

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
WESTERN ZONE, LAHORE
TENDER DOCUMENTS OF PHOTOCOPY SERVICES REQUIRED AT ZONAL
OFFICE, WESTERN ZONE LAHORE AGAINST
TENDER ENQUIRY #01/PHO/LZW/2025

Sr. #	Items Description	Per copy rate (Single side) without Tax in Rs.`	Per copy rate (Single side) with all Tax and expenses in Rs.
1	<ul style="list-style-type: none"> ➤ Photocopy Services (Two latest machines) required at Western Zone 4-Lytton Road, Lahore with full time operators during office hours (9am to 5pm, Monday to Friday) timing and days may be extended to Saturday, Sunday (if required) ➤ Paper to be used at least 70grams good quality paper. 		

General Terms & Conditions:

- Bids to be submitted at EPADS system of PPRA Tender which will be opened on **11-02-2025 at 11:00** am in the office of In-charge (HRA&P) State Life Insurance Corporation of Pakistan, Western Zone, Lahore, in the presence of bidders or their authorized agents, who wish to be present on the occasion
- Only GST registered firms/vendor/General order suppliers (active tax payers) can participate in the tender.
- Competent Authority reserves the right to reject any/all items or any/all bid(s) or proposals at any time before award of contract.
- The quoted price must be irrevocable/unconditional.
- The quoted price "**one rate**" for single side copy must be inclusive of all applicable taxes as per Government Rules. Such rate shall apply to all single side copies including copy of CNIC.
- Bid security/Earnest money must be in lump sum amount **Rs. 30,000/-** shall be deposited by the bidder/vendor in the form of CDR/Pay Order/Demand Draft favoring State Life Insurance Corporation of Pakistan (Estimated value of the procurement is **Rs. 600,000/-**).
- Bid Received after the above deadline or without Bid Security/Earnest Money and or less than required amount shall not be accepted.
- The Successful bidder shall deposit **Rs. 60,000/-** in the form of CDR/Demand Draft/Pay Order as **Performance Guarantee** (PPRA rule 39).
- The bid found to be the lowest/most advantages evaluated bid shall be accepted.
- Validity of the bid will be 90 days from the date of opening of bid, which may be extendable on mutual consent.
- Proper documentation is required for claim of tax exemption (if any).
- The quantity of photocopy machines mentioned can be increased/decreased by State Life during agreement period up to maximum of 3 and minimum of 2 machines.
- 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 mutual consent.
- The contract shall deemed to be considered as cancelled if the vendor fails to provide agreed services.

Eligibility of Applicants

Applicant cannot apply if they:-

- Are not GST/Income Tax registered company.
- Are bankrupt or in process of going bankrupt.
- Have been convicted for an offence concerning the professional conduct.
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious mis-interpretation or mis-representation of facts in supplying information.
- Eligibility criteria mentioned in tender documents must be observed and fulfilled.

21. Single Stage Single Envelope Procedure will be adopted.

Details of Services required:

(Annexure-I)

- Successful vendor shall make available 2 latest Photocopy machines (must be in excellent condition) at Western Zone 4-Lytton Road, Lahore with full time operators during office hours **(9am to 5pm, Monday to Friday)** timing and days may be extended to Saturday, Sunday (if required)
- Vendor shall arrange operators (with in written Guaranty on Letter Head with Police clearance report and CNIC copy) which will be demanded/informed through telephone call.
- Paper to be used at least 70grams good quality paper for each copy.
- 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.

Important Notes:

- Electric power supply and appropriate space shall be provided by State Life as 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.
- The vendor shall carry out the photocopy upon receiving of order slip from HR&Admin department otherwise payment shall not be admissible.
- The approved photocopy rate shall be applied to all the routine official copies of State Life Western Zone, Lahore.

Technical Evaluation Criteria (Following Documents are Mandatory)

(Annexure-II)

1. Bidder must hire technical support staff. Provide details with bid.
2. Bidder has NTN & GST Registration Certificate.
3. Submission of Undertaking on legal valid and attested stamp paper Rs.100/- that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.
4. Bidder has accepted all the terms and conditions of tender documents. Attach letter.
5. Two latest Photocopy machines (must be in excellent condition). Attach letter.
6. **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 bid technical grounds.**

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

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

Sr.	Particulars	Yes / NO
01	NTN & GST Registration Certificates (Status=Active with FBR).	
02	List of technical support staff with contact no.s	
03	Affidavit of Rs. 100 or more after observing eligibility criteria	
04	Full time operators availability (with Guaranty and CNIC copy)	
05	Photocopy machines (must be in excellent condition)	
06	Acceptance letter of all terms and conditions of tender documents	

Single NO may result is rejection of bidder technically

SECRETARY
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