



TENDER NOTICE NO. HR&A/H&AI/LHR/1/2025

Procurement of Stationary items, Printing, Office Maintenance and Food Catering services for State Life H&AI, Lahore Office through E-PADS

State life Insurance Corporation of Pakistan, invites Bids in accordance with PPRA rules, under **Single Stage-Two Envelops** procedure from experienced & reputed GST/Income Tax/Sales Tax Registered Firms/Dealer/Supplier (Federal/Provincial) having relevant experience for **Procurement of Stationary items, Printing, Office Maintenance and Food Catering services for H&AI, Lahore** through EPADS on <https://eprocure.gov.pk>.

S#	Description of the job.	Tender Enquiry No.	Closing date & time for Submission of Bids	Date & Time of Opening of Technical Bids
1	Procurement of Stationary items, Printing, Office Maintenance and Food Catering services for H&AI, Lahore	HR&A/H&AI /LHR/1/2025	28-02-2025 Until 10:00 a.m. on Friday.	28-02-2025 at 10:30 a.m. on Friday.

All details are available in Tender documents which can be downloaded from **PPRA E-PADS (E-Pak Acquisition and Disposal System)**. Bids will be opened on the same day at **10.30 am** in the presence of bidders or their representatives, who wish to be present at the Tender Opening meeting. No tender will be entertained without bid security/earnest Money/CDR of **Rs. 150,000/- for Lot 1 (Stationery and Printing), Rs. 30,000 for Lot 2 (Card Printing Machines Accessories), Rs. 40,000 for Lot 3 (Food Catering Services), Rs. 30,000 for Lot 4 (Office Repair & Maintenance) and Rs. 16,000 for Lot 5 (Air conditioners Maintenance & Service) in favor of "State Life Insurance Corporation of Pakistan"** must be submitted to undersigned before the opening of Bids.

State Life Insurance Corporation reserves the right to reject all bids or proposals at any time prior to the acceptance of bids or proposals in accordance with PPRA Rule No.33.

Incharge HR & Admin

Health & Accident Insurance (H&AI),
State Life Building, 15-A Davis Road, Lahore.
Ph. 042-99203486

**TENDER DOCUMENTS**

Ref: HR&A/H&AI/LHR/1/2025

Procurement of Stationary items, Printing, Office Maintenance and Food Catering services for State Life H&AI, Lahore.

Sealed Technical & Financial bids are invited in accordance with PPRA rules, under ‘**Single Stage–Two Envelope Procedure**’ Through <https://eprocure.gov.pk> (**E-Pads**) from vendors registered with GST/Income Tax Department, **Lahore Based Vendors/companies Only**, own offices and phone/fax numbers, for Procurement of Stationary items, Printing, Office Maintenance and Food Catering services for State Life H&AI, Lahore.

The bids should be submitted through **EPADS** on date as per mentioned on EPADS and PPRA website at **10.00 am, dated 28-02-2025** and bids will be opened on the same day at **10.30 am** in the presence of the bidders or their representatives.

Lot 1: Stationary & Printing Items with Specifications

Lot 1 will be evaluated on an item-wise basis, and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

Sr.	Items	Qty	Sr.	Items	Qty
1	Air Freshener Air Wick or Eq.	120	57	Sticky Note 3X3” mix 4 color 100 sheets	250
2	Ball Point Jelflo Piano or Eq.	2500	58	File Separator 1*10	500
3	Dollar Pointer or Eq.	350	59	Rubber band 400G	6 Pkts
4	Box File Large Blue (with branding as per sample)	400	60	Stock Register (320 Pages) size: 13.5X8.5 (weight: 70 Gram/page)	04
5	Paper 80 Gram A-4 Ream AA or Eq. (Imported)	2500	61	Gel Pen Uniball vision elite 0.8 or Eq. for signatures	100
6	Paper Legal Size AA or Eq. (Imported) size 8.5 X 13.5 inch	50	62	Gel Pen Uniball Signo 0.7 or Eq.	400
7	Damper Plastic Fine	36	63	Glass / Tumbler (Fine imported quality) toyonasic/omroc or eq.	100
8	Duster Cloth 20–24-inch fine quality	700	64	Jug Jar – made of Glass (Fine imported quality) toyonasic/omroc or eq.	20
9	Eraser pelikanAl-30 or Eq.	200	65	Lux or eq. soap 75g	350
10	Gum Sticks 36 g large Dollar or Eq.	72	66	Hand wash (Lifebuoy or eq.) 5 liter	25
11	High Lighter mercury/Pelikan or Eq. mix color	150	67	Scotch bright Foam	200
12	Lead Pencil goldfish 5000 no or Eq.	250	68	Lemon max Bowl Soap 200g	200
13	Ledger Register 352 pages	04	69	Hand wash Lifebuoy or eq. bottle 250ml	80
14	Packing Tape- 2 Inch (50 Yard)	50	70	Stamps printy with rubber Trodat 4911	50
15	Binder Clip 1.625 inches- 41	10	71	Stamps printy with rubber Trodat	50



STATE LIFE
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Fax No. 042-99203492

	mm (1 dozen in each box)	boxes		4912	
16	Paper Cutter Olfa or Eq.	50	72	Standee for holding flex	20
17	Permanent Marker 70 Dollar or Eq.	200	73	Calculator 12 Digit Casio or Eq.	24
18	Punching Machine Medium	50	74	Dispatch Register Thick 350 sheets or above with numbering	05
19	Rough Pad Large Spiral 70g 40 pages/pad Fine Quality	80	75	Envelop 9-4 120 gram (with branding as per sample)	4000
20	Rough Pad Small Spiral 70g 40 pages/pad Fine Quality	80	76	Envelop 9-4 Window 120 gram (with branding as per sample)	70,000
21	Ruler Steel 12" thickness: 2mm (as per sample)	40	77	Stationery Indent Pad carbon less paper 65 gram 200 sheets per pad 1+1 Sheet (with branding as per sample)	30
22	Sharpener plastic Dux or Eq.	100	78	Plastic File Cover (with branding as per sample)	400
23	Stamp Pad 6X9 cm (Lancer or Eq.)	24	79	Flex Printing per square feet (Star)	8000
24	Stamp Pad Ink 28 ml (Shiny or Eq.)	48	80	Letter Head Pad 135-gram matt paper (with branding as per sample)	2000 Sheets
25	Stapler Machine 24-6 (deli or Eq.)	84	81	Flex Printing Per Square feet (China)	8000
26	Stapler Pin Remover (Opal or Eq.)	100	82	Toilet Tissue Roll 22-meter (Rose Petal or Eq.)	250
27	Stapler Pin 24/6 (Dollar or eq.)	1000	83	Cloth envelope size 18X14 150g with superior quality of cloth inside	100
28	Tissue Paper Box 150 X 2ply (Rose Petal pop up or Eq.)	800	84	Electric Stainless-Steel Kettle 4 Litre capacity imported made of Good Quality	10
29	Scotch Tape 1" size Deer or eq	100	85	Hygiene Tissues (Rose Petal or Eq.)	200 pkt
30	Two Ring File Fiber Legal size fine quality (with branding)	1200	86	Dust Bin (Large Size)	50
31	Visiting Cards 300 gram imported quality	3000	87	Tea Cup fine bone china with Saucer set of 06 pcs (High Quality) as per sample	04 sets
32	Envelop File Size / A-5 120g with branding (as per sample)	5000	88	File Tray Executive Mesh with 2 racks made of good quality (as per sample)	12
33	Envelop Policy Size / A-4 120g with branding (as per sample)	5000	89	Sticky Flag 05 color packet	100 pkts
34	Receipt Book MR carbonless paper with branding 400 pages 1+3 book (as per sample)	5	90	Face Mask (Good Quality with Nose pin) 50 in each Box	100 Box
35	Green Note Pad with branding 100 gram 100 sheets per pad	10	91	Punching Machine Large Heavy duty	4



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36	Double sided foam Tape 01 inch	20	92	Luxury Officer Table set wooden VVIP Quality	04
37	Officer Card 200g plastic + card holder with Ribbons	100	93	Executive Officer Table set Leather Good Quality	10
38	Green cardboard Files good quality (with branding)	50	94	Round Wall clocks 18'' (with State Life branding)	12
39	File Cover Cardboard (with branding)	1,500	95	Trash bag pack of 30 size 24''X 36''	100
40	Stapler Machine 23/17 Large Deli or Eq.	5	96	Prayer Mats with foam (jai-e-namaz) Fine quality as per sample	20
41	Automatic Air Freshener Dispenser Machine (Air Wick or Eq.)	5	97	Glass Cleaner Liquid Glint 500 ml	60
42	Automatic Air Freshener Dispenser Refill (Air Wick or Eq.)	30	98	Microfiber Cloth 12 X 18 inches As per sample	60
43	Rat killer Medicine 40-gram kingtox or Eq.	100 boxes	99	Battery Cell size A Toshiba or Eq.	100
44	6 Step Aluminum folding Ladder Height 6.8 ft. anti slip platform, water proof and rust proof Good Quality	01	100	Battery Cell size AA Toshiba or Eq.	100
45	Nail Puller use for No. B8, 26/6.24/6, 23/8, 23/10, 23/13, 23/15, 23/17, 23/20, 23/23 staples. DI Office or Eq.	10	101	Battery Cell size AAA Toshiba or Eq.	24
46	Insulation Tape Nitto or Eq.	50	102	Mosquito Spray 250 ml Kingtox or Eq.	20
47	Scotch Tape 2'' size Deer or Eq.	20	103	Liquid Soap Dispenser fine quality Faisal or Eq.	20
48	Wall Hanging Scenery 2X3 feet with Glass at front and Wooden Borders 2''	06	104	BP Apparatus Analog with stethoscope	02
49	Wall Hanging Scenery 2X1.5 feet with Glass at front and Wooden Borders 2''	06	105	Table spoon stainless steel As per sample	42
50	Ceramic Dinner plates large for curry purpose (as per sample)	24	106	Ceramic Dessert Plates medium As per sample	24
51	Ceramics Bowl (as per sample)	08	107	Floor mats mesh 6X3 feet as per sample	05
52	Bowl Spoon stainless Steel (as per sample)	08	108	Floor mats mesh 2X3 feet as per sample	10
53	Coffee mugs with state life branding	50	109	Electric Cable roll 3/29 GM or Eq.	04
54	USB 2 GB space Kingston or Eq.	25	110	Electric Cable roll 7/29 GM or Eq.	03
55	Table Globe with stainless steel	20			



	holder vertical axis rotation size H: 7.5" X W: 6.5" (Good Quality for officer Table)				
56	Table national Flag size :9" x 6" polyester with Silver-colored stand, pole, and marble base Good Quality for officer Table	20			

Lot 2: Card Printing Machines Accessories

Lot 2 will be evaluated on an item-wise basis, and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

Details of Fargo HDP5000 & Magicard Enduro Ribbons and Retransfer Films with Specifications

Sr. No.	Items with Specification	Quantity Required
1	HDP5000 Black Ribbon K Resin (Part No. 084060) 3000 images Must be compatible with Fargo Card Printing Machine Model HDP 5000	25
2	Retransfer Film (Part No. 074229) 1500 images Must be compatible with Fargo Card Printing Machine Model HDP 5000	50
3	Color Ribbon YMCK (Part No. 074230) 500 images Must be compatible with Fargo Card Printing Machine Model HDP 5000	8
4	Fargo HDP5000 cleaning kit	20
5	Magicard Enduro 3E Black Ribbon Must be compatible with Magicard Enduro machine	25

Lot 3: Food Catering Services

Rate of single unit should be submitted

All rates of this Lot must be submitted for getting Technically Qualified.

Lot 3 will be evaluated as a whole and a single vendor offering the lowest evaluated cost while meeting the required quality standards will be selected as the **Most Advantageous Bidder**.

Sr.	Items with Specification	Single unit Rate Including all kind of Taxes
1.	Chicken Biryani/Pulao single serving half kg	To be Filled in Financial Bid
2.	Chicken karahi 1 Kg	To be Filled in Financial Bid
3.	Chicken Qorma 1 kg	To be Filled in Financial Bid
4.	Desi Chicken 1 kg	To be Filled in Financial Bid



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5.	Mutton karahi 1 kg	To be Filled in Financial Bid
6.	Khameeri roti/ naan (120 gram)	To be Filled in Financial Bid
7.	Roghni naan (150 gram)	To be Filled in Financial Bid
8.	Zarda / Gurr Rice 250gram	To be Filled in Financial Bid
9.	Fresh salad/kachoomer salad 250 gram	To be Filled in Financial Bid
10	Raita 250 gram	To be Filled in Financial Bid
11.	Sada roti (100 gram)	To be Filled in Financial Bid
12.	Disposable water bottle 0.5 liters (Nestle or Eq.)	To be Filled in Financial Bid
13.	Milk 250 ml Olpers or Eq.	To be Filled in Financial Bid
14.	Milk 1 Litre Olpers or Eq.	To be Filled in Financial Bid
15.	Tea pack 800g Tapal or Eq.	To be Filled in Financial Bid
16.	Tea bag box 100 pcs/ box	To be Filled in Financial Bid
17.	White Sugar 1 Kg pkt	To be Filled in Financial Bid
18.	Soft Drink 500 ml Pepsi or coke	To be Filled in Financial Bid
	Total Rate Including all kind of Taxes	To be Filled in Financial Bid

Lot 4: Repair & Maintenance Items

Lot 4 will be evaluated on an item-wise basis and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

Sr.	Items with Specification	Total Amount Including Tax
1.	Stainless steel Muslim shower with holder and 1 meter chain pipe Faysal/master or Eq.	To be Filled in Financial Bid
2.	Stainless steel Bathroom sink tap single Faysal/master or Eq.	To be Filled in Financial Bid
3.	Single sink Tap Faysal/master or Eq.	To be Filled in Financial Bid
4.	Single bib cock Faysal/Master or Eq.	To be Filled in Financial Bid
5.	Double bib cock Faysal/Master or Eq.	To be Filled in Financial Bid
6.	PVC Drain waste pipe	To be Filled in Financial Bid
7.	Multi light plug sockets 5 in 1	To be Filled in Financial Bid
8.	Circuit breaker single pole 16 Amp schneider or Eq.	To be Filled in Financial Bid
9.	Circuit breaker single pole 32 Amp schneider or Eq.	To be Filled in Financial Bid
10	Elfy 20 gram	To be Filled in Financial Bid
11.	Samad Bond medium size	To be Filled in Financial Bid
12.	3 in 1 drawer lock with keys	To be Filled in Financial Bid



13.	Single drawer lock	To be Filled in Financial Bid
14.	D Lock for 12 mm Glass doors	To be Filled in Financial Bid
15.	Silicon sealant 310 ml with gun	To be Filled in Financial Bid
16.	SMD Lights 2x2 48 watt	To be Filled in Financial Bid
17	Duct patti 1 inch length:10 feet	To be Filled in Financial Bid
18	Duct patti 1.5-inch length:10 feet	To be Filled in Financial Bid
19	Multi surface cleaner Dettol or Eq. 1 Litre	To be Filled in Financial Bid
20	Fumigation spray for rodent, insects and pests 1 Litter Attack, bouncer or Eq.	To be Filled in Financial Bid
21	Office Chair castor (wheel) imported	To be Filled in Financial Bid
22	Electro Battery Water 1.5 L	To be Filled in Financial Bid

Lot 5: Air conditioner Maintenance & Services

Rate of single unit should be submitted

All rates of this Lot must be submitted for getting Technically Qualified.

Lot 5 will be **evaluated as a whole** and a single vendor offering the lowest evaluated cost on Total while meeting the required quality standards will be selected as the Most Advantageous Bidder.

Sr.	Items with Specification	Single unit Rate Including all kind of Taxes
1.	AC Service 1.5 to 2 Ton	To be Filled in Financial Bid
2.	AC Service 4 Ton	To be Filled in Financial Bid
3.	General Service 1.5 to 2 Ton	To be Filled in Financial Bid
4.	General Service 4 Ton	To be Filled in Financial Bid
5.	Gas Charging per Kg (USA)	To be Filled in Financial Bid
6.	New Compressor 1.5 ton (non-inverter)	To be Filled in Financial Bid
7.	New Compressor 2 ton (non-inverter)	To be Filled in Financial Bid
8.	New Compressor 4 ton (non-inverter)	To be Filled in Financial Bid
9.	New Compressor 1.5 ton (inverter)	To be Filled in Financial Bid
10	New Compressor 2 ton (inverter)	To be Filled in Financial Bid
11.	New Compressor 4 ton (inverter)	To be Filled in Financial Bid
12.	AC kit repairing 1.5 to 2 Ton (non-inverter)	To be Filled in Financial Bid
13.	AC kit repairing 4 Ton (non-inverter)	To be Filled in Financial Bid



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14.	AC kit repairing 1.5 to 2 Ton (inverter)	To be Filled in Financial Bid
15.	AC kit repairing 4 Ton (inverter)	To be Filled in Financial Bid
16.	Copper pipe per ft	To be Filled in Financial Bid
17.	Capacitor	To be Filled in Financial Bid
18.	Magnet Connector	To be Filled in Financial Bid
19.	AC Fitting/Dismantling	To be Filled in Financial Bid
20.	AC Motor	To be Filled in Financial Bid
21.	Outdoor Valve 1.5 to 2 Ton	To be Filled in Financial Bid
22.	Outdoor Valve 4 Ton	To be Filled in Financial Bid
	Total Rate Including all kind of Taxes	To be Filled in Financial Bid

Reminder:

- It is pertinent to mention all these requirements mentioned in all above LOTS 1 to 5 would be demanded time to time on need basis during the contract.
- **LOT 1: Stationery, LOT 2: Card printing Accessories and LOT 4: Overall Repair & Maintenance** will be evaluated on Item wise Basis and vendors offering the lowest evaluated rate upon items, while meeting the required quality standards will be selected.
- **LOT 3: Food Catering Services and LOT 5: Air conditioner Maintenance & Services** will be evaluated as a whole and a single vendor offering the lowest evaluated cost while meeting the required quality standards will be selected as the Most Advantageous Bidder for both Lots. All rates in Lot 3 and Lot 5 must be filled for getting Technical Qualified and Sample must be furnished on demand.
- Sample of all items mentioned above would be available upon personal visit of the office.
- It is compulsory for the vendor to visit the site in order to get the exact estimate of mentioned item/ Repair Maintenance Work.
- Warranty period of all above mentioned items shall be minimum of 1 year.
- Rates of all above mentioned items shall be applicable for minimum 01 year after award of Work Order/ Contract which may be extended further with mutual consent of both parties.
- **Bids shall be accepted for only Lahore Based companies/Vendors**

Incharge HR & Admin
Health & Accident Insurance (H&AI),
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Terms & Conditions

1. The bids shall be submitted on Epads through two separate proposals as the 'financial proposal' and 'technical proposal'.
2. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than **Rs. 150,000/- for Lot 1 (Stationery and Printing), Rs. 30,000 for Lot 2 (Card Printing Machines Accessories), Rs. 40,000 for Lot 3 (Food Catering Services), Rs. 30,000 for Lot 4 (Office Repair & Maintenance) and Rs. 16,000 for Lot 5 (Air conditioners Maintenance & Service) in favor of "State Life Insurance Corporation of Pakistan"** as earnest money which may be released after uploading of Final Evaluation.
3. Successful Firm/Company must submit **2% of Quoted Bid as Performance Guarantee** after award of work order which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory delivery / performance.
4. No bid will be accepted without earnest money/CDR.
5. Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
6. All the bids must include G.S.T. and all other applicable taxes.
7. **The Bids Prices shall be evaluated lowest quoted item wise for Lot 1, Lot 2 and Lot 4 separately with Lowest rate and Quality Based and Lot 3 and Lot 5 shall be evaluated as Whole and single bidder will be chosen against each Lot.**
8. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated
9. The approved bidder immediately after receipt of Work Order shall provide a sample of the Item to SLIC for scrutiny and approval. After the sample is approved, the bidder shall supply/ install rest of the items as per approved sample.
10. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
11. Bid validity period shall be 365 days from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.
12. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, Performance Guarantee shall be forfeited in favor of the Corporation.
13. Most advantageous/Successful Bidder shall submit Bids also in hard copy to Incharge HR & Admin.
14. Bids shall be accepted for only Lahore Based companies/Vendors.
15. **Warranty of the supplied items must be valid for minimum One year or above. The supplier will be responsible to assemble/ install /deliver/Ready to use items in all aspect as per requirement and in case of failure to maintain quality in installation, the same will be fixed at his risk and cost besides penalty as may be imposed by Competent Authority in SLIC.**
16. The bids shall be uploaded on EPADS for "**Procurement of Stationary items, Printing, Office Maintenance and Food Catering services for State Life H&AI Lahore Office**".
17. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: _____
(Sign and stamp by Vendor)



A: - Mandatory requirements

- Verifiable documentary proof for all below requirements are mandatory and vendor/supplier will be disqualified if not comply with all below points.

Eligibility/Evaluation Criteria

- 1. Bids shall be accepted for only Lahore Based companies/Vendors.**
2. Sales Tax Registration (Copy of Certificate).
3. Income Tax Registration (Copy of Certificate).
4. Experience certificate of Similar Work (at least 02 Copy of Certificates).
5. Affidavit/Undertaking that the firm has never been blacklisted by any organization/Government on Judicial Stamp Paper.
6. Original Bid Security in form of bank draft/Pay order/CDR of **Rs. 150,000/- for Lot 1 (Stationery and Printing), Rs. 30,000 for Lot 2 (Card Printing Machines Accessories), Rs. 40,000 for Lot 3 (Food Catering Services), Rs. 30,000 for Lot 4 (Office Repair & Maintenance) and Rs. 16,000 for Lot 5 (Air conditioners Maintenance & Service) in favor of "State Life Insurance Corporation of Pakistan"** must be submitted to Incharge HR & Admin H&AI, State Life Insurance 15-A Davis Road, Lahore before the opening of Bid.
7. Maker's name and model (where needed) of Items must be clearly mentioned in quoted bid.
8. Items must fully comply with the Specifications mentioned above.
9. Successful Firm/Company must submit **2% of Quoted Bid Value** as Performance Guarantee Which shall be returned after expiry of Local warranty period i.e. 01 Year.

(The bidders who have not complied with all Above-Mentioned Eligibility / Qualification points shall be Disqualified)



TECHNICAL EVALUATION CRITERIA

S No	Description	Max Points	Points Secured	Page Number
	COMPANY PROFILE (Relevant Documents required)			
1	i. The company established within 1 to 2 years (Proprietorship) = 10 Marks ii. The company established more than 2 years = 20 Marks iii. The company established more than 3 years = 30 Marks Note: Certificates Required	30 Marks Maximum		
	FINANCIAL STATUS :(Verified by Bank Statement)			
2	Annual Turnover <ul style="list-style-type: none"> • Between 1- 5 Million = 10 Marks • 5-10 Million = 15 Marks • Above 10 Million = 25 Marks (Max) 	25 Marks Maximum		
	SIMILAR WORK EXECUTED BY FIRM IN PAST:			
3	Contracts completed Less than 4 Lacs for each contract= 5 Marks Contracts completed Greater than 4 Lacs and Less than 6 Lacs for each contract = 15 Marks Contracts completed Greater than 6 Lacs for each contract = 25 Marks Note: Purchase/Work Order Required	25 Marks Maximum		
	CONTRACT WITH OTHERS: Govt, National or Multinational companies			
4	Worked with reputed Govt./National/ Multinational Firms= 05 Marks for each Firms Note: Purchase/Work Orders Required	20 Marks Maximum		
	Total			

Total Points = 100

Minimum Qualification Points = 60

(Related Document Page number to be mentioned in given space



FINANCIAL PROPOSAL

(Procurement of Stationary items, Printing, Office Maintenance and Food Catering services F.Y 2025)

Lot 1: Stationary & Printing Items with Specifications

Lot 1 will be evaluated on an item-wise basis, and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

S#	Description	Qty.	Total Price without GST	Amount of GST 18%	Total Price with GST	Total Cost (No of Units x Unit price including all taxes)
1	Air Freshener Air Wick or Eq.	120				
2	Ball Point Jelflo Piano or Eq.	2500				
3	Dollar Pointer or Eq.	350				
4	Box File Large Blue (with branding as per sample)	400				
5	Paper 80 Gram A-4 Ream AA or Eq. (Imported)	2500				
6	Paper Legal Size AA or Eq. (Imported) size 8.5 X 13.5 inch	50				
7	Damper Plastic Fine	36				
8	Duster Cloth 20–24-inch fine quality	700				
9	Eraser pelikanA1-30 or Eq.	200				
10	Gum Sticks 36 g large Dollar or Eq.	72				
11	High Lighter mercury/dollar or Eq. mix color	150				
12	Lead Pencil goldfish 5000 no or Eq.	250				
13	Ledger Register 352 pages	04				
14	Packing Tape- 2 Inch (50 Yard)	50				
15	Binder Clip 1.625 inches- 41 mm (1 dozen in each box)	10 boxes				
16	Paper Cutter Olfa or Eq.	50				
17	Permanent Marker 70 Dollar or Eq.	200				
18	Punching Machine Medium	50				
19	Rough Pad Large Spiral 70g 40 pages/pad Fine Quality	80				
20	Rough Pad Small Spiral 70g 40 pages/pad Fine Quality	80				
21	Ruler Steel 12” thickness: 2mm (as per sample)	40				
22	Sharpener plastic Dux or Eq.	100				
23	Stamp Pad 6X9 cm (Lancer or Eq.)	24				
24	Stamp Pad Ink 28 ml (Shiny or Eq.)	48				
25	Stapler Machine 24-6 (deli or Eq.)	84				
26	Stapler Pin Remover (Opal or Eq.)	100				
27	Stapler Pin 24/6 (Dollar or eq.)	1000				
28	Tissue Paper Box 150 X 2ply (Rose Petal pop up or Eq.)	800				



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29	Scotch Tape 1” size Deer or eq	100			
30	Two Ring File Fiber Legal size fine quality (with branding)	1200			
31	Visiting Cards 300 gram imported quality	3000			
32	Envelop File Size / A-5 120g with branding (as per sample)	5000			
33	Envelop Policy Size / A-4 120g with branding (as per sample)	5000			
34	Receipt Book MR carbonless paper with branding 400 pages 1+3 book (as per sample)	5			
35	Green Note Pad with branding 100 gram 100 sheets per pad	10			
36	Double sided foam Tape 01 inch	20			
37	Officer Card 200g plastic + card holder with Ribbons	100			
38	Green cardboard Files good quality (with branding)	50			
39	File Cover (Cardboard (with branding)	1,500			
40	Stapler Machine 23/17 Large Deli or Eq.	05			
41	Automatic Air Freshener Dispenser Machine (Air Wick or Eq.)	05			
42	Automatic Air Freshener Dispenser Refill (Air Wick or Eq.)	30			
43	Rat killer Medicine 40-gram kingtox or Eq.	100 boxes			
44	6 Step Aluminum folding Ladder Height 6.8 ft. anti slip platform, water proof and rust proof Good Quality	01			
45	Nail Puller use for No. B8, 26/6.24/6, 23/8, 23/10, 23/13, 23/15, 23/17, 23/20, 23/23 staples. DI Office or Eq.	10			
46	Insulation Tape Nitto or Eq.	50			
47	Scotch Tape 2” size Deer or Eq.	20			
48	Wall Hanging Scenery 2X3 feet with Glass at front and Wooden Borders 2”	06			
49	Wall Hanging Scenery 2X1.5 feet with Glass at front and Wooden Borders 2”	06			
50	Ceramic Dinner plates large for curry purpose (as per sample)	24			
51	Ceramics Bowl (as per sample)	08			
52	Bowl Spoon stainless Steel (as per sample)	08			
53	Coffee mugs with state life branding	50			
54	USB 2 GB space Kingston or Eq.	25			
55	Table Globe with stainless steel holder vertical axis rotation size H: 7.5” X W: 6.5” (Good Quality for officer Table)	20			



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

Health & Accident Insurance,
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15- A , Davis Road
Lahore -54000
Phone : 042-99200234
Fax No. 042-99203492

56	Table national Flag size :9" x 6" polyester with Silver-colored stand, pole, and marble base Good Quality for officer Table	20			
57	Sticky Note 3X3" mix 4 color 100 sheets	250			
58	File Separator 1*10	500			
59	Rubber band 400G	6 Pkts			
60	Stock Register (320 Pages) size: 13.5X8.5 (weight: 70 Gram/page)	04			
61	Gel Pen Uniball vision elite 0.8 or Eq. for signatures	100			
62	Gel Pen Uniball Signo 0.7 or Eq.	400			
63	Glass / Tumbler (Fine imported quality) toyonasic/omroc or eq.	100			
64	Jug Jar – made of Glass (Fine imported quality) toyonasic/omroc or eq.	20			
65	Lux or eq. soap 75g	350			
66	Hand wash (Lifebuoy or eq.) 5 liter	25			
67	Scotch bright Foam	200			
68	Lemon max Bowl Soap 200g	200			
69	Hand wash Lifebuoy or eq. bottle 250ml	80			
70	Stamps printy with rubber Trodat 4911	50			
71	Stamps printy with rubber Trodat 4912	50			
72	Standee for holding flex	20			
73	Calculator 12 Digit Casio or Eq.	24			
74	Dispatch Register Thick 350 sheets or above with numbering	05			
75	Envelop 9-4 120 gram (with branding as per sample)	4000			
76	Envelop 9-4 Window 120 gram (with branding as per sample)	70,000			
77	Stationery Indent Pad carbon less paper 65 gram 200 sheets per pad 1+1 Sheet (with branding as per sample)	30			
78	Plastic File Cover (with branding as per sample)	400			
79	Flex Printing per square feet (Star)	8000			
80	Letter Head Pad 135-gram matt paper (with branding as per sample)	2000 Sheets			
81	Flex Printing Per Square feet (China)	8000			
82	Toilet Tissue Roll 22-meter (Rose Petal or Eq.)	250			
83	Cloth envelope size 18X14 150g with superior quality of cloth inside	100			
84	Electric Stainless-Steel Kettle 4 Litre capacity imported made of Good Quality	10			



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85	Hygiene Tissues (Rose Petal or Eq.)	200 pkt			
86	Dust Bin (Large Size)	50			
87	Tea Cup fine bone china with Saucer set of 06 pcs (High Quality) as per sample	04 sets			
88	File Tray Executive Mesh with 2 racks made of good quality (as per sample)	12			
89	Sticky Flag 05 color packet	100 pkts			
90	Face Mask (Good Quality with Nose pin) 50 in each Box	100 Box			
91	Punching Machine Large Heavy duty	04			
92	Luxury Officer Table set wooden VVIP Quality	04			
93	Executive Officer Table set Leather Good Quality	10			
94	Round Wall clocks 18'' (with State Life branding)	12			
95	Trash bag pack of 30 size 24''X 36''	100			
96	Prayer Mats with foam (jai-e-namaz) Fine quality as per sample	20			
97	Glass Cleaner Liquid Glint 500 ml	60			
98	Microfiber Cloth 12 X 18 inches As per sample	60			
99	Battery Cell size A Toshiba or Eq.	100			
100	Battery Cell size AA Toshiba or Eq.	100			
101	Battery Cell size AAA Toshiba or Eq.	24			
102	Mosquito Spray 250 ml Kingtox or Eq.	20			
103	Liquid Soap Dispenser fine quality Faisal or Eq.	20			
104	BP Apparatus Analog with stethoscope	02			
105	Table spoon stainless steel As per sample	42			
106	Ceramic Dessert Plates medium As per sample	24			
107	Floor mats mesh 6X3 feet as per sample	05			
108	Floor mats mesh 2X3 feet as per sample	10			
109	Electric Cable roll 3/29 GM or Eq.	04			
110	Electric Cable roll 7/29 GM or Eq.	03			

Name of Supplier: _____

Signature with Date



Lot 2: Card Printing Machines Accessories

Lot 2 will be evaluated on an item-wise basis, and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

Details of Fargo HDP5000 & Magicard Enduro Ribbons and Retransfer Films with

S#	Description	Qty.	Total Price without GST	Amount of GST 18%	Total Price with GST	Total Cost (No of Units x Unit price including all taxes)
1	HDP5000 Black Ribbon K Resin (Part No. 084060) 3000 images Must be compatible with Fargo Card Printing Machine Model HDP 5000	25				
2	Retransfer Film (Part No. 074229) 1500 images Must be compatible with Fargo Card Printing Machine Model HDP 5000	50				
3	Color Ribbon YMCK (Part No. 074230) 500 images Must be compatible with Fargo Card Printing Machine Model HDP 5000	8				
4	Fargo HDP5000 cleaning kit	20				
5	Magicard Enduro 3E Black Ribbon Must be compatible with Magicard Enduro machine	25				

Name of Supplier: _____

Signature with Date



Lot 3: Food Catering Services

Rate of single unit should be submitted

All rates of this Lot must be submitted for getting Technically Qualified.

Lot 3 will be evaluated as a whole and a single vendor offering the lowest evaluated cost while meeting the required quality standards will be selected as the Most Advantageous Bidder.

S#	Description	Qty.	Unit Price without GST	Amount of GST 18%	Total Price with GST
1	Chicken Biryani/Pulao single serving half kg	Single unit			
2	Chicken karahi 1 Kg	Single unit			
3	Chicken Qorma 1 kg	Single unit			
4	Desi Chicken 1 kg	Single unit			
5	Mutton karahi 1 kg	Single unit			
6	Khameeri roti/ naan (120 gram)	Single unit			
7	Roghni naan (150 gram)	Single unit			
8	Zarda / Gurr Rice 250gram	Single unit			
9	Fresh salad/kachoomer salad 250 gram	Single unit			
10	Raita 250 gram	Single unit			
11	Sada roti (100 gram)	Single unit			
12	Disposable water bottle 0.5 liters (Nestle or Eq.)	Single unit			
13	Milk 250 ml Olpers or Eq.	Single unit			
14	Milk 1 Litre Olpers or Eq.	Single unit			
15	Tea pack 800g Tapal or Eq.	Single unit			
16	Tea bag box 100 pcs/ box	Single unit			
17	White Sugar 1 Kg pkt	Single unit			
18	Soft Drink 500 ml Pepsi or coke	Single unit			
Total Financial Impact Including all kind of taxes					

Name of Supplier: _____

Signature with Date



Lot 4: Repair & Maintenance Items

Lot 4 will be evaluated on an item-wise basis and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

S#	Description	Qty.	Unit Price without GST	Amount of GST 18%	Total Price with GST
1	Stainless steel Muslim shower with holder and 1 meter chain pipe Faysal/master or Eq.	Single unit			
2	Stainless steel Bathroom sink tap single Faysal/master or Eq.	Single unit			
3	Single sink Tap Faysal/master or Eq.	Single unit			
4	Single bib cock Faysal/Master or Eq.	Single unit			
5	Double bib cock Faysal/Master or Eq.	Single unit			
6	PVC Drain waste pipe	Single unit			
7	Multi light plug sockets 5 in 1	Single unit			
8	Circuit breaker single pole 16 Amp schneider or Eq.	Single unit			
9	Circuit breaker single pole 32 Amp schneider or Eq.	Single unit			
10	Elfy 20 gram	Single unit			
11	Samad Bond medium size	Single unit			
12	3 in 1 drawer lock with keys	Single unit			
13	Single drawer lock	Single unit			
14	D Lock for 12 mm Glass doors	Single unit			
15	Silicon sealant 310 ml with gun	Single unit			
16	SMD Lights 2x2 48 watt	Single unit			
17	Duct patti 1 inch length:10 feet	Single unit			
18	Duct patti 1.5-inch length:10 feet	Single unit			
19	Multi surface cleaner Dettol or Eq. 1 Litre	Single unit			
20	Fumigation spray for rodent, insects and pests 1 Litter Attack, bouncer or Eq.	Single unit			
21	Office Chair castor (wheel) imported	Single unit			
22	Electro Battery Water 1.5 L	Single unit			

Name of Supplier: _____

Signature with Date



Lot 5: Air conditioner Maintenance & Services

Rate of single unit should be submitted

All rates of this Lot must be submitted for getting Technically Qualified.

Lot 5 will be **evaluated as a whole** and a single vendor offering the lowest evaluated cost on Total while meeting the required quality standards will be selected as the Most Advantageous Bidder.

S#	Description	Qty.	Unit Price without GST	Amount of GST	Total Price with GST
1	AC Service 1.5 to 2 Ton	Single unit			
2	AC Service 4 Ton	Single unit			
3	General Service 1.5 to 2 Ton	Single unit			
4	General Service 4 Ton	Single unit			
5	Gas Charging per Kg (USA)	Single unit			
6	New Compressor 1.5 ton (non-inverter)	Single unit			
7	New Compressor 2 ton (non-inverter)	Single unit			
8	New Compressor 4 ton (non-inverter)	Single unit			
9	New Compressor 1.5 ton (inverter)	Single unit			
10	New Compressor 2 ton (inverter)	Single unit			
11	New Compressor 4 ton (inverter)	Single unit			
12	AC kit repairing 1.5 to 2 Ton (non-inverter)	Single unit			
13	AC kit repairing 4 Ton (non-inverter)	Single unit			
14	AC kit repairing 1.5 to 2 Ton (inverter)	Single unit			
15	AC kit repairing 4 Ton (inverter)	Single unit			
16	Copper pipe per ft	Single unit			
17	Capacitor	Single unit			
18	Magnet Connector	Single unit			
19	AC Fitting/Dismantling	Single unit			
20	AC Motor	Single unit			
21	Outdoor Valve 1.5 to 2 Ton	Single unit			
22	Outdoor Valve 4 Ton	Single unit			
Total Financial Impact Including all kind of taxes					

Name of Supplier: _____

Signature with Date