



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

SARGODHA ZONE

TENDER DOCUMENT

TENDER NO.SGD/10/2024

FOR

PURCHASE OF COMPUTERS

&

LASER PRINTERS



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN
SARGODHA ZONE

1. INVITATION TO BIDS

TENDER NOTICE NO.SGD/10/2024

State Life Insurance Corporation of Pakistan, Sargodha Zone invites reputable registered firms / suppliers / wholesalers registered with Income Tax Department and also registered on EPADS to submit their sealed Technical and Financial quotations as per PPRA rules under "Single Stage Single Envelope" procedure for the supply of following items. The detail of tender is as under:

Detail of Items	No. Of Items	Bid Security	Tender Closing Date and Time for Submission of Bids	Technical Bids opening Date & Time
Desktop Computer (Branded) Per Unit specification	02	Rs.17500	29-11-2024 11:00 AM	29-11-2024 11:30 AM
Laser Printer	02			

TERMS & CONDITIONS

- Bid document is available on EPADS free of cost.
- Bids security is Rs.17500/- in shape of Bank Draft or Pay Order or CDR only in favour of State Life Insurance Corporation of Pakistan. The original bids security Demand Draft must be reached before closing time.
- Tenders Documents can be downloaded from EPADS without cost.
- No quotation will be entertained without earnest money in shape of Pay Order, Demand Draft issued in favor of State Life Insurance Corporation of Pakistan.
- The suppliers upload their Technical and Financial Bids on EPADS, no hard copy of bid will be accepted. Quotations must be uploaded on EPADS up to **11:00 a.m. on 29th November, 2024.**
- The bids will be opened on **29th November, 2024 at 11:30 a.m.** in the presence of Bidders or their authorized representatives, who wish to join the meeting.
- The bid validity should be for 90 days.
- All terms and conditions are available on Tender Documents on EPADS.

[SECRETARY]

Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
1st Floor, Zonal Office, Queen's Road, Sargodha
Ph: 048-9330179



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2. SPECIFICATION OF COMPUTERS AND PRINTERS

Name of Item	SPECIFICATION	QTY
Desktop Computer (Branded) Per Unit specification	<p>Processor: Intel Core i3 Processor Generation: 12th Generation or higher Processor Speed: 2.5 Ghz Turbo Boost upto 4.40 Ghz RAM: 8 GB DDR-V RAM or higher extendable to 16 GB Hard Disk –SSD: 256 to 512 GB Hard Disk – SATA: 1 TB 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, Headphone Output, USB Type C LCD Screen: Minimum 19” HD – SVA anti-glare Display Operating System: MS Windows 11 or Lates Operating System (OEM Release) Software: MS Office current Version licensed, Antivirus Licensed I/O Devices: Branded USB-keyboard and Mouse Warranty: 1 Year (or higher) Local Branded System: HP, Dell or equivalent</p>	02
Laser Printer	<p>Laser Printer HP M107A or equivalent Print Technology Laser Print Speed Up to 20 ppm Print Resolution Up to 1,200 x 1,200 dpi Media Size Supported A4; A5; A5(LEF); B5 (JIS); Oficio; Envelope (DL, C5); 76 x 127 to 216 x 356mm Wireless Capability No</p>	02

3. TERMS AND CONDITIONS

- 2.1 The bidders shall furnish as part of this Tender, Bid Security Rs.17500 in the form of Bank Draft or Pay Order or CDR only in favour of State Life Insurance Corporation of Pakistan, Sargodha Zone. The original bid security must be reached before opening time.
- 2.2 The Competent Authority may reject all bids / proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- 2.3 The offer received incomplete or not in accordance with the conditions / specifications will be rejected.
- 2.4 The estimated numbers of purchasing items mentioned in tender may be decreased or increased.
- 2.5 The quoted price must be firm, final, inclusive of all taxes, transportation charges including delivery at 2nd floor.



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2.7 State Life is not bound to accept the lowest offer not fulfilling the requisite criteria.

2.8 Price should be valid for 90 days. Earnest money will be returned to unsuccessful bidders after acceptance /approval of lowest quoted rates (as per approved item) and to successful bidder after delivery of all items.

2.9 Only EPADS uploaded quotations will be accepted. No bid in hard copy shape will be accepted.

4. SCHEDULE OF SUPPLY OF PROCURING ITEMS

a. The delivery of Computers and Printers is required to be completed within 15 days from the date of issuance of purchase order.

5. EXTENTION OF DELIVERY PERIOD

In special circumstances, request for extension of delivery period may be considered by the Competent Authority on the written request of the firm before the target date of supply, who will be authorized to either accept or reject the request of bidder without assigning any reason.

6. BID / TENDER OPENING PROCEDURE

Single stage – Single envelope procedure.-

All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

7. ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACTS

The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

8. DISPUTE

Any dispute arising between the parties will be resolved through GRC committee. The decision of the GRC Committee will be the final.

9. TERMS OF PAYMENT

- a. Payment will be made through crossed cheque issued by State Life Zonal Office, Sargodha to the bidder against invoice after 100% completion of satisfactory supply of items.
- b. No payment will be made as advance.
- c. Payment against partial supply of goods will not be made.

a- Payment shall be made within 15 days after successful supply of items at 2nd Floor State Life, Zonal Office, Queen's Road, Sargodha

b- Delivery Challan duly signed by HR & Admin Department of State Life, Zonal Office, Sargodha

c- Invoice in duplicate having NTN/GST numbers.

d- All tax certificates.



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10. REJECTION OF BIDS

- a. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

