



**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

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**BID DOCUMENT**

**FOR**

**PURCHASE OF LAPTOP DESKTOP COMPUTERS LASER JET  
PRINTERS WITH SCANNER ALONGWITH SOFTWARE FOR REAL  
ESTATE DIVISION AND INFORMATION SECURITY  
DEPARTMENT**

**TENDER NOTICE NO.SLIC/PO/16/2024  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN,  
PRINCIPAL OFFICE, KARACHI.**

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**2024**

**CENTRAL PROCUREMENT 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 Laptops, Desktop Computers and laser jet printer with Scanner along with Software for Real Estate Division and Information Security Departments (Principal Office), Karachi.

## 2. Detail Specification & Quantities / Schedule:

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

| ITEM – 1<br>(MINIMUM SPECIFICATIONS) | LAPTOP INTEL ® CORE i7 OR EQUIVALENT SPECIFICATIONS                                       | QUANTITY | 01 |
|--------------------------------------|---|----------|----|
| PARAMETERS                           |   |          |    |
| Processor                            | Intel ® Core i7 or Equivalent   |          |    |
| Processor Generation                 | 13 <sup>th</sup> Generation (12 core or higher) at least 4.4 Ghz or higher                |          |    |
| RAM                                  | 16GB DDR-V RAM extendable to 32 GB or higher  |          |    |
| Hard Disk                            | 2TB SSD NVMe or higher  |          |    |
| Screen size & Display                | 15.6" LED (or higher) FHD (1920x1080) IPS   |          |    |
| Graphic Card                         | 2GB (or higher) Graphic Memory Card (Compatible)  |          |    |
| Connectivity                         | (Built-in / External)-10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi -Bluetooth |          |    |
| Connectors                           | USB 3.0(2), HDMI, Headphone Output, USB Type C  |          |    |
| I/O Devices                          | Back light keyboard & Standard Mouse Pad, Web Cam, Laptop Bag                             |          |    |
| Operating System                     | Microsoft Windows 11 Pro or Latest Operating System Licensed                              |          |    |
| Software                             | MS-Office current Version licensed or Equivalent  |          |    |
| Warranty                             | 1 Year (or higher) Local  |          |    |

| ITEM – 2<br>(MINIMUM SPECIFICATIONS) | LAPTOP INTEL ® CORE i5 OR EQUIVALENT SPECIFICATIONS                                       | QUANTITY | 02 |
|--------------------------------------|---|----------|----|
| PARAMETERS                           |   |          |    |
| Processor                            | Intel ® Core i5 or Equivalent   |          |    |
| Processor Generation                 | 13th Generation or higher (12 core or higher) at least 4.4 Ghz or higher                  |          |    |
| RAM                                  | 8 GB DDR-IV RAM or higher extendable to 16 GB   |          |    |
| Hard Disk                            | 1 TB SSD NVMe   |          |    |
| Screen size & Display                | 15.6" LED (or higher) FHD (1920x1080) IPS   |          |    |
| Graphic Card                         | Integrated Intel UHD Graphics   |          |    |
| Connectivity                         | (Built-in / External)-10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi -Bluetooth |          |    |
| Connectors                           | USB 3.0(2), HDMI, Headphone Output, USB Type C  |          |    |
| I/O Devices                          | Back light keyboard & Standard Mouse Pad, Web Cam, Laptop Bag                             |          |    |
| Operating System                     | Microsoft Windows 11 Pro or Latest Operating System Licensed                              |          |    |
| Software                             | MS-Office current Version licensed or Equivalent  |          |    |
| Warranty                             | 1 Year (or higher) Local  |          |    |

| <b>ITEM – 3<br/>(MINIMUM SPECIFICATIONS)</b> | <b>DESK TOP COMPUTER INTEL ® CORE i5 OR EQUIVALENT SPECIFICATIONS</b>                     | <b>QUANTITY</b> | <b>07</b> |
|--|---|-----------------|-----------|
| <b>PARAMETERS</b>                            |   |                 |           |
| Processor                                    | Intel ® Core i5 or Equivalent   |                 |           |
| Processor Generation                         | 13th Generation or higher (12 core or higher) at least 4.4 Ghz or higher                  |                 |           |
| RAM  | 8 GB DDR-IV RAM or higher extendable to 16 GB   |                 |           |
| Hard Disk                                    | 1 TB  |                 |           |
| Graphic Card                                 | Graphics Card compatible with supplied motherboard  |                 |           |
| Connectivity                                 | (Built-in / External)-10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi -Bluetooth |                 |           |
| Connectors                                   | USB 3.0(2), HDMI, Headphone Output, USB Type C  |                 |           |
| Operating System                             | Microsoft Windows 11 or Latest Operating System Licensed (OEM Release)                    |                 |           |
| Software                                     | MS-Office latest Version Licensed, antivirus Licensed (Kaspersky or Equivalent)           |                 |           |
| LCD Display                                  | Minimum 19" HD –SVA anti-glare Display  |                 |           |
| I/O Devices                                  | Branded USB Keyboard and Mouse  |                 |           |
| Warranty                                     | 1 Year (or higher) Local  |                 |           |

| <b>ITEM – 4<br/>(MINIMUM SPECIFICATIONS)</b> | <b>LASER JET PRINTER WITH SCANNER EQUIVALENT SPECIFICATIONS</b> | <b>QUANTITY</b> | <b>03</b> |
|--|---|-----------------|-----------|
| <b>PARAMETERS</b>                            |   |                 |           |
| Function                                     | Print, Copy, Scan   |                 |           |
| Print Technology                             | Laser   |                 |           |
| Print speed                                  | Up to 20 ppm  |                 |           |
| Copy speed                                   | Up to 20cpm   |                 |           |
| Duplex Printing                              | Manual  |                 |           |
| Print Resolution                             | Up to 1,200 x 1,200 dpi   |                 |           |
| Scan Resolution                              | Up to 4800 x 4800 dpi   |                 |           |
| Media Size Supported                         | A4,A5,A5 (LEF) B5(JIS) Oficio Envelope (DL,C5)                  |                 |           |
| Wireless Capability                          | Yes   |                 |           |
| Ethernet Compatibility                       | Yes   |                 |           |
| Dimension                                    | 421.9x424x308.7mm   |                 |           |
| Weight                                       | 8.58kg  |                 |           |
| Warranty                                     | 1 Year or Higher Local  |                 |           |

|  |                             |
|--|-----------------------------|
| Tender enquiry No                          | SLIC/PO/16/2024             |
| Closing date & time for submission of bids | 30-04-2024 up to 11:00 a.m. |
| Date & time of opening of Technical bids   | 30-04-2024 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**

1. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
2. Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage two-envelope method i.e. separate "Technical Proposal" and "Financial Proposal" respectively and clearly marked as **"Laptops Desktop Computers and LaserJet Printers with Scanner along with Software for Real Estate Division and Information Security Department"**. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
3. Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice. Time and date for opening of Financial Proposals of technically qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPADS system accordingly.
4. There will be a two-stage evaluation of bids. Technical evaluation will be held first (details as per Annex-A). Financial bid of only technically qualified bidders would be considered for further processing and will be evaluated as per (Annex-A).  
**(Technical evaluation of bids / point scoring criteria is available with bidding document).**
5. The Most Advantageous Bid would be accepted (as per Annex-A).
6. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract. However, successful bidder will be required to submit performance guarantee of 2% of the quoted price shape of pay order (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contract and will be released after expiry of warranty period.
7. No bid will be accepted without bid security.
8. All the bids must include all government taxes.
9. Most Advantageous bidder will be required to deliver items within (02) weeks after issuance of Purchase Order.
10. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.

11. The quantity of items may Increase / Decrease at the time of issuing purchase order.
12. Warranty of the items will start from the date of delivery.
13. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
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. Bid Security of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. 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.
17. If the 1<sup>st</sup> lowest evaluated/ Most Advantageous fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2<sup>nd</sup> lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.

(Muhammad Tajamul)  
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## 1. Technical-Cum-Financial Evaluation:

**(Annex-A)**

The technical evaluation of each item will be carried out as given below. Only those firms will be considered in the technical evaluation that have the required capabilities to meet the criteria specified to supply items listed and also technically qualify as per criteria and the judgment based on it as per the following formula:

### Providing 60% Weight, using Weighted Average Formula

$$= (100 - ((\text{Highest Point} - \text{Points Secured}) / \text{Highest Points} * 100)) * 0.6$$

The Financial proposal of only technically qualified bidders will be opened. However, the lower financial bid will have a prime upshot in the award of contract, as per following formula:

### Providing 40% Weight, using Weighted Average Formula

$$= (100 - (\text{Quoted Bid} - \text{Lowest Bid}) / \text{Lowest Bid} * 100) * 0.4$$

Most Advantageous Bid = Weighted Average Technical Score + Weighted Average Financial Score

## 2. The State Life will apply following evaluation criteria and point system to evaluate the technical bids:

| S No. | Criterion   | Total Points |
|-------|---|--------------|
|       | NTN / GST Registration should be provided. <b>(Mandatory)</b>   | Yes / No     |
| 1.    | No. of successfully deployed Category related Projects by responding firm in relevant services & industry. (04 points for each category related project, Max.=20 Points)  | 20           |
| 2.    | Brand Rating, Compatibility & Modularity and Scalability of offered solution. (Cat-C=4, Cat-B=8, Cat-A=16)  | 16           |
| 3.    | Nature of partnership of the bidder with manufacturer / Principal Company for related Category. (Sole Distributor = 14, Authorized Business Partner = 12, Authorized Reseller = 8, Agent of distributor or Principal Company = 4) | 14           |
| 4.    | Proven Experience of responding firm in relevant services & industry (Related Category) (One point for each completed year, Max.=10 Points)   | 10           |
| 5.    | Availability and Strength of support Capability of the firm in the field of related Category (1 to 10 Points), (Max.=10 Points).  | 10           |
| 6.    | Financial Reports of last 03 years should also be provided. (Not Comply=00, Fully Comply=10)  | 10           |
| 7.    | Previous experience with SLIC's in category related project (No=5, Good=10)   | 10           |
| 8.    | Presentation of Bid Documents as per given criteria. (1 to 10 Points), (Max.=10 Points).  | 10           |
|       | <b>Total</b>  | <b>100</b>   |

**Note:** 60% technical and 40% financial on weighted average formula as given above. The firm having less than 60% technical score in each category of above Criterion and overall as well, will technically disqualify and shall not be considered for at the time of opening financial bids.