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

**TENDER DOCUMENTS**

**TENDER ENQ NO. 14/LZC/2024**

**State Life Insurance Corporation, Central Zone Lahore**, invites sealed bids **(through EPADS)**, Under **Single Stage, Single Envelope procedure**, from vendors/General Order Suppliers duly **INCOME TAX and GST registered firms (Active taxpayers), also registered at EPADS**, who are eligible to manage the following:-

**SUPPLY OF PARTS/ COMPONENTS/ ACCESSORIES & EQUIPMENTS TO SLIC, CENTRAL ZONE LAHORE FOR FOLLOWING JOBS/LOTS:-**

|  |  |
| --- | --- |
| Job/Lot Sr. 1 | Job Description |
| **Job No. 1** | Maintenance of Computers & Printers (including refilling/replacement of toners) **(list is available in Tender Documents as Annex-1)** |
| **Job No. 2** | Supply of Electric related hardware items  **(list is available in Tender Documents as Annex-2)** |
| **Job No. 3** | Supply of Parts of Air Conditioners  **(list is available in Tender Documents as Annex-3)** |
| **Job No. 4** | Supply of Furniture related hardware items  **(list is available in Tender Documents as Annex-4)** |

**Closing Date & Time (Bid Submission deadline): 05-12-2024 at 10:30 am**

**Bid Opening Date & Time: 05-12-2024 at 11:00 am**

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

**Terms & Conditions:**

1. Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for **Single Stage Single Envelope** method with title as **“SUPPLY OF PARTS/ COMPONENTS/ ACCESSORIES & EQUIPMENTS”** at Zonal Office.
2. Bids shall open and downloaded from **EPADS** on the opening date and time as given above. Proposals of technical qualified and found most advantageous bidders will be announced on EPADS system accordingly and will be accepted after completion of all codal formalities.
3. Total Estimated Annual Cost of above jobs is Rs 2,600,000/- as:-
   1. Rs. 1,200,000/- for Job/Lot No. 1
   2. Rs. 600,000/- for Job/Lot No. 2
   3. Rs. 600,000/- for Job/Lot No. 3
   4. Rs. 200,000/- for Job/Lot No. 4
4. Following Bid Security amount (Earnest money 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 below before closing date & time, else bid will be rejected.
   1. CDR of Rs. 30,000/- for Job/Lot No. 1
   2. CDR of Rs. 20,000/- for Job/Lot No. 2
   3. CDR of Rs. 20,000/- for Job/Lot No. 3
   4. CDR of Rs. 10,000/- for Job/Lot No. 4
5. Tender is based on Job wise. Bidders can participate in all/any job as per desire.
6. 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 One year upon satisfactory performance of job. However, in addition to above, successful bidder will be required to submit performance guarantee of 2% (of Total estimated value awarded) 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 if job found satisfactory.
7. **SINGLE STAGE, SINGLE ENVELOPE PROCEDURE** will be followed as per PPRA Rules 2004 for evaluation of bidders.
8. Quantity required shall be ordered purely on need basis during 12 month periods.
9. Successful bidder will have to supply required quantity or perform job within 3 days after confirmed work order in all respects; otherwise retention money (CDR) may be forfeited.
10. Invoices/bills against ordered items shall be processed within 15 days, as per budget availability.
11. Warranty of supplied items must be of one year against any type of defect, with free repair/replenishment of part of job within warranty period. In case of local items where wholesalers/manufacturing companies are not offering one year warranty, at least 2 month warranty shall be applicable on the cost of bidder.
12. Quote **single rate for each category/item as per schedule given in Annexures**, which shall be irrevocable, unconditional & inclusive of all taxes & expenses (if any).
13. Validity of the rates/bid must be at least 180 days (6 Month) from the date of opening of bid, which may be extendable with mutual consent.
14. Bidders shall be selected on Job wise evaluation process, a bidder having overall lowest in a job shall be successful in that job.
15. The Quantity mentioned on purchase order may be increase/decrease by competent authority during validity period.
16. Competent Authority reserves the right to reject/cancel/withdraw any/all bid(s) or proposals at any time before finalization of Tender Process without assigning any reason thereof. Moreover competent authority reserves the right to withdraw any job at any time during 6 month period.
17. Payments shall be made after completion of job/receiving delivery 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-A)**

Technical bids shall be evaluated on the basis of following points:-

1. Specifications of item mentioned 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 Para No. 11. |  |
| 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. |  |

**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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**Job No. 1 (Annexure-1)**

**Maintenance of Computers & Printers (including refilling/replacement of toners)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Item Description** | **Services required for Printer series given below and similar series** | **Rate Per unit Quoted Rs. (Including all taxes and expenses)** |
| 1 | HP LaserJet Printer | Toner refill (P1000/P1100 & similar series) |  |
| 2 | HP LaserJet Printer | Toner refill (402/404 & similar series) |  |
| 3 | HP LaserJet Printer | Drum (P1000/P1100 and similar series) |  |
| 4 | HP LaserJet Printer | Drum (402/404 and similar series) |  |
| 5 | HP LaserJet Printer | Service charges P1000, P1100 & similar |  |
| 6 | HP LaserJet Printer | P1000, P1100 & similar, Paper Pickup |  |
| 7 | HP LaserJet Printer | P1000, P1100 & similar, Formatter Board Repair |  |
| 8 | HP LaserJet Printer | P1000, P1100 & similar, Paper output roller |  |
| 9 | HP LaserJet Printer | P1000, P1100 & similar, C+D Blade, magnet roller, PCR |  |
| 10 | HP LaserJet Printer | P1000, P1100 & similar, LD unit |  |
| 11 | HP LaserJet Printer | P1000, P1100 & similar, Power supply |  |
| 12 | HP LaserJet Printer | P1000, P1100 & similar, Main gear set |  |
| 13 | HP LaserJet Printer | P1000, P1100 & similar, Pressure roller |  |
| 14 | HP LaserJet Printer | P1000, P1100 & similar, Heater Sleeve |  |
| 15 | HP LaserJet Printer | P2055, & similar, Toner refill |  |
| 16 | HP LaserJet Printer | P2055, & similar, Drum |  |
| 17 | HP LaserJet Printer | P2055, & similar, Printer Service |  |
| 18 | HP LaserJet Printer | P2055, & similar, Paper Pickup rubber for both tray |  |
| 19 | HP LaserJet Printer | P2055, & similar, Formatter board repair |  |
| 20 | HP LaserJet Printer | P2055, & similar, Paper Output roller |  |
| 21 | HP LaserJet Printer | P2055, & similar, PCR, C+D Blade, magnet roller |  |
| 22 | HP LaserJet Printer | P2055, & similar, LD unit |  |
| 23 | HP LaserJet Printer | P2055, & similar, Power Supply |  |
| 24 | HP LaserJet Printer | P2055, & similar, Main Gear Set |  |
| 25 | HP LaserJet Printer | P2055, & similar, Pressure Roller |  |
| 26 | HP LaserJet Printer | Printer Data Cable (Compatible, good quality) |  |
| 27 | Computer upgradation | Tower System Power Supply repair |  |
| 28 | Computer upgradation | Tower System Power Supply New |  |
| 29 | Computer upgradation | RAM DDR 2, 1GB |  |
| 30 | Computer upgradation | RAM DDR 2, 2GB |  |
| 31 | Computer upgradation | RAM DDR 3, 2GB |  |
| 32 | Computer upgradation | RAM DDR 3, 4GB |  |
| 33 | Computer upgradation | Keyboard (Branded) Mouse |  |
| 34 | Computer upgradation | Power cable (Branded) |  |
| 35 | Computer upgradation | VGA Cable (Branded) |  |
| 36 | Computer upgradation | SSD 128 GB |  |
| 37 | Computer upgradation | SSD 256 GB |  |
| 38 | Computer upgradation | LCD repair without panel |  |
| 39 | Computer upgradation | LCD 17'', New (branded) |  |
| 40 | Computer upgradation | Mother board repair core 2, due |  |
| 41 | Computer upgradation | Mother board New core 2, due |  |
| 42 | Computer upgradation | Mother board repair core i3, i5, i7 2nd, 3rd, 4th, 5th, 6th Generation |  |
| 43 | Computer upgradation | Mother board New core i3, i5, i7 2nd, 3rd, 4th, 5th, 6th Generation |  |
| 44 | Computer upgradation | SATA HDD Hard Disk 1 TB |  |
| 45 | Computer upgradation | SATA HDD Hard Disk 500 GB |  |
| 46 | Computer upgradation | SATA HDD Hard Disk 250 GB |  |
| 47 | Computer upgradation | Windows and Program Installation Charges |  |

**Job No. 2 (Annexure-2)**

**Supply of Electric related hardware items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Item Description** | **Remarks** | **Rate Per unit Quoted Rs. (Including all taxes and expenses)** |
| 1 | LED Bulbs (12-13 watt) | OSAKA or equivalent |  |
| 2 | LED Bulbs (18-20 watt) | OSAKA or equivalent |  |
| 3 | LED Bulbs (30-35 watt) | OSAKA or equivalent |  |
| 4 | LED Bulbs (45-50 watt) | OSAKA or equivalent |  |
| 5 | Electric Wire 23/76 Quale | Pure Copper, Venus or equivalent |  |
| 6 | Electric Wire 40/76 Quale | Pure Copper, Venus or equivalent |  |
| 7 | Extension Lead (Strip) | Without wire |  |
| 8 | Light Plug | Good quality Local |  |
| 9 | Power Plug | Good quality Local |  |
| 10 | Two Pin Shoo | Good quality Local |  |
| 11 | Three pin Shoo | Good quality Local |  |
| 12 | Bulb Holder | Good quality Local |  |
| 13 | Currency checking tube light with patti fitting complete set | Philips or equivalent |  |

**Job No. 3 (Annexure-3)**

**Supply of Parts of Air Conditioners**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Item Description** | **Remarks** | **Rate Per unit Quoted Rs. (Including all taxes and expenses)** |
| 1 | Fan Motor New 1.5 Ton | Non invertor Split AC |  |
| 2 | AC Gas Charging 1.5 Ton Window AC | China compatible |  |
| 3 | AC Gas Charging 1.5 Ton (Non Invertor Split AC) | China compatible |  |
| 4 | Indoor Blower 1.5 Ton (Split AC) |  |  |
| 5 | AC Services Charges 1 Ton, 1.5 Ton | Split AC |  |
| 6 | Magnetic Contactor 1 Ton, 1.5 Ton | Split AC |  |
| 7 | AC General Service 1 Ton, 1.5 Ton | Split AC |  |
| 8 | Installation / Fitting Charges | 1 & 1.5 Ton Split |  |
| 9 | Bracket for 1 Ton, 1.5 Ton | Split AC |  |
| 10 | Copper Pipe for 1 Ton, 1.5 Ton | Rate per feet (Split) |  |
| 11 | Relay for 1 Ton, 1.5 Ton | Split AC |  |
| 12 | Re-Soldering for 1 Ton, 1.5 Ton | Split and window |  |
| 13 | Running Capacitor for 1 Ton, 1.5 Ton | Split AC |  |
| 14 | Communication Wire for 1 Ton, 1.5 Ton | Split AC, per meter |  |
| 15 | Motor Winding for 1 Ton, 1.5 Ton | Split AC |  |
| 16 | Electric Breaker (1PP 32 Amp) | heavy duty |  |
| 17 | New Remote Kit for 1 Ton, 1.5 Ton | Split (Non –Invertor) |  |
| 18 | Repair of Remote Kit for 1 Ton, 1.5 Ton | Split (Non –Invertor) |  |
| 19 | Indoor Blower Motor New 1 Ton, 1.5 Ton | Split (Non –Invertor) |  |
| 20 | Charging Valve pair New 1 Ton, 1.5 Ton | Split (Non –Invertor) |  |
| 21 | Outdoor unit Fan motor Capacitor |  |  |
| 22 | Outdoor Fan Motor Repairing 1 Ton, 1.5 Ton | Split AC |  |
| 23 | Outdoor Fan Motor Blade 1 Ton, 1.5 Ton | Split AC |  |
| 24 | Complete Gas Charging (4 Ton Floor Standing) | China compatible |  |
| 25 | Outer fan motor blade 4 Ton Split |  |  |
| 26 | General Service Charges 4 Ton Floor Standing |  |  |
| 27 | Service Charges 4 Ton Floor Standing |  |  |
| 28 | Indoor Blower 4 Ton Floor Standing |  |  |
| 29 | Magnetic Contactor 4 Ton Floor Standing |  |  |
| 30 | PCB Kit New 4 Ton Floor Standing |  |  |
| 31 | PCB Kit repairing 4 ton Floor standing |  |  |
| 32 | New Outdoor Fan Motor 4 Ton Floor Standing |  |  |
| 33 | New Indoor Fan Motor 4 Ton Floor Standing |  |  |
| 34 | AC 4 Ton removal and Re-fitting (4 Ton) |  |  |
| 35 | AC Copper Pipe 4 Ton per feet |  |  |
| 36 | AC Compressor 4 Ton + Oil |  |  |
| 37 | AC Compressor 1.5 Ton + Oil | Split AC |  |
| 38 | Drain Pipe per length |  |  |
| 39 | Indoor Motor Repairing 4 ton | Floor standing AC |  |
| 40 | Outdoor Fan motor Repairing 4 ton | Floor standing AC |  |
| 41 | Invertor AC Gas Charging (1 ton, 1.5 ton ) | China compatible |  |
| 42 | Gas Charging 1/1.5 ton | Original USA |  |
| 43 | Compressor repairing  (wires + thimble etc) | 1 ton / 1.5 Ton Split |  |
| 44 | AC Dismantling (1ton/1.5ton) | Split AC |  |
| 45 | New Evaporator (Invertor AC) | 1 ton / 1.5 ton |  |
| 46 | New Evaporator (Non Invertor AC) | 1 ton / 1.5 ton |  |

**Job No. 4 (Annexure-4)**

**Supply of Furniture related hardware items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Item Description** | **Remarks** | **Rate Per unit Quoted Rs. (Including all taxes and expenses)** |
| 1 | Complete Base of Revolving Chair | Machine 18 inch, 5 imported wheels & import quality punja |  |
| 2 | Machine/Jack of Base revolving chair | Machine 18 inch |  |
| 3 | Wheels set (Revolving chair) | Import quality wheels |  |
| 4 | Door Lock | Local, Heavy duty |  |
| 5 | Drawer Lock | Local, Heavy duty S.S |  |
| 6 | File Cabinet Lock | Single Lock for 4 drawers |  |
| 7 | Door Chutkhni | Local |  |
| 8 | Drawer Handle | Local S.S |  |
| 9 | Door Closer | Heavy duty |  |
| 10 | Drawer railing set | Import quality, heavy duty |  |
| 11 | Sofa Rexene medium quality | Rate per meter |  |
| 12 | Kundi chupka | Local Good quality |  |

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