

**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

Health & Accidental Insurance
Zonal Office, Z-A Towers
Chowk Nawan Shehar Multan.
Phone: 061-9201116

TENDER DOCUMENT**Procurement of IT Equipments H&AI Multan Zone**

Sealed Technical & Financial bids are invited in accordance with **PPRA rules**, under ‘**Single Stage–Two Envelope Procedure**’ Through **<https://eprocure.gov.pk>** (**E-Pads**) from vendors registered with GST/Income Tax Department, own offices and phone numbers, for the **Procurement of IT Equipments H&AI Multan Zone**.

The sealed bids should be submitted through **EPADS** on date as per mentioned on **EPADS** and **PPRA** website at **10:00 AM** dated **April 25th, 2025** and bids will be opened on the same day at **10:30 AM** in the presence of the bidders or their representatives.

Details of I.T Equipments with Specifications

ITEM – 1 (MINIMUM SPECIFICATIONS)	LAPTOP INTEL ® CORE i5 OR EQUIVALENT SPECIFICATIONS	QUANTITY	05
PARAMETERS			
Processor	Intel ® Core i5 or Equivalent		
Processor Generation	12 th Generation or higher		
Processing Speed	Upto 4.4 Ghz		
RAM	8 GB Extendable to 16 GB DDR-V		
Hard Disk	1 TB SSD		
Screen size & Display	15.6” LED FHD (1920x1080) IPS		
Graphic Card	Integrated Intel UHD graphics or higher		
Connectivity	(Built-in / External)-10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi -Bluetooth		
Connectors	USB 3.0(2), HDMI, Headphone Output, USB Type C		
I/O Devices	Back light keyboard & Standard Mouse Pad, Web Cam, Laptop Bag		
Operating System	Microsoft Windows 11 Pro or Latest Operating System Licensed (OEM Release)		
Software	MS-Office current Version licensed or Equivalent		
Warranty	1 Year (or higher) Local		



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ITEM – 2 (MINIMUM SPECIFICATIONS)	PERSONAL COMPUTER INTEL ® CORE I3 OR EQUIVALENT SPECIFICATIONS	QUANTITY	20
PARAMETERS			
Processor	Intel ® Core i3 or Equivalent		
Processor Generation	12th Generation or higher		
Processing Speed	Up to 4.4 Ghz		
RAM	8 GB DDR-V RAM or higher extendable to 16 GB		
Hard Disk	1 TB SSD		
Screen size & Display	Minimum 19 inches LCD HD-SVA anti-glare display		
Graphic Card	Compatible with supplied motherboard		
Connectivity	(Built-in / External)-10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi		
Connectors	USB 3.0(2), HDMI, Headphone Output		
I/O Devices	Branded Keyboard and mouse with mouse pad		
Operating System	Microsoft Windows 11 Pro or Latest Operating System Licensed (OEM Release)		
Software	MS-Office current Version licensed or Equivalent		
Warranty	1 Year (or higher) Local		

ITEM – 3 (MINIMUM SPECIFICATIONS)	PRINTER SPECIFICATIONS	QUANTITY	05
PARAMETERS			
Function	Print		
Print Technology	Monochrome Laser Beam Printing		
Print speed	Up to 40 ppm		
Duplex Printing	Automatic		
Print Resolution	Up to 1,200 x 1,200 dpi		
Duty cycle monthly	Up to 80,000 pages		
Toner Cartridge	3,000 pages		
Wireless Capability	Yes		
Ethernet Compatibility	Yes		
Display	5-Line LCD		
Processor speed	1200 MHz		
Memory	1 GB		
Warranty	1 Year or Higher Local		

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ITEM – 4 (MINIMUM SPECIFICATIONS)	SCANNER HEAVY DUTY SPECIFICATIONS	QUANTITY	03
PARAMETERS			
Function	Scanning		
Type	Desktop Sheet-Fed Scanner		
Scanning Speed	60 ppm (Simplex) / 120 ipm (Duplex)		
Scanning Side	Simplex / Duplex		
Scanning Modes	Black and White, 256-level Greyscale, Advanced Text Enhancement, 24-bit Colour		
Scanner Features	Double-Feed Detection, Folio Scanning, 2D / Barcode		
Output Resolution	150, 200, 240, 300, 400, 600 dpi		
Auto Document Feeder (ADF) Capacity	75 sheets		
Connectivity & Software	Interface & USB 2.0		
Display	5-Line LCD		
Warranty	1 Year or Higher Local		

ITEM – 5 (MINIMUM SPECIFICATIONS)	COLOUR PRINTER SPECIFICATIONS	QUANTITY	01
PARAMETERS			
Print Technology	Colour Laser Beam Printing		
Print speed	38 / 38ppm(A4) (Mono / Colour)		
2-Sided	2-Sided 38 / 38ipm (Mono / Colour)		
Auto Duplex Print	Standard		
Print Resolution	600 x 600dpi		
USB Direct Print	JPEG, TIFF, PDF, XPS		
Paper Sizes	A4, A5, A6, B5, Letter, Legal, Foolscap		
Device Memory	2 GB		
Standard Cartridge Black	6,000 pages, Cartridge Cyan, Magenta, Yellow: 3,000 pages(Standard)		
Monthly Duty Cycle	80,000 pages		
Warranty	1 Year or Higher Local		

ITEM – 6 (MINIMUM SPECIFICATIONS)	1 KVA COMPUTER UPS SPECIFICATION	QUANTITY	10
PARAMETERS			
Capacity	1200VA/720W		
Battery type & Number	(12V/9Ah x 2)		
Voltage range	162 – 290VAC, single-phase		
Transfer time	Typical 2-6 ms, 10ms max.		
Typical Recharge Time	6-8 hours (To 90% capacity)		
Fuse Protection	Overload and overcharge protection		
Fault	Continuously sounding		
Warranty	1 Year or Higher Local		



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Terms & Conditions:

1. The bids shall be submitted on Epads through two separate proposals as the 'financial proposal' and 'technical proposal'
2. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than Rs. **160,000/-** in favor of **"H&AI State Life Insurance Corporation of Pakistan"** as earnest money which may be released after uploading of Final Evaluation.
1. Successful Firm/Company must submit **2% of Quoted bid as Performance Guarantee** after award of work order which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory delivery / performance.
2. No bid will be accepted without earnest money/CDR.
3. 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.
4. All the bids must include G.S.T. and all other applicable taxes.
5. All Submitted bids must be duly signed and stamped.
6. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated.
7. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
8. Bid validity period shall be 120 days from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.
9. 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, Performance Guarantee shall be forfeited in favor of the Corporation.
10. Successful bidder will have to provide samples of each item, which will be examined by Zonal Procurement Committee, Supply / Work Order, shall be issued upon grant of Final approval of sample by committee members. Otherwise bid will be rejected.
11. Most advantageous/Successful Bidder shall submit Bids also in hard copy to Incharge HR & Admin.
12. *Warranty of the supplied items must be valid for minimum one years or above. The supplier will be responsible to assemble/ install /deliver/Ready to use 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 as may be imposed by Competent Authority in SLIC.*
13. The bids shall be uploaded on EPADS for **"Procurement of IT Equipments for State Life H&AI Multan Office"**.
14. The Bids Prices shall be evaluated on **item wise basis** separately with Lowest rate and Quality Based.
15. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

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: - Mandatory Requirements

- Verifiable documentary proof for all below requirements is mandatory.

Eligibility/Evaluation Criteria

1. *Sales Tax Registration (Copy of Certificate)*
2. *Income Tax Registration (Copy of Certificate)*
3. *Experience certificate of Similar Work (at least 02 Copy of Certificates)*
4. Affidavit/Undertaking that the firm has never been blacklisted by any organization/Government on Judicial Stamp Paper
5. *Proof of Active Tax Payer List*
6. Original Bid Security in form of bank draft/Pay order/CDR of **Rs. 160,000/-** must be submitted to Incharge HR&A H&AI, Z-A Tower, Health & Accident Insurance State Life Insurance, Chowk Nawan Shaher, Multan before the opening of Bid.
7. Successful Firm/Company must submit **2% of Quoted Bid Value** as Performance Guarantee Which shall be returned after warranty period with approval of inspection committee on satisfactory job completion.

(The bidders who have not complied with the Above-Mentioned Eligibility / Qualification points shall be disqualified)



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Sr. No.	Attributes	Reference Page
1	Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Government legal entities, sales tax and income tax departments) and on active tax payer list	
2	Vendor must be registered on EPADs and must apply through EPADs. Further Bid Security must be submitted well before time and no claim for delay due to courier services, transportation etc will accepted	
3	Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (One Hundred Rupees Only/-) is mandatory);	
4	Vendor has served well known Corporate Clients. Provide list of at least Two (2) clients from Public/ Private sector and also furnish verifiable proof such as Work Award, Purchase Order etc.	
5	Bid Security amounting to Rs 160,000/- in the form of Pay order/ Bank Draft in favor of "H&A, State Life Insurance Corporation of Pakistan" must be attached with technical proposal and uploaded on EPADs. Further Bid Security Original must be submitted in hard copy well before time.	

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Special Terms & Conditions

Sr. No.	Attributes	Reference Page
1	Release of Bid Security	Shall be released to: i. Unsuccessful bidders after completion of due process ii. To the successful bidder upon submission of Performance Guarantee
2	Performance Guarantee	Amounting to 2% of Quoted Cost in the form of Bank Draft/Pay Order within three days of formal work award/agreement. Failure to submit will result in disqualification from the process and forfeiture of Bid Security
3	Release of Performance Guarantee	Successful Completion of Defect Liability Period and in case of unsatisfactory completion of Defect Liability Period the Performance Guarantee will be forfeited
4	Defect Liability Period / Warranty Period	One Year from Delivery and onward Work Done Satisfactory by concerned, During aforesaid period all cost pertaining to repair/ replacement, transportation etc. will be borne by vendor and no claim whatsoever will be entertained
5	Mode of Payment	1. All payments will be in Pak Rupees 2. Payment will be subject to all applicable taxes 3. Payment will be done after complete supply and fixation of office furniture as per items outlined in Work Award subject to entire satisfaction of Officer Incharge.
6	Liquidated Damages in case if non-completion of work within the stipulated period.	Liquidated Damages in case of Liquidated damages would be charged @ 0.1% per day of total contract worth
7	Limit of Liquidated Damages	Upto a maximum of 10% of Contract Sum/Worth
8	Method of Payment	Final Bill
9.	Validity of Tender	(120) Days from the date of opening of tender

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TECHNICAL EVALUATION:

S No	Description	Max Points	Points Secured	Page Number
1	Business Entity profile			
	established within 3 to 5 years (Sole Proprietorship, Partnership, Corporation)	10		
	established more than 5 years (Sole Proprietorship, Partnership, Corporation)	20		
2	After Sales Services (Product Inspection Visits / Services)			
	03 times for one year	15		
	06 times for two years (3 Times each year)	20		
3	Number of Orders executed (PKR) (Similar Nature)			
	3 to 6 million	20		
	6 to 9 million	30		
	More than 9 million	40		
4	Number and Nature of Clients (Similar Work)			
	05 or more Private clients only	15		
	08 or more Private and Government both clients	20		
	Total			

Total Points = 100**Minimum Qualification Points = 60**

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Zonal Office (H&AI) Multan
Z.A Tower, Chowk Nawan Shehr, Multan
PHONE 061-9201110

FINANCIAL PROPOSAL

For Purchase of IT Equipments
Financial year 2025

Name of Supplier: _____

SR.#	Description	Qty.	Per Unit Rate	GST Rs.	Per Unit Rate including Tax	Total Cost (Quantity X Rate price including all taxes)
1	Laptops (as per specs mentioned above)	05				
2	Personal Computer (as per specs mentioned above)	20				
3	Printer (as per specs mentioned above)	05				
4	Scanner Heavy Duty (as per specs mentioned above)	03				
5	Colour Printer (as per specs mentioned above)	01				
6	1 KVA Computer UPS (as per specs mentioned above)	10				
	Total Amount					

(Filled Financial Proposal to be submitted on your company's letter head.)

Signature and Stamp: