

**BID DOCUMENT**

**For**

**Purchase of Capital Items**

**(Laptops-Desktop Computers-Printers-Scanner-Water Dispenser-**

**Bracket Fan-Steno Set and Furniture, Fixture Items etc.)**

**For Regional Office, Central Region, Lahore**

**Tender Notice No. 07/CRO/Laptops-PC-Printers/2024**

**(Secretary)**

Regional Procurement Committee

State Life Insurance Corporation of Pakistan

Central Region, State Life Building,

15-A, Davis Road, Lahore

Tel: # 042 99205128 Mobile: 0301 4059685

**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 Laptops, Desktop Computers, Printers, Scanner, Water Dispenser, Bracket Fan, Telephone Steno Set, UPS with Batteries and Office Furniture/Fixture for Regional Office, Central Region, 15-A, Davis Road, Lahore.

Detail specification and quantities for required items/equipment’s/work is as under:

**Bill of Quantities (B.O.Q)**

**Lot Summary:**

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| --- | --- | --- |
| **Lot No. Details** | **Lot Title** | **Items No. included** |
| Lot No. 01 | Laptops, Computers, Printers, Scanners | Item Sr. 1 to Sr. 4 |
| Lot No. 02 | Water Dispenser, Bracket Fan, Telephone Steno Set | Item Sr. 5 to Sr.8 |
| Lot No. 03 | Furniture & Fixture Items | Item Sr. 9 |

**LAPTOPS, DESKTOP COMPUTERS, PRINTERS, SCANNER ETC.** Lot 01

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item # | Details | Specification | Qty. | Prices including all taxes | |
| Unit Price | Total Price |
| 01 | Laptops with Windows Software  (Licensed) | **HP/DELL or equivalent**  Intel® Core i3 12th Generation or higher, 2.50 Ghz Turbo Boost upto 4.40 Ghz, 8 GB DDR-V RAM or higher extendable to 16 GB, Hard Disk-SSD 512 GB or higher, Screen size :15.6”, 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, Operating System : MS Windows 11 or Latest Operating System (OEM Release), Software: MS-Office current version licensed, Antivirus licensed. Carry case (Original). Warranty : 1 Year (or higher) Local. | 03  Nos. |  |  |
| 02 | Desktop Computers with Windows Software  (Licensed) | **HP/DELL or equivalent**  Processor Intel Core i3, Processor Generation12th Generation or Higher Processor speed 2.50 GHz Turbo Boost upto 4.40 GHZ RAM 8 GB DDR-V RAM or Higher extendable to 16 GB Hard Disk SSD 256, Hard disk-SATA 1TB, Graphic Card Graphics card compatible with supplied motherboard Connectivity 10/100/1000 Ethernet Card with (Giga Bit Support) WIFI Connectors USB 3.0(2), HDMI Head Phone output USB Type C, LCD Minimum 19" HD-SVA Anti glare Display Operating System MS windows 11 or latest Operating System (OEM Release), Software MS-Office current version licensed, Anti Virus licensed, I/O Branded USB-Key Board and Mouse & Mouse Pad. WARRANTY 1 Year or higher Local | 06  Nos. |  |  |
| 03 | Laser Jet Printers | **HP Laser Jet M402dn or equivalent**  Print speed black, Paper size A4, legal  Up to 38 ppm (default) ; Up to 40 ppm (HP High Speed) 1, First page out black (A4, ready), As fast as 6.3 sec 2 , Duplex printing Automatic (default), Duty cycle (monthly, A4), Up to 80,000 pages 3 (Duty cycle is defined as the maximum number of pages per month of imaged output. Print quality black (best) Fine Lines (1200 x 1200 dpi), Print technology Laser, Connectivity, standard, 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000, Network capabilities, Built-in10/100/1000Base-TX Ethernet, Gigabit; Auto-crossover, Display 2-line backlit LCD graphic display, Processor speed 1200 MHz, Memory 256 MB, Storage 100 sheet multipurpose Tray 1, 250 sheet input Tray 2 Paper handling output, standard 150 sheet output bin  Weight 8.56 kg, Availability of Toner in local market. Warranty atleast one year (Local) | 03  Nos. |  |  |
| 04 | Scanner  (HP or equivalent) | **HP scan Jet Pro S4 or equivalent**  Scanner type : Sheetfed, Digital sending standard features: Scan to PC & USB Drive, Scan resolution, optical upto 600 dpi, Scan resolution, hardware 600 x 600 dpi, Bit depth: 24-bit (external), 48-bit (internal), Scan size (ADF), maximum 216 x 3100 mm, Scan size (ADF), minimum 50.8 x 50.8 mm, Automatic document feeder Scan speed upto 40 ppm/80 ipm1, Duplex ADF scanning : Yes, Automatic document feeder capacity: standard, 50 sheets, 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. Compatible Operating Systems: Microsoft® Windows® (10,8.1,7, XP:32/64 bit, 2008 R2, 2012 R2, 2016, 2019) MacOS. Processor speed: ARM-1176 666 MHz, Memory 256 MB, Software included: Windows: HP WIA scan driver, HP TWAIN scan driver (32-bit and 64-bit). Connectivity, standard: USB 3.0. Warranty atleast one year (Local). | 01  No. |  |  |

**ELECTRIC ITEMS ETC.** Lot 02

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| --- | --- | --- | --- | --- | --- |
| Item # | Details | Specification | Qty. | Prices including all taxes | |
| Unit Price | Total Price |
| 5 | Water Dispenser | PEL/Gree or Equivalent  Type sleek design, Colour White, Dimension (WxDxH) 310x375x1190 mm, Voltage /Frequency 220/50 (Volts/Hz), Cooling Current 0.6 amperes, Heating Current 2.2 amperes, Cooling power 100 watts, Cold Tank capacity 3.7 liters, Refrigerator volume 20 Liters. | 01 |  |  |
| 6 | Bracket/Louvre Fan | SK/Royal/ Lahore or Equivalent. Plastic Body 18" size with copper winding. Speed Control: Switch and Remote control (if available) | 01 |  |  |
| 7 | Telephone Steno Set | TIP, Panasonic or equivalent | 01 |  |  |
| 8 | UPS with Batteries | UPS 3000 watt (24 Volts)  (Homage or equivalent) | 01 |  |  |
| Liquid batteries (12 Volts)  (AGS, Phoenix, Daewoo or equivalent)  Atleast 175 Ampere 27 plates | 02 |  |  |

**FURNITURE & FIXTURE ITEM ETC.** Lot 03

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| --- | --- | --- | --- | --- | --- |
| **Item Sr.** | **Details** | **Specification** | **Qty** | **Prices including all taxes** | |
| **Unit Price** | **Total Price** |
| 9 | Side rack | Size: 5.5 ft(L)x1.5 ft(W)x2.5ft(H) Sheehsam Weener Board with black deco paint. Front cover having two sliding glass doors best Quality railing with lock and 1 door cabinet. | 01 |  |  |

**TECHNICAL BID EVALUATION CRITERIA:**

Technical bid will be evaluated on the basis of following points:

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| --- | --- | --- | --- |
| **SR. #** | **DESCRIPTION** | **POINTS** | **POINTS OBTAINED** |
| 1 | 1. Certificate of Business Registration/Incorporation under the Laws of Pakistan (02 points) | 10 |  |
| 1. Valid Income Tax (NTN) and General Sales Tax (GST) Registration Certificate along with Active Taxpayer Status (02 points) |
| 1. Duly Signed and Stamped Letter of Warranty as per Tender Requirements |
| 1. Signed and Stamped an affidavit (e-stamp paper Rs.100 or above) in respect of Non-Blacklisting duly attested by Notary Public. (02 points) |
| 1. Manufacturer/Authorized Dealer/Distributor Certificate of Brands Quoted for (02 points) |
| 2 | **FIRM /COMPANY PROFILE**:  Years of Operations (from Registration Date of NTN/FBR)  One (1) point for one (1) year experience | 10 |  |
| 3 | **TAX RETURN**  Income Tax Returns submitted to FBR for the last 3 Years | 10 |  |
| 4 | **RELEVANT EXPERIENCE**  Similar completed orders/supplies over last 03 years.  Five (05) points for one (1) similar order/supply of value more than Rs. 1 million. | 15 |  |
| 5 | **FINANCIAL POSITION / BANK STATEMENT**  If the bank balance up to 30th June 2024 is equal to or more than estimate of the current purchase, full marks may be awarded.  Otherwise, the marks may be awarded as:  Closing Balance x 05  Estimate of Current Purchase | 15 |  |
| 6 | Number of existing clients provided with similar supplies/items  (05 points for each Corporate / Multi-National /Govt./Semi-Govt. Client) | 20 |  |
| 7 | List of properly employed Professionals on permanent strength – for execution of required jobs/supply and quality after Sales Services (04 points for each Professional personnel) (Proof of employment also to be attached) | 20 |  |
| **Total Points** | | **100** |  |

**NOTE: 1) Minimum 70 points are required for Technical Qualification.**

**2) Registration for NTN/GST is mandatory else the bid will be rejected.**

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| I, Bidder have read & understand all above scope of work and following terms & conditions of this tender, further I am agreed and abide these terms. Further subsequently submit my offer in prescribed table,  **Delivery and after Sales Service of Consignment:** | |
| Delivery and after Sales Service of items at State Life Insurance Corporation of Pakistan, State Life Building, Regional Office, Central Region, 15-A, Davis Road, Lahore) | |
| Bidder Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Eligibility of Applicants (Provide affidavit)**  Applicants cannot apply if they:-   1. Are non-registered company/firm. 2. Are bankrupt or in process of going to bankrupt. 3. Have been convicted for an offence concerning the professional conduct. 4. Have not fulfilled obligations related to payment of taxes. 5. Are found guilty of serious mis-interpretation/mis-representation of facts in supplying information.   **Check list by bidder: (please mark)**  My technical bid is in a booklet form, each page numbered, page index and having following information:-   |  |  |  | | --- | --- | --- | | 01 | NTN & Sales Tax Certificates |  | | 02 | Registered Dealer/Supplier/Manufactures certificate |  | | 03 | The bidder must have an Office at Lahore |  | | 04 | List of technical staff with contact Nos. |  | | 05 | Satisfactory reports/work orders from previous 2 clients for same type of work completed in the year 2023 – 2024. |  | | 06 | Affidavit of Rs. 100 or more after observing eligibility criteria |  | | 07 | Warranty certificate as per tender requirements |  | | 08 | Acceptance of terms and conditions of tender documents in a clear manner |  | | 09 | Provided samples for items of Lot 01. Without Conference Table sample Firms will bound to submit samples within three days after the submission of tenders failure to provide will be consider as incomplete offer |  | | 10 | Rates quoted as per directions (per Cabin/Counter rate) |  | | | | | |
|  | **TERMS AND CONDITIONS:** |  |  |  |
| 1- | Bidders should provide the name of firm, complete postal address, Telephone No; email address. Only Sales Tax/NTN registered dealers/suppliers/manufacturers can participate in tender, they must have office in Lahore along with required technical staffs, provide certificate/details. | | | |
| 2- | Bidders are required to submit/upload their bids **(Technical Proposal and Financial Proposal)** on PPRA website (EPADS). | | | |
| 3- | No Bid will be accepted without earnest money & other than EPAD Platform. Bidding Documents are available on PPRA website (EPADS), State Life website. | | | |
| 4- | Initially Technical Proposals will be opened in the office of Secretary RPC, State Life, Regional Office, Central Region, State Life Building, 15-A, Davis Road, Lahore, on the date and time as specified, in the presence of bidders or their representatives. Time and date for opening of Financial Proposals will be announced after finalization of Technical Evaluation. | | | |
| 5- | There will be a Single Stage Two Envelope evaluation of bids. Minimum 70% is required for the bidders to technically qualify. Financial bid of only technically qualified bidders will be opened. | | | |
|  | 1. Experience of bidders in sales / marketing of relevant equipment. 2. Financial Capabilities. 3. Number of existing clients provided with similar equipment. 4. List of professionals on permanent strength for installation and after sales services.   **(Technical evaluation of bids / point scoring criteria is available with bidding document).** | | | |
| 7- | Financial Proposals shall accompany a Pay Order/Bank Draft of the 10% of the total bid amount (Job/Lot) in favour of State Life Insurance Corporation of Pakistan as bid security. The same will be returned to un-successful bidders after completion of formal procedure and to successful bidder after satisfactory delivery of all items. However earnest money of successful bidders shall be retained by SLIC as performance security and subsequent warranty for guarantee period. | | | |
| 8- | All the bids must include all government taxes. Bids excluding taxes will not be accepted. | | | |
| 9- | The quantity of items may be increased / decreased at the time of award of work order. | | | |
| 10- | If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately. The extension in the delivery time is the discretion of State Life. | | | |
| 11- | Competent Authority reserves the right to reject all bids/skip item(s) at any time prior to acceptance of a bid or proposal in the light of PPRA rules. | | | |
| 12- | All the information provided by the bidder must be verifiable. | | | |
| 13- | Earnest money of the successful bidder will be forfeited if the items are not delivered within due time/extended delivery time or as per approved quality. | | | |
| 14- | The validity of tender will be 31-12-2024 from the date of opening the tender. | | | |
| 15- | Income Tax & General Sales Tax as per government rule will be deducted at the source from the payment. | | | |
| 16- | Supply items shall be brand new & according to tender specification. Any defective delivery / Material will be replaced by supplier at his own risk & cost. | | | |
| 17- | The supplier will be responsible for installation of furniture / fixture/Cash Counters/Partitioning/Electric/Electronics items etc. at site | | | |
| 18- | The bidder shall execute work at his own cost and Quality of work shall be inspected before final payment, subsequently bidder shall be responsible to fulfill requirement (if any) as per site w/r to committee proposal. | | | |
| 19- | Bidder shall provide 1-year guarantee certificate of its performed work, any repair shall be free of cost including labor & material within guarantee period by bidder. | | | |
| 20- | BLACK LISTING POLICY: In case of negligence of the bidder causing damage to STATE LIFE in terms of time or cost, STATE LIFE has the right to take action against the bidder as per State Life Blacklisting policy / PPRA Rules. | | | |
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