

**TENDER DOCUMENTS****TENDER ENQUIRY # 09/LZC/2024****FLOORING WORK AT IT DEPTT, CENTRAL ZONE LAHORE**

Job Sr.	Job Description	Sample for quoting rates			
		Cost per sqft in Rs.	GST per sqft in Rs.	Total Cost per sqft with Taxes (in Rs.)	Total Cost with all Taxes (in Rs.)
01	<p><b>PVC Flooring work</b> (Luxury Vinyl Plank tiles) at least 1.4mm thickness, size 2'x2', to be fixed with best quality glue directly on floor/base for approximately 1050 sqft area at our IT Department, situated at 1<sup>st</sup> Floor, State Life, Central Zone Building (address mentioned below)</p> <ol style="list-style-type: none"> <li>(Complete One Job) with removing, clearing, cleaning of existing flooring and fitting of new flooring in all respect.</li> <li>Job also includes carefully resetting of electrical wiring system presently installed at floor. Some area of floor contains wooden frame with main wirings inside that wooden frame, repair of wooden frame before fixing of flooring tiles also includes in the job.</li> <li>Movement of Main UPS, other electrical equipment's and furniture items should be carefully handled/moved during job process.</li> </ol> <p><b><u>Important Note: site visit is compulsory for each vendor/bidder for properly understanding of Job Description.</u></b></p>				
	<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)

**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 **“Flooring work at IT Department, SLIC Central Zone Lahore”**.
- Bids can be submitted/uploaded at EPADS till closing time **11:15 AM** on **24-06-2024**.
- Submitted bids shall be opened sharp at **11:45 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.

5. 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.
6. SINGLE STAGE, SINGLE ENVELOPE PROCEDURE will be followed as per PPRA Rules 2004 for evaluation of bidders.
7. Bid Security amount (Earnest money) of Rs.15,000/- (including taxes) 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 / documents before closing date & time, else bid will be rejected.
8. 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 5% (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.
9. Tender is based on One Single Job as describe at 1<sup>st</sup> page
10. Successful bidder will have to start job/work 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.
11. Sample PVC quality is available at IT Department.
12. Warranty of job must be of one year against any type of defect, with free repair/replenishment of job/part of job within warranty period.
13. Quote only **single rate for complete (Per sqft and total)**, 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 may slightly vary over and above the mentioned in this tender documents, hence area measurement must be done before quoting rates, however payment shall be made as per approximate qty i.e., 1050 sqft.
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. Payment shall be made after completion of job in all respects, after deduction of applicable Govt taxes as per prevailing laws.
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 as per job description	

**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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**Technical Specifications**

**(Annexure-2)**

**Vinyl Tile Size:** 2 inch x 2 inch- Full Body PVC Luxury Vinyl plank Tile,  
**Thickness:** at least 1.4mm  
**Shape:** Square  
**Special Feature:** Scratch resistant, Easy to install, Stain resistant and easily washable

**Sample is available at site. (IT Deptt)**

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