

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

WESTERN ZONE LAHORE

PHOTOCOPY SERVICES REQUIRED AT ZONAL OFFICE, WESTERN ZONE LAHORE

TENDER ENQUIRY #02/PHO/LZW/2024

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>➤ Supply of Photocopy machines 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>Important Note:</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>➤ Per page/copy rate with all taxes is required.</p>	02 Machines	27.02.2024 at 10:30 AM	27.02.2024 At 11:00 AM

1. Tender will be opened in the office of the undersigned in the presence of bidders or their authorized representative, who wish to be present at the occasion.
2. Estimated Cost per annum is **Rs. 600,000/-**.
3. Bid security/Earnest money must be at least **Rs.30,000/-** shall be deposited by the bidder/vendor in the form of CDR/Pay order in favor of **“State Life Insurance Corporation of Pakistan”**. Shall be released as per rule mentioned in tender documents.
4. Single Stage Single Envelope Procedure will be adopted.
5. Detailed specifications of items, terms & conditions are available in tender documents, which can be purchased with written request and cash payment of **Rs. 1000/-** (One Thousand only-Non-refundable) from the office of Secretary ZPC during office timings (**Monday to Friday 09 AM to 04 PM**).

SECRETARY

Zonal Procurement Committee,

Personnel & General Services Department

State Life Insurance Corporation of Pakistan

2nd Floor, Old Building # 2, Lahore Zone (Western)

Phone # 042 – 99213959 (0321-4922260)