



**Gujranwala Zone**

**INVITATION TO e-BID**  
[For Goods, Works and Non-consulting  
Services]  
**Tender Notice #04/GRW/PC-Printers/2024**

(State Life Insurance Corporation of Pakistan, Gujranwala), invites electronic bids on Single Stage One Envelope Procedure from the original manufacturers/ authorized distributors/ suppliers, registered with Income Tax and Sales Tax Department for supply of Computers with Display (12<sup>th</sup> Generation or Higher) & Printers Machines).

2. e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk)

3. The electronic bids, must be submitted by using EPADS on or before (December 05, 2024 upto 11:00 hrs). Manual bids, shall not be accepted. Electronic Bids will be opened on the same day at (December 05, 2024 at 11:45 Hrs.

**Note:** Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and on PA's website (if any)

**Secretary,  
Zonal Procurement Committee,  
State Life Insurance Corporation of  
Pakistan,  
Gujranwala Zone  
Tel: 055-9200286.**



**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**

# Gujranwala Zone

## BIDDING DOCUMENT

### PROCUREMENT OF COMPUTER & PRINTER MACHINES

Tender Notice #04/GRW/PC-PRINTERS/2024

| <b>Tender Description</b>   | <b>Closing Time for Bids Submission</b>  | <b>Bids Opening Time</b>      | <b>Location</b>  |
|---|--|-------------------------------|--|
| Computers with Display along Licensed Software's (Windows 11 or Operating System, MS Office & Antivirus) & Printers Procurement | December 5, 2024 at 11:00 Hrs  | December 5, 2024 at 11:45 Hrs | Incharge HR & Admin Deptt, State Life Insurance Corporation, Zonal Office, Gujranwala. |
| Note  | Bids shall be opened at above specified date & time in presence of those bidders or their authorized agents who wish to be present at occasion |                               |  |

### **DISCLAIMER**

1. This request for bid documents has been prepared by State Life Insurance Corporation of Pakistan, Gujranwala Zone (SLIC). This tender constitutes no commitment on the part of SLIC to enter into any arrangement with any person / bidder regards to this proposed procurement or otherwise. SLIC reserves the right to withdraw from or cancel this tender bidding process or any part thereof, or to vary any of its term at any time, without incurring any financial obligation in connection therewith. The information contained in these bid documents or as may be subsequently provided to bidders (in document form) on behalf of SLIC, on the terms and conditions set out in this bid documents, are indicative only and are provided solely to assist in a preliminary assessment of the proposed procurement.
2. These bid documents do not constitute an agreement and its sole purpose is to provide interested bidders with information that may be useful to them in preparing their bids pursuant to these bid documents. These bid documents may not be appropriate for all persons and its not possible for SLIC to consider the objectives and particular needs of each party which reads or uses this bid documents. The assumption, assessment, statements & information contained in this bid document may not be complete, accurate and adequate or correct for the purposes of any or all bidders. Each bidder should thereof conduct its own investigation and analysis, check accuracy, adequacy, correctness, reliability and complete assumption, assessments, statements and information contained in this bid document and seek independent professional advice on any or all aspects of this bid document, as deemed appropriate.
3. All information submitted in response to this bid document shall become the property of procuring agency (SLIC) which does not accept any responsibility to maintain secrecy of material including any trade secrets or data etc, submitted by vendors.
4. The SLIC shall not responsible for non-receipt of any correspondence sent through any communication way (post / courier / e-mail/ fax). No decision should be based solely on the basis of the information provided for any statements, opinions or information provided in this bid documents.
5. **Upon submission of proposal in response to this tender document, each bidder shall certify that it reads & understands, accepts to this disclaimer set forth above.**

## **Instructions to Bidders**

### **1. Introduction**

State Life Insurance Corporation of Pakistan, Gujranwala Zone located at State Life Building, G.T.Road, Gujranwala has appropriate budget for procurement of Computers with Display & Printers Machines for its office in District Gujranwala.

### **2. Eligible Bidders**

This invitation for bids on Single Stage One Envelope Procedure is open to all original manufacturers/ authorized distributors/ suppliers except as provided hereinafter by providing following documents.

- a. NTN Holder & GST Registered having Active Status on Bids opening date & time.
- b. Affidavit that the bidder is not blacklisted by any Government / Semi Government or any other authority and not involved in any corrupt practice or facing such type of inquiry anywhere

### **3. Bid Security & Validity**

- a) Earnest money in form of Call Deposit Receipt / Pay Order / Demand Draft in favor of State Life Insurance Corporation of Pakistan, Gujranwala Zone having amount Rs. 67500/ for Computers and 34800/- for Printers. Successful bidder earnest money shall be retained by procuring agency (SLIC) as Performance Security up to Warranty Period & after Sales Services Effective Period which is 1-year after delivery date.
- b) **Bids shall remain valid up to 30-06-2025**, however in exceptional circumstances, SLIC may solicit the Bidders Consent to an extension of the Period of Validity as prescribed in PPRA Rules
  - i) If a bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form
  - ii) In the case of a successful bidder, if the bidder fails to sign contract in this regard or submission of a fake document or fraudulent / illegal activities practice, earnest money shall be forfeited & necessary action shall be taken as per PPRA rules.
  - iii) Unsuccessful bidders bid security will be returned as soon as possible with respect to bid validity expiry by SLIC.

### **4. Bidding Form**

- a. The bidder shall complete the Bid Form including its Bio Data Form and appropriate price schedule furnished in bidding documents indicating the brand, specification etc of items to

be supplied, a brief description of the goods & services, quantity and prices under this contract.

- b. Quoted price shall be quoted in Pak Rupee only and inclusive of all applicable taxes.
- c. The successful bidder shall be required to deposit in the form of a Bank Guarantee, A Performance Bond upon execution of the contract, for Rs. 67500/- for Computers and Rs.34800/- for Printers. This Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled.
- d. Bidder should clearly indicate the duration of delivery of equipment in the bid/proposal

#### 5. Submission of Bids.

- a. The Earnest Money envelope should be marked for **Tender Notice # 04/GRW/PC-Printers/2024**
- b. **Bidder shall submit its bid through EPADS only and bid should be completed in all aspects as per prescribed bidding document. Hard copy of bid is not required through DAK. Only Earnest money for Rs. 67500/- for Computers and Rs.34800/- for Printers- delivery at undersigned office referred to this tender is mandatory before bids opening time and date. In case of failure EPADS downloaded bid shall not be considered.**
- c. SLIC reserves the right to extend tender deadline for the submission of bids by amending the bidding documents referred to PPRA rules.

#### 6. Opening & Evaluation of Bids

- A. Bids will be downloaded from EPADS and subsequent opened in the office of Incharge HR & Admin Department, State Life Building, G.T.Road, Gujranwala on the date and time as specified above in presence of those bidders or their authorized agents who wish to be present at the occasion. The Bidder shall submit bids which comply with tender document and alternative bid shall not be considered. Bidder can clarify its bid in writing during bids evaluation period prior to sign contract however no change in price or substance of the bid shall be sought, offered or permitted.
- B. The committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the document have been properly signed and generally in order
- C. The committee will evaluate and compare the bids which have been determined to be substantially responsive. If a bid is not substantially responsive, it will be rejected by

Procurement Committee and may not be made responsive by bidder by correction of non-conformity.

- D. Financial bid shall be free from all types of errors e.g. computational & arithmetical
- E. Any effort by a bidder to influence the SLIC during bid evaluation may result in rejection of bidder's bid with forfeiting of its bid security and blacklisting.
- F. State Life Insurance Corporation of Pakistan, **Gujranwala Zone** reserves the right to invite the next bidder in case the first bidder is unable to complete pre-requisite or failed to provide requisites, required documents as per pre decided schedule inclusive of all formalities.
- G. Most Advantageous Bidder for Computers with Displays & Printers Lots shall be considered separately which bids shall be responsive in each lot as per least cost based w/r to required specifications.

#### **7. Award of Contract**

- a) SLIC will award the contract to successful bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest in Total Price of each lot, evaluated bid as per PPRA rules.
- b) SLIC reserves the right at the time of contract awarding to increase / decrease, the quantity of goods originally specified in the schedule of requirements without any change in price or other terms & conditions in accordance to prevailing rules & regulations.
- c) Failure to successful bidder to comply with the requirement regarding Supply, installation & commissioning of items shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security in which event or any other reason deems appropriate, SLIC may make award to **next lowest evaluated Bidder or call for new bids**.
- d) Procurement committee reserves the right to increase / decrease / withdrawal of any tender item or any tender item component at Purchase Order issuance time as per Procuring Committee recommendations which shall be final in this regard.
- e) Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. However State Life on request shall communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals.

#### **8. General Terms & Conditions**

- a. Upon notification acceptance by successful bidder, further **earnest money of successful bidder be retained by SLIC as performance security**.

- b. SLIC may require from the bidder (qualified) for submission of an integrity impact
- c. Bidder shall be responsible for deduction of any Duties/Taxes enforced by the Government of Pakistan during the payment of the project. The bid price MUST be inclusive of all the taxes which shall be deducted at source from payment as per Govt Rule.
- d. Bidder will not propose and deliver any kind of Refurbished/Used/End of Life/Near End of Life equipment and components.
- e. Supply should be according to required specifications. Any Defective delivery shall be taken back by supplier at his own risk & cost.
- f. 100% payment shall be paid within 30 working days upon Items delivery, installing, commissioning
- g. Procurement committee reserves the right to increase / decrease / withdrawal of any tender item or any tender item component at PO issuance time as per Procuring Committee recommendations which shall be final in this regard.
- h. No overwriting / cutting allowed on bid document.

**9. Grievance Redressal Committee**

Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid's evaluation report as per PPRA rule

**10. Procuring Agency's Right over quantities at the time of Award**

The Procuring Agency reserves the right at/after the time of award of Contract to increase the quantity of goods up to 15% (with fractional component rounded up to the next whole number) and decrease the quantity as per the then current requirements as originally specified in the schedule of requirements without any change in price or other T&C.

**11. Scope of Work**

| <b>Project</b>  | <b>Delivery Time</b>                        |
|---|---|
| Computer with Display & Printers Machines<br>Delivery, Installation, After Sale Service, Warranty | 30- Days upon issuance of<br>Purchase Order |

Secretary,  
Zonal Procurement Committee,  
State Life Insurance Corporation,  
Gujranwala Zone.

**State Life Insurance Corporation of Pakistan, Gujranwala Zone**

Technical / Financial Bid Proposal Form

**Tender Notice #04/GRW/PC-Printers/2024**

The Secretary,  
Zonal Procurement Committee,  
State Life Insurance Corporation,  
Gujranwala Zone.

**Undertaking by Bidder**

It is certified that all information hereby furnished in this tender and subsequent document submitted is true and correct and nothing has been concealed or tampered with. We accept all terms & conditions of this tender mentioned in each clause of tender documents and is liable to any punitive action for furnishing false information / document.

This undertaking signed on \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Signature \_\_\_\_\_

Company Seal \_\_\_\_\_

Designation of Signing Authority \_\_\_\_\_

Duly authorized to sign bid for and on behalf of:-Annexure –I

---



**State Life Insurance Corporation of Pakistan, Gujranwala Zone**

Technical / Financial Bid Proposal Form

**Tender Notice #04/GRW/PC-Printers/2024**

**(Undertaking on Stamp Paper by Successful Bidder)**

**Undertaking**

I /we hereby undertake and give assurance to State Life Insurance Corporation of Pakistan, Gujranwala Zone authorities that our Firm M/s\_\_\_\_\_has financially worth to complete this tender project for State Life Insurance Corporation of Pakistan, Gujranwala Zone well on time within time frame mentioned in Scope of work upto tender validity date & time and further its extension,if any.

\_\_\_\_\_  
Sign & Seal of Owner / Authorized Officer

Name \_\_\_\_\_

CNIC Number \_\_\_\_\_

Designation \_\_\_\_\_

**State Life Insurance Corporation of Pakistan, Gujranwala Zone**

Technical / Financial Bid Proposal Form

**Tender Notice #04/GRW/PC-Printers/2024**

Name of Firm Provider with complete address & active phone numbers

Bidder \_\_\_\_\_

Owner Name \_\_\_\_\_

CNIC / NTN # \_\_\_\_\_ GST Reg # \_\_\_\_\_

Office Address \_\_\_\_\_

Active Phone Numbers \_\_\_\_\_

e-mail id \_\_\_\_\_

**Bid Earnest Money Detail**

| Issued by Bank | in favor of  | CDR/PO/DD # | Issue Date | Amount   | Remarks |
|----------------|--|-------------|------------|--|---------|
|                | State Life Insurance Corp of Pakistan, Gujranwala Zone |             |            | Rs.67500/- for Computers and Rs.34800/- for Printers |         |

**Financial Proposal for Brand New Computers with Display exclusively Refurbished/Used/End of Life/Near End of Life equipment and components (Lot # 1 - Computer with Display)**

Bidder \_\_\_\_\_

**Financial Proposal for Brand New Computers with Displays exclusively Refurbished/Used/End of Life/Near End of Life equipment and components (Lot # 1 - Computer with Display)**

| Sr. # | Cat = 2 Advance Tech Specification Computer with Display | Quantity | Per Unit Price (Incl of tax) | Total Price (incl of tax) | Bidder Quoted Brand (HP/DELL/ACER/LENOVO ETC) |  |
|-------|--|----------|------------------------------|---------------------------|---|--|
| 1     | Intel® Core i5   | 12       |                              |                           | Computer                                      |  |
|       |  |          |                              |                           | Display                                       |  |

**Required Specifications**

| Processor      | Generation     | Processor Speed                       | RAM                             | HDD - SATA | Screen Size                               | Screen Display            | Graphic Card  | Connectivity   |
|----------------|----------------|---------------------------------------|---------------------------------|------------|---|---------------------------|---|--|
| Intel® Core i5 | 12th or higher | From 3.4 Ghz Turbo Boost Upto 4.4 Ghz | 08 GB DDR-V Extendable to 16 GB | 1 TB       | 19-inch                                   | HD-SVA Anti Glare Display | Graphics Card Compatible with supplied mother board | 10/100/1000 Ethernet Card with (Giga Bit Support), Wifi, Bluetooth |
| Connectors     | I/O Devices    | Operating System                      | Software                        | Warranty   | Bidders Remarks for Specs Acknowledgement |                           |   |  |

**State Life Insurance Corporation of Pakistan, Gujranwala Zone**

Technical / Financial Bid Proposal Form

**Tender Notice #04/GRW/PC-Printers/2024**

|  |  |  |  |                             |  |
|--|--|--|--|-----------------------------|--|
| USB 3.0(2),<br>HDMI,<br>Headphone<br>Output, USB<br>Type C | Branded<br>USB-<br>Keyboard &<br>Mouse,<br>Power<br>Cables | MS Windows<br>11 or Latest<br>Operating<br>System (OEM<br>Release) | MS Office<br>Current<br>Version<br>Licensed,<br>Antivirs<br>licensed | 1 year or<br>Higher (Local) |  |
|--|--|--|--|-----------------------------|--|

**State Life Insurance Corporation of Pakistan, Gujranwala Zone**

Technical / Financial Bid Proposal Form

**Tender Notice #04/GRW/PC-Printers/2024**

Bidder \_\_\_\_\_

**Financial Proposal for Brand New Printers exclusively Refurbished/Used/End of Life/Near End of Life equipment and components (Lot # 2 - Printers)**

| Sr. # | Printer Detail                                 | Quantity | Per Unit Price (Incl of tax) | Total Price (incl of tax) | Bidder Quoted Brand (EPSON ETC) |
|-------|--|----------|------------------------------|---------------------------|---------------------------------|
| 2     | Dot Matrix Printer Epson LQ 2190 or Equivalent | 1        |                              |                           |                                 |

**Required Specifications**

| Print Method      | Print Speed | No of Pins | No of Columns | Connectivity      | Warranty | Bidders Remarks for Specs Acknowledgement |
|-------------------|-------------|------------|---------------|-------------------|----------|---|
| Impact Dot Matrix | High        | 24-Pins    | 136 Col       | USB + Serial Port | 1-Year   |   |

| Sr. # | Printer Detail                                | Quantity | Per Unit Price (Incl of tax) | Total Price (incl of tax) | Bidder Quoted Brand (EPSON ETC) |
|-------|---|----------|------------------------------|---------------------------|---------------------------------|
| 3     | Dot Matrix Printer Epson LQ 350 or Equivalent | 3        |                              |                           |                                 |

**Required Specifications**

| Print Method      | Print Speed | No of Pins | No of Columns | Connectivity      | Warranty | Bidders Remarks for Specs Acknowledgement |
|-------------------|-------------|------------|---------------|-------------------|----------|---|
| Impact Dot Matrix | High        | 24-Pins    | 80 Col        | USB + Serial Port | 1-Year   |   |

| Sr. # | Printer Detail                              | Quantity | Per Unit Price (Incl of tax) | Total Price (incl of tax) | Bidder Quoted Brand (HP ETC) |
|-------|---|----------|------------------------------|---------------------------|------------------------------|
| 4     | HP Laser Jet Printers 4004 Dn or Equivalent | 4        |                              |                           |                              |

**Required Specifications**

| Print Quality      | Print Resolution | Processor Speed | Operating System Support          | Print Speed  | Print Technology | Printing         | Duty Cycle        | Warranty |
|--------------------|------------------|-----------------|-----------------------------------|--------------|------------------|------------------|-------------------|----------|
| Black (A4 & Legal) | 1200*1200 dpi    | 1200 Mhz        | Windows, Android, Mobile Printing | up to 40 ppm | Laser            | Auto Double Side | up to 40000 pages | 1-year   |

**Bidders Remarks for Specs Acknowledgement**

Bidders assurance is required for its quoted laser jet printer brand / model that quoted brand cartridge refilling is easy and cheapest. Further quoted brand printer spare parts are easily available in local markets of Pakistan. Non Familiar brands of Printers in Pakistan may not be quoted as it should not be acceptable due to difficulties of After Sales Services / R&M issues  
**Bidders Sign** \_\_\_\_\_

**State Life Insurance Corporation of Pakistan, Gujranwala Zone**

Technical / Financial Bid Proposal Form

**Tender Notice #04/GRW/PC-Printers/2024**

Bidder \_\_\_\_\_

**Summary of Financial Proposal for Brand New Computers with Display & Printers exclusively Refurbished/Used/End of Life/Near End of Life equipment and components**

| Sr. #  | Computer with Display                          | Quantity | Per Unit Price (Incl of tax) | Total Price (incl of tax) | Bidder Quoted Brand (HP/DELL/ACER/LENOVO ETC) |         |
|--|--|----------|------------------------------|---------------------------|---|---------|
|  |  |          |                              |                           | Computer                                      | Display |
| 1  | Cat = 2 Advance Tech Intel® Core i5            | 12       |                              |                           |   |         |
| LOT # 1 TOTAL  |  | 12       |                              |                           |   |         |
| Sr. #  | Printer Detail                                 | Quantity | Per Unit Price (Incl of tax) | Total Price (incl of tax) | Bidder Quoted Brand (HP/EPSON ETC)            |         |
| 2  | Dot Matrix Printer Epson LQ 2190 or Equivalent | 1        |                              |                           |   |         |
| 3  | Dot Matrix Printer Epson LQ 350 or Equivalent  | 3        |                              |                           |   |         |
| 4  | HP Laser Jet Printers 4004 Dn or Equivalent    | 4        |                              |                           |   |         |
| LOT # 2 TOTAL  |  | 8        |                              |                           |   |         |
| GRAND TOTAL for Tender Financial Impact (LOT 1 + LOT 2 AMOUNT) |  |          |                              |                           |   |         |

**Bidder Signature**

Note : Bid form should be completed in all aspects and shall be considered on this prescribed bid form, Bidder shall sig & stamp each paper of bidding document for its endorsement

I, Bidder have read & understand all tender scope of work and terms & conditions of this tender , further I am agreed and abide these terms. Bidder Signature :

\_\_\_\_\_