**TENDER DOCUMENT**

**TENDER NO.SGD/06/2025**

**TITLE**

1. **Sale of Scrap / Junk Generator (Perkins) 60 KVA**

***Address:***

**Secretary Procurement**

**Zonal Procurement Committee**

**State Life, Zonal Office**

**Queen’s Road, Sargodha**

**Office Phone No.048-9330179**

**Email:pgssgdzn@statelife.com.pk**

**TENDER ADVERTISEMENT**

**TENDER NOTICE # SGD / 06 / 2025**  
**(SALE OF GENERATOR)**

State Life Insurance Corporation of Pakistan, Sargodha Zone invites bids through EPADS for the sale of a scrap/junk Generator (Perkins 60 KVA) on an **“As is Where is”** basis under **Single Stage – Single Envelope** procedure. Details are as follows:

| **Item Description** | **Quantity** | **Bid Security** | **Bid Submission Deadline** | **Bid Opening Date & Time** |
| --- | --- | --- | --- | --- |
| Sale of Scrap/Junk Generator (Perkins) 60 KVA with Canopy | 01 | Rs. 50,000/- | 15-07-2025 at 11:00 AM | 15-07-2025 at 11:30 AM |

### ****TERMS & CONDITIONS****

a. Bidding documents are available free of cost on EPADS.  
b. Bid security of Rs. 50,000/- must be submitted in the form of **Original Bank Draft / Pay Order / CDR** in favor of **State Life Insurance Corporation of Pakistan**, and must be received before the bid submission deadline.  
c. Bids must be uploaded on EPADS only; **hard copies will not be accepted** before **11:00 AM on 15th July 2025**.  
d. Bids will be opened at **11:30 AM on the same day**, in the presence of bidders or their authorized representatives who choose to attend.  
e. Interested bidders may inspect the generator during office hours (9:30 AM to 4:30 PM, Monday to Friday) at **State Life Zonal Office, Queen’s Road, Sargodha**.  
f. The highest bidder will have to deposit 100% of the total offer price and additional payment of advance tax (10% for filer & 20% for non-filer) in form of pay orders/Bank draft within Two (02) working days after the issuance of “letter of acceptance” failing which, their security money may be forfeited and the State Life reserve the right to award the work to the next highest bidder. g. Earnest money of unsuccessful bidders will be returned after completion of the bidding process.  
h. The successful bidder must remove/lift the generator within **two working days** of full payment.

i. All additional terms and conditions are detailed in the tender documents available on EPADS.

**Rana Muhammad Shamsher**  
**Secretary, Zonal Procurement Committee**  
**State Life Insurance Corporation of Pakistan**  
1st Floor, Zonal Office, Queen’s Road, Sargodha  
**Ph: 048-9330179**

### ****TERMS AND CONDITIONS****

#### ****1. Bid Security & Award Process****

a. The security money is fixed at **Rs. 50,000/-** for participating in the tender for the disposal of the scrap/junk Generator (Perkins 60 KVA) along with canopy.  
b. The security money of the highest bidder will be retained, and they will be given the chance to deposit the remaining amount within **two working days**.  
c. If the highest bidder fails to deposit the full amount, their retained security money **may be forfeited**, and State Life reserves the right to award the contract to the **next highest bidder**.  
d. The security money of unsuccessful bidders will be released **after completion of the bidding process**.

#### ****2. Inspection & Bidding Procedure****

a. Interested parties may inspect the generator during office hours (**9:30 AM to 4:30 PM, Monday to Friday**) at State Life Zonal Office, Queen’s Road, Sargodha. **Only two inspections** are allowed per party.  
b. Bidders are **strongly encouraged to visit the site** to obtain first-hand information about the condition, make, etc., of the generator before submitting their quotations.  
c. Quotations shall be opened at the **date, time, and venue** as mentioned in the tender notice, in the presence of bidders or their authorized representatives who wish to attend.  
d. State Life will reject a proposal if it determines that the bidder has engaged in **corrupt or fraudulent practices**, including collusion or contract pooling.

#### ****3. Payment, Lifting & Taxation****

a. The successful bidder must **remove/lift the generator within two working days** after making full payment.  
b. **10% advance income tax** (for filers) and **20% (for non-filers)** will be charged on the gross amount under **Income Tax Ordinance Clause 236A**, which must be paid before lifting the generator.  
c. In case of any dispute, the matter shall be referred to the **Zonal Procurement Committee**, whose decision shall be **final and binding**.  
d. The successful bidder shall be responsible for **any loss or damage** to State Life property, data, or persons caused during operations under this contract.

#### ****4. Payment Mode****

a. The successful bidder shall deposit the remaining bid amount and applicable taxes **in cash** at the **State Life Cash Counter, Sargodha**. If remaining payment and tax deposited through **Cheques, Demand Drafts, or any other forms of payment is accepted but Generator will be allowed to lift after successful credit of amount in State Life bank**.  
b. **Partial, incomplete, or conditional bids will be rejected**.

**BILL OF QUANTITIES (FINANCIAL BID)**

(For Disposal of Scrap / Junk Generator (Perkins) 60 KVA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. # | Description | Qty | Unit Price without Advance Tax | Amount of Advance Tax @ \_\_% | Bid including Advance Tax |
| 1 | **Generator (Perkins) 60 KVA along with Canopy** | **01** |  |  |  |
|  | Total |  |  |  |  |

Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Undertaking by the Bidder:**

**I ---------------------------------------------------------------------------- have visited the site and have fully understood the scope of work & specifications. All the above Terms & Conditions are acceptable to us. We are not blacklisted by the Bank or any other organization. We also undertake that this quotation has been prepared without any collusion/pooling or by adopting any unauthorized practice.**

**Dated Bidder’s Signature**

|  |  |
| --- | --- |
| **Name** |  |
| **CNIC No.** |  |
| **Phone** |  |
| **Address** |  |
| **PO / Demand Draft number and date** |  |