

TENDER NOTICE NO. FZ/P&GS/SZM/01/2020

The Federal Government owned Autonomous Corporation invites sealed quotations from Active National & Sales Tax Registered Firms for “PHOTOCOPIES & DRINKING WATER SERVICES” on the below noted Terms & Conditions:-

GENERAL TERMS AND CONDITIONS

- A. Tender will be opened on 20-02-2020 (11:30) AM Sharp.
- B. The bidding firm will submit Original CDR in favor of State Life Insurance Corporation of Pakistan, Faisalabad Zone @ 2% of the total value involved along with the quotation concerned as bid security which is compulsory. (No bid will be accepted without security) or according to the estimated cost, which is noted below against each head.
- C. The successful bidder will provide 02% of qualifying items in form of CDR as Performance Guarantee.
- D. The vender should give rate as a unit/No. cost against each, while quotation give aggregate lowest impact will be treated as winner.
- E. The bidder will have to attach copies of their Company Profile, Experience Certificate, Managerial Capacity, Financial Position, and Active NTN & STN # with the tender. This is the Evaluation Criteria for prequalification of Bidders.
- F. Tenders, duly completed in all respect, must be reached to the under signed by hand / by courier / by post up to the closing date i.e. 20-02-2020 (11:00 AM Sharp).
- G. Income Tax & Sales Tax will be applicable as per Govt. of Pakistan rules from successful bidders and will be deducted as per rule.
- H. Tender will be considered as valid till 31-03-2021 once opened.
- I. On finding Sub-Standard quality of services and its specification, the deposited security may be forfeited in favor of the Corporation while Corporation reserve the right to cancel his agreement by serving 15 days notice, and contact remaining lowest venders to continue services for remaining period.

- J. The Corporation reserves the right to cancel / reject any one or whole tender without assigning any reason. The quantity of the items can be increased or decreased.
- K. For specifications of “Photocopies & Drinking Water Services”, please refer to Annexure “A” at page 04.

Term & Conditions for Supply of Drinking Water (Firm is Bound to Provide Following Services).

1. The firm will produce documentary evidence of providing mineral water for last 05 year.
2. The firm must be PSQCA and ISO certified and have a nationwide distribution network, fully equipped with modern facilities.
3. Supply/lifting of Bottles & Water Dispenser at State Life Building, floor wise without any security deposit.
4. Supply of bottles on a short call by concerned and on weekly basis as regular.
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.
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 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 estimated required bottles in a year is 3500, while the estimated cost is Rs.600000/-

Guide Line for Services of Photocopying.

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

in emergency condition the time may be extended or may be called in non working days by the management.

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 Papers, 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 350000 pages per annum.
8. The average requirement of 80 gram paper Legal size (Single side print) is 5000 pages per annum.
9. 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. who made photocopies of their documents on Cash basis, for this reason we will deduct 05% from the total bill as a rebate.
10. The estimated cost is Rs.600000/-

Organization: State Life Insurance Corporation of Pakistan, Faisalabad Zone

Method of Procurement: Single Stage, One Envelop

Bid Closing Dated: 20-02-2020 at 11:00 A.M

Bid Opening Dated: 20-02-2020 at 11:30 A.M

Contact Detail:

Ch. Muhammad Afzaal Mushtaq (Incharge P&GS), 06th Floor, State Life Building-2, Liaquat Road, Faisalabad.

Office:041-9201737

Mobile: 0300-9653536, 0345-7802155

Annexure “A”

Sr. No.	Description of Item	Required Quantity
01	<u>Nestle Pure Life Water 19 Liter Bottle or Equivalent</u> <ul style="list-style-type: none">• Purified Water	Average Consumption 3500 No. of Bottles/Year
02	<u>Water Dispensers</u>	30 No.
03	<u>Specification of Paper for Photocopies</u> <ul style="list-style-type: none">• 70 gram paper copy mate or equivalent.• 80 gram paper AA or equivalent.• Fine Quality Black Font Printing	As mentioned in guidelines.