



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

REQUEST FOR PROPOSAL

FOR PURCHASE/SUPPLY, INSTALLATION CONFIGURATION & TESTING
OF OFFICE EQUIPMENT FOR OFFICE USE

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

Name of the Respondent	
Address	
Telephone	
Fax	
Email	

State Life Insurance Corporation of Pakistan
Health & Accidental Insurance (H&AI)
Regional Procurement Department (RPD)
3rd Floor, State Life Tower, Jinnah Avenue, Islamabad
Contact No: 051-9216344

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Section I: Invitation for Proposal

1. State Life Insurance Corporation of Pakistan intends to hire services of an experienced service provider (s) for subject procurement as per Single Stage One Envelope Procedure in accordance with PPRA Rules-2004 through EPADs
2. Proposal (s) must be uploaded on EPADs and hard copy of the same is also required to be submitted at address appended at below at Serial-06 well before Bid Submission Timeline
3. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules
4. All proposals must be valid for **Ninety (90)** days and any bid shorter than subject bid validity will be declared as conditional and will be declared non-responsive

5. Tender Schedule

A	Bid Submission Timeline on EPADs and Hard Copy	28/09/2026 @ 11:00 AM
B	Bid Opening Timeline	28/09/2026 @11:30 AM
C	Clarification Timeline	24/09/2026 UPTO 05:00 PM

6. Address for submission of Hard Copy of Bid Documents is as follows:

**“Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI)
Regional Office, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad”**
Contact No: 051-9216344

Email for clarity and information regarding general conditions:

waqashassan1995@gmail.com ; mwaqas.slic09@gmail.com

Email for Technical Clarification:

sys.architect.health@statelife.com.pk; dba.health.isb@statelife.com.pk

Section II: Instruction to Respondents

1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the hard and soft copy of proposal submitted for the procurement titled "Purchase/ Supply, Installation, Configuration & Testing of Office Equipment for Office Use" on EPADs and in hard form as well
- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Procuring Agency" means State Life
- d) "H&AI" Health and Accidental Insurance, Regional Office, Islamabad
- e) "Service Provider/ Bidder/ Vendor" means any entity that furnishes proposal in response to this RFP through EPADs
- f) "Competent Authority" means the CEO State Life
- g) "RFP" means Request for Proposal floated by procuring agency for the subject procurement
- h) "Committee" means committee constituted by State Life for evaluation of proposal
- i) "Government" means the Government of Pakistan
- j) "PPRA Rules" Public Procurement Rules 2004
- k) "SOW" means Scope of Work
- l) "EPADs" stands for E-Pak Acquisition and Disposal System
- m) "Office Equipment" Corresponds to equipment outlined in different categories as per SOW
- n) "Categories" corresponds to different groupings in which equipment is grouped for instance Air Conditioner is grouped in Category-01 etc

2. INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to the population in social sector. State Life has also launched Corporate Health Insurance initiative and different products are being offered to private and public sector clients

In order to ensure better provision of services to clients, provision of proper office equipment is mandatory.

3. VALIDITY OF PROPOSALS

Proposals must be valid for a period of Ninety (90) days after the date of its submission prescribed in RFP. A proposal valid for shorter period will be declared as non-responsive.

State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals) as per PPRA Rule-26

4. RIGHT TO ACCEPT / REJECT PROPOSAL

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

5. FRAUD AND CORRUPTION

State Life requires that respondents hired through this RFP must observe the highest standards of ethics. Further, if any bidder is found indulging in Corrupt and fraudulent practices as defined under definition section in PPRA Rules, then necessary action as per PPRA Rule-19 (A) will be taken

6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

6.1. RFP CLARIFICATIONS

Vendor if required can seek clarification in writing on EPADs, email or any other mode well before bid submission timeline as outlined in Tender Schedule outlined up to timeline specified in Clause-5, Section-I of RFP

During technical evaluation of the proposals, State Life at its discretion can ask Respondents for clarifications on their proposals in writing and response thereof must be in writing. The respondents are required to respond to clarification within stipulated timeline

In case a vendor fails to respond within stipulated timeline then vendor will be simply disqualified from further proceedings without any notice

6.2. AMENDMENTS IN RFP

At any time prior to deadline for submission of proposal, State Life may for any reason, modify the RFP and revised documents will be advertised in the form of addendum in a manner like advertised earlier

7. PROCESS FOR HIRING OF SERVICES

This enquiry is Request for proposal (RFP) intended to result in the hiring of service provider for subject procurement as per Single Stage Two Envelope Procedure in accordance with PPRA Rules-2004. The process for hiring services of a Service Provider is as follows:

- i. Proposals submitted in response to this RFP will be checked for PPRA Rule compliance first and in case of violation of PPRA Rules, proposal (s) will be declared non-responsive
- ii. After checking PPRA Rules compliance, proposal will be scrutinized for checking Mandatory Criteria outlined in Clause-08 appended below
- iii. Proposal (s) found to be compliant with Mandatory Criteria will be considered for financial comparison
- iv. Lowest evaluated bid in terms of cost subject to compliance with Clause-i to Clause-iii will result in declaration of most advantageous bidder
- v. Letter of Intent (LOI) will be issued through EPADs to the most advantageous bidder subject to completion of necessary timeline and settlement of grievances if any post uploading of Final Evaluation Reports on all relevant forums
- vi. Most Advantageous Bidder (s) in respective categories will be required to accept Letter of Intent (LOI) on EPADs within three (3) days of issuance through EPADs and in case of non-acceptance LOI will be cancelled and we will resort to 2nd most advantageous bidder along with confiscation of the bid security furnished as per Clause-17 of RFP
- vii. Subject to acceptance of Letter of Intent, formal Work Award will be issued to the most advantageous bidder (s) in respective category / categories. Most advantageous bidder (s) will be required to commence execution within three (3) days of issuance of Work Award and in case of non-compliance Bid Security furnished as per Clause-17 of RFP will be forfeited along with initiation of necessary proceedings as per PPRA Rule-19.

8. MANDATORY CRITERIA

Eligible Service Provider/Respondent must fulfill following criteria:

- i. The bidder shall submit its bid electronically through EPADS within the prescribed date and time. In addition, the bidder shall submit the hard copy of the bid in the prescribed Single Stage–Two Envelope format, comprising a separate **Technical Proposal** and **Financial Proposal**, duly sealed and clearly marked as required under the bidding documents. The Technical and Financial Proposals shall be submitted in separate sealed envelopes and enclosed in one outer sealed envelope/package.
- ii. Verifiable relevant business experience of at least **five (5)** years is must. Here verifiable proof such as Work Award, Agreements etc wherein experience of Five (5) years is clearly manifested must be affixed.
- iii. The bidder shall be required to submit its bid for all categories specified in the bidding documents. The bidder shall clearly indicate in the Cover Letter that its bid is being submitted for all categories. Partial bids for individual categories shall not be entertained.
- iv. Tax Registration and active income and sales tax status is must (Here screen shot of FBR Website duly signed and stamped must be affixed)
- v. The bidder shall certify that it has not been blacklisted, debarred, suspended, or declared ineligible by any Federal or Provincial Government Department, Agency, Organization, Autonomous/Semi-Autonomous Body, or any other public/private sector organization in Pakistan, and shall submit a duly signed undertaking on legal stamp paper of Rs. 100/- (Rupees One Hundred Only), duly attested by a Notary Public, confirming the same along with the bid.
- vi. Bid Security as per Clause-12 of RFP must be submitted.
- vii. Quoted Equipment must be brand new, non-refurbished with local market footprints and after-sales services. Vendor is required to furnish undertaking on a legal stamp paper of Rs.100 duly authorized by notary public
- viii. The bidder shall provide complete details and specifications of the equipment offered, including brand name, model, make, technical specifications, and other relevant particulars, strictly in the format prescribed at Annex-C. The bidder shall ensure that all required information is duly filled in and submitted along with the bid.
- ix. The bidder shall quote only one (01) brand and one (01) specific model for each item. Quotation of multiple brands and/or models against a single item shall not be permitted and shall render the bid, in respect of the relevant item, non-responsive.
- x. Quoted Equipment must be strictly in compliance with requirements outlined at Annex-B
- xi. Submitted Proposal must not be a conditional bid.
- xii. All Annexure(s) to this RFP are must and required details must be provided.

9. EVALUATION OF PROPOSALS

State Life will form Regional Procurement Committee (RPC) to evaluate the proposals. **Technical Evaluation** of proposal will be carried out as per scoring appended below:

Sr. No	Parameters	Detail	Weightage	Max Score
Technical Evaluation				
1	Overall Experience	Here Relevant Work Awards/ Agreements/ Work Completion Certificate etc are needed A. Below 5 Years B. 5 Years C. 5-7 Years D. Above 7 Years	0 10 20 30	30
2	No. of Similar Projects completed in last five years with overall worth of at least PKR. 10.0 million	Here, Work Done Satisfactory/ Work Completion Certificate is required. i. Below 1 Projects ii. 1-3 Projects iii. 3+ Projects	0 15 30	30
3	Financial Strength	Average Annual Turn Over in Last Three Years i. Below 5.0 million ii. 5.0 million iii. 5-9 million iv. Above 9.0 million	0 5 10 20	20
4	Quoted Items and Presented Samples are as per specifications/ requirement	Here details as required in relevant proforma placed at Annex-C must be affixed i. Non-Compliant ii. Fully Compliant	0 20	20
TOTAL SCORE				100
The bidder must score at least 50% marks in each category				

10. DISQUALIFICATIONS

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- ii.** Submitted the proposal document or any other associated document after the Bid Submission deadline.
- iii.** Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iv.** Submitted a proposal that is not accompanied by required documentation.
- v.** Failed to provide clarifications related thereto, when sought.
- vi.** Submitted a proposal with price adjustment / variation provision.
- vii.** Required documentation not affixed with Proposal.
- viii.** Any violation/missing information as required in Clause-08 above.
- ix.** Any violation of PPRA Rules-2004.

11. PREPARATION OF PROPOSAL

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initialized by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.
- iii. All expenses related to participation in this tender document shall be borne by the respondents.
- iv. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- v. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP.
- vi. All proposals must be furnished as per Single Stage One Envelop Procedure.

12. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

Following documents must be submitted along with proposal:

- ii. Cover letter on respondent's official letter. (format is attached as Annex-A)
- iii. Verifiable information of number of clients served on official letterhead duly signed and stamped. (Format at Annex-E)
- iv. All documentation as required by Clause-08 of the RFP.
- v. The financial proposal must be as per format placed at FIN-1 and in case proposal is not as per attached format it will be declared as non-responsive
- vi. All rates will be quoted in PKR (rounded to the rupee amount).
- vii. Further overall lump sum cost for all category i.e. (Categories 1 to 6) will be considered for evaluation. Cost must be quoted for every item in all categories.
- viii. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- ix. Quoted cost must be inclusive of all charges i.e. delivery, octroi transportation etc and all applicable taxes.
- x. In case of tax exemption relevant documentation must be affixed.

13. BID SECURITY DEPOSIT

Bid Security amounting to **PKR 230,000.00** must be furnished by the respondent in shape of Demand Draft/Pay order in favor of “**SLIC H&AI PREMIUM COLLECTION ACCOUNT**” as scanned copy along with proposal on EPADs. Bid Security Original must be submitted with hard copy of proposal.

13.1. RELEASE OF BID SECURITY

Bid Security furnished as per Clause-12 of RFP will be released as per following schedule:

- A. Bid Security of bidders who aren't most advantageous will be released subject to completion of formal procurement proceedings. A formal request addressed to Regional Procurement Department (RPD), H&AI Regional Office Islamabad must be submitted on official letter head for the release of Bid Security.
- B. Bid Security of the successful bidder shall be released upon satisfactory completion of the contractual obligations, including successful delivery, installation, testing and commissioning of the respective items, where applicable, and submission of valid warranty/guarantee cards or certificates for the supplied equipment. The successful bidder shall submit a formal request on its official letterhead, addressed to the Regional Procurement Department (RPD), H&AI Regional Office, Islamabad, for release of the Bid Security.

13.2. CONFISCATION OF BID SECURITY:

Bid Security will be confiscated in case of following:

- I. Bid Security of most advantageous bidder will be forfeited in case of failure to submit Performance Guarantee as per Clause-13. Further Work Award issued will also be cancelled along with initiation of necessary proceedings as per PPRA Rule-19
- II. In case bidder doesn't accept Letter of Intent (LOI) on EPADs within stipulated timeline Clause-7 (vi) of RFP.
- III. Failure of bidder to submit complete work plan i.e. overall execution plan and timeline. Said work plan must be submitted on official letter head duly signed and stamped by focal person within three (3) days of issuance of letter of intent

14. DEFECT LIABILITY/ WARRANTY PERIOD

There shall be a defect liability/ warranty period of **one (1)** year from the date of successful commissioning, configuration, installation and testing of the equipment in respective category/ categories.

Following course of action will be adopted during the course of defect liability period:

- i. During defect liability period vendor is bound to resolve all queries/ issues raised within **seven (7)** days of receipt and in case of denial of service, H&AI reserves the right to proceed a legal case.
- ii. During the Defect Liability/Warranty Period, the bidder shall be legally and contractually bound to promptly attend to and resolve all defects, complaints, queries, and technical issues reported by H&AI within seven (07) calendar days of receipt of the complaint. In case the bidder fails to rectify the reported issue within the stipulated period, H&AI shall be entitled, without prejudice to any other contractual or legal remedy available to it, to get the required work carried out through an alternate source, and all costs and expenses incurred in this regard shall be recoverable from the bidder.
- iii. In case of any warranty-related claim, defect, replacement, repair, or technical support requirement, the bidder shall be solely responsible for all coordination with the Principal/Manufacturer and shall ensure timely resolution of the matter at no additional cost to H&AI. Any failure, refusal, delay, or non-facilitation by the bidder in honoring the applicable warranty obligations shall constitute a breach of contractual obligations, and H&AI shall have the right to recover all resulting costs, expenses, losses, or damages from the bidder and to take such contractual and legal action as may be available under the applicable laws and bidding documents.

15. PENALTY

Vendor is expected to remain professional and exercise highest standards of professionalism. In case a vendor doesn't performs as per requirements than following penalties will be imposed:

- I. If the most advantageous bidder doesn't comply with stipulated timeline, then we reserve the right to impose a penalty amounting to **0.05% of quoted lump sum cost** for each day of delay which will be adjusted from final invoice
- II. Quality is extremely important for subject procurement. Vendor must strictly ensure supply of same equipment model, brand as quoted and no compromise on quality will be allowed.

- III. In case it is observed that vendor has supplied low quality equipment, H&AI will not accept the said equipment, and vendor is bound to replace the respective equipment within due course of time without any additional cost claim. In case of delay beyond stipulated timeline, penalty as per Clause-15 (I) will be imposed

16. CONFIDENTIALITY

Bidder understands and agrees that all materials and information marked and identified by STATE LIFE as 'Confidential' are valuable assets of STATE LIFE and are to be considered STATE LIFE 's proprietary information and property. Bidder will treat all confidential materials and information provided by STATE LIFE with the highest degree of care and necessary to ensure that unauthorized disclosure does not occur.

Bidder will not use or disclose any materials or information provided by STATE LIFE without STATE LIFE 's prior written approval. Bidder shall not be liable for disclosure or use of any materials or information provided by STATE LIFE or developed by Bidder which is:

- I. Possessed by Bidder prior to receipt from STATE LIFE, other than through prior disclosure by STATE LIFE, as documented by Bidder's written records.
- II. Published or available to the general public otherwise than through a breach of Confidentiality; or
- III. Obtained by Bidder from a third party with a valid right to make such disclosure, provided that said third party is not under a confidentiality obligation to STATE LIFE; or
- IV. Developed independently by the bidder.

In the event that Bidder is required by judicial or administrative process to disclose any information or materials required to be held confidential hereunder, Bidder shall promptly notify State Life and allow State Life a reasonable time to oppose such process before making disclosure.

Bidder understands and agrees that any use or dissemination of information in violation of this Confidentiality Clause will cause State Life irreparable harm, may leave STATE LIFE with no adequate remedy at law and State Life is entitled to seek injunctive relief.

Nothing herein shall be construed as granting to either party any right or license under any copyrights, inventions, or patents now or hereafter owned or controlled by the other party.

The requirements of use and confidentiality set forth herein shall survive the expiration, termination or cancellation of this RFP.

17. OWNERSHIP OF “DATA/INFORMATION”

All information processed, stored, or transmitted by Service Provider’s equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties will apply for failure to protect information appropriately.

Section III: Scope of Work

1. BACKGROUND

State Life Health Insurance is implementing Sehat Sahulat Program coverage to almost entire population all over Pakistan. As part of this program the patients are taking inpatient health services all over Pakistan.

State Life has also launched Corporate Health Insurance Program and different products are being offered to both Public and Private sector.

2. GOAL

To ensure provision of equipment for efficient management of routine business operations

3. PLACE OF EXECUTION OF ASSIGNMENT

The subject assignment is required to be executed at following designated locations:

- a. 13th Floor, State Life Tower, Jinnah Avenue, F/7 Islamabad
- b. 2nd Floor, State Life Building No.09 , Buland Markaz Plaza, Jinnah Avenue, Islamabad

4. GENERAL INSTRUCTIONS FOR VENDORS:

- A. All vendors must note that said work is to be executed on the 13th floor therefore vendors must ensure that visit is conducted and all ground situations such as location of Power Distribution, main drain, provision of lifts etc are assessed
- B. Vendors must get themselves well acquainted with on ground situations to avoid any issues during execution
- C. Sufficient HR must be deployed to ensure in time execution
- D. The subject work is to be carried out in a fully operational office space therefore extra care must be taken
- E. In case of damage to any existing infrastructure incurred due to negligence of bidders' staff, the bidder will be required to fix the said damage without any cost claim and in case of denial of service we will get work executed from alternate source and adjustment will be made from final invoice or bid security.

- F. Safety and Security of vendors' equipment is entirely vendors' responsibility without any liability on State Life
- G. Taking permissions from Regulatory Bodies if any is the sole responsibility of bidder
- H. A proper line of communication with nomination of dedicated focal person for subject assignment must be ensured
- I. Vendor is bound to follow all directives as communicated by respective focal person and concerned Engineer Incharge appointed thereof
- J. Most Advantageous bidder will be required to deliver same equipment with same brand and model as quoted in proposal furnished on EPADs. No Change of brand/ model and any other condition against the bid submitted will be allowed under any circumstances
- K. Vendors are advised to take extra caution while quoting the equipment brand and model and must avoid quoting such equipment which is obsolete or risk of non-availability in market is associated
- L. Work as part of subject procurement must be executed as per best practices of the respective business and no compromise on any parameter will be tolerated
- M. The equipment installed will be subject to rigorous testing by concerned Engineer/ Experts appointed thereof. Presence of vendors' representatives during testing phase is must and vendor has to resolve/clear all observations within due course of time and in case of delay penalty as per Clause-15 of Section-II of RFP will be imposed
- N. Repeat Order if required can be issued as part of PPRA Rules

5. EXECUTION TIMELINE:

The execution timeline for the subject assignment is fifteen days from the issuance of Work Award and no extension under any circumstances will be allowed.

6. SCOPE OF WORK:

Scope of work basically involves supply, installation, configuration, commissioning and testing of equipment as per following categories:

A. Category-01:

Supply/ Purchase, Installation, Configuration, Commissioning and Testing of Two (2) number of floor standing Air Conditioner (Inverter) with all accessories as per specifications outlined in Annex-C

B. Category-02: Networking , Security & Other Equipment:

This category involves Supply/ Purchase, Installation, Configuration, Commissioning and Testing of following equipment:

- i. Access Points (AP)
- ii. Next Generation Firewall for secure perimeter protection
- iii. Cat-6 Cable
- iv. POE Switch (Atleast 24 Port or higher) for connectivity and power integration
- v. 4*SFP Modules for fiber connectivity
- vi. Fiber splicing for 3rd and 13th floor
- vii. CCTV Camera System Complete
- viii. Insect Killers
- ix. Interactive LED Display with Stand

C. Category-03

This category involves Supply/ Purchase, Installation, Configuration, Commissioning and Testing (Detailed specifications placed at Annex-C):

- i. UPS with an estimated load of at least 10 KVA, Sinewave
- ii. 48 Volt Lithium Battery

7. PAYMENT TERMS AND CONDITIONS

- I. Invoice is required to be submitted upon completion of work as per requirement.
- II. Invoice must be in PKR.
- III. Invoices must be as per approved rates.
- IV. Invoice must be furnished along with Bank Details, Tax record and Work Completion Report.
- V. Invoice will be subject to work done satisfactory.
- VI. Invoice will be subject to deductions if any as per Clause-15.
- VII. Invoice will be subject to applicable tax deductions.
- VIII. Invoice will be cleared within Thirty (30) days.

FIN- 1: FINANCIAL PROPOSAL

Sr No	DESCRIPTION	A QUANTITY	QUOTED PRODUCT (COMPLETE MODEL WITH SPECIFICATIONS AND ACCESSORIES	UNIT OF MEASURE	B PER ITEM RATE IN PKR WITHOUT TAX	APPLICABLE TAX IN PKR	C PER ITEM RATE WITH TAX IN PKR	TOTAL FINANCIAL IMPACT IN PKR D=C*A
1	Category-01: Supply/ Purchase, Installation, Configuration, Commissioning and Testing (Refer Specifications outlined at Annex-B)							
a.	Floor standing Air Conditioner (Inverter) with capacity of 2.0 Ton	02		PER UNIT				
b.	Breaker for AC (Atleast 20 Ampere or Higher)	02		PER UNIT				
c.	Extra Piping	1500		RUNNING FT				
d.	Extra Wiring for AC	300		RUNNING FT				
e.	Base/ Stand for AC (Inner Unit)	02		PER UNIT				
f.	Base/ Stand for AC (Outer Unit)	02		PER UNIT				
g.	Duct Putty	100		RUNNING FT				
2	Category-02: Networking , Security and other Office Equipment: Supply/ Purchase, Installation, Configuration, Commissioning and Testing of following equipment (Refer Specifications outlined at Annex-B)							
a.	Access Points (Wi-Fi 6/7)	02		PER UNIT				
b.	Next Generation Firewall for secure perimeter protection	01		PER UNIT				
c.	Cat-6 Cable	01 ROLL		ROLL				
d.	POE Switch for connectivity and Power Integration (Atleast 24 ports)	01		PER UNIT				
e.	CCTV Cameras	10		PER UNIT				
f.	DVR 8 Channel	01		PER UNIT				
f.	SFP Modules for Fiber Connectivity	04		PER UNIT				
g.	Fiber Splicing for 3rd and 13th Floor	01 JOB		PER JOB				
h.	Insect Killer	03		PER UNIT				
i.	Interactive LED Display with dimension at least 75 Inches with stand	01		PER UNIT				
3	Category-03 Supply/ Purchase, Installation, Configuration, Commissioning and Testing of Equipment along with complete wiring (Refer Specifications outlined at Annex-B)							
a.	UPS 10 KVA Pure Sine Wave	01		PER UNIT				

b.	500 AH Lithium Battery, 48 Volts	01		PER UNIT				
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- I. ALL ENTRIES MUST BE FILLED
- II. ABOVE FORMAT MUST BE PRINTED ON OFFICIAL LETTERHEAD DULY SIGNED AND STAMPED
- III. CUTTING/OVERWRITING ISN'T ALLOWED
- IV. QUOTED COST MUST BE INCLUSIVE OF ALL APPLICABLE TAXES, TRANSPORTATION, INSTALLATION, DELIVERY ETC
- V. VENDOR MUST ENSURE THAT CALCULATIONS ARE PROPERLY DONE WITHOUT ANY ERROR.
- VI. VENDOR MUST APPLY FOR ALL CATEGORIES
- VII. RATE FOR ALL ITEMS IN A RESPECTIVE CATEGORY MUST BE QUOTED
- VIII. FINANCIAL PROPOSAL MUST BE STRICTLY AS PER ABOVE FORMAT
- IX. LOWEST BID WILL CONSIDERED
- X. EQUIPMENT MODEL MUST BE CLEARLY SPECIFIED
- XI. WHERE QUANTITY MENTIONED IS SQ. FT, RATE PER SQ. FT WILL REMAIN FIRM AND PAYMENT WILL BE MADE AS PER ACTUAL WORK EXECUTED
- XII. IN CASE OF EXTRA PIPING, WIRING FOR AC AND UPS GIVEN QUANTITY IS ESTIMATED AND PAYMENT WILL BE MADE AS PER ACTUAL

ANNEX-A:

Covering Letter

(To be printed On Respondent's letterhead)

Date: _____

Proposal Reference No. xx/2026

Incharge HR & Admin/RPD

State Life Insurance Corporation of Pakistan,
Health & Accident Insurance Regional Office, 3rd Floor, State Life Tower,
Jinnah Avenue, Islamabad
Contact No: 051-9216344

SUBJECT: PURCHASE/SUPPLY, INSTALLATION AND CONFIGURATION OF OFFICE EQUIPMENT FOR OFFICE USE

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, proposal and all attachments furnished through EPADs and hard copy as well
4. We/I agree that my proposal is valid unconditionally for a period of 90 days from the date of proposal submission i.e. -----
5. Until the formal agreement is prepared and executed between the parties, this RFP, Proposal furnished by M/s ----- in response, Letter of Intent (LOI) issued through EPADs and Work Award issued subsequently shall constitute a binding agreement between us.
6. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it will lead to declaration of our proposal as non-responsive
7. We / I understand State Life reserves the right to reject all proposals as per PPRA Rule-33
8. We / I confirm that our authorized representative, Mr. ----- , Designation ----- bearing CNIC NO: ----- has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared as per format placed at FIN-1
9. We / I am submitting herewith a demand draft/Pay Order No. _____ dated _____ drawn from ----- in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as Bid Security Deposit for consideration of our proposals is attached as scanned copy with technical proposal on EPADs and also furnished in original form with hard copy of proposal

10. We/I hereby undertake that we have gone through all requirements outlined in this RFP and we will fully abide by all requirements outlined in RFP

Dated [date / month / year]
Authorized Signatory (in full and initials)
Name and title of signatory:
CNIC No:
Contact No:
Email-ID:
Name & Address of Firm
Email Address

ANNEX-B

PROPOSED SPECIFICATIONS

The specifications of the equipment are enlisted below. Vendor must meet the specifications. The specifications are basically a benchmark for bidders to have a better insight into our requirements. Recommended brands are just for reference

Sr. No	Equipment	Specifications
01.	Category-01: Air conditioner and Accessories:	
A.	Air Conditioner Specifications	
a.	Brand	Haier , Orient, Dawlence or Equivalent
b.	Capacity	2.0 Ton
c.	Type	Floor Standing
d.	Inverter	Yes (Hot and Cool) ; Energy Efficient DC Inverter
e.	Scope	Supply, Installation, Commissioning and Testing of Floor Standing AC
f.	Brief Requirements	Refrigerant control should be Capillary tube and indoor Specified as Nano photocatalyst coated deodorizing saranet filter, Double Louver, LCD Remote control, enhance skew Fan Design with Auto Random Restart . Complete in all respects i.e., (outdoor and indoor) along with standard piping & wiring. Wi-Fi Enabled. 4 Way air flow
B.	Air Conditioner Accessories	
a.	Air Conditioner Wiring	
	Brand	Pakistan Cable, FAST Cable, Newage or Equivalent
	Core	3 Core
	Dimensions	6 mm
	Insulated	Yes (Must be insulated) , Pure Copper
b.	AC Braker	
	Brand	Shneider, MG or Equivalent
	Ampere	At least 20 Ampere
	Type	Rare kit
c.	AC Stand for Inner Unit	
	Features	Stand must be raised at least 4 inches above floor. Stand preferably be made of stainless steel with paint of desired color on it if required. Rubber glides at the feet/ bottom to avoid floor tile damage
d.	AC Stand for Outer Unit	
	Features	Stand must be made of stainless steel. Paint if required will have to be applied. Stand must be raised from floor for a height of at least 8 Inches. Stand must be fixed properly
e.	Duct Putty	
	Features	Made of PVC Plastic with dimensions 6*60.
02.	Category-02: Networking, Security and other office Equipment	
A.	Networking Equipment	
a.	Access Points (Wi-Fi)	
	Brand	Huawei, CISCO, Ruijie or Equivalent
	Features	Band: Dual-band design (2.4 GHz + 5 GHz) having Wi-Fi-6 and Wi-Fi 6E capabilities Data Rate: Minimum 1.775 Gbps peak data rate. Security Features: Encryption and authentication technologies including Wi-Fi, Protected Access 3, Wireless Intrusion Detection System (WIDS) &

		Wireless Intrusion Protection System (WIPS) Type: Wall/ Ceiling Mounted Input: POE/ INPUT OVER LAN Signal Coverage: Transmit beam-forming (TxBF) expands the signal coverage Other Features: RF power adjustment and intelligent channel allocation, Intelligent wireless network optimization, reducing TCO and maximizing ROI Wireless Network Visualization. SME Level
b.	Firewall	
	Brand	Huawei, CISCO, Ruijie or Equivalent
	Features	Next Generation Firewall for secure perimeter protection with Deep Packet Inspection , Intrusion Prevention System . Application awareness and control mechanism. SSL/TLS Inspection. Malware and threat protection with VPN Support. SME Level
c.	POE Switch	
	Brand	Huawei, CISCO, Ruijie or Equivalent
	Features	At least 24 Ports, Ethernet Connectivity Gigabit: 10/100/1000 Mbps, Supports 24 802.3at/af-compliant POE+ ports with a total power supply of 180W. WEB/CLI managed modes, SNMP, RMON bring abundant management features
d.	SFP Module Fiber Connectivity	
	Brand	Cisco, Juniper, Huawei or equivalent
	Features	Supports a minimum data speed of 1G upto a maximum 10G. SME Level Devices. Connectivity: Ethernet; Transmission Distance: At least 100 Meters. Full Duplex
B.	Security Equipment (CCTV Camera System)	
	Brand	Dauhua , Hike Vision or Equivalent
	Capacity	At least 5 MP
	Back Up / Storage	At least 1 TB Storage with one month back up
	Night Vision	Yes
	IP Enabled	Yes
	DVR	8 Channels
	POE Switch	8 Channels
	U Rack	For DVR and POE Switch
	Type	Fixed Camera
	Interface	HDMI/ VGA
C.	Other Equipment	
a.	Insect Killers	
	Brand	Westpoint , Annex, Sogo or equivalent
	Features	Ultraviolet Light for attracting insects. Voltage: 220-240 V , Coverage Area: Atleast 200 Ft , Outer Material: Plastic , Shock Proof, Fire resistant body, Aluminum Grid , Rust resistant. Wall mounted with hanging chain
b.	Interactive LED Display with Stand	

	Brand	Viisan , TCL, View Sonic or equivalent
	Features	For Interactive Display a) Display: Size: 75" b) Panel Type: IPS c) Resolution: Ultra HD 4K (3840 × 2160) d) Touch Points: ≥20 points in Android, ≥40 points in Windows e) Operating System: Android 13 or Higher f) Compatibility: ChromeOS, Windows, MAC OS g) RAM 8GB or higher, ROM 64GB or Higher h) Camera: Built-in Dual 48MP camera Features: Face Tracking, Speaker Tracking, Standard/Normal & Wide View i) Audio & Microphone: Built-in 12 Microphone Array with AGC / ANR / AEC Built-in 20W × 2 speakers, Public Addressing (PA) system integration j) Other Features: Wireless Casting: Lifetime License, Connectivity: HDMI, USB-C, USB 3.0, LAN, Wi-Fi, Bluetooth k) Built in OPS Module having following features: Windows 10 or higher Processor: Intel Core i5, 12th Gen or higher Memory: 8 GB RAM Storage: 256 GB SSD For Stand: a) Type: Universal TV Stand on Wheels b) Height Adjustment: Height-adjustable Bracket & Shelf c) Movement: Convenient Movement with 4 360-degree caster wheels with breaks or stoppers d) Cable Management System: Integrated cable management system to conceal wires and cables; high-quality steel ensures durability and stability; low-profile rear feet allow the cart to sit close to the wall. e) Material: Preferably Metal, Aluminum or any other best quality material
03 .	Category-03: UPS System	
A.	Brand	Homage or Equivalent
	Capacity	At Least 10 KVA
	Type	Pure Sin WAVE
	Other Features	Must support Lithium Battery. Wall mount also required
B.	Battery	
	Brand	Homage, APC, Inverex, MGE, Max Power or equivalent
	Capacity	48 Volt
	Type	Lithium Battery
	Other Features	500 AH Battery for supporting backup load of 10 KVA for at least 4 hours

Annex-C:
QUOTED EQUIPMENT DETAILS

Here vendor is required to provide complete details of the quoted equipment. All entries must be filled as per format.

Sr. No	Equipment	Features
01	Category-01: Air Conditioner	
a.	Air Conditioner	
	Brand	
	Model	
	Specifications	
b.	Wire for AC Wiring	
	Brand	
	Capacity	
	Specifications	
c.	Braker for AC	
	Brand	
	Model No	
	Specifications	
d.	AC Base/ Stand for Inner Unit	
	Brand	
	Specifications	
e.	AC Base/ Stand for Outer Unit	
	Brand	
	Specifications	
f.	Duct Putty	
	Brand	
	Specifications	
02.	Category-02: Networking and Security Equipment	
A.	Networking Equipment	
a.	Access Point	
	Brand	
	Model	
	Specifications	
b.	Wi-Fi Router	
	Brand	
	Model	
	Specifications	
c.	Firewall	
	Brand	
	Model	
	Specifications	
d.	POE Switch	
	Brand	
	Model	
	Specifications	
e.	SFP Module Fiber Connectivity	
	Brand	
	Model	
	Specifications	

B.	Security Equipment (CCTV)	
	Brand	
	Model	
	Specifications	
C.	Other Office Equipment	
a.	Insect Killer	
	Brand	
	Model	
	Specifications	
b.	Interactive LED Display with Stand	
	Brand	
	Model	
	Specifications	
3.	UPS System	
a.	UPS System	
	Brand	
	Model	
	Specifications	
b.	Battery	
	Brand	
	Model	
	Type	
	Specifications	

Note:

- A.** Details as required must be filled
- B.** Equipment brand and model must be quoted with extreme care as no change request will be entertained
- C.** All Equipment must have a standard warranty
- D.** All Equipment must be brand new, non-refurbished and defect free

ANNEX-E

CLIENTS DETAIL

Please provide details of all clients as per format placed below. Print this table on official letterhead, fill details as required and sign and stamp it

Sr. No	Name of Procuring Agency	Address	Focal Person Contact Number & Email