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**MINISTRY OF FOREIGN AFFAIRS, ISLAMABAD
FOR HIRING OF SERVICES OF COURIER COMPANIES FOR
DELIVERING OF ATTESTATION DOCUMENTS
ACROSS PAKISTAN**

Ministry of Foreign Affairs intends to engage reputable courier companies to handle different types of documents for attestation. The pickup and delivery points for documents include Ministry of Foreign Affairs, Islamabad and it's Liaison Offices at Karachi, Lahore, Quetta and Peshawar.

Sealed bids are invited from well-established/reputable courier companies having valid NTN and GST alongwith a short brief regarding the courier company and its infrastructure in Pakistan.

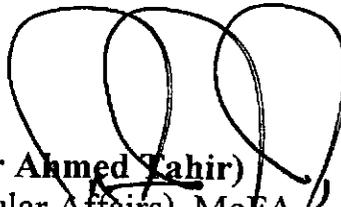
Interested parties with relevant past experience may submit their bids in accordance with PPRA Rules 2004 to the undersigned within (15) days from the date of publication of this advertisement. Bids must reach the office of the undersigned by 10th January 2024, 1400 hrs. The bids will be opened on the same date at 1430 hrs.

This tender & bids format is available at www.mofa.gov.pk and www.ppra.org.gov.pk.

For any clarification & further information please contact [Mubashar Ahmed Tahir, Director (Consular Affairs)], Ministry of Foreign Affairs, Constitution Avenue, G-5/2 Islamabad.

Contact No. 051-9203135

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(Mubashar Ahmed Tahir)
Director (Consular Affairs), MoFA,
Constitution Avenue, G-5/2 Islamabad.
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**Tender Document for Drop Box Facility for Attestation of Documents
through Courier Companies**

Ministry of Foreign Affairs is seeking bids from reputable courier companies to handle different types of documents for attestation.

2. Interested parties with relevant experience may submit their financial bids on the following format:

Office to Office Collection Rates (Pak Rs.)

| | Within city up to 3 documents | Within city each Addl. Docs. | City-city upto 3 docs | City-city each Addl. Doc. | Docs Ins (CVI) |
|--------------|--|---|----------------------------------|--|---------------------------|
| Common Rates | | | | | |

Office to Door Step Delivery Rates (Pak Rs.)

| | Within city up to 3 documents | Within city each Addl. Docs. | City-city upto 3 docs | City-city each Addl. Doc. | Docs Ins (CVI) |
|--------------|--|---|----------------------------------|--|---------------------------|
| Common Rates | | | | | |

3. Interested companies must also present a comprehensive plan for advertisement & publicity of courier services to be provided by the respective courier companies.

4. Company's Registration Certificate, GST and NTN & past projects records.

5. Rates quoted must include all taxes and ancillary charges.

6. Courier companies must ensure that the documents are received with computerized receipts originated through the system.

7. Estimated time frame for complete cycle of Attestation process from pick up to delivery.

Ministry of Foreign Affairs,
Islamabad

SOPs for Attestation of Document.

Educational Documents

Educational certificates issued by Boards of Intermediate & Secondary Education are required to be countersigned by Inter Board Committee of Chairman (IBCC) **(Stamp Fees Rs 10)**. Degrees issued by various universities should be attested from Higher Education Commission (HEC) **(Stamp Fees-Rs 25)**. Certificates of technical skills should be attested by the local technical board and National Vocational & Technical Training Commission (NAVTTTC). **(Stamp Fees - Rs 25)**

In case of Educational documents issued from abroad, their equivalence issued from concerned departments i.e. Inter board Committee of Chairman (IBCC) and Higher Education Commission (HEC) are also attested. **(Stamp Fees - Rs 25)**

Association of Certified Chartered Accountants (ACCA) certificates are required to be attested by British Council & ACCA. Result cards and certificates of Institute of Chartered Accountant of Pakistan are required to be attested by the concerned authorized officer of the Institute of Chartered Accountant of Pakistan (ICAP). **(Stamp Fees - Rs 25)**

Result cards and certificates of Institute of Cost and Management Accountants of Pakistan are required to be attested by the concerned authorized officer of the Institute of Cost and Management Accountants of Pakistan (ICMAP). **(Stamp Fees - Rs 25)**

Certificate(s) issued from Madaris is/are required to be attested by Wafaqul Madaris and subsequently by IBCC **(Stamp Fees - Rs 10)** and HEC **(Stamp Fees - Rs 25)**, as required for each certificate.

Hifzul-Quran certificates can only be attested after prior attestation by Wafaqul Madaris Arabia Multan. **(Stamp Fees - Rs 10)**

Bonafide Certificate issued by Universities is required to be attested from Registrar/Deputy Registrar of the University. In case of regular students, photocopy of student's card shall be provided by the applicant or in case of ex-student copy of the certificate/degree duly attested by HEC. **(Stamp Fees - Rs 10)**

Bonafide Certificate issued by Schools/Colleges is required to be attested from District/Area Education Officer/Director School & Colleges. In case of regular students, photocopy of student's card is required to be provided by the applicant or copy of the certificate (IBCC attested). **(Stamp Fees - Rs 25)**

School leaving certificates issued from Government and Private schools are required to be attested from IBCC or District Education Officer/Private Educational Institutions Regulatory Authority (PEIRA). (Stamp Fees - Rs 10)

School leaving certificates from educational institutions of Defence Forces (Army, Air force, Navy) should be attested by Commanding Officer of their Educational Directorate or authorized office/officer. (Stamp Fees - Rs 10)

Educational degrees and Experience certificates issued from authorities abroad should be attested by the Pakistan's Missions abroad. (Stamp Fees - Rs 25)

Attestation of Nikkah Nama/Marriage Registration Certificate

Original Nikkah Nama issued by Nikkah Registrar with his signature/stamp along with Marriage Registration Certificate (MRC) and Computerized National Identity Card (CNIC) of bride with husband name is required or Family Registration Certificate (FRC) or Children Registration Certificate from NADRA (in case of children after the wedlock) (Stamp Fees-Rs 10).

Nikkah Nama of Azad Jammu and Kashmir should be signed and stamped by Tehsil Mufti can be attested after presenting Computerized National Identity Card of bride with Husband name or Family Registration Certificate (FRC) issued by National Database and Registration Authority (NADRA) (Stamp Fees - Rs 10).

Nikkah nama & Marriage Certificate of wedding with foreign national must be supported with copy of Passport of foreign spouse, Pakistani visa and date of entry in Pakistan. No Nikkah nama & marriage Certificate will be attested without the provision of above mentioned documentary evidence. (Stamp Fees - Rs 10)

In case, a Marriage took place abroad then Nikkah nama/Marriage Certificate must be attested by the local Foreign Office and countersigned by the concerned Pakistani Diplomatic Mission in that country. (Stamp Fees - Rs 10)

Divorce Certificate

Divorce certificates are required to be issued by Chairman of Arbitration Council/Secretary Union Council. (Stamp Fees - Rs 10)

In case of Divorce deed, Computerized Divorce Certificate is mandatory. (Stamp Fees - Rs 10)

Divorce papers can only get attested by the individuals themselves (anyone of both spouses), no blood relative, friend can get attested divorce certificate, except in the case of those who are residing abroad they can send their Power of Attorney in the name of blood relative/friend duly signed by the authorized officer of Pakistan Embassy/Consulate in that country.

Divorce proceeding papers must be attested by the Arbitration Council concerned. **(Stamp Fees - Rs 25)**

Unmarried Certificate

Unmarried Certificate/single marital status certificate is required to be issued by the Secretary of the concerned Union Council. **(Stamp Fees - Rs 10)**

Un-married certificate may please be got issued on the official letter head of the Union Council and signed/stamped by the Secretary of the Union Council. In future un-married certificate will not be attested by the Ministry which is on plain paper or letter head in the name of Chairman/ Member of the Union Council.

Such certificates if issued by NADRA, Union council or hospitals are required to be signed by MS/DMS of a Government Hospital. **(Note: Death certificates should have ID card cancellation certificate). (Stamp Fees - Rs 10)**

Birth Certificates

In case of issuance from a hospital it should be duly signed and stamped by Medical Superintendent/Deputy Medical Superintendent (MS/DMS) and, in case of Union Council, by the concerned Secretary of the Union Council **(Stamp Fees - Rs 10)**.

Police Character Certificates

It is required to be issued by local District Police Officer (DPO) or, in case of tribal areas, by the concerned Political Agent **(Stamp Fees - Rs 10)**.

Medical Documents

Papers regarding MBBS/PMDC/Experience Certificates of doctors, Pharmacists and Paramedics are required to be attested by Ministry of National Health Services. Nursing Diplomas and other health related diplomas/certificates are also required to be signed by Ministry of National Health Services **(Stamp Fees - Rs 25)**.

Medical fitness certificates are required to be signed by MS/DMS/Civil Surgeon/Director Medical Board, District Health Officer. **(Stamp Fees - Rs 10)**

Certificates for Bed rest on medical grounds are required to be signed by MS/DMS/Civil

Surgeon/Director Medical Board or District Health Officer. Bed rest should not have medicine.

Driving License Attestation

Original driving license, along with No Objection Certificate (NOC) from the concerned licensing authority. In cases where original license is not available, a copy of license duly attested by the concerned licensing authority is required. (NOTE: License without NOC shall not be attested). (Stamp Fees - Rs 10)

Bank Papers

Duly signed and stamped from the concerned Bank Officer. All such documents are also required to be re-verified from Islamabad branches of the respective Banks. (Stamp Fees -Rs 25)

Commercial & Business Documents

Business/Commercial agreements or any other document on trade etc. are required to be signed by the company executives and countersigned by the local Chamber of Commerce & Industry. If there is any legal document like Power of Attorney etc. or documents mentioned above, it is required to be executed on stamp paper/Chamber/Company letter head, thereafter conditions of Power of Attorney will be applied i.e. the Executants are required to come in person for attestation. (Stamp Fees - Rs 60)

Power of Attorneys, Agreement deeds and Authorization letter (Authority letters) of all kinds either on stamp papers' Company's letter heads or Chamber's letter head should have the personal appearance of the Owner/M. D/C.E. O of the firm/Company/Business enterprise. (Stamp Fees - Rs 60)

The documents pertaining to International Air Transport Association (IATA)/Hajj-Umrah agreements are required to be attested by Department of Tourist Services (PTDC) from its regional offices and main office. The photocopies of these documents shall follow the same procedure. (Stamp Fees - Rs 60)

The documents related to Protector of Immigration should also be attested by the same office before countersigned by the Ministry of Foreign Affairs, Islamabad. (Stamp Fees -Rs 60)

License of overseas promoters are required to be attested by Protector of Emigration and photo copy is also required to be attested by the same. (Stamp Fees -Rs 60)

License of manufacture, invoice, certificate of origin etc. should be attested or issued by concerned Chamber of Commerce on the letter head of the Company/business firm. (Stamp Fees - Rs 60)

Commercial documents related to Securities and Exchange Commission of Pakistan (SECP) and Registrar of Firms are attested in original and the photocopies are required to be attested by the issuing authorities. (Stamp Fees -Rs 60)

Experiences of Companies and firms involved in assignments across Pakistan are not attested until unless they are attested by the government agencies to which the enterprise is registered. (Stamp Fees - Rs 60)

Attestation of Membership/License of Bar Council needs attestation by the President of Bar Council. (Stamp Fees - Rs 60)

Experience Certificates

Experience certificates (Beautician, Cooking/Chef, Bus Hostess/ Stewart) are required to be attested from Pakistan Tourism Development Corporation (PTDC) (Stamp Fees - Rs 10)

Experience certificates (Electrician/Technician, Workshop/Mechanic) are required to be attested from National Vocational and Technical Training Center (NAVTTTC)/ National Training Bureau (NTB) (Stamp Fees - Rs 10)

Experience certificates (Teaching) are required to be attested from District Education Officer/ Director Schools & Colleges or Registrar of University concerned. (Stamp Fees -Rs 10)

Experience certificate (Pilot, Air hostess / Stewart) are required to be attested from Civil Aviation Authority (CAA). (Stamp Fees - Rs 10)

Any experience certificate issued outside Pakistan alongwith Birth Certificate/Death Certificate/Nikah Nama, Divorce Certificate etc. are required to be attested from the Embassy/High Commission of Pakistan that Country. (Stamp Fees - Rs 25)

Experience certificate of Accountant etc. is required to be attested from ACCA Pakistan. (Stamp Fees - Rs 25)

Engineering Diplomas, certificates, experience certificates are required to be attested from Pakistan Engineering Council, Islamabad. (Stamp Fees - Rs 25)

Experience certificates of Rescue (E.M.T, Pre-hospital treatment, emergency preparedness etc.) and other relevant documents should be attested by both District and Provincial emergency services. (Stamp Fees - Rs 10)

Experience certificates related to sports, coaching etc. should be attested from Pakistan Sports Board or its regional offices. **(Stamp Fees -Rs 10)**

Power of Attorney from Abroad

Power of Attorney from abroad is required to be attested by Pakistan Embassy/Consulate in that country. After obtaining the confirmation of its genuineness from the concerned Embassy/ Consulate, the Ministry will attest it. For this purpose, attorney appointed in Pakistan is required to come in person with original Computerized National Identity Card (CNIC). **(Stamp Fees -Rs 60)**

Note

The validity of Power of Attorneys is 120 days from the date of attestation of Pakistan's Missions abroad and re-attestation/verification by the Ministry of Foreign Affairs, Islamabad or its Camp offices in Lahore, Karachi, Peshawar and Quetta.

Power of Attorney for Abroad

Power of Attorney for abroad regarding sale purchase of property collection of dues etc. is required to be attested by local District Registrar and the executant is required to come in person with original identity card and passport size picture. In case of death case, the **succession certificate/Guardian Certificate issued by Civil Judge/Judicial Magistrate**, is essential for attestation of Power of Attorney. **(Stamp Fees -Rs 60)**

Note

All Powers of Attorneys being submitted abroad are required to be prepared on stamp paper along with passport size photographs of the Executant.

Documents from Abroad

Other documents i.e. Educational certificates, Experience Certificates, Birth Certificate, Death Certificate, Life Certificate, Marriage Certificate and other Bank related documents (application for opening of dormant account) etc. issued from different authorities in abroad are required to be attested by Pakistan Embassy/Consulate in that country. **(Stamp Fees - Rs 25)**

In case of Educational documents their equivalence issued from concerned departments i.e. Inter board Committee of Chairman (IBCC) and Higher Education Commission (HEC) are also attested. **(Stamp Fees -Rs 25)**

Affidavits

Only three types of affidavits are attested by the Ministry i.e. family re-union (children visas), financial support, un-married status (by parents, incase parents are deceased then

by close blood relatives). (Stamp Fees - Rs 25)

The above-mentioned affidavits are required to be made on stamp papers. Attestation of a magistrate is compulsory and the signatory is required to come in person.

Affidavit(s) regarding no Government service, low pension and salary in favor of scholarship are required to be either attested by Federal Board of Revenue or their certificate is mandatory. (Stamp Fees -Rs 25)

Miscellaneous Documents

Documents issued by Defense Organizations are required to be attested by designated officer of the Ministry of Defense. (Stamp Fees - Rs 25)

Certificates regarding import of no-prohibited arms of yester years are required to be referred to Ministry of Commerce for verification their genuineness before their attestation by the Ministry. (Stamp Fees - Rs 25)

This Ministry will only attest the documents in Urdu/English. Translations are required to have English in one column on the same page along with the language required i.e. Arabic, French, German, Italian etc.

Attestation of the documents of permanent nature i.e. birth certificate, nikkah nama, educational certificates, death certificates and all the documents issued by NADRA will always remain valid.

Documents attested by our Camp Offices in Lahore, Karachi, Peshawar and Quetta are treated at par with those attested by the Ministry. Specimen stamps and signatures of all authorized officials in Camp Offices are routinely provided to all Pakistan Missions abroad as well as to all Diplomatic Missions in Pakistan. Accordingly, these attestations have authenticity as the Ministry of Foreign Affairs, Islamabad and are not required to be re-attested.

Documents issued by NADRA are required to be directly attested from this office. (Stamp Fees - Rs 10)

Documents issued by FBR will be sent to the respective offices for verification before their subsequent attestation by Ministry of Foreign Affairs, Islamabad and its Camp Offices. Only online FBR Tax Payer Certificate will be attested on the same day, provided it is either directly submitted by the applicant or his/her blood relative. (Stamp Fees - Rs 25)

FIR relating to loss of passport will only be attested after the original verification by the concerned police station. (Stamp Fees - Rs 10)

Photocopies of Pakistani passport will only be attested after verification by the concerned Passport Office. (Stamp Fees - Rs 10)

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Illiteracy certificate can be attested after attestation by NADRA or issuance of such certificate by NADRA. **(Stamp Fees - Rs 10)**

Non Attestable Documents

Identity cards and its translation, criminal Judgments/FIRs, Political/Criminal Disputes, domicile, photographs, invitation letters, visa notes, insurance papers, charity documents of NGO's and papers of registry and sale/purchase of land etc. will not be attested.

Halal Certificate, Slaughter Certificate, IELTS/TOEFEL etc. certificates, ISO standardization and all international certificates, Applications of all kinds will not be attested.

Reference letters from professors etc. both from abroad as well as national educational institutions and character certificates from educational institutions are not attested.

