

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

KARACHI CENTRAL ZONE

P&GS DEPARTMENT

7th Floor, State Life Building # 11,
Abdullah Haroon Road, Saddar, Karachi.

TENDER DOCUMENT

Tender # SLIC/KCZ/02/2017

FOR

**Supply/Purchase of Branded Desktop Computers, Licensed
Software, Laser Printers & Network Switches**

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
KARACHI CENTRAL ZONE

Tender # SLIC/KCZ/02/2017

1. SUPPLY/PURCHASE OF BRANDED DESKTOP COMPUTERS, LICENSED SOFTWARE, LASER PRINTERS & NETWORK SWITCHES

S.#	Description of Required Items	Estimated Qty.	Unit Rate (Rs.)	Total (Rs.)
1	Branded Desktop PC HP/Dell/Lenovo or Equivalent Processor Core i5 6 th Generation 3.2 GHz or Equivalent RAM 4GB Hard Disk 500 GB (Minimum) LED 20 Inches (View Sonic, HP, Dell, Lenovo or Equivalent)	08		
2	Pre-installed Licensed Software Microsoft Windows 10 (Professional) without media Kit	08		
3	Laser Printer HP PRO 400 or Equivalent	08		
4	Atleast 24 Port, PoE, SFP Gigabit Manageable Switch, Preferable CISCO SG-300 or Equivalent	02		

Note:

The quoted rate must be inclusive of all taxes, GST, SST & profit labour charges etc.

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2. GENERAL

The firm should provide the following:

- a) Name of the firm, complete address, telephone numbers, fax number, E-mail address and website address.
- b) The name and designation of contact person.
- c) Date of incorporation of the firm with sufficient proof of having Intel Partner Certification and for Genuine Intel Dealer Certification (Note: Intel Channel Partnership Certificate is mandatory for participation in Branded Personal Computer supply). Similarly suppliers / venders are encouraged to provide ASUS/HP /Dell /Lenovo or any other certification for participation in other items.
- d) Please clearly state the nature of your firm's association with manufacturer / Principal firm in respect of equipment being quoted as mentioned above in the Tender Document. Are you authorized business partner, dealer and re-seller and / or authorized agents for marketing the desired Computer equipment? Please provide copies of relevant certificates / agreements with the principal firm etc.

3. PROFESSIONAL STRENGTH

- a) Number of professional on permanent payroll to provide the after sale services.
- b) List of offices / branches / services center having Sales / Service facility along with details of hardware back-up support equipment and inventory.

4. RELEVANT EXPERIENCE

- a) The firm should be marketing the similar equipment for more than three years as authorized agents or dealers or must have been associated with State Life as an approved venders / suppliers on our panel at Principal Office or any other Region / Zone with clean track record.
- b) Provide the list of corporate clients. It should contain name, address, contact person and telephone number along with details of equipments and its brands supplied to them.

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5. FINANCIAL CAPABILITIES

The firm shall describe its financial strength by providing copies of National Tax Numbers and Sales Tax Registration Numbers of the firm & Professional Tax Certificate.

6. TECHNICAL EVALUATION CRITERIA

There will be a two-stage evaluation of bids. Technical evaluation will be held first. Minimum overall 70% with minimum 60% in each of the five categories listed below is required for the bidders to technical qualify. Financial bid of only technically qualified bidders would be opened.

- i) Experience of bidders in sales / marketing of relevant equipment.
- ii) Nature of partnership of the bidder with manufacturer / Principal Company.
- iii) Financial Capabilities.
- iv) No. of existing clients provide with similar equipment.
- v) List of professionals on permanent strength for installation and after sales services

(Technical evaluation of bids / points scoring criteria is available with bidding document).

7. GENERAL TERMS & CONDITIONS

i) Warrantee Period & After Sales Services

Warrantee Period & After Sales Services with replacement of parts must be One Year from the date of supply. The firm must replace the faulty parts within warrantee period.

ii) Bid Bond

- a) A bid bond, in the shape of Pay Order / Bank Draft equivalent to 03% of the total bid value should be submitted along with the tender. Any quotation without bid bond of proper value will not be entertained. The bid bond of all the technically unsuccessful bidder will be returned after “Technical Evaluation” and for others the bid bond will be returned after the letter of award to the successful bidder. The bid bond amount of successful firm will be retained by State Life till successful completion of order.
- b) No Bid under this Tender document shall be accepted if submitted without Seal & Signature of the Vender.

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iii) Validity of the Bid

All bids and prices shall remain valid for a period of 120 days from the closing date of the submission of the proposals. However, the firms are encouraged to state a longer period of validity for the bids.

iv) Payment Terms

No advance payment or mobilization charges will be paid.

v) Tax Deduction

All taxes at the rate of prescribed under the tax laws of Pakistan shall apply on supply and installation of equipment to State Life and it will be deducted accordingly.

vi) Acceptance of Bids

- a) Considering various complexities of procuring process and time consuming procedure involved therein, causing the bids in fractions owing to rapid redundancy trends and features of the Information Technology Industry, the State Life Insurance Corporation of Pakistan reserves the right not to accept the lowest quoted rates and shall be authorized to cancel any proposal and to even cancel the bidding process without assigning any reason whatsoever before placing order under Rule 33(1) of PPRA-2004.

- b) The Venders shall be liable to get the Hardware and Software installed at our designated site and making it functional and operational for all practical purposes. The Licensed Software shall be registered by the vender with M/s. Microsoft with documentary evidence to this effect in the name of respective users (which shall be communicated separated at appropriate time on request of the venders before delivery).

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- c) The quantity of the actual order placed may vary from the estimated quantity as mentioned in the advertisement as deemed fit by the Management of State Life in respect of material contained and defined above mentioned of this Bid Document.

vii) Announcement of evaluation reports

Procuring agencies (here State Life) shall announce the result of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

viii) Delivery of Required Items

The required items must be delivered within Ten Working Days of Issuance of Job / Purchase order at the given address. Further no cartage will be paid for delivery.

Address :

**7th Floor, State Life Building No.11,
Opp. Zainab Market, Abdullah Haroon Road,
Karachi.
Telephone No. 99205132**

ix) Penalty on Late Delivery of Equipment

State Life Insurance Corporation of Pakistan will deduct 5% of bill amount, if ordered equipment is not delivered within Stipulated Period from the date of issuance of letter of award for the equipment. The letter of award will become void if equipment is not delivered within the stipulated period and the amount of bid bond will be forfeited.

x) Conditional Bids

Any conditional bids from the bidder will not be accepted. The terms and conditions stated by the bidder conflicting to the terms and conditions of the documents will not be accepted.

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In case the quotation is accepted by the State Life, the terms and conditions of the bidder will be ignored and the terms and conditions mentioned in this document shall prevail and will remain operational for all practical purposes under this contract.

xi) Incontestability

- a) The decision of State Life Management with regard to the evaluation process and its result shall be final and binding on all parties incontestably.
- b) In case of any dispute, the decision of the Management of State Life will be final. The decision of State Life will be binding firms and in no case will be challengeable at any forum.

8) INSTRUCTIONS FOR BIDDING FIRMS

i) Submission of Bid

The Bids shall be submitted on this Tender Document under the official seal and signature of the bidder at the bottom of all pages of Tender Document as a token of Acceptance of Terms & conditions as specified therein.

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The bids should be submitted in a large envelope sealed and labeled as “Quotations for supply of Branded Computers Hardware, Licensed software, Laser printers and Data Communication Switches”, and should be submitted up to 16th August 2017 at 11:00 a.m. The bids will be opened on the same day at 11:30 a.m. in the presence of the Bidders or their representatives available at that time. The bids should be delivered at the following address:

**Secretary,
Zonal Procurement Committee,
7th Floor, State Life Building No.11,
Opp.Zainab Market, Abdullah Haroon Road,
Karachi.
Telephone No. 99205132**

ii) **Submission of Bid Bond**

The Bid Bond in shape of a Pay Order / Bank Draft has to be attached with the Bid.

iii) **Mode of Delivery for submission of Bids**

The sealed bids should be delivered by hand or through courier services as to reach at the address indicated above upto 11:00 a.m. on 16/08/2017 positively. The bids received after due date/ time or received by Fax or through email will not be accepted.

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9) I / We of M/s. _____

Have read the contents of the Tender Document and hereby submit our rates / offer as per terms of Tender document and agreed abide by the Terms and Conditions as spelled out in the Tender Document.

(Seal & Signiture of the Vender with Date

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The following information / data must be provided for evaluation purpose by the bidding firms on this form against each item.

1) Basic Company Data

i)	Name of Firm	
ii)	Firm's Registered Address	
iii)	Contact Nos.	
iv)	Fax No.	
v)	e-mail address	
vi)	Website address	
vii)	G.S.T. No.	Copy of certificate to be enclosed
viii)	National Tax No. (NTN)	Copy of Certificate to be enclosed
ix)	Professional Tax Certificate	Copy of certificate to be enclosed
x)	Name of Contact Person	
xi)	Mobile No.	
xii)	Address & Telephone Nos. of Branch Office (s) in Karachi	
xiii)	Address of offices located at other major cities in Pakistan	

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6th & 7th Floor,
 State Life Building # 11,
 Abdullah Haroon Road,
 Saddar, Karachi.
 Ph. # 021-99205132
 Fax # 021-99205125

TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

	<u>Max. Points</u>
1. Experience of bidder in sales / marketing of relevant equipment (05 points for each complete year).	25
2. Nature of Partnership of bidder with manufacturer / Principal Company (Either Sole distributor / Authorized Reseller).	16
3. Financial Capabilities (NTN No.= 03 points, Sales Tax Reg. No. 03 points, Annual Report for Each year = 03 points.	15
4. Number of Existing Clients provided with similar Equipment (03 points for each Corporate / Multinational / Govt. / Semi-Govt. Clients)	24
5. List of Professionals on permanent strength for installation and after Sales Services (04 points for each qualified personnel)	20
Total Points :	----- 100

Note:

Minimum 60% score in each of above categories with over 70% is required to technically qualify.