



**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**

Health & Accident Insurance,  
Regional Office,  
State Life Building No.11  
15- A, Davis Road  
Lahore -54000  
Phone: 042-99203892  
Fax No. 042-99203492

**TENDER NOTICE NO. HR&A/H&AI/LHR/02/2026**

**Repair/Maintenance of Computer/Laptop, Printers, Networking Equipment and other Associated Accessories Through E-PADS**

State life Insurance Corporation of Pakistan, invites Bids in accordance with PPRA rules, under Single Stage- Single Envelops procedure from experienced & reputed GST/Income Tax/Sales Tax Registered Firms/Dealer/Supplier (Federal/Provincial) having relevant experience for **Repair/Maintenance of Computer/Laptop, Printers, Networking Equipment and other Associated Accessories Through <https://eprocure.gov.pk> (E-Pads).**

S#	Description of the job.	Tender Enquiry No.	Closing date & time for Submission of Bids	Date & Time of Opening of Bids
1	<b>Repair/ Maintenance of Computer/Laptop, Printers, Networking Equipment and other Associated Accessories Through E-PADS</b>	HR&A/H&AI/ LHR/02/2026	<b>June 05, 2026 Until 10:00 a.m on Friday.</b>	<b>June 05, 2026 at 10:30 a.m on Friday.</b>

All details are available in Tender documents which is attached herewith and can be downloaded from **PPRA E-PADS (E-Pak Acquisition and Disposal System)**. Bids will be opened on the same day at **10.30 am** in the presence of bidders or their representatives. No tender will be entertained without **bid security/earnest Money/CDR of Rs. 25,000/- for Lot 1 (Computer Peripherals, Network Infrastructure and Component Repair) and Rs. 25,000 for Lot 2 (Printers Parts & Services) in favor of “State Life Insurance Corporation of Pakistan”** must be submitted to undersigned before the opening of Bids.

State Life Insurance Corporation reserves the right to reject all bids or proposals at any time prior to the acceptance of bids or proposals in accordance with PPRA Rule No.33.

**Incharge HR & Admin**

Health & Accident Insurance (H&AI),  
State Life Building, 15-A Davis Road, Lahore.  
**Ph. 042-99203486**

## TENDER DOCUMENTS

P&GS/H&AI/LHR/02/2026

### Repair/Maintenance of Computer/Laptop, Printers, Networking Equipment and other Associated Accessories Through E-PADS, State Life Lahore.

Sealed Technical & Financial bids are invited in accordance with PPRA rules, under ‘**Single Stage-Single Envelope Procedure**’ Through <https://eprocure.gov.pk> (**E-Pads**) from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for Repair/Maintenance of Computers/Laptops, Printers, Networking Equipment and other Associated Accessories Through E-PADS for H&AI, Lahore.

The bids should be submitted through **EPADS** on date as per mentioned on EPADS and PPRA website at **10:00 AM, dated June 05, 2026** and bids will be opened on the same day at **10:30 AM** in the presence of the bidders or their representatives.

### Details of Repair and Maintenance work with Specifications

**Lot 1: Computer Peripherals, Network Infrastructure, and Component Repair Section A, encompassing Computer Accessories, Networking, and Hardware Services, will be evaluated on an item-wise basis. Contracts will be awarded to the lowest responsive bidders who meet all specified technical and quality standards for each individual item. (Item wise Basis)**

Sr.	Items with Specs	Max Qty.	Sr.	Items with Specs	Max Qty.
1	Branded Wired Mouse	80	2	Branded LPT Printer Cable	10
3	Branded Wired Keyboard	80	4	Branded VGA Cable	30
5	Branded External HDD 4 TB USB 3.0	5	6	Branded VGA Port to HDMI Adapter	30
7	Branded External HDD 1 TB USB 3.0	5	8	Branded Display Port to HDMI Adapter	50
9	Branded USB (Pen Drive) 64GB USB 3.0	20	10	Branded DVI to VGA Converter	20
11	Branded Printer Cable	50	12	High Quality Mouse Pad	80
13	Branded Power Cable	200	14	Branded Wifi Range Extender 300 Mbps	5
15	Branded HDMI Cable	50	16	Branded Networking Cable UTP Patch cord (3 Meter)	50
17	Branded Laptop Charger Lenovo 15G2ITL	15	18	Branded Wireless Dual band Multi Gigabit ceiling mount access point wifi 06 MU-MEMO	2



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19	Branded Laptop Charger Lenovo idea Pad 300	10	20	Branded Wifi 6 PCIE Express Card	5
21	Branded Network Cable Cat 6 full Coil (305 Meter)	2	22	Network Cabinet 6U	2
23	Branded RJ-45 Connectors box with load bar (100/each Box)	03 Box	24	Network Cabinet 4U	2
25	Branded Gigabit Desktop/ rackmount switch 24 ports	3	26	Network Cabinet 2U	1
27	Branded Gigabit Desktop/ rackmount switch 16 ports	3	28	Branded Power Supply Unit for Branded System Core i7 (Vostro 3888, Optiplex 7080) 260 Watts	30
29	Branded 100/1000/Mbps Desktop/ back mount switch 8 ports	2	30	Branded Power Supply Unit for Branded System Core i5 (Optiplex 3040) 260 Watts	15
31	Branded Wifi USB dongle with antenna (300Mbps high gain)	5	32	Motherboard Repairing	100
33	Branded Ethernet Cable Tester Device	2	34	Motherboard CMOS Lithium 3V Battery	50
35	Branded Wifi dual band Gigabit (5 Ghz wifi 6 router)	5	36	Branded External DVD Drive (USB 3.0), Rewriter for PC & Laptop	15
37	Windows & Services	150	38	Branded Internal DVD & Writer	15
39	Branded Solid state Drive SSD 256 GB	25	40	Dell / View Sonic LED/LCD Repair	50
41	Branded Solid state Drive SSD 512 GB	15	42	Branded Ram 8 GB DDR 4 UDIMM Memory Module Stick	50
43	Branded NVME M.2 1 TB	25	44	Branded Ram 4 GB DDR 3 UDIMM Memory Module Stick	50
45	Branded Hard Disk Drive HDD 1 TB	10	46	Service/Cleaning of Desktop	100
47	Service/Cleaning of Laptop	100	48	Laser Unit & Service Epson/Panasonic/HP/Plustech/ Kodak	50
49	Scanner Rollers Epson/Panasonic/HP/Plustech/ Kodak	50	50	Laser Unit & Service Epson/Panasonic/HP/Plustech/ Kodak	50



**Lot 2: Printers Parts & Services**

**All items of this section will be evaluated as a whole and Work will be Given to Single Vendor**

**All Printers in use at H&AI Office**

It is mandatory for vendors to provide rates of all items/Repair work in this Lot

Sr.	Items / Works	<u>In use 8 Canon 6030W Max Qty.</u>	<u>In use 1 HP 400</u>	<u>In use 2 HP 1020</u>	<u>In use 2 HP 2035</u>	<u>In use 2 HP 2420</u>	<u>In use 6 Cannon LBP 2900</u>	<u>In use 1 HP 3015</u>	<u>In use 10 HP Laser Jet 406 DN</u>	<u>In use 01 HP Laser Jet 400 (Color)</u>	<u>In use 01 Epson 2190</u>	<u>In use 3 HP Laser Jet 4003</u>
1	Refiling	200	100	100	100	100	100	100	300	10	N/A	300
2	Service	50	50	50	50	50	50	50	100	10	25	100
3	Drums	100	50	60	60	40	100	80	150	10	N/A	150
4	Blade (Cleaning)	100	50	60	60	40	100	60	150	10	N/A	150
5	Blade (Doctor)	100	50	60	60	40	100	100	100	10	N/A	100
6	Magnet	100	100	100	100	100	100	100	100	10	N/A	100
7	Data Chip	100	N/A	N/A	70	60	N/A	100	300	10	N/A	300
8	Heater Sleeve	60	20	40	40	30	50	400	100	4	N/A	100
9	Heater Unit	20	20	20	20	20	20	20	30	4	N/A	30
10	Laser Unit	20	20	20	20	20	20	20	30	4	N/A	30
11	Pressure Roller (Printer)	20	20	20	20	20	20	20	30	4	N/A	30
12	PCR Roller toner	100	50	80	80	60	80	80	200	4	N/A	200
13	Power Supply	20	20	20	20	20	20	20	20	4	5	20
14	Power Supply Board Repair	20	20	20	20	20	20	20	30	4	5	30
15	Power Board	20	20	50	20	20	20	20	30	10	5	30
16	Toner Recycle	150	50	50	50	50	50	50	150	5	N/A	150
17	Ribbon Assembly	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5	10	N/A
18	Formatter Board	20	20	20	20	20	20	20	50	5	5	50
19	Ribbon	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A
20	New Toner	30	30	30	30	30	30	30	40	5	N/A	40
21	Transfer Belt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A

**Note: As per the table mentioned above following information may be noted**

**N/A:** Stands for Not Available in Concerned Printer

**Max Qty:** Stands for Maximum Quantity required for the agreement



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**Reminder:**

- It is compulsory for the vendor to visit the site in order to get the exact estimate of mentioned item/ Repair Maintenance Work.
- Lot 1 will be on item-wise basis and Lot 2 will be evaluated as whole.
- All tasks within the Lot 2 will be handled exclusively by a single vendor.
- It is mandatory for vendors to provide rates of all items/Repair work in Lot 2: Printers Parts & Services
- The rates finalized through the tendering process shall remain applicable until completion/exhaustion of the approved quantities/items with 10% increase in rates (Inclusive of all kind of taxes) every year and repeat orders not exceeding 15% of the original procurement.

**Incharge HR & Admin**

Health & Accident Insurance (H&AI),  
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**Ph. 042-99203486**

## Terms & Conditions

1. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than **Rs. 25,000/- for Lot 1 (Computer Peripherals, Network Infrastructure and Component Repair) and Rs. 25,000 for Lot 2 (Printers Parts & Services)** in favor of “State Life Insurance Corporation of Pakistan” as earnest money which may be released after Final Evaluation.
2. Successful Firm/Company must submit **3% of Quoted Bid as Performance Guarantee** after award of work order which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory delivery / performance.
3. No bid will be accepted without earnest money/CDR.
4. Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
5. All the bids must include G.S.T. and all other applicable taxes.
6. The Bids rates shall be lowest quoted **in all Lots (1 and 2) separately and evaluated with Lowest rate and Quality Based for each section.**
7. All Submitted bids must be duly signed and stamped before uploading.
8. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated
9. The approved bidder immediately after receipt of Work Order shall provide a sample of the Item to SLIC for scrutiny and approval. After the sample is approved, the bidder shall supply/ install rest of the items as per approved sample.
10. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
11. Bid validity period shall be 365 days from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.
12. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, Performance Guarantee shall be forfeited in favor of the Corporation.
13. Most advantageous/Successful Bidder shall submit Bids also in hard copy to Incharge HR & Admin.
14. Vendor must have Company office or site Office situated in Lahore.
15. **Warranty of the supplied items must be valid for minimum One year or above. The supplier will be responsible to assemble/ install /deliver/Ready to use items in all aspect as per requirement and in case of failure to maintain quality in installation, the same will be fixed at his risk and cost besides penalty as may be imposed by Competent Authority in SLIC.**
16. The bids shall be uploaded on EPADS for **“Repair/Maintenance of Computers/Laptops, Printers, Networking Equipment and other Associated Accessories at H&AI, State Life Lahore”.**
17. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

### **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.



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Signature and stamp: \_\_\_\_\_  
(Sign and stamp by Vendor)

### **A: - Mandatory requirements**

- Verifiable documentary proof for all below requirements are mandatory and vendor/supplier will be disqualified if not comply with all below points.

#### **Eligibility/Evaluation Criteria**

1. Sales Tax Registration (Copy of Certificate).
2. Income Tax Registration (Copy of Certificate).
3. Experience certificate of Similar Work (at least 02 Copy of Certificates).
4. Affidavit/Undertaking that the firm has never been blacklisted by any organization/Government on Judicial Stamp Paper.
5. Proof of Active Tax Payer List.
6. Original Bid Security in form of bank draft/Pay order/CDR of Rs. 25,000/- for Lot 1 (Computer Peripherals, Network Infrastructure and Component Repair) and Rs. 25,000 for Lot 2 (Printers Parts & Services) in favor of “State Life Insurance Corporation of Pakistan” must be submitted to undersigned before the opening of Bids.”.
7. Successful Firm/Company must submit **3% of Quoted Bid Value** as Performance Guarantee Which shall be returned after expiry of warranty period i.e. 01 Year.
8. Rates shall be applicable for at least 01 year from the date of work order/ Award of contract.
9. It is mandatory for vendors to provide rates of all items/Repair work in Lot 2. **Printers Parts & Services** for considered Technically Eligible.
10. The rates finalized through the tendering process shall remain applicable until completion/exhaustion of the approved quantities/items with 10% increase in rates (Inclusive of all kind of taxes) every year and repeat orders not exceeding 15% of the original procurement.



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**(The bidders who have not complied with all Above-Mentioned Eligibility /  
Qualification points shall be Disqualified)**

## FINANCIAL PROPOSAL

### Lot 1

**Computer Accessories: Lot 1 will be evaluated on an item-wise basis, and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)**

S#	Description	Qty.	Unit Price without GST	Amount of GST Supply 18% and Services 16%	Unit Price with GST	Total Cost items X Unit Price
1	Branded Wired Mouse	80				
2	Branded LPT Printer Cable	10				
3	Branded Wired Keyboard	80				
4	Branded VGA Cable	30				
5	Branded External HDD 4 TB USB 3.0	5				
6	Branded VGA Port to HDMI Adapter	30				
7	Branded External HDD 1 TB USB 3.0	5				
8	Branded Display Port to HDMI Adapter	50				
9	Branded USB (Pen Drive) 64GB USB 3.0	20				
10	Branded DVI to VGA Converter	20				
11	Branded Printer Cable	50				
12	High Quality Mouse Pad	80				
13	Branded Power Cable	200				
14	Branded Wifi Range Extender 300 Mbps	5				

15	Branded HDMI Cable	50				
16	Branded Networking Cable UTP Patch cord (3 Meter)	50				
17	Branded Laptop Charger Lenovo 15G2ITL	15				
18	Branded Wireless Dual band Multi Gigabit ceiling mount access point wifi 06 MU-MEMO	2				
19	Branded Laptop Charger Lenovo idea Pad 300	10				
20	Branded Wifi 6 PCIE Express Card	5				
21	Branded Network Cable Cat 6 full Coil (305 Meter)	2				
22	Network Cabinet 6U	2				
23	Branded RJ-45 Connectors box with load bar (100/each Box)	03 Box				
24	Network Cabinet 4U	2				
25	Branded Gigabit Desktop/ rackmount switch 24 ports	3				
26	Network Cabinet 2U	1				
27	Branded Gigabit Desktop/ rackmount switch 16 ports	3				
28	Branded Power Supply Unit for Branded System Core i7 (Vostro 3888, Optiplex 7080) 260 Watts	30				
29	Branded 100/1000/Mbps Desktop/ back mount switch 8 ports	2				
30	Branded Power Supply Unit for Branded System Core i5 (Optiplex 3040) 260 Watts	15				
31	Branded Wifi USB dongle with antenna (300Mbps high gain)	5				
32	Motherboard Repairing	100				
33	Branded Ethernet Cable Tester Device	2				

34	<b>Motherboard CMOS Lithium 3V Battery</b>	<b>50</b>				
35	<b>Branded Wifi dual band Gigabit (5 Ghz wifi 6 router)</b>	<b>5</b>				
36	<b>Branded External DVD Drive (USB 3.0), Rewriter for PC &amp; Laptop</b>	<b>15</b>				
37	<b>Windows &amp; Services</b>	<b>150</b>				
38	<b>Branded Internal DVD &amp; Writer</b>	<b>15</b>				
39	<b>Branded Solid state Drive SSD 256 GB</b>	<b>25</b>				
40	<b>Dell / View Sonic LED/LCD Repair</b>	<b>50</b>				
41	<b>Branded Solid state Drive SSD 512 GB</b>	<b>15</b>				
42	<b>Branded Ram 8 GB DDR 4 UDIMM Memory Module Stick</b>	<b>50</b>				
43	<b>Branded NVME M.2 1 TB</b>	<b>25</b>				
44	<b>Branded Ram 4 GB DDR 3 UDIMM Memory Module Stick</b>	<b>50</b>				
45	<b>Branded Hard Disk Drive HDD 1 TB</b>	<b>10</b>				
46	<b>Service/Cleaning of Desktop</b>	<b>100</b>				
47	<b>Service/Cleaning of Laptop</b>	<b>100</b>				
48	<b>Scanner Unit Epson/Panasonic/HP/Plustech/ Kodak</b>	<b>50</b>				
49	<b>Scanner Rollers Epson/Panasonic/HP/Plustech/ Kodak</b>	<b>50</b>				
50	<b>Laser Unit &amp; Service Epson/Panasonic/HP/Plustech/ Kodak</b>	<b>50</b>				

**Lot 2**

**Lot 2: Printers Parts & Services**

**All items of this section will be evaluated as a whole and Work will be Given to Single Vendor.**

**Please fill single unit rate in the following table for comparison.**

<b>All Printers in use at H&amp;AI Office</b>											
Sr.	Items / Works	<u>In use 8</u> Canon 6030W	<u>In use 1</u> HP 400	<u>In use 2</u> HP 1020	<u>In use 2</u> HP 2035	<u>In use 2</u> HP 2420	<u>In use 6</u> Cannon LBP 2900	<u>In use 1</u> HP 3015	<u>In use 10</u> HP Laser Jet 406 DN	<u>In use 01</u> HP Laser Jet 400 (Color)	<u>In use 01</u> Epson 2190
		Rate Per Unit  Inclusive of all kind of Taxes	Rate Per Unit  Inclusive of all kind of Taxes	Rate Per Unit.  Inclusive of all kind of Taxes	Rate Per Unit.  Inclusive of all kind of Taxes	Rate Per Unit  Inclusive of all kind of Taxes	Rate Per Unit  Inclusive of all kind of Taxes	Rate Per Unit  Inclusive of all kind of Taxes	Rate Per Unit  Inclusive of all kind of Taxes	Rate Per Unit  Inclusive of all kind of Taxes	Rate Per Unit  Inclusive of all kind of Taxes
1	Refiling										N/A
2	Service										
3	Drums										N/A
4	Blade (Cleaning)										N/A
5	Blade (Doctor)										N/A
6	Magnet										N/A
7	Data Chip		N/A	N/A			N/A				N/A
8	Heater Sleeve										N/A
9	Heater Unit										N/A
10	Laser Unit										N/A

<b>11</b>	<b>Pressure Roller (Printer)</b>											<b>N/A</b>
<b>12</b>	<b>PCR Roller toner</b>											<b>N/A</b>
<b>13</b>	<b>Power Supply</b>											
<b>14</b>	<b>Power Supply Board Repair</b>											
<b>15</b>	<b>Power Board</b>											
<b>16</b>	<b>Toner Recycle</b>											<b>N/A</b>
<b>17</b>	<b>Ribbon Assembly</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>		
<b>18</b>	<b>Formatter Board</b>											
<b>19</b>	<b>Ribbon</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	
<b>20</b>	<b>New Toner</b>											<b>N/A</b>
<b>21</b>	<b>Transfer Belt</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>		<b>N/A</b>
	<b>Total</b>											

	<b>Total Amount of Lot 2 for All Printers: Printers Parts &amp; Services (Inclusive of all kind of Taxes)</b>	
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**Note: As per the table mentioned above following information may be noted**

**It is mandatory for vendors to provide rates of all items/Repair work in concerned Lot for considered Technically Eligible.**

**All Taxes of Supply 18% and Services 16% will be applicable as per Tax Rules.**

**N/A:** Stands for items Not Available in Concerned Printer

**Max Qty:** Maximum Quantity for Printers repair works shall be seen on page 04 of this Document

**(Filled Financial Proposal to be submitted on your company's letter head.)**

Name of Supplier: \_\_\_\_\_

**Signature with Date**  
(Sign and stamp by Vendor)