

**TENDER DOCUMENT****Procurement of Laptop, Computer & Printers along with Software State Life
Rahim Yar Khan**

Sealed Technical & Financial bids are invited in accordance with PPRA rules, under 'Single Stage–Single Envelope Procedure" Through (E-PADS) from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of following Furniture Items.

The sealed bids should be submitted through E-pads on date as per mentioned on E-pad sat 10:00AM and bids will be opened on the same day at 10:30 AM dated 04-11-2024 in the presence of the bidders or their representatives.

Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase of Laptops, Desktop Computers and Printers along with Software for PHS & N.B Department R Y Khan Zone.

Detailed specifications and estimated quantity for required Laptop P.Cs & Printers are as under:-

Lot No. 1 (MINIMUM SPECIFICATIONS)	BRANDED LAPTOP INTEL ® CORE i3 OR EQUIVALENT SPECIFICATIONS	QUANTITY	01
PARAMETERS			
Processor	Intel ® Core i3 or Equivalent		
Processor Generation	12 th Generation or higher		
Processor Speed	2.50 Ghz Turbo Boost up to 4.40 Ghz		
RAM	8GB DDR-V RAM or higher extendable to 16 GB		
Hard Disk-SSD	256 to 512 GB or higher		
Screen size & Display	14" to 15.6" LED (or higher) FHD (1920x1080) IPS		
Graphic Card	Integrated Intel UHD Graphics		
Connectivity	-10/100/1000 Ethernet Card with (Giga Bit Support), - Wifi -Bluetooth		
Connectors	USB 3.0(2), HDMI, Headphone Output, USB Type C		
I/O Devices	Back light keyboard & Standard Mouse Pad, Web Cam, Laptop Bag		
Operating System	MS Windows 11 Pro or Latest Operating System Licensed		



Software	MS-Office current Version licensed, Antivirus Licensed (Kaspersky or Equivalent)
Carring Bag	Branded Bag as per the Laptop Size for carrying Laptop, charger etc.
Warranty	1 Year (or higher) Local

Lot No.2 (MINIMUM SPECIFICATIONS)	BRANDED DESK TOP COMPUTERS INTEL ® CORE i3 OR EQUIVALENT SPECIFICATIONS	QUANTITY	09
PARAMETERS			
Processor	Intel ® Core i3 or Equivalent		
Processor Generation	12 th Generation or higher		
Processor Speed	2.50 Ghz Turbo Boost up to 4.40 Ghz		
RAM	8 GB DDR-V RAM or higher extendable to 16 GB		
Hard Disk-SSD	256 to 512 GB		
Graphic Card	Graphics Card compatible with supplied motherboard		
Connectivity	-10/100/1000 Ethernet Card with (Giga Bit Support), - Wifi -Bluetooth		
Connectors	USB 3.0(2), HDMI, Headphone Output, USB Type C		
LCD Screen	Minimum 19" HD-SVA anti-glare Display		
Operating System	MS Windows 11 or Latest Operating System Licensed (OEM Release)		
Software	MS-Office latest Version Licensed, antivirus Licensed (Kaspersky or Equivalent)		
I/O Devices	Branded USB Keyboard and Mouse		
Warranty	1 Year (or higher) Local		

Lot No.3 (MINIMUM SPECIFICATIONS)	Laser Jet Printers Required for RYK Zone	QUANTITY	02
PARAMETERS			
Laser Jet Printers	Laser Jet Printers HP 4003 or Equivalent 40 ppm (Refillable without chip) Warranty 1 Year		

Lot No. 4 (MINIMUM SPECIFICATIONS)	Dot Matrix Printer Required for RYK Zone	QUANTITY	01
PARAMETERS			
Dot Matrix Epson	Dot Matrix Epson Printer LQ 2190 or Equivalent Colum 136 Pin 24 Warranty 1 Year		



Lot No.5 (MINIMUM SPECIFICATIONS)	Dot Matrix Printer Required for RYK Zone	QUANTITY	01
PARAMETERS			
Dot Matrix Epson	Dot Matrix Epson Printer LQ310 or Equivalent 1 Year Warranty		

Lot No.6 (MINIMUM SPECIFICATIONS)	Laser Jet Printers Required for RYK Zone	QUANTITY	03
PARAMETERS			
Laser Jet Printer	HP 108A/Pro, M12a) or Equivalent (Refillable without chip) 1 Year Warranty		

Terms & Conditions:

- Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than 05% in favor of State Life Insurance Corporation of Pakistan as earnest money which may be released after Final Evaluation of unsuccessful firm/company.
- Successful Firm/Company must submit Rs.55000 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.
- No bid will be accepted without earnest money/CDR which is 05%.
- 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.
- All the bids must in clued G.S.T. and all other applicable taxes.
- The Bids Price shall be count as item wise.
- All Submitted bids must be duly signed and stamped.
- 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 30 days from receipt of supply order, the earnest money will be confiscated.
- 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.
- SLIC can increase or decrease the quantity of items to be purchased and also



STATE LIFE

Insurance Corporation of Pakistan
Rahim Yar Khan Zone

Tel: 068- 9230036

Fax 068-9230028

reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.

11. Bid validity period up to 31.12.2024.
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. The supplier will be responsible to assemble/ install /deliver/Ready to use items 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.
14. The sealed bids envelope should bear the phrase of "Procurement of Laptop, P.Cs Printers along with software for State Life Rahim Yar Khan Zone".
15. 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 up on request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.
16. The bids prepared in accordance with the instruction in bid documents must reach at the office of Dy. Manager HR&A 4th floor State Life Building RYK on or before 04-11-2024 at 10:00 am.
17. Tender closing date 04-11-2024 at 10:00 am Tender opening date 04-11-2024 at 10:30 am positively.



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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)



A:- Verifiable Documentary Proof

Verifiable documentary proof for all below requirements is mandatory.

The bidders who have duly compiled 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 5% of total tender amount through bank draft/ pay order (To be attached with Financial Proposal)	Mandatory	Must be attached with Financial Proposal only	



Technical Evaluation

SR.#	Description	Max Points	Points Secured	Page Number
1	GST registration for relevant Item			
	Up to 03 years	10		
	More than 03 years	20		
2	After Sales Services (Polishing and Minor Repairing)			
	02 times for one year	15		
	04 Times for two years (2 Times each year)	20		
3	Number of Orders executed (PKR) Similar Nature			
	0.5 to 1.0 million	20		
	1.0 to 1.5 million	30		
	More than 1.5 million	40		
4	Number and Nature of Clients (Similar Work)			
	03 or more Private clients only	15		
	03 or more Private and Government both clients	20		
	Total			



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FINANCIAL PROPOSAL

For Laptop, P.Cs, Printers, along with licensed Software
Financial year 2024

Name of Supplier: _____

SR.#	Description	Qty.	Unit Price	GST Rs.	Total Price
1					
2					
3					
4					
5					
6					

Signature and Stamp:



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Purchase of Laptop, P.Cs & Printers State Life Rahim Yar Khan Zone

With reference to the subject procurement following committees are proposed:

Dr. Khalid Rehman	In charge PHS	Convener
Shoukat Ali	Acting Zonal Accountant	Member
Makhdoom Shahrukh	In-charge HR & ADMIN	Secretary/Member
Muhammad Amjad	In-Charge N.B	Member

Technical Evaluation Committee

Dr. Khalid Rehman	In charge PHS	Convener
Shoukat Ali	Acting Zonal Accountant	Member
Makhdoom Shahrukh	In-charge HR & ADMIN	Secretary/Member
Muhammad Amjad	In-Charge N.B	Member

Inspection Committee

Dr. Khalid Rehman	In charge PHS	Convener
Shoukat Ali	Acting Zonal Accountant	Member
Makhdoom Shahrukh	In-charge HR & ADMIN	Secretary/Member
Muhammad Amjad	In-Charge N.B	Member

	User Department	Member
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Submitted for information and necessary approvals, please.