

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**ABBOTTABAD ZONE**



**TENDER DOCUMENTS**

**FOR**

**PROCUREMENT OF TOWER DESK TOP COMPUTERS**

**PREPARED BY: Human Resources & Admin Department**

**State Life Insurance Corporation of Pakistan  
Mir Alam Shopping Plaza Manshera Road Abbottabad.**

**Phone: 0992-920014**

**Dated: 19-11-2024**

## **BID INVITATION FOR TENDER NO.HRA&P/SLIC -ABTZ/ BRANDED COMPT /19/11/2024-R**

State Life Insurance Corporation of Pakistan, Abbottabad Zone invites Bids through E-PADS/PPRA for procurement of Tower Desk Top Personnel Computers as per following Schedule from reputed Firms/Vendors, who are registered with Tax Departments. **Kindly go through each line of the tender document for complete understanding of the Tenders Conditions & specifications, violating which will cost forfeiture of earnest money & cancellation of the bid/s under PPRA rules-2004.**

Type Of Procurement	Bid Security	Closing Date & Time for Submission Bids	Opening Date & Time of Bids
Branded Personal Computers ( with Tower Casing )	5% of Estimated Cost of Tender	04-12-2024 at 10:00AM	04-12-2024 & 10:30AM

- Bidding process shall be adopted under Single Stage-Single Envelop method laid down in PPRA rules 2004. **The stated tender will be treated as a Whole, not lot wise or Item wise.**
  - Bids must be submitted through E-PADS only** and same will be opened as per above mentioned schedule in the presence of bidder (s) representatives who wish to be present.
  - Any bid submitted other than PPRA-E-PADS will not be considered/accepted. CDR/Earnest Money/Bid Security of 5% mandatorily be submitted to undersign in Original **THREE DAYS BEFORE THE CLOSING TIME OF THE BID, ONLY VIA COURIER SERVICES. By hand or on the opening day submission of the same will not be accepted and the tender so uploaded will not be entertained.**
  - State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
- In Case of any clarification or query the vendors/contractors/suppliers may upload on EPADS their queries in the clarifications which will be responded accordingly.
- The bid documents are available free of cost on PPRA/EPADS & SLIC website which can be down loaded but the tender mandatorily be uploaded by the vendors only via EPADS.

**SECRETARY,**  
Zonal Procurement Committee (ZPC),  
State Life Insurance Corporation of Pakistan Mir  
Alam Shopping Plaza Manshera Road Abbottabad.

## INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill the tender in all respects & No column be left blank otherwise we will be inclined to reject the bid so submitted.
3. Bidders are required to submit their bids through PPRA E-PADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
4. Bids will be opened in the office of In-charge (HRA&P/Secretary ZPC) Zonal Office, State Life, Mir Alam Shopping Plaza Manshera Road Abbottabad in the presence of the Vendors or their representatives who wish to be present. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
5. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
6. Quoted rates will be evaluated as per our demand & terms and conditions.
7. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid 'Bid Security' shall be forfeited in the favor of State Life.
8. The bids should be accompanied by an **Original Earnest Money Deposit @5% of Total Estimated Cost of Tender in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The validity of the Pay Order/CDR/ Demand Draft must be up to 60 days (Two Months) starting from the date of issue of this tender. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of “, State Life Insurance Corporation of Pakistan Abbottabad Zone”** as earnest money, which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of delivery to successful bidder (s) respectively.
9. **The bids without Earnest Money shall be rejected. Bidder(s) must send their Original Earnest Money through mail /daak/courier/registered post minimum **THREE DAYS** before the closing date of tender, otherwise the bid/s will be rejected.**
10. Bids shall remain valid and open for acceptance for a period of 30 days from the last date of submission of Bids.
11. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
12. Bidder(s) are required to submit the all the mandatory documents as per rules of PPRA/EPADS.
13. Penalty @1% of bid against delay in supply will be charged on weekly basis.
14. **The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.**
15. Incomplete bids / conditional bids will be rejected.

**16. No, refurbished Computers will be accepted. The supplied Items as per our demand will be checked by our IT department and if found otherwise will be rejected at once and the earnest money will be forfeited and blacklisting of the stated vendor be acted upon as per PPRA SOPs and law.**

### **SPECIAL TERMS & CONDITIONS**

1. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
2. If the Bid is found against the terms and conditions of Tender, same will be rejected.
3. Sales Tax Registration Certificate FBR must be attached with tender.
4. Certificate of National Tax Number.
5. Proof of Active Tax Payer
6. Bid validity period should at least for 30 days.
7. **Minimum of ONE YEAR Warranty and provision of free repair, replacement of parts, and services will be mandatory.**
8. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
9. All rates must be quoted with applicable Govt, Federal/Provisional & FBR Taxes.
10. The tender submission after the due date & time will not be entertained. The in-time Submission of tender will be onus of bidder (s).
11. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
12. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
13. No Advance payment will be admissible; the whole payment will be made after completion of tender via cross cheque.
14. Quoting the rates, it must mention in writing inclusive or exclusive of taxes.
15. **It must be notified that territorial taxes, where purchaser office is situated must be adhered to.**
16. **MOST IMPORTANT ALL THE SPECIFICATIONS FOR COMPUTER SYSTEMS SO PROVIDED BY SLIC ABBOTTABAD ZONE BE MANDATORILY/STRICTLY BE FOLLOWED AND ANY DEVIATION WILL RESULT IN REJECTION OF THE BIDS/TENDER AND FOREFETURE OF THE BID SECURITY.**

FORM OF BID

Incharge HRA&P,  
Secretary (ZPC), State Life  
Mir Alam Shopping Plaza  
Manshera Road Jhangi  
Abbottabad.

Dear Sir,

Tender Reference No. **HRA&P/SLIC -ABTZ/ BRANDED COMPT /19/11/2024-R**

Nature of Tender: **PROCUREMENT OF PERSONAL DESK TOP (TOWER) BRANDED COMPUTERS.**

Having examined the Bidding Documents, Procurement of Complete Computer Systems, we the undersigned, being a company/vendor doing business under the Name \_\_\_\_\_ of and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. \_\_\_\_\_ drawn in favor "**State life Abbottabad Zone**"
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for and or behalf of \_\_\_\_\_.

(Name of Bidder/Firm in Block Capitals) (Seal)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Vendor/ Firm \_\_\_\_\_

Registered Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Cell No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Name of Official  
(Who will represent vendor/  
Firm on the day of tender  
opening) \_\_\_\_\_

NTN No. \_\_\_\_\_

Sales Tax No. \_\_\_\_\_

Vendor/ Firm rep Signature \_\_\_\_\_

CNIC No. \_\_\_\_\_

Seal of Firm \_\_\_\_\_

**Signature of the Authorized Signatory**

**Designation:** \_\_\_\_\_

**(Office seal of the Bidder)**

**UNDERTAKING**

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the purchaser on comparing with the originals the bidder shall be responsible for action to be taken against him by the purchaser as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department (Federal or Provincial).

**Signature of the Authorized Signatory**

**Designation** \_\_\_\_\_

**(Office seal of the Bidder)**

**Date:-** \_\_\_\_\_

**Place:-** \_\_\_\_\_

**IMPORTANT NOTE FOR THE VENDORS/SUPPLIERS/BIDDERS:**

**THE FORM OF BID AND UNDERTAKING MUST BE ON VENDORS COMPANY LETTER HEAD PAD & EACH COLUMN/ROW MUST BE COMPLETELY, FILLED OUT, ALONG WITH THIS THE SPECIFICATIONS MUST BE PROVIDED/UPLOADED THROUGH EPADS ON VENDORS/TENDERER LETTER HEAD PAD, OTHEWISE THE TENDER WILL NOT BE ACCEPTED**

**MANDATORY SPECIFICATIONS OF PERSONAL COMPUTERS**  
**BRANDED PERSONAL COMPUTERS –QUANTITY -03 UNITS WITH TOWER CASINGS**

**MODL-I**

<b>Brand Name</b>	DELL, HP or equivalent
<b>Processor</b>	Intel Core i3
<b>Processor Generation</b>	12 <sup>th</sup> Generation
<b>Processor Speed</b>	2.50Ghz Turbo Boost up to 4.4 Ghz
<b>RAM</b>	8GB DDR-V RAM extendable to 16GB
<b>Hard Disk-SSD</b>	256
<b>Graphic Card</b>	Graphics Card Compatible with supplied motherboard
<b>Connectivity</b>	10/100/1000 Ethernet Card with (Giga Bit Support), Wi-Fi
<b>Connectors</b>	USB 3.0(2), HDMI, Headphone Output, USB Type C
<b>LED Screen</b>	Minimum 19" HD- Display
<b>Operating System</b>	Genuine MS Windows 11 (licensed)
<b>Software</b>	Genuine MS-Office, 2023 (Licensed),
<b>I/O Devices</b>	Standard USB-Keybaord and mouse
<b>Antivirus</b>	Microsoft Windows Defender (Licensed)
<b>Warranty</b>	1 Year (or Higher) Local

**BRANDED PERSONAL COMPUTER, QUANTITY-04 "MODL-II"**

**HP, DELL, OR EQUIVALENT, INTEL CORE i3, 10TH GENERATION.**

Chipset: OEM/Intel, Chipset memory: 8GB DDR-4 Ram, Hard Drive: 256 SSD SATA II Super Drive, Internal DVD super multi drive. Display: Integrated UHD Graphics Sound Integrated High Definition, Branded Audio Mouse & Key board USB & optical (DOS) Chassis: power supply, tested tower, LED Display19" HD HP, DELL or equivalent. Software: Original License Windows Original, MS Office 2016 Original License Key (both), Antivirus Microsoft Windows Defender (Licensed). With one year standard warranty.



**NOTE FOR VENDORS:**

**“THESE (SAME) MANDATORY SPECIFICATIONS OF MODEL-I & MODEL-II MUST BE SEPERATELY QUOTED ON THE VENDORS OWN LETTER HEAD PAD IF OTHERWISE THE TENDER WILL BE REJECTED”**

**3. SUBMISSION REQUIREMENTS**

interested vendors are requested to submit their proposals, including detailed technical specifications, compliance with the outlined requirements, pricing, delivery timelines, and warranty information. The proposals must be delivered to the designated procurement office as per terms & conditions and schedule stated above.

**4. EVALUATION CRITERIA**

all proposals will be evaluated based on compliance with technical specifications, price competitiveness, warranty options, and delivery capabilities. The successful bidder will be notified and awarded the contract based on the evaluation results and as per PPRA/EPADS, SOPs. As already stated the Tender is uploaded/ published as whole & not lot or item wise.

**5. CONCLUSION**

This procurement aims to provide essential computing resources that meet the technological needs of our office environment. We look forward to receiving proposals from qualified vendors that can fulfill these requirements efficiently and effectively. **No Stray vendors will be accepted.**

**AS PER SOPS OF EPADS CLEAR AND VISIABLE TENDERS WITH ALL MANDATORY DOCUMENTS WILL BE ACCEPTED**

SLIC ABTZ TENDERS

SLIC