



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Tender Notice No. CPD/PO/PHS/47/2025

**PROCUREMENT OF SCANNERS FOR REGIONAL AND ZONAL OFFICE FOR PHS
DIVISION & DEPARTMENT OF STATE LIFE PRINCIPAL OFFICE**

State Life Insurance Corporation of Pakistan (SLIC) invites technical and financial bids (through EPADS) in accordance with PPRA Rules under single stage two-envelopes procedure from well recognized firms dealing in sale, services of Scanners for the supply of Scanners for Regional and Zonal Office for PHS Division and Department of State Life, Principal Office Karachi. Intended bidders must be registered with Income Tax/Sales Tax Departments and having their own offices and telephone no (if found contrary Tender will be rejected).

Title of Work	Bid Security (Fixed)	Last date & time for submission of bids	Date & Time for Opening of Technical Bids
Supply Of ADF Scanners for Regional and Zone Office (Quantity of The Items, Details Specification and Terms and Conditions as Per Tender Document)	Rs.200,000/-	12-12-2025 till 11:00 AM	12-12-2025 At 11:30 AM

- Tender Notice along with Tender Document can be seen/downloaded from PPRA/SLIC website i.e. www.ppra.org.pk, www.statelife.com.pk and the EPADS System.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E- PADS system.
- Filled tenders must be submitted through their e-mail address latest by 12-12-2025 before 11:00 am. Technical Bid will be opened on the same day at 11:30 am
- State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.

Secretary CPC
Central Procurement Division,
State Life Insurance Corporation of Pakistan,
State Life Building # 11, 10th Floor,
Abdullah Haroon Road Karachi.
Phone # 021-99204521



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

BID DOCUMENT

FOR

**PROCUREMENT OF SCANNERS FOR REGIONAL AND ZONAL OFFICE FOR PHS
DIVISION & DEPARTMENT OF STATE LIFE PRINCIPAL OFFICE
TENDER NOTICE NO. CPD/PO/PHS/47/2025
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
PRINCIPAL OFFICE, KARACHI.**

2025

**CENTRAL PROCUREMENT DIVISION
10TH FLOOR STATE LIFE BUILDING NO 11,
ABDULLAH HAROON ROAD, KARACHI**

1. Introduction

SLIC being largest Life Insurance Corporation in Pakistan (AAA Rated by PACRA) has been Providing best life and health insurance service to its valued policyholder from more than 50 years State Life still enjoys more than 70% market share of the Pakistan life insurance industry. Presently, Corporation intends to purchase scanners for regional and zonal office for PHS Division and Department of State Life Insurance Corporation of Pakistan.

2. Detail Specification & Quantities / Schedule:

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

Item/ Specifications	QTY
General Specification of ADF Scanner (ScanJet Pro 3000S4) or equivalent Sheetfed Document Scanner Document Feeding: Sheet Feed (ADF) ADF Paper Size: A4, Legal, Letter Scan Size: ADF MAXIMUM 216X3100MM MIIMUM 50.8X50.8MM Scanning Speed 40 PPM / 80 IPM Scan Resolution Optical up to 600 dpi Hardware 600x600dpi Grayscale levels/Bit depth: 256/24-bit (external), 48-bit (internal) Media size (ADF): ISO A4: 210 x 297 mm (8.3 x 11.7 in); JIS B5: 182 x 257 mm (7.2 x 10.1 in); ISO B5: 176 x 250 mm (7.0 x 9.9 in); ISO A5: 148 x 210 mm (5.8 x 8.3 in); ISO A6: 105 x 148 mm (5.8 x 4.1 in); ISO A7: 74 x104 mm (2.9 x 4.1 in); ISO A8: 52 x 74 mm (2.0 x 2.9 in); Custom: 5.08 x 7.36 cm to 21.6 x 309.9 cm (2.0 x 2.9 in to 8.5 x 122 in) Media weight (ADF): 40 to 210 g/m ² Compatible operating systems: Microsoft® Windows® (10, 8.1, 7, XP: 32/64 bit, 2008 R2, 2012 R2, 2016, 2019); MacOS (Catalina 10.15, Mojave 10.14, High Sierra 10.13); Linux (Ubuntu, Fedora, Debian, RHEL, Linux Mint, Open Suse, Manjaro); Citrix ready Minimum system requirements: PC: macOS Catalina 10.15, macOS Mojave 10.14, macOS High Sierra 10.13, Microsoft® Windows® 10, 8.1, 7, XP: 32/64-bit, 2008 R2, 2012 R2, 2016, 2019, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Microsoft® Internet Explorer Software included Windows: Driver (32-bit and 64-bt), OpenText ISIS Product dimensions (W x D x H) Minimum: 300 x 172 x 15mm; Maximum: 300 x 410 x 310 mm Package dimensions (W x D x H) 397 x 248 x 242 mm Warranty: Two-year Local Warranty. Product Original Warranty Card provided and verified online company website Required (MAL) "Manufacturing Authorization Letter"	129

Tender enquiry No	CPD/PO/PHS/47/2025
Closing date & time for submission of bids	12-12-2025 before 11:00 AM
Date & time of opening of technical bids	12-12-2025 at 11:30 AM

Delivery and after sales service of Consignment:

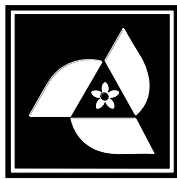
Delivery and after sales service of items at Principal office various state life offices and (without any extra cost) as per list attached at (Annexure-A).

TERMS AND CONDITIONS

1. Bidders should provide the name of firm, complete postal address, Telephone No, Email address and web address (if any).
2. 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 Scanners for Regional and Zonal Office for PHS Division and Department”**. 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.
3. 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.
4. 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 are available with bidding document).**
 - i. Experience of bidders in Supply Installation of relevant equipment.
 - ii. Financial Capabilities for having annul transaction more than 50 million
 - 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 are available with bidding document).**
5. The Bidder will submit the earnest money of Rs. 200,000/= in shape of pay order must be submitted in original to the address on date 12-12-205 and time 11:00 am. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract. However, successful bidder will be required to submit performance guarantee of 03% in shape of Pay Order (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contact and will be released after expiry of warranty period.

6. No bid will be accepted without bid security.
7. All the bids must include all government taxes.
8. Most Advantageous bidder will be required to deliver items within (04) weeks after issuance of Purchase Order.
9. The bids submitted shall hold good for a minimum period of 120 days from the date of bid opening.
10. The quantity of items may increase /decrease at the time of issuing purchase order.
11. The Contractor / Supplier will be liable for any mistake in calculation of price/rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
12. Successful supplier has to deliver respective items at the desired offices and provide onsite support for the entire warranty period. If the after sales services is not provided satisfactory performance guarantee will be forfeited.
13. Warranty of the items will start from the date of delivery.
14. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
15. 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.
16. All the information provided by the bidder must be verifiable.
17. Performance guarantee 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.
18. 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.
19. In Case of item are not delivered within due time, a penalty equivalent of 01% of the total contract value will deduct for each week (up to a maximum 10 %) of total contract Value.
20. In case of contradictory clause in the submitted bid, the terms and conditions of SLIC tender document will prevail
21. Blacklisting policy will be implemented as per PPRA/SLIC rules
22. Arbitration will be carried out as per Arbitration / PPRA rules

Secretary CPC,
Central Procurement Division,
State Life Insurance Corporation of Pakistan, Principal Office,
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TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

Quoted Items meet desired specifications

Yes: Bid will be considered for further evaluation

No: Bid will be rejected

Max. Points

- | | |
|--|----|
| 1. Experience of bidder in Supply / installation of relevant equipment
<i>(On the basis of work order) (05 points for each complete year)</i> | 25 |
| 2. Financial Capabilities for having annual transaction more than 50 million
<i>(Annual Report for each year/ Tax Return for each year =5 points)</i> | 25 |
| 3. Number of Existing Clients provided with similar Equipment having value 03 million
Or more.
<i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i> | 25 |
| 4. List of Professionals - for installation and after Sales services
<i>05 points for each personnel) qualified mean having engineering
or diploma in relevant field</i> | 25 |

Total Points: 100

(Note) Minimum 50 % score is required to Technically Qualify in each category and 60% on over-all basis.

STATE LIFE PRINCIPAL OFFICE
Regions and Zone Addresses

S/No	Regions and Zone Addresses	S/No	Regions and Zone Addresses
1	SOUTHERN REGION <u>KARACHI (SOUTH)</u> State life Building No.2 Wallace Road Karachi Tel: (021)99217021 <u>KARACHI (CENTRAL)</u> State life Building No. 11, Abdullah Haroon Road. Saddar, Karachi. Tel: (021)99205119 <u>KARACHI (EASTERN)</u> Bungalow No.02, Block 7 & 8, Fine House Bus Stop, Shahrah-e-Faisal, Karachi. Tel: (021)34520810 <u>QUETTA</u> 2ND Floor, PIA Building Hali Road, Quetta. Tel:(081)99202088	2	HYDRABAD REGION <u>HYDRABAD</u> State life Building, P.O. Box No. 27, Thandi Sarak, Hyderabad. Tel: (022)9200189 <u>MIRPURKHAS SINDH</u> State life Building, M.A. Jinnah Road. Mirpurkhas Sindh. Tel: (0233)873380 <u>SHAHEED BENAZIRABAD</u> State life Zonal Office, Near Taj Colony, Phatka Buchri Road, Nawabshah Benazirabad. Tel: (0244)386003 <u>SUKKUR</u> State Life Building, Minara Road, Sukkur. <u>LARKANA</u> State Life Building Quaid-e-Azam Road Larkana. Tel: (074)9410807
3	MULTAN REGION <u>MULTAN</u> State Life Building, Chowk Nawan Shaher, Abdali Road Multan. Tel: (061)9200675 <u>BAHAWALPUR</u> 2ND Floor, Barq Medical Complex, Ahmed Pur Road, Bahawalpur. Tel. (062)9255299 <u>RAHIM YAR KHAN</u> State Life Building, Abu Dhabi Road, Rahim Yar Khan Tel: (068)9230032 <u>SAHIWAL</u> State Life Zonal Office, 6th Floor, Azan Heights, Ahmed Murad Road, Jahaz Chowk, Sahiwal. Tel: (040)9200036 <u>D.G. KHAN</u> State Life Zonal Office, Dubai Trade Centre, Near Pull Daat, Jampur Road, Dera Ghazi khan. Tel: (064)9260040 <u>VEHARI</u> State Life Zonal Office, ZTBL Building, V Chowk, Vehari Tel: (067)9201138	4	FAISALABAD REGION <u>FAISALABAD (EASTERN)</u> State life Building, 2- Liaqat Road, Faisalabad Tel: (041)9200638 <u>FAISALABAD (WESTERN)</u> State life Building, 2- Liaqat Road, Faisalabad Tel: (041)9200338 <u>SARGODHA</u> M.M. Alam Road, Opposite Huts Hotel. Sargodha, Tel: (048)3215543 <u>JHANG</u> Zonal Office, Near Dist. Court, Civil Line, Jhang Saddar. Tel: (047)9200172

Annexure-A-2

5	CENTRAL REGION <u>LAHORE (CENTRAL)</u> State Life Square 4- Lyton Road, Lahore. Tel: (042)99211028 <u>LAHORE (WESTERN)</u> State Life Square 4- Lyton Road, Lahore. Tel: (042)99213956 <u>GUJRANWALA</u> State life Building, Near Quaid-e-Azam Divisional Public School, G.T. Road, Gujranwala. Tel: (055)9200294 <u>SIALKOT</u> Siddique Plaza, Paris Road, Sialkot. Tel: (052)9250102 <u>NAROWAL</u> City Tower, Ransinwal phattak New Narowal, Lahore Road, Narowal. Tel: (0542)411903 <u>SHEIKHUPURA</u> Pahlvi Road, Near HBL Bank, Civil Line, Sheikhpura. Tel: (056)9200099	6	NOTHERN REGION <u>RAWALPINDI</u> State Life Building No.1, The Mall Rawalpindi. Tel:(051)9271362 <u>ISLAMABAD</u> 3rd Floor State Life Building No.9, Old Buland Markaz, 33-E, Blue Area, Islamabad. Tel:(051)9204749 <u>MIRPUR (AK)</u> Baray Mian Plaza, Sector F/1, Kotli Road, Mirpur (AK) Tel: (05827)927452 <u>GUJRAT</u> Ch Ghulam Ahmed Plaza No.1, G.T Road, Jada, Jhelum. Tel: (0544)274083 <u>JHELUM</u> Ch Ghulam Ahmed Plaza No.1, G.T. Road, Jada, Jhelum. Tel: (0544)274083 <u>GILGIT</u> Nazar Shah Plaza, Main Shahrah-e-Quaid-e-Azam, Jutial, Gilgit Tel: (05811)922622
7	KPK REGION <u>PESHAWAR</u> 4th Floor, State Life Building 34, The Mall, Peshawar. Tel: (091)9211583 <u>ABBOTTABAD</u> Mir Alam Shopping Plaza, Post Office Jhangi, Mansehra Road, Abbottabad. Tel: (0992)408393 <u>SWAT</u> Royal Campus Saidu Sharif, Swat. Tel: (0946)713865 <u>KOHAT</u> kCB 04 Street # 06 Miri Colony, University Road, Kohat. Tel: (0922)866108		

