

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
MULTAN ZONE

TENDER DOCUMENTS
TENDER ENQUIRY # HR&A.MUL/003/2025

HIRING THE SERVICES OF NATURAL /PURIFIED/MINERAL DRINKING
WATER SUPPLY

Sr.	Job Description	Closing date and time for submission of Bids	Opening Date & Time for Bids Opening	Bid Security
01	Supply of Natural / Purified / Mineral Drinking Water at Zonal Office, Regional Office and HRD Departments. Approximate monthly Consumption = 400+ bottles. Minimum Quantity of dispensers to be supplied by service provider without any charges = 10Nos including 01 No of water chiller	15-04-2025 at 03:00 PM	15-04-2025 At 03:30 AM	3%

BACKGROUND OF STATE LIFE:

State Life Insurance Corporation of Pakistan is the largest life insurance body in Pakistan providing life and group insurance protection to over 7 million people. Even after the introduction of private insurance companies, State Life Insurance Corporation of Pakistan still enjoys the lion's share of the Pakistan life insurance industry.

Presently, State Life Insurance Corporation of Pakistan, Multan Zone situated at Chowk Nawan Shaher Abdali Road Multan, intends to invite sealed bids (**through EPADS**), Under **Single Stage, Single Envelope procedure**, from vendors/General Order Suppliers/Agencies/Companies duly **INCOME TAX and GST registered firms also registered at EPADS**, who are eligible to manage the supply of drinking water at Zonal and Regional Offices of State Life Multan Zone at Chowk Nawan Shaher Abdali Road Multan.

Terms & Conditions

1. Bids to be submitted at EPADS system of PPRA. Bid submission date 15-04-2025, 03:00 p.m or before. Submitted Bids will be opened on 15-04-2025, at 03:30 p.m or after. Bid opening even shall be held at address given below, as per PPRA Rules 2004 (Single Stage, Single Envelope procedure).
2. The bidder (s) will submit the company profile, containing name of firm, its status, address, telephone number (s), fax number and other required certificates mentioned at page 3.
3. Estimated Cost of this procurement is Rs. **1,500,000/-**.
4. Bid Security amount (Earnest money) of Rs.**45,000/-** (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 in tender notice / documents before closing date & time, else bid will be rejected.
5. Bid Security will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after 3 month of start of providing water supply as per tender requirements.

6. The bid shall be considered non-responsive in case of non-completion/missing of material information.
7. Proof of active registration with Tax authorities and other Regulatory Bodies must be attached.
8. The list of reputed Clients both from public and private sectors must be attached.
9. State Life Insurance Corporation of Pakistan reserves the right to accept or reject any bid or to nullify or withdraw the bidding process or any item of tender and reject all bids at any time prior to award of contract as per PPRA rules 2004, without thereby incurring any liability to the Bidders
10. The Bidders are hereby informed that the State Life Insurance Corporation of Pakistan shall deduct Income Tax & Sales Tax at the rate prescribed under provincial or federal tax laws, from all payments of successful Bidder at the time of payments.
11. The rates quoted should be in Pak Rupees inclusive of all applicable taxes. The rates quoted will be treated as final and must be valid till ending of agreement period.
12. Agreement period shall start after placement of confirmed purchase order or signing of formal agreement whichever is earlier.
13. After expiry of one year agreement period, approved rate per bottle may be extended for a further period of one year at 10% increase in per bottle rate without changes in other terms and conditions with mutual consent of both parties.
14. Successful bidder must have to start providing supply within one day after confirmation of agreement or placement of order.
15. The supplier must ensure all water dispensers and equipment a proper maintained and sanitized.
16. An affidavit on Rs.100/- non judicial stamp paper regarding eligibility of bidders must be provided for participation in subject tender as given below:-

Eligibility of Applicants

Applicants cannot apply if they:-

- I. Are non-registered company/firm.
- II. Are bankrupt or in process of going bankrupt.
- III. Have been convicted for an offence concerning the professional conduct.
- IV. Have not fulfilled obligations related to payment of taxes.
- V. Are found guilty of serious mis-interpretation/mis-representation of facts in supplying information.
- VI. All the instructions, Terms & Conditions of this tender are compulsory. Failing in any, may result in rejection of the bidder technically.

SPECIAL INSTRUCTIONS

- a. Approximate average monthly consumption is 400+ bottles (19 liter bottle).
- b. Bidder shall supply at least 10 dispensers including 01 water chiller as complimentary on returnable basis during agreement period.
- c. Quoted price must not include price of dispensers which will be complimentary from bidder.
- d. Bidder shall be bound to supply of Natural / Purified Mineral drinking water at approved rates to Regional and Zonal Office of State Life Insurance Corporation Multan Zone.
- e. Quoted rates must not include any security against bottles.
- f. **Quote your rate per bottle in below table or letter head.**

Sr.	Description	Offered rate in Rs.(Per bottle) with all taxes and expenses (if any)
01	Rate per bottle Standard size 19 liter bottle	

NOTE: after technical evaluation, per bottle rate shall be compared among bidders for finding of most advantageous bidder.

Mandatory Technical Evaluation Criteria

All the bidders must fulfill below mentioned conditions for technical qualification in addition to scoring brackets given in Annex-II (a).

- 1** Bidder has NTN & GST Registration Certificate.
- 2** Bidder must have office in Multan with required sales & marketing (at least 10 members) staff at Multan.
- 3** Minimum 03 years' experience of production and sales in market.
- 4** Bidder must have warehouse/depot in Multan.
- 5** Agreed to provide at least 10 no of dispensers including one chiller of as complimentary.
- 6** Must have at least 05 satisfactory reports of drinking water supply to reputable/well-known private or public clients during last three years.
- 7** Provided affidavit with bid as per para 15 of terms & conditions.
- 8** Bidder must attach copies of following certificates (Originals shall be seen before final selection):-
 - i.** Food authority certificate regarding business.
 - ii.** Organic Certificate.
 - iii.** PCSIR/PSQCA reports of last two years.
 - iv.** No. of Chain base accounts (documents/evidence required)
 - v.** Certification HACCP (Assurance of safe product)
 - vi.** Certificate of Chemical free product.
 - vii.** Bidder reserves the right to visit the site for quality checking.

TECHNICAL EVALUATION PROCEDURE (DRINKING WATER SUPPLY)

POINTS SCORING CRITERIA

Single scoring point shall be allocated to each bidder for each bracket

Bracket Sr.	Parameters for technical evaluation	Scoring point
01	Number of Years in relevant business activity	
	02 to 05 years	5
	06 to 10 years	10
	10 +Years (01 mark for each year upto 20)	20
02	Number of dispenser as complimentary to be provided by bidder	
	10 no of Dispensers	10
	10+Dispenser (1 mark for each Dispenser upto 20)	20
03	Number of Employees in Multan	
	10 Employees	5
	10 to 25 Employees	10
	25+ Employees	20
04	Registration with any National Organizations	
	01 to 02 Organizations	5
	03 to 05 Organizations	15
	above 05 Organizations	20
05	Satisfactory reports from the previous/existing reputed public/private clients regarding performance of Drinking water services	
	01 to 02satisfactory reports	2
	02 to 04 satisfactory reports	5
	05+Reports (01 mark for each report upto 10)	10
06	Company Profile	
	Local	03
	National	10
Minimum 60 score is required overall for a bidder to technically qualify in addition to mandatory technical evaluation criteria. Financial bids shall be opened for only technically qualified bidders.		

[SECRETARY]
Zonal Procurement Committee (ZPC),
HR&A Department,
State Life Insurance Corporation of Pakistan
State Life building Chowk Nawan Shaher Abdali Road Multan
Phone # 061-9200678