

STATE LIFE INSURANCE CORPORATION OF
PAKISTAN
KOHAT ZONE



TENDER DOCUMENTS

FOR

PROCUREMENT OF PRINTERS

**PREPARED BY: Human Resources & Admin Department
State Life Insurance Corporation of Pakistan,
Meeri Colony University Road Kohat.
Phone: 0922-933602,
Dated: 08-08-2024**

BID INVITATION FOR TENDER
NO.HRA&P/SLIC/KTZ/PRINT/12/08/2024

State Life Insurance Corporation of Pakistan, Kohat Zone invites Bids through E-PADS for procurement of Printers as per following Schedule from reputed Firms/Vendors (**Kohat and Peshawar 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

Type Of Procurement	Estimated Cost of Tender	Bid Security	Closing Date & Time for Submission Bids	Opening Date & Time of Bids
Printers	Rs.7,20,000/-	5% of Estimated Cost of Tender	03-09-2024 at 10:00AM	03-09-2024 & 10:30AM

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. 0922-933602 during office hours (9:00 am to 5:00 pm).**

(MUHAMMAD NAFEES)

In-Charge (HRA&P)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of Pakistan
Meeri Colony, University Road
Kohat.

Phone: 0922-933602

Dated: 08-08-2024

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).
4. Bids will be opened in the office of In-charge (HRA&P/Secretary ZPC) State Life Zonal Office, Meeri Colony University Road Kohat 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 Kohat 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.
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.

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: **0922-933602 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, KOHAT ZONE****A. Printers: -**

S.NO	Items	Specification	QTY	Each Rate including GST (to be filled by Vendor)
1.	Printers	Dot Matrix Printer (Epson LQ-310) or Equivalent (Please must mentioned country of manufacture) 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	06 Units	

(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

FORM OF BID

In-charge HRA&P,
Secretary (ZPC), State
Life Zonal Office, Meeri
Colony, University Road
Kohat.

Dear Sir,

Tender Reference No. **HRA&P/SLIC/KTZ/PRINT/08/08/2024.**
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 Provisional).

Signature of the Authorized Signatory

Designation: _____
(Office seal of the Bidder)

Date:- _____

Place:- _____

24 pin Dot Matrix Printer
LQ-310 or Equivalent

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

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
DRAFT	10cpi	260 cps
	12cpi	312 cps
	15cpi	390 cps
	17cpi (Condensed)	222 cps
LQ	20cpi (Condensed)	260 cps
	10cpi	86 cps
	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

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 32 64 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