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

**TENDER DOCUMENTS AGAINST TENDER ENQUIRY # 16/LZC/2024**

**PHOTOCOPY SERVICES REQUIRED AT ZONAL OFFICE, CENTRAL ZONE Lahore**

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| --- | --- | --- | --- |
| **Job Description** | **Approximate annual photocopy** | **Closing date and time for**  **submission of Bids** | **Opening Date & Time for Bids Opening** |
| * Supply of (Qty 1) Photocopy machines at 1st floor and (Qty 2) photocopy machine at 4th floor with full time operators at both floors during office hours **(9am to 5pm, Monday to Friday)** * Paper to be used at least 70grams good quality paper. Provide sample of page on bid opening date.   **Important Note:**   * Electric supply and reasonable space shall be provided by State Life, as per present practice. * All kind expenses related to photocopy machines i.e., maintenance/ink refilling/tonners etc shall be the sole responsibility of service provider. * Per copy rate (single side) with all taxes and expenses is required from all interest bidders. | **325000**  **pages** | **30.12.2024**  **at**  **10:30 AM** | **30.12.2024**  **At**  **11:00 AM** |

**Notes:**

* **Quote rate at Page 3 with details of photocopy machines.**
* **Technical Evaluation Criteria**: Attached as (Annexure-I) at page 2.
* **Job Description with complete details and important notes**: Attached as (Annexure-II) at page 3.

**Terms & Conditions:**

1. Bids shall open and downloaded from EPADS on the opening date and time as given above.
2. Bidders must upload their bids on EPADS (PPRA) system as per PPRA procedure for Single Stage Single Envelope bidding with title as “Photocopy Services” at State Life, Central Zone Office.
3. Estimated Cost per annum is Rs. 1,400,000/-
4. Bid Security amount (Earnest money including taxes) of Rs.28,000/- (including taxes) which is 2% of the estimated cost, should be submitted by the bidder in the form of CDR/Pay order in favor of “State Life Insurance Corporation of Pakistan” before closing date & time, else bid will be rejected.
5. 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.
6. Single Stage, Single Envelope procedure of PPRA Rules 2004 shall be adopted for evaluation of bids.
7. 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.
8. Taxes shall be deducted as per Government rules at the time of invoice submission.
9. Only Income tax and Sales Tax registered (active tax payers) vendors/General Order suppliers can participate in the tender. Provide documentary evidence.
10. Successful bidder shall supply brand new photocopy machines of latest models.
11. Successful bidder will have to start providing photocopy services at above mentioned floors within 3 days after confirmed work order.
12. Quote only one rate for single side copy (at page 3) , which must be irrevocable, unconditional & inclusive of all taxes & expenses (if any). Such rate shall apply to all single side copies including copy of ID cards.
13. Validity of the quoted rate per copy with taxes shall be valid for 12 month from the date of opening of bid, which may be extendable for another 12 month with 20% increase on mutual consent.
14. The quantity of photocopy machines mentioned can be increase/decrease by State Life during agreement period up to maximum of 4 machines.
15. Competent Authority reserves the right to reject/cancel/withdraw any/all bid(s) or proposals at any time before award of contract without assigning any reason thereof.
16. During agreement period, in case services not found satisfactory a notice of poor services may be issued by procuring agency, agreement shall be considered expired after issuance of said notice if such notice not addressed by the services provider up to the satisfaction of procuring agency.
17. Penalty charges up to 10% of monthly invoice shall be deducted upon poor photocopy services, in case any complaint either verbal or written received from any department of Zonal Office.
18. Eligibility criteria mentioned at page 2 must be observed and fulfilled. An Affidavit at letter head page must be attached with the bid.

**Eligibility of Applicants**

We M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ undertake that,

1. We are registered company/firm as per FBR Registration Rules, having status as active taxpayer.
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.

***Check-list*** *(must be marked as* ***Yes or No****)*

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Particulars** | **Yes / NO** |
| **01** | **NTN & Sales Tax Registration Certificates** |  |
| **02** | **List of technical support staff with contact no.s** |  |
| **03** | **Affidavit at letter head as per para 18 of Terms & Conditions** |  |
| **04** | **Full time operators availability at least 2 operators** |  |
| **05** | **Acceptance of all terms and conditions of tender documents.** |  |
| **06** | **Availability of brand-new photocopy machines with latest models.** |  |

**Single NO may result is rejection of bidder technically.**

**Technical Evaluation Criteria (Annexure-I)**

**Bids shall be evaluated on the basis of following points:-**

1. Bidder must have properly hired technical support staff. Provide details with bid.
2. Bidder has NTN & GST Registration Certificate.
3. Bidder has provided affidavit as per Para 18 of Terms & Conditions of Tender Documents.
4. Bidder has accepted all the terms and conditions of tender documents. Attach letter.
5. All points of Technical Evaluation Criteria, General Terms & Conditions and Special Terms & Conditions are compulsory. Failing in any point/criteria, may result in rejection of the bidder technically.

***Note: Provide all required information with Technical Bid on letter-head pages with sign & stamp.***

**[SECRETARY]**

**Zonal Procurement Committee (ZPC),**

**HRA&P Department,**

**Job Description: (Annexure-II)**

**Job Description:**

* Successful vendor shall supply three photocopy machines (with latest brands/models), ONE machine at 1st floor and TWO machines at 4th floor with full time operators at both floors during office hours which are (9am to 5pm, Monday to Friday).
* In case office operates other than above mentioned dates and timing, vendor shall arrange operator which will be demanded/informed through telephone call.
* Paper to be used at least 70grams good quality paper.
* In case of leave of operator, vendor must arrange alternate machine operator for smooth services within an hour.
* Successful vendor after start of services shall prepare a stereotype photocopy request slip, this slip shall be used to take photocopy orders from employees of Zonal Office.
* Month wise summary of photocopy request slips as mentioned above shall be submitted to HRA&P for payment at approved rate.
* Per copy rate (single side) with all taxes and expenses is required from all interested parties. Lowest of per copy rate shall be considered final if technically qualified.
* Payment shall be made within 10 days of bills submission. Sometime due to budgetary issues it may delay.

**Important Notes:**

* Electric power supply and reasonable space at both floors shall be provided by State Life as per present practice.is available at present.
* All kind of repair & maintenance of machines, ink refilling related to photocopy machines shall be the sole responsibility of service provider/vendor.
* All kind payment obligations to machine operators (if any) shall be the sole responsibility of service provider/vendor.
* The approved photocopy rate shall be applied to all the routine official copies of State Life Central Zone, Lahore.
* Penalty charges up to 10% of monthly invoice shall be deducted upon poor photocopy services, in case any complaint either verbal or written received from any department of Zonal Office.

**Quote rates here:-**

|  |  |
| --- | --- |
| **Rate Per copy (Single side) with all taxes and expenses in Rs.** | **Photocopy Machine to be used**  **(Brand and Model nos)** |
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**[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.**

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