

TENDER DOCUMENT

TENDER NO.SGD/09/2025

TITLE

- (1) STEEL FILE RACKS**
- (2) DOT MATRIX PRINTERS EPSON LQ 350/310 OR EQUIVALENT**
- (3) DOT MATRIX PRINTERS EPSON LQ 2190 OR EQUIVALENT**
- (4) LASER PRINTER HP 506DN OR HIGHER OR EQUIVALENT**

Address:

**Secretary Procurement
Zonal Procurement Committee
State Life, Zonal Office
Queen's Road, Sargodha
Office Phone No.048-9330179
Email:pgsgdzn@statelife.com.pk**

TENDER ADVERTISEMENT

TENDER NOTICE # SGD / 09 / 2025

State Life Insurance Corporation of Pakistan, Sargodha Zone invites reputable registered firms / suppliers / wholesalers registered with Income Tax Department and also registered on EPADS to submit their sealed Technical and Financial quotations as per PPRA rules under "Single Stage Single Envelope" procedure for the supply of following items. The detail of tender is as under:

Detail of Items	No. Of Items	Bid Security	Tender Closing Date and Time for Submission of Bids	Technical Bids opening Date & Time
1.Steel File Rack Size 7" (height) x 4" (width) x 1½" (depth) with vertical partition, 06 portions, Both sides, back, top, bottom and all shelves covered with steel sheet measuring 21 gauge, Angle 1½ x 1½ sooter	10	Rs.30,000	10-10-2025 11:00 AM	10-10-2025 11:30 AM
2.Dot Matrix Printer, Epson LQ-350/310 or equivalent	04	Rs.45,000		
3.Dot Matrix Printer, Epson LQ-2190 or equivalent	01			
4.Laser Printer 506 DN / 507 DN	01			

TERMS & CONDITIONS

- Bid document is available on EPADS free of cost.
- Bids security is Rs.30,000+45,000 = Rs.75,000 in shape of Bank Draft or Pay Order or CDR only in favour of State Life Insurance Corporation of Pakistan. The original bids security Demand Draft must be reached before closing time. The supplier may participate in any one item or in all items.
- Tenders Documents can be downloaded from EPADS without cost.
- No quotation will be entertained without earnest money in shape of Pay Order, Demand Draft issued in favor of State Life Insurance Corporation of Pakistan.
- The suppliers upload their Technical and Financial Bids on EPADS, no hard copy of bid will be accepted. Quotations must be uploaded on EPADS up to **11:00 a.m. on 10th October, 2025.**
- The bids will be opened on **10th October, 2025 at 11:30 a.m.** in the presence of Bidders or their authorized representatives, who wish to join the meeting.
- The bid validity should be upto **120** days.
- All terms and conditions are available on Tender Documents on EPADS.

[SECRETARY]
 Zonal Procurement Committee
 State Life Insurance Corporation of Pakistan
 1st Floor, Zonal Office, Queen's Road, Sargodha
 Ph: 048-9330179

2. SCHEDULE OF SUPPLY AND INSTALLATION OF PROCURING ITEMS

The delivery of Furniture & Fixtures shall be required to be completed within 2 weeks from the date of issuance of purchase order.

3. EXTENTION OF DELIVERY PERIOD

In special circumstances, request for extension of delivery period may be considered by the Competent Authority on the written request of the firm before the target date of supply, who will be authorized to either accept or reject the request of bidder without assigning any reason.

4. ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACTS

The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

5. TERMS AND CONDITIONS

1. Bidder have to visit the site State Life Zonal Office, Queen's Road, Sargodha for any query.
2. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
3. Bidders are required to upload their bids on EPADS system as per laid down PRRA procedure single state Singe envelope method. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
4. The Most Advantageous Bid would be accepted
 - i) Experience of bidders in sales / marketing of relevant equipment.
 - ii) Financial Capabilities.
 - iii) Number of existing clients provided with similar equipment.
 - iv) List of professionals on permanent strength- for installation and after sales services**(Technical evaluation of bids / point scoring criteria is available with bidding document).**
5. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract and submission of performance warranty. However, successful bidder will be required to

6. TECHNICAL CRITERIA

TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

Max. Points

- | | | | |
|--|----------|--|----|
| 1. Company Profile | | | |
| i. The company established within 1 to 2 years (Proprietorship) | 10 Marks | | |
| ii. The company established more than 2 years | 20 Marks | | 20 |
| 2. Experience in Similar Work executed | | | |
| i. Contracts completed less than 01 Million for each contract | 10 Marks | | |
| ii. Contracts completed greater than 01 Million and less than 02 million | 15 Marks | | |
| iii. Contracts completed more than 02 million | 20 Marks | | 20 |
| 3. Financial Status (verified by Bank Statement, Annual Tax Return) | | | |
| i. Between 1 – 5 Million | 10 Marks | | |
| ii. 5 – 10 Million | 15 Marks | | |
| iii. Above 10 Million | 20 Marks | | 20 |
| 4. Number of Existing Clients provided with similar Equipment having value 0.5 million (05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client) | | | 20 |
| 5. List of Professionals - for installation and after Sales services (05 points for each qualified personnel) qualified mean having engineering or diploma in relevant field | | | 20 |

 Total Points: 100

Note:

Minimum 60 % score is required to Technically Qualify on over-all basis.

Date _____

FINANCIAL PROPOSAL

(For Procurement of Steel File Racks and Printers)

(SUPPLY OF AIR CONDITIONERS)						
One vendor would be selected on Lump Sum Basis on Least Cost and Quality Base)						
Sr. #	Description	Qty	Unit Price without GST	Amount of GST 18%	Unit Price with GST	Total Cost (No. of Units x Unit price including all taxes)
1	Steel File Racks As per specification	10				
2	Dot Matrix Printer Epson LQ-350/310	04				
3	Dot Matrix Printer Epson LQ-2190	01				
4	Laser Printer HP 506DN / 507DN	01				
	Total					

(Fill Financial Proposal to be submitted on your Company's letter head)

Name of Supplier: _____

Signature with Date _____