



Date: 10-10-2024

TENDER DOCUMENTS


Ref: P&GS/H&AI/FSD/2/2024

Procurement of Laptops 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 Laptops For H&AI Faisalabad Office*.

The sealed bids should be submitted through Epad on **28-10-2024** 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 I.T with Specifications

Sr.	Items	Sample	Qty.
1	<p>Laptop:</p> <ul style="list-style-type: none"> • (Laptop type Core i3), intel 13th Generation: • Base frequency: Minimum 2.50 GHz and supportive up to 4.4 GHz or higher • 8 GB DDR4 extendable upto 16GB • 8 Mb Cache • 1TB SSD, • Screen Display: Intel FHD Graphic 620, • Graphic Card: integrated intel UHD Graphics • Screen Size: 14” to 15.6” • 10/100/1000 ethernet card with WIFI, Bluetooth • Connector: With Thunderbolt 4 Port, USB-C 3.2 Gen 2 Port, and USB-A 3.0 Gen 1 Ports (2), • Wi-fi AX 2x2+BT, Y-FPR, 3 Cell 45Whr, 65W USB-C 3PIN-UK, BKLT KB UK-ENG • With Activated windows 11 Professional operating system, Licensed Current MS Office, PDF. • Warranty: 1 Years local Warranty comprehensive onsite parts, support, Services and Labor. • With executive laptop bags with our choice color • As per sample 		5

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 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 or Rs.20000/-** 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 which will be refunded to the un- successful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained upto successful delivery of item as per request being sent subsequently, the same will be returned to un-successful bidders at the end of bidding process and 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: - Legal Evaluation

- 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.	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D	
4.	Proof of Active Taxpayer List	Mandatory	Annex-E	
5.	Earnest Money/ Bid Security 2% Or Rs.20000/- of total tender amount through bank draft/ pay order (To be attached with Financial Proposal)	Mandatory	Must be attached with Financial Proposal only	



B: SCORECARD EVALUATION

- 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

	Eligibility/Evaluation Criteria	Supporting Documents to be attached as	Page No
A.	COMPANY PROFILE		
	i. The company established within 1 to 2 years (Proprietorship) = 10 Marks ii. The company established more than 2 years = 25 Marks Note: Certificates Required	25 Marks Maximum	Annex-F
B.	SIMILAR WORK EXECUTED BY FIRM IN PAST:		
	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 Note : Work Order Required	25 Marks Maximum	Annex-G
C.	FINANCIAL STATUS :(Verified by Bank Statement, Annual Tax Return)		
	Annual Turnover • Between 2- 5 Million = 07 Marks • 5-10 Million = 14 Marks • Above 10 Million = 20 Marks (Max)	20 Marks Maximum	Annex-H
E.	TECHNICAL STAFF:		
	• IT Technician = 08 Marks • Installer = 05 Mark • Labor = 02 Marks Note: Mention Staff List	15 Marks Maximum	Annex-I
F.	ENLISTMENT WITH OTHERS:		
	Enlistment with reputed Govt/National/ Multinational Firms Minimum requirement = 01 Firms Note: Purchase/Work Orders Required	15 Marks Maximum	Annex-J

Total Points = 100

Minimum Qualification = 60



Date: _____

FINANCIAL PROPOSAL

(For Purchase of I.T & Electronics Equipment F.Y 2024)

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	Laptop type Core I3 intel 13th Generation: with executive leather bags	5				

Name of Supplier: _____

Signature with Date