

**TENDER NOTICE FOR PROCUREMENT OF LAPTOPS & PC ALONG WITH
SOFTWARE FOR REGIONAL OFFICE NORTH ISLAMABAD**

State Life Insurance Corporation of Pakistan (SLIC) invites technical and financial bids through (EPADS) in accordance with PPRA Rules, under “Single Stage-Single Envelope Procedure” from well reputed firms dealing in sale and services of IT equipment’s for at least last 05 years, registered with Tax Department having own offices and telephone No. (if found contrary, Tender will be rejected) for the supply of “02 No’s Laptops and 01No;s Desktop along with Software” for Regional Office, Islamabad as per following details;

Particulars of items	Bid Security (Fixed)	Closing Date & Time	Opening Date & Time
1. Purchase of Laptops along with Software (Specifications, Details, QTY and Terms & Conditions as per Tender Document)	Rs.30,000	17-12-2024 At 11:00 am	17-12-2024 At 11:30 am
2. Purchase of Desktop/PC along with Software (Specifications, Details, QTY and Terms & Conditions as per Tender Document)			

Tender Notice can be seen/ downloaded from PPRA/ SLIC website i.e www.ppra.org.pk and www.statelife.com.pk also tender notice along with tender document has been uploaded on EPADS system as well.

Bids will be accepted only from those firms who are registered with PPRA for e-procurement on E- PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration. Filled tenders must be submitted/ uploaded through their e-PADS latest by **17-12-2024** before 11:00 am. Bids will be opened on the same day at 11:30 am.

State Life Insurance Corporation of Pakistan reserves right to accept or reject all bids in accordance with PPRA Rules

Regional Incharge (HR&Admin)
4th Floor, State Life Building No. 9
33-E, Blue Area Islamabad
Tel: 051-9205729



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

SLIC/RON/LAPTOP/2024

BID DOCUMENT

FOR

**PROCUREMENT OF LAPTOPS & DESKTOP/PC ALONG WITH
SOFTWARE FOR REGIONAL OFFICE (NORTH), ISLAMABAD**

REGIONAL INCHARGE (HR&ADMIN)
4TH FLOOR, STATE LIFE BUILDING NO.9, 33-E, BLUE AREA ISLAMABAD (051)9205729

1. Introduction

The State Life Insurance Corporation of Pakistan Life Insurance Corporation of Pakistan, Regional office Islamabad is the largest life insurance Corporation in Pakistan providing individual life and group insurance protection to over 6 million people. Presently Corporation intends to procure Laptops & PC/Desktop for its Regional Office (north) at Islamabad.

2. Detail Specification & Quantities / Schedule:

Detailed specifications and estimated quantity for required equipment is as under: -

Sr. No	Item/ Specifications	QTY
01	Laptop: Brand: Lenovo/Dell/HP or equivalent brand of repute Processor: Core i5, 13 th Gen or higher, at least 4.4 GHZ, Intel or Eqvl. Ram: 16 GB, DDR- IV Extendable to 32GB SSD: 512GB-01TB SSD Screen Size: 15.6", FHD Display or Higher Ethernet: 10/100/1000 (with Gigabit Support) and wifi, Bluetooth USB 3.0(2), HDMI, Headphone output, USB Type-C Backlit Keyboard & Standard Mouse Pad, Webcam Operating System: MS-Windows-11 (OEM-Release) or Eqvl. Software: MS-Office 2021 Home & Business (Licensed) or Eqvl. Antivirus: Kaspersky, TrendMicro (Licensed) or Eqvl.	02
02	Desktop/PC: Brand: Lenovo/Dell/HP or equivalent brand of repute Case in: Tower type Processor: Core i5, 12 th Gen or higher, at least 4.4 GHZ, Intel or Eqvl. Ram: 08GB, DDR- IV Extendable to 16GB. SSD: 512GB – 01TB SSD LED Screen: Size 19", FHD Display or Higher of reputed brand Ethernet: 10/100/1000 (with Gigabit Support) and Wi-Fi, Bluetooth. USB 3.0(2), HDMI, Headphone output, USB Type-C. Standard USB- Keyboard and mouse, Operating System: MS-Windows-11 (OEM-Release) or Eqvl. Software: MS-Office 2021 Home & Business (Licensed) or Eqvl. Antivirus: Kaspersky, TrendMicro (Licensed) or Eqvl.	01
03	Laptop Bag: Leatheriod laptop bag (as per sample).	02
	01 year Local Warranty for all items	

Delivery and after sales service of Consignment:

Delivery and after sales service of items at State Life Insurance Corporation of Pakistan, Regional office Islamabad

TERMS AND CONDITIONS

1. Bidders should provide the name of firm, complete postal address, Telephone No, Email address and web address (if any).
2. Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage single envelope method and clearly marked as **“Laptops & Desktop along with Software”**. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing date & time else tender will not be accepted.
3. Bids will be opened in the office of In-charge (HR&Admin/Secretary ZPC) Regional Office, 4th Floor State Life Building#09, 33-E, Blue Area Islamabad 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.
4. 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.
5. Quoted rates will be evaluated as per our demand & terms and conditions.
6. 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.
7. The Most Advantageous Bid would be accepted.
8. The bids should be accompanied by an Original Bid Security of Rs.30000/- in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of “State Life Insurance Corporation of Pakistan Regional Office North Islamabad”, which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of delivery/supply to successful bidder (s) respectively.
9. The bids without Earnest Money shall be rejected. Original pay order of Bid Security must reach before the closing date and time of tender otherwise the bid/s will be rejected.
10. Bids shall remain valid and open for acceptance for a period of 60 days from the last date of submission of Bids.
11. Bidder(s) are required to submit the all the mandatory documents as per rules of PPRA/EPADS.
12. Penalty @1% of bid against delay in supply will be charged on weekly basis.

13. The procuring agency reserves the right to ***increase or decrease the quantities of items*** depending upon the availability of budget and need/requirement.
14. Incomplete bids / conditional bids will be liable for rejection.
15. Refurbished/Used systems shall not be accepted in any case.
16. The supplied Items as per 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 rules and laws.
17. All the bids must be inclusive of all government taxes.
18. Most Advantageous bidder will be required to deliver items within (01) week afterissuance of Purchase Order.
19. Warranty of the items will start from the date of delivery.
20. If the successful bidder fails to supply the items as per purchase order, the bid security willbe forfeited.
21. Competent Authority reserves the right to reject all bids or proposal any time prior to theacceptance of a bid or proposal in the light of PPRA rules.
22. All the information provided by the bidder must be verifiable.
23. If the 1st lowest evaluated/ Most Advantageous bidder fails to sign the contract/ receive purchase order/ deliver the items then the bid money will be confiscated by the State Life. Accordingly, the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ 2nd Most Advantageous bidder with approval of the Competent Authority, as per PPRA rules.

MANDATORY REQUIREMENTS

1. Firm must be established at least 05 years ago or earlier
2. Firm must be registered with Tax authorities i.e. Sales tax & Income Tax
3. Firm must be registered with PPRA on e-PADS
4. Firm must not be Black listed by any organization
5. Firm must have experience of at least 05 years for supplying PC/Laptop
6. No re-furbished /used items will be accepted
7. Validity period of Bids must be at least 60 days
8. No bid shall be accepted without Draft/PO/CDR of Bid Security

Regional Incharge (HR&Admin)
4th Floor, State Life Building No. 9
33-E, Blue Area Islamabad
Tel: 051-9205729

FORM OF BID

Dated: _____

Incharge HR&A/ Secretary (ZPC),
4th Floor State Life Bulding#09
33-E, Blue Area, ISLAMABAD

Tender Reference No. SLIC/RON/LAPTOP/2024

Nature of Tender: **PROCUREMENT OF LAPTOP AND PC/ DESK TOP (TOWER) COMPUTER.**

Having examined the Bidding Documents, Procurement of Laptops and Computer Systems, we the undersigned, being a company/ vendor / firm doing business under the Name of M/S----- 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 Regional Office (North) Islamabad"
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: _____

E-Mail ID: _____

NTN No: _____

Sales Tax No: _____

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

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.

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

Signature of the Authorized Signatory

Designation: _____ **(Office seal of the Bidder)**

Date:- _____

Place:- _____