

**TENDER NO. SLIC/PGS/ISB/ISBZN/SEP/04/2024****BID DOCUMENT FOR PRINTERS (LASER JET & DOT MATRIX).****FOR****STATE LIFE ISLAMABAD-BUILDING NO. 9 33-E BULE AREA ISLAMABAD.**

1. The State Life Insurance Corporation of Pakistan, Islamabad Zone, is extending an invitation for EOI through E-PAD, using "single stage single envelop system." We seek submissions from NTN & GST Registered Contractors/Firms/General Order Suppliers, with a minimum five years of experience, spanning across Pakistan. Eligible entities should be proficient in mentioned work, duly registered with PPRA on account of E-PAD system.

**TENDER DOCUMENT SPECIFICATIONS.**

<b>Sr. #</b>	<b>Description of Furniture/Fixture items</b>	<b>QTY</b>	<b>BID SECURITY</b>	<b>Closing Date/Time &amp; Opening Date/Time of Tender</b>
01	LOT-1 DOT Matrix Printers	06	RS. 30900/-	<b><u>OPENING DATE/TIME:</u></b> Monday the 14 <sup>th</sup> Oct 2024. 3:30 p.m.
02	LOT-2 Laser Jet Printers	02	Nil	<b><u>CLOSING DATE/TIME:</u></b> Monday the 14 <sup>th</sup> Oct 2024. 3:30 p.m.

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 proposals at any time before acceptance, in accordance with PPRA Rule 33(1)."

INCHARE HRA&P  
The Secretary (ZPC)  
State Life Insurance Corp. of Pakistan,  
Building NO. 9  
Blue Area, Islamabad -**9207363-0332522235**



**INSTRUCTIONS TO BIDDERS:**

1. Bidders are required to upload their BIDS/EOI on E-PAD systems as per laid down PPRA procedure for single stage single-envelope method that should invariably quoted as **“Supply of printers LOT-1 DOT MATRIX AND LOT-2 LASER JET.”**
2. bid security, **Rs. 30900/-** for **LOT-1** In form of Pay Order/CDR/ Demand Draft shall be drawn in favor of **“, State Life Insurance Corporation of Pakistan Islamabad Zone”** as EMD and must be submitted at the address given in tender notice before closing time, and scan copy of the same should be uploaded on E-Pad else tender will be rejected.
3. 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.
4. Bids will be opened in the office of In-charge INCHARE HRA&P The Secretary (ZPC) State Life Insurance Corp. of Pakistan, Building NO. 9 Blue Area, Islamabad 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. The absence of a bidder or their representative shall not affect the legality of the bid opening process. All present bidders or their representatives are required to sign the attendance sheet.
6. 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/
7. The bids without Earnest Money shall be rejected. Bidder(s) must send their Original Earnest Money through mail before the closing of tender.
8. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
9. If the Purchaser invites the bidder for negotiations, it shall not be considered a cancellation or withdrawal of the original offer, which shall remain binding on the bidder.
10. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
11. Penalty @1% of bid against delay in supply will be charged on weekly basis.
12. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
13. Incomplete bids / conditional bids will be rejected.

**MANDATORY CONDITIONS**

1. Should the date designated for bid opening be subsequently declared a government holiday, the bids will be opened on the next working day at the same hour.
2. Sales Tax Registration (Copy of Certificate).
3. 2. Income Tax Registration (Copy of Certificate).
4. 3. Experience certificate of Similar Work (at least 02 Copy of Certificates).
5. 4. Affidavit/Undertaking that the firm has never been blacklisted by any organization/Government on Judicial Stamp Paper.
6. 5. Proof of Active Tax Payer List.
7. Corporation of Pakistan” must be submitted to Incharge P&GS H&AI, State Life Insurance.
8. Bids must remain valid for a minimum of 90 days.
9. A one-year warranty, along with provisions for complimentary repairs, part replacements, and services, is mandatory.
10. In the event of substandard delivery by the selected vendor, the bid security will be forfeited to State Life, and the supplied goods will be returned.
11. All quoted rates must include applicable government, federal, provincial, and FBR taxes.



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

12. Tenders submitted after the designated deadline will not be considered. It is the sole responsibility of the bidder(s) to ensure timely submission.
13. Only vendors or firms that meet the specified terms and conditions are eligible to participate in the tender.
14. The Competent Authority retains the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal. Upon request, State Life will inform any contractor who submitted a

**BILL OF QUANTITY**  
**DETAIL OF REQUIRED PRINTERS, ISLAMABAD ZONE**

**A. Printers: -**

S. NO	Items	Specification	QTY	Each Rate including GST (to be filled by Vendor)
01	Lot I	Dot Matrix Printer ( <b>Epson LQ-310</b> ) or Equivalent (See specs on page No. 6)	06 Units	
02	Lot -2	Laser Jet Printer ( <b>M 3303DW</b> ) or Equivalent (See specs on page No. 7)	02 Units	

(Name, Signature & Seal of the authorized Person)



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

**FORM OF BID**

**In-charge HRA&P**, HRA&P DEPARTMENT, STATE LIFE 33-E BULAND MARKEZ BLUE AREA ISLAMABAD,  
Dear Sir,  
Tender Reference **NO. SLIC/PGS/ISB/ISBZN/SEP/04/2024.**  
Nature of Tender: **Procurement of Printers.**

Having thoroughly reviewed the Bidding Documents for the Procurement of Printers, we, the undersigned, a company/vendor legally operating under the name and address of \_\_\_\_\_, duly incorporated under the laws of Pakistan, hereby submit our formal offer to execute and complete the project as outlined.

1. We acknowledge that all documents and forms provided are integral parts of this Bid.
2. As a guarantee for the proper execution of the commitments made in this Bid, we enclose a Bid Security of Rs. \_\_\_\_\_, payable to "State Life."
3. Should our bid be accepted, we commit to delivering the required goods in full accordance with the tender specifications, ensuring your complete satisfaction.
4. We agree to comply with all applicable laws governing this Bid.
5. We acknowledge that you reserve the right to accept or reject any bid, including the lowest offer, at your discretion.

**Signature:**

In the capacity of \_\_\_\_\_, duly authorized to sign on behalf of \_\_\_\_\_.  
(Name of Bidder/Firm in Block Capitals) (Seal)

**Address:**

**Witness:**

(Signature)  
Name:  
Address:



**UNDERTAKING**

I, the undersigned, hereby certify that the photocopies submitted as proof of meeting the minimum eligibility criteria are true, authentic, and genuine. Should any discrepancy be found by the purchaser upon verification with the originals, we accept full responsibility for any actions deemed appropriate by the purchaser.

Furthermore, we affirm that our firm/company has not been blacklisted by any government department, whether federal or provincial.

Signature of the Authorized Signatory

Muhammad Yousaf. I/C HRA&P,  
The Secretary (ZPC),  
State Life Insurance Corp. of Pakistan, Building NO. 9 BLUE AREA, ISLAMABAD.

## LQ-310/DOT MATRIX PRINTER

Functions	Print
Technology	Method: Impact dot matrix
Number of Pins	24 pins
Speed	Print:10/12 cpi, 347/416 cps, Draft: 10/12/15 cpi 260/312/390 cps, Condensed: 17/20cpi 222/260 cps
MTBF	Approx. 10,000 POH (25% Duty)
Print Head Life	Approx. 400 million strokes/wire
Character Sets	Italic table, PC437(US Standard Europe), PC850 (Multilingual), PC860, (Portuguese), PC861 (Icelandic), PC863 (Canadian-French), PC865 (Nordic), Abicomp, BRASCII, Roman 8, ISO Latin 1, PC 858, ISO 8859-15
Supported Bitmap Fonts	Epson Draft: 10, 12, 15 cpi; Epson Roman & San Serif: 10, 12, 15 cpi, Proportional; Epson Courier: 10, 12, 15 cpi; Epson Prestige: 10, 12 cpi; Epson Script, OCR-B, Orator & Orator-S: 10cpi; Epson Script C: Proportional
Supported Scalable Fonts	Epson Roman, Epson San Serif, Epson Roman T & Epson San Serif H: 10.5pt., 8pt. - 32pt. (every 2pt.)
Barcode Sets	EAN-13, EAN-8, Interleaved 2 of 5, UPC-A, UPC-E, Code 39, Code 128, Postnet
Envelopes Media	No.6 : Length-92 mm, Width-165 mm Thickness-0.16 ~ 0.52 mm, No.10 : Length-105 mm, Width-241 mm Thickness-0.16 ~ 0.52 mm
Continuous Paper	Paper Path: Tractor & Manual Insertion: Rear in, Top out
Roll Media Handling	216mmx0.07-0.09mm, Roll Paper Holder
Multipart Copy	Original + 3 copies
Print Direction	Bi-direction with logic seeking, Tractor: Rear in, Top Out, Manual Insertation: Rear in, Top Out.
Emulation	ESC/P2 and IBM PPDS emulation
Memory	Data Buffer: 128KB
Supported Consumables	Ribbon Cartridge Black: 2.5 million characters - S015634
Interface	Bi-directional parallel interface (IEEE-1284 nibble mode supported), USB 2.0 Full-Speed, Serial
Control Panel	Display: 4 switches and 5 LEDs
Voltage	AC 120V / AC 220 - 240V
Rated Frequency	50Hz ~ 60Hz
Power Consumption	Operating: Approx. 22W (ISO/IEC 10561 Letter pattern), (ENERGY STAR compliant), Sleep Mode: Approx. 1.0 W (120V) / 1.3 W (230V), Auto Off Mode: Approx. 0.5W, power Off: 0W
OS Compatibility	Microsoft® Windows® 2000 / XP / 7, Microsoft® Windows Vista®
Environment	Temperature: 5 ~ 35°C, Humidity: 10 ~ 80 % RH
Dimension	362 x 275 x 154 mm
Weight	4.1kg
Warranty	2 years.

## **HP LaserJet Pro 3003dw Printer**

**Warranty:** 1 Year HP Direct Local Warranty.

**Brand:** Hp.

**Series:** LaserJet.

**Memory:** 256 MB Paper Input 1 main tray; 250 sheets or 10 envelopes.

**Paper Output:** 150-sheet output tray.

**Paper Types**Paper (Cut Sheets, Plain, Glossy Film, Labels), Envelopes, Card Stock, Postcards

**Dimension:** 367.0 × 758.8 × 366.1 mm.

**Printer Weight:** 7.5 Kg.

**Power:** 110-volt input voltage: 110 to 127 VAC (+/- 10%), 60 Hz/50 Hz;220-volt input voltage: 220 to 240 VAC (+/- 10%), 60 Hz/50 Hz

**Cartridge:** HP 145A Original Black LaserJet Toner Cartridge (~1,700 yield) W1450A; HP 145X Original Black LaserJet Toner Cartridge (~3,800 yield) W1450X

**Duplex Print:** Yes.

**Print Resolution:** Up to 1200 x 1200 dpi.

**Wireless:** Yes.

**Warranty:** 1 Year Card Warranty.