

# REQUEST FOR PROPOSAL

FOR

**PURCHASE/SUPPLY OF IT EQUIPMENT FOR OFFICE USE**

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**Name of the Respondent:** \_\_\_\_\_

**Address for Correspondence:** \_\_\_\_\_

**Telephone No:**

**Fax No:**

**Email:**

State Life Insurance Corporation of Pakistan, Health & Accident Insurance Regional Office, 3<sup>RD</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad



## SECTION I: INVITATION FOR PROPOSAL

1. State Life Insurance Corporation of Pakistan intends to "Supply/Purchase of IT Equipment for Office Use"
2. State Life Insurance Corporation (hereinafter referred to as "the Purchaser") is seeking sealed proposals under Single Stage Two envelope as per PPRA Rules 2004 from qualified Services Providers (hereinafter referred to as "the Contractor") registered with the relevant authorities for subject procurement. Bids must be furnished via EPADs.
3. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules
4. Tender Schedule

<b>A</b>	Last Date & Time for Submission of Proposal via EPADs	28/10/2024 @11:00 AM
<b>C</b>	Last Date & Time for Opening of Proposal	28/10/2024 @11:30 AM

5. Address for Submitting, Clarification and Opening of Proposal: State Life Tower, Central Procurement Department, 3<sup>rd</sup> Floor, Jinnah Avenue, Islamabad

Email: [zaman.techno@gmail.com](mailto:zaman.techno@gmail.com) ; [masabslic@gmail.com](mailto:masabslic@gmail.com) ;  
[mwaqas.slic09@gmail.com](mailto:mwaqas.slic09@gmail.com)

**Contact No:** 051-9216344



## SECTION II: INSTRUCTION TO RESPONDENTS

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### 1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for **"Supply/Purchase of IT Equipment for Office Use"**
- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Competent Authority" means the Chairperson/ Chairman State Life.
- d) "RFP" means Request for Proposal
- e) "Committee" means committee constituted by State Life for evaluation of technical and financial proposals
- f) "Government" means the Government of Pakistan
- g) "Service Provider /Firm/Respondent/Vendor" means any entity that has placed an offer/ proposal for performance of services sought in this RFP
- h) "PPRA Rules" Public Procurement Rules 2004
- i) "SOW" means Scope of Work
- j) "H&AI" means Health & Accidental Insurance
- k) "ISO" means International Standard Organization
- l) "IT Equipment" means items as specified in B.O.Q

### INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to entire population (referred as beneficiaries herein). To augment the objective of an efficient system with real time monitoring, State Life has always believed and encouraged technology as an important tool. Use of technology improves service delivery by enabling real time monitoring and evaluation, reducing procedural delays, better storage and access, thus making data readily available.

### VALIDITY OF PROPOSALS

Proposals must be valid for a period of **90 (Ninety)** days after the date of its submission prescribed in RFP. A proposal valid for shorter period may be rejected. State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals)



## 2. RIGHT TO ACCEPT / REJECT PROPOSAL

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

## 3. FRAUD AND CORRUPTION

State Life requires that respondent hired through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. In pursuance of this policy, State Life defines, for the purposes of this provision, the terms as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of State Life by any representative of Respondent(s) in contract execution.
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence procurement process or the execution of a contract, to State Life, and includes collusive practice among Respondents (prior to or after proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive State Life of the benefits of free and open competition;
- iii. "Unfair trade practices" mean rendering of services different from what is ordered on
- iv. "Coercive practices" mean harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of agreement.

### State Life would

- i. Reject a proposal for award, if it determines that the Respondent recommended for award, has been determined to having been engaged in practices listed at 4(i) to 4(iv) above.
- ii. Declare a respondent ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, and unfair trade practice in competing for or in executing the agreement.



## 4. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

### 4.1. RFP CLARIFICATIONS

During evaluation of the proposals, State Life may, at its discretion, ask Respondents for clarifications on their proposals. The Respondents are required to respond within the time frame prescribed by State Life and in case of non-responsiveness, the said bidder will be disqualified from further processing

### 4.2. AMENDMENTS IN RFP

At any time prior to deadline for submission of proposal, State Life may for any reason, modify the RFP. The prospective Respondents having received the RFP shall be notified of the amendments through respective modes and such amendments shall be binding on them.

## 5. PROCESS FOR BIDDERS' SELECTION

This enquiry pertains to Purchase/ Supply of IT Equipment for Office Use. The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document and the qualified respondent would sign an agreement with State Life which would specify the assignment that the selected respondent is expected to perform. Evaluation of the proposals shall be carried out in two steps, first the technical and then the financial.

The technical and financial proposals shall be submitted at the same time, any proposal or part proposal received after the closing time for submission of proposals shall be returned unopened. No amendment to the technical or financial proposal shall be accepted after the dead line.

At first the technical proposals will be opened and evaluated in conformity with the provisions of the RFP. The financial proposals shall remain sealed until they are opened publicly.

The Evaluation Committee shall not have access to the financial proposals until the technical evaluation is concluded. Financial proposals shall be opened only thereafter.

After completion of evaluation of the technical proposal, State Life shall notify those respondents whose proposal did not meet the minimum qualifying mark or were considered non-responsive to the RFP indicating that their financial proposals will be returned unopened after completion of the selection process.

After rejecting the offers securing less than the minimum qualifying marks in the technical proposal, the financial proposals of the rest shall be opened and bidders will be communicated according as per procedure laid down in PPRA Rule-36(b(vii)).



## ESSENTIAL QUALIFYING CRITERIA:

Eligible Service Provider/Respondent who:

- i. Have a relevant experience of at least Five (5) years
- ii. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those respondents who are validly registered with Government legal entities, sales tax and income tax departments) and on active tax payer list;
- iii. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- **(One Hundred Rupees Only/-)** is mandatory);
- iv. Bidder must be applied via EPADs and any bid which is not submitted via EPADs will not be considered
- v. Bidder must have office set up in Islamabad and Rawalpindi (Verifiable Proof in this regard is needed)
- vi. Bidder must quote a single product without any OR condition and in case bidder is declared most advantageous he should supply same model.
- vii. Bidder to furnish Undertaking on a stamp paper of worth PKR. 50 as per format placed at Annex-B
- viii. Bid Security amounting to **PKR 142,049/-** as per PPRA Rules in the form of Pay order/ Bank Draft in favor of "H&AI, State Life Insurance Corporation of Pakistan" must be attached as per PPRA Rules.
- ix. Must obtain minimum 60 points in Technical Evaluation with 50% marks in each category

**NOTE:** Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above.

## DISQUALIFICATIONS

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal documents after the bid closing timeline
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive



- v. Failed to provide clarifications related thereto, when sought
- vi. Submitted a proposal with price adjustment / variation provision
- vii. Proposal that is conditional means the quoted products are not clearly specified along with detailed specifications, pictures, warranty information etc
- viii. Bid security is not submitted with the Technical Proposal via EPADs and also Bid Security must reach in hard form well before closing. Vendor is also required to furnish contact details of relevant official of bank from where Bid Security Cheque is being made
- ix. Any violation/ missing document as required in Eligibility Criteria Above

## 7. REQUEST FOR PROPOSAL

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP, shall be at Respondent's own risk and may be liable for rejection. When Respondents receive the RFP, and if they can meet the requirements of the RFP and the commercial and requirements of this RFP, they should make arrangements necessary to prepare a responsive proposal

If the Respondents find in the RFP documents - especially in the selection procedure and evaluation criteria - any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from State Life well in advance. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

Respondents/Service Providers should ensure that they submit a fully responsive proposal including all the supporting documents requested in the RFP. It is essential to ensure accuracy in the curricula vitae of key staff submitted with the proposals.

Once proposals are received and opened, respondents shall not be permitted to change the proposal. Non-compliance with Eligibility criteria will result in rejection of the proposal.

## 8. PRE-PROPOSAL QUERIES

The prospective Respondent, requiring any clarification on RFP may contact State Life and seek required clarification. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.



## 9. PREPARATION OF PROPOSAL

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.
- iii. Proposals received by any other media/ form except EPADs shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP
- vii. Technical and financial proposals should be submitted via EPADs as per Single Stage Two Envelope Procedure

## 10. SUBMISSION OF PROPOSALS

Respondent shall submit responses via EPADs as per Single Stage Two Envelope Procedure

## 11. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals from Respondents, complete in all respects must be submitted via EPADs as per schedule notified above

## 12. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

### 12.1. TECHNICAL PROPOSAL

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Bidders must provide detailed specifications and pictures where applicable of quoted products
- iii. Bidder must clearly mention the product he will quote without any OR condition (Format is placed at Annex-C)





iv. Relevant verifiable details as required in Clause-6 i.e., Eligibility Criteria  
All the above papers should be duly signed by the authorized signatory.

## 12.2 FINANCIAL PROPOSAL

- i. The financial proposal will be filled in **Fin -1** separately
- ii. Bidder may quote rate for all items and Lump Sum Cost will be considered
- iii. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount) in words and figures inclusive of all applicable government taxes & delivery charges
- iv. Tax exemption in any case would be subject to "Tax Exemption Certificate" issued by FBR, verifiable through online verification system of FBR
- v. The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order/Contract
- vi. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- vii. In case of ambiguity on financial proposal being quoted in words, the proposal is liable to be rejected. The respondent should exercise due caution in preparing the financial proposals.

## 13. RECEIPT OF PROPOSALS

Only those proposals would be accepted that are submitted via EPADs

## 14. PROPOSAL OPENING

State Life will open all proposals including withdrawals and modifications, in public, in the presence of respondents/their authorized representatives who choose to attend, at the time, on the date and the place specified in RFP. Respondents/Representatives shall sign attendance as a proof.

## 15. EVALUATION OF PROPOSALS - FORMATION OF COMMITTEES

State Life will form Technical & Financial Evaluation Committee to evaluate the proposals

- i. During evaluation of technical proposals, the Committee, may, at its discretion, ask the Respondents for clarification of their proposals. However, such clarification would not effectuate any change in the substance of the proposal.
- ii. After the technical evaluation the committee would make financial evaluation of those respondents who qualify on the basis of technical evaluation.
- iii. The committee would undertake the financial evaluation on the available proposal as it is and would not seek any clarification from the respondent



The process for evaluation of proposals is as given below:

### 15.1. EVALUATION OF TECHNICAL PROPOSAL

The committee will evaluate the technical proposals on the basis of given qualification parameters. The proposals meeting the qualification criteria shall be declared as technically responsive and technical evaluation report will be uploaded on PPRA Website, EPADs as per PPRA Rules. After evaluations and approval of technical proposals, the financial proposals of technically accepted proposals shall be publicly opened at a time, date, and venue to be communicated to the qualified bidders in advance

### Technical Points / Scoring

Sr. No	Requirements	Points
<b>1.</b>	<b>Overall Experience</b>	<b>20</b>
a.	5 Years	10
b.	5+ Years	20
<b>2.</b>	<b>No of Similar Projects in Last Three (3) Years</b>	<b>20</b>
a.	2 Project	10
b.	2+ Projects	20
<b>3.</b>	<b>Closing Balance as on September 30, 2024</b>	<b>20</b>
a.	1 million	10
b.	1+ million	20
<b>4.</b>	<b>Product Features</b>	<b>30</b>
a.	Not in Conformance with specifications outlined in B.O.Q	0
b.	Complete Conformance with specifications outlined in B.O.Q	30
<b>5.</b>	<b>Quoted Product Service Center Availability</b>	<b>10</b>
a.	Nationwide Availability	10
b.	On Request	0
<b>Total points</b>		<b>100</b>

**Minimum Qualifying Marks = 60** (Minimum 50% marks in each category)

**Category corresponds to Sr. No 1-5**

### 15.2. EVALUATION AND SCORING OF FINANCIAL PROPOSAL

Evaluation of the financial proposals submitted by respondents whose technical proposals have technically qualified for the assignment shall be done in accordance to the following process:

**Step 1:** All the eligible financial proposal would be opened and scrutinized for any anomaly or discrepancy which may lead to the proposal being non-responsive as per the terms and conditions cited in the RFP for the assignment

**Step 2:** All financial proposal found to be in order shall be enlisted in the prescribed Financial Evaluation sheet



**Step 3:** The most advantageous bidder will be awarded said contract

## **16. BID SECURITY DEPOSIT**

Bid Security amounting to **PKR 142,049/-** along with the Financial Proposal would be furnished by the respondent in shape of Demand Draft/Pay order in favor of “(H&AI) STATE LIFE INSURANCE CORPORATION OF PAKISTAN”.

Bid security of successful bidder will be returned after the complete delivery and entire satisfaction of H&AI, Regional Office Islamabad. Furthermore, in case of non-delivery of required items (Specifications annexed as Annex-D), bid security will be forfeited.

Bid security of un-successful bidders will be returned after completion of procurement proceeding as per PPRA Rules.

## **17. OWNERSHIP OF DATA/INFORMATION**

All information processed, stored, or transmitted by Service Provider’s equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

## **18. LIQUIDATED DAMAGES:**

Time is the essence of contract. Bidders are advised to strictly adhere to timeline communicated by H&AI, Regional Office, Islamabad. In case of delay, the H&AI, Regional Office, Islamabad reserves the right to impose a penalty not exceeding 10% of the total amount of the contract at the rate of 1% of the bill for each week of delay.

If the work is not executed according to the satisfaction of the H&AI, we reserve the right to reject it altogether or impose a penalty not exceeding 10% of the contract amount.



# Section III: Scope of Work

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## 1. BACKGROUND

State Life Health Insurance is implementing Sehat Sahulat Program. As part of this program, beneficiaries are provided health care facilities. State Life considers use of technology as a valuable tool to improve overall readiness and efficiency of system.

Therefore, to increase efficiency, timeliness and real time processing, H&AI, Regional Office, Islamabad intends to purchase IT Equipment (Quantity is mentioned in **FIN-1** while specifications are annexed as Annex-D).

## 2. GOAL

To make system efficient, easily accessible with better storage capability

## 3. REQUIRED ACTIVITIES

The activities that Service Providers will have to perform are as follows:

**Activity 1:** Supply of IT Equipment as per quantity (mentioned in FIN-1) and specification provided as Annex-D at designated locations

**Activity 2:** Provision of relevant Warranty Information

**Activity 3:** Providing Coordination and Support in case of warranty claim

## 4. RESPONSIBILITIES OF SERVICE PROVIDER

- I. Provide onsite Warranty/Services for the equipment and Software and Bidder shall ensure that all equipment (items) and its parts supply to H&AI, Islamabad are new (non-refurbished and free from any sort of defects for the warranty period)
- II. Must ensure timely response to queries raised by H&AI from time to time
- III. Bidder must provide licensed softwares, drivers etc
- IV. Must ensure delivery of defected parts after necessary maintenance within 24 hours. In case of any delay in delivery time, it must be communicated
- V. Must provide hardware warranty as per applicable company/manufacturer standards
- VI. Must adhere to specifications outlined as Annexure-D. However, the service provider must take into account that specifications annexed are minimum system requirements and bidders must meet or may exceed them
- VII. Bidder must quote those products that have local market availability and easily maintainable, repairable



- VIII.** Bidder must take into account that actual quantity may increase/ decrease of any item may not be required at all depending upon needs
- IX.** Must deliver equipment as per specifications (Annexure-D) and also in compliance with International Standards. Furthermore, the service provider must ensure that the delivery at designated location should be as per schedule
- X.** In case of printers and other equipment, the quoted product must have refillable tonner/cartridge
- XI.** Bidder must quote product considering all factors as no request of bidder under any circumstances regarding supply of alternate equipment will be entertained
- XII.** Bidder must ensure that Bid Security must reach the Office of Central Procurement Department, 3<sup>rd</sup> Floor, State Life Tower well before time and no claim whatsoever will be entertained regarding delay

## 5. PAYMENT SCHEDULE

All payments shall be made in Pak Rupees and subject to following conditions:

- A. Upon submission of invoice by supplier against requisite items as required by RFP, all payments will be made within **30 (Thirty)** days subject to fulfillment of quality standards set out as per specifications (Annexed as Annex-D)
- B. No payment shall be made in advance to the selected bidder as mobilization advance
- C. Payment shall be subject to deduction of all applicable government taxes
- D. H&AI shall have the right to return any Requisite Item not meeting the quality requirements or in case it does not comply with the samples provided by the Supplier.



**FIN- 1: FINANCIAL PROPOSAL**

<b>SR. No</b>	<b>ITEM</b>	<b>MINIMUM SPECIFICATIONS</b>	<b>A QTY</b>	<b>B COST PER ITEM INCLUSIVE OF ALL APPLICABLE TAXES (PKR)</b>	<b>TOTAL COST INCLUSIVE OF ALL APPLICABLE TAXES (PKR) C=A*B IN FIGURES</b>	<b>TOTAL COST INCLUSIVE OF ALL APPLICABLE TAXES (PKR) C=A*B IN WORDS</b>
1	PRINTER SINGLE TRAY	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	05			
2	PRINTER DOUBLE TRAY	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	04			
3	COLOR PRINTER	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	01			
4	HEAVY DUTY SCANNER	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	03			
5	CARD PRINTING MACHINE	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	01			
6	BAR CODE PRINTER	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	01			
<b>TOTAL COST IN PKR IN FIGURES</b>						
<b>TOTAL COST IN WORDS</b>						

**NOTE:** The Above quoted prices must be inclusive of all applicable duties/taxes, packing, octroi and delivery charges at designated location



**ANNEX-A:**  
**COVERING LETTER FOR HIRING SERVICES OF**  
**SERVICE PROVIDER**

(On Respondent's letterhead)

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

Proposal Reference No. xx/2024

**Departmental Head Admin and HR/ Incharge CPD**

Central Procurement Department, 3<sup>rd</sup> Floor, State Life Tower,  
Jinnah Avenue, Islamabad

**Subject:** Proposal for Supply/Purchase of IT Equipment for Office Use

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of **90** days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
8. We / I am submitting herewith a demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ in favor of STATE LIFE INSURANCE CORPORATION OF PAKISTAN as bid security deposit with Technical Proposal



9. The letter of authorization by the competent authority is also attached herewith.

10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name & Address of Firm

Affix rubber stamp

Email/Fax No.

Income Tax Certificate

Return Submitted





FORM – 1

List Previous Experience of Similar Nature of Works in Last Three Years

Sr. No	Name of project & location	Full name & address of client	Type of contract / Period of contract	Contract value (indicate currency in PKR Only)	Delay penalties claims, arbitration	Type of work	Carried out along or in partnership (or in partnership, state share & name of partner)	Start date	Date of completion

**Note:** Relevant proofs are required as well. Work completed means all work that has been completed before opening date of the current tender



## ANNEX-B: UNDERTAKING

SUBJECT: **UNDERTAKING REGARDING EQUIPMENT QUOTED FOR SUBJECT PROCUREMENT**

I hereby solemnly declare that the equipment quoted by me in response to "Tender for Purchase/ Supply of IT Equipment for Office Use" has following characteristics:

- a. Quoted Equipment has local market foot prints
- b. Quoted Equipment is brand new and has necessary warranty documents
- c. Quoted Equipment is non refurbished and has not been brought through any illegal/ gray channel
- d. Quoted Equipment has relevant service center in major cities of Pakistan
- e. Quoted Equipment has all necessary accessories
- f. Quoted Equipment is free from any OR Condition

In case of non compliance of any above clause I will personally be held responsible and necessary action as per PPRA Rules must be initiated against me

*Note: To be furnished on a Stamp Paper of Worth PKR. 50*



### ANNEX-C: QUOTED PRODUCT DETAILS

SR	ITEM	MINIMUM SPECIFICATIONS	A QTY	QUOTED PRODUCT WITH COMPLETE SPECIFICATIONS	QUOTED PRODUCT PICTURE
1	PRINTER SINGLE TRAY	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	05		
2	PRINTER DOUBLE TRAY	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	04		
3	COLOR PRINTER	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	01		
4	HEAVY DUTY SCANNER	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	03		
5	CARD PRINTING MACHINE	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	01		
6	BAR CODE PRINTER	AS PER SPECIFICATIONS ANNEXED AS ANNEX-D	01		

**NOTE:** Above format must be furnished with Technical Proposal. All entries must be filled.



## ANNEX-D: PROPOSED SPECIFICATIONS OF EQUIPMENT

### 1. Dual Tray Printer

Features	Details
Ports	Hi-Speed USB 2.0; 1 Ethernet 10/100 network; Wireless
Wireless capability	Yes, built-in Wi-Fi 802.11b/g/n
Storage device and direct print support	Wi-Fi Direct
Operating humidity range	30 to 70% RH
Memory, standard	256MB
Mobile printing services	Wi-Fi Directprinting
Network protocols, supported	TCP/IP: IPv4; IPv6; IP Direct Mode; LPD; SLP; Bonjour; WS-Discovery; BOOTP/ DHCP/ AutoIP; WINS; SNMP v 1/2/3; and HTTP/HTTPS
Input capacity	Up to 250 sheets
Input capacity, priority tray(envelopes)	Up to 10
Output capacity	Up to 150 sheets
Media sizes supported (metric)	A4
Media sizes supported (U.S. standard)	Letter; Legal
Media sizes, custom (metric)	76 x 127 to 216 x 356 mm
Media sizes, custom (U.S. standard)	Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcards
Media weight supported (metric)	60 to 163 g/m <sup>2</sup>
Maximum dimensions (W x D x H, metric)	370.5 x 407.4 x 223.9 mm
Maximum dimensions (W x D x H, U.S. standard)	14.6 x 16 x 8.8 in
Power supply	110-volt input voltage: 110 to 127 VAC (+/- 10%), 60 Hz/50 Hz, 5.4 A; 220-volt input voltage: 220 to 240 VAC (+/- 10%), 60 Hz/50 Hz, 3.1 A



Power consumption	480 watts (active printing), 1.9 watts (ready), 0.5 watts (sleep), 0.8 watts (Auto Off/Wake on USB, enabled at shipment), 0.05 watts (Auto-off/Manual-on), 0.05 watts (Manual Off)
Number of print cartridges	1 Black cartridge, 1 drum
Print technology	Laser
Duplex printing	Automatic (standard)
Print resolution (best)	Up to 1200 x 1200 dpi
Regulatory model number	SHNGC-1502-01
Security management	Password-protected network embedded Web server; enable/disable Network ports; SNMPv1 community password change
Minimum system requirements for windows	Windows 10, 8, 7 (32-bit or 64-bit): 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer; Windows Vista (32-bit only): 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8; Windows XP SP3 or higher (32-bit only): any Intel Pentium II, Celeron or 233 MHz compatible processor, 850 MB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8
Compatible network operating systems	Windows 10, 8, 7 (32-bit or 64-bit): 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer; Windows Vista (32-bit only): 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8; Windows XP SP3 or higher (32-bit only): any Intel Pentium II, Celeron or 233 MHz compatible processor, 850 MB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8; OS X v10.11 (El Capitan), v10.10 (Yosemite), v10.9



	(Mavericks): 1 GB available hard disk space, Internet required, USB;
Warranty	As per Standard

## 2. Single Tray Printer:

Feature	Details
Functions	Printer
Print Speed - Black (normal)	Up to 40 ppm (default) ; Up to 42 ppm
First page out (ready) black	As fast as 6.1 sec
Resolution (black)	Fine Lines (1200 x 1200 dpi)
Monthly duty cycle	Up to 80,000 pages
Recommended monthly page volume	750 to 4000
Print Technology	Laser
Display	2-line backlit LCD graphic display
Processor speed	1200 MHz
Number of print cartridges	1 (black)
Paper trays, maximum	3
Mobile Printing Capability	Yes
Connectivity, standard	1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az(EEE) 802.11b/g/n / 2.4 / 5 GHZ Wi-Fi radio
Security management	Secure Boot, Secure Firmware Integrity, Runtime Code Integrity, password protected EWS, secure browsing via SSL/TLS 1.0, TLS 1.1, TLS 1.2; IPP over TLS; Network: Authentication, SASL authentication; Firewall and ACL; control panel lock,
Minimum system requirements	2 GB available hard drive space, Internet connection or USB port, OS hardware requirements see apple.com 2 GB available hard disk space, Internet connection, USB port, Internet browser. For additional OS hardware requirements see microsoft.com
Compatible operating systems	Windows 11; Windows 10; Windows 8; Windows 7; Windows Client OS; Android; Mobile OS; macOS 10.12 Sierra; macOS 10.14 Mojave
Memory, standard	256 MB



Memory, maximum	256 MB
Supported network protocols	TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, HP ePrint, Apple AirPrint™, Google Cloud Print 2.0, Mopria, IPP Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP; AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6), SSL Security and Certificate management; Management: SNMPv1, SNMPv2, SNMPv3, HTTP/HTTPS, Syslog, FTP FW Download
Hard disk	None
Paper handling input, standard	100-sheet multipurpose Tray 1, 250-sheet input Tray 2
Paper handling output, standard	150-sheet output bin
Duplex printing	Automatic (default)
Finished output handling	Sheetfed
Media sizes supported	Tray 1, Tray 2: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch); Optional Tray 3: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in; Automatic duplexer: Letter, legal, executive, Oficio (8.5 x 13 in)
Media sizes supported	Tray 1, Tray 2: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); envelopes (DL, C5, B5); Optional Tray 3: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); Automatic duplexer: A4; B5; 16K (195 x 270 mm, 184 x 260 mm; 197 x 273 mm); Oficio (216 x 340 mm)
Media sizes, custom	Tray 1: 3 x 5 to 8.5 x 14 in; Tray 2, optional Tray 3: 3.94 x 5.83 to 8.5 x 14 in
Media types	Paper (plain, EcoFFICIENT, light, heavy, bond, colored, letterhead, preprinted, prepunched, recycled, rough); envelopes; labels
Supported media weight	Tray 1: 16 to 46.6 lb; Tray 2 and Optional 550-sheet Tray 3: 16 to 32 lb
Media weights by paper path	Tray 1: 60 to 200 g/m <sup>2</sup> ; Tray 2, Optional 550-sheet Tray 3: 60 to 120 g/m <sup>2</sup>
Power	110-volt input voltage: 110 to 127 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz); 220-volt input



	voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz) (Not dual voltage, product varies by part number with # Option code identifier)
Power consumption	495 watts (active printing), 5.5 watts (ready), 0.5 watts (sleep), 0.5 watts (Auto Off/Wake on LAN, enabled at shipment), 0.05 watts (Auto-off/Manual-on), 0.05 (Manual Off)
Warranty	As per Standard
Cable included	Yes, 1 USB cable
Sustainability Impact	Mercury-free
Wireless capability	Yes, built-in dual-band Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise; Encryption via AES or TKIP; WPS; Wi-Fi Direct; Bluetooth Low-Energy

### 3. Color Printer:

Feature	Details
Functions	Print, copy, scan
Technology	Laser
Speed	Print: Black: Up to 16 ppm Color: Up to 4 ppm
Processor	600 MHz
Memory	128 MB
Resolution	Print: 600 x 600, Technology: HP ImageRet 2400 or equivalent
First Page Out Time	As fast as 27.5 sec
Duplex Print	Manual
Duty Cycle	Up to 20,000 pages
Feeding Capacity	150-sheet input tray
Zoom Rate	25 to 400%
Output File Format	Windows Scan SW supports file format: JPG, RAW(BMP), PDF, TIFF, PNG; Mac Scan SW supports file format:TIFF, PNG, JPEG, JPEG-2000, PDF, PDF-Searchable, RTF, TXT
Media Type	Cut sheet paper, Label, Glossy paper, Envelopes, Post card, OHT, glossy film, 4 x 6 in photo paper





Media Size	A4, A5, A6, B5, 16k, 10 x 15 cm, post cards (JIS single and double); envelopes (DL, C5, B5)
Media Weight	60 to 120 g/m <sup>2</sup> (Stretch Goal: -163 g/m <sup>2</sup> );
Paper Output Capacity	Up to 50 sheets
Network	Via built-in 10/100Base-T TCP/IP networking
Mobile Printing Capability	Yes
Wireless Capability	Yes, built-in WiFi 802.11b/g/n, WPA/WPA2
Control Panel	2-line LCD (text)
Speed Dial	TAM interface
Voltage	110 to 127 VAC
Power Consumption	300 watts (Printing), 140 watts (Copying), 8.3 watts (Ready), 1.0 watt (Sleep), 0.6 watts (Manual-Off)
OS Compatibility	Windows 8, Windows 7, Windows Vista, Windows XP, Driver only installs, Windows XP, etc.
Environment	ECO Friendly
Dimension	423 x 425 x 280 mm
Weight	15 kg
Warranty	As per Standard

#### 4. Card Printing Machine

Features	Details
Type	High Definition Printing (HDP), Retransfer Technology
Print Method:	Dye-sublimation and resin thermal transfer
Print Mode	Full-color continuous tone, resin black, or grayscale
Resolution	300 dpi (dots per inch)
Colors:	16.7 million colors with continuous-tone printing
Card Thickness	30 mil (standard); capable of handling cards from 9 mil to 40 mil (0.229 mm to 1.02 mm)
Print Side	Single-sided or dual-sided printing options
HDP Film Options	Clear (1,500 prints) • Standard Holographic (500 prints) • Contact HID regarding Custom Holographic Film options
Print Speed:	<ul style="list-style-type: none"> <li>○ <b>Single-sided (YMCKK):</b> Up to 26 seconds per card (138 cards/hour)</li> <li>○ <b>Dual-sided (YMCKK):</b> Up to 40 seconds per card (82 cards/hour)</li> </ul>



Card Compatibility:	<ul style="list-style-type: none"> <li>○ CR-80 and CR-79 card sizes</li> <li>○ Standard PVC, PET, composite, proximity, and smart cards with embedded electronics</li> <li>○ Cards with uneven surfaces (thanks to retransfer technology)</li> </ul>
Edge-to-Edge Printing	True edge-to-edge card printing with over-the-edge transfer film
Card Cleaning	Replaceable cleaning roller (included with each print ribbon)
Encoding Options	<ul style="list-style-type: none"> <li>○ Magnetic stripe encoding (ISO 7811, HiCo/LoCo)</li> <li>○ Smart card encoding (contact and contactless, ISO 7816)</li> <li>○ Proximity card encoding (HID, iCLASS, MIFARE, DESFire)</li> <li>○ Optional dual- and single-side lamination for extra durability and security</li> </ul>
Optional Lamination	Can add lamination modules for increased durability and security. Single- or dual-sided lamination is available.
Overlamine Options	Clear and holographic overlaminates for visual security features.
Standard Interface	USB 2.0
Standard Interface: Optional	Ethernet with internal print server for networked environments
Software Drivers	Windows® 7 / 10 / 11 / Server 2012 / Server 2016 / Server 2019 / Server 2022
Security Features	<ul style="list-style-type: none"> <li>• Optional locking card hopper to secure blank card stock</li> <li>• Optional printer and card output locking mechanisms</li> <li>• Supports standard and custom holographic overlaminates for added visual security</li> </ul>
Dimensions	Printer only: 12.5" H x 12" W x 9.3" D (317.5 mm x 304.8 mm x 236.2 mm)
Physical Features	Printer with dual-sided module: 12.5" H x 12" W x 18.7" D (317.5 mm x 304.8 mm x 475 mm)
HDP Film:	Required for all card printing, available in full-color or single-color options
Humidity	20 - 80% non-condensing
Ribbon Types:	<ul style="list-style-type: none"> <li>○ YMCK ribbon (Yellow, Magenta, Cyan, Black)</li> <li>○ YMCKK ribbon for dual-sided printing (full-color front, black text on back)</li> <li>○ YMCKI ribbon (Yellow, Magenta, Cyan, Black, Inhibit for smart card areas)</li> <li>○ Additional ribbons like YMCKH for holographic lamination.</li> </ul>
Bundled Software	Fargo Workbench Diagnostic Utility with Color Assist for color matching
Optional Software	Asure ID card personalization software, compatible with third-party applications via SDK.



Durability	The retransfer printing process increases card durability, making it resistant to daily wear, tear, and fading.
Power Consumption	Operates efficiently with low power draw.
Supply Frequency	50 Hz / 60 Hz
Warranty	<ul style="list-style-type: none"> <li>• Printer: Three years with an optional extended warranty.</li> <li>• Printhead: Lifetime Warranty</li> </ul>
Modular Design	You can add upgrades, such as dual-sided printing, encoding, and lamination modules, making it highly flexible.
User-friendly	Intuitive controls and easy maintenance with accessible parts and ribbon installation.
High-Security Applications:	Ideal for government IDs, driver's licenses, employee badges, and access cards.
Card Durability	Prints onto a retransfer film, which is then applied to the card, providing increased image durability and protection from tampering.
High Quality	The printer produces near-photographic image quality, perfect for high-resolution images and intricate details on cards.

## 5. Heavy Duty Scanner:

Features	Details
Scanner type	Sheetfed
Digital sending standard features	Scan to PC; Scan to USB Drive
Scan resolution, optical	Up to 600 dpi (colour and monochrome, sheet-feed)
Scan resolution, hardware	Up to 600 dpi (colour and monochrome, sheet-feed)
Duty cycle (daily)	Recommended for 7,500 pages per day
Bit depth	24-bits external; 48-bits internal
Automatic document feeder scan speed	Up to 70 ppm/150 ipm (black & white, 300ppi) <sup>1</sup>
Scan speed OCR (A4)	< 6 sec
Scan speed in preview mode	Up to 5 sec
Task speed	10 x 15 cm colour photo to file (200 dpi, 24-bit, tiff): about 5.98 sec for single image scan; 10 x 15 cm colour photo to email (150 dpi, 24-bit): about 4.91 sec for single image scan, about 1.23 sec for single image send to email, totally 6.14 sec; A4 PDF to email (300 dpi, 24-bit): about 6.51 sec for single image scan, about 3.5 sec for single image send to email, totally 10.01 sec
Scan size (ADF), maximum	216 x 3100 mm
Scan size (ADF), minimum	50.8 x 50.8 mm
Scan size, minimum	216 x 3098 mm
Automatic document feeder capacity	80 sheets



Duplex ADF scanning	Yes
Scan file format	For text & images: ePub 3.0, HTML 4.0, Excel file format (*.xls, *.xlsx), PowerPoint file format (*.pptx), Word (*.docx), WordPerfect (*.wpd), searchable PDF, JPEG, PNG, BMP, TIFF, Text (.txt), Rich Text (rtf), XML and XPS
Scan input modes	Two scan modes (simplex/duplex)
Color scanning	Yes
Levels of grayscale	256
Image scaling or enlargement range	Will not perform any arbitrary scaling
Scan technology	CMOS CIS or equivalent
Scanning options (ADF)	Single pass E-Duplex
Multifeed detection	Yes
Output resolution dpi settings	75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi
Light source (scanning)	LED
Document weight ADF (maximum)	413 g/m <sup>2</sup>
Document weight ADF (minimum)	40 g/m <sup>2</sup>
Media size (ADF)	ISO A4: 210 x 297 mm; ISO A5: 148 x 210 mm; ISO A6: 105 x 148 mm; ISO A7: 74 x 104 mm; ISO A8: 52 x 74 mm; ISO B5: 176 x 250 mm; JIS B5: 182 x 257 mm
Media types	Cut sheet paper, printed paper (laser and ink), pre-punched paper, bank checks, business cards, freight bills, carbonless forms, plastic carrier sheets for easily damaged documents, previously stapled media with staple removed, plastic cards (up to 1.24 mm)
Media weights, supported ADF	40 to 413 g/m <sup>2</sup>
Scanner advanced features	Auto exposure, Auto threshold, Auto detect color, Background smooth/removal, Remove Noise, Auto detect size, Straighten content, Enhance content, Multi-streaming, Auto feed, Multi-feed detection sensor, Auto orient, Multi-color dropout,
Compatible Operating Systems	OS X El Capitan 10.11, Microsoft® Windows®10, 8, 7, XP
Mac compatible	No
Minimum System Requirements	Microsoft® Windows® 10, 8.1, 8, 7, XP: 32/64-bit, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Microsoft® Internet Explorer; Windows Vista®: 32-bit only, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Microsoft® Internet Explorer 8



Twain version	Windows: 32-bit and 64-bit TWAIN version 2.1; Mac: n/a
Processor speed	550 MHz
Memory	512 MB
Connectivity, standard	Hi-Speed USB 2.0 and USB 3.0
Ports	1 x USB 3.0 and 1 x USB 2.0 port
Power	Input Voltage: 90 to 264 VAC, 50/60 Hz
Power supply type	External Power Adapter
Power consumption	6.7 watts (ready), 0.9 watts (sleep), 0.1 watts (off), 0.1 watts (auto-off) <sup>2</sup>
Security management	Power button to on/off device
Ecolabels	ENERGY STAR® 3.0 certified
Energy star certified	Yes
Manufacturer Warranty	As per Standard

## 6. Bar Code Printer

Features	Details
Standard memory	128 MB Flash, 64 MB SDRAM
SD card reader for memory	memory expansion up to 32 GB standard
Easy Ribbon Loading	Yes
Display	2.3" color TFT Display
Multiple interfaces:	USB 2.0, serial, *parallel, **USB host and Ethernet
Energy Star	Yes
Bluetooth Connectivity	Yes
Type	Desktop
Proposed Print Width	4.25"
Optional Cutter	Yes
Warranty	As per Standard

**Note:** Above specifications correspond to minimum set of requirements that a vendor/ bidder must meet



**ANNEX-E: RECOMMENDED MAKES**

<b>Sr. No</b>	<b>Equipment</b>	<b>Recommended Make</b>
<b>01.</b>	Dual Tray Printer	HP
<b>02.</b>	Single Tray Printer	HP
<b>03.</b>	Heavy Duty Scanner	HP
<b>04.</b>	Color Printer	HP
<b>05.</b>	Card Printing Machine	FORGO
<b>06.</b>	Bar Code Printer	TSC Bar Code Printer

**Note:** Above Recommended Makes are just a reference point for vendors while quoting products and they are not bound to supply products of above models. However factors such as local market foot prints, easy maintenance must be adhered to while quoting products

