenders will be opened on the same date at 1130 hrs, in the presence of bidder who may wish to attend.
- xii. Tender documents may be obtained from the Office of the Chief Controller of Stamps, Korangi Industrial Area, Karachi by depositing **Rs.1,000/-** in the shape of **ACG-67** paid at any Post Office. That original receipt will also be required to be attached with technical bid for authentication.
- xiii. The vendor may visit the Office of the Chief Controller of Stamps for better understanding of the system with prior appointment.
- xiv. Any other information / clarification, if required, may be obtained from the Office of the Chief Controller of Stamps, Korangi Industrial Area, Karachi during office hours (Phone No.021-99333603)

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**DY: CONTROLLER OF STAMPS**  
**Ph-021-99333603**