

**STATE LIFE INSURANCE CORPORATION OF**  
**PAKISTAN**  
**ABBOTTABAD ZONE**



**TENDER DOCUMENTS**

**FOR**

**PROCUREMENT OF PRINTERS {R/T}**

**PREPARED BY: Human Resources & Admin Department  
State Life Insurance Corporation of Pakistan,  
Mir Alam Shopping Plaza Manshera Road  
Abbottabad.  
Phone: 0992-920014,  
Dated: 13-08-2024**

**BID INVITATION FOR TENDER**  
**NO.HRA&P/SLIC/ABTZ/PRINT-REPT/13/08/2024**

State Life Insurance Corporation of Pakistan, Abbottabad Zone invites Bids through E-PADS for procurement of Printers as per following Schedule from reputed Firms/Vendors (**Abbottabad based only**) who are registered with Tax Departments. Kindly go through each line of the tender document for complete understanding of the Tenders Conditions & specifications violating which will cost forfeiture of earnest money & cancellation of the bid/s under PPRA rules-2004.

<b>Type Of Procurement</b>	<b>Estimated Cost of Tender</b>	<b>Bid Security</b>	<b>Closing Date &amp; Time for Submission Bids</b>	<b>Opening Date &amp; Time of Bids</b>
<b>Printers original</b>	<b>6,45000/-</b>	<b>5% of Estimated Cost of Tender</b>	<b>29-08-2024 at 10:00AM</b>	<b>29-08-2024 &amp; 10:30AM</b>

2. Bidding process shall be adopted under Single Stage-Single Envelop method laid down in PPRA rules 2004.
3. Bids may be submitted through E-PADS only and same will be opened as per above mentioned schedule in the presence of bidder (s) representatives who wish to be present.
4. Any bid submitted other than E-PADS will not be considered.
5. State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
6. In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the undersign, **Phone No. 0992-920014 during office hours (10:00 am to 4:00 pm).**

**(Imran Ahmad Kazi)**

In-Charge (HRA&P)/Secretary,  
Zonal Procurement Committee (ZPC),  
State Life Insurance Corporation of Pakistan  
Mir Alam Shopping Plaza Manshera Road  
Abbottabad.

**Phone: 0992-920014,**

**Dated: 13-08-2024**

## INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill the tender in all respects.
3. Bidders are required to submit their bids through PPRA E-PADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
4. Bids will be opened in the office of In-charge (HRA&P/Secretary ZPC) Zonal Office, State Life, Mir Alam Shopping Plaza Manshera Road Abbottabad in the presence of the Vendors or their representatives who wish to be present. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
5. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
6. Quoted rates will be evaluated on item to item basis.
7. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid ‘Bid Security’ shall be forfeited in the favor of State Life.
8. The bids should be accompanied by an Earnest Money Deposit @5% of Total Estimated Cost of Tender in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The validity of the of Pay Order/CDR/ Demand Draft must be up to 60 days (Two Months) starting from the date of issue of this tender. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of “, **State Life Insurance Corporation of Pakistan Abbottabad Zone**” as earnest money, which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of delivery to successful bidder (s) respectively.
9. The bids without Earnest Money shall be rejected. Bidder(s) must send their Original Earnest Money through mail before the closing of tender.
10. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
11. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
12. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS and any other mandatory documentation as per rules of PPRA/EPADS.
13. Penalty @1% of bid against delay in supply will be charged on weekly basis.
14. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
15. Incomplete bids / conditional bids will be rejected.
16. No, refurbished printers will be accepted. The supplied printers as per our demand will be checked by our IT department and if found otherwise will be rejected at once and the earnest money will be forfeited and blacklisting of the vendor will be acting upon as per PPRA SOPs and law.

### **SPECIAL CONDITIONS**

1. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
2. If the Bid is found against the terms and conditions of Tender, same will be rejected.
3. Sales Tax Registration Certificate FBR must be attached with tender.
4. Certificate of National Tax Number.
5. Proof of Active Tax Payer
6. Bid validity period should at least for 90 days.
7. One Year Warranty and provision of free repair, replacement of parts, and services will be mandatory.
8. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
9. All rates must be quoted with applicable Govt, Federal/Provisional & FBR Taxes.
10. The tender submission after the due date & time will not be entertained. The in-time Submission of tender will be onus of bidder (s).
11. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
12. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
13. No Advance payment will be admissible; the whole payment will be made after completion of tender via cross cheque.
14. In case of any query please contact Phone. No: **0992-920014 from 10:00A.M to 04:00P.M.**
15. Quoting the rates, it must mention inclusive or exclusive of taxes.
16. It must be notified that territorial taxes where purchaser office is situated must be adhered to.

**BILL OF QUANTITY****DETAIL OF REQUIRED PRINTERS, ABBOTTABAD ZONE****A. Printers:-**

<b>S.NO</b>	<b>Items</b>	<b>Specification</b>	<b>QTY</b>	<b>Each Rate including GST (to be filled by Vendor)</b>
<b>1.</b>	<b>Printers</b>	Dot Matrix Printer (Epson LQ-310) or Equivalent <b>(Please must mentioned country of manufacture)</b> Warranty: 01 Year (as mentioned in special conditions) as on page 09	02 Units	
		Laser Jet Printer (HP 107A/Pro,M12a) or Equivalent Warranty: 01 Year (as mentioned in special conditions) as on page 10	05 Units	

\_\_\_\_\_  
(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. \_\_\_\_\_

Dated: \_\_\_\_\_ Seal: \_\_\_\_\_

**FORM OF BID**

**Incharge HRA&P,**  
Secretary (ZPC), State  
Life Mir Alam Shopping  
Plaza Manshera Road  
Jhangi  
**Abbottabad.**

Dear Sir,

Tender Reference No. **HRA&P/SLIC/ABTZ/PRINT-REPT/13/08/2024.**

Nature of Tender: **Procurement of Printers.**

Having examined the Bidding Documents, Procurement of Computer Systems and Printers, we the undersigned, being a company/vendor doing business under the Name \_\_\_\_\_ of and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. \_\_\_\_\_ drawn in favor “**State life**”
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for and or behalf of \_\_\_\_\_.

(Name of Bidder/Firm in Block Capitals)

(Seal)

Address: \_\_\_\_\_

\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Vendor/ Firm \_\_\_\_\_

Registered Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Cell No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Name of Official  
(Who will represent vendor/  
Firm on the day of tender  
opening) \_\_\_\_\_

NTN No. \_\_\_\_\_

Sales Tax No. \_\_\_\_\_

Vendor/ Firm rep Signature \_\_\_\_\_

CNIC No. \_\_\_\_\_

Seal Of Firm \_\_\_\_\_

**Signature of the Authorized Signatory**

**Designation:** \_\_\_\_\_

**(Office seal of the Bidder)**

**UNDERTAKING**

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the purchaser on comparing with the originals the bidder shall be responsible for action to be taken against him by the purchaser as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department (Federal or Provicional).

**Signature of the Authorized Signatory**

**Designation:** \_\_\_\_\_  
**(Office seal of the Bidder)**

**Date:-** \_\_\_\_\_

**Place:-** \_\_\_\_\_



## 24 pin Dot Matrix Printer LQ-310 or Equivalent

**PRINTER TYPE**

MODEL	LQ-310
PRODUCT CODE	C11CC25311
PRINTING METHOD	Impact dot matrix
NUMBER OF PINS IN HEAD	24 pins
PRINT DIRECTION	Bi-directional with logic seeking

**PRINT SPEED**

HIGH SPEED DRAFT	10cpi	347 cps
	12cpi	416 cps
	10cpi	260 cps
DRAFT	12cpi	312 cps
	15cpi	390 cps
	17cpi (Condensed)	222 cps
	20cpi (Condensed)	260 cps
	10cpi	86 cps
LQ	12cpi	103 cps
	15cpi	129 cps
	17 cpi (Condensed)	147 cps
	20 cpi (Condensed)	172 cps

**PRINT CHARACTERISTICS**

CHARACTER SETS	15 international character sets, 13 character code tables (Standard) Italic, PC437, PC850, PC860, PC861, PC863, PC865, Abicomp, BRASCII, Roman 8, ISO Latin 1, PC858, ISO8859-15
BIT MAP FONTS	Epson Draft 10, 12, 15 cpi
Epson Roman	10, 12, 15 cpi, Proportional
Epson Sans Serif	10, 12, 15 cpi, Proportional
Epson Courier	10, 12, 15 cpi
Epson Prestige	10, 12 cpi
Epson Script	10cpi
Epson Script C	Proportional
Epson OCR-B	10cpi
Epson Orator	10cpi
Epson Orator-S	10cpi
SCALABLE FONTS	Epson Roman 10.5pt., 8 ~ 32pt. (Every 2 pt.)
Epson Sans Serif	10.5pt., 8 ~ 32pt. (Every 2 pt.)
Epson Roman T	10.5pt., 8 ~ 32pt. (Every 2 pt.)
Epson Sans Serif H	10.5pt., 8 ~ 32pt. (Every 2 pt.)
BAR CODE FONTS	EAN-13, EAN- 8, Interleaved 2 of 5, UPC-A, UPC-E, Code 39, Code 128, PostNet,

**PRINTABLE COLUMNS**

PITCH	CHARACTER PER LINE (cpi)	CONTROL PANEL
		4 switches, 5 LEDs
10cpi	80 cpi	
12cpi	96 cpi	
15cpi	120 cpi	
17cpi	137 cpi	
20cpi	160 cpi	

**INPUT DATA BUFFER**

128 KByte

**INTERFACE**

STANDARD Bi-directional parallel interface (IEEE 1284 nibble mode support), USB (ver 2.0 Full Speed)

**RIBBON CARTRIDGE**

STANDARD	
COLOR	Black
TYPE	Fabric ribbon cartridge
RIBBON LIFE	Approx. 2.5 million characters (LQ 10 cpi, 48 dots/character)

HEAD LIFE 400 million strokes/wire

**ENVIRONMENTAL CONDITIONS (OPERATING)**

TEMPERATURE	5 ~ 35°C
HUMIDITY	10~80%RH

**ELECTRICAL SPECIFICATIONS**

RATED VOLTAGE	AC 220V ~ 240V
RATED FREQUENCY	50 ~ 60Hz
POWER CONSUMPTION	Approx. 22W (ISO/IEC 10561 letter pattern) Approx. 1.3W in sleep mode, Approx. 0.5W in auto off mode Energy Star Compliant

**DIMENSIONS**

WIDTH x DEPTH x HEIGHT	362 x 275 x 154mm
WEIGHT	Approx. 4.1kg

**PAPER HANDLING**

PAPER PATH:	Manual Insertion	Rear in, Top out
	Tractor	Rear in, Top out
PAPER SIZE:		
Cut sheet (Single)	Width	100~257 mm (3.9 ~ 10.1")
	Length	100~364 mm (3.9 ~ 14.3")
	Thickness	0.65~0.14mm(0.0025~0.0055") Total
Cut sheet (Multi Part)	Width	100~257 mm (3.9 ~ 10.1")
	Length	100~364 mm (3.9 ~ 14.3")
	Thickness	0.12~0.32mm(0.0047~0.0126") Total
Envelope No.6	Width	165mm (6.5")
	Length	92mm (3.6")
	Thickness	0.16~0.52mm(0.0063~0.0205") Total
Envelope No.10	Width	241mm (9.5")
	Length	105mm (4.1")
	Thickness	0.16~0.52mm(0.0063~0.0205") Total
Continuous paper (Single/Multi Part)	Width	101.6~254 mm (4 ~ 10.0")
	Length (one page)	101.6~558.8mm (4 ~ 22.0")
	Thickness	0.065~0.32mm(0.0025~0.0126") Total
Roll paper	Width	216mm (8.5")
	Thickness	0.07~0.09(0.0028~0.0035")
PAPER FEEDING:	Standard	Friction, Push Tractor
	Optional	Roll Paper Holder

COPIES	Original + 3 Copies
ACOUSTIC NOISE	Approx. 53dB (A)(ISO 7779 pattern)
LINE SPACING	4.23mm(1/6") or programmable in increments of 0.118mm (1/216 inch)

**PRINTER DRIVER**

OS	Microsoft® Windows® 2000/XP/Vista®/7
Utility	

**OPTIONS**

Fabric Ribbon Cartridge (Black)	C13S015634
Roll Paper Holder	C12C811141

Cpi: Characters per 25.4mm (Characters per inch), Cps: Characters Per Second  
POH: Power On Hours**WARRANTY SERVICE**

1-year on-site warranty service

**RELIABILITY**

MVBF (Mean print volume between failure) (Mean time between failure)	20 million lines (Except print head) MTBF 10,000 POH (25% Duty cycle)
PRINT	

**SPECIFICATIONS OF LASER PRINTERS**

Product Type Printer Model 107A or equivalent Device Category Desktop Printer Printer Technology Laser Output Type Mono Functions Print Print Quality Mono Up to 1200 x 1200 dpi Max Print Speed Mono ppm 20 Duty Cycle Max Monthly Pages A4 10000 Printing Paper Size A4 A5 B5 Envelope Postcard Paper types supported Plain Thick Thin Cotton Color Preprinted Recycled Labels Card Stock Bond Archive Envelope Automatic Duplex Printing No Connectivity USB Compatibility Minimum system requirements for Windows 7 or newer Intel Pentium IV 1 GHz 32 bit or 64 bit processor or higher 1 GB RAM 16 GB HDD Compatible Network Operating Systems Windows 7 32 64 bit 2008 Server R2 8 32 64 bit 10 3264 bit 2012 Server 2016 Server Dimensions 76 x 127 to 216 x 356 mm Weight 16 lbs Manufacturer must be mentioned made in Color White Color Detail Black and White or equivalent