



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

HEALTH & ACCIDENT INSURANCE
(SWAT ZONE) HOUSE 5, ZTB ROAD,
COLLEGE COLONY SAIDU SHARIF
SWAT. PHONE NO.0946-728530-32

TENDER DOCUMENTS
FOR
PROCUREMENT OF IT EQUIPMENT H&AI SWAT
ZONE

STATE LIFE INSURANCE CORPORATION OF PAKISTAN, H&AI,
ZONAL OFFICE, SWAT
Phone No. 0946-728532

Website: <http://www.statelife.com.pk>



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Dated: 22-10-2024

M/S _____

Subject: **Procurement of IT Equipment for State Life H&AI, Zonal Office Swat**

Dear Sir,

Enclosed herewith are Tender documents of the above cited job comprising of:

- A. TECHNICAL SPECIFICATIONS**
- B. TERMS & CONDITIONS (read carefully)**
- C. VERIFIABLE DOCUMENTARY PROOF**
- D. TECHNICAL EVALUATION CRITERIA**
- E. COVERING LETTER (ANNEX -A)**
- F. FINANCIAL BID FORMATE**

1. Sealed Technical & Financial bids are invited in accordance with **PPRA rules**, under ‘**Single Stage–Two Envelope Procedure**’ Through **<https://eprocure.gov.pk> (E-Pads)** from vendors registered with GST/Income Tax Department, own offices and phone numbers, for the **Procurement of IT Equipments H&AI Swat Zone.**
2. The sealed bids should be submitted through **EPADS, PPRA** website at **11: 00 AM** dated **8-11-2024** and bids will be opened on the same day at **11:30 AM** in the presence of the bidders or their representatives.
3. The tender should be accompanied by Bid Security/Earnest Money of **Rs. 100,000/=** Deposit in the form of demand draft/PO. Tenders without bid security deposit shall be summarily rejected. This letter shall form part of the **“CONTRACT”** and must be signed and returned along with the tender documents.

Thanking you.



Incharge HR & ADMIN
(H&AI) Zonal Office Swat.

Encl: __ Pages.

Signature of the Supplier with stamp



A: - Details of I.T Equipments with Specifications



S.No	Items	Sample	Qty.
1.	<p>Laptops:</p> <ul style="list-style-type: none"> ➤ Processor & Generation: 13th Generation or higher Intel Core i3 ➤ Processor speed: 2.5 Ghz Turbo Boost 4.4 (8 MB Cache) ➤ RAM: 8 GB Extendable to 16 GB DDR-V ➤ Hard Disk SSD: 1 TB ➤ Screen Size: 15.6 inches ➤ Screen Display: FHD display or higher ➤ Graphic Card: Integrated Intel UHD graphics or higher ➤ Connectivity: 10/100/1000 Ethernet card with Gigabit support + Wifi and Bluetooth. ➤ Connecters USB: 3.0 (2), HDMI, Head phone output, USB, Type C ➤ I/O Devices: Backlight keyboard, standard Mouse with Mouse Pad, Original Power Adapter and webcam ➤ Operating system: Genuine Windows 11 Professional 64-Bit (Separate License Key to be provided) ➤ Software: MS Office Current version licensed; antivirus Licensed ➤ Battery: Long Life 6-Cells, 45WH, Li-ion or equivalent ➤ Warranty: Local warranty as per standard 		5
2.	<p>Personal Computer:</p> <ul style="list-style-type: none"> ➤ Processor & Generation: 13th Generation or higher Intel Core i3 ➤ Processor speed: At least 2.5 turbo Boost to 4.4 Ghz ➤ RAM: 8 GB Extendable to 16 GB DDR-V ➤ Hard Disk SSD: 1 TB ➤ Screen Size: Minimum 19 inches LED HD-SVA anti-glare Display. ➤ Graphic Card: Compatible with supplied motherboard ➤ Connectivity: 10/100/1000 Ethernet card with Gigabit support + Wifi ➤ Connecters USB: 3.0 (2), HDMI, Head phone output, USB, Type C ➤ I/O Devices: L.E.D 19'' (Same brand as of desktop Computer), USB Keyboard with Num keypad (Same brand as of desktop Computer), ➤ Operating system: MS Window 11 or Latest operating system (OEM Release) ➤ Software: MS Office Current version licensed; antivirus licensed ➤ Warranty: 1 year or higher local 		5



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3.	<p>Laser Printer:</p> <ul style="list-style-type: none"> ➤ Print speed black A4: Up to 40 ppm ➤ Print technology: Laser ➤ First page out black (A4, ready): As fast as 6.3 sec ➤ Duty cycle monthly: Up to 80,000 pages ➤ Duplex printing: Yes/Automatic ➤ Print quality black (best): Up to 1200 x 1200 dpi ➤ Connectivity: Hi-Speed USB device 10/100Mbps Ethernet. ➤ Display: 2-line back lit LCD graphic display ➤ Processor speed: 1200 MHz ➤ Memory: 256 MB ➤ Warranty: 01 Year Channel Warranty 		2
4.	<p>Multiple Function Printer (MFP):</p> <ul style="list-style-type: none"> ➤ Brand: HP Laser jet or Equivalent ➤ Functions: Print, Copy, Scan & Fax ➤ Print Speed - Black (normal): Up to 42 Measured using ISO/IEC 24734 ➤ Print speed - Color (normal): Up to 7 ppm ➤ First page out (ready) black: As fast as 6.1 sec ➤ First page out (ready) color: As fast as 12.3 sec ➤ Resolution (black): Up to 600 x 600 dpi ➤ Resolution (color): Up to 600 x 600 dpi ➤ Print Technology: Laser ➤ Display: 2-Line LCD ➤ Mobile Printing Capability: HP Smart App; Apple Air Print ➤ Connectivity, standard: Hi-speed USB 2.0 port, Fast Ethernet ➤ Memory, standard: 128 MB ➤ Warranty: as per Standards 		1



Heavy Duty Scanner:

- **Brand:** HP, Epsom or Equivalent
- **Resolution:** Up to 600 dpi (color and mono, Sheet-feed)
- **Supported operating systems:** OS X El Capitan 10.11, Microsoft® Windows®10, 8, 7, XP
- **Control panel:** 2-line 16 character per line LCD display, Simplex button, Duplex button, Cancel button, Power button with a LED and Tool button.
- **Maximum document scan size:** 8.5 x 122 in
- **Scannable 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 1.24mm)"
- **Input type:** Sheetfed/CMOS/CIS
- **Auto document feeder:** 80 sheets
- **Connectivity:** USB 2.0 and USB 3.0 (Hi-Speed)
- **Scan Speed:** Up to 75 ppm/150 ipm
- **Two-sided scanning:** Yes
- **Duty Cycle:** Min 7500 Page per day
- **Memory: Standard:** 512 MB
- **Processor Speed:** 550 MHZ
- **Color Scanning:** Yes
- **Scan Input Modes:** Two scan modes (simplex/duplex) on front-panel for HP Scan Premium in Win OS and third parties applications via TWAIN, ISIS and WIA "
- **Duplex ADF scanning:** Yes
- **Multi Feed Detection:** Yes
- **Light Source Scanning:** LED
- **Output Resolution:** 75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi
- **Digital sending standard features:** Scan to PC, Scan to USB Drive
- **Compatible operating systems:** OS X El Capitan 10.11, Microsoft® Windows®10, 8, 7, XP
- **Power: Power supply type:** External Power Adapter; Power requirements: Input Voltage range: 90 - 264 VAC, Rated Frequency: 50 - 60HZ, Worldwide use; Power consumption: 6.7 watts (ready), 0.9 watts (sleep), 0.1 watts (off), 0.1 watts (auto-off)
- **Warranty:** As per Standards

5.



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B: - Terms & Conditions

1. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than Rs. **100,000/-** in favor of State Life Insurance Corporation of Pakistan as earnest money which may be released after Final Evaluation.
2. The above instrument must reach to the H&AI Zonal Office Swat **“House# 5 Near NBP Regional Office ZTB Road College Colony Saidu Sharif Swat”** not later than closing date, otherwise the bid will be rejected.
3. Successful Firm/Company must submit **5% of Quoted bid 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.
4. No bid will be accepted without earnest money/CDR which is Rs. **100,000/-**.
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. The Bids Prices shall be lowest quoted on **Item-wise basis**.
7. All the bids must include G.S.T. and all other applicable taxes.
8. All Submitted bids must be duly signed and stamped.
9. 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
10. 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.
11. 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/Bids in line with PPRA rules.
12. Bid validity period shall be 90 days from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.



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13. 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.
14. *Warranty of the supplied items must be valid for minimum one years or above. 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.*
15. The sealed bids envelope should bear the phrase of “**Procurement of IT Equipment H&AI SWAT Zone.**”
16. 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: _____



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C: - Verifiable Documentary Proof.

- 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	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 not less than Rs. 100,00 through bank draft/ pay order to be send to the office before closing date.	Mandatory	Must be attached with Financial Proposal only	



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D: - TECHNICAL EVALUATION OF I.T & ELECTRONICS EQUIPMENT

The technical bid/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		ATTACH DOCUMENTS AS	P #
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:			
i. Contracts completed Less than 4 Lacs for each contract= 5 Marks ii. Contracts completed Greater than 4 Lacs and Less than 6 Lacs for each contract = 15 Marks iii. Contracts completed Greater than 6 Lacs for each contract = 25Marks Note: Work Order Required		25 Marks Maximum	Annex-G
C. SIMILAR COMPUTER /PRINTERS /SCANNER /UPS SETS /MULTIMEDIA/AIR CONDITIONERS/CCTV CAMERAS SET IN PROGRESS/AT PRESENT:			
i. 02 Marks per Contract ii. Minimum executed contracts = 03 Note: Work Order Required		10 Marks Maximum	Annex-H
D. FINANCIAL STATUS :(Verified by Bank Statement, Annual Tax Return)			
Between 2- 5 million = 07 Marks ii. 6-10 million=14 Marks iii. Above 10 million= 20 Marks		20 Marks Maximum	Annex-I
E. TECHNICAL STAFF:			
i. IT Technician = 08 Marks ii. Installer = 05 Mark iii. Labor = 02 Marks Note: Mention Staff List		15 Marks Maximum	Annex-J
F. ENLISTMENT WITH OTHERS:			
Enlistment with reputed Govt/National/ Multinational Firms Minimum requirement = 01 Firms Note: Purchase/Work Orders Required		5 Marks Maximum	Annex-K

Total Points=100

Minimum Qualification = 70



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F: - Covering Letter for Hiring of Services of Service Provider

(On Respondent's letterhead)

ANNEX-A

Date: _____

Proposal Reference No. XX/XX/2024

RETURN TO:

Incharge P&GS (H&AI)

HEALTH & ACCIDENT INSURANCE
(SWAT ZONE) HOUSE NO. 5, ZTB
ROAD, COLLEGE COLONY SAIDU
SHARIF SWAT
PHONE: 0946-728532

**SUBJECT: PROPOSAL /BID FOR PROCUREMENT OF IT EQUIPMENT FOR STATE LIFE
H&AI, SWAT ZONAL OFFICE**

Please complete the following:

1.
 - a. SUBMITTED BY
 - b. REGISTERED ADDRESS
2. SERVICE PROVIDER INFORMATION
 - a. FULL NAME OF THE SERVICE PROVIDER.....
 - b. REGISTERED OFFICE ADDRESS.....
 - c. DESCRIPTION OF SERVICE PROVIDER
 - d. TELEPHONE NUMBER.....
 - e. E-MAIL..... FAX.....
 - f. CONTRACT'S NAME/TITLE.....
 - g. NAME OF PRESENT EXECUTIVE DIRECTOR AND THEIR POSITION.....

PROVIDE COPY OF MEMORANDUM AND ARTICLE OF ASSOCIATION OR PARTNERSHIP DEED, WHICH EVER IS APPLICABLE.



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3. ORGANIZATION AND FINANCIAL DATA:

a. TYPE OF BUSINESS ORGANIZATION (CORPORATION/JOINT VENTURE/PARTNERS ETC.)
.....

b. IF JOINT VENTURE, NAME OF THE JOINT VENTURE PARTNERS WITH NAME OF THE LEAKING PARTNER
.....

❖ IF PARTNERSHIP, NAMES OF THE PARTNERS WITH POSITION HELD BY EACH PARTNER

❖ Duly Verified Annual Financial Statement of last two years/ Letter from concerned bank certifying that the firm has sound financial position and credit limit or any proof thereof

❖ If joint venture, financial statement of each firm must be submitted. No statements will be considered unless these are attested by a Competent Authority of the particular country and unless certified as being audited by an independent Public Accounting Firm.

4. LIST OF REFERENCES:

Form Clients (attach certificate)

1.
2.
3.

5. CERTIFICATION – SIGNATURE

I hereby certify to the best of my knowledge that the information hereby submitted in this brochure is correct.

Name : _____

Title : _____

Signature: _____

Date : _____

Seal : _____



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F: -FINANCIAL PROPOSAL

For Purchase of IT Equipments
Financial year 2024

Name of Supplier: _____

SR.#	Description	Qty.	Per Unit Rate	GST Rs.	Per Unit Rate including Tax	Total Cost (Quantity X Rate price including all taxes)
1	Laptops (as per specs mentioned above)	5				
2	Personal Computer (as per specs mentioned above)	5				
3	Laser Printer (as per specs mentioned above)	2				
4	Multiple Function Printer (as per specs mentioned above)	1				
5	Heavy Duty Scanner (as per specs mentioned above)	1				
	Total Amount					

(Filled Financial Proposal to be submitted on your company's letter head.)

Signature and Stamp: