



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

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## **BID DOCUMENT**

**FOR**

**PROCUREMENT OF SCANNERS FOR ALL REGIONAL  
AND ZONAL OFFICES, STATE LIFE INSURANCE  
CORPORATION OF PAKISTAN  
TENDER NOTICE No.PHS/PO/14/2024  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN  
PRINCIPAL OFFICE, KARACHI.**

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**2024**

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

## 1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase Scanners for all Regional and Zonal offices of State Life Insurance Corporation of Pakistan i.

## 2. Detail Specification & Quantities / Schedule:

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

Item/ Specifications	QTY
<p><b>Book and Document Scanner:</b></p> <p><b>GENERAL</b></p> <p><b>Product dimensions</b> 362.45 x 351.5 x 149.30 mm</p> <p><b>Product weight</b> 1.5kg</p> <p><b>PERFORMANCE</b></p> <p><b>Mega Pixels</b> 16 megapixels</p> <p><b>Max. document size</b> 480×360 mm (18.89×14.17 inch) (A3: 420 × 297 mm/ 16.5×11.7 inch)</p> <p><b>Max. document thickness</b> 50mm</p> <p><b>Optical resolution (default)</b> 250 dpi</p> <p><b>Pixel dimensions</b> 4608 x 3456</p> <p><b>Color bit depth</b> 24-bit color</p> <p><b>Scanning speed</b> 1.5s/ scan</p> <p><b>OCR</b> 180+ languages recognized</p> <p><b>Light source</b> 1 x Built-in LED array, white 2-level 1 x Attachable LED light, white 1-level</p> <p><b>File formats (output)</b> Searchable - Word, Excels, TIFF, PDF</p>	(41)

Others - JPG, PDF

### **Scanning formats (input)**

books (reference, magazines, tomes, etc.)

documents (ID cards, contracts, tax forms, ) family archives (birth certificates, love letters, drawings, postcards, newspaper clips, etc.)

### **Visual Presenter mode**

Supported, 1920\*1080@20Fps

## **SYSTEM SUPPORT**

XP, Win 7/ 8/10/11,

32/64-bit;

macOS 10.11 and above

## **SOFTWARE FEATURES**

### **Scanning Color Mode**

Color, Patterns, Stamps, Gray scale, B&W

### **Smart Technology**

Auto Finger Removal Technology

Auto Page-Turn Detection Technology

Auto Scanning Engine

Auto Curve-Flattening Technology

OCR (by ABBYY Technology)

Automatic Page Splitting

### **Image processing tool**

Image Crop

Image Trim

Image Rotation

Image Tilt Correction

Image Standarization

File Rename Rule Presetting

### **Scanning Trigger**

Hand Control

Pedal Control

Button Control (on scanner)

Button Control (on software)

Auto-Scanning (triggered by page turning)

## **Warranty Information**

1-Year Local Warranty

<b>Tender enquiry No</b>	<b>PHS/PO/14/2024</b>
<b>Closing date &amp; time for submission of bids</b>	<b>17-04-2024 before 11:00 a.m</b>
<b>Date &amp; time of opening of Technical bids</b>	<b>17-04-2024 at 11:30 a.m</b>

**Delivery and after sales service of Consignment:**

**Delivery and after sales service of items at the respective offices as per list attached at Annex-A (without any extra cost).**

**TERMS AND CONDITIONS**

3. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
4. Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage two-envelope method i.e separate “Technical Proposal” and “Financial Proposal” respectively and clearly marked as **“Purchase of Scanners for Regional and Zonal Offices”**. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
5. Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice. Time and date for opening of Financial Proposals of technically qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPADS system accordingly.
6. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Financial bid of only technically qualified bidders would be considered for further processing.  
**(Technical evaluation of bids / point scoring criteria is available with bidding document).**
  - i) Experience of bidders in sales / marketing of relevant equipment.
  - ii) Financial Capabilities.
  - iii) Offices in Major Cities (03 Cities as Mandatory Requirement).
  - iv) Number of existing clients provided with similar equipment.
  - v) List of professionals on permanent strength- for installation and after sales services.
8. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract. However, successful bidder will be required to submit performance guarantee of 03% in shape of bank guarantee (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contract and will be released after expiry of warranty period.

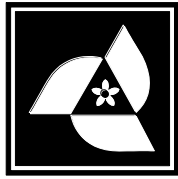
9. No bid will be accepted without bid security.
10. All the bids must include all government taxes.
11. Most Advantageous bidder will be required to deliver items within (02) weeks after issuance of Purchase Order.
12. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
13. The quantity of items may vary at the time of issuing purchase order.
14. Successful supplier has to deliver respective items at the desired offices and provide on site support for the entire warranty period. If the after sales services is not provided satisfactory performance guarantee will be forfeited.
15. Warranty of the items will start from the date of delivery.
16. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
17. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
18. All the information provided by the bidder must be verifiable.
19. Bid Security of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
20. If the 1<sup>st</sup> lowest evaluated/ Most Advantageous bidder fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2<sup>nd</sup> lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.

(Muhammad Tajamul)

Divisional Head (CPD),

Central Procurement Division,

State Life Insurance Corporation of Pakistan, Principal Office, 2<sup>nd</sup> Floor, State Life Bldg. # 9. Dr. Ziauddin Ahmed Road, Karachi. **Phone # 021-99204521**



# **STATE LIFE**

## **INSURANCE CORPORATION OF PAKISTAN**

### **TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA**

	<b><u>Max.Points</u></b>
1. Experience of bidder in sales / marketing of relevant equipment <i>(05 points for each complete year)</i>	20
2. Financial Capabilities <i>(Annual Report for each year/ Tax Return for each year =5 points)</i>	20
3. Offices in Major Cities (offices in Karachi, Lahore, Rawalpindi is a Mandatory requirement)(3 points for office in each city)	20
4. Number of Existing Clients provided with similar Equipment <i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	20
5. List of Professionals on permanent strength- for installation and after Sales services <i>05 points for each qualified personnel)</i>	20

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Total Points: 100

Note:

Minimum 60 % score is required Technically Qualify in each category and over-all as well.

**Addresses of State Life Offices Region Wise.**

<b>S.No</b>	<b>PO,Zones and Region</b>	<b>Address</b>
1	<b>Principle Office</b>	state life building no 09.Dr Zia uddin Ahmed road Karachi
2	<b>Multan Region</b>	State Life Building 4th Floor,Chowk Nawan Shaheer, Abdali Road Multan.
3	Multan Zone	State Life Building 3rd Floor,Chowk Nawan Shaheer,Abdali Road, Multan.
4	R.Y.Khan Zone	4th Floor, State Life Building, Abu Dhabi Road, Rahim Yar Khan.
5	Vehari Zone	ZTBL Building, V Chowk,Vehari
6	Bahawalpur Zone	2nd Floor, Barq Poly Clinic Building, Ahmedpur Road,,Bahawalpur
7	D.G.KHAN	Dubai Trade Centre,Near Pull Dat, Jampur Road,Dera Ghazi Khan.
8	Sahiwal	2nd Floor, Sattar Complex, Stadium Road Sahiwal.
9	<b>KPK Region</b>	State Life, 2nd Floor, State Life Building,34-The Mall, Peshawar Zone.
10	Kohat Zone	Khan Baad Plaza, Bannu Road, Kohat
11	Swat Zone	Dean Plaza, Opp. Central Hospital, Saidu Sharif, Swat.
12	Peshawar Zone	State Life Bldg, 34 The Mall, Peshawar.
13	Abatabad Zone	State Life Zonal OfficeMir Alam Plaza,P.O Jhangi, Mansehra Rd.Abbottabad.
14	<b>Southern Region</b>	S.L.B.#2, 10th Floor Wallace Road, Karachi.
15	Karachi South Zone	S.L.B.#2, 11th Floor Wallace Road Karachi.
16	Karachi Central Zone	State Life Building # 11,Abdullah Haroon Road,Karachi.
17	Karachi Eastern Zone	Bungalow No. II,Block 7th & 8th.Maqbool Abad, Near Fine House,Shahrah-e-Faisal,Karachi
18	Quetta Zone	P.I.A Bldg, 2nd Floor,Hali Road Quetta
19	<b>Northern Region</b>	State Life Building # 9,Buland Markaz Plaza,33-E, 4th Floor Blue Area, Islamabad
20	Rawalpindi Zone	State Life Bldg # 1,The Mall, Rawalpindi.
21	Islamabad Zone	State Life Bldg # 9 Buland Markaz Plaza 33-E, Blue Area Islamabad
22	Gilgit Zone	State Life Zonal Office, Jubilee Market
23	Jhelum Zone	State Life Ahmed Plaza no 1 GP Road, Jada Jhelum.
24	Mirpur Zone	Chohan Plaza 36,Sector C-1Mirpur (AK).
25	Gujrat Zone	State Life Bldg, 5th Floor.G.T. Road , Gujrat,
26	<b>Hyderabad Region</b>	State Life Building Thandi Sarak Hyderabad
27	Hyderabad Zone	State Life Building Thandi Sarak, Hyderabad
28	Mirpurkhas Zone	M.A. Jinnah Road,Near D.C. Office MirpurKhas.
29	Benazirabad Zone	Bungalow No. A-49, Housing Society, Benazirabad (Nawabshah)
30	Sukkur Zone	State Life Building,Minara Road,Sukkur
31	Larkana Zone	State Life Building Qaim Shah Bukhari Road, Larkana
32	<b>Faisalabad Region</b>	State Life Bldg # 2 Liaquat Road Faisalabad.
33	Faisalabad Zone	State Life Bldg # 2 Liaquat Road Faisalabad.
34	Sargodha Zone	State Life Zonal Office, Queen's Road, Sargodha.
35	Jhung Zone	Near District Courts,Civil Lines, UBL Chowk.Civil Lines, UBL Chowk.
36	<b>Central Region</b>	State Life Building Ground Floor,15-A, Davis Road Lahore.
37	Lahore Zone Central	State Life Square,4-Lytton Road, Lahore.
38	Lahore zone Western	State Life Square,4-Lytton Road, Lahore.
39	Gujranwala Zone	Din Plaza, G.T Road, Gujranwala.
40	Sialkot Zone	Paris Road, Sialkot
41	Narowal Zone	State Life, 1st Floor, City Tower Building, New Lahore Road, Narowal