



**PROCUREMENT OF LASER JET PRINTERS FOR STATE LIFE
GROUP & PENSION, KARACHI ZONE**

State life Insurance Corporation of Pakistan, Group & Pension Karachi Zone invites sealed technical and financial bids in accordance with PPRA rules, under Single Stage two-envelopes procedure from E-PADS registered vendors and experienced & reputed GST/ Income Tax / Sales Tax Registered Firms/Dealer/Suppliers (Federal/Provincial) having relevant experience with their own offices and phone/fax number (if found contrary Tender will be rejected) for the supply of Laser Jet Printers..

Title of Work	Bid Security (Fixed)	Last date & time for submission of bids	Date & Time for Opening of Technical Bids
Supply of Laser Jet Printers (Specifications and Detailed terms and conditions as per Tender Document)	Rs.21000/-	06.11.2024 till 1100Hrs	06.11.2024 At 1130Hrs

- Tender Notice along with Tender Document can be seen/ downloaded from PPRA website i.e www.ppra.org.pk also tender notice along with tender document has been uploaded on EPADS system and State Life website i.e www.statelife.com.pk as well.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E-PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

(Aijaz H. Soomro)

HR & ADMIN,

AGM/SECRETARY ZPC,

State Life Group & Pension Karachi Zone, 6TH FLOOR State Life Building #2, Wallace Road Off I. I. Chundrigar KARACHI.

Phone # 021-99217060



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

BID DOCUMENT

FOR

**PROCUREMENT OF LASER JET PRINTERS
TENDER NOTICE No.SLIC/GNPKZ/02/2024
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
GROUP & PENSION KARACHI ZONE.**

2024

**HR & ADMIN DEPARTMENT
STATE LIFE GROUP & PENSION KARACHI ZONE, 6TH FLOOR
STATE LIFE BUILDING #2, WALLACE ROAD OFF I. I.
CHUNDRIGAR KARACHI.
PHONE # 021-99217060**

1. 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 Laser Jet Printers of State Life Insurance Corporation of Pakistan.

2. Detail Specification & Quantities / Schedule:

Item/ Specifications	QTY
Supply of Laser Jet Printers HP M404dn or Equivalent Normal: Up to 38 ppm (default) ; Up to 42 ppm (HP High Speed) Processor speed 1200 MHz Memory 256 MB Connectivity, standard 1 Hi-Speed USB 2.0 1 host USB at rear side Gigabit Ethernet 10/100/1000BASE-T network Print quality black (best): Fine Lines (1200 x 1200 dpi) Replacement cartridges, easily and economically available in market 1 Year Warranty	06

Tender Document For:

PURCHASE OF LASER JET PRINTERS FOR ZONAL OFFICE

Tender enquiry No	SLIC/GNPKZ02/2024
Closing date & time for submission of bids	06-11-2024 before 11:00 a.m
Date & time of opening of Technical bids	06-11-2024 at 11:30 a.m

Delivery and after sales service of Consignment:

Delivery and after sales service of items at the SLB-02.

TERMS AND CONDITIONS

3. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
4. Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage two-envelope method i.e separate “Technical Proposal” and “Financial Proposal” respectively and clearly marked as “**Purchase of Laser Jet Printer for G&P Karachi Zone**”. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
5. Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice. Time and date for opening of Financial Proposals of technically qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPADS system accordingly.
6. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Financial bid of only technically qualified bidders would be considered for further processing.
(Technical evaluation of bids / point scoring criteria is available with bidding document).
- i) Experience of bidders in sales / marketing of relevant equipment.
- ii) Financial Capabilities.
- iii) Number of existing clients provided with similar equipment.
- iv) List of professionals on permanent strength- for installation and after sales services.
8. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract. However, successful bidder will be required to submit performance guarantee of 03% in shape of pay order (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contact and will be released after expiry of warranty period.
9. No bid will be accepted without bid security.
10. All the bids must include all government taxes.
11. Most Advantageous bidder will be required to deliver items within (02) weeks after issuance of Purchase Order.
12. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
13. The quantity of items may vary at the time of issuing purchase order.

14. Warranty of the items will start from the date of delivery.
15. Bids shall be quoted with supply of all items along with installation. Bids quoted with partial supply of items/ partial installation units will not be accepted.
16. Most advantageous bidder will be selected the basis of lowest quoted rates for entire project subject to completion of all other criteria of tender documents.
17. If the successful bidder fails to supply the items as per purchase order, the performance guarantee will be forfeited.
18. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
19. Quoted bids shall be inclusive of all items and accessories required for complete installation of all units.
20. All the information provided by the bidder must be verifiable.
21. Performance guarantee of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
22. If the 1st lowest evaluated/ Most Advantageous bidder fails to sign the contract/receive purchase order and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.
23. **In case of rule violations, the Black Listing policy may be applied in accordance with SLIC/PPRA rules.**

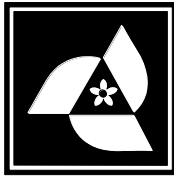
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STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

	<u>Max.Points</u>
1. Experience of bidder in sales / marketing of relevant equipment <i>(05 points for each complete year) (attach purchase order)</i>	25
2. Financial Capabilities <i>(Annual Report for each year/ Tax Return for each year =5 points)</i> At least 01 million or above, annual turn over will be considered for evaluation.	25
3. Number of Existing Clients provided with similar Equipment <i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i> (attach purchase order)	25
4. List of Professionals staff on permanent strength- for installation and after Sales services <i>05 points for each personnel)</i>	25

	Total Points: 100

Note:

Minimum 60 % score is required technically Qualify in each category and over-all as well.