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| Bid Document For purchase of TONERS for all divisions/ departments Tender notice No.SLIC/PO/37/2024State Life Insurance Corporation Of Pakistan Principal Office, Karachi. |

**2024**

Central Procurement Division

2nd Floor Principal Office, State Life Building No.9

Dr. Ziauddin Ahmed Road, Karachi-75530

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1. **Introduction**

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion’s share of the Pakistan life insurance industry. Presently, Corporation intends to purchase stationery items for Principal Office, Karachi.

1. **Detail Specification & Quantities / Schedule:**

Detailed specifications and estimated quantity for required equipment is as under:-

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| S.N | Item/ Specifications |
| 01 | **Specifications, Details and Quantity of the items as per Annex-A** |

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| Tender enquiry No | SLIC/PO/37/2024 |
| Closing date & time for submission of bids | 15-10-2024 up to 11:00 am |
| Date & time of opening of Technical bids  | 15-10-2024 at 11:30 am |

**Delivery and after sales service of Consignment:**

**Delivery of items at State Life Insurance Corporation of Pakistan’s Karachi office (Principal Office) or at any other State Life building within Karachi.**

TERMS AND CONDITIONS

1. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
2. Bidders are required to upload their proposals on EPADS systems as per laid down PPRA procedure for prequalification method (Close Framework agreement) i.e all technical details required as per technical evaluation criteria and clearly marked as **“TONERS”**. However, only qualified bidder will be required to submit performance guarantee of 2% of the total quoted rates at the time of signing of agreement.
3. Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice and after necessary evaluation list of qualified bidders will be uploaded on PPRA/SLIC website and EPADS system as well.
4. As it is a pre-qualification process, so after the announcement of the Technical Evaluation Report only the technically qualified bidders will be required to submit their rates at later stage when financial bid document is uploaded on EPADS system as per single stage single-envelope procedure. It is pertinent to mention here that, the rates quoted shall be fixed for the entire period of agreement with State Life i.e (01) year from the date of signing of agreement, as per PPRA close framework rules.
5. The Most Advantageous Bid would be accepted as per criteria given below (as per Annex-A). **(Technical evaluation of bids / point scoring criteria is available with bidding document).**
6. Experience of bidders in sales / supply of Toners.
7. Financial Capabilities.
8. Number of existing clients provided with Toners.
9. List of professionals on permanent strength- for sales services.
10. Submitted bid will be evaluated separately for each item as per approved sample/ quality.
11. Once the financial bid is opened and rates are announced, the bidder quoting lowest rates will be required to submit samples for all items within 07 days for acceptance of his bid and further approval. The Financial bid for the quoted items will be accepted if it meets desired specifications of the required items. If the samples provided are not as per desired specifications or inferior quality bid will be rejected only for those items. In such case next most advantageous bidder will be asked to provide samples for acceptance of his bid and further approval of the respective items.

11. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract. However, successful bidder will be required to submit performance guarantee of 1% (of the total quoted value of bid) in shape of pay order in favor of SLIC at the time of issuance of purchase order/ signing of contact. Performance guarantee will be released after expiry of contract.

1. All the bids must include all government taxes.
2. During entire contract period call off orders will be issued to successful bidder for the desired items on as and when required basis.
3. Most Advantageous bidder will be required to deliver items as per schedule given in call off order(s).
4. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
5. The quantity of items may increase/decrease at the time of issuing contract order/ call-off order.
6. If the successful bidder fails to supply the items as per call off order, Performance Guarantee will be forfeited.
7. All the information provided by the bidder must be verifiable.
8. Performance Guarantee of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
9. If the 1st lowest evaluated/ Most Advantageous fails to sign the contract, the performance guarantee will be confiscated by the State Life and the old purchase order/ contract will be cancelled and new contract/ purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority (2nd lowest bidder will be required to submit Performance Guarantee as mentioned above).
10. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.

Departmental Head (CPD)

Central Procurement Division, 2nd Floor,

Principal Office, State Life Building No. 9

Dr. Ziauddin Ahmed Road, Karachi. (Pakistan)

Tel: 021-99204521

** Annex-A**

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| **S#** | **Description** | **Required QTY** |
| 01 | Toner HP 49-A | 20 Nos. |
| 02 | Toner HP 35-A | 50 Nos. |
| 03 | Toner HP 85-A | 100 Nos. |
| 04 | Toner HP 05-A | 100 Nos. |
| 05 | Toner HP 17-A | 50 Nos. |
| 06 | Toner HP 83-A | 30 Nos. |
| 07 | Toner HP 79-A | 80 Nos. |
| 08 | Toner HP 26-A | 40 Nos. |
| 09 | Toner HP 44-A | 30 Nos. |
| 10 | Toner HP 48-A | 30 Nos. |
| 11 | Toner HP 107-A | 30 Nos. |
| 12 | Toner HP 93-A | 05 Nos. |
| 13 | Toner HP 53-A | 80 Nos. |
| 14 | Toner HP 12-A | 20 Nos. |
| 15 | Toner HP 230-A | 05 Nos. |
| 16 | Toner Samsung 2165 | 20 Nos. |
| 17 | Toner Samsung 1610 | 20 Nos. |
| 18 | Toner Xerox 3260 | 30 Nos. |
| 19 | Toner Xerox 3020 | 30 Nos. |

** Annex-B**

**TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA**

**Max.Points**

1. Experience of bidder in sales / supply of Toners 25

*(05 points for each complete year)*

*(Time of the experience will be calculated from the past purchase order)*

1. Financial Capabilities

*(Annual Report for each year/ Tax Return for each year =5 points)* 25

(Annual tax return will be accepted with the annual turn-over of at least

 01 million or above)

1. Number of Existing Clients provided with Toners

*(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client*) 25

1. Proper office with designated staff for sales

05 *points for each staff*) 25

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 Total Points: 100

Note:

 Minimum 50 % score is required to Technically Qualify in each category and over-all as well.