



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Tender Notice No.IT/PO/13/2025

IT DIVISION

To

HIRE A FIRM FOR ACQUIRING LOCAL AREA NETWORK (LAN) MAINTENANCE SERVICES

BY DEPUTING A LAN TECHNICIAN

State Life Insurance Corporation of Pakistan (SLIC) invites technical and financial bids to "Hire A Firm For Acquiring Local Area Network (LAN) Maintenance Services By Deputing A LAN Technician" in accordance with PPRA Rules -2004 under single stage two envelopes procedure from well recognized IT firms dealing in mentioned services. Intended bidders must be registered with Income Tax/Sales Tax Departments and having its own offices and telephone/Fax no (if found contrary Tender will be rejected).

Title of Work	Earnest Money (Fixed)	Last date & time for submission of bids	Date & Time for Opening of Technical Bids
TO HIRE A FIRM FOR ACQUIRING LOCAL AREA NETWORK (LAN) MAINTENANCE SERVICES BY DEPUTING A LAN TECHNICIAN. (QUANTITY OF THE ITEMS, DETAILS AND TERMS AND CONDITIONS AS PER TENDER DOCUMENT)	PKR = Rs.40,000/-	07-04-2025 till 1100Hrs	07-04-2025 At 1130Hrs

- Tender Notice along with Tender Document can be seen/downloaded from PPRA website i.e. 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 as well.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E- PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.
- Filled tenders must be submitted through their e-mail address latest by 07-04-2025 before 11:00 am. Technical Bid will be opened on the same day at 11:30 am
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Divisional Head
Central Procurement Division
10th Floor, Principal Office,
State Life Building No. 11, Abdullah Haroon Road.
(Pakistan)



TENDER DOCUMENT

TO

**HIRE A FIRM FOR ACQUIRING LOCAL AREA NETWORK (LAN) MAINTENANCE
SERVICES**

BY DEPUTING A LAN TECHNICIAN

March 2025

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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 requires local area network maintenance and support services for IT division along with principal office.

The Principal Office (PO) is populated with more than (05) floors and approximately (100) desktop PCs are installed at each floor which are mostly connected in intra-office building local area network (LAN). Maintenance and supports services of LAN (passive and active equipment) are required from well reputed firms having past experience in the same role.

Interested firms are invited to submit a Technical Proposal along with a separately Financial Quote for the services as mentioned above.

1.1 Scope of Work

We are seeking a Network Technician to assist in the installation, configuration, and maintenance of our Network Infrastructure. The following technical staff will be required under subject agreement for State Life IT Division & Principal Office situated at "4th Floor, IT Division, Principal Office State Life Building No.9, Dr. Ziauddin Ahmed Road", "State Life Building No. 1, 8th Floor, Il-Chandigarh Road" and 11th Floor, Principal Office, State Life Building No. 11, Abdullah Haroon Road, Karachi respectively.

1.1.1 Scope includes:

Daily operation LAN maintenance of equipment and PC installed at SLIC – Offices during the working hours five (05) days in a week for one year.

Staff Required (at least)			
S No.	Role	Proficiencies	No.
1.	Network Technician	<ul style="list-style-type: none"> • At least Intermediate • Minimum Experience: 05 years in network technical support. • Technical Skills: <ul style="list-style-type: none"> - Basic knowledge of network protocols (TCP/IP, DNS, DHCP). - Familiarity with network devices (switches, routers). - Understanding of cable management principles. 	01

1.1.2 Daily maintenance work includes:

- LAN Installation:
 - Assist in installing and configuring network devices (switches, routers).
 - Run and terminate cables (Ethernet, fiber optic).
- LAN Maintenance:
 - Monitor network performance, troubleshoot issues.
 - Perform routine maintenance, upgrades, and backups.
- Technical Support:
 - Assist in resolving network-related issues.
 - Collaborate with IT teams to resolve complex problems.
- Cable Management:
 - Organize and manage cable infrastructure.

1.1.3 Working Hours:

- Working Days: 05 (five) working days in a week
- Working Time: 8 Hrs.
- Off Days: Two days in a week (weekend)
- General Shift: 09:00 A.M to 5:00 P.M
(half an hour lunch break included)
- Month: One calendar month

NOTE:

- i) The above timing may be changed by SLIC as and when required.
- ii) Contractor should adhere that the staff hired under this agreement would be posted at SLIC only after the approval of IT Division.
- iii) Replacement/ substitution of staff must be approved by State Life IT Division prior posting. No wages would be paid for unauthorized posting if any.
- iv) Attendance register would be maintained at SLIC and to be submitted along with bill/invoices.
- v) It will be the responsibility of the contractor to pay the overtime to his staff performing duty in place of absent person.
- vi) The contractor will be responsible to ensure the availability / presence of least one staff at SLIC in the working hours daily during the week days.
- vii) Any fee, membership, subscription regarding labour laws has to be borne by the contractor associated with staff deputed at State Life under this agreement.
- viii) In case of any casualty/accident, the contractor will be liable to compensate the staff deputed at State Life under this agreement. State Life will have no liability (what so ever) in this connection,

1.1.4 Other Technical Details:

Potential bidders are allowed to bid for above-mentioned services. Responding organizations are requested to clearly mention about the services in technical and financial proposals. Purchase order will be awarded to lowest evaluated bidder as per pre-defined evaluation criteria.

Interested firms are hereby invited to submit a Technical Proposal along with a Financial Quote for required item.

1.2 Preparation of Proposal

1.2.1 Technical Proposal

- i) While preparing Technical Proposal, bidding firm(s) are expected to examine the documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
- ii) To establish the conformity of the item required through this TENDER Document, the Vendor shall furnish as part of

its Technical Proposal, a detailed description of the Bidder's proposed item conforming in all material aspects with the Technical Requirements both overall as well as in regards to the performance of proposed services.

- iii) Please note that the technical proposal shall not include any financial information.

1.2.2 Financial Proposal

- i) While preparing the financial proposal, bidder is expected to take into account the requirement and conditions of the invitation documents. The Financial proposal should follow standard form as mentioned in Annexure-A. It should provide lump sum costs associated with the assignment and all other out of pocket expenses.
- ii) During this bid validity period the bidder is expected to keep available the professional staff working on the proposal. The State Life will make its best effort to complete technical clarification (if needed) within this period. Proposal validity period may be extended with mutual consent as per PPRA rules.

1.3 Tender Price / Payment:

1. Bid price shall be inclusive of all government applicable taxes, duties, levies, charges, etc.
2. Bidder must quote in PKR.
3. No advance payment will be made. All payments will be made in Pak Rupees.
4. The prices charged by the successful bidder for the required services and associated services shall not vary from the prices as quoted in the financial proposal.
5. Payment will be made on submission of invoices duly verified in all respect by the user Division / Department.
6. The most advantageous bidder will be selected based on the evaluation criteria mentioned at Section 3.2. Financial opening date will be communicated to technical qualified bidder through EPADS system.

1.5 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid and State Life will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

1.6 Language of Bidding

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

1.7 Confidentiality

- a. Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.
- b. Information relating to the examination, evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other persons.
- c. Any attempt by a Bidder to influence State Life in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions will result in the rejection of its Proposals.

1.8 Use of Contract Documents and Information:

- i. The bidder shall not, without State Life's prior written consent, disclose the Contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of State Life in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- ii. The bidder shall not, without State Life's prior written consent, make use of any document or information related to State Life functions and procedures except for purposes of performing the Contract.
- iii. All documents shall remain the property of State Life and shall be returned (all copies) to State Life on completion of the Bidder's performance under the Contract if so required by State Life.
- iv. The Bidder shall permit State Life to inspect their accounts and records relating to the performance of the supply and to have them audited by auditors appointed by State Life, if so required by State Life. State Life can directly contact the references given in the technical requirements part of TENDER DOCUMENT to verify Bidder's technical reasons supporting compliance.

1.9 Bid Validity

- i. Bid shall remain valid and open for acceptance for a period of 120 days from the specified date of tender opening.
- ii. In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may withdraw submitted bid.

1.10 Amendment of Bidding Documents

- a. At any time prior to the deadline for submission of Bids, State Life may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
- b. The amendment shall be part of the Bidding Documents, and will be made available on the StateLife's website/PPRA/EPADS system to all prospective bidders who have received the Bidding Documents, and will be binding on them.

1.11 Clarifications / Queries regarding Tender

- i) The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing through EPADS system.

Divisional Head-IT / Senior Software Project Manager,
IT Division,
State Life Building No. 1, 8th
Floor, II-Chandigarh Road,
Karachi (Pakistan)
e-mail: dhit@statelife.com.pk
021-99204590

1.12 Contradictions, Obscurities and Omissions

The Bidders should likewise notify to the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the Bid. Such enquiries shall be addressed to the above named not later than the date and time mentioned in EPADS system.

1.13 Sealing, Marking and Transmission of the Bid

- i. Your detailed "Technical Proposal" and "Financial Proposal" should be submitted before the closing date and time as mentioned in Tender Notice through EPADS system.

1.14 Deadline for Submission of Bids

- a. The original bid, must be submitted before closing date and time as mentioned in Tender Notice.
- b. State Life may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents, in which case all rights and obligations of State Life and bidders previously subject to the deadline will thereafter be subject to the deadline as extended and will be announced on all time respective forums.

1.15 Bid Opening

The Bid shall be opened publicly (on EPADS system) by State Life's designated "Central Procurement Committee (CPC)" in presence of Bidder's representative who wish to attend the bid opening time and date communicated in Tender Notice.

Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single state two-envelope method i.e. separate "Technical Proposal" and "Financial Proposal" respectively and clearly marked as "To Hire A Firm For Acquiring Local Area Network (LAN) Maintenance Services By Deputing A LAN Technician". 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.

Initially only Technical Proposal 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 Proposal of technically qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPADS system accordingly.

1.16 Modifications and Withdrawal of Bids

- a. Bidder may modify or withdraw their bid after submission, prior to the prescribed deadline for submission of bids (if allowed in EPADS System).
- b. No bid shall be modified subsequent to the deadline for submission of bids and before the expiry of the period of bid validity.
- c. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity.

1.17 Bid Bond

- i. The bidder shall furnish bid bond (in shape of pay order in the name of State Life Insurance Corporation of Pakistan) of the amount as mentioned in tender notice.
- ii. The bid bond shall be in the form of a Bank draft / Pay order must be issued by a Pakistani Scheduled Bank or branch of a foreign bank operating in Pakistan. The bid bond shall be valid for 120 days counting from the day of the

bid opening.

- iii. Any bid not accompanied by the requisite Bid Bond shall be rejected as **non-responsive**. The bid bond of unsuccessful bidders will be returned after completion of all codal formalities. The bid bond of the successful bidder shall be discharged after requisite Performance Guarantee mentioned at Section 7 will be furnished by bidder and contract will be signed.
- iv. The bid bond will be forfeited in case:
 - a) A bidder withdraws its bid during the period of bid validity.
 - b) Failure of the successful bidder to execute the contract and provide the Performance Guarantee.

1.18 Responsiveness of the Bids

- a. The Bid must be prepared in the English Language.
- b. The Bid must be unconditionally valid for 120 days from the date of Bid Opening.
- c. Bid must be submitted through EPADS system before time specified in Tender Document/ Notice.
- d. The State Life will evaluate and compare only the substantially responsive bids.

2. General Terms and Conditions

- a. After opening the bids, State Life will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- b. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to Bidders, or prescribed completion schedule or which limits in any substantial way State Life's right or the bidders' obligation under the Contract.
- c. A bid determined to be non-responsive will be rejected by State Life and shall not subsequently be made responsive by the Bidder by correction of the non-conformity.
- d. State Life may waive any minor deviation non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any Bidder.
- e. To assist in determining a bid's responsiveness the Bidder may be asked for clarification of his bid. The Bidder is not permitted, however, to change bid price or substance of his bid.
- f. The evaluation of the bids will take into accounts, in addition to the bid price, the following factors:
 - i. Reliability and efficiency of the offered Service.
 - ii. Financial standing of the Bidder.

3. Proposal Evaluation

3.2 General

- 1. Bidding firms shall not contact the State Life on any matter relating to their proposal from the time of submission of the technical and financial proposal to the time the contract is awarded. If a firm wishes to bring additional information to the notice of the State Life, it should do so in writing at the address indicated in the or through EPADS system as well (Section -

1.10)

2. Evaluators of technical proposal shall have no access to the financial proposals until the technical evaluation is concluded.
3. Any effort by a bidder to influence State Life in its decisions on Proposal evaluation, Proposal comparison or contract award will result in the rejection of the Bidder's Proposal and forfeiture of Bid Bond.

3.2 Technical Evaluation

- i. There will be single-stage two envelop procedure. Preliminary evaluation of technical bids will be done as per the information provided by the bidder as requested in Section - II. Detailed technical evaluation will be done for firms who qualify the preliminary evaluation. State Life's Evaluation Committee on the parameters listed below will make the technical evaluation:
 - Vendor's Technical Capability
 - Vendor's Support Strength
 - Relevant Experience in supplying and supporting required hardware locally and internationally
 - Delivery Timeline
- ii. The evaluation shall be on the basis of bidder responsiveness to the required Specifications & Tender terms & Conditions. The State Life will apply following evaluation criteria and point system to evaluate the technical criteria.

S No.	Criterion	Total Points
	NTN / GST Registration should be provided. (Mandatory)	Yes / No
1.	Proven Experience of responding firm in relevant services & industry. (Two point for each completed year, Max.=30 Points)	30
2.	No. of successfully service contracts by responding firm in relevant services & industry. (Five points for each category related project, Max.=25 Points)	25
3.	Availability and Strength of support staff capability of the firm (Poor=02, Average=05, Good=10, Very Good=15 Excellent=20)	20
4.	Income Tax or Audit Reports of last 03 years should also be provided. (Not Comply=00, Fully Comply=10)	15
5.	Previous experience with SLIC's (No=5, Good=10)	10
	Total	100

Note: 70% technical and 30% financial on weighted average formula as given in section 3.4 of the tender document. The firm having less than 50% technical score as per criterion given above, will technically disqualify and shall not be considered for at the time of opening financial bids.

- iii. The Bidder shall furnish, as part of its bid, documents establishing the conformity to the Bidding Documents of the required services that the Bidder proposes to supply and install under the Contract.
- iv. A proposal shall be rejected at this stage if it does not respond to important aspects of the Tender. If the missing parameters/technical features are a scored technical feature, the relevant score will be set at zero.
- v. The State Life will notify the bidding firm of the rejection of their technical proposal through EPADS system.
- vi. The State Life will notify to the firm(s) that passed the minimum technical score, and indicate the date, time and address for opening the financial proposal through EPADS system.

- vii. On opening the financial proposal in presence of the bidding firms(s) representatives who wish to attend, the State Life will announce the names of the firm(s) and the amounts of their financial proposals as per EPADS format.

3.4 Financial Evaluation

Financial Proposals of only the technically qualified bidders would be downloaded from EPADS System and, evaluated / compared on the following basis:-

- (i) The financial proposals shall first be checked for any error of computation and arithmetic errors will be corrected.
- (ii) If a bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.
- (iii) For the purpose of evaluation / comparison of bids, k2total lump sum cost will be considered.
- (iv) Total evaluated financial cost of each responsive bidder shall be the basis of merit ranking of the Financial Proposal of the bid.
- (v) Bidders have to submit Financial Proposal as per Sample Template provided as Annexure - A.

3.4 Technical-Cum-Financial Evaluation:

Only those firms will be considered in the technical evaluation that have the required capabilities to meet the criteria specified to supply items listed and also technically qualify as per criteria and the judgment based on it as per the following formula:

Providing 70% Weight, using Weighted Average Formula (Technical)

$$= (100 - ((\text{Highest Secured Point} - \text{Points Secured}) / \text{Highest Points} * 100)) * 0.7$$

The Financial proposal of only technically qualified bidders will be opened. However, the lower financial bid will have a prime upshot in the award of contract, as per following formula:

Providing 30% Weight, using Weighted Average Formula (Financial)

$$= (100 - (\text{Quoted Bid} - \text{Lowest Bid}) / \text{Lowest Bid} * 100) * 0.3$$

$$\text{Lowest Evaluated Bid} = \text{Weighted Average Technical Score} + \text{Weighted Average Financial Score}$$

The Decision of State Life Insurance Corporation of Pakistan will be binding on all concerned and will in no case be challengeable at any forum.

4. State Life's Right to Accept or Reject any or All Bids

- i. State Life reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the effected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for State Life's action as per PPRA rules.
- ii. State Life may at any time terminate the Contract by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided that such termination will not prejudice or affect any right of action or remedy, which has, accrued or will accrue thereafter to State Life.
- iii. An Affidavit on Rs. 100/- Stamp paper that currently they are not black listed or debarred by any Government / Semi

Government / Private department to participate in bidding and to supply services. Failure to submit such affidavit may lead to disqualification

- iv. If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the project, State Life shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the security deposit (bidbond amount).

5. Award Criteria

- a. State Life will award the contract to the successful bidder, whose proposal has been determined to be substantially responsive and has been determined to be the most advantageous bid, after considering all factors and who meets the requisites of Schedule of Requirement (TOR/Scope of Work), provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- b. State Life will notify through EPADS system the successful bidder of its intent to enter into a contract. The contract shall be executed only after all necessary management approvals have been obtained.

6. Delays in the Bidder's Performance

If at any time during performance of the Contract, the bidder encounters conditions impeding timely delivery of required services, the Bidder shall promptly notify State Life in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Firm's notice, State Life shall evaluate the situation and may at its discretion extend the Firm's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

7. Performance Guarantee

At the time of receipt of the letter for the award of contract, the successful bidder shall furnish to State Life, a Performance Guarantee in the form of pay order amounting to 3% of the offered financial bid value by successful bidder. Performance Guarantee should be valid for the ONE (01) year starting from satisfactory on-site installation & configuration of required services and will be released after successful completion of services based on satisfactory performance to SLIC.

8. Signing of Agreement

- i) Upon acceptance of the Bid the contractor shall execute agreement with the State Life Insurance Corporation of Pakistan on a non-judicial stamp paper of Rs.100/- containing the terms & conditions in the form prescribed by the State Life with (15) days from the day of acceptance of the work order.
- ii) The agreement shall be governed and interpreted in all respects in accordance with the law of Pakistan.
- iii) In case of any dispute, Divisional Head (IT) State Life is the final arbitrary authority to settle the matter and both parties will be liable to accept the decision. Whereas contractor shall be implied in any action commenced and further to enforce of any decree or order.

9. Mode of Payment

- i) The staff hired under this agreement will work for all (05) working days per week. Un-authorized absence of the staff from duty will be punished in terms of deduction of wages at prorata basis from the monthly bill.
- ii) State Life Insurance Corporation will pay the agreement amount in four (04) quarterly installments to successful bidder on submission of invoice along with a satisfactory service performance certificate obtained by administrative/network in-charge

SLIC on completion of each quarter.

- iii) The contractor shall ensure that monthly wages of at least Rs. 45,000/- (take-home salary) are paid to the worker/deputed staff member by the 5th day of every calendar month. This mentioned monthly minimum wages should also not be less than as per directive of honorable Supreme Court of Pakistan and as per policy of Government of Pakistan.
- iv) If the contractor is late in making payments to his workers/deputed staff for any two consecutive months, the administrative/network in-charge SLIC may recommend for the termination of agreement.

10. Renewal of Agreement

Contract period may be further extended for a period of 02 years (excluding initial contract of 01 year) with mutual consent of both parties.

11. Arbitration

Any disputes or differences arising out in connection with this assignment which cannot be amicably settled between the State Life and the Bidder shall be referred to grievance redressal committee formed at State Life (P.O Karachi) as per PPRA rules.

12. Force Majeure

If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force Majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure. The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions, Government actions/restrictions due to economic and financial hardships, change of priorities and any other causes similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome. The terms of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 4 (four) months from performing or accepting performance, the party concerned shall have the right to terminate this Contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

If a Force Majeure situation arises, the Bidder shall promptly notify State Life in writing of such conditions and the cause thereof. Unless otherwise directed by State Life in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

13. Award of Contract

- i) Subsequent to comprehensive Technical & Financial Evaluation by designated Technical Evaluation Committee and recommended/endorsed by CPC. Lowest evaluated bidder will be identified as per predetermined Technical-cum-Financial Evaluation criterion.

- ii) Results of evaluation process will be uploaded on PPRA's website for (15) days.
- iii) In case of No objection OR Grievance received from any other party within PPRA allowed time, contract will be awarded to lowest evaluated bidder.

Annexure - A**14. Sample Template for Financial Proposal**

S. No.	Designation/Post	Number Of staff	Per Month [Rs.] (Inclusive of all taxes)	Total Amount for the Year [Rs.] (Inclusive of all taxes)
1.	LAN Technician	01		
Total bid Value (Inclusive of Tax)				

15. Basis of Payment

- a) No advance payment or mobilization advance will be allowed.
- b) The bid bond of the successful bidder shall be discharged after requisite Performance Guarantee has been furnished and contract has been signed.
- c) Performance Guarantee should be valid for the ONE (01) year starting from the day of signing of legal agreement and will be released after successful completion of services based on satisfactory performance to SLIC. In case of extension of contract period, performance guarantee shall also be renewed/extended.
- d) Payment will be made in four (04) quarterly installments to successful bidder on submission of invoice along with a satisfactory service performance certificate obtained by administrative/network in-charge SLIC on completion of each quarter.
- e) The contractor is bound to arrange the payment to the deputed staff by the fifth of every calendar month for this purpose.