

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

Multan Zone

TENDER DOCUMENTS

TENDER # HRA&P/MUL/001/2026

HIRING THE SERVICES OF DRINKING WATER SUPPLY AGENCY

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 Approximate monthly Consumption = 300+ bottles. Minimum Quantity of dispensers to be supplied by service provider without any charges = 12 Dispenser + 1 Water Chiller	02-03-2026 at 11:00 am	02-03-2026 at 11:30 am

State Life Insurance Corporation of Pakistan, Multan zone situated at Chowk Nawan Shahar, Multan intends to invite bids (**through EPADS**), Under **Single Stage, Single Envelope procedure**, from vendors/General Order Suppliers/Agencies/Companies duly **INCOME TAX and GST registered firms also registered at EPADS**, who are eligible to manage the supply of drinking water at Zonal and Regional Offices of State Life, Multan situated at Abdali Road, Chowk Nawn Shahar Multan and sector offices located at Gulshan Market & Near Dera Adda, Multan

Terms & Conditions

1. Bids to be submitted at EPADS system of PPRA. Bid submission closing date and time is 02-03-2026 at 11:00 am or before. Submitted Bids will be opened on same date i.e 02-03-2026 at 11:30 am. Bid opening even shall be held at address given below, as per PPRA Rules 2004 (Single Stage, Single Envelope procedure).
2. The bidder (s) will submit the company profile, containing name of firm, its status, address, telephone number (s), and other required certificates mentioned at page 2 & 3.
3. Estimated Cost of this procurement is approximately Rs. 800,000/- per annum.
4. Bid Security amount (Earnest money) of Rs.40,000/- in the shape of CDR/Pay order favoring **“State Life Insurance Corporation of Pakistan”** must be submitted by bidders at the address given in tender notice / documents before closing date & time, else bid will be rejected.
5. Bid Security will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after 3 month of start of providing water supply as per tender requirements.
6. Bidder (s) shall be providing water delivery services to at least 5 National companies and at least 02 Multi-National companies in Multan. (Work order must be attached).
7. The bid shall be considered non-responsive in case of non-completion/missing of material information.
8. Proof of active registration with Tax authorities and other Regulatory Bodies must be attached.
9. The list of reputed Clients both from public and private sectors must be attached.
10. State Life Insurance Corporation of Pakistan reserves the right to accept or reject any bid or to nullify or withdraw the bidding process at 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

11. 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.
12. The rates quoted should be in Pak Rupees inclusive of all applicable taxes. The rates quoted will be treated as final and must be valid till ending of agreement period.
13. Agreement period shall start after placement of confirmed purchase order or signing of formal agreement whichever is earlier.
14. After expiry of one year agreement period, approved rate per bottle may be extended for a further period of two years up to 10% increase in per bottle rate without changes in other terms and conditions with mutual consent of both parties.
15. Successful bidder must have to start providing supply within three days after confirmation of agreement or placement of order.
16. 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

Applicants cannot apply if they:-

- i. Are non-registered company/firm.
- ii. Are bankrupt or in process of going bankrupt.
- iii. Have been convicted for an offence concerning the professional conduct.
- iv. Have not fulfilled obligations related to payment of taxes.
- v. Are found guilty of serious mis-interpretation/mis-representation of facts in supplying information.
- vi. All the instructions, Terms & Conditions of this tender are compulsory. Failing in any, may result in rejection of the bidder technically.

SPECIAL INSTRUCTIONS

- a. Approximate average monthly consumption is 300+ bottles (19 litre bottle).
- b. Bidder shall supply at least 12 dispensers and 1 water chiller as complimentary on returnable basis during agreement period.
- c. Quoted price must not include price of dispensers which will be complimentary from bidder.
- d. Bidder shall be bound to supply drinking water at approved rates to Regional Office of State Life Insurance Corporation, Multan Zone and Regional Offices of State Life, Multan zone situated at Abdali Road, Chowk Nawn Shahar Multan and sector offices located at gulshan Market & Near Dera Adda, Multan
- e. Quoted rates must not include any security against bottles.
- f. **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 finding of most advantageous bidder.

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 Multan with required Technical, sales & marketing, services of dispensers (at least 20 members) staff at Multan.
- 3** Minimum 10 years' experience of production and sales in market.
- 4** Bidder must have warehouse/depot in Multan
- 5** Agreed to provide at least 12 no of dispensers and 1 Water chiller 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 16 of terms & conditions.
- 8** Bidder must attach copies of following certificates (Originals shall be seen before final selection):-
 - i.** PSQCA reports of last two years.
 - ii.** Registered with Provincial authority (Punjab Food)
 - iii.** Personal lab
 - iv.** Regular water test report (Personal and Government test report)
 - v.** Professional technical team
 - vi.** Online billing system

TECHNICAL EVALUATION PROCEDURE (DRINKING WATER SUPPLY)

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	
	05 to 10 years	5
	10 to 15 years	15
	More than 15 years	20
02	Number of dispenser as complimentary to be provided by bidder	
	12 no of Dispensers + 1 Water chiller	10
	15 no of Dispensers + 1 Water chiller	15
	15 no. of dispensers + 2 Water chillers	20
03	Number of Employees in Multan	
	15 Employees	10
	15 to 25 Employees	15
	25 + Employees	20
04	Contract with any National Organizations/institutions in Multan	
	2 Mark for each National company (Max. 10 marks)	10
	5 Marks for each Multi National company (Max. 10 Marks)	10
	Total	20
05	Satisfactory reports from the previous/existing reputed public/private clients regarding performance of courier services	
	1 Mark for each National company (Max. 10 marks)	10
	2 Marks for each Multi National company (Max. 10 Marks)	10
	Total	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.		

Sign & Stamp (Vendor)

Syed M. Waqas Raza
[SECRETARY]
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