# REQUEST FOR PROPOSAL

## SUPPLY INSTALLATION AND CONFIGURATION OF VIRTUALIZATION ARCHITECTURE (END TO END SOLUTION)
## STATE LIFE INSURANCE CORPORATION OF PAKISTAN

| | |
|---|---|
| **Name of the Respondent** | |
| **Address** | |
| **Telephone** | |
| **Fax** | |
| **Email** | |

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

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# Section I: Invitation for Proposal

1. State Life Insurance Corporation of Pakistan intends to procure an end-to-end enterprise virtualization solution comprising the supply, installation, configuration, licensing, migration, testing, training, warranty, and support services specified in this RFP.

2. State Life Insurance Corporation of Pakistan, hereinafter referred to as "the Purchaser," invites proposals from service providers, hereinafter referred to as "Respondents," under the Single Stage Two Envelope Procedure prescribed by the Public Procurement Rules, 2004. Eligible Respondents must be registered with the applicable Sales Tax and Income Tax authorities and must submit their proposals through EPADS in accordance with this RFP.

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

4. All proposals must be valid for **One Hundred and Twenty (120)** days and any bid shorter than subject bid validity will be declared as conditional and will be declared non-responsive

5. **Tender Schedule**

| | | |
|---|---|---|
| **A** | Bid Submission Timeline Through EPADs | 08/10/2026 @ 11:00 AM |
| **B** | Bid Opening Timeline | 08/10/2026 @11:30 AM |
| **C** | Clarification Timeline | 28/09/2026 UPTO 05:00 PM |
| **D** | Pre bid meeting Session | 22/09/2026 11:00 AM |

5. Address for submission of Hard Copy of Bid Security amounting to **PKR. 1350,000/-** in favor of "**SLIC H&AI PREMIUM COLLECTION ACCOUNT**" in the form of pay order/ demand draft and any other document if needed:

"Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI) Regional Office, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad"
Contact No: 051-9216344

**Email for clarity and information regarding general conditions:**
waqashassan1995@gmail.com ; mwaqas.slic09@gmail.com
**Email for Technical Clarification:**
sys.architect.health@statelife.com.pk; dba.health.isb@statelife.com.pk

# Section II: Instruction to Respondents

## 1. DEFINITIONS:

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

**a)** "Proposals" means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for "End-to-End Supply, Installation, and Migration of Services on Virtualized Architecture (VMware, DCS, or Equivalent Platforms)**"** through EPADs.
**b)** "State Life" means State Life Insurance Corporation of Pakistan.
**c)** "Procuring Agency" means State Life Insurance Corporation of Pakistan
**d)** "H&AI" Health and Accidental Insurance, Regional Office, Islamabad,
**e)** "Service Provider/ Bidder/ Vendor" means any entity that furnishes proposal in response to this RFP through EPADs
**f)** "Competent Authority" means the CEO State Life
**g)** "RFP" means Request for Proposal
**h)** "Committee" means committee constituted by State Life for evaluation of proposal
**i)** "Equipment" corresponds to **virtualization stack** as mentioned in Scope of Work
**j)** "Government" means the Government of Pakistan
**k)** "PPRA Rules" Public Procurement Rules 2004
**l)** "SOW" means Scope of Work
**m)** "EPADs" stands for E-Pak Acquisition and Disposal System

## 2. INTRODUCTION

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

IT Department is actively engaged in development of different software applications. Further State of the art Data Center has also been set up at H&AI Regional Office, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad to cater technological requirements of the Corporation

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

## 3. VALIDITY OF PROPOSALS

Proposals must be valid for a period of One Hundred and Twenty (120) days after the date of its submission prescribed in RFP. A proposal valid for shorter period will be declared as non-responsive. State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals).

## 4. RIGHT TO ACCEPT / REJECT PROPOSAL

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

# 5. FRAUD AND CORRUPTION

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

# 6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

## 6.1. RFP CLARIFICATIONS

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

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

## 6.2. AMENDMENTS IN RFP

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



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# 7. PROCESS FOR HIRING OF SERVICES

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

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

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

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

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

Subject to scrutiny of Financial Proposal, the Final Evaluation Report will be published on EPADs, PPRA and State Life Website and after completion of necessary timeline, an agreement with most advantageous bidder will be signed (Copy of Draft Agreement is enclosed herewith). The said agreement will be negotiated with the most advantageous bidder and mutually agreed agreement will be signed thereof



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# 8. MANDATORY CRITERIA

## 8.1. GENERAL TERMS

Eligible Service Provider/Respondent must fulfill following criteria:

i. All Proposals must be furnished on EPADs and proposal submitted by any mode other than EPADs won't be accepted

ii. Must have relevant business experience of at-least Five (5) years

iii. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Government legal entities, sales tax and income tax departments) and on active taxpayer list.

iv. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.500/- **(Five Hundred Rupees Only/-)** duly authorized by Notary Public is mandatory);
The said affidavit must be uploaded on EPADs along with **technical proposal** as scanned copy. Further hard copy of the said affidavit must be furnished along with hard copy of Bid Security well before Bid Submission Timeline at the address appended at Serial No v below

v. Bid Security amounting to **PKR 1350,000/-** in the form of Pay order/ Bank Draft in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" must be submitted as scanned copy with technical proposal on EPADs and hard copy must reach to the office of undersigned well before Bid Submission Timeline:

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

vi. Vendor must be OEM Certified Partner and must have dedicated support team. Further Local Office in Rawalpindi/Islamabad is must (Relevant documentation is required)

vii. Vendor must furnish undertaking as per format at Annex-B both as scanned copy with technical proposal on EPADs and also in hard copy along with relevant documentation as required by Clause-iv and Clause-v at the address specified

viii. Must obtain minimum **60** points in Technical Evaluation with **50%** in each category and subcategory (where applicable is mandatory)

## 8.2. TECHNICAL MANDATORY REQUIREMENT:

i. Vendor is advised to quote a single model with complete details and without any OR Condition. If vendor quotes two models than it will be construed as a conditional bid and proposal will be declared as non-responsive

ii. Quoted Equipment must have standard warranty

iii. Equipment quoted must have local market footprints

iv. Equipment quoted must have after sales service

v. Vendor should attend Pre-Bid meeting for the requirements validation

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

## 9. DISQUALIFICATIONS

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

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

## 10. REQUEST FOR PROPOSAL

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP, shall be at Respondent's own risk and will be liable for rejection. When Respondents receive the RFP, and if they can meet the requirements of the RFP and the commercial and contractual conditions, they should make arrangements necessary to prepare a responsive proposal

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

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

## 11. PREPARATION OF PROPOSAL

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

i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initialized by the authorized person signing the proposal

ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be

indicated by written power of attorney or authority letter and shall accompany the proposal.

iii. Proposals received by any means other than EPADs will be declared non-responsive and will be rejected

iv. All expenses related to participation in this tender document shall be borne by the respondents

v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission

vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP

vii. All proposals must be furnished as per Single Stage Two Envelop Procedure

# 12. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

## 12.1. TECHNICAL PROPOSAL

i. Cover letter on respondent's official letter (format is attached as Annex-A)
ii. Verifiable information of number of clients served on official letterhead duly signed and stamped
iii. Provide details of similar project completed with minimum overall value of at least **30.0 million** in last five (5) years. Here project corresponds to a single assignment and similar project means supply, installation and commission of equipment at Data Center
iv. All relevant proofs as requested in Mandatory Criteria---Clause-8
v. Undertaking as per format placed at Annex-B
vi. Complete details of quoted product as per format placed at Annex-C
vii. Bank Statement for the period July 01, 2025 to June 30, 2026

All the above papers should be duly signed by the authorized signatory.

## 12.2. FINANCIAL PROPOSAL

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

# 13. EVALUATION OF PROPOSALS

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

i. During evaluation of technical proposals, the Committee, may, at its discretion, ask the Respondents for clarification of their proposals. However, such clarification would not effectuate any change in the substance of the proposal.

ii. After the technical evaluation the Technical Evaluation Report will be published as per PPRA Rule-35 on EPADs, PPRA and State Life Website. After uploading of Technical Evaluation Report, technically responsive bidders will be intimated through EPADs and other means of correspondence about opening of Financial Proposal

iii. Bidders who are not found technically responsive will also be intimated via letter regarding the overall status and they will be required to collect Bid Security furnished without opening their financial proposal

iv. The committee would undertake the financial evaluation of proposals of bidder/bidders found technically responsive and in case any clarity is required it will be taken in writing and after detailed evaluation, Final Evaluation Report as per PPRA Rules will be published on EPADs, PPRA and State Life Website

# 14. EVALUATION OF TECHNICAL PROPOSAL

The Committee shall evaluate technical proposals against the qualification parameters and scoring criteria stated below. A proposal must obtain at least 60 marks out of 100 overall and at least 50% of the available marks in each applicable category and subcategory to qualify for financial evaluation. The technical score shall then be converted to its 70% weighted value using the formula in Clause 14.1.



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# Technical Specifications

| S.No | Component | Minimum Mandatory Requirement |
|---|---|---|
| 1. | **Quantity** | Two identical enterprise-grade rack servers, complete with all required accessories, licenses and components specified in the RFQ. |
| 2. | **Intended workload** | The servers shall support enterprise virtualization workloads using VMware, Microsoft Hyper-V, DCS, KVM or an equivalent enterprise virtualization platform. |
| 3. | **Form factor and chassis** | Maximum 2U rack-mount server chassis supporting dual-socket processors and up to two double-width GPUs. The chassis shall provide front-accessible hot-swappable drive bays and tool-less access for maintenance. |
| 4. | **Processor architecture** | Enterprise-grade x86-64 or equivalent processor architecture. |
| 5. | **Processor count** | Minimum two processors installed per server. |
| 6. | **Processor capacity** | Each processor shall have a minimum base frequency of 2.0 GHz and at least 28 physical cores. |
| 7. | **Processing capacity** | Minimum 56 physical CPU cores per server. The proposed platform shall be capable of supporting at least 224 virtual CPUs through the supplied virtualization platform. Allocation of vCPUs shall be subject to workload sizing and the virtualization platform supported CPU-overcommit ratio. |
| 8. | **Configured memory** | Minimum 256 GB DDR4 or higher-speed ECC Registered memory installed per server. |
| 9. | **Memory slots and expansion** | Minimum 24 DIMM slots, with memory scalability of at least 1.5 TB per server. |
| 10 | **GPU support** | Chassis shall support installation of up to two double-width enterprise GPUs. Required GPU risers, power cables, cooling components and enablement kit shall be included or clearly identified in the Bill of Materials. GPUs are not required unless separately specified in the financial schedule. |
| 11 | **Storage bays** | Minimum eight front-accessible 2.5-inch SAS, SATA or SSD hot-swappable drive bays. |
| 12 | **System storage** | Minimum two 960 GB enterprise SAS SSDs, 12 Gb/s, read-intensive or better, configured in RAID 1 for the operating system and virtualization platform. |
| 13 | **RAID controller** | Hardware RAID controller with minimum 4 GB protected cache, supporting RAID 0, 1, 5, 6, 10, 50 and 60. Cache protection shall be flash-backed, battery-backed or equivalent. |
| 14 | **1GbE networking** | Minimum four 1GbE RJ45 Base-T Ethernet ports per server. |
| 15 | **25GbE networking** | Minimum two 25GbE SFP28 ports per server. |
| 16 | **Optical transceivers** | Minimum two compatible 25GBase-SR multimode SFP28 optical transceivers per server. Transceivers shall be OEM-supported or OEM-certified. |
| 17 | **PCIe expansion** | Minimum four PCIe Gen4 slots for I/O expansion, including suitable slots for RAID, network adapters and GPU expansion. At least two slots shall support the proposed double-width GPU configuration where GPUs are required. |
| 18 | **Remote management** | Integrated enterprise-grade out-of-band server management with a dedicated management port. It shall support Redfish, SNMP, IPMI 2.0 or equivalent standard management interfaces. |
| 19 | **Management software** | OEM infrastructure-management software for hardware monitoring, inventory, health status, alerts, firmware management, remote console and lifecycle management shall be provided. Required enterprise management licenses shall be included for the warranty period. |

| S.No | Component | Minimum Mandatory Requirement |
|---|---|---|
| 20 | **Power supplies** | Two redundant hot-pluggable power supplies per server in a 1+1 configuration. Each power supply shall be rated at a minimum of 2,000 W AC, 80 PLUS Platinum certified or higher. |
| 21 | **Cooling** | N+1 redundant, hot-swappable, variable-speed cooling fans suitable for the fully configured server, including the proposed processors, adapters and GPUs. |
| 22 | **Rack accessories** | All required rack rails, cable-management arms, power cables, optical modules, network accessories and other installation components shall be included. |
| 23 | **Virtualization software** | Virtualization software, licenses and support shall be provided as specified in the licensing schedule. The bidder shall state the product, edition, license metric, subscription or perpetual status and support period. |
| 24 | **Installation and configuration** | Installation, firmware updating, RAID configuration, virtualization platform deployment, network configuration, testing and integration with the existing SLIC infrastructure shall be included. |
| 25 | **Migration compatibility** | The proposed solution shall be compatible with SLIC existing infrastructure. The bidder shall submit a migration and integration approach covering existing virtual machines, networking, storage and management. |
| 26 | **Training** | Complete administrator-level training for the supplied servers, management platform and virtualization architecture shall be provided to nominated SLIC technical personnel. |
| 27 | **Warranty** | Minimum three-year OEM warranty with 9x5 technical support and Next Business Day onsite service, including parts replacement. |
| 28 | **Firmware and updates** | OEM firmware, drivers, security updates and management-software updates shall remain available throughout the warranty period. |
| 29 | **OEM presence** | The OEM shall have an established in-country presence, including offices and/or authorized service or spare-parts facilities in at least three major cities of Pakistan, for the preceding seven years. |
| 30 | **OEM authorization** | The bidder shall submit a valid Manufacturer Authorization Form or OEM authorization letter specifically issued for this procurement. |
| 31 | **Product status** | The offered server model and major components shall be current, commercially available and not declared End of Sale or End of Support at the time of bid submission. |
| 32 | **Documentation** | The bidder shall provide OEM datasheets, detailed Bill of Materials with part numbers, compliance sheet, warranty verification details and solution architecture. |

| S.No. | Evaluation Component | Minimum Requirement and Scoring Criteria | Maximum Marks |
|---|---|---|---|
| **1** | Technical compliance with enterprise server specifications | Mandatory: Two identical 2U enterprise servers; 2 × processors per server;<br>Each processor ≥2.0 GHz and ≥28 physical cores;<br>≥256 GB DDR4 ECC Registered RAM or Higher, scalable to ≥1.5 TB;<br>Support for two double-width GPUs;<br>≥8 hot-swap drive bays;<br>2 × 960 GB SAS SSDs in RAID 1;<br>RAID controller with ≥4 GB protected cache;<br>4 × 1GbE RJ45;<br>2 × 25GbE SFP28 with two 25GBASE-SR modules;<br>≥4 PCIe Gen4 slots;<br>redundant 2,000 W Platinum PSUs;<br>Integrated management;<br>Virtualization installation, Training and Certification | FC = 40<br>PC = 20<br>NC = 0 |
| **2** | Virtualization software licenses and support | Perpetual license with ≥5 years OEM support: 25 marks;<br>Subscription/license with ≥3 years support: 10 marks;<br>Less than 3 years: 0 marks. | FC = 25<br>PC = 10<br>NC = 0 |
| **3** | Hardware warranty and support | ≥3 years OEM warranty with 24x7 technical support and onsite service: 5 marks<br>2 years OEM-backed onsite support: 3 marks<br>< 2 years: 0 marks | FC = 05<br>PC = 03<br>NC = 0 |
| **4** | OEM relationship and authorization | Valid OEM partner/reseller certificate and procurement-specific Manufacturer Authorization Form: 5 marks;<br>missing or unverifiable documentation: 0 marks. | FC = 05<br>NC = 0 |
| **5** | Local office | Operational office in Islamabad or Rawalpindi, supported by documentary evidence: 5 marks; no qualifying local office: 0 marks. | FC = 05<br>NC = 0 |
| **6** | OEM support undertaking | OEM letter confirming support, firmware/software updates and spare-parts availability for ≥3 years: 5 marks; 2 years: 3 marks; less than 2 years or no OEM letter: 0 marks. | FC = 05<br>PC = 03<br>NC = 0 |
| **7** | Successful similar deliveries | Similar enterprise server/virtualization deliveries to more than 10 public or private organizations: 5 marks; 6–10 organizations: 3 marks; 1–5 organizations or no acceptable evidence: 0 marks.<br>Purchase orders, contracts or completion/performance certificates must be provided. | FC = 05<br>PC = 3<br>NC = 0 |
| **8** | Compatibility with existing SLIC infrastructure | Suitability of the proposed solution for SLIC's existing environment, supported by solution architecture, migration methodology, implementation plan, risk controls and rollback approach. Evaluation committee may award 0–5 marks. | FC = 05<br>NC = 0 |
| **9** | Pre-bid meeting | Attendance by the bidder's authorized technical representative: 05 marks; non-attendance: 0 marks. | FC = 05<br>NC = 0 |
| | **Total** | | **100** |

**Basis of Evaluation:**

**A.** Weightage of Technical Evaluation will be **70%** and weight of financial proposal will be **30%**
**B.** The weightage will be calculated as per the average weighted formula appended below
**C.** Minimum Qualifying Marks for Technical Evaluation are **60 Marks** out of **100 Marks**

## 14.1. Weightage Average formula for Technical Evaluation:

**Weightage for technical evaluation is 70% and will be calculated as per following formula:**

*Weighted Technical Score = (Marks Secured ÷ Highest Technical Score) × 70.*

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## 15. EVALUATION OF FINANCIAL PROPOSAL

Evaluation of Proposals found to be technically responsive will be carried out as per following procedure:

**A.** First of all, we will check general computations
**B.** In case of any error in calculations/ computations we will proceed as per actual calculations
**C.** Tax Calculations will also be checked
**D.** Compliance of Financial Proposal with required format

Subject to above general checking, the financial evaluation will be done as per following formula

**Assigning 30% Weightage, the formula is appended below:**

(100 — ((Quoted Cost in PKR – Lowest Cost in PKR)/Lowest Cost in PKR) * 100)) *0.3

## 16. DETERMINATION OF MOST ADVANTAGEOUS BIDDER

Subject to Technical and Financial Evaluation most advantageous bidder will be decided as per following formula:

**Most Advantageous Bidder=** Weightage Average Technical Score (70% Weightage) + Weightage Average Financial Score (30%)

Bidder who will secure **highest marks** will be the most advantageous bidder

## 17. BID SECURITY DEPOSIT

Bid Security amounting to **PKR 1,350,000** must be furnished by the respondent in shape of Demand Draft/Pay order in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as scanned copy along with technical proposal on EPADs.

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

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

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

## 17.1. RELEASE OF BID SECURITY

**A.** Bid Security of bidders who aren't most advantageous will be released subject to completion of formal procurement proceedings i.e. conclusion of timeline post final evaluation report uploading on EPADs, PPRA and State Life Website as per PPRA Rules

**B.** Bid Security of Technically Non-Responsive Bidder will be released subject to completion of timeline post uploading of Technical Evaluation Report on PPRA Website, EPADs and SLIC Website. Vendor will have to furnish a proper request duly signed and stamped addressed to Regional Procurement Department (RPD)

**C.** Bid Security of the most advantageous bidder will be returned after submission of Bank Guarantee as per Clause-18
A formal request must be furnished duly signed and stamped and addressed to Regional Procurement Department (RPD)

## 17.2. CONFISCATION OF BID SECURITY:

Bid Security will be confiscated in case of following:

**I.** Bid Security of most advantageous bidder will be forfeited in case of failure to submit Bank Guarantee as per Clause-18

**II.** In case bidder denies executing the assignment as per requirements outlined and in accordance with proposal furnished on EPADs. Further we will also resort to second most advantageous bidder and necessary legal action as per PPRA Rule-19 will be initiated

**III.** If the most advantageous bidder fails to submit his/her complete delivery, installation schedule on official letterhead within three working days of issuance of Work Order then Bid Security will be forfeited along with cancellation of Work Order and necessary action will also be initiated

# 18. BANK GUARANTEE

Most advantageous bidder will be required to furnish Bank Guarantee amounting to **5%** of quoted cost (LUMP SUM) as per format placed at Annex-E within fifteen days of issuance of Work Order with validity of one year from the date of submission of Bank Guarantee. In case of failure to submit Bank Guarantee within stipulated timeline stated above necessary action as per Clause-17.2 (I) will be initiated along with cancellation of Work Order

## 18.1. RELEASE OF BANK GUARANTEE:

Bank Guarantee will be released subject to complete delivery, configuration, installation and onward Work Done Satisfactory by relevant expert

## 18.2. CONFISCATION OF BANK GUARANTEE:

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Bank Guarantee will be confiscated in case:

**A.** Vendor is indulged in any practice as mentioned at Clause-5 of RFP
**B.** Vendor doesn't complete work as per requirements
**C.** In case a vendor supplies an equipment, which is damaged, malfunctioned, non-refurbished then we will ask vendor to replace the said item without any cost claim.
Vendor is bound to resolve the said claim within three (3) working days. In case of failure to resolve, the Bank Guarantee will be forfeited
**D.** Non-Provision of licensed software where needed
**E.** In case of any breach of confidentiality clause (Refer Clause-20 appended below

## 19. PENALTY

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

**I.** If the most advantageous bidder doesn't comply with stipulated timeline, then we will impose a penalty amounting to **0.1% of quoted lump sum cost** for each day of delay which will be adjusted from respective invoice as per payment schedule
**II.** If the delay in delivery of equipment exceeds **fifteen days** from the timeline communicated without any valid justification, then we will impose a penalty amounting to **1%** of quoted cost for each day of delay and this will be adjusted from Installment-01 Payment as per Payment Schedule
**III.** In case a bidder fails to complete the installation, commission phase within stipulated timeline then penalty amounting to 0.1% of Lump Sum Cost for each day of delay will be imposed and it will be adjusted from respective installment payment as per Payment Schedule
**IV.** In case a bidder fails to resolve any issue found during testing of equipment within stipulated timeline then penalty amounting **0.1%** of quoted lump sum cost for each day of delay beyond the stipulated timeline will be imposed
**V.** In case any issue is observed during the defect liability period of Ninety (90) days then vendor is bound to resolve the said issue within stipulated timeline. In case of non-compliance necessary penalty amounting to 0.1% for each day of delay will be imposed and will be adjusted from respective installment payment as per payment schedule

## 20. CONFIDENTIALITY

Bidder understands and agrees that all materials and information marked and identified by STATE LIFE as 'Confidential' are valuable assets of STATE LIFE and

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

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

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

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

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

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

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

## 21. OWNERSHIP OF “DATA/INFORMATION”

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

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# Section III: Scope of Work

## 1. BACKGROUND

The Health & Accidental Insurance Division of the State Life Insurance Corporation of Pakistan (SLIC) is committed to ensuring the availability, reliability, and security of its mission-critical health insurance systems. With the continuous growth in digital services, increasing transaction volumes, and expanding infrastructure requirements, there is a need to establish a modern enterprise virtualization platform that provides a resilient, scalable, and centrally managed computing environment for current and future business operations.

## 2. GOAL

The goal is to deploy a secure, resilient, scalable, and centrally managed enterprise virtualization platform at the Data Center, including the required compute infrastructure, virtualization licenses, installation, configuration, migration, testing, training, warranty, and support.

## 3. PLACE OF EXECUTION OF ASSIGNMENT

The subject equipment as required is to be installed at Data Center, Health and Accidental Insurance (H&AI) Regional Office, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad

## 4. GENERAL INSTRUCTIONS FOR VENDORS:

- **A.** All vendors must note that said assignment is to be executed on the 3rd Floor, therefore prior visit for better understanding must be conducted
- **B.** Vendor must quote a single equipment with complete details
- **C.** Vendor must note that if he is found most advantageous, he is required to supply same model as quoted and no request on this issue will be entertained
- **D.** Vendor must take extra caution while quoting the required model and must take all allied factors into consideration
- **E.** Vendor must ensure strict adherence to all directions as communicated from time to time
- **F.** Most Advantageous Bidder must furnish complete details of relevant technical staff which will execute the subject assignment on official letterhead within seven days of issuance of Work Order

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## 5. EXECUTION TIMELINE:

The execution timeline for the subject assignment is as follows:

**Complete Delivery of Equipment at Data Center Islamabad**

Within Fifteen Days of Issuance of Work Order

**Commissiong, Installation and Configuration of Equipment at Data Center, Islamabad**

Within Fifteen Days of delivery of the equipment all work must be completed

Above timeline is a tentative schedule and actual schedule may vary as per requirement. In case of non-compliance of any above timeline necessary penalty as per Clause-19 of Section-II of RFP will be imposed

## 6. SCOPE OF WORK:

The selected Service Provider shall supply, install, configure, license, test, and commission the proposed two-node enterprise virtualization architecture at the H&AI Data Center in Islamabad. The Service Provider shall integrate the solution with the existing environment, migrate the services identified by State Life, verify functionality and availability, provide administrator training, deliver configuration and handover documentation, and support the solution throughout the applicable warranty and defect liability periods.

The completed solution shall provide a production-ready two-node virtualization environment with centralized management, high availability, licensed software, secure integration with the existing data-center environment, and successful migration of the services identified by State Life. Completion shall be demonstrated through installation records, configuration documentation, migration results, testing evidence, administrator training, and formal acceptance by the designated IT team.

## PAYMENT SCHEDULE:

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

| Sr. No | Particular | Amount to be Paid | Remarks |
|---|---|---|---|
| **01.** | Complete Supply of Equipment within stipulated timeline as per Clause-5, Section-III of RFP | 20% of quoted cost will be paid | a. Deductions if any as per Clause-19, Section-II will be made<br>b. Bank Guarantee will be subject to release depending on input of IT Department |
| **02.** | Installation and Commissioning of Equipment complete in all respects with the migration of services within stipulated timeline as per Clause-5, Section-III of RFP | 40% of remaining amount will be paid | Deductions if any as per Clause-19: Section-II will be made |
| **03.** | Successful Testing, Training and Resolution of issues | 30% of remaining amount will be paid | Deductions if any will be made as per Clause-19, Section-II will be made |

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| | | | |
|---|---|---|---|
| **04.** | Successful Completion of Defect Liability Period | 10% of remaining amount will be paid | Deductions if any will be made as per Clause-19, Section-II will be made |

The above timeline must be followed, and invoicing must be done accordingly. No payment out of turn under any circumstances will be made

- **I.** All invoices must be in PKR
- **II.** Invoices must be as per approved rates
- **III.** Invoice must be furnished along with Bank Details, Tax record and Work Completion Report
- **IV.** Invoice will be subject to work done satisfactory
- **V.** Invoice will be subject to deductions if any as per Clause-18
- **VI.** Invoice will be cleared within Thirty (30) days

## 8. DEFECT LIABILITY PERIOD:

The defect liability period for the said assignment is **ninety** days from the complete installation of the required equipment. During defect liability period if any issue is pointed out by relevant expert, vendor is bound to resolve the said issue in 24 hours. In case of delay penalty will be imposed

Release of full and final payment is subject to successful completion of Defect Liability Period and upon completion vendor is required to furnish a completion certificate duly signed by IT Team of H&AI Regional Office, Islamabad to Regional Procurement Department, H&AI Regional Office, Islamabad

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# FIN- 1: FINANCIAL PROPOSAL

| SR NO | DESCRIPTION | A QUANTITY | B PER ITEM RATE IN PKR | QUOTED PRODUCT (COMPLETE MODEL WITH SPECIFICATIONS AND ACCESSORIES | APPLICABLE TAX IN PKR | C PER ITEM RATE WITH TAX IN PKR | TOTAL FINANCIAL IMPACT IN PKR D=C*A |
|---|---|---|---|---|---|---|---|
| 1 | ENTERPISE VIRTUALIZATION 2 NODES ARCHITECTURE with Transportation, commissioning and installation cost & other accessories | 1 | | | | | |
| TOTAL FINANCIAL IMPACT IN PKR IN FIGURES | | | | | | | |
| TOTAL FINANCIAL IMPACT IN PKR IN WORDS | | | | | | | |

I. ALL ENTRIES MUST BE FILLED
II. CUTTING/OVERWRITING ISN'T ALLOWED
III. QUOTED COST MUST BE INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES IF ANY
IV. VENDOR MUST ENSURE THAT CALCULATIONS ARE PROPERLY DONE WITHOUT ANY ERROR. IN CASE ANY CALCULATION MISTAKE IS FOUND, WE WILL PROCEED AS PER ACTUAL CALCULATIONS
V. FINANCIAL PROPOSAL MUST BE STRICTLY AS PER ABOVE FORMAT
VI. MODEL MUST BE CLEARLY SPECIFIED WITHOUT ANY OR CONDITION OTHERWISE PROPOSAL WILL BE DECLARED AS NON-RESPONSIVE
VII. ALL ALLIED ACCESSORIES' COST MUST BE QUOTED AT SERIAL NO.02 AND NO ADDITIONAL COST CLAIM WILL BE ENTERTAINED

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# ANNEX-A:
# Covering Letter

(On Respondent's letterhead)

Date: _____
Proposal Reference No. xx/2025

**Departmental Head HR & Admin/**
**Incharge RPD**
State Life Insurance Corporation of Pakistan,
Health & Accident Insurance Regional Office, 3rd Floor, State Life Tower,
Jinnah Avenue, Islamabad
Contact No: 051-9216344

**SUBJECT:** **END-TO-END SUPPLY, INSTALLATION, AND MIGRATION OF SERVICES ON VIRTUALIZED ARCHITECTURE**

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of 120 days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
8. We / I am submitting herewith a demand draft/Pay Order No. _____ dated _____ drawn from ---------- in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as Bid Security Deposit for consideration of our proposals is attached as scanned copy with technical proposal on EPADs and also furnished in hard copy to Regional Procurement Department
9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

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Dated [date / month / year]

Authorized Signatory (in full and initials):

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

Name & Address of Firm
Affix rubber stamp
Email/Fax No.
Income Tax Certificate
Return Submitted

# Annex-B:
# Undertaking

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

In case the quoted equipment as per proposal furnished through EPADs is found defective, faulty or refurbished then necessary action as per Rules must be initiated against M/s ---------- along with confiscation of Bid Security furnished amounting to PKR. 1350,000

**a.** Undertaking is to be printed on a stamp paper of worth atleast PKR. 500 or above

**b.** Must be notarized by Notary Public

**c.** Must be affixed with Technical Proposal

**d.** Non-Submission will cause disqualification from further procurement process

**e.** Hard Copy is required to be submitted before Bid Submission timeline along with Bid Security Cheque, Non-Blacklisting stamp paper

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# ANNEX-C:
# QUOTED PRODUCT DETAILS

| No. | Category | Description |
|---|---|---|
| 1 | Virtualization Platform License | |
| 2 | Virtualization Platform Support | |
| 3 | Infrastructure Management Software | |
| 4 | Compute Server | |
| 5 | Power Supply | |
| 6 | Mainboard | |
| 7 | Memory | |
| 8 | Storage | |
| 9 | RAID Controller | |
| 10 | High-Speed Cable | |
| 11 | Riser Card | |
| 12 | Network Adapter | |
| 13 | Network Adapter | |
| 14 | Optical Transceiver | |
| 15 | Electrical Transceiver | |
| 16 | Signal Cable | |
| 17 | Rail Kit | |
| 18 | Panel | |

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

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# ANNEX-D
# BANK GUARANTEE

**State Life Insurance Corporation of Pakistan,**
**State Life Building No. 9, Dr. Zia Uddin Road, Karachi,**
**P A K I S T A N.**

Dear Sir,

Ref: Our Bank Guarantee No. _____in the sum of _____Account_____Amount of Contract_____ _____
In consideration of you having entered into contract No. _____Dated_____
with_____ called Vendor and in consideration of value received from VENDOR, we hereby agree and undertake as follows:

**1.** To make unconditional and immediate payment to you as called upon of **05%** of the **total bid amount/ quoted price** in Pak Rupees on your first written demand without further recourse, question, deferment, contestation or reference to VENDOR or any other person, in the event of default, non-performance or non-fulfillment by VENDOR of his obligations liabilities, responsibilities under the said Contract of which you shall be the sole and absolute judge.

**2.** To accept written intimation from you as conclusive and sufficient evidence of existence of a default or breach as aforesaid on the part of VENDOR and to make payment immediately upon receipt thereof.

**3.** To keep this Guarantee in full force from the date hereof until completion of project from the date of contract execution.

**4.** That no grant of time or other indulgence to, amendment in the terms of the contract by Agreement between the parties, or imposition of Agreement with Vendor in respect of the performance of his obligation under and in pursuance of the said Agreement with or without notice to us, shall in any manner discharge or otherwise affect this Guarantee and our liabilities and commitments there under.

**5.** This Guarantee shall be binding on us and our successor's interest and shall be irrevocable.

**6.** This Guarantee shall not be affected by any change in the constitution of the Guarantor Bank or the constitution of the Contractor.

Authorized Sign for Issuing Bank

Seal of the Bank

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# Annex-E: Draft Agreement

This Agreement (hereinafter called the "Agreement") is made on this **[date] 2026** at Karachi

Between

**State Life Insurance Corporation of Pakistan,** incorporated under the Life Insurance Nationalization Ordinance, 1972, having Principal Office at State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi (hereafter called the **"State Life"** which expression shall include the successors, legal representatives and permitted assigns) of the one part,

And

**[Service Provider]**, having [Office Address]. (hereafter called the **"Service Provider"** which expression shall include the successors, legal representatives and permitted assigns) of the other part.

**WHEREAS**

The State Life has sought proposal from the Service Provider to provide services as defined in the Invitation of Proposal/Bid ((hereinafter called the "Services"); and the Service Provider, having represented to the State Life that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services and submitted Proposal/Quotation/Bid through EPADs

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Agreement:

    **a.** The Invitation of Proposal/Bid.
    **b.** The Letter of Acceptance.
    **c.** The complete Form of Proposal/Quotation/Bid submitted by the Service Provider for subject procurement on EPADs
    **d.** Integrity Pact.

2. The mutual rights and obligations of the State Life and the Service Provider shall be as set forth in the Agreement, in particular:

    (a) The Service Provider shall carry out the Services in accordance with the provisions of the Agreement; and

    (b) The State Life shall make payments to the Service Provider in accordance with the provisions of the Agreement.

    (c) The discretion of acquiring Annual Support for the Developed & Designed Software and Maintenance thereof from the Service Provider shall rest with the State Life. No cost/amount shall be paid to Service Provider if the State Life does not acquire Annual Support from the Service Provider.

3. The Service Provider shall not sub-let the services to any other without prior written consent of the State Life.

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4. In the event if the services were not provided as per timeline given in the Proposal/Quotation/Bid submitted by the Service Provider, the State Life reserve the right to terminate the Agreement and to recover the amount/payment made to the Service Provider.

5. Any dispute if arisen shall amicably be settled.

6. The Service Provider shall indemnify and hold harmless the State Life from and against all liabilities, claims, litigations and demands, on account of fraud, injury, loss or damage in obtaining Domain Registration & Hosting etc.

7. If the Service Provider defaults or neglects to carry out the Services in accordance with the Agreement Documents or fails to perform any provision of the Agreement, the State Life may terminate Service Provider's Services under the Agreement and shall recover the amount so paid to the Service Provider.

8. In no event shall the State Life and Service Provider be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day, month and year first above written.

**For and on behalf of State Life**

Name:
Designation:

Signature: ----------

**For and on behalf of the service provider**

Name:
Designation:

Signature: ----------

**WITNESS NO.1**

Name:

Designation:
CNIC No:
Signature: ----------

**WITNESS NO.2**

Name:

Designation:
CNIC No:
Signature No: ----------

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