

**POSTAL LIFE INSURANCE COMPANY LIMITED
ISLAMABAD**

TE. NO. Proc.1-3/2021

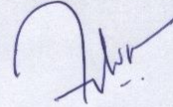
**TENDER NOTICE
FOR ACQUISITION OF IT EQUIPMENT, IT RELATED SERVICES AND ALLIED
ITEMS**

Sealed tenders / bids are invited for selection of vendors and approval of rates for acquisition of IT equipment, IT related services and allied items to be made during the financial year 2021. The interested firms/authorized distributors / dealers should be registered with Sale Tax Company having NTN and active on ATL of FBR website with presence in major cities of Pakistan.

Terms and conditions:-

- 1 Bidding will be made under PPR-2004.
2. The tender documents containing the quantity of each item and specifications along with detailed Terms & Conditions may be obtained from Company Secretary, Postal Life Insurance Co. Limited- Head Office, Postal Staff College, Sector G-8/4, Islamabad during office hours on submission of pay order /demand draft of **Rs. 5000/- per set (non-refundable)** in favor of 'Postal Life Insurance Company Limited'.
3. Separate sealed tender for each category of items should be submitted and category should clearly be written on the envelope.
4. Properly sealed tenders should reach by **14-04-2021** at 11:00 hours which will be opened on the same date at 11:30 hours in the presence of the bidders or their representatives.
5. The financial bids of only those firms will be opened whose technical bids are found to be complied with the requirements.
6. A demand draft for **2% of the Total Bid** as an earnest money may be deposited in favor of the Postal Life Insurance Company Limited, Islamabad and should be attached with the bid document otherwise the tender will not be accepted. Bank Cheques are not acceptable.
8. Security Deposit of 5% would be deposited by the successful vendor in shape of Bank Draft/ Bank Guarantee which will be released on expiry of warranty period of delivered item.
9. Company reserve the right to (increase or decrease) the quantity as per PPR-2004.

10. Attachment of the following documents is mandatory.
 - i) Copy of valid authorization letter of distribution / dealership by the manufacturer.
 - ii) Copy of National Tax Number certificate
 - iii) Sales Tax Registration Certificate.
 - iv) Verification of being Active on ATL from FBR website
 - v) An affidavit on judicial stamp paper regarding non-black list of the firm by any Government /semi-govt / autonomous body and presently no legal action is under way in any court of law against the firm.
11. The Tender documents shall not be sold on the day of opening of tender.
12. The Company reserves the right to accept or reject any or all tenders or a part of the tender, as per PPR-2004.
13. This tender is available on PPRA/ Pakistan Post Websites. www.pakpost.gov.pk



(Fahad Alam)

Company Secretary .
Postal Life Insurance Company Limited.
2nd Floor, Postal Staff College,
G-8/4, Islamabad
Phone No. 051-9262815