

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

WESTERN ZONE LAHORE

TENDER NOTICE OF PHOTOCOPY SERVICES REQUIRED AT ZONAL OFFICE, WESTERN ZONE LAHORE TENDER ENQUIRY #01/PHO/LZW/2025

State Life Insurance Corporation of Pakistan, Western Zone Lahore, invites sealed bids from **GST registered firms/vendor/General order suppliers**, who are eligible to provide services as mentioned below:-

Sr.	Job Description	Qty	Closing date and time for submission of Bids	Opening Date & Time for Bids Opening
01	<p>➤ Photocopy services required at Western Zone 4-Lytton Road, Lahore with full time operators during office hours (9am to 5pm, Monday to Friday) timing and days may be extended to Saturday, Sunday (if required)</p> <p>➤ Paper to be used at least 70grams good quality paper.</p> <p><u>Important Note:</u></p> <p>➤ Electric supply and appropriate space shall be provided by State Life.</p> <p>➤ All kind of maintenance/ink refilling related to photocopy machine shall be the sole responsibility of service provider.</p> <p>➤ Rate per page including all taxes must be quoted.</p>	02 Machines	11.02.2025 at 10:30 AM	11.02.2025 At 11:00 AM

1. Tender can be downloaded from **EPADS** website, and further technical qualified and found most advantageous bidders will be announced on EPADS system accordingly, and will be accepted after completion of all codal formalities.
2. Only Sales Tax Registered Firms/Suppliers can participate. Taxes shall be deducted as per Government rules amended from time to time.
3. Tenders received after due date & time shall not be entertained.
4. Estimated Cost of this procurement is **Rs. 600,000/-**.
5. Bid Security amount (Earnest money) of **Rs.30,000/-** (including taxes) in the shape of CDR/Pay order favoring **“State Life Insurance Corporation of Pakistan”** must be submitted by the bidders at the address given in tender notice / documents before closing date & time, otherwise bid will be rejected.
6. Bid Security will be returned to un-successful bidders after completion of tender.
7. 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 **“Photocopy Service required”**.
8. Competent Authority reserves the right to reject any/all items or any/all bid(s) or proposals at any time before award of contract.
9. The quoted price must be inclusive of all applicable taxes as per Government Rules.
10. Bid Received after the above deadline or without earnest money shall not be accepted.
11. Validity of the bid will be 90 days from the date of opening of bid, which may be extendable on mutual consent.
12. Detailed requirements, terms & conditions are available in tender documents, which can be downloaded from website of EPADS (www.eprocure.gov.pk) and or SLIC (www.statelife.com.pk)
13. Office timings (Monday to Friday 09 am to 05 pm).

SECRETARY

**Zonal Procurement Committee,
State Life Insurance Corporation of Pakistan
2nd Floor, Old Building # 2, Lahore Zone (Western)
Phone # 042 – 99213959 (0321-4922260)**