



**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN  
FAISALABAD REGION



Regional Office  
State Life Building  
7<sup>th</sup> Floor 2-Liaqat  
Road Faisalabad  
Fax : 041-9200391  
Phone: 041-9201572  
UAN : 111-555-888  
www.statelife.com.pk

**TENDER NOTICE # FRO/HRA&P/CP/03/2024**

**Dated 29-11-2024**

State Life Insurance Corporation of Pakistan, Faisalabad Region a Federal Government Owned Autonomous Corporation invites e-quotations through **EPADS** under **Single Stage single Envelope Procedure** from well Experienced & Well Reputed GST/IncomTax registered Firms/Dealers /Suppliers with Federal/Provisional authorities having their own offices for Procurement of following Items.

**Supply of three Laptops for Sate Life Regional office Faisalabad**

- Tender Documents along with detailed terms & conditions/guideline can be seen/downloaded from **EPADS** , **PPRA** web Site i.e [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and **State Life** website i.e. [www.statelife.com.pk](http://www.statelife.com.pk).
- Bids will be received only from those firms who are registered on E-PADS system, **(No bid Received by hand/courier will be entertained.However CDR For earnest money must be submitted physically in the office of Undersigned before the Closing time of tender)**
- The bids must be prepared in accordance with the instructions in the bidding document and PPRA Rules and must be submitted through EPADS latest by **17-12-2024** before 11:00 am, the Bids will be opened on **same date** at **11:30 am** at the address as mentioned below.
- The estimated cost of the tender is **Rs.900000/-** and bid validity will be **90 days**.

For any query or detaile, you may visit State life Office, Faisalabad Region or contact undersigned during office hours 9.00 am to 5.00 pm except Saturday and Sunday.

**SYED ISHTIAQ AHMAD BUKHARI**

**Secretary Regional Procurement Committee.**

State Life Regional Office 7<sup>th</sup> Floor, State Life Building,  
2-Liaqat Road Faisalabad Ph: 041-9201572 Mob: 03467683044



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Dated: 29-11-2024

**TENDER DOCUMENTS**  
Ref: FRO/HRA&P/CP/03/2024


**Procurement of Laptops for Faisalabad Regional Office**

E- Bids are invited in accordance with *PPRA rules through EPADS only*, under ‘**Single Stage–Single Envelope Procedure**’, from experienced and well reputed firms/dealers/suppliers Federal/Provincial registered with Epads/GST/Income Tax with relevant experience having their own offices and phone/fax numbers, for

***Supply of three Laptops for Sate Life Regional office Faisalabad***

The E-Bids should be submitted through Epads on or before **17-12-2024 @ 11:00 AM** and bids will be opened on the same day at **11:30 AM** in the presence of the bidders or their representatives.

**Details of I.T with Specifications of Laptop**

| Sr. | Items   | Sample  | Qty. |
|-----|---|---|------|
| 1   | <p><b>Laptop:</b></p> <ul style="list-style-type: none"> <li>• <b>(Laptop type Core i5 ), intel 14th Generation or higher</b></li> <li>• Base frequency: Minimum 3.40 GHz turbo boost and supportive up to 4.4 GHz or higher</li> <li>• Ram 8 GB DDR-V or Higher extendable upto 16 GB</li> <li>• ROM = 1TB NVMe</li> <li>• Screen Size:14” to 15.6”</li> <li>• Screen Display: Intel FHD Display or higher</li> <li>• Graphic Card: integrated intel UHD Graphics or higher</li> <li>• Connectivity: 10/100/1000 ethernet card with Giga Bit support, WIFI, Bluetooth</li> <li>• Connector: USB 3.0(2), HDMI, Head phone Out put, USB Type c</li> <li>• Back light keyboard and standard mouse pad,web cam</li> <li>• Connector (Additional): With Thunderbolt 4 Port, USB-C 3.2 Gen 2 Port, and USB-A 3.0 Gen 1 Ports (2),</li> <li>• Operating System: Activated MS windows 11 or latest operating system/ Professional operating system (OEM Release)</li> <li>• Software: MS Office cuurent version licensed (key), Antivirus licensed (key), PDF.</li> <li>• Warranty: 1 Year or higher local comprehensive warranty with onsite parts, support, Services and Labor.</li> <li>• <b>With executive leather laptop bags with our choice color</b></li> <li>• As per sample</li> </ul> |  | 3    |



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### **Terms & Conditions:**

- 1- Bidders must submit their bids through “EPADS” adopting “**single stage single envelop procedure**”
- 2- Bid Security amounting to 3% of bid value in form of **Pay order / Demand Draft** in Favor of “State Life Insurance Corporation of Pakistan Faisalabad Region” must be submitted to the office of undersigned in original in a sealed envelope on or before closing date through courier/by hand which will be refunded to the un- successful bidder upon completion of formal procurement process and earnest money of successful bidder will be retained and converted into performance guarantee and will be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory performance. No bid will be accepted without earnest money.
- 3- The bidders will have to attach copies of their company profile, Experience related documents, Managerial capacity, Financial position, Active STN (where applicable) with the tender. These documents are required for evaluation purpose as every slot has 10 numbers each and minimum qualifying marks are 30. CDR and Active Status of NTN is compulsory requirement.
- 4- Only one PRICE per item is admissible. Multiple /vague no of rates for item will mount to cancellation of the bid.
- 5- The Prices quoted must be inclusive of all duties /Govt. taxes packing, and delivery charges. If GST is applicable, the same should be shown separately. The quotations will be considered as including all taxes. In case of any type of tax exemption all valid required documents i.e. Exemption certificate, deduction at source etc. must be attached with the quotation.
- 6- The Prices mentioned in the tender will be treated as firm till the completion of Work Order. The Prices must be stated both in words and figures in Pakistan Currency.
- 7- The lowest Bid would be accepted. If the successful bidder fails to complete the job as per the specification and quality, the work order shall be canceled, purchase will be made from next advantageous bidder whereas the difference of quoted rate will be charged from the successful bidder.
- 8- If a bidder submit the rates of item which is equivalent to our demanded brand, he is bound to provide all the required specifications which justifies the equivalence of goods.
- 9- Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
- 10- The successful bidder is bound to supply the contract items/services according to quoted rates at **state life regional office 7<sup>th</sup> floor state life building 2-Liaqat Road Faisalabad.**



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- 11- No price difference in the market will affect your quoted rate in any condition. The rates should be market driven, in case the rates does not match with the market control rates the committee reserve the right to cancel/reject the said item after assigning proper reason, in the best interest of corporation.
- 12- No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, the earnest money shall be forfeited in favor of the Corporation.
- 13- Maintenance Period/After Sales Services (For Product Inspection Visits/Cleaning/Repairing) Warranty of the supplied items must be valid for mentioned year. The supplier will be responsible to assemble/ install /deliver the items as per requirement and in case of failure to maintain quality in installation, the same will be fixed at his risk and cost besides penalty may be imposed by Competent Authority in SLIC.**
- 14- The number/quantity of principal item itself may be decreased, cancelled or increased keeping in view the available budget and the proposed rates. In addition any of the item in the mentioned tender can be cancelled if the total cost exceeds the allocated budget.
- 15- Bid validity period shall be **90 Days** from the date of opening of bids. This period can be extended by SLIC with the consent of bidders.
- 16- The Corporation/Competant Authority reserves the rights to cancel /reject any one item or all the Tender in accordance with rule 33 of PPRA Rules. However, State Life shall upon request communicate to any bidder who submitted a bid or proposal, the grounds for its rejection out of all bids or proposals
- 17- Any firm or its representative may visit the Office for any details clarification. Please do make an appointment prior to your visit. In case of further query, kindly feel free to contact during working hours with

**Secretary Regional Procurement Committee**

State Life Ins. Corporation of Pakistan  
7th Floor State Life Building 2-Liaquat Road  
FAISALABAD REGION Phone office: 0419201572 Mobile No. 03467683044

**Undertaking:**

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

\_\_\_\_\_  
Signature and stamp



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### **A: - Legal Evaluation**

- Verifiable documentary proof for all below requirements is mandatory.
- The bidders who have duly complied with the Eligibility / Qualification and Evaluation criteria will be eligible for further processing.

| Sr. No. | Eligibility / Evaluation Criteria  | Requirement | Supporting Documents to be Attached as                                 | Page No. |
|---------|--|-------------|--|----------|
| 1.      | Sales Tax Registration (copy of certificate)   | Mandatory   | Annex-A  |          |
| 2.      | Income Tax Registration (copy of certificate)  | Mandatory   | Annex-B  |          |
| 3.      | Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.         | Mandatory   | Annex-D  |          |
| 4.      | Proof of Active Taxpayer List  | Mandatory   | Annex-E  |          |
| 5.      | <b>Earnest Money/ Bid Security 3%</b> of total tender amount through bank draft/ pay order to be submitted physically at office. | Mandatory   | <b>Must be submitted at given address before closing of bids time.</b> |          |

**Reminder:**

- It is compulsory for the vendor to visit the site in order to get the exact Features Analysis.
- It is pertinent to mention that state life Faisalabad has right to increase or decrease the quantity demanded in tender.
- All items require would be on turn key basis.

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- The Technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria.
- The Bids which do not conform to the technical Specifications or conditional bid from the Bidders without adequate capabilities for supply of Goods/Items/Services will be rejected

|           | Eligibility/Evaluation Criteria   | Supporting Documents to be attached as | Page No        |
|-----------|---|--|----------------|
| <b>A.</b> | <b>COMPANY PROFILE</b>  |  |                |
|           | i. The company established within 1 to 2 years (Proprietorship) = 5 Marks<br>ii. The company established more than 2 years = 10 Marks<br><b>Note:</b> Certificates Required   | <b>10 Marks Maximum</b>                | <b>Annex-F</b> |
| <b>B.</b> | <b>SIMILAR WORK EXECUTED BY FIRM IN PAST:</b>   |  |                |
|           | Contracts completed Less than 5 Lacs for each contract= 5 Marks<br>Contracts completed Greater than 5 Lacs but less than 10 lacs for each contract = 7 Marks<br>Contracts completed 10 lacs and above for each contract = 10 Marks<br><b>Note :</b> Work Order Required | <b>10 Marks Maximum</b>                | <b>Annex-G</b> |
| <b>C.</b> | <b>FINANCIAL STATUS :( Verified by Bank Statement, Annual Tax Return)</b>   |  |                |
|           | Annual Turnover<br>• Between 1- 2 Million = 4 Marks<br>• 2-4 Million = 7 Marks<br>• Above 4 Million = 10 Marks (Max)  | <b>10 Marks Maximum</b>                | <b>Annex-H</b> |
| <b>E.</b> | <b>TECHNICAL STAFF:</b>   |  |                |
|           | • IT Technician = 05 Marks<br>• Installer = 03 Mark<br>• Labor = 02 Marks<br><b>Note:</b> Mention Staff List  | <b>10 Marks Maximum</b>                | <b>Annex-I</b> |
| <b>F.</b> | <b>ENLISTMENT WITH OTHERS:</b>  |  |                |
|           | Enlistment with reputed Govt/National/ Multinational Firms<br>Minimum requirement = 01 Firms<br><b>Note:</b> Purchase/Work Orders Required  | <b>10 Marks Maximum</b>                | <b>Annex-J</b> |

**Total Points = 50****Minimum Qualification=30**



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Date: \_\_\_\_\_

### **FINANCIAL PROPOSAL**

(For Purchase of three laptops for Regional Office Faisalabad F.Y 2024)

| S# | Description | Qty. | Unit Price without GST | Amount of GST | Unit Price with GST | Total Cost including all taxes) |
|----|-------------|------|------------------------|---------------|---------------------|---------------------------------|
| 1  |             |      |                        |               |                     |                                 |

\_\_\_\_\_  
Name of Supplier with seal