



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

HEALTH & ACCIDENT INSURANCE
(SWAT ZONE) HOUSE 5, ZTB ROAD,
COLLEGE COLONY SAIDU SHARIF
SWAT. PHONE NO.0946-728530-32

TENDER DOCUMENTS
FOR
PURCHASE OF CAPITAL ITEMS
(Computers)

STATE LIFE INSURANCE CORPORATION OF PAKISTAN, H&AI,
ZONAL OFFICE, SWAT
Phone No. 0946-728532
Website: <http://www.statelife.com.pk>



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Dated: _____

M/S _____

SUBJECT: PROCUREMENT OF COMPUTERS FOR STATE
LIFE H&AI SWAT ZONE

Dear Sir,

The State Life Insurance Corporation of Pakistan is the largest Life Insurance Institution in Pakistan providing insurance services in various discipline. Presently, Corporation intends to purchase computers for its H&AI Zonal Office Swat.

Enclosed herewith are Tender documents of the above cited job comprising of:

- a) Technical Specifications
- b) Verifiable Documentary Proof
- c) Technical Evaluation Criteria
- d) Terms & Conditions
- e) Undertaking (Annex –A)
- f) Financial Bid

2. Sealed technical & financial bids are invited through **EPADS version 2**. in accordance with PPRA rules, under ‘Single Stage–two Envelope Procedure’, from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the procurement of above-mentioned items.

3. Please submit your quotation/bid duly completed in all respect and signed at appropriate column pertaining to the bidder on EPADS (PPRA). Any bid submitted other than e-PADS will not be considered.

4. The tender should be accompanied by Bid Security/Earnest Money Deposit in the form of demand draft. Tenders without bid security deposit shall be summarily rejected.

5. This letter shall form part of the **“CONTRACT”** and must be signed and returned along with the tender documents.

Thanking you.

Incharge ZPD
(H&AI) Zonal Office
Swat.

Encl: __ Pages.

Signature of the Supplier with stamp



Detail specification and quantities for required items/equipment's/work is as under:

TECHNICAL SPECIFICATIONS

COMPUTERS

Item #	Details	Specification	Qty.
3	Desktop/Computers All in one with Windows Software (Licensed)	Desktop Allin One Dell/HP or equivalent Memory - Memory Storage Capacity: 1 TB - RAM Memory Installed: 32 GB - RAM Memory Technology: DDR4 - Ram Memory Maximum Size: 64 GB Processor - Processor: Core i3 - Processor Speed: 1.2 GHz Ports - Total Usb Ports: 7 - Total Number of HDMI Ports: 1 - Number of Component Outputs: 1 Display - Screen Size: 27 Inches - Display Resolution Maximum: 1920x1080 Pixels - Display Type: LED - Aspect Ratio: 16:09 Connectivity Connectivity Technology: - usb_type_a, - usb_type_c	03
4	Laptop with Windows Software (Licensed)	Laptops: Dell/HP or Equivalent Processor & Generation: 13th Generation or higher Intel Core i3 Processor speed: 2.5 Ghz Turbo Boost 4.4 (8 MB Cache) RAM: 8 GB Extendable to 16 GB DDR-IV Hard Disk SSD: 1 TB Screen Size: 15.6 inches Screen Display: FHD display or higher Graphic Card: Integrated Intel UHD graphics or higher Connectivity: 10/100/1000 Ethernet card with Gigabit support + Wifi and Bluetooth. Connecters USB: 3.0 (2), HDMI, Head phone output, USB, Type C I/O Devices: standard keyboard, standard Mouse with Mouse Pad, Original Power Adapter and webcam Operating system: Genuine Windows 11 Professional 64-Bit (Separate License Key to be provided) Software: MS Office Current version licensed; antivirus Licensed Battery: Long Life at least 5hrs backup Warranty: Local warranty as per standard	03



D: Verifiable Documentary Proof

- Verifiable documentary proof for all below requirements is mandatory.
- The bidders who have duly complied with the Eligibility / Qualification and Evaluation criteria will be eligible for further processing.

Sr. No.	Eligibility / Evaluation Criteria	Requirement	Supporting Documents to be Attached as	Page No.
1	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A	
2	Income Tax Registration (copy of certificate)	Mandatory	Annex-B	
3	Experience Certificate for similar work (copy of certificate)	Mandatory	Annex-C	
4	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D	
5	Proof of Active Taxpayer List	Mandatory	Annex-E	
6	Earnest Money/ Bid Security 5% of total tender amount through bank draft/ pay order (To be attached with Financial Proposal)	Mandatory		



TECHNICAL BID EVALUATION CRITERIA

Technical bid will be evaluated on the basis of following points

SR. #	DESCRIPTION	POINTS	Supporting Documents (Attachment)
1	i) Certificate of Business Registration/Incorporation under the Laws of Pakistan (04 points) ii) Valid Income Tax (NTN) and General Sales Tax (GST) Registration Certificate along with Active Taxpayer Status (04 points) iii) Duly Signed and Stamped Letter of Warranty as per Tender Requirements iv) Signed and stamped an affidavit (e-stamp paper Rs.100 or above) in respect of non-blacklisting duly attested by Notary Public. (04 points) v) Manufacturer/Authorized Dealer/Distributor Certificate of Brands Quoted for (Lot 02) Electric Items. (04 points)	20	
2	FIRM /COMPANY PROFILE: Years of Operations (from Registration Date of NTN/FBR) One (1) point for one (1) year experience	10	
3	TAX RETURN Income Tax Returns submitted to FBR for the last 3 Years	15	
4	RELEVANT EXPERIENCE Similar completed orders/supplies over last 04 years. Five (05) points for one (1) similar order/supply of value more than Rs. 1 million. Work orders are required.	20	
6	Number of existing clients provided with similar supplies/items (05 points for each Corporate / Multi-National /Govt./Semi-Govt. Client)	20	
7	TECHNICAL STAFF i) Installer = 05 Mark ii) IT Technician = 08 Marks iii) Labor = 02 Marks (Mention Staffa List)	15	
Total Points			

NOTE:1) Minimum 70 points are required for Technical Qualification.



C: Terms & Conditions:

1. Bidders are advised to read the terms and conditions carefully to avoid any inconvenience or disqualification during the procurement process.
2. Proposals shall accompany a Pay Order / Bank Draft of the 5% of the total bid amount in favor of State Life Insurance Corporation of Pakistan as bid security. The same will be returned to un-successful bidders at the end of bidding process and earnest money of successful bidder will be retained and converted into performance security, which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory performance.
3. The bid security instrument should reach this office before closing date of bid opening.
4. No bid will be accepted without Bid Security.
5. Bid validity period shall be 90 days from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.
6. 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.
7. All the bids must include General Sales Tax.
8. Bids will be evaluated on item-wise basis.
9. The selected firms will provide items within 15 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 20 days from receipt of supply order, the earnest money will be confiscated
10. The approved bidder immediately after receipt of letter of award 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.
11. 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 in line with PPRA rules.
12. All the information provided by the bidder must be verifiable.
13. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items.
14. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, the bid security shall be forfeited in favor of the Corporation.



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15. Income Tax & General Sales Tax as per government rule will be deducted at the source from the payment.
16. Supply items shall be brand new & according to tender specification. Any defective delivery / Material will be replaced by supplier at his own risk & cost.
17. The successful bidders shall provide samples of both categories for inspection, testing, and technical validation.
18. The computer with weak hinges will be rejected.
19. The supplier will be responsible for installation of the Equipment etc. at site
20. **Maintenance Period/ After Sales Services (Inspection Visits/Cleaning/Repairing) Warranty of the supplied items must be valid for mentioned time period. The supplier will be responsible to assemble/ install /deliver the items as per requirement and incase 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.**
21. All vendors who have submitted their bids are required to dispatch a separate sealed copy of their **Technical Proposal** to the office of the undersigned. The sealed envelope must be clearly marked with the words: "**Technical Proposal for Procurement of Computers.**"
22. The technical proposal must clearly specify the brand name, model, and detailed specifications of the equipment proposed to be supplied by the vendor.
23. 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.
24. SLIC can reject all bids or proposals or cancel the bidding process at any stage before awarding the contract under PPRA rule (33).



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Annex-A

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.

Signature and stamp:

Incharge

Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
H&AI Swat Zone

House no.5, ZTB Road, College Colony Saidu Sharif Swat.
Phone: 0946-728532



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Date: _____

G: FINANCIAL PROPOSAL

(For Purchase of I.T & Office Equipment F.Y
2026)

S#	Descriptions	Qty .	Unit Price without GST	GST Amount	Unit Price withGST	Total Cost (No of Units x Unit price including all taxes)
1	Laptop	X	X	X	X	X
2	Desktop Computer					
Total						

Name of Supplier: _____

Signature with Date