



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENTS

FOR

PROCUREMENT OF IP CCTV CAMERAS AND RELATED EQUIPMENT FOR ZONAL OFFICE & OUT- STATION CASH COLLECTION CENTERS OF MIRPUR AK ZONE

Prepared By:

**Human Resources & Admin Department
State Life Insurance Corporation of Pakistan,
Kotli Road, Sector F/1, Barry Mian Plaza, Mirpur (AK)
Phone: 05827-927454,
Dated: 21-10-2025**

Zonal Office, Bary Mian Plaza Kotli Road, Sector F/1, Mirpur (AK)



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ZONAL OFFICE & OUT-STATION CASH COLLECTION CENTERS OF
MIRPUR (AK) ZONE.

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BID INVITATION OF TENDER NO.HR&A/MRAK/06/2025

The State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone invites Bids through E-PADS for procurement & installation of IP CCTV Cameras and allied equipment for d its Zonal Office & Out-Station Cash Collection Centers (detail given in BOQ) from reputed Vendors/Suppliers who are registered with Sales/Income Tax Department and have their own offices with phone numbers.

<u>Description</u>	<u>Bid Security</u>	<u>Closing Date & Time for Submission of Tender</u>	<u>Opening Date & Bid Security</u>
Procurement of IP CCTV Cameras & Allied Equipment	Rs.50,000/-	11-11-2025 11:00 AM	11-11-2025 11: 30 AM

2. The **Single Stage-Single Envelope** method as provided in PPRA rules 2004 shall be adopted for said procurement. The bids will be opened online as per above mentioned schedule. The bidders' Representatives who wish to participate in the bidding process may join bids opening on E-pads PPRA. **The bid (s) submitted other than E-PADS will not be entertained.**
3. The Bids should be uploaded along-with a scanned copy Pay Order/Bank Draft of the Bid Security in favor of **State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone** on E-Pads, PPRA. The Original Pay Order/Bank Draft must reach on below mentioned address before the closing date/time of the tender.
3. The State Life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
4. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life's website www.statelife.com.pk & www.eprocure.gov.pk free of cost.
5. In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the concerned officer Mr. Jawad Ur Rehman, Assistant Superintendent (HR& Admin), Kotli Road Sector F/1 Barry Mian Plaza Mirpur (AK) or call on Phone. No. **05827-927454** during office hours.

(M. Haneef Abbasi)

Manager (HR& Admin)/Secretary,
Zonal Procurement Committee (ZPC),

Zonal Office, Bary Mian Plaza Kotli Road, Sector F/1, Mirpur (AK)



INSTRUCTIONS TO BIDDERS

1. The procurement method as provided in Public Procurement Rule 36(a) will be adopted for the tender.
2. The intending bidders are requested to read & understand the terms and conditions of the tender carefully before up-loading the same on E-Pads..
3. The intending Bidders may submit their bids through PPRA E-PADS (www.eprocure.gov.pk).
4. The Tender will be opened on line in the office of In-charge (HR& Admin/Secretary ZPC) Zonal Office, State Life, Kotli Road Sector F/1 Barry Mian Plaza Mirpur (AK) in the presence of the Vendors or their representatives who wish to be present as per given schedule.
5. The Vendor/Supplier must quote rates with all taxes as per **Package “A” & “B”**, separately, which will be considered as ONE JOB.
6. The absence of any bidder or his 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.
7. The 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 back out after quoting the rates, the Bid Security shall be forfeited in the favor of State Life.
8. The Bid Security must drawn in favor of “ **State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone** which will be returned immediately after the completion of tendering process to the unsuccessful bidders. However, successful Bidder shall return earnest money after satisfactory completion of the job.
9. The Bid validity period should at least for 90 days.
10. The Bidder must submit photocopy of National Identity Card of their Proprietor on E-PADS.
11. A penalty Rs.5000/- each day will be imposed for late supply & complete installation of the equipment after the specified delivery schedule.
12. The State Life reserves the right to increase or decrease the quantities of the equipment due to any reason.
13. The incomplete & conditional bid will be rejected.
14. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the Bids will be opened on next working date on same time.
15. If any Bid found against the terms and conditions of Tender, same will be rejected.

TERMS & CONDITIONS

1. Valid NTN/STN Certificate must be attached.
2. Proof being Active Tax Payer be also attached.
3. The bidder/supplier must have more then five year experience of installation of CCTV Cameras. (Proof must attach).
4. The annual turn over of the interested Vendor/Supplier must be more 10 million (Bank statement for last one year must attach)
5. The Vendor/Supplier if intends to quote other brands they must mention brand name of the article offered along-with its data sheets/specification for comparison.
6. In case Cameras/NVR offered of other brand its specs must be equal to or higher to the given brand/model in BOQ.
7. The successful Vendor/Supplier must accomplish the job within fifteen days after issuance of supply order.
8. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
9. All rates must be quoted with applicable Taxes.
10. Only those Firms/Vendors/Supplier may participate in tender who fulfill terms & conditions of the tender.
11. No Advance payment will be admissible; the whole payment will be made after completion of the job successfully.
12. The transportation & labor charges must be included in the package,, no separate charges in this regard shall admissible..
13. All mandatory requirements must be fulfilled to become eligible as responsive Bidder.
14. The most advantageous Bid who meet tender's terms/conditions & economical will be accepted.
15. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.

BILL OF QUANTITY/ DETAILS OF REQUIRED EQUIPMENT.
PACKAGE "A"

FOR ZONAL OFFICE, BARRY MIAN PLAZA, SECTOR F-1,
KOTLI ROAD, MIRPUR (AK)

<u>Description</u>	<u>Brand/Specifications</u>	<u>Qty</u>	<u>Package cost with all taxes</u>
CCTV CAMERA	Dahua 2MP IP Camera, model DH-IPC-B1E29-A-IL BULLET COLOR WITH AUDIO OR EQUIVALNT	14	
NVR	Dahua 2116-4KS3 2 MP 16 Channels	01	
HARD DRIVE	4 TB Surveillance	01	
POE SWITCH	16 port	01	
SMART LED	32 inches with wall mount stand	03	
CABLING	Cabling Cat 6 original	As required	
DUCTING/PIPING	GOOD QUALITY	As required	
PLACING	2U Cabinet	01	
Connectors	RJ 45	As required	
Water proof box with stand	Good quality	As required	
Provision & complete installation, testing/commissioning & configuration of CCTV Cameras and allied equipment at Zonal Office, Mirpur (AK), in ready to use condition.			

Note:- The building where CCTV Cameras are to be installed consist upon ground + three floors having approximate covered area of 10,000/- sq. ft. & 2-3 Cameras need to be installed at each floor with three L.E.Ds in different locations/rooms.

PACKAGE “B”
FOR OUT-STATION SIX (06) LOCATIONS

<u>Description</u>	<u>Brand/Specifications</u>	<u>Qty</u>	<u>Package cost with all taxes</u>
CCTV CAMERA	Dahua 2MP IP Camera, model DH-IPC-B1E29-A-IL BULLET COLOR WITH AUDIO OR EQUIVALENT	02 each	
NVR	Dahua DHI 1104HS-S3/H 2 MP 4 Channels	01 each	
HARD DRIVE	1 TB hard drive	01 each	
POE SWITCH	4 port	01 each	
SMART LED	19 inches with stand	01 each	
CABLING	Cabling Cat 6 original	As required	
DUCTING/PIPING	GOOD QUALITY	As required	
PLACING	2U Cabinet	01 each	
Connectors	RJ 45	As required	
Water proof box with stand	Good quality	As required	
Provision & complete installation, testing/commissioning & configuration of CCTV Cameras and allied equipment in ready to use conditions at each following Cash Collection Centers of Azad Kashmir:-			
1. Bhimber			
2. Dadyal			
3. Kotli			
4. Sehnsa			
5. Khuiratta			
6. Nakyal			

Note:-

Each site consists upon one counter & an open hall/ Area.
One Camera need to be installed at the Counter & other in hall/open area & NVR to be placed in Incharge’s Room.

Mandatory Requirements for Responsive Bid

S. No	Description of Mandatory Requirement	Yes	No
1	Draft of Earnest Money (Separate Envelope).		
2	Similar Works/ Projects Handled in last 05 Years.		
3	<u>GST and NTN Registration Certificate.</u> <u>Active Taxpayer List (ATL) of FBR</u> Status as “Active” in I.T and Compliance Level is 100% in GST.		
4	<u>Proof of Non-Blacklisting:</u> Submission of Affidavit on Rs. 100 Stamp Paper (duly attested from notary public) that the company is not neither blacklisted by any Govt. Department and public sector client.		
5	<u>Warranty:</u> One year (01) Brand/Manufacturer .		
6	<u>Professional Experience:</u> Proof of 05 Years Experience in relevant field required.		
7	Bid Security Rs. 50,000/- (<u>Refundable</u>)		

Authorized Signature of Company Official with Seal.

For & on behalf of M/S. _____

Dated: _____ Seal: _____

FORM OF BID

M. Haneef Abbasi

Secretary (ZPC),
State Life Kotli Road Sector
F/1, Bary Mian Plaza
Mirpur (AK).

Dear Sir,

Tender Reference No: **HR&A/MRAK/06/2025.**

Nature of Tender: **Procurement of IP CCTV Cameras for Zonal Office & Out-Station Cash Collection Centers for Mirpur (AK) Zone.** Having examined the Bidding Documents, for the hiring of Services for Procurement of IP CCTV Cameras, we the undersigned, being a company/vendor doing business under the name _____ of 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"
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. _____

Fax No. _____

E-Mail _____

Name of Official _____

(Who will represent vendor/
Firm on the day of tender
opening)

NTN No. _____

Sales Tax No. _____

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 Client on comparing with the originals the bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department and public Sector client.

Signature of the Authorized Signatory

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

Date:- _____

Place:- _____

THE END