



STATE LIFE

Insurance Corporation of Pakistan
Lahore Zone (Central)

TENDER NOTICE NO. 01/LZC/2025

PHOTOCOPY SERVICES REQUIRED AT ZONAL OFFICE, CENTRAL ZONE Lahore

State Life Insurance Corporation of Pakistan, Central Zone Lahore, invited sealed bids through Tender Enq no. 01/LZC/2025 from vendors/General Order Suppliers duly **INCOME TAX and GST registered firms having EPADS (PPRA) registration**, who are eligible to provide services as mentioned below: -

Job Description	Approximate annual photocopy	Closing date and time for submission of Bids	Opening Date & Time for Bids Opening
<p>➤ Supply of (Qty 1) Photocopy machines at 1st floor and (Qty 2) photocopy machine at 4th floor with full time operators at both floors during office hours (9am to 5pm, Monday to Friday)</p> <p>➤ Paper to be used at least 70grams good quality paper. Provide sample of page on bid opening date.</p> <p>Important Note:</p> <ul style="list-style-type: none">• Electric supply and reasonable space shall be provided by State Life, as per present practice.• All kind expenses related to photocopy machines i.e., maintenance/ink refilling/tonners etc shall be the sole responsibility of service provider.• Per copy rate (single side) with all taxes and expenses is required from all interest bidders.	325000+ pages	30.01.2025 at 10:30 AM	30.01.2025 At 11:00 AM

Brief details: -

1. Bids shall open and downloaded from **EPADS** on the opening date and time as given above.
2. Bidders must upload their bids on EPADS (PPRA) system as per PPRA procedure for **Single Stage Single Envelope** bidding with title as **“Photocopy Services”** at State Life, Central Zone Office.
3. Estimated Cost per annum is Rs. 1,400,000/-
4. Bid Security amount (Earnest money including taxes) of Rs.28,000/- (including taxes) which is 2% of the estimated cost, should be submitted by the bidder in the form of CDR/Pay order in favor of **“State Life Insurance Corporation of Pakistan”** before closing date & time, else bid will be rejected.
5. The Bid Security (Earnest money) will be returned immediately to un-successful bidders after completion of formal procedures and to successful bidder after completion of One year upon satisfactory performance of job.
6. Single Stage, Single Envelope procedure of PPRA Rules 2004 shall be adopted for evaluation of bids.

7. 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.
8. Taxes shall be deducted as per Government rules at the time of invoice submission.
9. Detailed requirements, terms & conditions are available in tender documents, which can be downloaded free of cost from website of EPADS (www.eprocure.gov.pk) and SLIC website (www.statelife.com.pk).
10. Office timings (Monday to Friday 09 AM to 05 PM).

[SECRETARY]
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