

**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان

**Tender Notice No.HR &Admin/G&P/LHR/02/2025**

Date: October 10, 2025

Purchase of Laser Printers and Scanner for Group & Pension Lahore Zone.

State Life Insurance Corporation of Pakistan (SLIC) invites sealed technical and financial bids through (EPADS) in accordance with PPRA Rules, under "Single Stage-two envelopes procedure" from well recognized firms dealing in sale and services of "**Laser Printers and Scanner**" for Group & Pension Lahore Zone. Intended bidders must be registered with Income Tax/Sales Tax Departments and having their own office and telephone/Fax no (if found contrary Tender will be rejected)

Title of Work	Tender Closing Date & Time	Tender Opening Date and Time
Purchase of Brand New Laser Printers and Scanner (Specifications, Details, QTY and Terms & Conditions as per Tender Document)	31-10-2025 At 10:00 a.m.	31-10-2025 At 10:30 a.m.

- Tender Notice along with Tender Documents can be seen/downloaded from PPRA website i.e. www.ppra.org.pk also tender notice along with tender document has been uploaded on EPADS system and State Life website i.e. www.statelife.com.pk as well.
- Bids will be received 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 through their e-mail address latest by 31-10-2025 before 10:00 am. Technical Bids will be opened on the same day at 10:30 am
- No tender will be entertained without bid security/earnest Money/CDR of Rs. 20,000/-. Original Bid Security in form of bank draft/Pay order/CDR in favor of "**State Life Insurance Corporation of Pakistan**" must be submitted to undersigned before the opening of Bids.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Incharge HR & Admin (Group & Pension)
Lahore Zone. Ph. No.042-99200303

P&GS DEPARTMENT, GROUP AND PENSIONS LAHORE ZONE, 15-A SIR AGHA KHAN
ROAD LAHORE. PHONE: 99200303 FAX: 99200302

Date: October 10, 2025

1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase of Laptops, Desktop Computers and Printers along with Software for its Group & Pension Lahore Zone.

2. Detail Specification & Quantities / Schedule:

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

Sr. No	Laser Printers Specifications	QTY.
1	Print Speed: A4: Up to 18ppm, Letter: Up to 19ppm	11
2	Print Resolution 600 x 600dpi	
3	Print Quality with Image Refinement Quality	
4	Warm-Up Time (From Power On) 10secs. or less	
5	First Printout Time (FPOT) Approx. 7.8secs.	
6	Recovery Time (From Sleep Mode) Approx. 1secs.	
7	Print Language UFR II LT	
8	Paper Handling: Paper Input (Standard) 150 sheets (based on 80g/m2), Paper Output 100 sheets (face down) (based on 80g/m2)	
9	Paper Size: A4, B5, A5, Legal*1, Letter, Executive, 16K, Envelope COM10, Envelope, Monarch, Envelope C5, Envelope DL, Custom: Width 76.2 to 216 x Length 188 x 356mm	
10	Paper Weight 60 to 163g/m2	
11	Paper Type Plain paper, Heavy Paper, Transparency, Label, Envelope.	
12	Connectivity and Software: USB Interface USB 2.0 High Speed	
13	Compatible Operating : Win 8.1 (32 / 64bit), Windows 7 (32 / 64-bit), Windows Server 2012 (32 / 64bit), Windows Server 2012 R2 (64 bit), Windows Server 2008 (32 / 64- bit), Windows Server 2008 R2 (64-bit), Mac OS 10.7.x-10.9 *3, Linux*3, Citrix	
14	Dimensions (W x D x H) 364 x 249 x 199mm	
15	Maximum Power: 870W	
16	Toner Cartridge: 1,600 pages	
17	Legal refers to paper measuring 215.9 x 55.6mm (8.5 x 14 inches)	
18	One-year Local warranty (Hardware & Software)	

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Sr.No	Heavy Duty Leser Printers Specifications	QTY.
1	Functions, Print only	4
2	Print Technology, Laser	
3	Print Speed (Black), Up to 40 ppm (A4)	
4	Duplex Print Speed (Black), Up to 34 ipm (images per minute)	
5	First Page Out, As fast as 6.3 seconds	
6	Print Resolution, Up to 1200 x 1200 dpi	
7	Duty Cycle, Up to 80,000 pages per month (A4)	
8	Recommended Monthly Volume, 750 to 4,000 pages	
9	Display, 2-line backlit LCD graphic display	
10	Processor & Memory, 1200 MHz Processor, 256 MB Memory	
11	Connectivity, 1x Hi-Speed USB 2.0, 1x rear host USB, 1x Gigabit Ethernet 10/100/1000BASE-T Network, 1x Dual-band (2.4/5.0GHz) Wireless 802.11b/g/n	
12	Paper Handling,	
13	Input Capacity, 100-sheet multipurpose Tray 1, 250-sheet input Tray 2 (Total 350 sheets)	
14	Output Capacity, 150-sheet output bin	
15	Duplex Printing, Automatic	
16	Media Types, Plain, EcoFFICIENT, light, heavy, bond, colored, letterhead, preprinted, prepunched, recycled, rough paper, envelopes, labels	
17	Toner Cartridges, HP 151A Black Original LaserJet Toner Cartridge (~3,050 pages) or HP 151X High Yield Black Original LaserJet Toner Cartridge (~9,700 pages)	
18	Power Consumption, 495W (Active Printing), 5.5W (Ready), 0.5W (Sleep)	
19	Dimensions (W x D x H), 381 x 357 x 216 mm	
20	Weight, 8.56 kg	
21	One-year Local warranty (Hardware & Software)	

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Sr.No	Scanner Specifications	QTY.
1	Scanner Type: Flatbed with an Automatic Document Feeder (ADF).	1
2	Scan Technology: CMOS CIS (Contact Image Sensor).	
3	Scan Resolution: Flatbed: 1200 dpi (optical, color and monochrome), ADF: 600 dpi (optical, color and monochrome).	
4	Scan Speed: Up to 25 pages/50 images per minute (ppm/ipm) at 300 dpi.	
5	Maximum Scan Size: ADF: Up to 216 x 3100 mm (8.5 x 122 inches), Flatbed: Standard A4/Letter size (216 x 297 mm).	
6	Color Depth: 24-bit color, 256 grayscale levels.	
7	Connectivity: High-Speed USB 2.0 and USB 3.0 (Super Speed).	
8	Supported Media Types: Paper (banner, inkjet, photo, plain), envelopes, labels, and cards (greeting, index).	
9	Daily Duty Cycle: Up to 3,000 pages (ADF).	
10	File Formats: PDF, JPEG, PNG, BMP, TIFF, TXT, RTF, and searchable PDF	
11	Two-Sided (Duplex) Scanning: Captures both sides of a page in a single pass.	
12	One-Touch Scanning: User-friendly LCD control panel for one-touch scans to various destinations.	
13	Software & Cloud Integration: Includes HP Scan software for profile creation and scan-to-cloud functionality (for Windows).	
14	OCR (Optical Character Recognition): Can save scans as editable text files.	
15	One-year Local warranty (Hardware & Software)	

Tender enquiry No.	HR&Admin/G&P/LHR/02/2024
Closing date & time for submission of bids	31-10-2025 up to 10:00 a.m.
Date & time of opening of Technical bids	31-10-2025 at 10:30 a.m.
Laser Printers & Scanner	CDR amount Rs. 20,000/-

Delivery and after sales service of Consignment:

Delivery and after sales service of items at State Life Insurance Corporation of Pakistan's
Group & Pension Lahore Zone, situated at 15-A, Davis Road (Lower ground Floor), Lahore.

P&GS DEPARTMENT, GROUP AND PENSIONS LAHORE ZONE, 15-A SIR AGHA KHAN
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TERMS AND CONDITIONS

1. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
 - a) Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage two-envelope method i.e. separate "Technical Proposal" and "Financial Proposal" respectively and clearly marked as **"Purchase of Brand New Laser Printers and Scanner along with Software for G&P Lahore Zone"**. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
 - b) Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice. Time and date for opening of Financial Proposals of technically qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPADS system accordingly.
2. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Financial bid of only technically qualified bidders would be considered for further processing.
(Technical evaluation of bids / point scoring criteria is available with bidding document).
3. **The Most Advantageous Bid would be accepted for each item (Itemwise Lowest Bidder).**
 - i) Experience of bidders in sales / marketing of relevant equipment.
 - ii) Financial Capabilities.
 - iii) Number of existing clients provided with similar equipment.
 - iv) List of professionals on permanent strength- for installation and after sales services**(Technical evaluation of bids / point scoring criteria is available with bidding document).**
4. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidders after issuance of purchase order/ signing of contract. However, successful bidders will be required to submit performance guarantee of 5% in shape of bank guarantee (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contract and will be released after expiry of warranty period.
5. No bid will be accepted without bid security.



6. All the bids must include all government taxes.
7. Most Advantageous bidder will be required to deliver items within (20) days after issuance of Purchase Order.
8. The bids submitted shall hold good for a minimum period of 60 days from the date of bid opening.
9. The quantity of items may vary at the time of issuing purchase order.
10. Warranty of the items will start from the date of delivery.
11. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
12. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
13. All the information provided by the bidder must be verifiable.
14. Bid Security of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
15. If the 1st lowest evaluated/ Most Advantageous bidder fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.

Incharge HRA&P

State Life Building, 15-A, Davis Road

Group & Pension Lahore Zone.

Ph.042-99200303

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**TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA**

Sr. No.	Description	Max. Points
1	Experience of bidder in sales / marketing of relevant equipment (05 points for each complete year)	25
2	Financial Capabilities (Annual Report for each year/ Tax Return for each year =5 points)	25
3	Number of Existing Clients provided with similar Equipment (05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)	25
4	List of Professionals on permanent strength- for installation and after Sales services 05 points for each qualified personnel)	25
	Total	100

Note:

Minimum 60 % score is required technically Qualify in each category and over-all as well.

**FINANCIAL PROPOSAL****(For Procurement of Laser Printers and Scanner F.Y 2025)****Tender Notice No.HR &Admin/RE/LHR/02/2025****(Supply of Laser Printers and Scanner as per required specifications)**

Sr. No.	Description	Qty	Unit Price without GST	Amount of GST	Unit Price with GST	Total Cost (No. of Unit x Unit Price including all Taxes)
1	Supply and installation of Heavy duty Laser Printers as per desired specifications	04				
2	Supply and installation of Laser Printers as per desired specifications	11				
3	Supply and installation of Flatbed Scanner as per desired specifications	01				

(Filled Financial Proposal to be submitted on oyur company letter head).

Name of Supplier: _____

(Sign & Stamp by Vendor)

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