



**Date: 13/09/2024**

## TENDER DOCUMENTS

Ref: P&GS/H&AI/FSD/3/2024

### Procurement of Scanners H&AI Faisalabad Office

Sealed technical & financial bids are invited in accordance with PPRA & Epad rules, under ‘**Single Stage–Two Envelope Procedure**’, from vendors registered with *Epad/GST/Income Tax Registered*, own offices and phone/fax numbers, with relevant experience for *Supply of Scanners For H&AI Faisalabad Office*.

The sealed bids should be submitted through Epad on **01-10-2024** at 11:00 A.M and bids will be opened on the same day at 11:30 AM in the presence of the bidders or their representatives.

### Details of Scanners with Specifications

Sr.	Items	Qty.
1	<p><b>Image Sensor:</b> CIS x 2 (Duplex Scanner)  <b>Light Source:</b> LED  <b>Optical Resolution:</b> 600 dpi  <b>Interpolated Resolution:</b> 1200 dpi  <b>Hardware Resolution:</b> 600 x 1200 dpi  <b>Scan Modes:</b> Color: 48-bit input, 24-bit output            Grayscale: 16-bit input, 8-bit output            B/W: 1-bit  <b>ADF Capacity:</b> 1. 100 sheets (A4/ Letter, 80 g/m<sup>2</sup> or 20 Lbs)            2. 30 sheets (Business Cards)            3. Plastic Card, Max. thickness under 1.2 mm.            Note: Maximum ADF capacity varies, depending upon paper weight.  <b>Scanning Speed ( ADF ):</b> 80 ppm/ 160 ipm (Grayscale/B&amp;W mode, 200 dpi, A4 Portrait)            80 ppm/ 160 ipm (Grayscale/B&amp;W mode, 300 dpi, A4 Portrait)            45 ppm/ 90 ipm (Color mode, 200 dpi, A4 Portrait)            30 ppm/ 60 ipm (Color mode, 300 dpi, A4 Portrait)            Note: Results may vary depending upon your scanning application, computer processor and system memory.  <b>Scanning Area (W x L):</b> Max: 216 x 5080 mm (8.5" x 200" )            Min: 13.2 x 13.2 mm (0.52" x 0.52" )  <b>Acceptable Paper Sizes (W x L):</b> Max: 216 x 5080 mm (8.5" x 200" )            Min: 50.8 x 50.8 mm (2" x 2" )  <b>Acceptable Paper Weight (Thickness):</b> 40 to 220 g/m<sup>2</sup> (10 to 58 Lbs)  <b>Multi-feed Detection:</b> With ultrasonic technology  <b>Daily Duty Scan ( Sheets ):</b> 8,000  <b>Roller Lifetime (Scans):</b> 300,000  <b>Pad Lifetime (Scans):</b> 100,000  <b>Action Button:</b> 4 Buttons: Up, Down, Scan, Standby            9 function keys are all customizable  <b>Power Supply:</b> 24 Vdc/ 1.25 A  <b>Interface:</b> USB 2.0 x 1, USB 2.0 (Host) x 1  <b>Dimensions (W x D x H):</b> 318.7 x 230.7 x 228.3 mm (12.55" x 9.08" x 8.99")</p>	5



**Protocol:** TWAIN Compliant  
**Operating System:** Windows XP / Vista / 7 / 8 / 10 / 11  
 macOS 10.12.x/ 10.13.x/ 10.14.x/ 10.15.x/ 11.x/ 12.x/ 13.x/ 14.x  
 Linux compatibility is only available for system integrators. Please contact sales@plustek.com for more info.  
**Hardware Requirements:** Windows and Mac  
 2.0 GHz CPU processor or higher[1][2][3]  
 [1]Windows Recommended: 2.8 GHz Intel® Core™ i5 Processor with 4 CPU Cores or higher  
 [2]Support Mac INTEL and M1 based processor  
 [3]Compatibility is not available with PowerPC  
 4 GB RAM minimum (Recommended: 8 GB or more)  
 6 GB of hard-disk space for program installation  
 Display dimensions of 1024x768 or greater  
**Bundled Software:** \*Installation DVD only included software and driver for Windows. For Mac, please download from our website.

**Reminder:**

- It is compulsory for the vendor to visit the site in order to get the exact estimate.
- it is pertinent to mention that H&AI Faisalabad has right to increase or decrease the quantity demanded in tender especially, all above items must be given delivery at floors 11,12 & Ground Floor *Faisalabad Office*.
- All electrical items require complete installations and on turn key basis.



### **Terms & Conditions:**

1. Bidders must submit their bids through “EPADS”
2. The bids shall comprise a single envelope containing two separate Quotation on Epad ‘financial proposal’ and the ‘technical proposal.
3. Bid Security amounting to 2% in form of Pay order / Demand Draft in Favor of “(H&AI), State Life Insurance Corporation of Pakistan” must also be submitted to the office of undersigned in original in a sealed envelope well before closing date along with online updating on EPAD Portal, which will be refunded to the unsuccessful bidder upon completion of formal procurement process. earnest money of successful bidder will be retained and converted into performance security, which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory performance.
4. No bid will be accepted without earnest money.
5. 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.
6. All the bids must include G.S.T. and all other applicable taxes.
7. The Bids Prices shall be lowest quoted on **Item-wise basis**.
8. 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
9. The approved bidder immediately after receipt of letter of award 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.
10. 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 in line with PPRA rules. Personal influence will also disqualify bidders.
11. Bid validity period shall be till 90 Days from the date of opening of bids. This period can be extended by SLIC with the consent of bidders.
12. 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, the earnest money shall be forfeited in favor of the Corporation.
13. **Maintenance Period/After Sales Services (Four Product Inspection Visits/Cleaning/Repairing) Warranty of the supplied items must be valid for mentioned year. The supplier will be responsible to assemble/ install /deliver the items as per requirement and incase 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.**
14. 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: \_\_\_\_\_



**A: - Verifiable Documentary Proof**

- Verifiable documentary proof for all below requirements is mandatory.
- The bidders who have duly complied with the Eligibility / Qualification and Evaluation criteria will be eligible for further processing.

Sr. No.	Eligibility / Evaluation Criteria	Requirement	Supporting Documents to be Attached as	Page No.
1	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A	
2	Income Tax Registration (copy of certificate)	Mandatory	Annex-B	
3	Experience Certificate for similar work (copy of certificate)	Mandatory	Annex-C	
4	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D	
5	Proof of Active Taxpayer List	Mandatory	Annex-E	
6	Earnest Money/ Bid Security 2% of total tender amount through bank draft/ pay order (To be attached with Financial Proposal)	Mandatory	<b>Must be attached with Financial Proposal only</b>	



**B: TECHNICAL EVALUATION OF I.T EQUIPMENT**

- The technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria.
- The Bids which do not conform to the technical Specifications or conditional bid from the Bidders without adequate capabilities for supply of Goods/Items/Services will be rejected

	<b>Eligibility/Evaluation Criteria</b>		<b>Supporting Documents to be attached as</b>	<b>Page No</b>
<b>A.</b>	<b>COMPANY PROFILE</b>			
	i. The company established within 1 to 2 years (Proprietorship) = 10 Marks ii. The company established more than 2 years = 25 Marks <b>Note:</b> Certificates Required	<b>25 Marks Maximum</b>	<b>Annex-F</b>	
<b>B.</b>	<b>SIMILAR WORK EXECUTED BY FIRM IN PAST:</b>			
	Contracts completed Less than 4 Lacs for each contract= 5 Marks Contracts completed Greater than 4 Lacs and Less than 6 Lacs for each contract = 15 Marks Contracts completed Greater than 6 Lacs for each contract = 25 Marks <b>Note :</b> Work Order Required	<b>25 Marks Maximum</b>	<b>Annex-G</b>	
<b>C.</b>	<b>SIMILAR COMPUTER /PRINTERS /SCANNER /UPS SETS /MULTIMEDIA/AIR CONDITIONERS/CCTV CAMERAS SET IN PROGRESS/AT PRESENT:</b>			
	02 Marks per Contract Minimum executed contracts = 03 <b>Note:</b> Work Order Required	<b>10 Marks Maximum</b>	<b>Annex-H</b>	
<b>D.</b>	<b>FINANCIAL STATUS :( Verified by Bank Statement, Annual Tax Return)</b>			
	Annual Turnover <ul style="list-style-type: none"> <li>• Between 2- 5 Million = 07 Marks</li> <li>• 5-10 Million = 14 Marks</li> <li>• Above 10 Million = 20 Marks (Max)</li> </ul>	<b>20 Marks Maximum</b>	<b>Annex-I</b>	
<b>E.</b>	<b>TECHNICAL STAFF:</b>			
	<ul style="list-style-type: none"> <li>• IT Technician = 08 Marks</li> <li>• Installer = 05 Mark</li> <li>• Labor = 02 Marks</li> </ul> <b>Note:</b> Mention Staff List	<b>15 Marks Maximum</b>	<b>Annex-J</b>	
<b>F.</b>	<b>ENLISTMENT WITH OTHERS:</b>			
	Enlistment with reputed Govt/National/ Multinational Firms Minimum requirement = 01 Firms <b>Note:</b> Purchase/Work Orders Required	<b>5 Marks Maximum</b>	<b>Annex-K</b>	

**Total Points = 100**

**Minimum Qualification = 60**



**State Life**  
Insurance Corporation of Pakistan

**Health & Accidental Insurance (H&AI)**

11<sup>th</sup> Floor, Faisalabad Zonal Office

State Life Building, 2-Liaqat Road

Faisalabad -Phone: 041-9200005

**Date:** \_\_\_\_\_

## **FINANCIAL PROPOSAL**

(For Purchase of Scanners F.Y 2024)

<b>S#</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit Price without GST</b>	<b>Amount of GST</b>	<b>Unit Price with GST</b>	<b>Total Cost (No of Units x Unit price including all taxes)</b>
1	Heavy duty Scanner -	5				

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

**Signature with Date**