

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**LAHORE ZONE (CENTRAL)**

**TENDER DOCUMENTS AGAINST TENDER ENQUIRY # 05/LZC/2019**

**Drinking Water Supply**

Item Sr.	Items Specification	Proposed QTY	Sample for quoting rates			
			Unit price		Total unit price with all Taxes	Total Amount Rs.
			Cost (per bottle)	GST (per bottle)		
01	<b><u>Drinking Water bottles with dispensers</u></b>	Approximate no. of bottles per month 275 (19 litre bottle) Total no. of dispensers = 12 (Complimentary)				
<b>Total Amount</b>						

Total Amount (in words) \_\_\_\_\_

**Note:** Technical evaluation criteria is attached as (Annexure-I).

**General Terms & Conditions:**

1. Bids shall be received till closing time 10:30 am on 02-12-2019. Received bids shall be opened at 11:00 am on same day 02-12-2019, in the office of In-charge (Personnel & General Services Department) State Life Insurance Corporation of Pakistan, 4th Floor, Central Zone, 4-Ghazi IIm-ud-Din Shaheed Road, in the presence of bidders or their authorized agents, who wish to be present on the occasion.
2. Technical Bid should be submitted in tape or ring binding with page index at start. Accurate page numbering according to page index and signatures & stamp of authorized person on all pages. Don't attach irrelevant documents which are not demanded.
3. Bidder must attach business profile.
4. Only Sales Tax registered and authorized dealers/suppliers/manufacturers can participate in the tender, they must have office in Lahore along with required technical staffs and ware house of parts to be provided after sale/ services. Provide relevant documentation/certificate in this regard.
5. Attach copy of NTN, Sales Tax Registration & affidavit of Rs. 50 (eligibility criteria) with the technical bid.
6. Satisfactory reports/work orders from the previous clients (at least 2) of the quoted items are required.
7. Onsite warranty (clearly mention in technical bid) as per Tender Documents.
8. Provide certificate regarding provision of water on continual basis as required without any break.
9. The bidders will deposit at least 2% CDR/Demand Draft/Pay Order of total bid amount with their bid as bid money. Attach copy with technical bid (hiding amount figure).
10. Competent Authority reserves the right to reject/cancel any/all items or any/all bid(s) or proposals at any time before award of contract without assigning any reason thereof.
11. The quoted price must be irrevocable, according to tender documents & inclusive of all taxes & expenses (if any) incurred by bidder.
12. Validity of the bid must be at least two month from the date of opening of bid, which may be extendable on mutual consent.
13. Eligibility criteria mentioned in tender documents must be observed and fulfilled.
14. Successful bidder will have to provide 10% value of the work order in the shape of pay order/ demand draft, or the same may be withheld from the bill and released after warranty period expired.
15. Successful bidder will have to start the supply after receiving confirmed order.
16. The quantity mentioned against items can be increased/decreased by State Life and any item can be withdrawn any time during procurement process.
17. Payment will be made to the successful bidder upon successful delivery/installation of ordered items in all respects.
18. Successful bidder will be bound to provide water supply stock as agreed prior to award of contract.
19. The bidder has to submit the bid as per procedure defined below:-

**SINGLE STAGE TWO ENVELOPE PROCEDURE**

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- ii. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;

- iv. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
- vii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- viii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- ix. The bid found to be the lowest evaluated bid shall be accepted.

**Eligibility of Applicants (Provide affidavit)**

Applicants cannot apply if they:-

1. Are non-registered company/firm.
2. Are bankrupt or in process of going bankrupt.
3. Have been convicted for an offence concerning the professional conduct.
4. Have not fulfilled obligations related to payment of taxes.
5. Are found guilty of serious mis-interpretation/mis-representation of facts in supplying information.

**Technical Evaluation Criteria**

**(Annexure-I)**

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

- 1 Bidder has NTN & GST Registration Certificate.
- 2 Bidder must have office/warehouse in Lahore with required sales & marketing staff at Lahore.
- 3 Experience letters of supply of water to reputable firms.
- 4 Affidavit regarding non-blacklisting from any government firm/agency in past or not in the process of being blacklisted.
- 5 Working tenure of at least 12 years in the same field.
- 6 Bidder must have following certification:-
  - a. Food authority certificate
  - b. PCSIR License
  - c. No. of Chain base accounts (documents/evidence required)
  - d. Organic certificate

All points of Technical Evaluation Criteria and General Terms & Conditions are compulsory. Failing in any point/criteria, may result in rejection of the bidder technically.

**[SECRETARY]**

**Zonal Procurement Committee,  
Personnel & General Services Department  
State Life Insurance Corporation of Pakistan  
Central Zone Lahore  
4th Floor Building No.6  
4-Ghazi IIm -ud- Din Road, Lahore.  
Phone # 042-99210594**