



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

BID DOCUMENT

FOR

**THE PURCHASE OF LASER JET COLOR
PRINTER AND SMART REVOLVING CHAIRS
FOR F&A DIVISIONS
TENDER NOTICE NO.F&A/PO/29/2023
STATE LIFE INSURANCE CORPORATION OF
PAKISTAN PRINCIPAL OFFICE, KARACHI.**

2023

**GENERAL SERVICES (P&GS DIVISION)
2ND FLOOR PRINCIPAL OFFICE, STATE LIFE BUILDING NO.9
DR. ZIAUDDIN AHMED ROAD, KARACHI-75530**

1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase of Laser Jet color printer and smart revolving chairs for F&A Division State Life Insurance Corporation of Pakistan (Principal Office), Karachi.

2. Detail Specification & Quantities / Schedule:

Detailed specifications and estimated quantity for required electrical items is as under:-

S.N	Item/ Specifications	QTY
01	Technology: Laser jet Printer (Color) Print Speed (Color) 18ppm, Color (normal A4) up to ppm. First page out: Black(A4 ready) as fast as 12.4 second, Black (A4,sleep)as fast as 13 seconds (15min) Color (A4,ready) as fast as 25.3 seconds Duty cycle (Monthly,A4): up to 20,000 pages. Size(supported):Tray A4,A5,A6(JIS) Oficio 216x340, 76x148 to 216x356mm Print Resolution: 600X600 dpi 4bits. Dimension (Wx Dx H) 382x309x2115mm Memory: Standard/Maximum 64MB Processor: 400MHz. Connectivity: (Standard), Hi-speed USB 2.0 Control Panel Display: LCD	02
02	Smart revolving chair complete chair in Mesh Finish including back and seat having adjustable Arm Rest with back care cushion at back shell with 250 mm base with 5 wheels castors (Sample must be seen before quoting rates)	20

Tender enquiry No	F&A/PO/29/2023
Closing date & time for submission of bids	06-11-2023 before 11:00 a.m
Date & time of opening of Technical bids	06-11-2023 at 11:30 a.m

Delivery and after sales service of Consignment:

Delivery and after sales service of items at State Life Insurance Corporation of Pakistan's Karachi office (Principal Office).

TERMS AND CONDITIONS

3. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
4. Bidders are required to submit their bids in a sealed large envelope, clearly marked "**Laser Jet color printer and smart revolving chairs**" for F&A Division State Life Insurance Corporation of Pakistan (Principal Office), Karachi. This envelope should contain two smaller sealed envelopes clearly marked "Technical Proposal" and "Financial Proposal" respectively.
5. Initially only Technical Proposals will be opened in the office of Deptt'l. Head (GS), State Life, Principal Office, 2nd Floor, State Life Building # 9, Dr. Ziauddin Ahmed Road, Karachi, on the date and time as specified in the specifications & quantities / schedule above, in the presence of bidders or their representatives. Time and date for opening of Financial Proposals will be announced after finalization of Technical Evaluation.
6. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Minimum overall 60% and in each category as well is required for the bidders to technically qualify. Financial bid of only technically qualified bidders would be opened.
 - i) Experience of bidders in sales / marketing of relevant equipment.
 - ii) Financial Capabilities.
 - iii) Number of existing clients provided with similar equipment.
 - iv) List of professionals on permanent strength- for installation and after sales services
(Technical evaluation of bids / point scoring criteria is available with bidding document).
7. The Most Advantageous Bid would be accepted.
8. Financial Proposals shall accompany a Pay Order/Bank Draft of the 50,000 of the total bid amount in favor of State Life Insurance Corporation of Pakistan as bid security. The same will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after satisfactory delivery of all items.

9. No bid will be accepted without bid security.
10. All the bids must include all applicable government taxes.
11. The bids submitted shall hold good for a minimum period of 60 days from the date of bid opening.
12. The quantity of items may vary at the time of issuing job order.
13. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
14. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
15. All the information provided by the bidder must be verifiable.
16. Earnest money of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time.

(Imran Hussain)
Departmental Head
General Services Department
State Life Insurance Corporation of Pakistan
Principal Office,
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Dr. Ziauddin Ahmed Road, Karachi.
Phone: 021-99204521



STATE LIFE

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TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

	<u>Max.Points</u>
1. Experience of bidder in sales / marketing of relevant equipment <i>(05 points for each complete year)</i>	25
2. Financial Capabilities <i>(Annual Report for each year/ Tax Return for each year =5 points)</i>	25
3. Number of Existing Clients provided with similar Equipment <i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	25
4. List of Professionals on permanent strength- for installation and after Sales services <i>05 points for each qualified personnel)</i>	25

	Total Points: 100

Note:

Minimum 60 % score is required Technically Qualify in each category and over-all as well.