

**TENDER DOCUMENTS****TENDER ENQUIRY # 07/LZC/2024****CURRENCY COUNTING MACHINES, SCANNERS, WATER DISPENSERS AND FURNITURE/FIXTURE ITEMS**

Item Sr.	Job Description	Sample for quoting rates			
		Cost per unit/sqft in Rs.	GST per unit/sqft in Rs.	Total Cost per unit/sqft with Taxes (in Rs.)	Total Cost with all Taxes (in Rs.)
01	<b>Currency Counting Machines:-</b> i. Bundle Counter Machine of New Wave (or Equivalent) - (Qty-2) ii. Loose Note Cash Counting Machine New Wave (or Equivalent) - (Qty-14)				
02	<b>Scanner:-</b> HP Scanjet Pro 3000 S4 (or Equivalent) - (Qty-2)				
03	<b>Water Dispenser:-</b> Homage or equivalent, two taps (Heat and Cool) without Refrigerator (Qty-4)				
04	<b>Furniture/fixture items (Sr 04 to 07) :-</b> i. Revolving Chairs- Model-B-517 BOSS (Or equivalent (Qty 2) ii. Revolving Chairs cushioned- high back (Qty 1)				
05	Office Table with side rack (Qty-2)				
06	Sofa Single Seater (Qty-5)				
07	Window roller blinds (Quantity of Window Sets-3) 240sqft				
	<b>Total Amount Rs. (in Figures)</b>				

**Total Amount Rs. (in words)** -----

**Technical Evaluation Criteria/Evaluation Sheet:** Attached as (Annexure-1)

**Technical Specifications:** Attached as (Annexure-2) with sample pictures

**Terms & Conditions:**

- Only Income tax and Sales Tax registered (active tax payers) vendors/General Order suppliers can participate in the tender through EPADS. Provide documentary evidence related tax registrations.
- Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for single stage single envelope method and clearly marked as “**Tender No. 07/LZC/2024**”.
- Bids can be submitted/uploaded at EPADS till closing time **10:30 AM** on **24-06-2024**.
- Submitted bids shall be opened sharp at **11:00 AM** on same day i.e., **24-06-2024**, in the office of Secretary ZPC, HRA&P Department, State Life Insurance Corporation of Pakistan, Central Zone, 4th Floor, 4-Ghazi IIm-ud-Din Shaheed Road (Lytton road), Lahore in the presence of bidders or their authorized agents, who wish to be present on the occasion.
- In case wherein on bid opening day, holiday announced by prevailing Government or Zonal Office could not operate due to unavoidable reasons, then bid opening meeting shall be held on very next working day.
- SINGLE STAGE, SINGLE ENVELOPE PROCEDURE** will be followed as per PPRA Rules 2004 for evaluation of bidders.
- Estimated Cost is of this procurement is Rs. 1,800,000/-.
- Bid Security amount (Earnest money) including tax to be as follows:-  
**Rs.40,000/- for Sr. no 1,**  
**Rs. 16,000/- for Sr. no. 2,**  
**Rs. 10,000/- for Sr. no 3,**  
**Rs. 22,000 for Sr. 04 to 07,** in the shape of CDR/Pay order favoring “**State Life Insurance Corporation of Pakistan**” must be submitted by bidders at the address given in tender notice/ Tender documents before closing date & time, else bid will be rejected.

9. The Bid Security will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder immediately after completion of work. However, successful bidder will be required to submit performance guarantee of 10% (value of Job Order) in shape of bank guarantee (valid for at least 6 months) in favor of State Life Insurance Corporation of Pakistan which shall be released after six month of completion of job.
10. **Tender is based on Item wise** evaluation process.
11. Successful bidder will have to start supply/job within 3 days after confirmed work order and must complete the job in all respects within a week (7 working days); otherwise retention money (CDR) will be forfeited. In addition to this liquidity damages as penalty may be imposed after expiry of 7 days, at 5% per day of the total quoted price.
12. Warranty of items must be of one year against any type of defect, with free repair/replenishment of item/parts within warranty period.
13. Quote only **single rate for each category**, which must be irrevocable, unconditional & inclusive of all taxes & expenses (if any).
14. Validity of the rates/bid must be at least 90 days from the date of opening of bid, which may be extendable with mutual consent.
15. The Quantity sqft mentioned against item Sr. 07 (240 sqft) may slightly vary over and above the mentioned in this tender documents, hence sqft measurement must be done before quoting rates, payment shall be made as per actual measurement after completion of job.
16. Competent Authority reserves the right to reject/cancel/withdraw any/all bid(s) or proposals at any time before award of contract without assigning any reason thereof.
17. Quantity mentioned against items may be increase/decrease by competent authority before placement of order.
18. Eligibility criteria mentioned below must be observed and fulfilled. An Affidavit of Rs. 100 in this regard must be attached with the bid.

### **Eligibility of Applicants**

We M/s \_\_\_\_\_ undertake that,

1. We are registered company/firm as per FBR Record, having active filling status.
2. We are solvent company/firm and not in the process of bankruptcy.
3. We have never been convicted for an offence concerning the professional conduct.
4. We have fulfilled all obligations related to payment of taxes to the Govt of Pakistan.
5. We were never found guilty of serious mis-interpretation/mis-representation of facts in supplying information in past nor providing herewith as such.

### **[SECRETARY]**

Zonal Procurement Committee (ZPC),  
HRA&P Department,  
State Life Insurance Corporation of Pakistan  
Central Zone Lahore, 4<sup>th</sup> Floor Building No.6,  
4-Ghazi Ilm -ud- Din Shaheed Road (Lytton Road), Lahore.  
Phone # 042-99210594, Cell no. 0335-1412976

## **Technical Evaluation Criteria**

**(Annexure-1)**

Technical bids shall be evaluated on the basis of following points:-

- 1 Specifications of item mentioned in technical bid will be compared with specifications mentioned in tender documents. A bid having lower of these specifications shall be rejected technically.
- 2 Warranty must be according to tender documents.
- 3 Satisfactory reports or work orders from the previous clients (at least 2) of the quoted item are required with technical bid.
- 4 Bidder has NTN & GST Registration Certificate.
- 5 Bidder has provided affidavit of Rs. 100/- (Non-blacklisted etc) in the light of Para 18 of Terms & Conditions of Tender Documents.
- 6 All points of Technical Evaluation Criteria, Terms & Conditions are compulsory. Failing in any point/criteria, may result in rejection of the bidder technically.

## **Technical Evaluation Sheet/Check list**

<b>Sr.</b>	<b>Criteria</b>	<b>Yes / No</b>
1	Tax Registration Certificates provided with bid as per Tender Documents.	
2	Satisfactory reports/work orders from previous 2 clients for same nature of work.	
3	Affidavit of Rs. 100 observing eligibility criteria as per Tender Requirements	
4	Warranty certificate as per tender documents.	
5	Certificate Provided that bidder accepts all the terms & conditions of this Tender for completion of job as per job description of tender documents.	
6	Bidder has visited the site for understanding of job (Item Sr. 07) as per job description	
7	CDR Submitted as per required amount.	

**Single NO may result is rejection of bidder technically.**

**Note: Provide all required information with Bid on letter-head pages with sign & stamp.**

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### **Item Sr. 01 (Currency Counting Machines)**

#### ***Bundle Counter Machine New Wave (or Equivalent)***

In case of equivalent must contain following features:-

- Holder Capacity: at least 200 notes
- Batch display: at least 3 digits
- Main function: Verify/Free/Batch/Add
- Counting Speed: 100 notes/2 to 3 second
- Gross Weight: 25 to 30 Kilo
- At least one year official warranty of parts and free service.

#### ***Loose Note Cash Counting Machine New Wave (or Equivalent)***

In case of equivalent must contain following features:-

- Fake note detection with automatic UV (ultraviolet) and MG (magnetic) while counting
- Suitable for PKR and USD
- Automatic start, stop, and clear
- With batching, adding, and self-examination functions.
- Double LCD display
- Counting speed: 900pcs/min
- Batch Range: 1-999
- With Touch Panel
- At least one year official warranty of parts and free service.

### **Item Sr. 02 (Scanner) HP Scanjet Pro 3000 S4 (or Equivalent)**

In case of equivalent must contain following features:-

- Scanner Type: Sheet Feeder
- PPM: at least 40 ppm
- ADF Capacity: 50-page ADF.1 Recommended for 4,000 pages per day.
- Duty Cycle: 4000 pages
- Resolution: 1,200-dpi
- Connectivity: USB 3.0
- Bit Depth: 24-bit (external), 48-bit (internal); 256
- Warranty: One Year Warranty

### **Item Sr. 03 (Water Dispenser) Homage HWD-49331P (or Equivalent)**

In case of equivalent must contain following features:-

- Two taps of heat and cold water
- High efficiency compressor cooling
- Indicator LED's,
- Low noise design
- Warranty at least one year official complete parts, compressor and services

## **Item Sr.04 – 07 (Furniture/Fixture items)**

### **Item Sr.04 Revolving Chairs**

#### ***i. Revolving Chairs- Model-B-517 BOSS (Or equivalent (Qty 2))***

In case of equivalent, must contain following features.

- ***Solid frame***, standard size seat & back with arms rest,
- Comfortable and fancy design.
- Best quality cushion (Molty foam or equivalent) on Seat, back and arms covered with quality fabric/leatherite properly stitched/raped at entire sides.
- Hydraulic machine, heavy duty S/S base with imported 5 wheels.
- Color: Black/Brown.
- Warranty: At least 3 years onsite free repair & labor warranty. Free replacement of base warranty.

#### ***ii. Revolving Chairs cushioned- high back (Qty 1)***

As per sample picture provided at last page, but must also include following features.

- ***Solid structure made of solid sheesham wood***, standard size seat & back,
- Comfortable and fancy design with arms rest.

- best quality cushion (Molty foam or equivalent) on Seat, back and arms covered with black/brown best quality leatherite properly stitched/raped on entire sides.
- Hydraulic machine, heavy duty S/S base with imported five wheels.
- Standard height as per sample shown.
- Color of Rexene: Black/Brown.
- Warranty: At least 3 years onsite free repair & labor warranty. Free replacement of base warranty.

### **Item Sr. 05 Office Table Size (5' x 3') with Side Rack (Qty-02)**

As per sample picture provided at last page, but also include following features.

- 12 mm glass to be extended outside structure of table as standard at entire sides.
- Standard gap between upper glass and structure top.
- **Solid Frame/structure** as per sample, use of good quality partex (or equivalent) double sided lamination sheets polished, table having three drawers of standard size, freely moveable drawers on channels having best quality imported channels of stainless steel.
- Standard height, Durable Strong base with extra lamination sheets for strength.
- Use of steel rods for proper connected of sides, stand for upper glass, strong connected structure.
- State Life Monogram made of aluminum plate of 1' x 1' to be at front side (middle) with round cap nail properly drilled or with black paich.
- Import quality Separate locks for drawers.
- Color shall be Dark Blue, Black or Brown, shall be decided at work order stage.
- Warranty: At least 3 years onsite free repair & labor warranty.

#### **Specifications of Side Rack (Standard size)**

- covered with 8 mm glass, standard gap between rack top and upper glass,
- Frame made of double sided lamination sheets/ply, polished (Partex or equivalent)
- Keyboard railing import quality & wooden tray made of Sheesham wood.
- Height similar to office tables.
- Color similar to Office Table.

### **Item Sr. 06, Sofa Single Seater (Qty-5)**

As per sample picture provided at last page, but also include following features.

- **Solid frame/structure without arms.**
- Standard height, standard size seat and back,
- Use of sheesham wood strong apron & corner brackets for strong frame,
- **best quality cushion** (Molty foam or equivalent) on Seat and back covered with dark brown best quality leatheroid entirely and properly stitched on entire sides.
- Warranty: At least 3 years onsite free repair & labor warranty.
- Dimension as per sample shown.
- Color of Rexene shall be Dark Blue or Grey, shall be communicated at work order stage.

### **Item Sr. 07, Window roller blinds (Quantity of Window Sets-3)**

As per sample preset at Secretary ZPC Room, but also include following features:-

- Fabric option: Block out fabric. Color shall be decided at the time of order.
- Roller pipe: An aluminum pipe with a self-fabric grip or market-standard steel pipe with rivets to hold the fabric with a strong mechanism.
- The bottom is made of aluminum or PVC.
- Roller design: Chain operated.
- Dimensions: As per each window installed at the site.
- Approximate measurement is 240 sqft.
- Payment shall be made as per actual sqft after completion of job, bidder is requested to visit the office site for actual measurements.

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## Sample Pictures

Item Sr. 05



Table 5 x 3



Side Rack



**Item Sr. 06, Sofa Single Seater**



**Item Sr. 04 (ii) Revolving Chair, High Back**

