



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Tender Notice No.SLIC/PO/39/2024.

(PREQUALIFICATION OF SUPPLIERS)
FOR REPAIR/ MAINTENANCE SERVICES FOR I.T EQUIPMENTS,
ELECTRICAL ITEMS, ELECTRONIC ITEMS AND FURNITURE ITEMS AT
STATE LIFE (PRINCIPAL OFFICE)

State Life Insurance Corporation of Pakistan (SLIC) invites sealed technical bids through (EPADS) in accordance with PPRA Rules as per single stage single envelope procedure, under Pre-qualification process (close Framework i.e rates shall be fixed for entire contract period of 01 year) from well reputed firms dealing in repair/maintenance services of various items registered with Tax Department having own offices and telephone no (if found contrary Tender will be rejected) for the services as mentioned above for all Division/ Departments, Principal Office Karachi as per following details;

S.N	Job description	Tender Closing Date & Time	Tender Opening Date and Time
i	Repair of Desktop PC, Laptop, Printers, Scanners, Multimedia Projectors, fax machines, CCTV Camera, etc.	11-11-2024 At 11:00 am	11-11-2024 At 11:30 am
ii	Repair of AC, Water Cooler, Refrigerator, Water Dispenser.		
iii	Repair of Fan, Microwave Oven, LED TV,		
iv	Repair of Revolving chair, Visiting Chairs, Office Tables with side Racks, sofa, Centre Table, Steel filing Cabinets, Steel racks, etc		

- Tender Notice along with Tender Document can be seen/ downloaded from PPRA/SLIC website i.e www.ppra.org.pk and www.sattelite.com.pk also tender notice along with tender document has been uploaded on EPADS system as well.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E-PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.
- Filled tenders must be submitted through their e-mail address latest by 11-11-2024 before 11:00 am.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Departmental Head (CPD)
Central Procurement Division, 2nd Floor,
Principal Office, State Life Building No. 9
Dr. Ziauddin Ahmed Road, Karachi. (Pakistan)
Tel: 021-99204521



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

BID DOCUMENT

FOR

(PREQUALIFICATION OF SUPPLIERS)
FOR REPAIR/ MAINTENANCE SERVICES FOR I.T
EQUIPMENTS, ELECTRICAL ITEMS, ELECTRONIC ITEMS A
FURNITURE ITEMS AT STATE LIFE (PRINCIPAL OFFICE)

TENDER NOTICE No.SLIC/PO/00/2024

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
PRINCIPAL OFFICE, KARACHI.

2024

CENTRAL PROCUREMENT DIVISION
2ND FLOOR PRINCIPAL OFFICE, STATE LIFE BUILDING No.9
DR. ZIAUDDIN AHMED ROAD, KARACHI-75530

1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to hire services for repair/ maintenance of various items for Principal Office, Karachi as per details given below.

2. Detail of the Required Services:

S.N	Job description	Total Annual Estimates of the Service Charges for each Category
i	Repair of Desktop PC, Laptop, Printers, Scanners, Multimedia Projectors, fax machines, CCTV Camera, etc.	Rs.3,000,000/= (inclusive of service charges+ cost of parts)
ii	Repair of AC, Water Cooler, Refrigerator, Water Dispenser.	Rs.1,500,000/= (inclusive of service charges+ cost of parts)
iii	Repair of Fan, Microwave Oven, LED TV,	Rs.2,000,000/= (inclusive of service charges+ cost of parts)
iv	Repair of Revolving chair, Visiting Chairs, Office Tables with side Racks, sofa, Centre Table, Steel filing Cabinets, Steel racks, etc	Rs.1,000,000/= (inclusive of service charges+ cost of parts)

Tender enquiry No	SLIC/PO/00/2024
Closing date & time for submission of bids	11-11-2024 up to 11:00 am
Date & time of opening of technical bids	11-11-2024 at 11:30 am

Service Address:

State Life Insurance Corporation of Pakistan's Karachi office (Principal Office) or at any other State Life building within Karachi.

TERMS AND CONDITIONS:

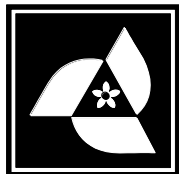
- Participating bidder(s) can quote service charges for a single category or multiple categories as mentioned at serial no.02. However, evaluation of each category shall be carried out separately and accordingly contract will be signed with the successful bidder for their qualifying category(ies) as the case may be.
- All bidders are required to quote their service charges only, as per above format(s) given at annexures. However, the successful bidder will provide all the hardware/parts required for repair/maintenance of respective equipment/item as per market rates (on as and when required basis). Payment of parts will be approved on original receipts only.

5. Bidders should provide the name of firm, complete postal address, Telephone No, Email address and web address (if any).
6. Bidders are required to upload their proposals on EPADS systems as per laid down PPRA procedure for prequalification method (Close Framework agreement) i.e all technical details required as per technical evaluation criteria and clearly marked as “repair/maintenance services of various items”. However, only technically qualified bidder will be required to submit performance guarantee of 2% of the total bid value (as mentioned at S.No. 02) at the time of signing of agreement.
7. Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice and after necessary evaluation list of qualified bidders will be uploaded on PPRA/SLIC website and EPADS system as well.
8. As it is a pre-qualification process, so after the announcement of the Technical Evaluation Report only the technically qualified bidders will be required to submit their rates (as per Annexures) at later stage when financial bid document is uploaded on EPADS system as per single stage single-envelope procedure. It is pertinent to mention here that, the rates quoted shall be fixed for the entire period of agreement with State Life i.e (01) year from the date of signing of agreement, as per PPRA close framework rules.
8. Technical evaluation would be carried out as per criteria given below (**Technical evaluation of bids / point scoring criteria is available with bidding document**);
 - i) Experience of bidder in respective service category.
 - ii) Financial Capabilities.
 - iii) Number of clients in respective service category.
9. The bidder quoting lowest rates will be considered for further recommendations as lowest evaluated/ most advantageous bidders (if not in conflict with any other clause/ terms & conditions of the tender document). However, formal announcement will be made in form of uploading final evaluation report on RPRA/SLIC websites and EPADS system after obtaining necessary approvals and contract will be signed accordingly.
10. Lowest Evaluated/ Most Advantageous bidder will be selected by adding the rates of the Services charges will be paid separately for repair/ maintenance of each item each. No fixed monthly/ yearly contract signing charges will be paid as a service provider.
11. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract. However, successful bidder will be required to submit performance guarantee of 02% (of the total bid value as shown at Annexure-AA) in shape of pay order in favor of SLIC at the time of issuance of purchase order/ signing of contract. Performance guarantee will be released after expiry of contract.

12. All bids must include all government taxes.
13. During entire contract period call off orders will be issued to successful bidder for the desired services on as and when required basis.
14. Most Advantageous bidder will be required to provide services as per schedule given in call off order(s).
15. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
16. The estimated quantity of items (as mentioned at Annex-A) may increase/decrease during the contract period as the present items may get obsolete and accordingly new items may also be added through procurement process.
17. If the successful bidder fails to supply the items/ provide services as per call off order, Performance Guarantee will be forfeited.
18. All the information provided by the bidder must be verifiable.
19. In case of any query, participating bidders can visit office on official working days during 09:00 am to 05:00 pm.
20. Performance Guarantee of the successful bidder will be forfeited if the items are not repaired within due time or extended time/ service is not provided within due time. In case of a genuine reason regarding delay, the successful bidder shall inform immediately and the service completion time may be extended at the discretion of state Life.
21. If the 1st lowest evaluated/ Most Advantageous fails to sign the contract, the bid security will be confiscated by the State Life and the old purchase order/ contract will be cancelled. Accordingly, new contract/ purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority (2nd lowest bidder will be required to submit Performance Guarantee as mentioned above).
22. In case of grievance during tendering process, same shall be referred to Grievance Redressal Committee as per laid down PPRA rules.
23. Dispute arising during contract period shall be resolved as per laid down arbitration rules.
24. In case of violation of contract clauses/ tender clauses blacklisting proceedings may be implemented as per SLIC blacklisting policy.
25. Either party can terminate contract on a period of two month written notice. However, service provider will be bound to provide all the services during that period.

26. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
27. Any conditional bid from the bidder will not be accepted. The terms and conditions stated by the bidder conflicting to the term and conditions of this document will not be accepted. In case the quotation is accepted by the State life, the term and conditions of the bidder will be ignored and the term and conditions mentioned in this document will be valid for the contract.

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PRE-QUALIFICATION CRITERIA/ POINT SCORING CRITERIA

	<u>Max.Points</u>
1. Experience of bidder in service / maintenance of respective Items <i>(10 points for each complete year)</i> <i>(Time of the experience will be calculated from the past purchase order)</i>	30
2. Financial Capabilities <i>(Annual Report for each year/ Tax Return for each year =10 points)</i> <i>(Annual tax return will be accepted with the annual turn-over of at least 0.5 million or above)</i>	30
3. Number of Existing Clients provided with similar quoted services <i>(10 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	40

Total Points: 100

Note:

- Minimum 20 marks is required to Technically Qualify in each category.
- NTN, SST, GST registration certificates are mandatory else bid will be rejected.