



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

## REQUEST FOR PROPOSAL

FOR PURCHASE/SUPPLY, COMMISSIONING AND INSTALLATION OF  
OFFICE EQUIPMENT FOR OFFICE USE  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN

Name of the Respondent	
Address	
Telephone	
Fax	
Email	

State Life Insurance Corporation of Pakistan  
Health & Accidental Insurance (H&AI)  
Regional Procurement Department (RPD)  
3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad  
Contact No: 051-9216344





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## Section I: Invitation for Proposal

1. State Life Insurance Corporation of Pakistan intends to hire the services of a reputed Service Provider for subject procurement
2. State Life Insurance Corporation (hereinafter referred to as “the Purchaser”) is seeking proposals as per Single Stage Two Envelope Procedure as per PPRA Rules 2004 from Services Providers (hereinafter referred to as “the Contractor”) registered with the Sales Tax and Income Tax departments
3. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules
4. All proposals must be valid for **Ninety (90)** days and any bid shorter than subject bid validity will be declared as conditional and will be declared as non-responsive

### 5. Tender Schedule

A	Bid Submission Timeline Through EPADs	08 /10/2025 @ 11:00 AM
B	Bid Opening Timeline	08 /10/2025 @11:30 AM
C	Clarification Timeline	03 /10/2025 UPTO 05:00 PM

5. Address for submission of Hard Copy of Bid Security amounting to **PKR. 45,000/-** in favor of “**SLIC H&AI PREMIUM COLLECTION ACCOUNT**” in the form of pay order/ demand draft and any other document if needed:

“Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI) Regional Office, 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad”

Contact No: 051-9216344

### Email for clarity and information:

[masabslic@gmail.com](mailto:masabslic@gmail.com) ; [mwaqas.slic09@gmail.com](mailto:mwaqas.slic09@gmail.com)





## Section II: Instruction to Respondents

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### 1. DEFINITIONS:

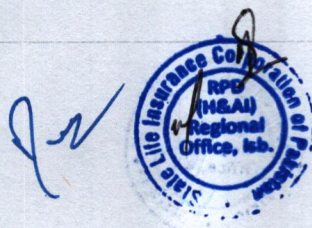
Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for **"Purchase/Supply, Commissioning and Installation of Office Equipment for Office Use"** through EPADs.
- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Procuring Agency" means State Life Insurance Corporation of Pakistan
- d) "H&AI" Health and Accidental Insurance, Regional Office, Islamabad,
- e) "Service Provider/ Bidder/ Vendor" means any entity that furnishes proposal in response to this RFP through EPADs
- f) "Competent Authority" means the CEO State Life
- g) "RFP" means Request for Proposal
- h) "Committee" means committee constituted by State Life for evaluation of proposal
- i) "Equipment" corresponds to **Interactive 86-inch 4K Ultra HD Touch Display System**
- j) "Government" means the Government of Pakistan
- k) "PPRA Rules" Public Procurement Rules 2004
- l) "SOW" means Scope of Work
- m) "EPADs" stands for E-Pak Acquisition and Disposal System

### 2. INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to the population in social sector. State Life has also launched Corporate Health Insurance initiative and different products are being offered both in Public and Private Sector

In order to ensure better delivery service to clients, provision of proper office equipment is mandatory.





### **3. VALIDITY OF PROPOSALS**

Proposals must be valid for a period of Ninety (90) days after the date of its submission prescribed in RFP. A proposal valid for shorter period will be declared as non-responsive. State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals).

### **4. RIGHT TO ACCEPT / REJECT PROPOSAL**

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

### **5. FRAUD AND CORRUPTION**

State Life requires that respondents hired through this RFP must observe the highest standards of ethics. Further, case any bidder is found indulged in Corrupt and Fraudulent practice as defined under definition section in PPRA Rules then necessary action as per PPRA Rule-19 (A) will be taken

### **6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT**

#### **6.1. RFP CLARIFICATIONS**

During technical evaluation of the proposals, State Life may, at its discretion, ask Respondents for clarifications on their proposals in writing and response thereof must also be in writing. The Respondents are required to respond within the time frame prescribed by State Life.

In case a vendor fails to respond to clarification in stipulated time then vendor will be simply disqualified from further proceedings without any notice

#### **6.2. AMENDMENTS IN RFP**

At any time prior to deadline for submission of proposal, State Life may for any reason, modify the RFP and revised documents will be advertised in the form of addendum in a manner similar to advertised earlier





## 7. PROCESS FOR HIRING OF SERVICES

This enquiry is Request for proposal (RFP) intended to result in the hiring of service provider for subject procurement. The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document and the most advantageous bidder may be required to sign an agreement with State Life which would specify the assignment that the selected respondent is expected to perform. Evaluation of the proposals shall be carried out in two steps, first the technical and then the financial.

The technical and financial proposals shall be submitted at the same time on EPADs and any proposal or part of proposal received after the Bid Submission timeline shall be returned unopened and bid won't be considered as part of formal procurement process. No amendment to the technical or financial proposal after submission on EPADs.

First the technical proposals will be opened and evaluated in conformity with the provisions of the RFP. The Evaluation Committee shall not have access to the financial proposals until the technical evaluation is concluded. Financial proposals shall be opened only thereafter.

After completion of evaluation of the technical proposal, State Life shall upload **Technical Evaluation Report** as per **PPRA Rule-35** on EPADs, State Life and PPRA Website

The respondents who are found technically responsive based on technical evaluation would be informed about the date and time of opening of their financial proposals through EPADs and letters, Fax or E-mail as communicated by the respondents in their proposals.

Subject to scrutiny of Financial Proposal, the Final Evaluation Report will be published on EPADs, PPRA and State Life Website and after completion of necessary timeline.





## 8. MANDATORY CRITERIA

### 8.1. GENERAL TERMS

Eligible Service Provider/Respondent must fulfill following criteria:

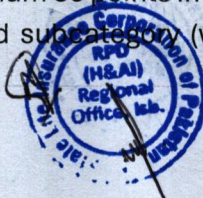
- i. All Proposals must be furnished on EPADs and proposal submitted by any mode other than EPADs won't be accepted
- ii. Must have relevant business experience of at-least Three (3) years
- iii. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Government legal entities, sales tax and income tax departments) and on active taxpayer list.
- iv. 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/-)** duly authorized by Notary Public is mandatory).

The said affidavit must be uploaded to EPADs along with **technical proposal** as scanned copy. Further hard copy of the said affidavit must be furnished along with hard copy of Bid Security well before Bid Submission Timeline at the address appended at Serial No v below

- v. Bid Security amounting to **PKR 45,000/-** in the form of Pay order/ Bank Draft in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" must be submitted as scanned copy with technical proposal on EPADs and hard copy must reach to the office of undersigned well before Bid Submission Timeline:

*"Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI), Regional Office, 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad"*

- vi. Vendor must have an office or presence in Rawalpindi/ Islamabad (Verifiable Proof such as official letter head or an undertaking on official letter head is must)
- vii. Vendor must furnish undertaking as per format at Annex-C both as scanned copy with technical proposal on EPADs and in hard copy along with relevant documentation as required by Clause-iv and Clause-v at the address specified
- viii. Must obtain minimum **60** points in Technical Evaluation with **50%** in each category and sub-category (where applicable is mandatory).





Further all requirements as mentioned in Clause-14, Section-II of this RFP must be complied and in case of non-compliance proposal will be declared as non-responsive

## 8.2. TECHNICAL MANDATORY REQUIREMENT:

- i. Vendor is advised to quote a single model with complete details and without any OR Condition. If vendor quotes two models, then it will be construed as a conditional bid and proposal will be declared as non-responsive
- ii. Quoted Equipment must have standard warranty
- iii. Equipment quoted must have local market footprints
- iv. Equipment quoted must have after sales service

**NOTE:** Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance with the eligibility criteria above

## 9. DISQUALIFICATIONS

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal document or any other associated document after the Bid Submission deadline
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- iii. Submitted a proposal that is not accompanied by required documentation
- iv. Failed to provide clarifications related thereto, when sought
- v. Submitted a proposal with price adjustment / variation provision
- vi. Required documentation not Technical and Financial Proposal
- vii. Any violation/missing information as required in Clause-08 above
- viii. Any violation of PPRA Rules-2004
- ix. Submitted a conditional proposal

## 10. REQUEST FOR PROPOSAL

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP, shall be at Respondent's own risk and will be liable





for rejection. When Respondents receive the RFP, and if they can meet the requirements of the RFP and the commercial and contractual conditions, they should decide necessary to prepare a responsive proposal

If the Respondents find in the RFP documents - especially in the selection procedure and evaluation criteria – any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from State Life well in advance through an official email or EPADs. Email for clarification can be sent to email addresses as mentioned in tender notice. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

Respondents/Service Providers should ensure that they submit a fully responsive proposal including all the supporting documents requested in the RFP that are furnished on EPADs.

## **11. PREPARATION OF PROPOSAL**

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initialized by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.
- iii. Proposals received by any means other than EPADs will be declared as non-responsive and will be rejected
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP
- vii. All proposals must be furnished as per Single Stage Two Envelop Procedure





## 12. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

### 1.1. TECHNICAL PROPOSAL

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official letterhead duly signed and stamped
- iii. Provide details of similar project completed with minimum value of at least 1.0 million in last three (3) years
- iv. All relevant proofs as requested in Mandatory Criteria---Clause-8
- v. Undertaking as per format placed at Annex-C
- vi. Complete details of quoted product as per format placed at Annex-D
- vii. Bank Statement for the period July 01, 2024, to June 30, 2025

All the above papers must be duly signed by the authorized signatory of the respondent

### 1.2. FINANCIAL PROPOSAL

- i. The financial proposal must be as per format placed at FIN-1 and in case proposal is not as per attached format it will be declared as non-responsive
- ii. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount).
- iii. Further overall lump sum cost will be considered for evaluation
- iv. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- v. In case of ambiguity on financial proposal being quoted in words, the proposal will be rejected. The respondents should exercise due caution in preparing the financial proposals.
- vi. Quoted cost must be inclusive of all charges i.e. delivery, octroi transportation etc





### 13. EVALUATION OF PROPOSALS

State Life will form Technical & Financial Evaluation Committee to evaluate the proposals

- i. During evaluation of technical proposals, the Committee, may, at its discretion, ask the Respondents for clarification of their proposals. However, such clarification would not effectuate any change in the substance of the proposal.
- ii. After the technical evaluation the Technical Evaluation Report will be published as per PPRA Rule-35 on EPADs, PPRA and State Life Website. After uploading of Technical Evaluation Report, technically responsive bidders will be intimated through EPADs and other means of correspondence about opening of Financial Proposal
- iii. Bidders who are not found technically responsive will also be intimated via letter regarding the overall status and they will be required to collect Bid Security furnished without opening their financial proposal
- iv. The committee would undertake the financial evaluation of proposals of bidders found technically responsive and in case any clarity is required it will be taken in writing and after detailed evaluation, Final Evaluation Report as per PPRA Rules will be published on EPADs, PPRA and State Life Website

### 14. EVALUATION OF TECHNICAL PROPOSAL

The committee will evaluate the technical proposals based on given qualification parameters. The technical scoring will be done as per following criteria:

Sr. No	Requirements	Points
1.	<b>General Terms</b>	<b>40</b>
1.1	<b>Overall Experience</b>	<b>20</b>
a.	At least 3 Years	10
b.	3+ Years	20
1.2.	<b>No of Projects executed in Last Two (2) Years with minimum worth of at least 1.0 million</b>	<b>20</b>
a.	At least 3 Project	10
b.	3+ Projects	20
2.	<b>Closing Balance as on June 30, 2025</b> (Bank Statement is required to be affixed for the period (July 01, 2024, to June 30, 2025)	<b>10</b>
a.	At least 0.5 million	05
b.	0.5+ million	10
3.	<b>Technical Compliance</b>	<b>40</b>
a.	Compliance with display specs (size, resolution, touch points, compatibility)	15





b.	Compliance with system/storage specs Atleast (Android 13, RAM/ROM, CPU)	05
c.	Camera & microphone features	05
d.	OPS module specs	05
e.	Audio & PA integration	05
f.	Wireless casting & software features	05
4.	<b>Quoted Product Service Centers</b>	<b>10</b>
	No Service Centers in Pakistan	0
a.	Service Centers in cities other than Islamabad, Lahore & Karachi	5
b.	Service Centers in Islamabad, Lahore and Karachi	10
<b>Total Score</b>		<b>100</b>

**Minimum Qualifying Marks = 60 Marks**

- i. 50 % marks in each category (Serial No.01, Serial No.02 and Serial No.04) and sub-category (Serial 1.1, Serial 1.2) is mandatory
- ii. For Serial No.03 fulfilment of all requirements is must and in case of non-compliance with any point the proposal will be declared as non-responsive

## 15. EVALUATION OF FINANCIAL PROPOSAL

Evaluation of the financial proposals of technically responsive bidders will be carried out as per following procedure:

**Step 1:** Financial proposals would be opened and scrutinized for any anomaly or discrepancy which may lead to the proposal being non-responsive as per the terms and conditions cited in the RFP for the assignment.

**Step 2:** All financial proposals found to be in order shall be enlisted in the prescribed Financial Evaluation sheet.

**Step 3:** Subject to Financial Evaluation, Final Evaluation Report will be published on all relevant forms as per PPRA Rules

## 16. BID SECURITY DEPOSIT

Bid Security amounting to **PKR 45,000/-** must be furnished by the respondent in shape of Demand Draft/Pay order in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as scanned copy along with technical proposal on EPADs.

Bid Security must also be submitted in hard copy well before Bid Submission Timeline at following address:

**"Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI), 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad"**





It is entirely bidders' responsibility to ensure timely submission of Bid Security in hard copy without any liability to State Life. If a bidder fails to submit Bid Security before Bid Submission Timeline his/her proposal will be rejected no matter if it is uploaded on EPADs.

#### **16.1. RELEASE OF BID SECURITY**

- A.** Bid Security of bidders who aren't most advantageous will be released subject to completion of formal procurement proceedings i.e. conclusion of timeline post final evaluation report uploading on EPADs, PPRA and State Life Website as per PPRA Rules
- B.** Bid Security of Technically Non-Responsive Bidder will be released subject to completion of timeline post uploading of Technical Evaluation Report on PPRA Website, EPADs and SLIC Website. Vendor will have to furnish a proper request duly signed and stamped addressed to Regional Procurement Department (RPD)
- C.** Bid Security of the most advantageous bidder will be returned after submission of complete supply, installation, commissioning and onward training of staff as per proposal furnished by vendor on EPADs and in accordance with requirements outlined in this RFP.  
A formal request must be furnished duly signed and stamped and addressed to Regional Procurement Department (RPD)

#### **16.2. CONFISCATION OF BID SECURITY:**

Bid Security will be confiscated in case of following:

- I.** Bid Security of most advantageous bidder will be forfeited along with necessary action as per PPRA Rule-19 if bidder denies executing the assignment as per proposal and in line with requirements outlined in this RFP. Further as per PPRA Rules we will immediately resort to 2<sup>nd</sup> Most Advantageous Bidder
- II.** If bidder fails to supply same model as quoted in proposal furnished through EPADs
- III.** If bidder is indulged in any activity as per Clause-5 of this RFP
- IV.** If Bidder doesn't provide licensed software where required
- V.** Any violation of requirements communicated via Purchase Order/ Work Order
- VI.** If it is established that the equipment supplied as part of subject procurement is defective, faulty, refurbished and doesn't have standard warranty than H&AI will communicate vendor about the said issue. Vendor is to resolve and replace the supplied





equipment within three (3) working days without any additional cost claim whatsoever.

- VII.** If bidder delays supply of equipment beyond thirty days of timeline/ schedule communicated as part of Purchase/ Work Order, then Bid Security will be confiscated and necessary action as per PPRA Rule-19 will be initiated

## **17. PENALTY**

Vendor is expected to remain professional and exercise highest standards of professionalism. In case a vendor doesn't performs as per requirements than following penalties will be imposed:

- I.** If the most advantageous bidder doesn't comply with stipulated timeline, then we will impose a penalty amounting to **0.1% of quoted lump sum cost** for each day of delay which will be adjusted from final invoice
- II.** If the delay in delivery of equipment exceeds **fifteen days** from the timeline communicated without any valid justification from the delivery timeline communicated, then we will impose a penalty amounting to **1%** of quoted cost for each day of delay and this will be adjusted from monthly invoice.  
The said clause will apply to a maximum of **thirty-days** delay from the timeline. In case of delay is beyond thirty days Clause-16.2 (vii) will apply
- III.** In case a bidder fails to resolve any issue found during testing of equipment within stipulated timeline then penalty amounting **0.1%** of quoted lump sum cost for each day of delay beyond the stipulated timeline will be imposed up to Fifteen (15) days and delay beyond said timeline will result in imposition of penalty amounting to **1%** of quoted lump sum cost for each day of delay

## **18. CONFIDENTIALITY**

Bidder understands and agrees that all materials and information marked and identified by STATE LIFE as 'Confidential' are valuable assets of STATE LIFE and are to be considered STATE LIFE 's proprietary information and property. Bidder will treat all confidential materials and information provided by STATE LIFE with the highest degree of care and necessary to ensure that unauthorized disclosure does not occur.





Bidder will not use or disclose any materials or information provided by STATE LIFE without STATE LIFE's prior written approval. Bidder shall not be liable for disclosure or use of any materials or information provided by STATE LIFE or developed by Bidder which is:

- I. possessed by Bidder prior to receipt from STATE LIFE, other than through prior disclosure by STATE LIFE, as documented by Bidder's written records.
- II. published or available to the public otherwise than through a breach of Confidentiality; or
- III. obtained by Bidder from a third party with a valid right to make such disclosure, provided that said third party is not under a confidentiality obligation to STATE LIFE; or
- IV. Developed independently by the bidder.

If Bidder is required by judicial or administrative process to disclose any information or materials required to be held confidential hereunder, Bidder shall promptly notify State Life and allow State Life a reasonable time to oppose such process before making disclosure.

Bidder understands and agrees that any use or dissemination of information in violation of this Confidentiality Clause will cause State Life irreparable harm, may leave STATE LIFE with no adequate remedy at law and State Life is entitled to seek injunctive relief.

Nothing herein shall be construed as granting to either party any right or license under any copyrights, inventions, or patents now or hereafter owned or controlled by the other party.

The requirements of use and confidentiality set forth herein shall survive the expiration, termination or cancellation of this RFP.

## **19. OWNERSHIP OF "DATA/INFORMATION"**

All information processed, stored, or transmitted by Service Provider's equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties will apply for failure to protect information appropriately.





## **Section III: Scope of Work**

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### **1. BACKGROUND**

State Life Health Insurance is implementing Sehat Sahulat Program coverage to almost entire population all over Pakistan. As part of this program the patients are taking inpatient health services all over Pakistan.

State Life has also launched Corporate Health Insurance Program and different products are being offered to both Public and Private sector.

Management has directed to ensure provision of necessary equipment to all employees

### **2. GOAL**

To Provide necessary equipment for routine office operations

### **3. SCOPE OF WORK:**

Scope of work basically involves complete supply, commissioning and installation of Office Equipment as per specifications enclosed.

The purpose of this RFP is to solicit proposals from qualified vendors for the supply, installation, integration, and support of Interactive 86-inch 4K Ultra HD Touch Display Systems. The selected vendor will be responsible for providing display equipment with integrated Android OS, a built in OPS Windows module, conferencing camera, microphone array, and speaker system.

The scope further includes complete installation with cabling, and commissioning, as well as seamless integration with existing IT infrastructure including Windows, macOS, and ChromeOS devices.

Scope of work also involves provision of Portable Stand with tyres and stoppers. The said stand must be made of, preferably, aluminum or any other best quality material. Stand must be light weight and easily movable.

Vendors must also ensure the provision of lifetime wireless casting software, warranty and after-sales support for a minimum of one year and the delivery, setup, and testing of the equipment at designated locations. Additionally, the successful bidder will conduct a one-time training session as per requirement and without any additional cost claim for staff on the effective use of the system, including wireless casting and conferencing features.





Vendor must note that said equipment is to be delivered to the Conference Room, Health and Accidental Insurance (H&AI), Regional Office, 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad therefore vendor is advised to visit the site and get himself/herself well acquainted with on ground situation.

#### 4. DELIVERY TIMELINE:

The most advantageous bidder is required to adhere to following schedule:

Sr. No	Particular	Timeline
01.	Supply/Delivery of Equipment as per Proposal furnished via EPADs and duly approved	10 Days of Issuance of Work Order
02.	Installation and Commission of Equipment	03 Days
03.	Testing and basic training	02 days

#### 5. REQUIRED ACTIVITIES

- i. Provide onsite Warranty/Services for the equipment
- ii. Bidder should ensure that all equipment (items) and its parts supplied to H&AI, Islamabad are new (non-refurbished and free from any sort of defects for the warranty period)
- iii. Must ensure timely response to queries raised by H&AI from time to time
- iv. Must adhere to specifications outlined as Annexure-B. However, the service provider must consider that specifications annexed are minimum system requirements and bidders must meet or may exceed them
- v. The service provider must ensure that the delivery at designated location should be as per schedule
- vi. Must provide licensed software where required
- vii. Vendor is required to ensure supply of same product i.e. model, brand and specifications without any change and no request will be considered
- viii. In case it is observed during testing that supplied equipment is refurbished, damaged or have any other issue then H&AI will promptly inform vendor about the said issue. Vendor is bound to resolve the aforesaid issue within three working days and in case of denial/refusal necessary action as per Clause 16.2 will be initiated





- ix. In case a bidder fails to resolve issue as communicated within three working days and any subsequent timeline then necessary penalty as per Clause-17 (iii) will be imposed

## 6. BILLING/INVOICING

- I. All invoices must be in PKR
- II. Invoices must be as per approved rates
- III. Invoice must be furnished along with Bank Details, Tax record and Work Completion Report
- IV. Invoice will be subject to work done satisfactory
- V. Invoice will be subject to deductions if any as per Clause-17
- VI. Invoice will be cleared within Thirty (30) days

## 7. INVOICING SCHEDULE:

For better facilitation of vendors, the following payment schedule is devised:

Sr. No	Particular	Amount to be Paid	Remarks
01.	Complete Supply of Equipment within stipulated timeline as per Clause-4 and subsequent Work order/ Purchase Order (PO)	30% of quoted lump sum cost will be paid	Deductions if any as per Clause-17, Section-II will be made
02.	Installation and Commissioning of Equipment completed in all respects within stipulated timeline as per Clause-4 and subsequent Work order/ Purchase Order (PO)	40% Remaining will be paid	Deductions if any as Per Clause-17, Section-II will be made
03.	Successful Testing, Training and Resolution of issues	Full and Final Payment	Deductions if any as Per Clause-17, Section-II will be made

The above timeline is made for better facilitation of vendors, and it is vendors' choice either he claims full invoice or proceeds as per above schedule, however penalty as per Clause-17, Section-II will apply accordingly





## FIN- 1: FINANCIAL PROPOSAL

Sr No	DESCRIPTION	A QUANTITY	B PER ITEM RATE IN PKR	QUOTED PRODUCT (COMPLETE MODEL WITH SPECIFICATIONS AND ACCESSORIES)	APPLICABLE TAX IN PKR	C PER ITEM RATE WITH TAX IN PKR	TOTAL FINANCIAL IMPACT IN PKR D=C*A
1	COST OF INTERACTIVE 86-INCH 4K ULTRA HD TOUCH DISPLAY SYSTEM (FOR SPECIFICATIONS REFER ANNEX-B	01					
2	PORTABLE STAND WITH PROPER TYRES AND STOPPERS PREFERABLE OF ALUMINUM OR ANY OTHER BEST QUALITY MATERIAL FOR PLACING INTERACTIVE 86 INCH 4K ULTRA HD TOUCH DISPLAY	01					
3	ANY OTHER ACCESSORIES SUCH WIRES, BOLTS, NUT ETC	LUMP SUM BASIS					
4	TRANSPORTATION, COMMISSIONING AND INSTALLATION COST	PER JOB					
TOTAL FINANCIAL IMPACT IN PKR IN FIGURES							
TOTAL FINANCIAL IMPACT IN PKR IN WORDS							

- I. ALL ENTRIES MUST BE FILLED
- II. CUTTING/OVERWRITING ISN'T ALLOWED
- III. QUOTED COST MUST BE INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES IF ANY
- IV. VENDOR MUST ENSURE THAT CALCULATIONS ARE PROPERLY DONE WITHOUT ANY ERROR. IN CASE ANY CALCULATION MISTAKE IS FOUND, WE WILL PROCEED AS PER ACTUAL CALCULATIONS
- V. FINANCIAL PROPOSAL MUST BE STRICTLY AS PER ABOVE FORMAT
- VI. MODEL MUST BE CLEARLY SPECIFIED WITHOUT ANY OR CONDITION OTHERWISE PROPOSAL WILL BE DECLARED AS NON-RESPONSIVE
- VII. ALL ALLIED ACCESSORIES' COST MUST BE QUOTED AT SERIAL NO.03 AND NO ADDITIONAL COST CLAIM WILL BE ENTERTAINED
- VIII. PORTABLE STAND MUST BE LIGHT WEIGHT AND MUST BE OF BEST QUALITY MATERIAL





## ANNEX-A: Covering Letter

(On Respondent's letterhead)

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

Proposal Reference No. xx/2025

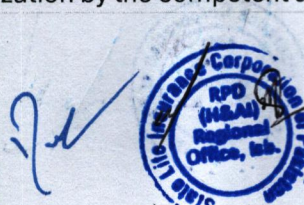
**Departmental Head HR & Admin/  
Incharge RPD**

State Life Insurance Corporation of Pakistan,  
Health & Accident Insurance Regional Office, 3<sup>rd</sup> Floor, State Life Tower,  
Jinnah Avenue, Islamabad  
Contact No: 051-9216344

**SUBJECT: PURCHASE/SUPPLY, COMMISSIONING AND INSTALLATION OF OFFICE  
EQUIPMENT FOR OFFICE USE**

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of 90 days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
8. We / I am submitting herewith a demand draft/Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn from ----- in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as Bid Security Deposit for consideration of our proposals is attached as scanned copy with technical proposal on EPADs and also furnished in hard copy to Regional Procurement Department
9. The letter of authorization by the competent authority is also attached herewith.







**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name &amp; Address of Firm

Affix rubber stamp

Email/Fax No.

# Income Tax Certificate

Return Submitted





## Annex-B: Proposed Specifications and Recommended Brand

### 1. Interactive 86-inch 4K Ultra HD Touch Display System with built in OPS Module

Sr. No	Particular	Specifications
01.	Display	a) Size: 86" b) Panel Type: IPS c) Resolution: Ultra HD 4K (3840 × 2160) d) Touch Points: ≥20 points in Android, ≥40 points in Windows
02.	Compatibility	ChromeOS, Windows, MAC OS
03.	Operating System	Android 13 or higher
04.	RAM	8GB or higher
05.	ROM	64 GB or higher
06.	CPU	A73 ×4 + A53 ×4, GPU equivalent or higher
07.	Camera	Built-in Dual 48MP camera <b>Features:</b> Face Tracking, Speaker Tracking, Standard/Normal & Wide View
08.	Audio & Microphone	Built-in 12 Microphone Array with AGC / ANR / AEC Built-in 20W × 2 speakers Public Addressing (PA) system integration
09.	Other Features	Wireless Casting: Lifetime License Connectivity: HDMI, USB-C, USB 3.0, LAN, Wi-Fi, Bluetooth Built in OPS Module having following features: Windows 10 or higher Processor: Intel Core i5, 12th Gen or higher Memory: 8 GB RAM Storage: 256 GB SSD
10.	Warranty	1 Year

**Recommended Brand:** View Sonic, Haier or Equivalent





## 2. PORTABLE STAND FOR 86 INCH LED

Sr. No	Particular	Specifications
01	Type	Universal TV Stand on Wheels
02	Height Adjustment	Height-adjustable Bracket & Shelf
03	Movement	Convenient Movement with 4 360-degree caster wheels with breaks or stoppers
04	Cable Management System	Integrated cable management system to conceal wires and cables; high-quality steel ensures durability and stability; low-profile rear feet allow the cart to sit close to the wall.
05	Material	Preferably Metal, Aluminum or any other best quality material

### Note:

- i. Above cited specifications are basically a benchmark/ reference point for vendor
- ii. Vendors must meet above requirements and may exceed as well





## Annex-C: Undertaking

I Mr/Ms ----- bearing CNIC No: ----- being an authorized representative of M/s ----- hereby solemnly declare that my quoted equipment Model ----- , Brand ----- is brand new, non-refurbished and has standard warranty. My Quoted Product has local market footprints and has after-sales service. I further declare that M/s ----- will ensure supply of same product as quoted in case I am declared as most advantageous.

In case the quoted equipment as per proposal furnished through EPADs is found defective, faulty or refurbished then necessary action as per Rules must be initiated against M/s ----- along with confiscation of Bid Security furnished amounting to PKR. 45,000

- a. Undertaking is to be printed on a stamp paper of worth atleast PKR. 50 or above
- b. Must be notarized by Notary Public
- c. Must be affixed with Technical Proposal
- d. Non-Submission will cause disqualification from further procurement process
- e. Hard Copy is required to be submitted before Bid Submission timeline along with Bid Security Cheque, Non-Blacklisting stamp paper





## ANNEX-D: Quoted Product Details

### INTERACTIVE 86-INCH 4K ULTRA HD TOUCH DISPLAY SYSTEM WITH BUILT IN OPS MODULE

Sr. No	Particular	Specifications
01.	Display	
02.	Compatibility	
03.	Operating System	
04.	RAM	
05.	ROM	
06.	CPU	
07.	Camera	
08.	Audio & Microphone	
09.	Other Features	
10.	OPS Module Specifications	
11.	Warranty	

### PORTABLE STAND FOR 86 INCH LED

Sr. No	Particular	Specifications
01	Type	
02	Height Adjustment	
03	Movement	
04	Cable Management System	
05	Material	

- All entries must be filled
- No Overwriting/cutting is allowed and if done must be signed properly
- The said proforma must be signed and stamped
- Must be affixed with Technical Proposal on EPADs
- A single model must be quoted without an OR condition
- Vendor is advised to take extra caution while quoting the relevant model as in case vendor is found most advantageous, he/she will have to ensure provision of same model as quoted and no request for supply of alternate model of brand will be entertained under any circumstances

