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| Bid Document For THE PURCHASE OF PRINTERS Tender notice No.HR&Admin/SWL/07/2024State Life Insurance Corporation Of Pakistan 6th Floor Azaan Heights Sahiwal . |

**2024**

General Services (HR&Admin Department)

6th Floor, Azaan Heights State Life Insurance Corporation of Pakistan Sahiwal Zone

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| **Tender Document** Purchase of Printers Sahiwal Zone. |  |

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 Computers for Sahiwal Zone.

Sealed Technical & Financial bids are invited in accordance with PPRA rules, under ʺ**Single Stage–Single Envelope Procedure (Technical & Financial)**ʺ Through [*https://eprocure.gov.pk*](https://eprocure.gov.pk/)(**E-PADS)** from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of following Furniture Items.

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

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

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| **S.No.** | **Item Name** | **Qty** |
| **1** | **Epson Dotmatrix Printers LQ-310/ 350 or Equivalent** | **09** |

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| Tender Inquiry No | HR&ADMIN/SWL/07/2024 |
| Closing date & time for submission of bids | 16.12.2024 11.00 a.m. Sharp |
| Date & time of opening of Technical & Financial bids | 16.12.2024 11.30 a.m. Sharp |
| Tender Fee | Rs.1000/- Cash (non Refundable) |
| Bid Security | 2% |
| Quotation valid till | 31.12.2024 |

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| **Tender Document For:**P**urchase**  **of** **Printers Sahiwal Zone.** |  |

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

Delivery and after sales service of items at State Life Insurance Corporation of Pakistan 6th Floor Azaan Heights Sahiwal.

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 submit their bids in a sealed large envelope, clearly marked **‘Printers, Sahiwal Zone**. This envelope should contain one smaller sealed envelope clearly marked “Technical Proposal” and “Financial Proposal” respectively.
3. There will be a single-stage Single Envelope evaluation of bids. Technical evaluation will be held first. Minimum overall 50% is required for the bidders to technically qualify. Financial bid of only technically qualified bidders would be opened.

 **(Technical evaluation of bids / point scoring criteria is available with bidding document).**

 7. The lowest Evaluated Bid would be accepted.

1. Financial Proposals shall accompany a Pay Order/Bank Draft of the 2% of the total bid amount in favor of State Life Insurance Corporation of Pakistan as bid security. The same will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after satisfactory delivery of all items.

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| **Tender Document For:**P**urchase of** **Printers Sahiwal Zone**  |  |

1. No bid will be accepted without bid security.
2. All the bids must include all government taxes.
3. The quantity of items may vary at the time of issuing job order.

1. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately.
2. 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.

1. All the information provided by the bidder must be verifiable.
2. Quotation must be valid till 31.12.2024.
3. 10% of bill amount would be deducted if the delivery of the equipments is late by given time in the purchase order after the due date as per purchase order (without any genuine reason), after that the purchase order will become void and bid security would be forfeited.

(Madiha Farid)

Department Head

HR&Admin

State Life Insurance Corporation of Pakistan

Sahiwal Office,

6th Floor, Azaan Heights Jahaz Chowk,Sahiwal.

Phone: 040-9200027

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#### Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Sign and stamp by Vendor)

