



**STATE LIFE**

**Insurance Corporation of Pakistan  
Lahore Zone (Central)**

**TENDER NOTICE NO. 08/LZC/2023**

**PHOTOCOPY SERVICES REQUIRED AT ZONAL OFFICE,  
CENTRAL ZONE**

State Life Insurance Corporation of Pakistan, Central Zone Lahore, invited sealed bids through Tender Enq no. 08/LZC/2023 from vendors/General Order Suppliers duly **INCOME TAX and GST registered firms**, who are eligible to manage/provide services as mentioned below:-

Sr.	Job Description	Proposed Qty	Closing date and time for submission of Bids	Opening Date & Time for Bids Opening
01	<p>➤ Supply of Photocopy machines at 1<sup>st</sup> floor (Qty 1) and 4<sup>th</sup> floor (Qty 2) with full time operators at both floors during office hours (<b>9am to 5pm, Monday to Friday</b>)</p> <p>➤ Paper to be used at least 70grams good quality paper.</p> <p><b><u>Important Note:</u></b></p> <ul style="list-style-type: none"><li>• Electric supply and reasonable space shall be provided by State Life.</li><li>• All kind of maintenance/ink refilling related to photocopy machine shall be the sole responsibility of service provider.</li><li>• Per copy rate with all taxes and expenses is required from all interest parties interested parties</li></ul>	<b>03 Machines</b>	<b>13.11.2023 at 10:30 AM</b>	<b>13.11.2023 At 11:00 AM</b>

1. Tender will be opened in the office of the undersigned in the presence of bidders or their authorized representative, who wish to be present at the occasion.
2. Estimated Cost per annum is Rs. 800,000/-.
3. Security amount of Rs.40,000/- (including taxes) which is 5% of the estimated cost, should be submitted by the bidder in the form of CDR/Pay order in favor of “**State Life Insurance Corporation of Pakistan**”. Shall be released as per rule mentioned in tender documents.
4. Single Stage, Single Envelope procedure of PPRA Rules 2004 shall be adopted for evaluation of bids.
5. Detailed specifications of items, terms & conditions are available in tender documents, which can be purchased with written request and cash payment of Rs. 500/- (Five hundred only-Non-refundable) from the office of Secretary ZPC during office timings (Monday to Friday 09 AM to 05 PM).

**[SECRETARY]**

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