

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
ABBOTTABAD ZONE



TENDER DOCUMENTS

FOR

PROCUREMENT OF DESK TOP PC's AND ACCESSORIES

**PREPARED BY: Human Resources & Admin Department
State Life Insurance Corporation of Pakistan,
Mir Alam Shopping Plaza Manshera Road
Abbottabad.
Phone: 0992-920014,
Dated: 18-10-2024**

BID INVITATION FOR TENDER
NO.HRA&P/SLIC/ABTZ/COMPT/18/10/2024

State Life Insurance Corporation of Pakistan, Abbottabad Zone invites Bids through E-PADS for procurement of Desk Top Personnel Computers as per following Schedule from reputed Firms/Vendors, who are registered with Tax Departments. Kindly go through each line of the tender document for complete understanding of the Tenders Conditions & specifications violating which will cost forfeiture of earnest money & cancellation of the bid/s under PPRA rules-2004.

Type Of Procurement	Estimated Cost of Tender	Bid Security	Closing Date & Time for Submission Bids	Opening Date & Time of Bids
Computers (Desk Top)	10,10000/- (inclusive of all taxes)	5% of Estimated Cost of Tender	07-11-2024 at 10:00AM	07-11-2024 & 10:30AM

2. Bidding process shall be adopted under Single Stage-Single Envelop method laid down in PPRA rules 2004. The stated tender will be treated as a Whole, not lot wise or Item wise.
3. **Bids may be submitted through E-PADS only** and same will be opened as per above mentioned schedule in the presence of bidder (s) representatives who wish to be present.
4. Any bid submitted other than E-PADS will not be considered/accepted. CDR/Earnest Money/Bid Security of 5% mandatorily be submitted to undersign in Original **THREE DAYS BEFORE THE CLOSING TIME OF THE BID, ONLY VIA COURIER SERVICES. By hand or on the opening day submission of the same will not be accepted and the tender so uploaded will not be entertained.**
5. State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
1. In Case of any clarification or query the vendors/contractors/suppliers may upload on EPADS their queries in the clarifications which will be responded accordingly.

(Imran Ahmad Kazi)

In-Charge (HRA&P)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of
Pakistan Mir Alam Shopping Plaza
Manshera Road Abbottabad.

Phone: 0992-920014,

Dated: 18-10-2024

INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill the tender in all respects & No column be left blank otherwise we will be inclined to reject the bid so submitted.
3. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk).
4. Bids will be opened in the office of In-charge (HRA&P/Secretary ZPC) Zonal Office, State Life, Mir Alam Shopping Plaza Manshera Road Abbottabad in the presence of the Vendors or their representatives who wish to be present. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
5. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
6. Quoted rates will be evaluated as per our demand & terms and conditions.
7. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid 'Bid Security' shall be forfeited in the favor of State Life.
8. The bids should be accompanied by an Earnest Money Deposit @5% of Total Estimated Cost of Tender in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The validity of the Pay Order/CDR/ Demand Draft must be up to 60 days (Two Months) starting from the date of issue of this tender. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of “, **State Life Insurance Corporation of Pakistan Abbottabad Zone**” as earnest money, which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of delivery to successful bidder (s) respectively.
9. The bids without Earnest Money shall be rejected. Bidder(s) must send their Original Earnest Money through mail /daak/courier/registered post minimum **THREE DAYS** before the closing date of tender, otherwise the bid/s will be rejected.
10. Bids shall remain valid and open for acceptance for a period of 30 days from the last date of submission of Bids.
11. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
12. Bidder(s) are required to submit the all the mandatory documents as per rules of PPRA/EPADS.
13. Penalty @1% of bid against delay in supply will be charged on weekly basis.
14. **The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.**
15. Incomplete bids / conditional bids will be rejected.
16. **No, refurbished Computers** will be accepted. The supplied Items as per our demand will be checked by our IT department and if found otherwise will be rejected at once and the earnest money will be forfeited and blacklisting of the vendor will be acted upon as per PPRA SOPs and law.

SPECIAL TERMS & CONDITIONS

1. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
2. If the Bid is found against the terms and conditions of Tender, same will be rejected.
3. Sales Tax Registration Certificate FBR must be attached with tender.
4. Certificate of National Tax Number.
5. Proof of Active Tax Payer
6. Bid validity period should at least for 30 days.
7. One Year Warranty and provision of free repair, replacement of parts, and services will be mandatory.
8. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
9. All rates must be quoted with applicable Govt, Federal/Provisional & FBR Taxes.
10. The tender submission after the due date & time will not be entertained. The in-time Submission of tender will be onus of bidder (s).
11. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
12. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
13. No Advance payment will be admissible; the whole payment will be made after completion of tender via cross cheque.
14. Quoting the rates, it must mention in writing inclusive or exclusive of taxes.
15. It must be notified that territorial taxes where purchaser office is situated must be adhered to.

FORM OF BID

Incharge HRA&P,
Secretary (ZPC), State Life
Mir Alam Shopping Plaza
Manshera Road Jhangi
Abbottabad.

Dear Sir,

Tender Reference No. HRA&P/SLIC/ABTZ/COMPUTERS/18/10/2024.
Nature of Tender: Procurement of Desk Top Computers & Accessories.

Having examined the Bidding Documents, Procurement of Computer Systems {Model 1& 2) and accessories, we the undersigned, being a company/vendor doing business under the Name _____ of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. _____ drawn in favor "**State life Abbottabad Zone**"
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature _____

In the capacity of _____ duly authorized to sign bid for and or behalf of _____.

(Name of Bidder/Firm in Block Capitals) (Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

Name of Vendor/ Firm

Registered Address

Telephone No.

Cell No.

Fax No.

E-Mail

Name of Official
(Who will represent vendor/
Firm on the day of tender
opening)

NTN No.

Sales Tax No.

Vendor/ Firm rep Signature

CNIC No.

Seal Of Firm

Signature of the Authorized Signatory

Designation:_____

(Office seal of the Bidder)

UNDERTAKING

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the purchaser on comparing with the originals the bidder shall be responsible for action to be taken against him by the purchaser as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department (Federal or Provicional).

Signature of the Authorized Signatory

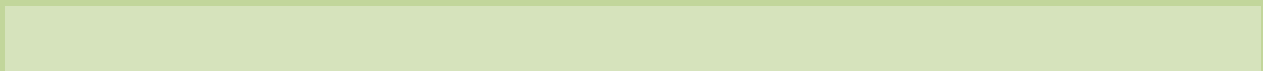
Designation _____
(Office seal of the Bidder)

Date:- _____

Place:- _____

**IMPORTANT NOTE FOR THE
VENDORS/SUPPLIERS/BIDDERS:**

**THE FORM OF BID AND UNDERTAKING MUST BE ON VENDORS COMPANY LETTER HEAD PAD & EACH
COLUMN/ROW MUST BE FILLED OUT, OTHEWISE THE TENDER WILL NOT BE ACCEPTED**



MANDATORY SPECIFICATIONS

2.1. DESKTOP PERSONAL COMPUTER (MODEL 1)

- **Brand:** HP, Dell, or equivalent
- **Processor:** Intel Core i3, 12th Generation
 - Base Frequency: 2.5 GHz
 - Turbo Boost: Up to 4.40 GHz
- **RAM:** 8GB DDR-V (expandable to 16GB)
- **Graphics Card:** Compatible with supplied motherboard
- **Network Connectivity:**
 - 10/100/1000 Ethernet card (Gigabit support)
 - Wi-Fi capability
- **Connectors:**
 - USB 3.0 (2 ports)
 - HDMI port
 - Headphone output (USB Type C)
- **Display:**
 - LCD Flat Minimum 19"
 - HD-SVA Anti-glare
- **Operating System:** MS Windows 11 or latest OEM release
- **Branded I/O Devices:** Keyboard and mouse
- **Warranty:** One year or higher (local)
- **Software:** Kaspersky Antivirus (one license for five users)

2.2. DESKTOP PERSONAL COMPUTER (MODEL 2)

- **Brand:** HP, Dell, or equivalent
- **Processor:** Intel Core i7, 13th Generation or higher
- **RAM:** 16GB
- **Storage:** 1TB SSD
- **Operating System:** MS Windows 11 or latest
- **Display:**
 - LED Minimum 19"
 - SVA Anti-glare

2.3. MULTI-FUNCTION PRINTER (MFP)

- **Brand:** HP, Dell, or equivalent
- **Functionality:** Printer, scanner, copier

2.4. UNINTERRUPTIBLE POWER SUPPLY (UPS)

- **Brand:** Homage or equivalent
- **Features:** Inbuilt batteries with standard warranty

3. Submission Requirements

interested vendors are requested to submit their proposals, including detailed technical specifications, compliance with the outlined requirements, pricing, delivery timelines, and warranty information. The proposals must be delivered to the designated procurement office as per terms & conditions and schedule stated above.

4. Evaluation Criteria

all proposals will be evaluated based on compliance with technical specifications, price competitiveness, warranty options, and delivery capabilities. The successful bidder will be notified and awarded the contract based on the evaluation results and as per PPRA/EPADS, SOPs. As already stated the Tender is uploaded/ published as whole & not lot or item wise.

5. Conclusion

This procurement aims to provide essential computing resources that meet the technological needs of our office environment. We look forward to receiving proposals from qualified vendors that can fulfill these requirements efficiently and effectively.

***** **END*******