

REQUEST FOR PROPOSAL
PURCHASE OF OFFICE COMPUTER /LAPTOPS/PRINTERS/SCANNERS
FOR (H&AI) REGIONAL OFFICE, KARACHI



STATE LIFE INSURANCE CORPORATION OF PAKISTAN

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Tender Notice

HR & ADMIN/H&AI/ KHI/6/2024

Procurement of Computer /Printers /Laptops for State Life H&AI, Regional Office Karachi

1. Health and Accidental Insurance (H&AI) Karachi Region, State life Insurance Corporation of Pakistan, invites EPADS technical and financial Bids in accordance with PPRA rules, under Single Stage Two Envelope procedure from experienced & reputed E-pad Registered /GST/Income Tax/Sales Tax Registered Firms/Dealer/Supplier (Federal/Provincial) having at least 2 -Years of relevant experience of aforesaid procurement supplies and have rendered such services in Federal Government organizations, Banks, Private Companies and Multinational Companies with their own offices and phone/fax number for Providing Computer /Printers /Laptops.

Description of the job.	Tender Enquiry No	Closing date & Time for Submission of Bids (EPADS)	Date & Time of Opening of Technical Bids (EPADS)
Computer Set/Printers /Laptops	P&GS/H&AI/ KHI/6/2024	20.11.2024 until 11:00 AM	20.11.2024 at 11:30 AM

2. The Bids must be accompanied with the **Bid money Rs266,500./**in the form of Bank Draft in favor of SLIC (H&AI) Fund Collection Account (**FTN/NTN:07122276**).
3. Tender documents containing necessary details, selection criteria & qualification is available on PPRA's website at www.ppra.org.pk as well as SLIC website at www.statelife.com.pk
4. **No bids will be accepted after closing time.** This advertisement has been published via PPRA e-PADS, SLIC website. Any bid submitted other than e-PADS would not be considered State Life reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with PPRA Rule No.33.

In-charge HR & Admin
Health & Accident Insurance Karachi
Region,4th Floor, State Life Building,
Dr.Ziauddin Ahmed Road Karachi
Ph. 021-99204949

1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

“Proposals” means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for Procurement of Computer, Printers, and Laptops for **Health and Accidental Insurance Regional Office, 4th floor, State Life Building no. 3, Dr Ziauddin Ahmed Road Karachi.**”

- a) “State Life” means State Life Insurance Corporation of Pakistan.
- b) “Competent Authority” means the Chairperson/ Executive Director/Chief Executing Officer State Life.
- c) “RFP” means Request for Proposal
- d) “Committee” means committee constituted by State Life for evaluation of technical and financial proposals
- e) “Government” means the Government of Pakistan
- f) “Service Provider /Firm/Respondent/Vendor” means any entity that has placed an offer/proposal for performance of services sought in this RFP
- g) “PPRA Rules” Public Procurement Rules 2004
- h) “SOW” means Scope of Work
- i) “H&AI” means Health & Accidental Insurance
- j) “ISO” means International Standard Organization
- k) “IT Equipment” means items as specified in B.O.Q

2. INTRODUCTION

State Life insurance Corporation of Pakistan is currently running different health programs beside corporate business facility for its clients. To augment the objective of an efficient system with real time monitoring, State Life has always believed and encouraged technology as an important tool. The state Life also believes to provide better environment to their staff member to ensure efficient service delivery to the beneficiaries.

3. VALIDITY OF PROPOSALS

Proposals must be valid for a period of **90 (Ninety)** days from the closing date prescribed in RFP. A proposal valid for shorter period may be rejected. State Life may solicit the Respondents’ consent to extend proposal validity (without modification in proposals).

4. RIGHT TO ACCEPT / REJECT PROPOSAL

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

5. FRAUD AND CORRUPTION

State Life requires that respondent hired through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. In pursuance of this policy, State Life defines, for the purposes of this provision, the terms as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of State Life by any representative of Respondent(s) in contract execution.
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence procurement process or the execution of a contract, to State Life, and includes collusive practice among Respondents (prior to or after proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive State Life of the benefits of free and open competition;
- iii. "Unfair trade practices" mean rendering of services different from what is ordered on
- iv. "Coercive practices" mean harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of agreement.

State Life would

- i. Reject a proposal for award, if it determines that the Respondent recommended for award, has been determined to having been engaged in practices listed at 5(i) to 5(iv) above.
- ii. Declare a respondent ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, and unfair trade practice in competing for or in executing the agreement.

6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

i. RFP CLARIFICATIONS

During technical evaluation of the proposals, State Life may, at its discretion, ask Respondents for clarifications on their proposals. The Respondents are required to respond within the time frame prescribed by State Life.

ii. AMENDMENTS IN RFP

At any time prior to deadline for submission of proposal, State Life may for any reason, modify the RFP. The Prospective Respondents having received the RFP shall be notified of the amendments through e-pads and website such amendments shall be binding on them.

7. PROCESS FOR HIRING OF SERVICES/BIDDERS

This Request for proposal (RFP) intended to result in the hiring of Service Provider for purchase of Computer, Printers, and Laptops. The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document and the qualified respondent would sign an agreement with State Life which would specify the assignment that the selected respondent is expected to perform. Evaluation of the proposals shall be carried out in two steps, first the technical and then the financial.

The technical and financial proposals shall be submitted at the same time any proposal or part proposal received after the closing time for submission of proposals shall be rejected. No amendment to the technical or financial proposal shall be accepted after the dead line.

At first the technical proposals will be opened and evaluated in conformity with the provisions of the RFP. The financial proposals shall remain sealed until they are opened.

After completion of evaluation of the technical proposal, State Life shall notify those respondents whose proposal did not meet the minimum qualifying mark or were considered non-responsive to the RFP.

The respondents who qualify on the basis of technical evaluation would be informed about the date and time of opening of their financial proposals through EPADS, web, letter, phone or E-mail as communicated by the respondents in their proposals.

After rejecting the offers securing less than the minimum qualifying marks in the technical proposal, the financial proposals of the rest shall be opened and bidders will be communicated according as per procedure laid down in PPRA Rule-36(b) (vii).

8 ESSENTIAL QUALIFYING CRITERIA:

Eligible Service Provider/Respondent who:

- i. Have a relevant experience of at least two (2) years
- ii. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those respondents who are validly registered with Government legal entities, sales tax and income tax departments) and on active tax payer list;
- iii. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (**One Hundred Rupees Only**/-) is mandatory).
- iv. Duly verified Financial Statement of latest financial year/Bank Statement/ Letter from concerned bank certifying that the firm has sound financial position and credit limit or any proof thereof
- v. Bid Security amounting to **PKR266,500/-** as per PPRA Rules in the form of Pay order/ Bank Draft in favor of "SLIC (H&AI) Fund Collection Account H&AI" must be submitted to SLIC before closing date & time (else bid will be rejected).
- vi. Must obtain minimum 60 points in Technical Evaluation with 50% marks in each category.
- vii. List of staff/employees on permanent strength.

NOTE: Verifiable proof for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above.

9. DISQUALIFICATIONS

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal documents after the response deadline

- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive
- v. Failed to provide clarifications related thereto, when sought
- vi. Submitted a proposal with price adjustment / variation provision
- vii. Bid security is not submitted.

10. REQUEST FOR PROPOSAL

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP, shall be at Respondent's own risk and may be liable for rejection. When Respondents receive the RFP, and if they can meet the requirements of the RFP and the commercial and requirements of this RFP, they should make arrangements necessary to prepare a responsive proposal

If the Respondents find in the RFP documents - especially in the selection procedure and evaluation criteria – any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from State Life well in advance. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

Respondents/Service Providers should ensure that they submit a fully responsive proposal including all the supporting documents requested in the RFP.

Once proposals are received and opened, respondents shall not be permitted to change the proposal. Non-compliance with Eligibility criteria will result in rejection of the proposal.

11. PRE-PROPOSAL QUERIES

The prospective Respondent, requiring any clarification on RFP may contact State Life and seek required clarification. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

12. PREPARATION OF PROPOSAL

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.

- iii. Proposals received by fax or email shall be treated as defective, invalid and rejected. Only detailed complete proposals through EPADS received prior to the closing time and date of the proposals shall be taken as valid.
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP.

13. SUBMISSION OF PROPOSAL

The tender complete in all respects shall be submitted via **e-PADS** along with Bid Security as stipulated in the Notice/ Letter Inviting Tender Only. Tenders without Bid Security Deposit would be out rightly rejected.

14. DEADLINE FOR SUBMISSION OF PROPOSAL

Proposals from Respondents, complete in all respects must be submitted through e-PADS on or before 20-11-2024 at 11:00 am.

15. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL TECHNICAL PROPOSAL

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official company letter head
- iii. Bidders must provide detailed specifications and pictures where applicable of quoted products
- iv. Bidder must clearly mention the product he will quote

All the above papers should be duly signed by the authorized signatory. (Mandatory Requirements)

16 FINANCIAL PROPOSAL

- i. The financial proposal will be filled in **Fin-1** separately
- ii. Bidder may quote rate for either for all items or single item. Furthermore, rate per item will be used as a basis for financial evaluation
- iii. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount) in words and figures inclusive of all applicable government taxes & delivery charges
- iv. Tax exemption in any case would be subject to "Tax Exemption Certificate" issued by FBR, verifiable through online verification system of FBR
- v. The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order/Contract
- vi. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- vii. In case of ambiguity on financial proposal being quoted in words, the proposal is liable to be rejected. The respondent should exercise due caution in preparing the financial proposals.

17. RECEIPT OF PROPOSAL

The proposals would be received via E-PADS Only.

18. PROPOSAL OPENING

State Life will open all proposals as per mention time and date in tender notice.

19. EVALUATION OF PROPOSALS - FORMATION OF COMMITTEES

State Life will form Technical & Financial Evaluation Committee to evaluate the proposals

- i. During evaluation of technical proposals, the Committee, may, at its discretion, ask the Respondents for clarification of their proposals. However, such clarification would not effectuate any change in the substance of the proposal.
- ii. After the technical evaluation the committee would make financial evaluation of those respondents who qualify on the basis of technical evaluation.
- iii. The committee would undertake the financial evaluation on the available proposal as it is and would not seek any clarification from the respondent.

The process for evaluation of proposals is as given below:

20. EVALUATION OF TECHNICAL PROPOSAL

The committee will evaluate the technical proposals on the basis of given qualification parameters. The proposals meeting the qualification criteria shall be declared as technically responsive and technical evaluation report will be uploaded on PPRA Website as per PPRA Rule-35. After evaluations and approval of technical proposals, the financial proposals of technically accepted proposals shall be opened at a time, date, to be communicated to the qualified bidders in advance.

Technical Points / Scoring

Sr. No	Requirements	Points
1.	Overall Experience	20
a.	Less than 2 Years	0
b.	2 Years	10
c.	More than 2 Years	20
2.	No of similar projects	20
a.	Less than 1 Project	0
b.	1 Project	10
c.	1+ Project	20
3.	Closing Balance in Latest Fiscal Year	20
a.	Less than 1 million	0
b.	1 million	10
c.	More than 1 million	20
4.	Product Features	20
a.	Not in Conformance with specifications outlined in B.O.Q	0

b.	Complete Conformance with specifications outlined in B.O.Q	20
5.	Quoted Product Service Center Availability	10
a.	Nationwide Availability	10
b.	On Request Service	0
6	List of Professionals on Permanent Strength	10
a	Each resource carry	2
Total points		100

Minimum Qualifying Marks = 60(Minimum 50% marks in each category)

Category corresponds to Sr. No 1-6

21. EVALUATION AND SCORING OF FINANCIAL PROPOSAL

Evaluation of the financial proposals submitted by respondents whose technical proposals have technically qualified for the assignment shall be done in accordance to the following process:

Step 1: All the eligible financial proposal would be opened and scrutinized for any anomaly or discrepancy which may lead to the proposal being non-responsive as per the terms and conditions cited in the RFP for the assignment

Step 2: All financial proposal found to be in order shall be enlisted in the prescribed Financial Evaluation sheet

Step 3: The lowest evaluated financial proposal based on rates as mentioned in FIN-1 will be treated as qualified for further necessary proceedings. Award will be given to most advantageous bidder.

22. BID SECURITY DEPOSIT

Bid Security amounting Rs.266,500/ of total bid value along with the ‘Financial Proposal would be furnished by the respondent in shape of Demand Draft/Pay order in favor of SLIC (H&AI) Fund Collection Account

Bid security of successful bidder will be returned after the complete delivery and entire satisfaction of H&AI, Regional Office Karachi. Furthermore, in case of non-acceptance of Purchase Order - (P.O) bid security will be forfeited.

Bid security of un-successful bidders will be returned after completion of procurement proceeding as per PPRA Rules.

23. OWNERSHIP OF DATA/INFORMATION

All information processed, stored, or transmitted by Service Provider’s equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

24. LIQUIDATED DAMAGES:

Time is the essence of contract. Bidders are advised to strictly adhere to timeline communicated by H&AI, Regional Office, and Karachi. In case of delay, the H&AI, Regional Office, Karachi reserves the right to impose a penalty not exceeding 10% of the total amount of the contract at the rate of 1% of the bill for each week of delay.

If the work is not executed according to the satisfaction of the H&AI, we reserve the right to reject it altogether or impose a penalty not exceeding 10% of the contract amount.

25. REQUIRED ACTIVITIES

The activities that Service Providers will have to perform are as follows:

Activity 1: Supply of IT Equipment as per quantity (mentioned in FIN-1) and specification provided as Annex-B at designated location.\

26. RESPONSIBILITIES OF SERVICE PROVIDER

- I. Provide onsite Warranty/Services for the equipment and Bidder shall ensure that all equipment (items) and its parts supply to H&AI, Karachi Regional Office are new (non-refurbished and free from any sort of defects for the warranty period)
- II. Must ensure timely response to queries raised by H&AI from time to time
- III. Must ensure delivery of defected parts after necessary maintenance within 24 hours. In case of any delay in delivery time, it must be communicated
- IV. Must provide hardware warranty as per applicable company/manufacturer standards
- V. Must adhere to specifications outlined as Annexure-B. However, the service provider must take into account that specifications annexed are minimum system requirements and bidders must meet or may exceed them
- VI. Must deliver equipment as per specifications (Annexure-B) and also in compliance with International Standards. Furthermore, the service provider must ensure that the delivery at designated location should be as per schedule

27. PAYMENT SCHEDULE

All payments shall be made in Pak Rupees and subject to following conditions:

- A. Upon submission of invoice by supplier against requisite items as required by RFP, all payments will be made within **30 (Thirty)** days subject to fulfillment of quality standards set out as per specifications (Annexed as Annex-B).
- B. No payment shall be made in advance to the selected bidder as mobilization advance.
- C. Payment shall be subject to deduction of all applicable government taxes.
- D. H&AI shall have the right to return any Requisite Item not meeting the quality requirements or in case it does not comply with the samples provided by the Supplier.
- E. Successful bidder shall furnish performance guarantee 10% of the total contract price. And returned after one year after satisfactory performance.

Sr. No	ITEM	MINIMUM SPECIFICATIONS	A QTY	B COST PER ITEM INCLUSIVE OF ALL APPLICABLE TAXES (PKR)	TOTAL COST INCLUSIVE OF ALL APPLICABLE TAXES (PKR) C=A *B IN FIGURES	TOTAL COST INCLUSIVE OF ALL APPLICABLE TAXES (PKR) C=A *B IN WORDS
1	DESKTOP COMPUTER		05			
2	LAPTOPS CORE i5		08			
3	PRINTERS		06			
4	MFP Color Printer		01			
5	SCANNER		03			

NOTE: The Above quoted prices must be inclusive of all applicable duties/taxes, packing, and delivery charges at **H&AI Regional Office, State Life Building #03 4th Floor Dr Ziauddin Ahmed Road Karachi.**

ANNEX-A:

COVERING LETTER FOR HIRING SERVICES OF SERVICE PROVIDER

(On Respondent's letterhead)

Date: _____

In-charge HR&Admin

H&AI Regional Office, Karachi,
4th Floor, State Life Building #3,
Dr Zia Uddin Ahmed Road Karachi
Ph. No. 021-99204949

Subject: Proposal for PURCHASE/SUPPLY OF Computer /Printers /Laptops FOR H&AI REGIONAL OFFICE, STATE LIFE BUILDING NO.3, DR ZIAUDDIN AHMED ROAD KARACHI.

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of **90** days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
8. We / I am submitting herewith a demand draft No. _____ dated _____ in favor of SLIC (H&AI) Fund Collection Account as earnest money deposit for consideration of our proposals is attached with financial proposal.
9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name & Address of Firm

Affix rubber stamp

Email/Fax No.

Income Tax Certificate

Return Submitted

FORM – 1

List Previous Experience of Similar Nature of Works

Sr. No	Name of project & location	Full name & address of client	Type of contract/ Period of contract	Contract value (indicate currency in PKR Only)	Delay penalties claim, arbitration	Type of work	Carried out along or in partnership (or in partnership, state share & name of partner)	Start date	Date of completion

Note: Relevant proofs are required as well. Work completed means all work that has been completed before opening date of the current tender.

ANNEX-B

**Specification of Computer /Printers /Laptops at H&AI Regional Office, State Life Building#3
Dr Ziauddin Ahmed Road Karachi.**

FINANCIAL BID

BILL OF QUANTITIES (Schedule of Prices) (Branded)

ITEM – 1 (MINIMUM SPECIFICATIONS) PARAMETERS	LAPTOP CORE i5 OR EQUIVALENT SPECIFICATIONS	QUANTITY (may vary based on requirement)	08	Rate Per Item	Total
Processor	Core i5				
Processor Generation	13th Generation or higher				
Processor Speed	From 3.40 Ghz Turbo Boost up to 4.40 Ghz				
RAM	8GB DDR-V RAM or higher				
SSD	1 TB SSD				
Screen size & Display	15.6” LED (or higher) FHD (1920x1080) IPS				
Graphic Card	Integrated Intel UHD Graphics or higher				
Connectivity	10/100/1000 Ethernet Card with (Giga Bit Support), Wi-Fi, Bluetooth				
Connectors	USB 3.0(2), HDMI, Headphone Output, USB Type C				
I/O Devices	Back light keyboard & Standard Mouse Pad, Web Cam				
Operating System	MS Windows 11 Pro or Latest Operating System Licensed (OEM released)				
Software	MS-Office current Version licensed, Antivirus licensed Kaspersky				
Warranty	1 Year (or higher) Local				
ITEM – 2 (MINIMUM SPECIFICATIONS) PARAMETERS	DESKTOP COMPUTER i5 OR EQUIVALENT SPECIFICATION S	QUANTIT Y (may vary based on requireme nt)	05	Rate Per Item	Total
Processor	Core i5				
Processor Generation	13th Generation or higher				
Processor Speed	From 3.40 Ghz Turbo Boost up to 4.40 Ghz				
RAM	8 GB DDR-V RAM or higher extendable to 16 GB				
SSD	1 TB SSD				
Graphic Card	Graphics Card compatible with supplied motherboard				
Connectivity	-10/100/1000 Ethernet Card with (Giga Bit Support), -Wi-Fi –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				
I/O Devices	Branded USB Keyboard and Mouse				
Warranty	1 Year (or higher) Local				
ITEM – 3 (MINIMUM SPECIFICATIONS) PARAMETERS	LASER JET PRO PRINTER SPECIFICATIO NS	QUANTITY (may vary based on requirement)	06	Rate Per Item	Total
Function	Print				
Print Technology	Laser/InkJet				
Display	2-line backlit LCD graphic display				
Print speed	Up to 38 ppm (default) ; Up to 40 ppm (HP High Speed)				
Print speed Black	Up to 40 ppm				
Print quality	Fine Lines (1200 x 1200 dpi)				
Processor Speed	1200 MHz				
Maximum Memory	256 MB				
Media Size Custom	76x127 to 216x356mm,				
Wireless Capability	Yes				
Minimum Dimensions	381 x 357 x 216 mm				
Maximum Dimensions	381x 634 x241 mm (without trays and cover not extended)				
Number of print Cartridges	1 (Black)				
Warranty	1 Year or Higher Local				
ITEM – 4 (MINIMUM SPECIFICATIONS) PARAMETERS	MFP COLOR LASER JET PRINTER SPECIFICATI ONS	QUANTI TY (may vary based on requirem ent)	01	Rate Per Item	Total
Function	Automatic Duplex Printer				
Print Technology	Laser/Inkjet				
Display	6.75 cm diagonal Color TFT-LCD backlit (960 (H) x 240 (V))				
Print speed	Up to 29 ppm				
Print speed Black	Up to 27 ppm				

Print quality	Up to 600 x 600 dpi (Black) (Color)		
Processor Speed	800 MHz		
Maximum Memory	1.25 GB		
Media Size Custom	Tray 1: 76 x 127 to 216 x 356 mm; Tray 2: 98 x 148 to 216 x 356 mm; Optional Tray: 98 x 148 to 216 x 356 mm		
Wireless Capability	Yes		
Multifunction	Print, copy, scan, fax, email		
Duty Cycle	Up to 55,000 pages		
Number of print Cartridges	4 (each Black, cyan, magenta, yellow)		
Warranty	One-year, On-site Repair 24-hour/7 day a week phone support		

ITEM – 5 (MINIMUM SPECIFICATIONS) PARAMETERS	SCANNERS	QUANTITY (may vary based on requirement)	03	Rate Per Item	Total
Scanner Type	Sheet Fed				
Scan Resolution	600 x 600 dpi				
Duty cycle	Recommended daily duty cycle: 4000 pages				
Bit Dept	24-bit (external), 48-bit (internal)				
Automatic document feeder	Up to 40 ppm/80 ipm				
Duplex ADF scanning	Yes				
Scan File format	For text and images: PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), Rich Text (rtf) and Searchable PDF				
Scan Input Modes	1 default scan modes on front panel				
Color Scanning	Yes				
Levels of grey scale	256				
Multi feed detection	Yes				
Compatible operating system	Microsoft® Windows® (10, 8.1, 7, XP: 32/64 bit, 2008 R2, 2012 R2, 2016, 2019); Mac OS (Catalina 10.15, Mojave 10.14, High Sierra 10.13); Linux (Ubuntu, Fedora, Debian, RHEL, Linux Mint, Open Suse, Manjaro); Citrix ready				
Mac Compatible	Yes				
Memory	256MB				
Power	Input Voltage range: 220 - 240 VAC,				

	Rated Frequency: 50 - 60HZ		
Warranty	One-year bench limited warranty whole unit replacement, phone and Web support included. Warranty may vary by country as required by law		

Signature of the Contractor with official seal