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

**TENDER DOCUMENTS**

**TENDER ENQ NO. 06/LZC/2025**

**SUPPLY OF PARTS/ COMPONENTS/ ACCESSORIES/EQUIPMENTS & SERVICES AT STATE LIFE, CENTRAL ZONE LAHORE**

**State Life Insurance Corporation, Central Zone Lahore**, invites sealed bids **(through EPADS)**, Under **Single Stage, Single Envelope procedure**, from vendors/General Order Suppliers duly **INCOME TAX and GST registered firms (Active taxpayers), also registered at EPADS**, who are eligible to manage the following:-

|  |  |
| --- | --- |
| Lot No.s | Lot/Job Description |
| **Lot No. 1** | Parts/Services of Computers & Printers (including refilling/replacement of toners) **(list is available as Annex-1)** |
| **Lot No. 2** | Supply of Electric related hardware items  **(list is available as Annex-2)** |
| **Lot No. 3** | Supply of Basic Parts of Air Conditioners-**Basic items**  **(list is available as Annex-3)** |
| **Lot No. 4** | Supply of Secondary Parts of Air Conditioners-**Secondary items**  **(list is available as Annex-4)** |
| **Lot No. 5** | Supply of Furniture related hardware items  **(list is available as Annex-5)** |

* **Closing Date & Time (Bid Submission deadline): 16-07-2025 at 10:30 am**
* **Bid Opening Date & Time: 16-07-2025 at 11:00 am**

**Technical Evaluation Criteria/Evaluation Sheet**: Attached as (Annexure-A)

**Terms & Conditions:**

1. Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for **Single Stage Single Envelope** method with title as **“SUPPLY OF PARTS/ COMPONENTS/ ACCESSORIES/SERVICES & EQUIPMENTS”** at Zonal Office.
2. Bids shall open and downloaded from **EPADS** on the opening date and time as given above. 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.
3. Total Estimated Annual Cost of above jobs is Rs 2,000,000/- as:-
   1. Rs. 1,000,000/- for Lot No. 1
   2. Rs. 400,000/- for Lot No. 2
   3. Rs. 400,000/- for Lot No. 3
   4. Rs. 100,000/- for Lot No. 4
   5. Rs. 100,000/- for Lot No. 5
4. Following Bid Security amount (Earnest money 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 below before closing date & time, else bid will be rejected.
   1. CDR of Rs. 20,000/- for Job/Lot No. 1
   2. CDR of Rs. 8,000/- for Job/Lot No. 2
   3. CDR of Rs. 8,000/- for Job/Lot No. 3
   4. CDR of Rs. 2,000/- for Job/Lot No. 4
   5. CDR of Rs. 2,000/- for Job/Lot No. 5
5. Tender is based on Lot wise. Bidders can participate in all/any lot as per their desire. But **participation in complete Lot is compulsory, otherwise bid may be rejected technically.**
6. Bidders shall be selected on Job wise evaluation process, a bidder having overall lowest in a job shall be successful in that job.
7. 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 six month upon satisfactory performance of job. However, in addition to above, successful bidder may be required to submit performance guarantee of 2% (of Total estimated value awarded) in shape of bank guarantee (valid for at least 6 months) in favor of State Life Insurance Corporation of Pakistan which shall be released after six month if job found satisfactory.
8. **SINGLE STAGE, SINGLE ENVELOPE PROCEDURE** will be followed as per PPRA Rules 2004 for evaluation of bidders.
9. Quantity required shall be ordered purely on need basis during next 6 month periods.
10. Successful bidder will have to supply required quantity or perform job within 3 days after confirmed work order in all respects; otherwise retention money (CDR) may be forfeited.
11. Invoices/bills against ordered items shall be processed within 15 days, as per budget availability.
12. Warranty of supplied items must be of one year against any type of defect, with free repair/replenishment of part of job within warranty period. In case of local items where wholesalers/manufacturing companies are not offering one year warranty, at least 2 month warranty shall be applicable on the cost of bidder.
13. Quote **single rate for each category/item as per schedule given in Annexures**, which shall be irrevocable, unconditional & inclusive of all taxes & expenses (if any).
14. Validity of the rates/bids must be at least 180 days (6 Month) from the date of opening of bid, which may be extendable for 6 month period with mutual consent.
15. The Quantity mentioned on purchase order may be increase/decrease by competent authority during validity period.
16. Competent Authority reserves the right to reject/cancel/withdraw any/all bid(s) or proposals at any time before finalization of Tender Process without assigning any reason thereof. Moreover competent authority reserves the right to withdraw any job at any time during 6 month period.
17. Payments shall be made after completion of job/receiving delivery in all respects, after deduction of applicable Govt taxes as per prevailing laws.
18. A declaration on Non Judicial Stamp Paper of Rs. 100 must be attached with the bid as per specimen provided at page 3.
19. Any defective delivery shall be returned to vendor without any cost to procuring agency.

**[SECRETARY]**

**Zonal Procurement Committee (ZPC),**

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| **Non Judicial Stamp Paper from Vendor for Tender Processing** | | | | | | | | | | | | |
|  |  | |  |  |  | |  |  |  |  |  | |
|  | **Tender No.** | | | 06/LZC/2025 | | |  |  |  |  |  | |
|  | **Department:** | | | State Life Central Zone Lahore | | | | | | | | |
|  | **Subject:** | | | Technical Evaluation Criteria | | | | | | | | |
|  |  | |  |  |  | |  |  |  |  |  | |
| **Criteria No. 1** | **Eligibility of Vendor/Bidder:-** | | | | | |  |  |  |  |  | |
|  | **We M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ undertake that, we have read all terms and conditions which we shall abide by and also declare that:** | | | | | | | | | | | |
|  | **1.**We are registered company/firm as per FBR Record, having active filling status. | | | | | | | | | | | |
|  | **2.**We are solvent company/firm and not in the process of going bankrup. | | | | | | | | | | | |
|  | **3.**We have never been convicted for an offence concerning our 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. | | | | | | | | | | | |
|  |  | |  |  |  | |  |  |  |  |  | |
| **Criteria No. 2** | **Technical Evaluation Sheet/Check list** | | | | | | | | | | | |
|  |  |  | |  |  | |  |  |  |  | |  |
|  | **Sr.** | **Criteria of Technical Evaluation** | | | | | | | | | | **Yes / No** |
|  | **1** | We have uploaded copies of Tax Registration Certificates with our bid on EPADS as per Tender Documents. And we are currently having active taxpayer status. | | | | | | | | | |  |
|  | **2** | We have attached Satisfactory reports/work orders from previous 2 well known clients for same nature of works/supplies. | | | | | | | | | |  |
|  | **3** | We Accept all the terms & Conditions of Tender Documents of Tender No. 06/LZC/2025 and shall abide by the same as per procuring agency's requirement. | | | | | | | | | |  |
|  | **4** | We completely understand the requirements of Procuring Agency regarding mentioned Jobs/Lots and thoroughly read job descriptions. | | | | | | | | | |  |
|  | **5** | The lots against which we have quoted rates are complete Lot/Lots. | | | | | | | | | |  |
|  | **6** | We have Submitted CDR bid security as per Tender requirement Para 4 of Terms & Conditions. | | | | | | | | | |  |
|  |  | **Single NO may result in rejection of bidder technically.** | | | | | | | | | | |
| **Declaration:** | **1** | **We understand that procuring agency has right to reject our firm on Technical grounds if any deficiency found in our submitted bid.** | | | | | | | | | | |
|  | **2** | **We assure that in case if any information provided by us proved as false or malafide, State Life reserves the right to black list our firm/firm owner.** | | | | | | | | | | |
|  | | | | | | **Sign and Stamp by vendor** | | | | | | |

**[SECRETARY]**

**Zonal Procurement Committee (ZPC),**

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

Technical bids shall be evaluated on the basis of following points:-

1. Specifications of item mentioned will be compared with specifications mentioned in tender documents or of sample. A bid having lower specifications shall be rejected technically.
2. Warranty must be according to tender documents.
3. Satisfactory reports or work orders from the previous clients (at least 2) of the quoted item are required with bid.
4. Bidder has NTN & GST Registration Certificate.
5. Bidder has provided declaration as per specimen provided at page 3 of Tender Documents.
6. Participation for all items of a lot is compulsory, procuring agency may reject a bidder in case missing rate against any item of lot. However bidder is free to participate in all/any lot.
7. All points of Technical Evaluation Criteria, Terms & Conditions are compulsory. Failing in any point/criteria, may result in rejection of the bidder technically.

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

**[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.**

**Phone # 042-99210594**

**Cell no. 0335-1412976**

**Lot/Job No. 1 (Annexure-1)**

**Parts/Services of Computers & Printers (including refilling/replacement of toners)**

**(Rates must include all taxes and expenses)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Type** | **Description of requirements for Printers/Computers** | **Rate Per unit Quoted Rs.** |
| 1 | HP Laser Printer | Toner refill (P1000/P1100 & similar series) |  |
| 2 | HP Laser Printer | Toner refill (402/404) |  |
| 3 | HP Laser Printer | Drum (P1000/P1100 and similar series) |  |
| 4 | HP Laser Printer | Drum (402/404) |  |
| 5 | HP Laser Printer | Service charges P1000, P1100 & similar series |  |
| 6 | HP Laser Printer | Paper Pickup rubber/roller for P1000, P1100 & similar series |  |
| 7 | HP Laser Printer | Formatter Board Repair for P1000, P1100 & similar series |  |
| 8 | HP Laser Printer | C+D Blade for P1000, P1100 & similar series |  |
| 9 | HP Laser Printer | Magnet roller for P1000, P1100 & similar series |  |
| 10 | HP Laser Printer | PCR for P1000, P1100 & similar series |  |
| 11 | HP Laser Printer | LED unit for 402/404 |  |
| 12 | HP Laser Printer | P1000, P1100 & similar, Power supply |  |
| 13 | HP Laser Printer | Main gear set for P1000, P1100 & similar series |  |
| 14 | HP Laser Printer | Main gear set for 402/404 |  |
| 15 | HP Laser Printer | Main gear set for P2055 & similar series |  |
| 16 | HP Laser Printer | Pressure roller for P1000, P1100 & similar series |  |
| 17 | HP Laser Printer | Pressure roller for 402/404 |  |
| 18 | HP Laser Printer | Pressure roller for P2055 & similar series |  |
| 19 | HP Laser Printer | Heater Sleeve for P1000, P1100 & similar series |  |
| 20 | HP Laser Printer | Heater Sleeve for 402/404 |  |
| 21 | HP Laser Printer | Heater Sleeve for P2055 & similar series |  |
| 22 | HP Laser Printer | P2055, & similar series, Toner refill |  |
| 23 | HP Laser Printer | P2055, & similar series, Drum |  |
| 24 | HP Laser Printer | P2055, & similar series, Printer Service complete |  |
| 25 | HP Laser Printer | P2055, & similar series, Paper Pickup rubber for both tray |  |
| 26 | HP Laser Printer | P2055, & similar series, Formatter board repair |  |
| 27 | HP Laser Printer | Paper Output roller for P2055, & similar series |  |
| 28 | HP Laser Printer | Paper Output roller for 402/404, & similar series |  |
| 29 | HP Laser Printer | Paper Output roller for P1100, P1000 & similar series |  |

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| **Sr.** | **Type** | **Description of requirements for Printers/Computers** | **Rate Per unit Quoted Rs.** |
| 30 | HP Laser Printer | PCR for P2055 & similar series |  |
| 31 | HP Laser Printer | C+D Blade for P2055 & similar series |  |
| 32 | HP Laser Printer | magnet roller for P2055 & similar series |  |
| 33 | HP Laser Printer | LED unit for P2055 & similar series |  |
| 34 | HP Laser Printer | Power Supply for P2055 & similar series |  |
| 35 | HP Laser Printer | Power Supply for 402/404 |  |
| 36 | HP Laser Printer | Power Supply for P1100, P1000 & similar series |  |
| 37 | HP Laser Printer | Main Gear Set for P2055 & similar series |  |
| 38 | HP Laser Printer | Main Gear Set for 402/404 |  |
| 39 | HP Laser Printer | Main Gear Set for P1100, P1000 & similar series |  |
| 40 | HP Laser Printer | Pressure Roller for P2055, & similar series |  |
| 41 | HP Laser Printer | Pressure Roller for 402/404 |  |
| 42 | HP Laser Printer | Pressure Roller for P1100, P1000 & similar series |  |
| 43 | HP Laser Printer | Printer Data Cable (Compatible, good quality) |  |
| 44 | PC upgradation | Tower System Power Supply repair |  |
| 45 | PC upgradation | Tower System Power Supply New (Original) |  |
| 46 | PC upgradation | RAM DDR 2, 2GB |  |
| 47 | PC upgradation | RAM DDR 3, 2GB |  |
| 48 | PC upgradation | RAM DDR 3, 4GB |  |
| 49 | PC upgradation | Keyboard (Branded) Hp/Dell or equivalent |  |
| 50 | PC upgradation | Mounse (Branded) Hp/Dell or equivalent |  |
| 51 | PC upgradation | Power cable (Branded), Original (1.5 to 2 meter) |  |
| 52 | PC upgradation | VGA Cable (Branded), Original (1.5 to 2 meter) |  |
| 53 | PC upgradation | SSD 128 GB Hard disk |  |
| 54 | PC upgradation | SSD 256 GB Hard disk |  |
| 55 | PC upgradation | LCD repair without panel |  |
| 56 | PC upgradation | LCD 17'', (branded) refurbished, DELL or equivalent |  |

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| **Sr.** | **Type** | **Description of requirements for Printers/Computers** | **Rate Per unit Quoted Rs.** |
| 57 | PC upgradation | Mother board repair core 2, due (complete task) |  |
| 58 | PC upgradation | Mother board New core 2, due, (refurbished working condition) |  |
| 59 | PC upgradation | Mother board repair core i3, i5, i7 2nd, 3rd, 4th, 5th, 6th Generation |  |
| 60 | PC upgradation | Mother board New core i3, i5, i7 2nd, 3rd, 4th, 5th, 6th Generation (refurbished working condition) |  |
| 61 | PC upgradation | SATA HDD Hard Disk 1 TB |  |
| 62 | PC upgradation | SATA HDD Hard Disk 500 GB |  |
| 63 | PC upgradation | SATA HDD Hard Disk 250 GB |  |
| 64 | PC upgradation | Windows and Program Installation Charges with drivers, complete task |  |

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**Lot / Job No. 2 (Annexure-2)**

**Supply of Electric related hardware items**

**(Rates must include all taxes and expenses)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Item Type** | **Description of item required** | **Rate Per unit Quoted Rs.** |
| 1 | LED Bulbs (12-13 watt) | OSAKA or equivalent |  |
| 2 | LED Bulbs (18-22 watt) | OSAKA or equivalent |  |
| 3 | LED Bulbs (30-35 watt) | OSAKA or equivalent |  |
| 4 | LED Bulbs (45-50 watt) | OSAKA or equivalent |  |
| 5 | Electric Wire 23/76 Quail/roll 90 meter | Pure Copper, Venus or equivalent | Per Quail/Rol |
| 6 | Electric Wire 40/76 Quail/roll 90 meter | Pure Copper, Venus or equivalent | Per Quail/Rol |
| 7 | Extension Lead (Strip) | China Good quality, Without wire |  |
| 8 | Light Plug | Good quality Local, Ittefaq or equivalent |  |
| 9 | Power Plug | 15/20 amp, Good quality Local, Ittefaq or equivalent |  |
| 10 | Two Pin Shoo | Bakelite, Good quality Local, JAVED or equivalent |  |
| 11 | Three pin Shoo | 15 amp for Power plut, Bakelite, Good quality local, JAVED or equivalent |  |
| 12 | Bulb Holder | Good quality Local, Ittefaq or equivalent |  |

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**Lot / Job No. 3 (Annexure-3)**

**Supply of Basic Parts of Air Conditioners (Basic Items)**

**(Rates must include all taxes and expenses)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Item/Job Description** | **Details of requirement/ specifications** | **Rate Per unit Quoted Rs.** |
| 1 | Fan Motor New 1.5 Ton for Outdoor unit | Non invertor Split AC |  |
| 2 | AC Gas Charging 1.5 Ton Window AC | R22,China compatible |  |
| 3 | AC Gas Charging 1.5 Ton (Split AC) | R22,China compatible, Non Invertor |  |
| 4 | AC Gas Charging 1.5 Ton (Split AC) | R410,China compatible, Non Invertor |  |
| 5 | Indoor Blower motor 1.5 Ton (Split AC) | AC motor |  |
| 6 | AC simple Service Charges 1 Ton/1.5 Ton | Split AC, only filters and outer service |  |
| 7 | AC General Service charges 1 Ton, 1.5 Ton | Split AC, complete indoor outer service by cleaning each equipment |  |
| 8 | Magnetic Contactor for outer unit 1 Ton, 1.5 Ton | Split AC |  |
| 9 | Copper Pipe for 1 Ton, 1.5 Ton | Size quarter, 22 gauge, Rate per feet (Split) | Per feet |
| 10 | Copper Pipe for 1 Ton, 1.5 Ton | Size half, 22 gauge, Rate per feet (Split) | Per feet |
| 11 | Relay for water dispensers | China compatible |  |
| 12 | Re-Solding for 1 Ton, 1.5 Ton | Split and window |  |
| 13 | Running Capacitor outdoor 1 Ton, 1.5 Ton | Fuji or equivalent |  |
| 14 | Communication Wire for 1 Ton, 1.5 Ton split | Pure copper, per meter | Per meter |
| 15 | Electric Breaker (16 to 20 Amp) | heavy duty |  |
| 16 | New Remote Kit for 1 Ton, 1.5 Ton Split | Genuine exchange, (Non –Invertor) |  |
| 17 | Repair of Remote Kit for 1 Ton, 1.5 Ton | Split (Non –Invertor) |  |
| 18 | Outer unit Service val pair New 1.5 Ton | Split, China compatible |  |

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**Zonal Procurement Committee (ZPC),**

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| --- | --- | --- | --- |
| **Sr.** | **Item/Job Description** | **Details of requirement/ specifications** | **Rate Per unit Quoted Rs.** |
| 19 | Outer unit Service val pair New 4 Ton | Split, China compatible |  |
| 20 | Outdoor unit Fan motor Capacitor 1 Ton, 1.5 Ton | Split, Fuji or equivalent |  |
| 21 | Complete Gas Charging (4 Ton Floor Standing) | R22, China compatible |  |
| 22 | General Service Charges 4 Ton Floor Standing | Split AC, complete indoor outer service by cleaning each equipment |  |
| 23 | Service Charges 4 Ton Floor Standing | Split AC, only filters and outer service |  |
| 24 | Magnetic Contactor 4 Ton Floor Standing | For Outer, China compatible |  |
| 25 | PCB Kit New 4 Ton Floor Standing | Genuine |  |
| 26 | Outer PCB Kit repairing 4 ton Floor standing | compatible |  |
| 27 | New Outdoor Fan Motor 4 Ton Floor Standing | Genuine exchange |  |
| 28 | New Indoor Fan Motor 4 Ton Floor Standing | Genuine exchange |  |
| 29 | AC Copper Pipe 4 Ton floor standing per feet | Size 3/8, 22 gauge |  |
| 30 | AC Copper Pipe 4 Ton floor standing per feet | Size 5/8, 22 gauge |  |
| 31 | Drain Pipe per length | China good quality | Per length |
| 32 | Outer Compressor thimble wire 1/1.5 Ton Split | China good quality |  |
| 33 | AC Dismantling (1ton/1.5ton) | Split AC |  |

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**Lot/Job No. 4 (Annexure-4)**

**Supply of Secondary Parts of Air Conditioners (Secondary Items)**

**(Rates must include all taxes and expenses)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Item/Job Description** | **Details of requirement/ specifications** | **Rate Per unit Quoted Rs.** |
| 1 | Installation / Fitting Charges | 1 & 1.5 Ton Split |  |
| 2 | Bracket for 1 Ton, 1.5 Ton | Split AC |  |
| 3 | Outdoor Fan Motor Blade 1 Ton, 1.5 Ton | Split AC, Original |  |
| 4 | Outdoor Fan Motor Blade 4 Ton | Split AC, Original |  |
| 5 | Indoor Blower 4 Ton Floor Standing | Original |  |
| 6 | AC 4 Ton removal and Re-fitting (4 Ton) | Complete task |  |
| 7 | AC Compressor 4 Ton + Oil refilling | Pure Copper, compatible |  |
| 8 | AC Compressor 1.5 Ton + Oil refilling | Pure Copper, compatible |  |
| 9 | Invertor AC Gas Charging (1 ton, 1.5 ton ) | R410, China compatible |  |
| 10 | Gas Charging 1/1.5 ton | R22, Original USA |  |
| 11 | Gas Charging 1/1.5 ton | R410, Original USA |  |
| 12 | New Evaporator (Invertor AC) | 1 ton / 1.5 ton, Genuine |  |
| 13 | New Evaporator (Non Invertor AC) | 1 ton / 1.5 ton, Genuine |  |

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**Lot/Job No. 5 (Annexure-5)**

**Supply of Furniture related hardware items**

**(Rates must include all taxes and expenses)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Item Description** | **Remarks** | **Rate Per unit Quoted Rs.** |
| 1 | Complete Base of Revolving Chair | Machine 18 inch, 5 imported wheels & import quality punja |  |
| 2 | Machine/Jack of Base revolving chair | Machine 18 inch |  |
| 3 | Wheels set (Revolving chair) | Import quality wheels | Per set (5) |
| 4 | Door Lock | Local, Heavy duty |  |
| 5 | Drawer Lock | Local, Heavy duty S.S | Per dozen |
| 6 | File Cabinet Lock | Single Lock for 4 drawers |  |
| 7 | Door Chutkhni | Local good quality | Per dozen |
| 8 | Drawer Handle | Local S.S | Per dozen |
| 9 | Door Closer | Heavy duty |  |
| 10 | Drawer railing set for medium size office table | Medium Size, Import quality, heavy duty | Per set |
| 11 | Sofa Rexene medium quality | Rate per meter |  |
| 12 | Kundi chupka | Local Good quality |  |

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