

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
WESTERN ZONE LAHORE

TENDER DOCUMENT FOR SUPPLY OF DRINKING WATER
AGAINST TENDER ENQUIRY #03/WAT/LZW/2024

Sr.	Job Description	Rate in Rs. (Per bottle) with all applicable taxes and expenses (if any)
01	Rate per Water bottle Standard size (19 liter) (Approximate monthly Consumption = 300+ bottles. Complimentary/Free of cost New Dispensers to be supplied by service provider Minimum Quantity (Returnable) of = 10)	

General Terms & Conditions:

1. Bids to be submitted at EPADS system of PPRA Tender will be opened on **24-06-2024 at 11:00** am in the office of In-charge (HRA&P) State Life Insurance Corporation of Pakistan, Western Zone, Lahore, in the presence of bidders or their authorized agents, who wish to be present on the occasion.
2. Only GST registered firms/vendor/General order suppliers (active tax payers) can participate in the tender.
3. Competent Authority reserves the right to reject any/all items or any/all bid(s) or proposals at any time before award of contract.
4. The quoted price must be irrevocable/unconditional.
5. Bid security/Earnest money must be in lump sum amount **Rs. 35,000/-** shall be deposited by the bidder/vendor in the form of CDR/Pay Order/Demand Draft favoring State Life Insurance Corporation of Pakistan (Estimated value of the procurement is Rs. 700,000/-).
6. Bid Received after the above deadline or without Bid Security/Earnest Money and or less than required amount shall not be accepted.
7. The bid found to be the lowest evaluated bid shall be accepted.
8. Validity of the bid will be 90 days from the date of opening of bid, which may be extendable on mutual consent.
9. Proper documentation is required for claim of tax exemption (if any).
10. Validity of the quoted rate per bottle with taxes shall be valid for 12 month from the date of opening of bid, which may be extendable for another 12 month with upto 10% increase (with solid justification) rate without changes in other terms and conditions on mutual consent.
11. The contract shall deemed to be considered as cancelled if the vendor fails to provide agreed services.
12. The rates quoted should be in Pak Rupees inclusive of all applicable taxes. The rates quoted will be treated as final and must be valid till ending of agreement period.
13. Agreement period shall start after placement of confirmed purchase order or signing of formal agreement whichever is earlier.

Eligibility of Applicants

Applicant cannot apply if they:-

1. Are not GST/Income Tax registered company.
2. Are bankrupt or in process of going bankrupt.
3. Have been convicted for an offence concerning the professional conduct.
4. Have not fulfilled obligations related to payment of taxes.
5. Are guilty of serious mis-interpretation or mis-representation of facts in supplying information.
6. Eligibility criteria mentioned in tender documents must be observed and fulfilled.
7. Single Stage Single Envelope Procedure will be adopted.

SECRETARY
Zonal Procurement Committee,
State Life Insurance Corporation of Pakistan
2nd Floor, Old Building # 2, Lahore Zone (Western)
Phone # 042 – 99213959 (0321-4922260)

SPECIAL INSTRUCTIONS

- Successful bidder must have to start providing supply within one day after confirmation of agreement or placement of order.
- Bid Security will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after 3 month of start of providing water supply as per tender requirements.
- Approximate average monthly consumption is 300+ bottles (19 liter bottle).
- Bidder shall supply at least 10 dispensers as complimentary on returnable basis during agreement period.
- Quoted price must not include price of dispensers which will be complimentary from bidder.
- Bidder shall be bound to supply drinking water at approved rates to State Life Insurance Corporation 4-Lytton road Lahore, Shahadra Cash Counter and FMD (Training Academy of State Life) Mall Road opposite High Court Lahore, without any additional cost.
- Quoted rates must not include any security against bottles.

Technical Evaluation Criteria (Following Documents are Mandatory)

NOTE: After technical evaluation, per bottle rate shall be compared among bidders for finding of most economical bidder.

All the bidders must fulfill below mentioned conditions for technical qualification in addition to scoring brackets given in (Annex-I).

1. Bidder has NTN & GST Registration or (other Regulatory Bodies) Certificate.
2. Bidder must have office in Lahore with required sales & marketing (at least 20 members) staff at Lahore.
3. Minimum 10 years' experience of production and sales in market.
4. The list of reputed Clients both from public and private sectors must be attached.
5. Bidder must have warehouse/depot in Lahore.
6. Agreed to provide at least (10) dispensers as complimentary (free of cost and without any security).
7. Must have at least 05 satisfactory reports of drinking water supply to reputable/well-known private or public clients during last three years.
8. Submission of Undertaking on legal valid and attested stamp paper Rs.100/- or more that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.
9. Bidder must attach copies of following certificates (Originals shall be seen before final selection):-
 - i. Food authority certificate regarding business.
 - ii. Organic Certificate.
 - iii. PCSIR/PSQCA reports of last two years.
 - iv. No. of Chain base accounts (documents/evidence required)
 - v. Certification HACCP (Assurance of safe product)
 - vi. Certificate of Chemical free product.

TECHNICAL EVALUATION PROCEDURE (DRINKING WATER SUPPLY)**POINTS SCORING CRITERIA**

Note: - Single scoring point shall be allocated to each bidder for each bracket

Bracket Sr.	Parameters for technical evaluation	Scoring point
01	Number of Years in relevant business activity	
	02 to 05 years	5
	06 to 10 years	15
	More than 10 years	20
02	Number of dispenser as complimentary to be provided by bidder	
	10 no of Dispensers	5
	11 to 12 Dispensers	15
	12+ dispensers	20
03	Number of Employees in Lahore	
	20 Employees	5
	21 to 30 Employees	15
	30+ Employees	20
04	Registration with any National Organizations/institutions	
	01 to 02 Organizations	5
	03 to 05 Organizations	15
	above 05 Organizations	20
05	Satisfactory reports from the previous/existing reputed public/private clients regarding performance of courier services	
	02 to 04 satisfactory reports	5
	05 to 09 satisfactory reports	15
	10+ satisfactory reports	20
Minimum 80 score is required overall for a bidder to technically qualify in addition to mandatory technical evaluation criteria. Financial bids shall be opened/announced for only technically qualified bidders.		