**STATE LIFE INSURANCE CORPORATION OF PAKISTAN, LAHORE ZONE CENTRAL**

**TENDER DOCUMENTS**

**TENDER ENQUIRY # 10/LZC/2024**

**Projector Screen and Vertical Blinds**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Sr.** | **Job Description** | **Sample for quoting rates** | | | |
| **Cost per sqft/pu in Rs.** | **GST per sqft/pu in Rs.** | **Total Cost per sqft/pu with Taxes (in Rs.)** | **Total Cost with all Taxes**  **(in Rs.)** |
| **01** | **Projector Screen** Size 8'x6' (Qty-1) (One Job) |  |  |  |  |
| **02** | **Vertical Blinds/Vanishing Blinds** (with installation for two windows, total approximate area 100 sqft) (One Job) |  |  |  |  |
|  | **Total Amount Rs. (in Figures)** | | | |  |

**Total Amount Rs.** (in words) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**Technical Evaluation Criteria/Evaluation Sheet**: Attached as (Annexure-1)

**Technical Specifications**: Attached as (Annexure-2)

**Terms & Conditions:**

1. 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.
2. Bidders are required to upload their bids on EPADS as per laid down PPRA procedure for single stage single envelope method and clearly marked as **“Projector Screen and Vertical Blinds”**
3. Bids can be submitted/uploaded at EPADS till closing time **10:00 AM** on **29-08-2024**.
4. Submitted bids shall be opened at **10:30 AM** on same day i.e., **29-08-2024**, at HRA&P Department, State Life Insurance Corporation of Pakistan, Central Zone at below mentioned address, 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. Estimated Cost is of this procurement is Rs 100,000/-.
8. Bid Security amount (Earnest money) of Rs.5,000/- (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.
9. The Bid Security (Earnest money) will be returned immediately to un-successful bidders after completion of formal procedures and to successful bidder after completion of job. 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, if found satisfactory.
10. Tender is based on job wise. Bidders are free to participate in Job Sr. 01 or Sr. 02 or both.
11. 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.
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 **single rate for each job** (Per sqft and total cost of job), which must be irrevocable, unconditional & inclusive of all taxes & expenses (if any).
14. Validity of the rates/bid must be at least 60 days from the date of opening of bid, which may be extendable with mutual consent.
15. The Quantity mentioned in sqft/units may be increase/decrease by competent authority before placement of work order.
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. A declaration at letter head 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, 4th 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 or of sample. A bid having lower 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 bid.
4. Bidder has NTN & GST Registration Certificate.
5. Bidder has provided declaration at letter head 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**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Criteria of Technical Evaluation** | **Yes / No** |
| 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 | Declaration regarding 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 sample and as per job description |  |
| 7 | Sign and stamp against specifications mentioned for each quoted item, which means bidders understand the need of Procuring Agency (SLIC) and agrees to provide required item as per need. |  |
| 8 | CDR Submitted as per required amount. (Rs. 5000) |  |

**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)**

**Job Sr. 01: Projector Screen Size 8'x6' (Qty-1) (One Job)**

**As per Sample available at site, including following features:-**

* Job include completion installation and commissioning
* Size : 8′ x 6′
* Wall Mount
* High quality multilayer with a black backing to avoid light penetration for a clear image.
* Brand Hashmo or equivalent
* Screen made of quality fine fabrics
* Fast Fold portable screen, which can be easily set and dismantle in a few minutes, can be very convenient for transport and storage.
* Warranty: At least 1 year onsite free repair & labor warranty.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Sr. 02 Vertical Blinds/Vanishing Blinds**

**As per Sample available at site, including following features:-**

* Job include complete installation
* Fabric option: good quality block out fabric. Color shall be decided at the time of order.
* Aluminum frame best quality doori/grip for smooth movement mechanism.
* Approximate maximum measurement is 100 sqft for two windows.
* Warranty: At least 1 year onsite free repair & labor warranty.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site where both jobs to be performed along with sample availability.**

**FMD Department, 2nd Floor, Cooperative Building, Opposite Lahore High Court Building, The Mall, Lahore**

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