

STATE LIFE INSURANCE CORPORATION OF
PAKISTAN
KOHAT ZONE



TENDER DOCUMENTS

FOR

PROCUREMENT OF LAPTOP & DESKTOP
COMPUTERS

**PREPARED BY: Human Resources & Admin Department
State Life Insurance Corporation of Pakistan KCB IV Street No 06
University Road Kohat.
Phone: 0922-933602,
Dated: 04-11-2024**

PURCHASE OF BRANDED LAPTOP & DESKTOP COMPUTERS ALONG WITH SOFTWARE FOR STATE LIFE KOHAT ZONE.

BID INVITATION FOR TENDER
NO.HRA&P/SLIC/KHT/PCs/LAPTOP/18/10/2024

State Life Insurance Corporation of Pakistan, Kohat Zone invites Bids through E-PADS for procurement of Laptop & Desktop Computers along with software as per following Schedule from reputed Firms/Vendors who are registered with Tax Departments. Kindly go through each line of the tender document for complete understanding of the Tenders Conditions & specifications violating which will cost forfeiture of bid money & cancellation of the bid/s under PPRA rules-2004.

Type Of Procurement	Estimated Cost of Tender	Bid Security	Closing Date & Time for Submission Bids	Opening Date & Time of Bids
Purchase of Laptop & Desktop Computes	Rs.24,60,000/-	2% Estimated Cost of Tender	25-11-2024 at 10:00 AM	25-11-2024 10:30 AM

- Bidding process shall be adopted under Single Stage-Two Envelop method laid down in PPRA rules 2004.
- Bids may be submitted through E-PADS only and same will be opened as per above mentioned schedule in the presence of bidder (s) representatives who wish to be present.
- Any bid submitted other than E-PADS will not be considered.
- State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
- Tender Notice along with Tender Document can be seen/downloaded from PPRA website i.e. www.ppra.org.pk also tender notice along with tender document has been uploaded on EPADS system and State Life website i.e. www.statelife.com.pk as well.
- In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the undersign, Phone No. 0922-933602 during office hours (9:00 am to 5:00 pm).

In-Charge (HRA&P)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of Pakistan KCB IV Street
NO.06 University Road Kohat.
Phone: 0922-933602,
0300-5698218
Dated: 04-11-2024

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 purchase of Laptops, Desktop Computers along with Software for its Kohat Zone.

2-DETAIL SPECIFICATION & QUANTITIES / SCHEDULE:

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

(MINIMUM SPECIFICATIONS)	BRANDED LAPTOP INTEL® CORE i3 OR EQUIVALENT SPECIFICATIONS	QUANTITY	01
PARAMETERS			
Processor	Intel® Core i3 or Equivalent		
Processor Generation	12 th Generation or higher		
Processor Speed	2.50 Ghz Turbo Boost up to 4.40 Ghz		
RAM	8GB DDR-V RAM or higher extendable to 16 GB		
Hard Disk-SSD	256 to 512 GB or higher		
Screen size & Display	14" to 15.6" LED (or higher) FHD (1920x1080) IPS		
Graphic Card	Integrated Intel UHD Graphics		
Connectivity	-10/100/1000 Ethernet Card with (Giga Bit Support), - Wifi –Bluetooth		
Connectors	USB 3.0(2), HDMI, Headphone Output, USB Type C		
I/O Devices	Back light keyboard & Standard Mouse Pad, Web Cam, Laptop Bag		
Operating System	MS Windows 11 Pro or Latest Operating System Licensed		
Software	MS-Office current Version licensed, Antivirus Licensed (Windows Defenders)		
Bag for Laptop	Branded Bag for Laptop, charger etc.		
Warranty	1 Year (or higher) Local		

(MINIMUM SPECIFICATIONS)	BRANDED DESK TOP COMPUTERS INTEL® CORE i3 OR EQUIVALENT SPECIFICATIONS	QUANTITY	14
PARAMETERS			
Processor	Intel® Core i3 or Equivalent		
Processor Generation	12 th Generation or higher		
Processor Speed	2.50Ghz Turbo Boost up to 4.40 Ghz		
RAM	8 GB DDR-V RAM or higher extendable to 16 GB		
Hard Disk-SSD	256 to 512 GB		
Graphic Card	Graphics Card compatible with supplied motherboard		
Connectivity	-10/100/1000 Ethernet Card with (Giga Bit Support), -Wifi –Bluetooth		
Connectors	USB 3.0(2), HDMI, Headphone Output, USB Type C		
LCD Screen	Minimum 19” HD-SVA anti-glare Display (HP, Dell or equivalent)		
Operating System	MS Windows 11 or Latest Operating System Licensed (OEM Release)		
Software	MS-Office latest Version Licensed; antivirus Licensed (Windows Defenders)		
I/O Devices	Branded USB Keyboard and Mouse		
Warranty	1 Year (or higher) Local		

- It is up to the vendor if he visit the site in order to get the exact estimate of mentioned items.
- **Local Warranty period** of all above mentioned items shall be minimum of **01 year**.

Delivery and after sales service of Consignment:

Delivery and after sales service of items at State Life Insurance Corporation of Pakistan’s Zonal Office Kohat, situated Street No.6 KCB-IV University Road Kohat (KPK).

TERMS AND CONDITIONS

1. **Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).**
 - a) Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage two-envelope method i.e. separate “Technical Proposal” and “Financial Proposal” respectively and clearly marked as **“Purchase of Branded Laptop, Desktop Computers along with Software for Zonal Office Kohat.”**. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
 - b) Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice. Time and date for opening of Financial Proposals of technically qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPADS system accordingly.
2. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Financial bid of only technically qualified bidders would be considered for further processing.

(Technical evaluation of bids / point scoring criteria is available with bidding document).

3. The Most Advantageous Bid would be accepted for each complete LOT.
 - i) Experience of bidders in sales / marketing of relevant equipment.
 - ii) Financial Capabilities.
 - iii) Number of existing clients provided with similar equipment.
 - iv) List of professionals on permanent strength- for installation and after sales services

(Technical evaluation of bids / point scoring criteria is available with bidding document).

4. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidders after issuance of purchase order/ signing of contract. However, successful bidders will be required to submit performance guarantee of 5% in shape of bank guarantee (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contract and will be released after expiry of warranty period.
5. No bid will be accepted without bid security.
6. All the bids must include all government taxes.
7. Most Advantageous bidder will be required to deliver items within (20) days after issuance of Purchase Order.
8. The bids submitted shall hold good for a minimum period of 60 days from the date of bid opening.
9. The quantity of items may vary and can be increase or decrease at the time of issuing purchase order.
10. Warranty of the items will start from the date of delivery.
11. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
12. 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.
13. All the information provided by the bidder must be verifiable.
14. Bid Security of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
15. If the 1st lowest evaluated/ Most Advantageous bidder fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.

(Muhammad Nafees)

In-charge HRA&P

State Life Zonal Office Kohat Street No 6 KCB-IV

University Road Kohat.

Ph.0922-933602-030056982

UNDERTAKING

- **We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.**
- **We, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the purchaser on comparing with the originals the bidder shall be responsible for action to be taken against him by the purchaser as deemed fit.**
- **We also under take that our firm/Company is not black listed by any Government Department (Federal or Provisional).**

Signature of the Authorized Signatory

Designation (Office seal of the Bidder)

Date:- _____

Place:- _____

TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

S No	Description	Max Points	Points Secured	Page Number
	COMPANY PROFILE			
1	i. The company established within 1 to 2 years (Proprietorship) = 10 Marks ii. The company established more than 2 years = 20 Marks Note: Certificates Required	20 Marks Maximum		
	FINANCIAL STATUS :(Verified by Bank Statement, Annual Tax Return)			
2	Annual Turnover • Between 1- 5 Million = 10Marks • 5-10 Million = 15 Marks • Above 10 Million = 20 Marks (Max)	20 Marks Maximum		
	SIMILAR WORK EXECUTED BY FIRM IN PAST:			
3	Contracts completed Less than 4 Lacs for each contract= 5 Marks Contracts completed Greater than 4 Lacs and Less than 6 Lacs for each contract = 15 Marks Contracts completed Greater than 6 Lacs for each contract = 20 Marks Note : Work Order Required	20 Marks Maximum		
	ENLISTMENT WITH OTHERS:			
4	Enlistment with reputed Govt./National/ Multinational Firms= 05 Marks for each Firms Note: Purchase/Work Orders Required	20 Marks Maximum		
	MINOR REPAIR AND MAINTENANCE:			
5	Provide Repair Service for one year = 10 Marks Provide Repair Service for two years = 20 Marks Note: Note on company Letter head Required	20 Marks Maximum		
	Total			

Total Points = 100 Minimum Qualification Points = 70

(Related Document Page number to be mentioned in given space)

Date _____

FINANCIAL PROPOSAL
(For Procurement of Laptops, Desktop Computers F.Y 2024)

(Supply of Laptops) One Vendor would be selected on Lump Sum Basis of this Section						
Sr. No.	Description	Qty	Unit Price without GST	Amount of GST	Unit Price with GST	Total Cost (No. of Unit x Unit Price including all Taxes)
1	Supply of Laptop (As per Specification mentioned above)	01				
(Supply of Desktop Computers) One Vendor would be selected on Lump Sum Basis of this Section						
1	Supply of Desktop Computer (As per Specification mentioned above)	14				

(Filled Financial Proposal to be submitted company letter head).

Name of Supplier: _____

(Sign & Stamp by Vendor)