



NATIONAL INVESTMENT TRUST LIMITED
ADMINISTRATION DEPARTMENT

Admn/Courier/ 08/ 2010
Date : July 8, 2010

TENDER FOR COURIER SERVICES
(GENERAL AND PERIODICAL MAIL DISPATCH)

All established courier Companies registered with tax authorities are invited to submit proposals for courier services in sealed envelope clearly marked **“TENDER FOR COURIER SERVICES”** latest by July 26, 2010 up to 11:00 a.m.

Proposal submission documents may be collected from Administration Department, NIT Head Office, NBP Building, 6th floor, I. I. Chundrigar Road, Karachi against payment of Rs.500/- (non-refundable). Sealed envelopes containing proposals for courier services will be opened / recorded on a statement duly signed by all the participants on July 26, 2010 at 11:30 a.m in the presence of authorized representatives of the participants who choose to attend. NIT reserves the right to accept / cancel tender process at any stage at its discretion.

Sd/-
(S. IQBAL AHMED)
Head of Administration

**NATIONAL INVESTMENT TRUST LIMITED
ADMINISTRATION DEPARTMENT**

**A. DAILY MAIL DISPATCH
(EACH WEIGHT BELOW 200 GMS)**

B QUARTERLY MAIL DISPATCH

SR. #	CITIES	NO OF MAIL	FREQUENCY	NO OF MAIL	WEIGHT EACH
1	KARACHI	25	1ST QUARTER	15,000 to	300 to
2	HYDERABAD	5		25,000	800 GMS
3	SUKKUR	3			
4	LAHORE	11	2ND QUARTER	15,000 to	300 to
5	SARGODHA	2		25,000	800 GMS
6	GUJRANWALA	3			
7	QUETTA	5	3RD QUARTER	15,000 to	300 to
8	SIALKOT	2		25,000	800 GMS
9	ABBOTTABAD	2			
10	PESHAWAR	6	4TH QUARTER	15,000 to	300 to
11	ISLAMABAD	4		25,000	800 GMS
12	FAISALABAD	6			
13	RAWALPINDI	7			
14	MIRPUR A.K	1			
15	MULTAN	6			
16	DADU	1			
17	NAWABSHAH	1			
18	LARKANA	1			
19	JACOBABAD	1			
20	KHAIRPUR	1			
21	MIRPURKHAS	1			
22	RAHIMYAR KHAN	1			
23	KHUZDAR	1			
24	SIBI	1			
25	TURBAT	1			
26	BAHAWALPUR	3			
27	JHANG	1			
28	SAHIWAL	2			
29	MIANWALI	2			
30	MUZAFFAR ABAD	1			
31	SHEIKHPURA	1			
32	HARIPUR	1			
33	D. I. KHAN	1			
34	TARBELA	1			
35	NOSHERA	1			
36	DERAGAZI	1			
37	JEHLUM	1			
38	MARDAN	1			
39	KOHAT	1			
	TOTAL	116			

Above reports are mostly sent to cities
as shown for daily mail dispatch

C MAIL DISPATCH AFTER YEAR END

More than 25,000 mails (wt. up to 250
gms) are mostly sent to cities as shown
for daily mail dispatch.

Annexure B

STATEMENT OF CREDENTIALS

Note :

- i) The Statement will be filled-in / signed by authorized official with name / designation / official stamp.
 - ii) Incorrect, mis-leading or false information will disqualify Courier Company from participation.
 - iii) All information submitted must be supported with evidences / documents.
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1. FULL NAME AND ADDRESS OF COURIER COMPANY AND ITS BRANCH OFFICES.
2. DATE OF ESTABLISHMENT OF COMPANY.
3. CORPORATE STATUS
4. NAMES OF DIRECTORS/ KEY OFFICIALS WITH DESIGNATIONS.
5. DETAILS OF FULL AND PART TIME STAFF STRENGTH
6. AUTHORISED CONTACT PERSON'S NAME, DESIGNATION AND CONTACT DETAILS (TELEPHONE #/ CELL #/ FAX #/ OFFICIAL E-MAIL ADDRESS).

(NAME)
HEAD/ DIRECTOR
OFFICIAL STAMP

ANNEXURE - D

**NATIONAL INVESTMENT TRUST LIMITED
ADMINISTRATION DEPARTMENT**

SR. #	COURIER COMPANY	COURIER CHARGES						
		250 GMS	500 GMS	1 KG	ABOVE 1 KG	ADDL 1 KG	HEAVY PARCEL	DETAINED DELIVERY
1	CHARGES							
2	GST							
3	ANY OTHER							

TOTAL

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NOTE : ANY OTHER MAIL DELIVERY OPTION (FOR COST BENEFITS), PLEASE PROVIDE DETAIL MAIL PROCEDURE AND CHARGES THEREOF

Terms & Conditions

- 1) Mail Delivery
- 2) Loss / Damage of Mails and compensation thereof (detail terms required and claim settlement limits)

SIGNATURE WITH OFFICE STAMP
