

STATE LIFE INSURANCE CORPORATION, CENTRAL ZONE, LAHORE

TENDER DOCUMENTS

TENDER ENQUIRY # 03/LZC/Water/2026

SUPPLY OF DRINKING WATER

State Life Insurance Corporation, Central Zone Lahore, invites sealed bids (through EPADS), Under **Single Stage, Single Envelope procedure**, from vendors/General Order Suppliers/Agencies/companies duly **INCOME TAX and GST registered also registered at EPADS**, who are eligible to manage the supply of drinking water at Zonal and Regional Offices of State Life Central Zone Lahore situated at 4-Lytton Road, Mall Road and Davis Road Lahore respectively. Brief job description with Bid opening date is mentioned below:-

Sr.	Job Description	Closing date and time for submission of Bids	Opening Date & Time for Bids Opening
01	Supply of Drinking Water at Zonal Office, Regional Office and HRD Deptt. Approximate monthly Consumption = 400+ bottles. Minimum Quantity of dispensers to be supplied by service provider without any Charges = 12	29-06-2026 at 10:30 AM	29-06-2026 At 11:00 AM

Terms & Conditions

1. Bids will be opened and downloaded from EPADS on the opening date and time as given above.
2. 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.
3. Firm must have proper NOC/License of doing water supply business from concerned authority.
4. Taxes shall be deducted as per Government rules amended from time to time.
5. Tenders received after due date & time shall not be entertained.
6. Estimated Cost of this procurement is Rs. 1,200,000/-.
7. Bid Security amount (Earnest money) of Rs.60,000/- (including taxes) in the shape of CDR/Pay order favoring “**State Life Insurance Corporation of Pakistan**” must be submitted by bidders at Secretary ZPC Office on the bid opening date before office closure, else bid will be rejected.
8. Bid Security will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after 6 month of start of water supply as per tender requirements.
9. Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for Single Stage Single Envelope method.
10. Office timing (Monday to Friday 09 AM to 05 PM), which may change any time by Government due to prevailing Fuel Consumption Austerity measures.
11. The bid shall be considered non-responsive in case of non-completion/missing of material information.
12. Proof of active registration with Tax authorities and other Regulatory Bodies must be attached.
13. The list of reputed Clients both from public and private sectors must be attached.
14. State Life Insurance Corporation of Pakistan reserves the right to accept or reject any bid or withdraw the bidding process or any item of tender and reject all bids at any time prior to award of contract as per PPRA rules 2004, without thereby incurring any liability to the Bidders
15. The Bidders are hereby informed that the State Life Insurance Corporation of Pakistan shall deduct Income Tax & Sales Tax at the rate prescribed under provincial or federal tax laws, from all payments of successful Bidder at the time of payments.
16. The rate quoted at page 2 (Special instructions, Section e) should be in Pak Rupees inclusive of all applicable taxes.
17. Agreement period shall start after placement of confirmed purchase order or signing of formal agreement whichever is earlier.
18. After expiry of one year agreement period, approved rate per bottle may be extended for a further period of one year at 10% increase in per bottle rate without changes in other terms and conditions with mutual consent of both parties upon satisfactory services.

19. Successful bidder must have to start providing supply within one day after confirmation of agreement or placement of order.
20. An affidavit on Rs.100/- non judicial stamp paper regarding eligibility of bidders must be provided for participation in subject tender as given below:-

Eligibility of Applicants

We M/s _____ :-

- i. Are registered company/firm.
- ii. Are not bankrupt nor in process of going bankrupt.
- iii. Have not been convicted for an offence concerning the professional conduct.
- iv. Have fulfilled obligations related to payment of taxes.
- v. Are never found guilty of mis-interpretation/mis-representation of facts in supplying information.
- vi. Understands and shall follow all the instructions, Terms & Conditions of this tender. Failing in any, may result in rejection of our firm technically.

SPECIAL INSTRUCTIONS

- a. Approximate average monthly consumption is 400+ bottles (19 litre bottle).
- b. Bidder shall supply at least 12 dispensers as complimentary on returnable basis during agreement period without any charges.
- c. Bidder shall be bound to supply drinking water at approved rates to Zonal Office, Regional Office of State Life Insurance Corporation, Davis Road and FMD (Training Academy of State Life) Mall Road near High Court Lahore, without any additional cost.
- d. Vendor shall be bound to supply water without any fee/security charges against bottles and dispensers.
- e. **Quote your rate per bottle in below table or letter head.**

Sr.	Description	Offered rate in Rs. (Per bottle) with all taxes and expenses (if any)
01	Rate per bottle Standard size 19 liter bottle	

NOTE: after technical evaluation, per bottle rate shall be compared among bidders for determining most economical bidder.

[SECRETARY]
 Zonal Procurement Committee (ZPC),
 HRA&P Department,
 State Life Insurance Corporation of Pakistan
 Central Zone Lahore, 4th Floor Building No.6,
 4-Ghazi Ilm -ud- Din Shaheed Road (Lytton Road), Lahore.
 Phone # 042-99210594, Cell no. 0335-1412976

Mandatory Technical Evaluation Criteria

All the bidders must fulfill below mentioned conditions for technical qualification in addition to scoring brackets given in Annex-II (a).

- 1 Bidder has NTN & GST Registration Certificate.
- 2 Bidder must have office in Lahore with required sales & marketing (at least 20 members) staff at Lahore.
- 3 Minimum 10 years' experience of production and sales in market.
- 4 Bidder must have warehouse/depot in Lahore.
- 5 Agreed to provide at least 12 no of dispensers (in Good working condition) as complimentary.
- 6 Must have at least 05 satisfactory reports of drinking water supply to reputable/well-known private or public clients during last three years.
- 7 Provided affidavit with bid as per Para 20 of Terms & Conditions.
- 8 Bidder must attach copies of following certificates (Originals shall be seen before final selection):-
 - i. Food authority certificate regarding business.
 - ii. Organic Certificate.
 - iii. PCSIR/PSQCA reports of last two years.
 - iv. No. of Chain base accounts (documents/evidence required)
 - v. Certification HACCP (Assurance of safe product)
 - vi. Certificate of Chemical free product.

(Annex- II)

TECHNICAL EVALUATION (POINTS SCORING CRITERIA)

Single scoring point shall be allocated to each bidder for each bracket

Bracket Sr.	Parameters for technical evaluation	Scoring point
01	Number of Years in relevant business activity	
	Less than 05 years	5
	06 to 10 years	15
	More than 10 years	20
02	Number of dispenser as complimentary to be provided by bidder	
	12 no of Dispensers	5
	13 to 15 Dispensers	15
	15+ dispensers	20
03	Number of Employees in Lahore (Properly hired)	
	Less than 20 Employees	5
	21 to 30 Employees	15
	30+ Employees	20
04	Registration with any National Organizations/institutions	
	01 to 02 Organizations	5
	03 to 05 Organizations	15
	above 05 Organizations	20
05	Satisfactory reports from the previous/existing reputed public/private clients regarding performance of courier services	
	02 to 04 satisfactory reports	5
	05 to 09 satisfactory reports	15
	10+ satisfactory reports	20
Minimum 80 score is required overall for a bidder to technically qualify in addition to mandatory technical evaluation criteria. Financial bids shall be opened for only technically qualified bidders.		

[SECRETARY]

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