



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENTS

FOR

PROCUREMENT OF DOT MATRIX PRINTERS

Prepared By: **Human Resources & Admin Department**
State Life Insurance Corporation of Pakistan,
State Life Building No 1, The Mall, Rawalpindi.
Dated: 28-10-2024

RAWALPINDI ZONE

TENDER DOCUMENTS FOR
PROCUREMENT OF DOT MATRIX PRINTERS

Table of Contents

S. No.	CONTENTS	PAGE NO
1	Bid Invitation	03
2	Instructions to the Bidder (s)	04
3	Special Conditions	05
4	Bill of Quantity	06
5	Qualification Criteria	07
6	Form of Bid	08
7	Undertaking	10

BID INVITATION OF TENDER NO.HR&A/RZ/05/2024

State Life Insurance Corporation of Pakistan, Rawalpindi Zone invites Bids through E-PADS for Procurement of Dot Matrix Printers as per following Schedule from reputed Firms/Vendors (Islamabad /Rawalpindi based only) who are registered with Tax Departments.

Type Of Procurement	Estimated Cost of Tender	Bid Security Amount	Closing Date & Time for Bids	Opening Date & Time of Bids
Dot Matrix Printers	750,000/-	37,500/-	13-11-2024 & 11:00 AM	13-11-2024 & 11:30 AM

2. Bidding process shall be adopted under Single Stage-Single Envelop method laid down in PPRA rules 2004.
3. Bids may be submitted through E-PADS only and same will be opened as per above mentioned schedule in the presence of bidder (s) representatives who wish to be present.
4. Any bid submitted other than E-PADS will not be considered.
5. State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
6. In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the concerned officer Mr. Mudassar Rehman, Assistant Manager (HR&A), 7th floor, State Life Building No 1, The Mall Rawalpindi, Cell No. 0315-5337463 during office hours (9:00 am to 5:00 pm).

(Nisar Ahmed)
In-Charge (HR&A)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of Pakistan,
State Life Building No 1, The Mall, Rawalpindi.
Dated: 28-10-2024

INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill the tender in all respects.
3. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk).
4. Bids will be opened in the office of In-charge (HR&A/Secretary ZPC) Zonal Office, State Life, 7th floor, State Life Building No 1, The Mall RWP in the presence of the Vendors or their representatives who wish to be present. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
5. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
6. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid ‘Bid Security’ shall be forfeited in the favor of State Life.
7. **The bids should be accompanied by an Earnest Money Deposit of Rs. 37,500/-** in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The validity of the of Pay Order/CDR/ Demand Draft must be up to 06 months starting from the date of issue of this tender. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of “**State Life Insurance Corporation of Pakistan RWP**” as earnest money, which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of delivery to successful bidder (s) respectively.
8. The bids without Earnest Money shall be rejected. Bidder(s) must send their Original Earnest Money through mail before the closing of tender.
9. **The successful Vendor would have to submit performance guarantee of Rs. 75,000/-** in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of “**, State Life Insurance Corporation of Pakistan RWP**”.
10. If the quotation is found without/incomplete/conditional specification will be rejected.
11. Bids shall remain valid and open for acceptance for a period of 60 days from the last date of submission of Bids.
12. In case Client calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
13. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
14. Penalty @1% of bid against delay in supply will be charged on weekly basis.
15. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
16. Without/ Incomplete /conditional bids will be rejected.

SPECIAL CONDITIONS

1. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
2. If the Bid is found against the terms and conditions of Tender, same will be rejected.
- 3. Bid validity period should at least for 60 days.**
4. One Year Warranty and provision of free repair, replacement of parts, and services will be mandatory.

5. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
6. All rates must be quoted with applicable Taxes.

7. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.

8. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.

9. No Advance payment will be admissible; the whole payment will be made after completion of tender.

10. In case of any query please contact Mr. Mudassar Rehman, AM (HR&A),
Cell. No 0315-5337463

BILL OF QUANTITY
DETAIL OF REQUIRED DOT MATRIX PRINTERS,
RAWALPINDI ZONE

Printers:-

Items	Specification	QTY	Each Rate including GST
Dot Matrix Printers	<p><u>TECHNOLOGY</u> Number of Pins : 24 pins Number of columns : 136 columns Print Head Life: 400 Million Strokes/Wire</p> <p><u>PRINT:</u> Printing Speed: 10 cpi: 120 chars/s, 12 cpi: 144 chars/s, High Speed-Draft: 10 cpi: 480 chars/s, 12 cpi: 576 chars/s, Draft: 10 cpi: 360 chars/s, 12 cpi: 432 chars/s Carbon Copies: 5 plus one original</p> <p><u>PAPER / MEDIA HANDLING</u> Document Feed: Single sheet front and rear, Continuous paper front and rear, Paper output rear Paper Formats: Sheet Paper (single- and multi-layer), Continuous Paper (single- and multi-layer), Labels (single- and multi-layer), Roll Paper, Envelopes, Cardboard. Product dimensions: 693 x 405 x 268 mm (Width x Depth x Height) Operating Systems Windows 200</p> <p>(Please must mentioned “Made in Country”) Warranty: 01 Year (as mentioned in special conditions)</p>	02 Units	

(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

EVALUATION CRITERIA

Following documents are mandatory to be submitted to qualify the Tender. The weightage are given against each document.

S. No	Requirement	Marks
1	Copy Of Certificate of National Tax Number.	20
2	Copy Of GST Registration Certificate.	20
3	Copy Of Proof being Active Tax Payer.	20
4	Bid Security 05% (Return able)	20
5	Proof Of 05 Year's experience	20
	Total Marks	100

Eligibility Marks:

80

FORM OF BID

Mr. Nisar Ahmed,
DGM / Secretary (ZPC),
State Life Building No.1
The Mall,
Rawalpindi

Dear Sir,

Tender Reference No. **NO HR&A/RZ/05/2024.**
Nature of Tender: **Procurement Dot Matrix Printers.**

Having examined the Bidding Documents, Procurement of Dot Matrix Printers, we the undersigned, being a company/vendor doing business under the name _____ of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. _____ drawn in favor “**State life**”
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature _____

In the capacity of _____ duly authorized to sign bid for and or behalf of _____.

(Name of Bidder/Firm in Block Capitals)

(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

Name of Vendor/ Firm

Registered Address

Telephone No.

Cell No.

Fax No.

E-Mail

Name of Official
(Who will represent vendor/
Firm on the day of tender
opening)

NTN No.

Sales Tax No.

Vendor/ Firm rep Signature

CNIC No.

Seal Of Firm

Signature of the Authorized Signatory

**Designation:
(Office seal of the Bidder)**

UNDERTAKING

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the bidder shall be responsible for action to be taken against him by the client as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department.

Signature of the Authorized Signatory

**Designation:
(Office seal of the Bidder)**

Date:- _____

Place:- _____

THE END