



State Life

Insurance Corporation of Pakistan

Health & Accidental Insurance (H&AI)

First Floor, Peshawar Zonal Office

State Life Building, Mall Road

Peshawar -Phone: 091-9213949

TENDER NOTICE NO. SLIC/H&AI/PESH/HR&ADMIN/20/2025

OFFICE EQUIPMENT

For

Health & Accident Insurance Peshawar Zone

Sealed Technical and Financial bids are invited in accordance with PPRA under “Single Stage Single Envelop Procedure” from E-PADS registered General Order Suppliers/vendors registered with GST/Income Tax Department, having their own Offices and Phone/Fax Number, for the “OFFICE EQUIPMENTS”. Tender Document containing specification and terms & conditions are available at the office of In-Charge HR & Admin H&AI First Floor State Life Building 34 The Mall Peshawar Cant. during office hours. However, the bids must be submitted through EPADS. Any bid submitted other than EPAD/Incomplete/partially completed bids shall invariably be rejected. Last date for submission of bids is **30/09/2025** at **05:00 P.M** & opening of the Bids at **05:30 P.M** on same day. This advertisement is available on PPRA website www.ppra.org.pk and State Life website www.statelife.com.pk.

Secretary
Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Health & Accident Insurance, Peshawar
State Life Building, 1st Floor
34-The Mall, Peshawar Cantt.
Phone 091-9213949
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INVITATION TO E-BID FOR

PROCUREMENT OF OFFICE EQUIPMENTS FOR OFFICE USE

H&AI PESHAWAR OFFICE

PREPARED BY:

HR & Admin Department, Health and Accidental Insurance (H&AI), Zonal
Office, Peshawar



TENDER DOCUMENTS

FOR PROCUREMENT OF OFFICE EQUIPMENTS FOR OFFICE USE **Ref No. SLIC/H&AI/PESH/HR&ADMIN/20/2025**

1. Introduction:

State Life Insurance Corporation of Pakistan (SLIC), established in 1972, is the country's largest provider of Life and Health Insurance. We offer innovative solutions in Life, Health, Takaful, and Corporate Insurance, ensuring financial security for all Pakistanis while prioritizing customer satisfaction. SLIC's dedication to continuous improvement has enabled it to maintain a prestigious AAA rating in the insurance industry. Its assets having value in the trillions, highlight its financial strength and stability. Looking ahead, SLIC is committed to identify and capitalize on emerging opportunities within the insurance sector. This forward-thinking strategy aims to drive further expansion and innovation, allowing SLIC to explore untapped markets and contribute to the growth of Pakistan's insurance industry and overall economy.

2. Brief Scope:

Sealed technical & financial bids are invited in accordance with PPRA rules, under '**Single Stage-Single Envelope Procedure**', from **EPADS** registered Vendors/General Order Suppliers registered with **GST/Income Tax Department**, own offices and phone/fax numbers, for the purchase of Office Equipment.

The sealed bids should reach to the office of the under signed on **30-09-2025** at **05:00 PM** and bids will be opened on the same day at **05:30 PM** in the presence of the bidders or their representatives at State Life Insurance Corporation of Pakistan, Health & Accident Insurance, Peshawar, State Life Building, 1st Floor 34-The Mall, Peshawar Cant. 0919213949

3. Terms & Conditions:

1. Proposals shall accompany a Pay Order / Bank Draft of the **2%** of the total bid amount in favor of State Life Insurance Corporation of Pakistan as Bid Security. The same will be returned to un-successful bidders at the end of bidding process and Bid Security of successful bidder will be retained and converted into performance security, which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory performance.
2. No bid will be accepted without Bid Security.
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. Personal influence will also disqualify bidders.
4. All the bids must include G.S.T. and all other applicable taxes.
5. The Bids Prices shall be lowest quoted on **Item-wise basis**.



6. Work Order (No. of quantity) can be changed according to the budget availability. 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 penalty 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 Bid Security will be confiscated.
7. The approved bidder immediately after receipt of letter of award shall provide a sample of the Item to SLIC for scrutiny and approval. After the sample is approved, the bidder shall supply/ install rest of the items as per approved sample.
8. 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 in line with PPRA rules. Personal influence will also disqualify bidders.
9. Bid validity period shall be till 120 Days from the date of opening of bids. This period can be extended by SLIC with the consent of bidders.
10. 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 Bid Security shall be forfeited in favor of the Corporation.
11. It is compulsory to visit the site, check the site for proper installation of AC Inner & Outer, installation of piping and wiring (Copper pipe & proper wire only). Rate will be given along with pipe, wire and other accessories (switches, plugs, insulation material etc) complete with all respect and as per site requirement. No additional charge/expense will be claimed. However, State Life has the right to check copper pipe & proper wiring, if copper pipe and wiring is below the standard quality, it will be the responsibility of successful supplier to change the pipe or wiring after approval of P&GS/Site Incharge.
12. **Presence in Pre Bid meeting is mandatory otherwise the bid will be rejected. Purpose of meeting is to ensure that vendors visit the installation site & acquaintance themselves with installation site. Pre-Bid meeting will be scheduled and will inform all suppliers/vendors/manufacturers through calls & letters (Change in date & time of pre bid meeting will be informed accordingly.)**
13. Certificate that items supplied will be brand new, not refurbished, as per required specifications. All items should be brand new and not refurbished/Used/End of Life Hardware.
14. **Maintenance Period/After Sales Services as per local warranty will be free of cost (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 incase 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.**



15. The sealed bids envelope should bear the phrase of “**Procurement of Office Equipment’s H&AI Peshawar Office**”
16. Quotation is acceptable for this tender through **EPADS** only, other than **EPADS** platform, quotation shall not be entertained.
17. Tender Document containing specification and terms & conditions are available at the office of In-Charge HR & Admin H&AI First Floor State Life Building 34 The Mall Peshawar Cant. during office hours.
18. Sealed Bid/Tender documents must reach in hard before closing date and time.
19. 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:- Verifiable Documentary Proof

- 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.
- Failure to provide any of the following will result in rejection of the bid.

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	Experience Certificate for similar work (copy of certificate)	Mandatory	Annex-C	
4	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D	
5	Proof of Active Taxpayer List	Mandatory	Annex-E	
6	Earnest Money/ Bid Security 2% of total tender amount through bank draft/ pay order (Must be submitted to the office before closing date & time)	Mandatory	Must be attached with Technical Proposal only	



TECHNICAL EVALUATION OF OFFICE EQUIPMENTS

- 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
A.	COMPANY PROFILE		
	i. The company established within 1 to 2 years (Proprietorship) = 10 Marks ii. The company established more than 2 years = 25 Marks Note: Certificates Required	25 Marks Maximum	Annex-F
B.	SIMILAR WORK EXECUTED BY FIRM IN PAST:		
	Contracts completed Less than 4 Million for each contract= 5 Marks Contracts completed Greater than 4 Million and Less than 6 Million for each contract = 15 Marks Contracts completed Greater than 6 Million for each contract = 25 Marks Note: Work Order Required	25 Marks Maximum	Annex-G
C.	SIMILAR PORTABLE UPS / SPLIT AC 1.5 & 4 TON (HEATING & COOLING INVERTER) IN PROGRESS/AT PRESENT:		
	02 Marks per Contract Minimum executed contracts = 03 Note: Work Order Required	10 Marks Maximum	Annex-H
D.	FINANCIAL STATUS: (Verified by Bank Statement, Annual Tax Return)		
	Annual Turnover <ul style="list-style-type: none"> Between 2- 5 Million = 07 Marks 5-10 Million = 14 Marks Above 10 Million = 20 Marks (Max) 	20 Marks Maximum	Annex-I
E.	TECHNICAL STAFF:		
	<ul style="list-style-type: none"> IT Technician = 08 Marks Installer = 05 Mark Labor = 02 Marks Note: Mention Staff List	15 Marks Maximum	Annex-J
F.	ENLISTMENT WITH OTHERS:		
	Enlistment with reputed Govt/National/ Multinational Firms Minimum requirement = 01 Firms Note: Purchase/Work Orders Required	5 Marks Maximum	Annex-K

Total Points = 100

Minimum Qualification = 60

Note: 50% Marks in each category is mandatory



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Date: _____

FINANCIAL PROPOSAL

(For Purchase of Office Equipment F.Y 2025)

S#	Description	Qty.	Unit Price without GST	Amount of GST	Unit Price with GST	Total Cost (No of Units x Unit price including all taxes)
1	Portable UPS (Detailed Specifications & Model of quoted Item must be specified by the Vendor)	1				
2	Split AC 1.5 TON Heating & Cooling Inverter (Detailed Specifications & Model of quoted Item must be specified by the Vendor)	4				
3	Split AC 4 TON Heating & Cooling Inverter (Detailed Specifications & Model of quoted Item must be specified by the Vendor)	2				

Name of Supplier: _____

Signature with Date