

GENERAL TERMS AND CONDITIONS.

FOR TENDER NOTICE # FZ/HR&A/01/2024.

The Federal Government Owned Autonomous Corporation invites E-Quotations from EPADS registered firm i.e www.eprocure.gov.pk (no physical bid will be accepted) **valid till 28-02-2025** from Printers/Stationer, General order Suppliers and Computer Repair Service Providers for supply of Printing, Stationery, Supply of Drinking Water, Computer & Electrical Parts, Photocopies Services, repair services of Computer, Printer, Toner, Car, Furniture, CCTV Cameras, & AC, Hiring of Canteen Services, Auction of Furniture & Fixture.

on the below noted terms and conditions: -

The last date of submission of e-bid is 30-04-2024 upto 11:00 am and opened on same date at 11:30 am

Sr. No.	Work required in Sections.	Estimated Cost	Specifications.	Tender Batch #	CDR Req.
01	Printing	50 Lakh	Printing of different forms with different gramage and size.	<u>FZ/HR&A/01/A/24.</u>	<u>50000/-</u>
02	Printing	06 Lakh	Printing of different flexes with diff. size & Making of Stainless Steel name plates with different names.	<u>FZ/HR&A/ 01/B/24.</u>	<u>6000/-</u>
03	Printing	02 Lakh	Making of stamps with different name and size.	<u>FZ/HR&A/ 01/C/24.</u>	<u>2000/-</u>
04	Stationery	50 Lakh	Purchase of different stationery items in office use.	<u>FZ/HR&A/ 01/D/24.</u>	<u>50000/-</u>
05	Photocopies Services	15 Lakh	Photocopies of different papers on 70 gm paper.	<u>FZ/HR&A/ 01/E/24.</u>	<u>25000/-</u>
06	Supply of Water	10 Lakh	Supply of drinking water Purified/Natural in State Life Building.	<u>FZ/HR&A/ 01/F/24.</u>	<u>10000/-</u>

07	Computer/Printer/ CCTV Camera Repair	10 Lakh	Repair of Computer, Printer, Toner Refilling, Recycling & CCTV Cameras	<u>FZ/HR&A/ 01/G/24.</u>	<u>10000/-</u>
08	Service of Car	06 Lakh	Service and repair of different parts.	<u>FZ/HR&A/ 01/H/24.</u>	<u>6000/-</u>
09	Computer Parts	04 Lakh	Supply of computer parts	<u>FZ/HR&A/ 01/I/24.</u>	<u>4000/-</u>
10	Electrical	05 Lakh	Supply of different electrical instruments.	<u>FZ/HR&A/ 01/J/24.</u>	<u>5000/-</u>
11	Repair of Furniture	05 Lakh	Repair of different furniture items, polishing, Poshes, Canning	<u>FZ/HR&A/ 01/K/24.</u>	<u>5000/-</u>
13	Repair of A.C	06 Lakh	Repair of whole Air Conditioner	<u>FZ/HR&A/ 01/L/24.</u>	<u>6000/-</u>
13	Canteen Services	**	To run a canteen in State Life building.	<u>FZ/HR&A/ 01/M/24.</u>	<u>25000/-</u>
14	Auction	**	Auction of obsolete items in respect of furniture and fixture.	<u>FZ/HR&A/ 01/N/24.</u>	<u>40000/-</u>

- A. Security amount must be deposited mentioned against each Batch (which start from 01% to 05% as the case may be in form of CDR must be reached physically in office by the bidders, without CDR quotations will not be accepted, No cash or party cheque will be accepted.
- B. All quoted and supplied items will be finally passed after inspection by our Zonal Technical/Grievance Committee, on finding Sub-Standard quality of services and its specification, the Corporation reserves the right on the recommendation of committee, below noted any of the penalties
- 1-To forfeited security amount or
 - 2- To impose fine minimum of Rs.25000/- or
 - 3-Charge the rate difference or

If a successful bidder failed to submit/provide desired item against work order issued, a notice with a period of 15 days will be served and in case of non-compliance, corporation reserve the rights to purchase the desired items from the next advantageous bidders and the difference of quoted rate will be charged from the successful bidder as mention above in point 3..

- C. If a bidder submits the rates of item which is equivalent to our demanded brand, he is bound to provide all the required specification which justify the equivalence of goods. Every bidder bound to submit sample of each applied items if and when required by the management.
- D. The firm will be bound to supply the required items at 6th Floor, State Life Building, 2-Liaqat Road, Faisalabad on issuance of Purchase Order and responsible for supply of items with the period of 15 days/Mutually decided.
- E. The bidder will have to attach copies of their Company Profile, Experience Related Documents, Managerial Capacity, Financial Position, Active STN (Where Applicable) with the tender. This use for Evaluation Criteria for prequalification of Bidders, as every slot has 10 marks except CDR & Active Status of NTN which is compulsory, while for qualification minimum 30 marks are required for each vender, and it has 20 % weightage in most advantageous bid.
- F. The bidding firm showing most advantageous bid which reflects from qualification criteria and lowest rate (which has 80% weightage) will be treated as most advantageous bid i.e winner of the bid. The lower gross cost bidder will not be treated as winner except the criteria noted above.
- G. Income Tax & Sale Tax will be Applicable / Deducted according to Federal/Provincial Govt. policies, and the quotations will be considered as including all taxes. In case of any type of Tax exemption, all valid

required documents i.e. Exemption Certificates, Deduction at port etc must attach with quotation and it is not accepted during the submission of bills and payment will be made without exemption.

- H. The successful bidder is bound to supply the contract items/services according to quoted rates as per validity. No price difference in the market will effect your quoted rate in any condition. The rates should be market driven, in case the rates does not match with the market control rates the committee reserve the right to cancel/reject the said item after to assigning proper reason. In the best interest of corporation, the highly quoted rate (Not market driven) those item will be purchased from open market through ZPC as and when required.
- I. The E- Quotation must be submitted through EPADS registered suppliers. No physical/by hand bid will be accepted however CDR must reached physically/by hand/by post before the closing date and time.
- J. The Corporation reserves the right to cancel / reject any one or whole tender as per PPRA rules. The quantity of the items can be increased or decreased as per our requirement and rule.
- K. The quotation must elaborate only the unit cost including all Taxes..
- L. The payment will be made by cheque on receipt of shipment.
- M. All Printers are required to print Reference No. (Date etc.) On each page every time while printing, provided by HR&A Department. Every order contains different sample of writing or format but as per required measurement, most probably in quarterly basis.
- N. For specification of printing, Stationery, Misc., Other services & Computer Repair Items please visit State life Office, Faisalabad, www.statelife.com.pk www.ppra.org.pk, epads link <https://eprocure.gov.pk> or contact to the undersigned within office hours.

Deptt./Organization	HR&A/State Life Ins. Corporation of Pakistan Faisalabad Zone.
Tender Title	FZ/HR&A/ 01/2024
Method of Procurement	Single Stage-One Envelop Procedure (Both Financial & Technical)
Criteria for Evaluation	Most advantageous Bid.
Tender Description/Specification	Specified Printing, Stationery & Misc. Items, Supply of Drinking Water, Photocopy Services, Canteen Services, Auction of Obsolete Items & Computer Repair Services As per detailed attached
Tender Closing Date & Time	30-04-2024 up to 11:00 A.M
Tender Opening Date & Time	30-04-2024 at 11:30 A.M
Person to be contacted	Aamir Sattar Malik Incharge (HR & Admin) SLIC, 6 th Floor, State Life Building, 2-Liaqat Road Faisalabad <u>Contact No.</u> Ph: 041-9201737, 03009653536, 03047745769, 03216688137

Terms & Conditions for Services of Cameras, Computer & Printer Repair,

Refer to Tender Notice # FZ/HR&A/01/G-24

1. Contractors are bound to supply at least 10 No. of Original Toner Cartridge of 85A and 02 for HP-3015 in advance as backup use, which is returnable to the contractors.
2. In refilling/recycling minimum 700 pages print out is required as an average letter writing.
3. In refilling, only ink is required to change.
4. In recycling supplier is bound to replace its parts i.e 1) Drum, 2) Both Blades, 3) PCR, & 4) Ink while the magnate and any other parts on requirement basis and he is bound to return salvage to this office.
5. The Contractor quoted most advantageous bid considered as winner against each Batch separately.
6. The supplier is bound to visit office daily and “as and when required” to insure services.
7. Vender must mention that how much refill performed after recycling against your quoted cartridge.
8. In Batch 01 to 05 services is the responsibility of vender, where include (Cleaning, Input of Oil for proper running etc.)

Terms & Conditions for Supply of Drinking Water Refer to Tender Notice #

FZ/HR&A/01/F-24

1. The firm will produce documentary evidence of providing Natural/ Purified Mineral water for last 05 year to reputable firm/Messer/Companies etc.
2. The firm must be PSQCA and ISO certified and have a Local/Nationwide distribution network, fully equipped with modern facilities preferably.
3. Supply and lifting of Bottles + Water Dispenser at State Life Building, floor wise without any security deposit will be also responsibility of the firm.
4. This will be the duty of concerned firm, Supplying of bottles on twice in a week basis and on short call by concerned as and when required.
5. The firm will provide and install brand new Water Dispensers in all departments, while the service/cleaning of its all provided dispensers is mandatory once in a month and on short call also without charging any cost to Corporation. In case of any delay the Corporation reserves the right to repair it
6. The firm should be ready for the test of any sealed bottle as and when deemed necessary by the corporation, without charging any cost.
7. The firm is required to submit its Natural/ Purified Mineral water bottle as sample at the time of submission of quotation.
8. The firm may visit the Corporation to acquaint with the premises and the place required to install water dispensers and to assess the utilization of the mineral water before quoting the rates.
9. The required bottles in a year is approximately 4500 numbers, while the estimated cost is Rs.1000000/-

Terms & Conditions for Services of Photocopying, Refer to Tender Notice #

FZ/HR&A/01/E-24

1. Qualified firm shall bound to provide the photocopying facility inside State Life Building in office hours i.e 09:00 A.M to 05:30 P.M (Saturday, Sunday is off) while time may be extended or may be called in non working days by the management as and when necessary.
2. State Life will provide space and electricity to the firm, and the firm should provide market driven subsidized rates accordingly.
3. All other items i.e required quality Papers, latest Photocopy Machine, Backup of Photocopy machine, which is necessary for services and as per requirement etc., and its repair will be the responsibility of the vender.
4. The qualified firm should ensure “confidentiality” of the documents and record should not be disclosed to unauthorized persons.
5. The firm must attach their photocopy result as a sample, and the qualified firm has to ensure the quality standard according to sample.
6. The firm should be ready for the test related to its paper gramage, of any photocopied paper as and when deemed necessary by the Corporation/Management.
7. The average requirement of **70 gram paper A-4 size** (One side print) is 450000 approx pages per annum.
8. As a public institution, Corporation has many walk in customers daily. Also there are other tenant’s i.e PSO, Bank Offices and Stock Exchanges etc. which may made photocopies of their documents on Cash basis, for this reason we will deduct 05% from the total bill as a rebate, and

photocopier is also bound to display and charge its quoted rate for all outdoor customers.

9. No copies/sale of official documents is allowed to any person, and in case it is located/found, State life reserve the right to take action i.e impose of fine, warning letter issue or dismissal from the contract to vender.
10. The photocopy of any printed document of State Life Insurance is not allowed until approval from HR &A / Concerned Departmental Head. In case of violation fine will be charged by the committee.

Terms & Conditions of Auction for Obsolete Items, Refer to Tender Notice

FZ/HR&A/01/N-24

- E-bids are invited for disposal of different Furniture, Electric, Steel items & Misc. etc. on “As and Where Basis”.
- Interested parties can inspect the auction material before the closing date i.e 30-04-2024 in State Life Building -2 , Liaqat Road Faisalabad during working days (Monday to Friday) from 9am to 4pm.
- All bidders must be deposited advance Rs.40000/- (Refundable) in form of CDR as bid security, No bid will be acceptable without bid security.
- The bidders or their representatives must bring their Original CNIC on Auction Date.
- Bidder must give item wise rates (Refer to item wise sheet) and highest rate in each item category as aggregate will be considered as winner.
- The successful bidder will be deposited income tax as per govt. policies in addition to bidding amount while Rs.50000/- on the same date & remaining will be deposited before to lift material.
- The successful bidders must lift all materials within 10 working days after the approval of bid. The Department would not be responsible for safe custody of articles after lapse of designated period.
- Committee reserves the right to accept or reject any bid as per PPRA Rule 33 (1).
- Employees of SLIC are not eligible to participate in Auction.

TERMS & CONDITIONS FOR HIRING OF CANTEEN / CAFETERIA SERVICES

AT STATE LIFE BUILDING FAISALABAD ZONE/REGION, Refer to Tender

Notice # FZ/HR&A/01/M-24

Mandatory Requirements/Attachments

1. Copy of valid NTN Certificate
2. Proof of Active Tax Payer enlistment with FBR (current or previous year).
3. Bank statement of last 06 months
4. Draft/Pay order of Rs. 25,000/ in favor of SLIC will be refunded after One (1) month of the expiry of the contract.
5. Bidders are required to submit the following verifiable documents / information for the Evaluation of Financial/Technical Proposals:
 - i) Experience of bidder in Canteen Services if any
 - ii) Financial Capabilities (NTN & Bank Statement) (Registration with Tax authorities is a mandatory requirement else bid will be rejected).
 - iii) List of Existing Clients if any
 - iv) List of staff on Permanent Strength
 - v) Experience of Cook / Chef / Supervisor
6. The most advantageous bid would be accepted.
7. The prices must be stated both in words and figures.
8. The Corporation reserves the rights to accept or reject all bids/proposals under PPRA rules Terms & Condition.
9. The contractor shall be responsible for provision of following equipment/furniture to operate canteen:
 - a. 1xDeep Freezer & 1xRefrigerator.
 - b. Cooking Range.
 - c. 1xMicro-wave Oven.

- d. Glass showcase/counter/stands for display of items, Table, chairs, furniture etc.
- e. Crockery, utensils etc.
- f. Any other item necessary for canteen.

10. Canteen will be used exclusively for SLIC Officers, Staff, Visitors and their Guests etc. The Contractor shall be bound to give subsidized rates for Food Items as per List attached. He will be bound to strictly observe the quoted rates during the contract period. Quoted rates may be revised subject to mutual consent in case of any to major price hike.

The contractor will observe/display per week menu of meals (lunch) with rates. Also a list of items available to be displayed with rates. Canteen will be kept open from 09:00 A.M to 05:00 P.M and/or as per directives/schedule of the Corporation. Contractor will sell the food stuff at the rates approved by the Authority as per list attached.

11. The contractor will maintain quality of food and services up-to the satisfaction of the management. A penalty up-to maximum to Rs. 2000/- per complaint will be imposed subject to verification by the management.

12. Contractor will maintain adequate supply of fresh, good quality and whole-some food stuff offered for sale and render efficient service.

13. SLIC is not responsible for any type of payment to the vendors from where contractor is purchasing items.

14. The contractor shall be responsible for upkeep, cleanliness of the canteen premises. A penalty of Rs. 2,000/- may be charged if any complaint will be noted during the surprise visit by the management

15. The contractor will be responsible for collection of outstanding dues, if any, from customers (employees). Institute, in any way, will not be responsible in the matter.

16. The Contractor will be responsible to provide services on different floors of State Life building as well as within Canteen along with Proper Crockery, i.e. Using Hotpot/Tea Port etc. Contractor will arrange ceramic crockery of good quality duly approved by the State Life at his own cost in the canteen and properly maintain them throughout the period of the contract.
17. The contractor will bring necessary human resources required to run the Facility up to satisfactory level of management. The contractor will be responsible for provision of detail of employees to Corporation. The Waiter/Cook will wear the proper uniform as decided by Committee. Waiters/Bears will not be less than 18 years of age. Any change in employment / Discharge of duty of any waiter/bearer along with his identity Card will be communicated to the SLIC Management.
18. The contractor shall use edible oil & ghee of any of following or equivalent brands (Dalda, Kashmir, Kisan, Mezan, Habib). Recycled or low quality, non-branded oil/ghee shall not be allowed.
19. The Contractor will not be allowed to sub-let the work to any other firm(s) /person(s) or contractor(s).
20. State Life will provide following services to the contractor free of charge
 - a. canteen space(indoor) at 12th floor
 - b. electricity
 - c. Gas
 - d. Wasa Water Supply& Contractor will provide subsidized rates of the food items
21. The contract will be valid up to 28-02-2025 from the date of commencement and the Contractor is not allowed to subletting the canteen working.
22. The Contractor will obey all the laid down SOP's of Real Estate department (RED) of State Life.

23. Contract can be terminated by either side on 30 days' advance notice.
However, contractor will be bound to provide service during notice period.

24. In case of any dispute, conflict etc., decision of the grievance committee will be final and binding.