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

**TENDER DOCUMENTS**

**TENDER ENQUIRY # 10/LZC/AC/2025**

**AIR CONDITIONERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Lot No.** | **Job Description**  | **Qty** | **Sample for quoting rates** |
| **Cost per unit in Rs.** | **GST per unit in Rs.** | **Total Cost per unit with Taxes (in Rs.)** | **Total Cost with all Taxes****(in Rs.)** |
| 01 | 1.5 ton Brand New Air Conditioner Wall Mounted | 6 |  |  |  |  |
| 02 | 2 ton Brand New Air Conditioner floor standing cabinet | 3 |  |  |  |  |
| 03 | 4 ton Brand New Air Conditioner floor standing cabinet | 3 |  |  |  |  |
| **Note: With relevant accessories, installation, testing and commissioning at site in all respects. Dismantling of existing Air conditioners shall be vendors responsibility** |

**Total quoted Amount Rs.** (in words) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

|  |  |
| --- | --- |
| **Closing date & time for Bids Submission** | **Date & Time for Bids Opening** |
| 13-10-2025 at 10:30 AM | 13-10-2025 at 11:00 AM |

**Accessories must be brand new and include the following:-**

* **Pure Copper pipe (standard quality) from Indoor to Outdoor,**
* **Pure Electric Copper wire as per actual need at site.**
* **Good quality Drain pipe**
* **Good quality Electric Breaker**
* **Indoor brackets (rust free) and Outdoor stand (high gauge as per need and painted)**
* **Good quality Duct for wire, if needed**
* **Any other accessory if needed for fully functional Air Conditioners**

**Technical Evaluation Criteria**: Attached as (Annexure-1)

**Technical Specifications**: Attached as (Annexure-2)

**Locations of Air Conditioners Installations: A**ttached as (Annexure-3)

**Terms & Conditions:**

1. All the bidders must visit office before quoting rates to evaluate length of Copper pipes, Copper wires, and any other required accessories & equipment for completion of job in respect as per need of procuring agency.
2. Bidders shall upload their bids on EPADS as per PPRA procedure for **“Single Stage Two Envelope”** method of PPRA Rules 2004.
3. Bids will be opened/downloaded from **EPADS** on the opening date and time in the office of Secretary ZPC. 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.

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1. Total estimated Cost is **Rs. 4,000,000/-**
2. Bid Security amount (Earnest money) of **Rs. 200,000/-** in the shape of CDR/Pay order favoring **“State Life Insurance Corporation of Pakistan”** must be submitted at the below address, else bid will be rejected.
3. The Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after completion of work. However, successful bidder will be required to submit performance guarantee of 10% (value of Job Order) in shape of bank guarantee in favor of State Life Insurance Corporation of Pakistan which shall be released after expiry of 12 month after completion of job.
4. In case wherein on bid opening day, holiday announced by prevailing Government or Zonal Office could not operate due to unavoidable reasons, then bid opening meeting shall be held on very next working day.
5. Evaluation of bidders shall be made in the light of **SINGLE STAGE, TWO ENVELOPE PROCEDURE** as per PPRA Rules 2004.
6. Each lot from Item Lot no. 1 to Lot no. 3 shall be evaluated separately. However, Bidders are requested to quote for all lots.
7. Approximate time of procurement process is 60 - 75 days. Order shall be placed to successful bidder after completion of all codal formalities. Approximate payment time shall be 2 weeks after successful delivery/installation as per tender requirements.
8. Successful bidder will have to start job within 3 days after confirmed work order and must complete the supply and installation in all respects within 30 days; otherwise retention money (CDR) will be forfeited. In addition to this liquidity damages as penalty may be imposed at 1% per day of the total work order value.
9. Warranty of items must be accordingly as mentioned in Annex-2 for any type of defect, with free replacement of item/parts within warranty period.
10. Quote **single rate**, which must be irrevocable, unconditional & inclusive of all taxes & expenses (if any).
11. Validity of the rates/bid must be at least 90 days from the date of opening of bid, which may be extendable with mutual consent.
12. Competent Authority reserves the right to reject/cancel/withdraw any/all bid(s) or proposals at any time before award of contract without assigning any reason thereof.
13. In case vendor failed to perform as per requirements of Procuring Agency or as per their submitted bids or if they provide other than required items or changes specifications other than quoted, or found any document as false or fabricated, State Life reserves the right to blacklist the vendor.
14. Quantity of items may be increase/decrease by competent authority before placement of order.

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**Technical Evaluation Criteria (Annexure-1)**

Eligibility criteria mentioned below must be observed and fulfilled. An Affidavit of Rs. 100 (non judicial stamp paper) in this regard must be attached with the bid.

**Eligibility of Bidders**

We **M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** undertake 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 bankruptcy.
3. We have never been convicted for an offence concerning the 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.
6. We understand and accept the requirements of this Tender No. 10/LZC/AC/2025 and also assure that we shall complete the job as per requirements (Supply, Installation and commissioning) in letter & spirit.

**Technical Evaluation Points:-**

Technical bids shall be evaluated on the basis of following points, bidders are required to mark as **“Yes”** or **“No”** against each criteria.

|  |  |  |
| --- | --- | --- |
| **Sr** | **Criteria** | **Remarks** **(YES / NO)** |
| **1** | Bidder has provided **NTN & GST** Registration Certificate, with active taxpayer status. |  |
| **2** | **Specifications of quoted item** meet required specifications. In case of **incomplete information** submitted in EPADS or whereas a bid having lesser than the required specifications, shall be rejected technically. Fresh new Stock/latest model to be quoted. **Does the Quoted brand/model meets specifications as per required?** |  |
| **3** | **Warranty** offered according to Tender Documents? Warranty shall be claimed through bidder, free of cost. |  |
| **4** | **Full time properly hired technical staff** of vendor/bidder with **at least 4 technical workers** having technical experience of **at least 6 months** with vendor?  |  |
| **5** | Vendor’s Quoted brand must have **at least 10 year experience** of ACs Supplies.  |  |
| **6** | **Annual turnover** must be at least **Rs. 100 million** during last year. (Year 2024) |  |
| **7** | **Multiple operative service centers** along with **parts availability** in Lahore City (Open market) are mandatory for technical evaluation of bidder. Service centers must be properly owned/company maintained and Parts of quoted model must be easily available in Lahore Abid Market or similar markets of Lahore. |  |
| **8** | Bidder has provided **affidavit of Rs. 100/-** regarding eligibility of bidders. |  |
| **9** | Bidder has provided a certificate that quoted items shall be **brand new** and not fabricated or refurbished. |  |
| **10** | Bidder has provided at least **3 Satisfactory reports or purchase orders** related with quoted model/brand from previous well reputed Govt/Semi Govt/Commercial Clients **during last 3 years.**  |  |

**Important notes for technical evaluation:-**

* Single NO may result is rejection of bidder technically.
* All points of Technical Evaluation Criteria, Terms & Conditions are compulsory. Failing in any point/criteria, may result in rejection of the bidder technically.
* Provide all required information with Bid on letter-head pages with sign & stamp.

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**Technical Specifications (Annexure-2)**

**(Item Lot No. 1): 1.5 ton Brand New Air Conditioner Wall Mounted**

1. DC Inverter (Heat & Cool)
2. Capacity 1.5 Ton, 18000 BTU (Latest Model)
3. Wall mounted with Remote Control
4. Auto Start in case of power failure,
5. Golden fin,
6. Quiet Operation Precise Control,
7. Long Air Throw,
8. Compressor T3, Capable of operating at high temperatures
9. **Warranty**: 10 years for compressor, 3 years for PCB cards, 2 years for evaporator, 1 year for remaining parts onsite.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Item Lot No. 2): 2-ton Brand New Air Conditioner floor standing cabinet**

1. DC Inverter (Heat & Cool)
2. Capacity 4 Ton, 48000 BTU (Latest Model)
3. Floor standing type AC,
4. Auto Start in case of power failure,
5. Long Distance Air Throw,
6. High Efficiency Low voltage startup,
7. Compressor T3, Capable of operating at high temperatures
8. Quiet Operation Precise Control,
9. LCD/LED display,
10. Standard Washable Filter,
11. Remote control,
12. Golden fin,
13. **Warranty**: 10 years for compressor, 3 years for PCB cards, 2 years for evaporator, 1 year for remaining parts onsite.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**(Item Lot No. 3): 4-ton Brand New Air Conditioner floor standing cabinet**

1. DC Inverter (Heat & Cool)
2. Capacity 4 Ton, 48000 BTU (Latest Model)
3. Floor standing type AC,
4. Auto Start in case of power failure,
5. Long Distance Air Throw,
6. High Efficiency Low voltage startup,
7. Compressor T3, Capable of operating at high temperatures
8. Quiet Operation Precise Control,
9. LCD/LED display,
10. Standard Washable Filter,
11. Remote control,
12. Golden fin,
13. **Warranty**: 10 years for compressor, 4 years for PCB cards, 2 years for evaporator, 1 year for remaining parts onsite.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Locations of Air Conditioners Installations (Annexure-3)**

All the Air Conditioners are required at Zonal Office, Central Zone Lahore. Given below are locations/ sections of Zonal Office where installation of Air Conditioners required.

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Air Conditioner** | **Proposed Location** |
| **1** | 1.5 Ton AC Wall Mounted | 4th Floor, ZHS Department, Board Room |
| **2** | 1.5 Ton AC Wall Mounted | 4th Floor, ZHS Department, Zonal Head Room |
| **3** | 1.5 Ton AC Wall Mounted | 3rd Floor, F&A Department, Zonal Accountant Room |
| **4** | 1.5 Ton AC Wall Mounted | Ground Floor, Incharge Medical Room |
| **5** | 1.5 Ton AC Wall Mounted | Basement I, PHS Department  |
| **6** | 1.5 Ton AC Wall Mounted | Basement II, PHS Department |
|  |  |  |
| **1** | 2 Ton AC Floor Standing  | 2nd Floor, Stationery Section |
| **2** | 2 Ton AC Floor Standing  | 1st Floor, IT Department |
| **3** | 2 Ton AC Floor Standing  | 1st Floor, Agency Department |
|  |  |  |
| **1** | 4 Ton AC Floor Standing  | 2nd Floor, PHS Department, Claim Hall |
| **2** | 4 Ton AC Floor Standing  | Ground Floor, Cash Counter |
| **3** | 4 Ton AC Floor Standing  | Ground Floor, OR Counter |

**Important Notes:**

1. Dismantling of existing Air Conditioners shall be responsibility of vendor.
2. Outdoor units of floor standing ACs to be installed at Roof top of Zonal Office or as per suitability.
3. Outdoor units of Wall Mounted AC may be installed at roof top/outside windows as per suitability.
4. Competent authority may change above proposed locations of any AC before installation.
5. All the bidders are required to visit Zonal Office at below mentioned address for understanding of job, installation requirements and related costs.
6. All fitting and installation material must be best quality.
7. Procuring Agency may require submission of any document (in original) at any time during evaluation of bids, for which bidder shall be bound to provide, otherwise it may result in technical rejection.

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