**TENDER DOCUMENT**

**Procurement of Heavy Duty Sheet-Fed Scanners, State Life H&AI Multan**

Sealed Technical & Financial bids are invited in accordance with **PPRA rules**, under ‘**Single Stage–Single Envelope Procedure”** Through **https://eprocure.gov.pk (E-Pads)** from vendors registered with GST/Income Tax Department, own offices and phone numbers, for the **Procurement of Heavy Duty Sheet-Fed Scanners, State Life H&AI Multan**.

The sealed bids should be submitted through **EPADS** on date as per mentioned on **EPADS** and **PPRA** website at **10:00 AM** dated **September 10, 2024** and bids will be opened on the same day at 10:30 AM in the presence of the bidders or their representatives.

# Details of Heavy Duty Sheet-Fed Scanners with Specifications

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| --- | --- |
| Brand | Name of Brand should be mentioned in the submitted bids |
| Color scanning | Yes |
| Scan speed | ADF: Up to 40 ppm/80 ipm |
| Scan type / Technology | Sheetfed / CMOS CIS (Contact Image Sensor) |
| Scan resolution | Hardware: 600 x 600 dpi; Optical: Up to 600 dpi |
| Scan file format | For text & images: PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), Rich Text (.rtf) and Searchable PDF |
| Scan input modes | One default scan mode on front-panel for HP scan in Win OS, HP Easy Scan/ICA in Mac OS and third parties applications via TWAIN, ISIS and WIA |
| Scan Size | ADF: 8.5 x 122 in Maximum; 2 x 2 in Minimum |
| Scanner advanced features | Auto exposure, Auto threshold, Auto detect color, Background smooth/removal, Auto detect size, Straighten content, Enhance content, Multi-streaming, Auto feed, Multi-feed detection sensor, Advanced multi-feed detection, Auto orient, Multi-color dropout, Channel color dropout, Edge erase, Delete blank page, Merge pages, Hole fill, PDF permissions, Document separation (Blank page, Barcode, Zonal barcode, Zonal OCR) |
| Duplex ADF scanning | Yes |
| ADF capacity | Standard, 50 sheets |
| Multi feed detection | Yes |
| Light source (scanning) | LED |
| Output resolution dpi setting | 75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi |
| Standard connectivity | USB 3.0 |
| Memory | Standard:256 MB |
| Duty cycle (daily) | Recommended daily duty cycle: 4000 pages |
| Consumables | Roller Kit will be provided by Vendor during Warranty of Scanner if it malfunctions |
| Accessories | Quick Installation Guide, Power Cord, USB Cable, Driver, Scanner Software |
| Product dimensions | W x d x h: 11.8 x 6.8 x 6.1 in ; Maximum: 11.8 x 16.2 x 12.2 in |
| Product weight | 6.0 lb |
| Energy star certified | Yes |
| Supported Operating Systems | Windows 11, Windows 10, Windows Server 2016-2022 |
| Control panel | Scan button, Power button with a LED and a LED for Error indication |
| Warranty | 1 Year or Above |

# Terms & Conditions

1. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than **20,000** in favor of State Life Insurance Corporation of Pakistan as earnest money which may be released after Final Evaluation.
2. Successful Firm/Company must submit **2% of Quoted Bid as Performance Guarantee** after award of work order which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory delivery / performance.
3. No bid will be accepted without earnest money/CDR which is **20,000**.
4. Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
5. All the bids must include G.S.T. and all other applicable taxes.
6. All Submitted bids must be duly signed and stamped.
7. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated
8. The approved bidder immediately after receipt of Work Order shall provide a sample of the Item to SLIC for scrutiny and approval. After the sample is approved, the bidder shall supply/ install rest of the items as per approved sample.
9. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
10. Bid validity period shall be 90 days from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.
11. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, Performance Guarantee shall be forfeited in favor of the Corporation.

#### Warranty of the supplied items must be valid for minimum Two years or above. The supplier will be responsible to assemble/ install /deliver/Ready to use items as per requirement and in case of failure to maintain quality in installation, the same will be fixed at his risk and cost besides penalty as may be imposed by Competent Authority in SLIC.

1. The sealed bids envelope should bear the phrase of “**Procurement of Heavy Duty Sheet-Fed Scanners for H&AI, State Life Multan”.**
2. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

#### Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: (Sign and stamp by Vendor)

# A: - Mandatory requirements

### Verifiable documentary proof for all below requirements is mandatory.

**Eligibility/Evaluation Criteria**

#### Sales Tax Registration (Copy of Certificate)

1. Income Tax Registration (Copy of Certificate)

#### Experience certificate of Similar Work (at least 02 Copy of Certificates)

1. Affidavit/Undertaking that the firm has never been blacklisted by any organization/Government on Judicial Stamp Paper

#### Proof of Active Tax Payer List

1. Original Bid Security in form of bank draft/Pay order/CDR of **Rs. 20,000/-** must be submitted to Incharge HR&ADMIN H&AI, Z-A Tower, Health & Accident Insurance State Life Insurance, Chowk Nawan Shaher, Multan before the opening of Bid.

#### Maker’s name and model of Item must be clearly mentioned in quoted bid.

1. Successful Firm/Company must submit **2% of Quoted Bid Value** as Performance Guarantee Which shall be returned after expiry of warranty period i.e. 01 Year.

**(The bidders who have not complied with the Above-Mentioned Eligibility / Qualification points shall be disqualified)**

**FINANCIAL PROPOSAL**

For Purchase of Heavy Duty Sheet-Fed Scanners

Financial Year 2024

Name of Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S#** | **Description** | Qty. | Unit Price | GST Rs. | Total Price |
| 1 | Heavy Duty Sheet-Fed Scanners | 05 |  |  |  |

**Signature with Stamp:**

## (Filled Financial Proposal to be submitted on your company’s letter head.)