



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

Health & Accident Insurance,  
Regional Office,  
State Life Building No.11  
15- A, Davis Road  
Lahore -54000  
Phone: 042-99203486  
Fax No. 042-99203492

## TENDER DOCUMENTS

P&GS/H&AI/LHR/13/2024

### Procurement of Desktop Computers and Laptops for H&AI, State Life Lahore.

Sealed Technical & Financial bids are invited in accordance with PPRA rules, under **‘Single Stage–Two Envelope Procedure’** Through <https://eprocure.gov.pk> (**E-Pads**) from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of Desktop Computers and Laptops for H&AI, State Life Lahore.

The bids should be submitted through EPADS on date as per mentioned on EPADS and PPRA website until 10:00 AM, dated **October 17, 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

Parameter	(LOT 1)	(LOT 2)
	Specification for Laptop	Specification for Desktop Computers
<b>Processor &amp; Generation:</b>	12th Generation or higher Intel Core i5	12th Generation or higher Intel Core i3
<b>Processor speed</b>	At least 3.6 Ghz turbo boost	At least 3.6 Ghz turbo boost
<b>RAM</b>	16 GB DDR-V	8 GB Extendable to 16 GB DDR-V
<b>Solid State Drive (SSD)</b>	512 GB	256 GB
<b>Hard Disk SATA</b>	1 TB	1TB
<b>Screen Size</b>	Minimum 15.6 inches	Minimum 19 inches LED
<b>Screen Display</b>	FHD display or higher	FHD- anti-glare display
<b>Graphic Card</b>	Integrated intel UHD graphics or higher	Compatible with supplied motherboard
<b>Connectivity</b>	10/100/1000 ethernet card with Gigabit support + Wifi and Bluetooth	10/100/1000ethernet card with Gigabit support + Wifi



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<b>Connecters</b>	USB 3.0 (2), HDMI, Head phone output, USB, Type C	USB 3.0 (2), HDMI, Head phone output, USB, Type C
<b>I/O Devices</b>	Backlight Keyboard, standard Mouse with mouse pad and webcam	Branded Keyboard and standard mouse with mouse pad
<b>Operating system</b>	MS Window 11 or Latest operating system (OEM Release) Licenses to be provided separately	MS Window 11 or Latest operating system (OEM Release) Licenses to be provided separately
<b>Software</b>	MS Office Current version licensed; antivirus licensed	MS Office Current version licensed; antivirus licensed
<b>Carrying Bag</b>	Yes (Branded Bag as per the Laptop Size for carrying Laptop, charger etc)	No
<b>Warranty</b>	1 year or higher local	1 year or higher local
<b>Quantity Required</b>	<b>05</b>	<b>05</b>

**Reminder:**

- It is compulsory for the vendor to visit the site in order to get the exact estimate of mentioned items.
- Lot 1(Supply of Laptops) and Lot 2(Supply of Computers) will be evaluated separately.”
- **Local Warranty period** of all above mentioned items shall be minimum of **01 year**.

**Incharge HR & Admin**

Health & Accident Insurance (H&AI),  
State Life Building, 15-A Davis Road, Lahore.  
**Ph. 0313-0415786**



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## Terms & Conditions

1. The bids shall comprise of two separate proposals as the 'financial proposal' and 'technical proposal'.
2. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than **Rs. 20,000/- for Lot 1 (Laptops) and Rs. 16,000 for Lot 2 (Desktop Computers)** in favor of State Life Insurance Corporation of Pakistan as earnest money which may be released after uploading of Final Evaluation.
3. Successful Firm/Company must submit **5% 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.
4. No bid will be accepted without earnest money/CDR.
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 evaluated lowest quoted for Lot 1 and Lot 2 separately with Lowest rate and Quality Based.**
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 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.
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/Bids in line with PPRA rules.
11. 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.
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, Performance Guarantee shall be forfeited in favor of the Corporation.
13. Most advantageous/Successful Bidder shall submit Bids also in hard copy to Incharge HR & Admin.
14. Vendor must have Company office or site Office situated in Lahore.
15. **Warranty of the supplied items must be valid for minimum One year or above. The supplier will be responsible to assemble/ install /deliver/Ready to use items in all aspect 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.**
16. The bids shall be uploaded on EPADS for "**Procurement of Desktop Computers and Laptops for H&AI, State Life Lahore of H&AI, Lahore Office**".
17. 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)



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### A: - Mandatory requirements

- Verifiable documentary proof for all below requirements are mandatory and vendor/supplier will be disqualified if not comply with all below points.

#### Eligibility/Evaluation Criteria

1. Sales Tax Registration (Copy of Certificate).
2. Income Tax Registration (Copy of Certificate).
3. Experience certificate of Similar Work (at least 02 Copy of Certificates).
4. Affidavit/Undertaking that the firm has never been blacklisted by any organization/Government on Judicial Stamp Paper.
5. Proof of Active Tax Payer List.
6. Original Bid Security in form of bank draft/Pay order/CDR of **Rs. 20,000/- for Lot 1 (Laptops) and Rs. 16,000 for Lot 2 (Desktop Computers)** in favor of “**State Life Insurance Corporation of Pakistan**” must be submitted to Incharge P&GS H&AI, State Life Insurance 15-A Davis Road, Lahore before the opening of Bid.
7. Maker’s name and model of Item must be clearly mentioned in quoted bid.
8. Items must fully comply with the Specifications mentioned above.
9. Successful Firm/Company must submit **5% of Quoted Bid Value** as Performance Guarantee Which shall be returned after expiry of Local warranty period i.e. 01 Year.
10. Supplier/Vendor must be an authorized dealer of the manufacturing company.  
(copy of Certificate)

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



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**TECHNICAL EVALUATION:**

S No	Description	Max Points	Points Secured	Page Number
<b>COMPANY PROFILE</b>				
1	i. The company established within 1 to 2 years (Proprietorship) = 10 Marks ii. The company established more than 2 years = 20 Marks  <b>Note:</b> Certificates Required	<b>20 Marks Maximum</b>		
<b>FINANCIAL STATUS :( Verified by Bank Statement, Annual Tax Return)</b>				
2	Annual Turnover • Between 1- 5 Million = 10Marks • 5-10 Million = 15 Marks • Above 10 Million = 20 Marks (Max)	<b>20 Marks Maximum</b>		
<b>SIMILAR WORK EXECUTED BY FIRM IN PAST:</b>				
3	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 = 20 Marks  <b>Note :</b> Work Order Required	<b>20 Marks Maximum</b>		
<b>ENLISTMENT WITH OTHERS:</b>				
4	Enlistment with reputed Govt./National/ Multinational Firms= 05 Marks for each Firms  <b>Note:</b> Purchase/Work Orders Required	<b>20 Marks Maximum</b>		
<b>MINOR REPAIR AND MAINTENANCE:</b>				
5	Provide Repair Service for one year = 10 Marks Provide Repair Service for two years = 20 Marks <b>Note:</b> Note on company Letter head Required	<b>20 Marks Maximum</b>		
<b>Total</b>				

**Total Points = 100**

**Minimum Qualification Points = 60**

**(Related Document Page number to be mentioned in given space)**

Date \_\_\_\_\_

### FINANCIAL PROPOSAL

(For Procurement of Desktop Computers and Laptops F.Y 2024)

<b>LOT 1</b> (SUPPLY OF LAPTOPS) One vendor would be selected on <b>Lump sum Basis</b> of this Section						
S#	Description	Qty.	Unit Price without GST	Amount of GST	Unit Price with GST	Total Cost (No of Units x Unit price including all taxes)
1	<b>Supply of Laptop</b> (As per Specifications mentioned above)	5				
<b>LOT 2</b> (SUPPLY OF DESKTOP COMPUTERS) One vendor would be selected on <b>Lump sum Basis</b> of this Section						
2.	<b>Supply of Desktop Computers</b> (As per Specifications mentioned above)	5				

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

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

**Signature with Date**  
(Sign and stamp by Vendor)