



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Tender Notice No. PO/CPD/28/2026.

**PROCUREMENT OF LAPTOPS FOR PRINCIPAL OFFICE AND ALL
OFFICES ACROSS PAKISTAN.**

State Life Insurance Corporation of Pakistan (SLIC) invites technical and financial bids in accordance with PPRA Rules under single stage two-envelopes procedure from well recognized IT firms (Authorized Distributors/Partners only) dealing in sale, support services of laptops. Intended bidders must be registered with Income Tax/Sales Tax Departments and having its own offices and telephone no (if found contrary Tender will be rejected).

Title of Work	Last date & time for submission of bids	Date & Time for Opening of Technical Bids	Bide Security	Bid Validity
PROCUREMENT OF LAPTOPS FOR PRINCIPAL OFFICE AND ALL OFFICE ACROSS PAKISTAN. (i.e Specifications, QTY and detailed terms and conditions as)	20-07-2026 till 1100Hrs	20-07-2026 At 1130Hrs	Rs.500,000/=	(90) Ninety days from the date of bid opening

- Tender Notice along with Tender Document can be seen/ downloaded from PPRA/ State Life website i.e www.ppra.gov.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 EPADS latest by 20-07-2026 before 11:00 am. Bids will be submitted on Single Stage Two Envelop process (i.e technical and the financial bids in the same pdf). Bids will be opened on the same day at 11:30 am on the address given below.
- 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, 05th
Floor State Life Building No.09 Dr. Ziauddin
Ahmed Road, Karachi.

Tel: 021-99204521



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

**Tender DOCUMENT
FOR**

**PROCUREMENT OF LAPTOPS FOR PRINCIPAL OFFICE AND
ALL OFFICE ACROSS PAKISTAN**
TENDER NOTICE No.PO/CPD/28/2026

**STATE LIFE INSURANCE CORPORATION OF
PAKISTAN PRINCIPAL OFFICE, KARACHI.**

2026

**CENTRAL PROCUREMENT DIVISION
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
05TH FLOOR, STATE LIFE BUILDING No.09 Dr. Ziauddin
Ahmed ROAD, KARACHI.**

TENDER DOCUMENTS

PROCUREMENT OF LAPTOPS FOR PRINCIPAL OFFICE AND ALL OFFICE ACROSS PAKISTAN.

Tender No. PO/CPD/28/2026



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
PRINCIPAL OFFICE

Brief of the Document

Particular Procurement Notice - Invitation for Bids

It is the invitation for submission technical and financial bids from well known NTN/GST registered IT Firms (**Authorized Distributors/Partners only**) willing to sign contract with the SLIC Principal Office, for supply of laptops at Principal Office and all offices across Pakistan in accordance with the provisions of the agreement.

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PART 1 – PROCESS

Section – I : Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the applications for supply of laptops, in addition to information on opening and evaluation of the applications.

Section – I I : Qualification Data Sheet (QDS)

This Section contains provisions that supplement the ITAs (in Section – I) and are specific to respective tender proceedings.

Section – I I I : Qualification and Evaluation Criteria

This Section prescribes the methodology, criteria, and requirements to be used to determine the technical and financial bids of the Applicants for performing the Purchase and supply of Laptops in accordance with the requirements of the State Life Insurance Corp. of Pakistan (SLIC), with an objective to finalize the technically and financially compliant lowest evaluated Distributors/ Partners for signing off the Contract as well as for Invitation of Bid(s)

Section – IV: Application Forms

This Section contains application submission form and other allied forms required to be submitted with the Application.

Section – V: Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

Section VI - Fraud and Corruption

This Section provides the Applicants with the reference to the Public Procurement Rules 2004 in regard to Fraud and Corruption applicable to the Procurement process.

PART 2: QUALIFICATION REQUIREMENTS

Section – VII: Schedule of Requirements

This Section contains brief description about the requirements regarding the qualification of Authorized Distributors/ Partners for Purchase and supply of Laptops for SLIC Principal Office and all offices across Pakistan.

Section – VIII: Scope of Services / Terms of Reference (TORs)

This Section includes a brief description about the Scope of Services / Terms of References (TORs)

STATE LIFE INSURANCE CORP. OF PAKISTAN ALL OVER PAKISTAN

Tender Notice

Invitation for technical and financial bids from Authorized Distributors/ Partners for Purchase and supply of Laptops at SLIC offices all over Pakistan: -

1. The SLIC intends to finalize the tender process with technically and financially compliant lowest evaluated Authorized Distributors/ Partners for Purchase and supply of Laptops at SLIC offices all over Pakistan.
2. The objective of the intended Contract is the Purchase and supply for SLIC Laptops for signing off the Contract as well as for Invitation of Bid(s) from the Authorized Dealers/ Suppliers.
3. Bidders are required to submit technical (i.e technical specifications) and financial information (i.e rates inclusive of all taxes) as per attached formats. Through submitted bids SLIC will finalize technically and financially compliant lowest evaluated bidder(s).
4. Only the authorized dealers/partners are entitled to participate in the procurement proceedings i.e. submission of technical and financial Bids.
5. A formal agreement on stamp paper worth Rs.5,000/- shall be executed between the State Life Insurance Corp. of Pakistan (SLIC), all over Pakistan and applicant prior to the start of the Purchase and supply Services.
6. The bids shall be submitted through EPADS as mentioned in tender notice before closing date and time (as per laid down criteria of single stage two-envelope procedure i.e both technical and financial bid in the separate pdf) else bid will be rejected. However, bid security shall be submitted copy through EPADS and in original at CPD given address before closing date and time else bid will be rejected.
7. The applicant(s) shall bear all the costs/expenses associated with the preparation and submission of the application and State Life Insurance Corp. of Pakistan (SLIC) shall not be responsible/liable for those costs/expenses.
8. Delays in the mail or courier for submission of Bid Security, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the package at the proper place and time.

PART 1 –QUALIFICATION PROCES

Section – I: Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the applications for qualification, in addition to information on opening and evaluation of the Applications.

A. General

1. Scope of Application

Scope of the qualification is for all Pakistan,

1.1. Source of Funds

State Life will use its own fund resources

3. Fraud and Corruption

3.1. Public Procurement Regulatory Authority requires that Procuring Agencies (including beneficiaries of Government funded projects) as well as Applicants / Bidders / Suppliers / Contractors / Service Providers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.

3.2. The Applicants / Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the State Life Insurance Corp. of Pakistan (SLIC) to inspect all accounts, records and other documents relating to any, Application / Bid submission, process, Primary Procurement process, .

3.3. Any communications between the applicant(s) and the State Life Insurance Corp. of Pakistan (SLIC) related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. State Life Insurance Corp. of Pakistan (SLIC) will reject any application or bid or proposal if it is established that the Applicant or the Bidder or Proposer was engaged in corrupt and fraudulent practices in competing for the contract. Furthermore, those bidders who are currently at default stage or in non-compliance to the contract terms signed with SLIC for the supply of respective items/ services shall not be allowed to participate in the bidding process.

3.5. State Life Insurance Corp. of Pakistan (SLIC) will also declare the applicant(s) / bidder(s)/ Proposer as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism of SLIC.

4. Eligible Applicants

4.1. Only the bidders are eligible to participate in this bidding process and can submit their bids. The Bidder/ Supplier(s) may authorize a representative who shall have the authority to conduct all business for and on behalf of the Supplier(s) during the process, bidding process (in the event the Supplier(s) submits a Bid) and during the period of agreement and contract execution (in the event the Supplier(s) is awarded the Contract).

- 4.2. Bids submitted in violation of tender terms will be rejected.
- 4.3. Applicants shall be considered to have a conflict of interest if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the State Life Insurance Corp. of Pakistan (SLIC) for execution of subsequent Agreement(s) or Contract. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the State Life Insurance Corp. of Pakistan (SLIC) (or a recipient of a part of the funds) who:
- (a) are directly or indirectly involved in the preparation of the Documents or Bidding Documents or specifications of the Agreement or Contract and / or the or Bid evaluation process of such Contract; or
 - (b) Would be involved in the implementation or supervision of such Agreement or Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Agreement and / or Contract.
- 4.4. An Applicant that has been declared debarred or blacklisted shall be ineligible to be qualified to bid or enter into any Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
- 4.5. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the State Life Insurance Corp. of Pakistan (SLIC) to perform all over Pakistan.
5. Eligibility (in terms of Nationality)
- 5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Documents

6. Sections of Documents

- 6.1. This set of Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA8.

PART 1 – PROCESS

- Section – I: Instructions to Applicants (ITAs)
- Section – II: qualification Data Sheet (QDS) Section
- III: Qualification Criteria and Requirements Section
- IV: Application Forms
- Section – V: Eligible Countries
- Section - VI : Fraud and Corruption

PART 2 –QUALIFICATION REQUIREMENTS

- Section VII – Schedule of Requirements
- Section VIII – Scope of Services / Terms of Reference (TORs)

- 6.2. Unless downloaded directly from the State Life Insurance Corp. of Pakistan, (SLIC) or EPADS / PPRA websites referred in the Invitation for the State Life Insurance Corp. of Pakistan (SLIC) accepts no responsibility for the completeness of the documents, responses to requests for clarification, or Addenda to the documents in accordance with ITA 8. In case of any discrepancies, documents downloaded directly from the State Life Insurance Corp. of Pakistan (SLIC) or EPADS / or PPRA websites shall prevail.
- 6.3. The Applicant is expected to examine all instructions, forms, and terms in the Documents and to furnish with its application all the information or documentation as is required by the Documents.

7. Clarification of Documents.

- 7.1. An Applicant requiring any clarification of the Documents shall contact the State Life Insurance Corp. of Pakistan (SLIC) THROUGH EPADS. The State Life Insurance Corp. of Pakistan (SLIC) will respond in writing to any request for clarification provided that such request is received not later than seven (07) days prior to the deadline for submission of the Applications. The State Life Insurance Corp. of Pakistan (SLIC) shall forward a copy of its response through EPADS. Should the State Life Insurance Corp. of Pakistan (SLIC) deem it necessary to amend the Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.

7.2. Applicants may request clarification of the schedule of requirement, the qualification criteria, or any other aspects of the Documents.

8. Amendment of Documents

8.1. At any time prior to the deadline for submission of Applications, the State Life Insurance Corp. of Pakistan (SLIC) may amend the Documents by issuing an Addendum.

(a) Any Addendum issued shall be part of the Document. The State Life Insurance Corp. of Pakistan (SLIC) shall promptly publish the Addendum at all relevant forums. Provided that an Applicant who had either already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline as per EPADS procedure.

8.2. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the State Life Insurance Corp. of Pakistan (SLIC) may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The State Life Insurance Corp. of Pakistan (SLIC) will not be responsible or liable for those costs, regardless of the conduct or outcome of the process.

10. Language of Application

- 10.1. The Application as well as all correspondence and documents relating to the exchanged by the Applicant and the State Life Insurance Corp. of Pakistan (SLIC), shall be written in the language specified in the DS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the DS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

- 11.1. The Application shall comprise of the following:
- (a) Application Submission Letter, in accordance with ITA 12.1;
 - (b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;
 - (c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
 - (d) any other document required as specified in the DS.

12. Application Submission Letter

- 12.1. The Applicant shall complete an Application Submission Letter as provided in Section – IV (Application Forms). This Form must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

- 13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section – IV (Application Forms).

14. Documents Establishing the Qualifications of the Applicant

- 14.1. To establish its qualifications to perform the contract in accordance with Section – III (Qualification and Evaluation Criteria), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 14.2. The documentary evidence of the Applicant's qualifications to conclude an Agreement, and / or to perform any Contract if awarded, shall establish to the State Life Insurance Corp. of Pakistan (SLIC)'s satisfaction as per 4.2 of DS.

15. Signing of the Application

- 15.1. The Applicant shall prepare one set of the documents comprising the Application as described in ITA 11 .

D. Submission of Applications

16. Identification of Applications

- 16.1. The Applicant shall submit the Application through EPADS only.
- 16.2. The State Life Insurance Corp. of Pakistan (SLIC) will accept no responsibility for not appearing the bid on EPADS even though the bidder has evidence of submission of their bid in ITA 16.1 above.

17. Deadline for Submission of Applications

- 17.1. Applicants shall submit their Applications to Bid at the time before submission of bid in tender documents.
- 17.2. If required in accordance with the provisions of ITA 8.3, the State Life Insurance Corp. of Pakistan (SLIC) will extend the deadline for the submission of Applications, in which case all rights and obligations of the State Life Insurance Corp. of Pakistan (SLIC) and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 17.3. The deadline will be extended in the same manner as that of original Invitation for (or the advertisement).

18. Opening of Applications

- 18.1. The State Life Insurance Corp. of Pakistan (SLIC) shall open/ download all Applications at the date, time and place specified in the DS.
- 18.2. Applicants shall not have the option of submitting their Applications electronically other than EPADS.

- 18.3. The State Life Insurance Corp. of Pakistan (SLIC) shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.

E. Procedures for Evaluation of Applications

19. Confidentiality

- 19.1. Information relating to the Applications, their evaluation and results of the shall not be disclosed to Applicants, or any other persons not officially concerned with the process until the notification of results is made to all Applicants in accordance with ITA 28.
- 19.2. From the deadline for submission of Applications to the time of notification of the results of the in accordance with ITA 28, any Applicant that wishes to contact the State Life Insurance Corp. of Pakistan (SLIC) on any matter related to the process may do so only in writing.

20. Clarification of Applications

- 20.1. To assist in the evaluation of Applications, the State Life Insurance Corp. of Pakistan (SLIC) may ask an Applicant for a clarification(s) and / or documentary evidence(s) of its application, to be submitted within a stated reasonable period of time. Any request for clarification(s) and / or documentary evidence(s) from the State Life Insurance Corp. of Pakistan (SLIC) and all clarifications from the Applicant shall be in writing. In case non provision of clarifications/ documentary evidence within given deadline, it shall be presumed that the applicant does not have the evidence or the asked information, which cannot be challenged later at any stage.
- 20.2. If an Applicant does not provide clarification(s) and / or documentary evidence(s) requested by the date and time set in the State Life Insurance Corp. of Pakistan (SLIC)'s request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

21. Responsiveness of Applications

- 21.1. The State Life Insurance Corp. of Pakistan (SLIC) may reject any Application which is not responsive to the requirements of the Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and / or missing information within prescribed time, it may result in disqualification of the Applicant.

22. Margin of Preference

22.1. Unless otherwise specified in the DS, a margin of preference shall not apply in the Bidding process resulting from this process.

23. Sub-contractors

23.1. Subcontractors' qualification and experience shall not be considered for the evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and of Applicant

24. Evaluation of Applications

24.1. The State Life Insurance Corp. of Pakistan (SLIC) shall use the factors, methods, criteria, and requirements defined in Section – III (Qualification and Evaluation Criteria), to evaluate the qualifications of the Applicants, and no other method, criteria, or requirements shall be used. The State Life Insurance Corp. of Pakistan (SLIC) reserves the right to waive minor deviations from the qualification criteria as per their own discretion, if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.

24.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of provision of the supply/ services.

24.3. In case of multiple contracts, Applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. The State Life Insurance Corp. of Pakistan (SLIC) shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification and Evaluation Criteria are mentioned in Section – III.

24.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors, or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

25. Procuring Agency's Right to Accept or Reject Applications

25.1. The State Life Insurance Corp. of Pakistan (SLIC) reserves the right to accept or reject any or all the Application(s), or to annul the process at any time, without thereby incurring any liability to the Applicant(s) as per PPRA Rules.

26. of Applicants

- 26.1. All Applicants whose applications substantially meet or exceed the specified qualification requirements will be technically qualified by the State Life Insurance Corp. of Pakistan (SLIC).
- 26.2. No applicant shall be allowed to alter or modify its application / bid after the application(s) / bid(s) have been opened. However, the State Life Insurance Corp. of Pakistan (SLIC) may seek and accept clarifications to the applicant that do not change the substance of the application.
- 26.3. Applicants that are conditionally qualified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

27. Notification of

- 27.1. The State Life Insurance Corp. of Pakistan (SLIC) shall notify all Applicants through EPADS of the names of those Applicants who have been technically qualified or technically disqualified.
- 27.2. The State Life Insurance Corp. of Pakistan (SLIC) shall communicate to those applicants who have not been the reasons for not pre-qualifying them in writing/ through EPADS.

28. Performance Guarantee

- 28.1. Supplier shall have to furnish the Performance Guarantee in shape of Bank Guarantee or Pay Order from a schedule Bank equivalent to 03% of the total contract value in favor of SLIC before the time of signing of contract valid for the duration of the Agreement / Warranty period.
- 28.2. Any Performance Guarantee submitted shall be enforceable in Pakistan.
- 28.3. The proceeds of the performance guarantee shall be payable to State Life Insurance Corp. of Pakistan (SLIC) as a compensation for any loss(es) resulting from the Authorized Distributors/ Partners failure to complete its obligations under the Contract. In such case, the Authorized Distributors/ Partners may be blacklisted and it shall not be considered eligible for future dealings with State Life Insurance Corp. of Pakistan (SLIC).
- 28.4. The Performance Bank Guarantee will be released by the State Life Insurance Corp. of Pakistan (SLIC) to the Authorized Distributors/ Partners after the successful completion of the contract and Warranty period.

29. Agreement

29.1. The Authorized Distributors/ Partners will be bound to sign an agreement within (02) weeks with the State Life Insurance Corp. of Pakistan (SLIC) for provision of Purchase and supply Services of Laptops to SLIC PO and all offices across Pakistan on a stamp paper worth Rs.5,000/- (Rupees five thousands only). The supplier will be bound to supply the laptops within the (04) weeks from the date of signing of contract on the terms and conditions as defined in contract. Keeping in view geo-political situations or delivery delays beyond control of both the parties, the delivery time may be extended if requested by the successful bidder at the discretion of State Life.

29.2. If the services of Authorized Distributors/ Partners are not up to the satisfaction of State Life Insurance Corp. of Pakistan (SLIC), the authority (SLIC) reserves the right to cancel the agreement / contract, forfeit the 100% performance guarantee amount provided by the Authorized Dealers/ Suppliers.

30. Request for Bids

30.1. After the announcement of tender notice, the State Life Insurance Corp. of Pakistan (SLIC) shall invite the Bids through primary procurement process / through EPADS from the Authorized Distributors/ Partners to conclude agreement with most advantageous bidder (s) for the supply of laptops.

31. Mode of Payment

31.1. Payments will be made by the State Life Insurance Corp. of Pakistan (SLIC) through cross cheque against the received invoice from the successful bidders within (30) days after the receipt of the Invoice at State Life Insurance Corp. of Pakistan (SLIC). No security deposit or advance payment will be made.

32. Changes in Qualifications of Applicants

32.1 Any change in the structure or formation of an Applicant after being in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

- (a) a Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;
- (b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or
- (c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

30.2 Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

33. Grievance Redressal Committee

- 33.1. State Life Insurance Corp. of Pakistan (SLIC) shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.
- 33.2. If an Applicant wishes to make a related Complaint, the Applicant should submit its complaint through EPADS system, in writing, to:

Title/position: Convener Grievance Redressal Committee
Procuring Agency: SLIC
Address: SLIC PO

In summary, at this stage, a related Complaint may challenge any of the following the terms of the Documents; and the Procuring Agency's decision not to an Applicant.

- 33.3. Any party or applicant can file its written complaint against the eligibility parameters, or any other terms and conditions prescribed in the or bidding documents found contrary to provision of Procurement Regulatory and the same shall be addressed by the GRC well before the application / proposal submission deadline.
- 33.4. Any Bidder feeling aggrieved by any act of the State Life Insurance Corp. of Pakistan (SLIC) after the submission of its bid may lodge a written complaint concerning his grievances not later than seven (07) days from the announcement of technical evaluation report/ result of on EPADS system.
- 33.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report, provided that the complainant may raise the objection on any part of the final evaluation report not later than seven (05) days from the announcement of final evaluation report/ result of on EPADS system.
- 33.6. The GRC shall investigate and decide upon the complaint within ten days of its receipt.

34. Mechanism of Blacklisting

- 34.1. The State Life Insurance Corp. of Pakistan (SLIC) shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, applicant, bidder, or contractor who either:
- Involved in corrupt and fraudulent practices as defined under rule-2 (f) of Public Procurement Rules;

Fails to perform his contractual obligations; or

ii. Fails to abide by bid securing declaration;

34.2. SLIC deals all such cases in accordance with State Life Black Listing Policy.

34.3. Such blacklisting or barring action shall be communicated by the State Life Insurance Corp. of Pakistan (SLIC) to the Authority and respective applicant(s), bidder(s) in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the State Life Insurance Corp. of Pakistan (SLIC).

35. Arbitration

35.1. After coming into force of the contract / agreement, disputes between the parties to the contract shall be settled through arbitration.

Section – II: Data Sheet (DS)

This Section contains provisions that supplement the ITA (in Section-I) and are specific to respective Proceedings.

A. General

ITA 1.1

The identification number of the Invitation is: PO/CPD/28/2026.

The Procuring Agency is:

SLIC -Principal Office
05th Floor State Life Bldg No.09
Dr. Ziauddin Ahmed Road,
Karachi.

ITA 2.1

The name of the Procuring Agency is:

State Life Insurance Corp. of Pakistan (SLIC).

The name of the Project or Procurement is:

**PROCUREMENT OF LAPTOPS FOR PRINCIPAL OFFICE AND ALL OFFICES
ACROSS PAKISTAN.**

ITA 2.2

Maximum number of members in the JV shall be: “Not applicable.”

ITA 2.3

A list of debarred firms and individuals is available on the PPRA’s website:

<http://www.ppra.org.pk>

B. Contents of the Document

ITA 2.4

For clarification purposes, the Procuring Agency's address is:

Title/ position:	Divisional Head, Central Procurement Division
Procuring Agency:	State Life Insurance Corp. of Pakistan (SLIC)
Address:	05 th Floor State Life Bldg No.09 Dr. Ziauddin Ahmed Road, Karachi.

Country:	Pakistan
Telephone:	021-99204521

ITA 2.4

SLIC Web page: www.statelife.com.pk

C. Preparation of Applications

ITA 2.5:

This document has been issued in the “English” language.

ITA 2.6 (d)

The following Affidavit on Non-judicial stamp paper of Rs. 100/- shall be submitted by the Applicant with this Application stating that:

1. The applicant / bidder has never been blacklisted by any Government / Semi Government / Autonomous / Private Organization / Department due to poor services.
2. The applicant / bidder has never been Blacklisted for offence related to fraud, under invoicing, tax evasion, concealment, money laundering etc.
3. The applicant / bidder has never been involved in litigation with any Government / Semi Government / Autonomous / Private Organization / Department.
4. The Bidder covenants and warrants that it is not currently in default, breach, or non-compliance under any contractual agreement signed with SLIC (Principal Office) or any Regional/ Zonal office of SLIC."
5. The State Life Insurance Corp. of Pakistan (SLIC) reserves the right to reject the application / bid of the applicant / bidder 'without assigning any reason' if the applicant / bidder shall be found or purported to be engaged in the aforementioned offenses.

ITA 2.7

The source for determining exchange rates is State Bank of Pakistan

D. Submission of Applications

ITA 2.8

The deadline for Technical bid submission is _____ before _____ for Application submission purposes only, the Procuring Agency's address is: Title/ position: Divisional Head (CPD)

Procuring Agency: State Life Insurance Corp. of Pakistan (SLIC)

Telephone: Ph: 021-99204521

ITA 2.9

The Procuring Agency reserves the right to accept or reject incomplete Applications.

ITA 3.0

The opening of the Technical bid shall be at 20-07-26 at Central Procurement Division, 05th Floor, State Life Building No.09. Dr. Ziauddin Ahmed Road, Karachi.

E. Procedures for Evaluation of Applications

ITA 3.1

A margin of domestic preference shall not apply.

ITA 3.2

If an Applicant wishes to make a related Complaint, the Applicant should submit its complaint through EPADS.

Title/ position:

Procuring Agency: State Life Insurance Corp. of Pakistan

Address: Principal Office, State Life Building No.09.

City: Karachi.

Country: Pakistan

Telephone: 021-99204521

Section – III: Qualification and Evaluation Criteria

This Section prescribes the methodology, qualification criteria to be used to determine the capacity and capability of the Applicants for of Authorized Distributors/ Partners for Purchase and supply work of Laptops for SLIC in accordance with the requirements of the State Life Insurance Corp. of Pakistan (SLIC), with an objective to prequalify them for Invitation to Bid(s) and sign the agreement(s) with the selected applicant(s), for the purpose of signing the Contract.

Eligibility and Mandatory Qualification Criteria				Documentation	
				On	
Sr. #	Subject	Requirement	Single Entity	Submission Requirements	Yes/ No
1.	Eligibility				
1.1	Nationality	Nationality in accordance with ITA 5.1	Must meet requirement	Forms ELI – 1.1 with attachments	

1.2	Conflict of Interest	No. conflicts of interest in accordance with ITA 4.4	Must meet requirement	Application Submission Letter	
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.5 and 5.1	Must meet requirement	Application Submission Letter	
1.4	State-owned enterprise of	Meet conditions of ITA 4.1	Must meet requirement	Forms ELI – 1.1 with attachments	
2. Historical Contract Non-Performance					
2.1	History of Non-Performing Contracts	Not debarred due to any nonperformance of contract or deviation from Bid Securing Declaration in accordance with provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Form PER-1	
2.2	Suspension Based on Execution of Bid/ Proposal Securing Declaration by the Procuring Agency	Not under suspension based on execution of a Bid/Proposal Securing Declaration pursuant to ITA 4.5.	Must meet requirement	Application Submission Letter	
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant prior to opening of applications.	Must meet requirement	Form PER-1	
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant since 1st January 2020	Must meet requirement		

2.5	Sale and after Sale Services Offices	Must have offices in Punjab, Sind and KPK.	Offices in Quetta and other cities is considered additional feature.	Three years after Sale service with parts and labour is compulsory	
3. General/Specific Experience & Financial Performance					

TO BE FILLED BY THE BIDDER (Please tick the appropriate) Total Marks = 100 Mandatory Requirement: Office at Karachi, Lahore, Islamabad/Rawalpindi: Yes (bid will be considered for further evaluation). No (Bid will be rejected and will not be considered for further evaluation).			
3.1	EXPERIENCE /NUMBER OF YEARS - IN GENERAL	Marks 20 Nos	
	>=15 Years	20	Attach documents as proof (Proof of registration/incorporation etc.)
	>=10 Years & < 15 Years	15	
	> 05 Years & < 10 Years	10	
	Less than 05 years	00	
3.2	NUMBER OF PROJECTS/SUPPLIES RELATED More than 10 Million each year (for last 03 year) WOs/POs/Contracts	Marks 20 Nos	
3.3	POs/WOs/Contracts >=05 or more	20	Attach documents as proof (copies of POs/WOs. No WO/PO worth below Rupees two hundred thousand will not be considered)
	POs/WOs/Contracts >= 03 & < 05	15	
	POs/WOs/Contracts >= 01 & < 02	10	
	POs/WOs/Contracts less than 01	00	

	TOTAL STAFF	Marks 20 Nos	
3.4	Staff >= 10	20	Attach details of HR with name, designation and qualification.
	Staff >= 06 & < 10	15	
	Staff >= 03 & < 06	10	
	Staff >= less than 03	00	
	TECHNICAL TOTAL STAFF FOR AFFTER SALE SERVICE	Marks 20 Nos	
3.5	Staff >= 03	20	Attach details of Technical Staff with name, designation and Technical qualification.
	Staff = 02	15	
	Staff >= 01	10	
	Staff >= less than 01	00	
	COMPANY FINANCIAL STATUS (Last Three years Annual turn-over for each year)	Marks 20 Nos	
3.6	Worth>= 60 Million	20	Attach last three years Audited Financial Statements
	Worth >= 40 M & < 60 M	15	
	Worth >= 30M & < 40 M	10	
	Worth >= less than 30M	00	
Note: a) Bidder scoring less than 60 marks overall and less than 60% marks in any criteria will be technically disqualified and will not be included in Financial Evaluation Process. b) Please attach relevant document to support the option you have selected in technical evaluation. In case of no supporting document, score of the concerned field will be considered as Zero.			

4. Specific Experience Requirements

4.1 The Specific Experience Requirements are as follows:

4.2 Documentary evidence

The following documents are required to be included with the Application: Documentary evidence of the Applicant's qualifications to perform the Contract for Purchase and supply of Laptops for SLIC Offices:

- (a) having complete company profile including Name, Address, Telephone, mobile No, complete contact details of the contact person, details of branch offices (if any).
- (b) is a holder of valid NTN Registration certificate;
- (c) is a holder of valid Sales Tax Registration number (STRN)/PRA certificate;
- (d) is a holder of certificate / documentary evidence showing that the Supplier/Contractor Name is showing in the Active Taxpayer (ATP) list;
- (e) have established Workshop(s)/Supplier(s) setup at All over Pakistan or other divisions of All over Pakistan Region will be preferred;
- (f) Stamp paper (signed and stamped by the Supplier/Contractor and duly notarized by the Oath Commission) of Rs.100/- shall submit by the applicant with application stating that the applicant / bidder has never been blacklisted by any Government /Semi Government / Autonomous / Private Organization / Department due to poor services or any other reason.

Section – IV: Application Forms

This section contains Application Submission Form and other allied forms required to be submitted with the Application.

Application Submission Letter

Date of this Application submission: _____
[insert date (as day, month, and year) of Application submission]

Request for No.: P O / C P D / 28 / 2026

Title of : _____ of Authorized Distributors/ Partners for supply of Laptops

Page No.: _____ Page _____ of _____ pages

To: Divisional Head (CPD)
State Life Insurance Corp. of Pakistan

We, the undersigned, apply to be for the referenced IFP and declare that:

- (a) No reservations: We have examined and have no reservations to the Document.
- (b) No conflict of interest: We have no conflict of interest in accordance with ITA 4.4;
- (c) Eligibility: We meet the eligibility requirements as stated ITA 4.1; we have not been suspended by the State Life Insurance Corp. of Pakistan (SLIC) based on execution of a Bid/Proposal Securing Declaration.;
- (d) State-owned enterprise or institution: [select the appropriate option] We are not a state-owned enterprise or institution or
We are a state-owned enterprise or institution but meet the requirements.
- (e) Application Securing Declaration (Affidavit):
We have neither been blacklisted / suspended nor declared ineligible by Government / Semi Government / Autonomous / Private Organization / Department in Pakistan due to poor services or offence related to fraud, under- invoicing, tax evasion, concealment, money laundering or never been involved in litigation in accordance with ITA 11.1 (d);
- (f) Not bound to accept: We understand that you may cancel the process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only those applicants who have been shall be entitled to participate further in the procurement proceedings.

(g) Conformity: We offer to provide the required services / goods in conformity with the bidding document and in accordance with the Schedules specified in the Schedule of Requirements for Purchase and supply of Laptops of SLIC Offices.

(h) Performance Guarantee:

If our application is accepted, we commit to deposit a Performance Guarantee in accordance with the bidding document; (i) One Application per Applicant:

We are not submitting any other application (s) as an individual Applicant, and we are not participating in any other application(s) as a Joint Venture member or as a subcontractor.

(j) Binding Contract:

We understand that this Application, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(k) True and correct: All information, statements and description contained in the Application in all respect true, correct and complete to the best of our knowledge and belief.

Signed:

[insert signature(s) of an authorized representative(s) of the Applicant]

Name:

[insert full name of person signing the
Application]

In the capacity of:

[insert capacity of person signing the
Application]

Duly authorized to sign the Application for and on behalf of:

[insert full name of the Applicant or the name of the Authorized person]

Address: _____

[insert street number/town or city/country address]

Dated:

[insert date the document is signed i.e. day number] day of [insert month], [insert Year]

[For an authorized representative to sign on behalf of the Workshop(s) / Supplier(s), the Authority Letter shall be required]

Form ELI – 1.1

Applicant Information Form

Date of this Application submission: _____

Request for No.: PO/CPD/28/2026

Title of : of Authorized Distributors/ Partners for supply
of Laptops.

Page No.: Page _____ of _____ pages

Applicant's (Person) name along with nationality:

[insert full name]

Authorized Distributors/ Partners Name: _____
[indicate the full name of Supplier(s)]

Applicant's actual or intended country of registration: _____
[indicate country of Constitution]

Applicant's actual or intended year of incorporation: _____
[indicate year of Constitution]

Applicant's legal address [in country of registration]:

[insert street/ number/ town or city/ country]

Applicant's authorized representative information:

Name: _____
[insert full name]

Address: _____
[insert street/ number/ town or city/ country]

Telephone/Fax numbers: _____
[insert telephone/fax numbers, including country and city codes]

E-mail address: _____
[indicate e-mail address]

Website address: _____
[indicate website of the Supplier(s)]

Attached are copies of original documents of:

1. Complete company profile including Name, Registered Office, Address, Telephone, Fax and e-mail address, complete contact details of the contact person, details of branch offices and staff details (branch-wise)
2. NTN Registration Certificate
3. Sales Tax Registration (GST) Certificate
4. Certificate / documentary evidence showing that the Supplier/Contractor's Name is showing in the Active Taxpayer (ATP) list
5. Documentary evidence regarding date of Establishment of business (GST / SECP / any Govt. Body etc.
6. Established Supplier/Contractor's setup at All over Pakistan.
7. Audited Report from the Chartered Accountant firm or Financial Statements for last three years or Bank Statements.
8. List of Clients in the Supplier/Contractor's credit along-with their letter of intent / award or agreement or performance certificate from these clients for verification. The clients include National, Multi-National Companies, Government Departments, Autonomous Bodies, Financial Institutions/Banks.
9. Authority Letter for the appointment of an authorized representative as per the given format.
10. Affidavit on Non-judicial stamp paper (Signed and Stamped by the Supplier/Contractor and duly notarized by the Oath Commissioner) having worth Rs.100/- stating that:
 - a. The applicant / bidder has never been blacklisted by any Government/ Semi Government/ Autonomous/ Private Organization/ Department due to poor services.
 - b. The applicant/ bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
 - c. The applicant/ bidder has never been involved in litigation with any Government/ Semi Government/ Autonomous/ Private Organization/ Department.
 - d. The Bidder covenants and warrants that it is not currently in default, breach, or non-compliance under any contractual agreement signed with SLIC (Principal Office) or any Regional/ Zonal office of SLIC."
 - e. The State Life Insurance Corp. of Pakistan (SLIC) reserves the right to reject the application/ bid of the applicant/ bidder 'without assigning any reason' if the applicant/ bidder shall be found or purported to be engaged in the aforementioned offenses.

Form ELI -1.1 (continued)

Applicant Information Form

Date of this Application submission: _____

Request for No.: PO/CPD/28/2026

Title of : _____ of Authorized Dealers/ Suppliers
for Supply of Laptops

Page No.: Page _____ of _____ pages

1. Title of Business (Supplier(s) Full Name): _____

2. Date of Establishment of Business: _____

3. NTN Number: _____

4. Sales Tax Registration Number (STRN): _____

5. Whether the Name of Supplier/Contractor is available in the Active Tax Payer (ATP) List?

Yes OR No

6. Contact person name (All over Pakistan): _____

7. Contact person designation (All over Pakistan): _____

8. Supplier/Contractor Address in All over Pakistan: Shop #:

9. Floor: _____ Area / Plaza: _____

10. Sector: _____ P.O. Box and Mailing Address (All over Pakistan): _____

11. Telephone Number Landline (All over Pakistan): _____

Form FIN – 3.1
Financial Situation and Performance

[The following table shall be filled in for the Applicant]

Date of this Application submission: _____ Request for

No.: PO/CPD/28/2026

Title of: _____ of Authorized Dealers/ Supplier Maintenance of _____ for Repair & Laptops

Page No.: _____ Page _____ of _____ pages

1. Financial data

Type of Financial information in (PKR)	Historic information for previous 05 Years (Amount in currency, PKR)				
	Year 1	Year 2	Year 3		-
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Profits After Taxes (PBT)					

Signature & Stamp
(Authorized representative of the Applicant)

Form FIN – 3.1 (continued)

11. Financial documents

The Applicant shall provide copies of Audited Report or Bank financial statements for last (03) three years pursuant Section III (Qualification and Evaluation Criteria), Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant, and not an affiliated entity (such as parent company, group member or Joint Ventures [JV] etc.).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.
- (e) Attached are copies of Audited Statements for the last three (03) year.

Signature & Stamp

(Authorized representative of the Applicant)

Form FIN - 3.2

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant]

Date of this Application submission: _____

Request for No.: PO/CPD/28/2026

Title of: _____ of Authorized Dealers/ Suppliers
for Supply of Laptops

Page No.: Page _____ of _____ pages

Annual turnover data			
Year [indicate calendar year]	Amount Currency [insert amount and indicate currency]	Exchange rate (I fapplicable)	PKR equivalent
		Average Annual Turnover	

Signature & Stamp
(Authorized representative of the Applicant)

Form CON – 3.1

Current Contract Commitments / Contracts in Progress

[The following table shall be filled in for the Applicant]

Date of this Application submission: _____

Request for No.: PO/CPD/28/2026

Title of : _____ of _____

Authorized Dealers/ Suppliers for Supply of Laptops

Page No.: _____ Page _____ of _____ pages

Name of Contract	Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	monthly invoices over the last six months (PKR/mon.)

Signature & Stamp
(Authorized representative of the Applicant)

Form EXP – 1

Details of All Contracts

[The following table shall be filled in for the Applicant]

Date of this Application submission: _____

Request for No.: PO/CPD/28/2026

Title of : _____ of Authorized Dealers/ Suppliers
for Supply of Laptops

Page No.: Page _____ of _____ pages

44. Contracts during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Remarks

Signature & Stamp

(Authorized representative of the Applicant)

Form PER – 1

Historical Contract Non - Performance, and Pending Litigation and Litigation History

Date of this Application submission: _____

Request for No.: PO/CPD/28/2026

Title of: _____ of Authorized Dealers/ Suppliers
for Supply of Laptops

Page No.: Page 01 of 03 pages

1. Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
☐ Contract non-performance did not occur since 1st January 2023 specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
☐ Contract not performed since 1st January 2023 specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (PKR)
	[insert amount and percentage]	Contract Name & No: Name of Procuring Agency: Reason(s) for nonperformance:	

		Contract Name & No: Name of Procuring Agency: Matter in dispute: Party who initiated the dispute: Status of dispute:	
Date of this Application submission: _____ Request for No.: PO/CPD/28/2026 Title of : of Authorized Distributors/ Partners for Supply of Laptops Page No.: Page _03_ of _03_ pages			
3. No consistent history of court/arbitral award decisions			

☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (PKR)
		Contract Name & No: Name of Procuring Agency: Matter in dispute: Party who initiated the dispute: Court/ arbitral award decision:	

List of Documents to be part of Application List of

Documents (To be attached with proper tagging)

Eligibility Documents

Tag/Page

Number

1. All pages of documents duly signed/stamped by applicant.	
2. Proof of company/firm's registration in Pakistan with relevant professional/regulatory authority.	
3. Undertaking (on Stamp Paper) that the Applicant is not blacklisted or debarred by any government, regulatory or other body.	
4. Certification of Registration for NTN and STN/PRA	
5. Print of Active Taxpayers Compliance Level from FBR/PRA Websites	
6. Provision of beneficial ownership information of the company (Applicant) as per prescribed Performa in accordance with provisions of Forms-42, 43 and 44 of the Securities & Exchange Commission of Pakistan. Format attached as Form-UBOI in Section-IV.	
Qualification Documents	
7. All the Forms (completely filled and duly signed/stamped) of Section IV of Part-1 (Application Forms) of Documents.	
8. Details of HR with their qualification, designation and CNIC Numbers.	
9. Copies of related Contracts/WOs/POs (with Public or Private Organizations).	
10. AUDITED STATEMENTS OF ACCOUNTS for the PAST THREE (3) YEARS duly supported by audited statements or Bank Statement of last one year (in case of Bank Statement, reason to be justified)	

Section – V: Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

In reference to ITA 5.1, for the information of the Applicants, at the present time, Authorized Distributors/ Partners from the following countries are excluded from this process:

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

- ☐ Armenia
- ☐ Israel
- ☐ India
- ☐ Taiwan

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>

Section VI - Fraud and Corruption

1. All Applicants are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Admin/Procurement Department/any other office of SLIC or to the end user etc. Furthermore, if any concerned person from SLIC asks such type of bribe/favors against qualification/bills/acceptance certificates etc., immediately inform Admin Department of SLIC.

SLIC will protect the personal and confidential information of the Applicant, in this regard:

2. If any Vendor has already offered Bribe/favors to any person of SLIC than no Claims of foul play will be entertained and such situation will be dealt as per PPRA instructions as per Rule-19.

3. SLIC (Principal Office) All over Pakistan reserve the right to initiate proceedings for blacklisting as per Rule-19 of PPRA, if a firm/supplier consistently fail to provide satisfactory performance or is found to be indulging in corrupt or fraudulent practices or any other violation as per PPRA Rule-19.
4. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in any public procurement or disposal proceedings for the period as specified in PPRA Rules, if corrupt and fraudulent practice as defined in PPRA rules is established against the bidder or the bidders in pursuance of blacklisting proceedings.
5. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period as specified in PPRA Rules, if the bidder fails to perform his contractual obligations during the execution of contract or breaches the contract due to his capacity and capability to perform or otherwise.
6. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period as specified in PPRA Rules, if the bidder fails to abide with a bid securing declaration/ contract, if taken in any of agreement(s), however without being indulged in any corrupt and fraudulent practice.

PART 2 - Scope of Works

Section VII – Scope of Services / Terms of Reference (TORs)

The applicant shall provide Purchase and supply of Laptops and thereafter provide after Sales Services at SLIC Offices/ All over Pakistan. After , vendor must provide three years complete warranty including parts and labor at site of its quoted item(s).

Details are as under: -

S#	Type of Laptops.	Estimated Qty	Location/District of RHO All over Pakistan Region
1	Laptops (with Bag) Technical Specification is attached at Annexure-B-1	43	Principal Office and All offices across Pakistan \ list of PO, Regional and Zonal office are attached at Annexure-A-1 & A-2.

Note:-

- Quantities of Laptops may increase or decrease.
- Any or all items can be dropped.
- Contract will be signed/ Purchase Order will be issued to Most advantageous bidders with respect to cost, work reliability, near to approach etc.

2. Duration and Type of Agreements

In line with PPRA rules agreement will be signed with successful bidders for the supply of laptops.
Annexure-C.

STATE LIFE PRINCIPAL OFFICE

State Life Building No.09, Dr. Ziauddin Ahmed Road

Karachi 75530

Telephone No. (021) 99204521

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> 2 ND Floor, PIABuilding 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> 2 ND Floor, Barq Medical Complex, Ahmed Pur Road, Bahawalpur. Tel. (062)9255299 <u>RAHIM YARKHAN</u> State Life Building, Abu Dhabi Road, Rahim Yar Khan Tel: (068)9230032 <u>SAHIWAL</u> State Life Zonal Office, 6 th 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, Sheikhupura. 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> BarayMian 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	8	G&P DIVISION KARACHI <u>PRINCIPLE OFFICE</u> <u>G&P KARACHI ZONE</u> State Life Building No.2. Wallace Road. Karachi (South),Tel: (021)99217044 <u>G&P RAWALPINDI ZONE</u> State life Building # 8 ,Kashmir Road Opp, Jahangir Restaurant.Rawalpindi <u>G&P LAHORE ZONE</u> State Life Building,15-A, Davis Road Lahore. Tel: (042)99205121-22,99205122 <u>G&P PESHAWER ZONE</u> 3rd Floor, State Life Building,34- The Mall, Peshawar Cantt. Tel: (091)9211588

Technical Specifications**Annexure-B-1****Details of Approved Specifications and Rates for Laptops (with Bag) and Antivirus.**

	Tier I	Tier I	Tier II	Tier II	Tier III
Brand/Model					
Processor	Intel ® Core i7 240H	Intel ® Core i7 240H	Intel ® Core i5 210H	Intel ® Core i5 210H	Intel ® Core i3 100U processor
Processor Generation	14 th Generation	14 th Generation	14 th Generation	14 th Generation	14 th Generation
Processor Speed	UP to 5.2GHz	UP to 5.2GHz	UP to 3.6GHz	UP to 3.6GHz	UP to 3.3GHz
RAM	16 GB DDR-V RAM	16 GB DDR-V RAM	8 GB DDR-	8 GB DDR-	8 GB DDR-
SSD, M2, NVME	1TB	1TB	1TB	1TB	1TB
Screen Size	14"	16"	14"	16"	16"
Screen Display	FHD Display	FHD Display	FHD Display	FHD Display	FHD Display
Graphic card	Integrated Intel UHD Graphics	Integrated Intel UHD Graphics	Integrated Intel UHD Graphics	Integrated Intel UHD Graphics	Integrated Intel UHD Graphics
Connectivity	10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi .Bluetooth	10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi .Bluetooth	10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi .Bluetooth	10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi .Bluetooth	10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi .Bluetooth
Connectors	USB 3.0(2),HDMI, Headphone Output, USB Type C	USB 3.0(2),HDMI, Headphone Output, USB Type C	USB 3.0(2),HDMI, Headphone Output, USB Type C	USB 3.0(2),HDMI, Headphone Output, USB Type C	USB 3.0(2),HDMI, Headphone Output, USB Type C
I/O Device	Backlight keyboard & Standard Mouse, Web Cam				
Operating System	Window 11 Professional 64 Bit OEM	Window 11 Professional 64 Bit OEM	Window 11 Professional 64 Bit OEM	Window 11 Professional 64 Bit OEM	Window 11 Professional 64 Bit OEM
Warranty	3 Year	3 Year	3 Year	3 Year	3 Year
Miscellaneous	Laptop Bag	Laptop Bag	Laptop Bag	Laptop Bag	Laptop Bag
Antivirus	Kaspersky 03 yrs subscription or Higher or Equivalent	Kaspersky 03 yrs subscription or Higher or Equivalent	Kaspersky 03 yrs subscription or Higher or Equivalent	Kaspersky 03 yrs subscription or Higher or Equivalent	Kaspersky 03 yrs subscription or Higher or Equivalent
Office	MS-Office latest version or Eq	MS-Office latest version or Eq	MS-Office latest version or Eq	MS-Office latest version or Eq	MS-Office latest version or Eq

AGREEMENT

For the Procurement of Laptops with Three-Year After-Sale Support (Parts & Labor)

This Agreement is made on this ____ day of _____, 20, at [City], Pakistan

BY AND BETWEEN:

[State Life Insurance Corporation of Pakistan], established under [Act/Ordinance], with its Principal Office located at [Complete Address] (hereinafter referred to as the "**Purchaser**"), which expression shall include its successors, legal representatives and permitted assigns,

AND

[Name of Supplier/Vendor], a company incorporated under the Companies Act, 2017, with its registered office at [Address] (hereinafter referred to as the "**Supplier**"), which expression shall include its successors, legal representatives and permitted assigns.

WHEREAS:

- The Purchaser, in accordance with the **Public Procurement Regulatory Authority (PPRA) Rules**, initiated a competitive procurement process via Tender No. [] ***dated*** [], for the establishment of a Agreement for the supply of IT Equipment;
- The Supplier has been declared the successful bidder and is willing to provide the Goods and Services in accordance with the terms set forth herein;
- The Purchaser desires to enter into an Agreement for a term of **(03) years**, for the supply of items for the offices listed in **Annexure-A-1 & A-2**.

NOW, THEREFORE, the Parties agree as follows:

1. DEFINITIONS

1.1 "Agreement" means this Agreement, including all annexures, appendices, and referenced documents.

1.2 "Goods" means laptops, and associated peripherals.

1.3 “Services” means after-sale support, including repair/replacement, labor, and parts for three years from installation date.

1.4 “Purchase Order (PO)” means a specific order issued by the Purchaser to the Supplier under this .

2. SCOPE OF SUPPLY AND SERVICES

2.1 The Supplier shall provide, deliver, install, and maintain the Goods in accordance with the technical specifications detailed in **Annexure-B-1**.

2.2 The Supplier shall provide **comprehensive after-sale service**, including labor, spare parts, and technical support for **three (3) years** from the date of installation.

2.3 Equipment will be delivered to the locations listed in **Annexure-A-1 & A-2**, which includes the Principal Office, Regional Offices, and Zonal Offices across Pakistan.

3. TERM OF AGREEMENT

3.1 This Agreement shall remain in force for a period of **three (03) years** from the Effective Date.

3.2 Purchase Orders may be issued at anytime during the validity period.

3.3 No other supplier shall be allowed to supply the items covered under this Agreement during its validity.

4. TECHNICAL SPECIFICATIONS & WARRANTY

4.1 Technical specifications are provided in **Annexure-B-1**.

4.2 The Supplier shall ensure all equipment is brand new, of genuine make, and carries a minimum **three (03) years warranty**, including labor and parts. If three years warranty is not provided by original manufacturer, supplier shall provide the same.

5. PRICES AND PAYMENT TERMS

5.1 Prices will be fixed for entire period of Contract and shall remain unchanged during the term of the Agreement. If supplier agrees to supply additional items on “as and when required basis”, SLIC will issue purchase order accordingly.

5.2 Payment shall be made within **30 days** of successful delivery, installation and on satisfactory working, and submission of invoice, supported by a delivery and installation report signed by the end user and counter-signed by an authorized officer of the Purchaser.

6. PERFORMANCE GUARANTEE

6.1 The Supplier shall submit a **Performance Guarantee** equivalent to **03%** of the total contract value in the form of an unconditional Bank Guarantee, Pay order in favor of SLIC valid for the duration of the Agreement/ Warranty period.

7. DELIVERY & INSTALLATION

7.1 The Supplier shall deliver and install Goods within (04) weeks from the date of contract signing. In case of genuine reason regarding delay in delivery the supplier shall inform in writing and the delivery time may be extended at the discretion of State Life.

7.2 Supply of laptops shall be carried out at the locations specified in the respective PO, without additional cost to the Purchaser.

8. AFTER-SALE SERVICE OBLIGATIONS

8.1 The Supplier shall provide full after-sale support, including:

- Free on-site repairs
- Replacement of faulty components
- Quarterly preventive maintenance
- 24/7 helpdesk or escalation mechanism

8.2 Response Time:

- **Critical Faults:** within 24 hours
- **Minor Faults:** within 72 hours
- **Replacement Time:** maximum of 7 working days

8.3 Failure to comply may result in penalties or termination under Clause 11.

9. LIQUIDATED DAMAGES

9.1 In case of delay in delivery or installation, the Purchaser reserves the right to impose **liquidated damages @ 0.5% per day**, up to a maximum of **10%** of the respective PO value.

10. INSPECTION & ACCEPTANCE

10.1 All Goods shall be subject to inspection by the Purchaser's technical team.

10.2 Acceptance shall be confirmed after satisfactory delivery and installation, and issuance of the Acceptance Certificate by the authorized officer.

11. TERMINATION

11.1 The Purchaser may terminate this Agreement if the Supplier:

- Fails to meet obligations repeatedly
 - Provides substandard or counterfeit equipment
 - Becomes insolvent or bankrupt
-

12. DISPUTE RESOLUTION

12.1 Any dispute arising out of this Agreement shall be resolved amicably.

12.2 If unresolved, the matter shall be referred to arbitration under the **Arbitration Act, 1940**, at [City], Pakistan.

13. GOVERNING LAW

13.1 This Agreement shall be governed by and construed in accordance with the laws of **Islamic Republic of Pakistan** and **Public Procurement Rules**.

14. MISCELLANEOUS

14.1 This Agreement, including annexures, forms the complete understanding between the parties.

14.2 Any amendment must be in writing and signed by both parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date written above.

FOR THE PURCHASER

Signature: _____

Name:

Designation:

CNIC:

Date:

FOR THE SUPPLIER

Signature: _____

Name:

Designation:

CNIC:

Date:

ANNEXURE-A-1 & A-2: LIST OF OFFICES

(Including Principal Office, Regional Offices, Zonal Offices with addresses and contact details)

ANNEXURE-B-1: TECHNICAL SPECIFICATIONS

(Detailed specs for laptops, brand, warranty terms).