



**Tender Notice No. SLIC/CPD/PO/45/2025.**

**Pre-qualification of Authorized Dealers / Suppliers for Supplies of Printers for State Life Offices in All Over Pakistan**

State Life Insurance Corporation of Pakistan (SLIC) invites technical bids for Pre-qualification of Authorized / Suppliers for Procurement / Supplies of Printers for State Life Offices in All Over Pakistan in accordance with PPRA rules -2004 from well recognized firms who must be registered with relevant Federal/ Provincial tax departments, having its own offices and telephone/Fax no etc.

<b>Title of Work</b>	<b>Last date &amp; time for submission of bids</b>	<b>Date &amp; Time for Opening of Technical Bids</b>
Pre-qualification of Authorized Dealers /Suppliers Procurement / Supplies of Printers for State Life Offices in All Over Pakistan. Under Pre-qualification process (Close Framework Agreement i.e Rates shall be fixed for entire contract period of 01 Year)	23-12-2025 till 1100Hrs	23-12-2025 At 1130Hrs

- Tender Notice along with Tender Document can be seen/ downloaded from PPRA website i.e [www.ppra.org.pk](http://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](http://www.statelife.com.pk) as well.
- 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 23-12-2025 before 11:00 am. Technical Bids will be submitted on Single Stage Single Envelop process (no financial bid is required at this stage). Technical 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.

(Abdul Waheed Shaikh)  
(Secretary CPC)  
Central Procurement Division,  
State Life Insurance Corporation of Pakistan,  
10<sup>th</sup> Floor State Life Building No. 11  
Abdullah Haroon Road, Karachi.  
Tel: 021-99204521



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## **Tender DOCUMENT FOR**

**PRE-QUALIFICATION AUTHORIZED DEALERS / SUPPLIERS FOR  
PROCUERMENT / SUPPLIES OF PRINTERS FOR STATE LIFE OFFICES  
IN ALL OVER PAKISTAN.**

**TENDER NOTICE No.SLIC/CPD/PO/45/2025**

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

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**2025**

**CENTRAL PROCUREMENT DIVISION  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN  
10<sup>TH</sup> FLOOR, STATE LIFE BUILDING No.11 ABDULLAH  
ROAD, KARACHI.**

## PRE-QUALIFICATION DOCUMENTS

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### Pre-Qualification of Authorized Dealers/ Suppliers for Procurement and supply of Printers through Framework Agreement(s)

Tender No. SLIC/CPD/PO/45/2025



STATE LIFE INSURANCE CORPORATION OF PAKISTAN  
PRINCIPAL OFFICE

## Brief of the Document

### Particular Procurement Notice - Invitation for Prequalification

It is the invitation for Prequalification of interested Authorized Dealers/ Suppliers willing to sign framework agreement with the SLIC Principal Office, for all Regional and Zonal Offices all over Pakistan for all types of Purchase and supply of Printers in accordance with the provisions of the agreement.

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## **PART 1 – PREQUALIFICATION PROCESS**

### **Section – I : Instructions to Applicants (ITAs)**

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

### **Section – I I : Prequalification Data Sheet (PDS)**

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

### **Section – I I I : Qualification and Evaluation Criteria**

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the Applicants for performing the Purchase and supply of Printers in accordance with the requirements of the State Life Insurance Corp. of Pakistan (SLIC), with an objective to prequalify the Authorized Dealers/ Suppliers for signing off the Framework Agreement(s) or Call-off Contract(s) as well as for Invitation of Bid(s) from the Pre-qualified Authorized Dealers/ Suppliers.

### **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: PREQUALIFICATION REQUIREMENTS**

### **Section – VII: Schedule of Requirements**

This Section contains brief description about the requirements regarding the Prequalification of Authorized Dealers/ Suppliers for Purchase and supply of Printers for SLIC Principal Office, all Regional and Zonal Offices all over 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

Prequalification Notice

Invitation for Prequalification of Authorized Dealers/ Suppliers for Purchase and supply of Printers supply/installation at SLIC offices all over Pakistan: -

1. The SLIC intends the Prequalification of Authorized Dealers/ Suppliers for Purchase and supply of Printers installed at SLIC offices all over Pakistan for a period of One (01) year.
2. The objective of the intended Framework Agreement(s) or Call-off Contract(s) is the Prequalification of Authorized Dealers/ Suppliers for Purchase and supply for SLIC Printers for signing off the Framework Agreement(s) or Call-off Contract(s) as well as for Invitation of Bid(s) from the Pre-qualified Authorized Dealers/ Suppliers.
3. Purpose of this Prequalification Notice is to provide very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings i.e. the Invitation to Financial Bids will be made by the Prequalified Applicants.
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 prequalified applicant prior to the start of the Purchase and supply Services.
6. Prequalification process is open for all national applicants subject to fulfilling the eligibility requirements mentioned in the respective section of prequalification documents. Interested applicants may download free of cost from PPRA, EPADS and State Life website. Applications for Prequalification should be submitted through EPADS only.
7. Late or incomplete Applications will be rejected.
8. 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.
9. 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 – PREQUALIFICATION PROCES

## Section – I: Instructions to Applicants (ITAs)

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

### A. General

#### 1. Scope of Application

Scope of the prequalification 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, Prequalification process, Primary Procurement process, Framework.

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.

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. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Agreement (if signed between the State Life Insurance Corp. of Pakistan (SLIC) and the entity), the execution of any Contract(s) awarded (to the entity) under the Agreement in accordance with the Contract conditions that apply. 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 Prequalification process,

Bidding process (in the event the prequalified Supplier(s) submits a Bid) and during the period of agreement and contract execution (in the event the prequalified Supplier(s) is awarded the Contract).

- 4.2. An Applicant may apply for Prequalification as an individual entity. Bids submitted in violation of this provision will be rejected. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its application for prequalification as an individual entity. If prequalified, only the prequalified applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision 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(s). 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 Prequalification Documents or Bidding Documents or specifications of the Agreement or Contract and / or the Prequalification 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 prequalified to bid or enter into any Framework Agreement(s) or Call-off Contract(s) 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 Prequalification Documents

### 6. Sections of Prequalification Documents

6.1. This set of Prequalification 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 – PREQUALIFICATION PROCESS

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

#### PART 2 – PREQUALIFICATION 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 Prequalification, the State Life Insurance Corp. of Pakistan (SLIC) accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, or Addenda to the Prequalification 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 Prequalification Documents and to furnish with its application all the information or documentation as is required by the Prequalification Documents.

### 7. Clarification of Prequalification Documents .

7.1. An Applicant requiring any clarification of the Prequalification 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 Prequalification 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 Prequalification Documents.

8. Amendment of Prequalification 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 Prequalification Documents by issuing an Addendum.

(a) Any Addendum issued shall be part of the Prequalification 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. EPAD support?

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 Prequalification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the State Life Insurance Corp. of Pakistan (SLIC), shall be written in the language specified in the PDS. 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 PDS, 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 PDS.

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(s) 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 a Framework Agreement, and / or to perform any Call-off Contract(s) if awarded, shall establish to the State Life Insurance Corp. of Pakistan (SLIC)'s satisfaction as per 4.2 of PDS.

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 Prequalification (or the advertisement).

18. Opening of Applications

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

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 Prequalification shall not be disclosed to Applicants, or any other persons not officially concerned with the Prequalification process until the notification of Prequalification 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 Prequalification 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 Prequalification 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 Prequalification 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 PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

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 Prequalification 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 R&M 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 Prequalification process at any time, without thereby incurring any liability to the Applicant(s).

26. Prequalification of Applicants

- 26.1. All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified 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 prequalified 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 Prequalification

- 27.1. The State Life Insurance Corp. of Pakistan (SLIC) shall notify all Applicants 'in writing' of the names of those Applicants who have been prequalified. In addition, those Applicants who have been disqualified will be informed separately through EPADS system.
- 27.2. The State Life Insurance Corp. of Pakistan (SLIC) shall communicate to those applicants who have not been pre-qualified the reasons for not pre-qualifying them.

28. Performance Guarantee

- 28.1. Pre-qualified supplier shall have to furnish the Performance Guarantee in shape of Bank Guarantee or Pay Order from a schedule Bank equivalent to 10% of the total estimated 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 resulting from the prequalified Authorized Dealers/ Suppliers failure to complete its obligations under the Contract. In such case, the prequalified Authorized Dealers/ Suppliers 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 prequalified Authorized Dealers/ Suppliers after the successful completion of the contract and Warranty period.

29. Agreement

29.1. The prequalified Authorized Dealers/ Suppliers will be bound to sign an agreement with the State Life Insurance Corp. of Pakistan (SLIC) for provision of Purchase and supply Services of Printers to SLIC PO, Regional and Zonal Offices for scheduled & as and when required basis, on stamp paper worth Rs.10,000/- (Rupees ten thousands only) at least within the fifteen days from the date of issuance of the Letter of intent on standard terms and conditions.

29.2. If the services of prequalified Authorized Dealers/ Suppliers 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 prequalified Authorized Dealers/ Suppliers.

30. Request for Bids

30.1. After the notification of the results of the Prequalification, the State Life Insurance Corp. of Pakistan (SLIC) shall invite the Bids through primary procurement process / through EPADS from all the prequalified Authorized Dealers/ Suppliers to conclude a close frame work agreement with most advantageous bidder (s) for scheduled & as and when required.

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 at the earliest 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

33.1 Any change in the structure or formation of an Applicant after being prequalified 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 prequalified 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 Prequalification 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 Prequalification related Complaint may challenge any of the following the terms of the Prequalification Documents; and the Procuring Agency's decision not to prequalify 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 prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework 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 result of Prequalification 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 in case where single stage one envelop bidding procedure is adopted.
- 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:

i. 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: Prequalification Data Sheet (PDS)

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

### A. General

#### ITA 1.1

The identification number of the Invitation for Prequalification is: SLIC/CPD/PO/45/2025.

The

Procuring Agency is:

SLIC -Principal Office  
10<sup>th</sup> Floor State Life Bldg No.11  
Abdullah Haroon 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:

Prequalification of Authorized Dealers/ Suppliers for Purchase and supply work of Printers for SLIC  
All over Pakistan Offices.

#### 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 Prequalification 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: 10<sup>th</sup> Floor State Life Bldg No.11  
Abdullah Haroon Road,  
Karachi.

Country: Pakistan  
Telephone: 021-99204521

### ITA 2.4

SLIC Web page: [www.statelife.com.pk](http://www.statelife.com.pk)

## C. Preparation of Applications

### ITA 2.5:

This Prequalification 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 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 11.00 a.m on 23<sup>rd</sup> December 2025 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)  
SLIC, All over Pakistan.

Telephone: Ph: 021-99204521

Email:

ITA 2.9

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

ITA 3.0

The opening of the Technical bid shall be at 11.30 a.m on 23<sup>rd</sup> December 2025 at Central Procurement Division, 10<sup>th</sup> Floor, State Life Building No.11. Abdullah Haroon 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 Prequalification related Complaint, the Applicant should submit its complaint through EPADS.

Title/ position:

Procuring Agency: State Life Insurance Corp. of Pakistan

Address: SLIC, All over Pakistan.

City: All over Pakistan

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 Prequalification of Authorized Dealers/ Suppliers for Purchase and supply work of Printers 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 framework agreement(s) with the selected applicant(s), for the purpose of awarding Call off Contracts.

Eligibility and Mandatory Qualification Criteria				Documentation	
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	
<b>2. Historical Contract Non-Performance</b>					
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		

Pre-Qualification of Suppliers for Procurement/Supplies of Printers for State Life Offices in all over Pakistan.

SLIC/CPD/PO/45/2025

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			
3.1	EXPERIENCE /NUMBER OF YEARS - IN GENERAL	Marks 20 Nos	
	>=20 Years	20	Attach documents as proof (Proof of registration/incorporation etc.)
	>=10 Years & < 20 Years	15	
	> 05 Years & < 10 Years	10	
	Less than 05 years	00	
3.2	NUMBER OF PROJECTS/SUPPLIES RELATED More than 03 Million in last 05 year WOs/POs/Contracts	Marks 20 Nos	
	POs/WOs/Contracts >=05 or more	20	Attach documents as proof (copies of POs/WOs. No WO/PO worth below Rupees one hundred thousand will be considered)
	POs/WOs/Contracts >= 03 & < 05	15	
	POs/WOs/Contracts >= 01 & < 02	10	
	POs/WOs/Contracts less than 01	00	

Pre-Qualification of Suppliers for Procurement/Supplies of Printers for State Life Offices in all over Pakistan.

SLIC/CPD/PO/45/2025

3.3	<b>TOTAL STAFF</b>	Marks 20 Nos	
	Staff >= 10	20	
	Staff >= 06 & < 10	15	Attach details of HR with name, designation and qualification.
	Staff >= 03 & < 06	10	
	Staff >= less than 03	00	
3.4	<b>TECHNICAL TOTAL STAFF FOR AFFTER SALE SERVICE</b>	Marks 20 Nos	
	Staff >= 06	20	Attach details of Technical Staff with name, designation and Technical qualification.
	Staff >= 04 & < 06	15	
	Staff >= 02 & < 04	10	
	Staff >= less than 02	00	
3.5	<b>COMPANY FINANCIAL STATUS (Average last Three years annual average turn-over)</b>	Marks 20 Nos	
	Worth >= 100 Million	20	Attach last three years Audited Financial Statements  Profit/Loss for Financial Statement will be considered)
	Worth >= 60 M & < 100 M	15	
	Worth >= 30M & < 50 M	10	
	Worth >= less than 30M	00	
<p>Note:</p> <p>a) Pre-Qualification pass marks are minimum 50 (Fifty). Bidder scoring less than 50 marks overall and less than 10 marks in any criteria will not be included in Financial Evaluation Process.</p> <p>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.</p>			

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 acceptance of the application that, in the case of an Applicant is offering for Prequalification of Supplier/Contractor for Purchase and supply of Printers 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 Prequalification No.: SLIC / CPD / PO/45/2025

Title of Prequalification: Prequalification of Authorized Dealers/ Suppliers for supply of Printers

Page No.: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ pages

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

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

- (a) No reservations: We have examined and have no reservations to the Prequalification 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 Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only those applicants who have been pre-qualified 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 Printers 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 Prequalification No.: SLIC/CPD/PO/45/2025

Title of Prequalification: Prequalification of Authorized Dealers/ Suppliers for supply of Printers.

Page No.: Page \_\_\_\_\_ of \_\_\_\_\_ pages

Applicant's (Person) name along with nationality:

\_\_\_\_\_ [insert full name]

Authorized Dealers/ Suppliers 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 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 Prequalification No.: SLIC /CPD/PO/45/2025

Title of Prequalification: Prequalification of Authorized Dealers/ Suppliers  
for Supply of Printers

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

Prequalification No.: SLIC/CPD/PO/45/2025

Title of Prequalification: Prequalification of Authorized Dealers/ Suppl for Repair & Maintenance of Printers

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 Prequalification No.: SLIC/CPD/PO/45/2025

Title of Prequalification: Prequalification of Authorized Dealers/ Suppliers  
for Supply of Printers

Page No.: Page \_\_\_\_\_ of \_\_\_\_\_ pages

Annual turnover data			
Year [indicate calendar year]	Amount Currency [insert amount and indicate currency]	Exchange rate (I f applicable)	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 Prequalification No.: SLIC/CPD/PO/45/2025

Title of Prequalification: Prequalification of

Authorized Dealers/ Suppliers for Supply of Printers

Page No.: Page \_\_\_\_\_ of \_\_\_\_\_ pages

Name of Contract(s)	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)

Pre-Qualification of Suppliers for Procurement/Supplies of Printers for State Life Offices in all over Pakistan.  
SLIC/CPD/PO/45/2025

Form EXP – 1

Details of All Contracts

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

Date of this Application submission: \_\_\_\_\_

Request for Prequalification No.: SLIC/CPD/PO/45/2025

Title of Prequalification: Prequalification of Authorized Dealers/ Suppliers  
for Supply of Printers

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 Prequalification No.: SLIC/CPD/PO/45/2025

Title of Prequalification: Prequalification of Authorized Dealers/ Suppliers for Supply of Printers

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 2020 specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.
- Contract(s) not performed since 1st January 2020 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:	

Date of this Application submission: _____			
Request for Prequalification No.: SLIC/CPD/PO/45/2025			
Title of Prequalification: Prequalification of Authorized Dealers/ Suppliers for Supply of Printers			
Page No.: Page _02_ of _03_ pages			
<b>2. Pending Litigation, in accordance with Section III</b>			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub Factor 2.3			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (PKR)	Contract Identification	Total Contract Amount (PKR)

		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 Prequalification No.: SLIC/CPD/PO/45/2025

Title of Prequalification: Prequalification of Authorized Dealers/ Suppliers for Supply of Printers

Page No.: Page 03 of 03 pages

3. No consistent history of court/arbitral award decisions

<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> 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 Prequalification Application

List of Documents (To be attached with proper tagging)	Tag/Page
Eligibility Documents	Number

1.	All pages of Prequalification 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 Prequalification 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 Dealers/ Suppliers from the following countries are excluded from this Prequalification 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 RHO All over Pakistan on the following e-mails. [proc.all over Pakistan@SLIC .gov.pk](mailto:proc.all over Pakistan@SLIC .gov.pk)  
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 of not more than ten years, 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 of not more than three years, 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 of not more than six months, if the bidder fails to abide with a bid securing declaration, if taken in any of framework 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 prequalified applicant shall provide Purchase and supply of Printers and thereafter provide after Sales Services at SLIC Offices/ All over Pakistan. After prequalification, 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 Printers.	Estimated Qty	Location/District of RHO All over Pakistan Region
1	Printer Laser Jet / Ink Tank/ Color All-in-One ADF Printer and Dot Matrix Printers Technical Specification is attached at Annexure-B-1	333	All over Pakistan \ list of PO, Regional and Zonal office are attached at Annexure-A-1 & A-2.

Note:-

- Quantities of Printers may increase or decrease.
- Any or all items can be dropped.
- Frame work agreement will be concluded with one or more than one on the basis of Most advantageous bidders with respect to cost, work reliability, near to approach etc.

## 2. Duration and Type of Agreements

In line with PPRA close frame wok procedures, agreement will be signed with successful bidders for a period (01) year starting from the date of signing of agreement (with fixed prices till expiry Of agreement). **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
<b>1</b>	<p style="text-align: center;"><b>SOUTHERN REGION</b></p> <p><b><u>KARACHI (SOUTH)</u></b> State life Building No.2 Wallace Road Karachi Tel: (021)99217021</p> <p><b><u>KARACHI (CENTRAL)</u></b> State life Building No. 11, Abdullah Haroon Road. Saddar, Karachi. Tel:(021)99205119</p> <p><b><u>KARACHI (EASTERN)</u></b> Bungalow No.02,Block 7 &amp; 8,Fine House Bus Stop, Shahrah-e-Faisal, Karachi. Tel: (021)34520810</p> <p><b><u>QUETTA</u></b> 2<sup>ND</sup> Floor, PIABuilding Hali Road, Quetta. Tel:(081)99202088</p>	<b>2</b>	<p style="text-align: center;"><b>HYDRABAD REGION</b></p> <p><b><u>HYDRABAD</u></b> State life Building, P.O. Box No. 27, Thandi Sarak, Hydrabad. Tel: (022)9200189</p> <p><b><u>MIRPURKHAS SINDH</u></b> State life Building, M.A. Jinnah Road. Mirpurkhas Sindh. Tel: (0233)873380</p> <p><b><u>SHAHEED BENAIZIRABAD</u></b> State life Zonal Office, Near Taj Colony, Phatka Buchri Road, Nawabshah Benazirabad. Tel: (0244)386003</p> <p><b><u>SUKKUR</u></b> State Life Building, Minara Road, Sukkur.</p> <p><b><u>LARKANA</u></b> State Life Building Quaid-e-Azam Road Larkana. Tel: (074)9410807</p>
<b>3</b>	<p style="text-align: center;"><b>MULTAN REGION</b></p> <p><b><u>MULTAN</u></b> State Life Building, Chowk Nawan Shaher, Abdali Road Multan. Tel: (061)9200675</p> <p><b><u>BAHAWALPUR</u></b> 2<sup>ND</sup> Floor, Barq Medical Complex, Ahmed Pur Road, Bahawalpur. Tel. (062)9255299</p> <p><b><u>RAHIM YARKHAN</u></b> State Life Building, Abu Dhabi Road, Rahim Yar Khan Tel: (068)9230032</p> <p><b><u>SAHIWAL</u></b> State Life Zonal Office, 6<sup>th</sup> Floor, Azan Heights, Ahmed Murad Road, Jahaz Chowk, Sahiwal. Tel: (040)9200036</p> <p><b><u>D.G. KHAN</u></b> State Life Zonal Office, Dubai Trade Centre, Near Pull Daat, Jampur Road, Dera Ghazi khan. Tel: (064)9260040</p> <p><b><u>VEHARI</u></b> State Life Zonal Office, ZTBL Building, V Chowk, Vehari Tel: (067)9201138</p>	<b>4</b>	<p style="text-align: center;"><b>FAISALABAD REGION</b></p> <p><b><u>FAISALABAD(EASTERN)</u></b> State life Building, 2- Liaqat Road, Faisalabad Tel: (041)9200638</p> <p><b><u>FAISALABAD(WESTERN)</u></b> State life Building, 2- Liaqat Road, Faisalabad Tel: (041)9200338</p> <p><b><u>SARGODHA</u></b> M.M. Alam Road, Opposite Huts Hotel. Sargodha, Tel: (048)3215543</p> <p><b><u>JHANG</u></b> Zonal Office, Near Dist. Court, Civil Line, Jhang Saddar. Tel: (047)9200172</p>

## Annexure-A-2

5	<p style="text-align: center;"><b>CENTRAL REGION</b></p> <p><b><u>LAHORE (CENTRAL)</u></b> State Life Square 4- Lyton Road, Lahore. Tel: (042)99211028</p> <p><b><u>LAHORE (WESTERN)</u></b> State Life Square 4- Lyton Road, Lahore. Tel: (042)99213956</p> <p><b><u>GUJRANWALA</u></b> State life Building, Near Quaid-e-Azam Divisional Public School, G.T. Road, Gujranwala. Tel: (055)9200294</p> <p><b><u>SIALKOT</u></b> Siddique Plaza, Paris Road, Sialkot. Tel: (052)9250102</p> <p><b><u>NAROWAL</u></b> City Tower, Ransinwal phattak New Narowal, Lahore Road, Narowal. Tel: (0542)411903</p> <p><b><u>SHEIKHUPURA</u></b> Pahlvi Road, Near HBL Bank, Civil Line, Sheikhupura. Tel: (056)9200099</p>	6	<p style="text-align: center;"><b>NOTHERN REGION</b></p> <p><b><u>RAWALPINDI</u></b> State Life Building No.1, The Mall Rawalpindi. Tel: (051)9271362</p> <p><b><u>ISLAMABAD</u></b> 3<sup>rd</sup> Floor State Life Building No.9, Old Buland Markaz, 33-E, Blue Area, Islamabad. Tel: (051)9204749</p> <p><b><u>MIRPUR (AK)</u></b> Baray Mian Plaza, Sector F/1, Kotli Road, Mirpur (AK) Tel: (05827)927452</p> <p><b><u>GUJRAT</u></b> Ch Ghulam Ahmed Plaza No.1, G.T Road, Jada, Jhelum. Tel: (0544)274083</p> <p><b><u>JHELUM</u></b> Ch Ghulam Ahmed Plaza No.1, G.T. Road, Jada, Jhelum. Tel: (0544)274083</p> <p><b><u>GILGIT</u></b> Nazar Shah Plaza, Main Shahrah-e-Quaid-e-Azam, Jutial, Gilgit Tel: (05811)922622</p>
7	<p style="text-align: center;"><b>KPK REGION</b></p> <p><b><u>PESHAWAR</u></b> 4<sup>th</sup> Floor, State Life Building 34, The Mall, Peshawar. Tel: (091)9211583</p> <p><b><u>ABBOTTABAD</u></b> Mir Alam Shopping Plaza, Post Office Jhangi, Mansehra Road, Abbottabad. Tel: (0992)408393</p> <p><b><u>SWAT</u></b> Royal Campus Saidu Sharif, Swat. Tel: (0946)713865</p> <p><b><u>KOHAT</u></b> kCB 04 Street # 06 Miri Colony, University Road, Kohat. Tel: (0922)866108</p>	8	<p style="text-align: center;"><b>G&amp;P DIVISION KARACHI</b></p> <p><b><u>PRINCIPLE OFFICE</u></b> <b><u>G&amp;P KARACHI ZONE</u></b> State Life Building No.2. Wallace Road. Karachi (South), Tel: (021)99217044</p> <p><b><u>G&amp;P RAWALPINDI ZONE</u></b> State life Building # 8 ,Kashmir Road Opp, Jahangir Restaurant. Rawalpindi</p> <p><b><u>G&amp;P LAHORE ZONE</u></b> State Life Building, 15-A, Davis Road Lahore. Tel: (042)99205121-22, 99205122</p> <p><b><u>G&amp;P PESHAWAR ZONE</u></b> 3<sup>rd</sup> Floor, State Life Building, 34- The Mall, Peshawar Cantt. Tel: (091)9211588</p>

**Technical Specifications**

**Annexure-B-1**

**Printers specification**

<b>Category</b>	<b>Type</b>	<b>Specification</b>
<b>Network Printer</b>	<b>Color (Laser)</b>	Laser, ≥30 ppm, Auto Duplex, Ethernet/USB, 250+100 sheet tray, 60k duty cycle, 1.2 GHz, 512MB
	<b>Color (Ink Tank)</b>	Ink Tank ≥20 ppm, Auto Duplex, Ethernet/USB, Refillable Tank System 250 Sheet tray, High Yield Bottles.
	<b>B&amp;W (Laser)</b>	Laser, ≥40 ppm, Auto Duplex, Ethernet/USB, 250-sheet tray, 80k duty cycle, 1 GHz, 256MB
	<b>B&amp;W (Ink Tank)</b>	Ink Tank ≥25 ppm, Auto Duplex, Ethernet/USB, Refillable Tank System 250 Sheet tray.
<b>Personal Printer</b>	<b>Color (Laser)</b>	Laser, ≥20 ppm, USB 2.0+, 150-sheet tray, 20k duty cycle
	<b>Color (Ink Tank)</b>	Ink Tank ≥ 15 ppm, USB 2.0 Refillable Tank System 150 Sheet tray.
	<b>B&amp;W (Laser)</b>	Laser, ≥25 ppm, USB 2.0+, 150-sheet tray, 25k duty cycle
	<b>B&amp;W (Ink Tank)</b>	Ink Tank ≥20 ppm, USB 2.0 Refillable Tank System 150 Sheet tray.
<b>All-in-One ADF Printer</b>	<b>Color (Laser)</b>	Print/Scan/Copy ≥25 ppm, Duplex Print ADF(35+pages), Ethernet/USB/WiFi, 250 sheet tray, 1GHz, processor 512MB RAM
	<b>Color (Ink Tank)</b>	Print/Scan/Copy ≥20 ppm, Duplex Print ADF(35+pages), Ethernet/USB/WiFi, Refillable Tank System, 250 sheet tray.
	<b>B&amp;W (Laser)</b>	Print/Scan/Copy ≥30 ppm, Duplex Print ADF(35+pages), Ethernet/USB/WiFi, 250 sheet tray, 1GHz processor, 512MB RAM
	<b>B&amp;W (Ink Tank)</b>	Print/Scan/Copy ≥25 ppm, Duplex Print ADF(35+pages), Ethernet/USB/WiFi, Refillable Tank System, 250 sheet tray.
<b>Dot Matrix Printer</b>	<b>80 Column</b>	24 Pin Head, 80 Column, 128K Data Buffer, Up to 400 CPS or higher, Friction & Push Tractor, USB, With One Additional Original Cartridge
	<b>136 Column</b>	24 Pin Head, 136 Column, 128K Data Buffer, Up to 550 CPS or higher, Friction & Push Tractor, USB, With One Additional Original Cartridge.
	<b>Warranty</b>	3 Year (or higher) Local

Please Note: The requirement for Print Administration Software applies only to the All-in-One ADF Printers listed above.

**Annexure-C**

**FRAMEWORK AGREEMENT**

**For the Procurement of Printers 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.

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**WHEREAS:**

- The Purchaser, in accordance with the **Public Procurement Regulatory Authority (PPRA) Rules, 2004**, initiated a competitive procurement process via Tender No. [ *dated* []], for the establishment of a Framework 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 a closed Framework Agreement for a term of **one year**, during which Purchase Orders (call off) shall be issued based on requirements for the offices listed in **Annexure-A-1 & A-2**.

---

**NOW, THEREFORE, the Parties agree as follows:**

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**1. DEFINITIONS**

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

**1.2 "Goods"** means printers, 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 Framework.

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## **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.

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## **3. TERM OF AGREEMENT**

3.1 This Framework Agreement shall remain in force for a period of **one (1) years** from the Effective Date.

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

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

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## **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 warranty is not provided by original manufacturer, supplier may provide the same.

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## **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.

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 **10%** of the total estimated 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.

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## 7. DELIVERY & INSTALLATION

7.1 The Supplier shall deliver and install Goods within **[15] calendar days** from the date of each Purchase Order. 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 Installation shall be carried out at the locations specified in the respective PO, without additional cost to the Purchaser.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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, 2004**.

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## 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.

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

---

**FOR THE PURCHASER**

Signature: \_\_\_\_\_

Name:

Designation:

CNIC:

Date:

**FOR THE SUPPLIER**

Signature: \_\_\_\_\_

Name:

Designation:

CNIC:

Date:

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**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 printers, brand, warranty terms).