



## **TENDER DOCUMENT**

### **Procurement of Furniture and Fixtures State Life Multan**





Sealed Technical & Financial bids are invited in accordance with PPRA rules, under ‘**Single Stage–Single Envelope Procedure**’ Through <https://eprocare.gov.pk> (**E-PADS**) from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of following Furniture Items.

The sealed bids should be submitted electronically through **E-pads**. The bids, prepared in accordance with the instruction in the bidding documents, must be submitted on EPADS on date as per mentioned on E-pads at **03:00 PM** and bids will be opened on the same day at **03:30 PM** in the presence of the bidders or their representatives.




### **Details of Furniture and Fixtures with Specification**

<b>Sr. No.</b>	<b>Items</b>	<b>Sample</b>	<b>Qty</b>
<b>01</b>	<b><u>Computer Chair</u></b> <ul style="list-style-type: none"><li>• Color: Black</li><li>• Back Height: Mid Back</li><li>• Make: Imported</li><li>• Back Material: Ventilated Mesh High Quality</li><li>• Adjustable Seat Height with hydraulic high quality system.</li><li>• Comfortable inclination.</li><li>• Summer Friendly</li><li>• High Quality Foam</li></ul>		<b>18</b>
<b>02</b>	<b><u>Revolving Chair Cushioned</u></b> <ul style="list-style-type: none"><li>• Ergonomic Chair Q-57-1R</li><li>• Comfortable and Relaxing, adjustable Back</li><li>• Adjustable Neck rest, adjustable Height</li><li>• Adjustable Lumbar Support Adjustable / Folding Footrest</li><li>• HD Aluminum Base, HD Mute wheels</li><li>• High-Grade SGS Hydraulic</li><li>• Color Black</li></ul>		<b>02</b>



<b>03</b>	<p><b><u>Revolving Chair Cushioned:</u></b></p> <ul style="list-style-type: none"> <li>• Color: Black</li> <li>• Back Height: High Back</li> <li>• Make: Original B-517</li> <li>• Back Material: Ventilated Mesh High Quality</li> <li>• Adjustable Seat Height with hydraulic high quality system.</li> <li>• High Quality Foam</li> </ul>		<b>07</b>
<b>04</b>	<p><b><u>Visitor Chair Canned</u></b></p> <ul style="list-style-type: none"> <li>• Size: 24 W   24 D   39 H (Inches)</li> <li>• Shesham Wood 1<sup>st</sup> quality</li> <li>• Sprit polish wood color</li> <li>• Seat and back canned 1<sup>st</sup> quality</li> <li>• Sample available in office</li> </ul>		<b>10</b>
<b>05</b>	<p><b>Table 5 x 3</b></p> <ul style="list-style-type: none"> <li>• 03 draws with channel with lock</li> <li>• Glass Polish</li> <li>• Top farmeca with wooden gola all side</li> <li>• bottom wooden border all side</li> <li>• Color – dark brown</li> </ul>		<b>01</b>
<b>06</b>	<p><b>Computer Table:</b></p> <ul style="list-style-type: none"> <li>• Top glass 08 mm with glass polish</li> <li>• All side wooden border</li> <li>• computer tray</li> <li>• One draw, One locker with locks</li> <li>• Length 38"</li> <li>• width 22"</li> <li>• Standard Height (Sample available in office)</li> </ul>		<b>01</b>



07	<p><b>Sofa Seat:</b></p> <ul style="list-style-type: none"> <li>• Size: 32 W   28 D   30 H (Inches)</li> <li>• Material: (Maroon) Leatherette</li> <li>• Structure: Keekar frame</li> <li>• Foam: Premium quality (1<sup>st</sup>)</li> <li>• Legs: wood with Maroon Stain</li> </ul>		10
08	<p><b>Side Rack:</b></p> <ul style="list-style-type: none"> <li>• Top glass 06 mm with glass polish</li> <li>• All side wooden border</li> <li>• computer tray</li> <li>• One draw, One locker with locks</li> <li>• Length 38"</li> <li>• width 22"</li> </ul>		01
09	<ul style="list-style-type: none"> <li>• <b>AC 1.5 Ton Split Inverter T3 pro</b></li> <li>• Specifications: <b>Fixed or Inverter Full DC Inverter Cooling Capacity BTU18000.</b></li> <li>• <b>Heating Capacity BTU 18000 Power Input (W)-Cooling 1600 Power Input (W)-Heating 1450 Running Current(A)-Cooling 7.3 Running Current(A)-Heating 6.7</b></li> </ul> <p><b><u>Warranty Parts 1 Year + 4 Years PCB Compressor 10 Years</u></b></p>		01



**Terms & Conditions:**

Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than **02%** in favor of State Life Insurance Corporation of Pakistan as earnest money which may be released after Final Evaluation of unsuccessful firm/company.

1. Original Bid Security instrument **MUST BE** submitted to the under signed before online submission deadline of the bid.
2. Successful Firm/Company must submit **Rs. 10,000** as Performance Guarantee after award of work order which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory delivery / performance.
3. No bid will be accepted without earnest money/CDR which is 02%.
4. Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
5. All the bids must include G.S.T. and all other applicable taxes.
6. The Bids Prices shall be lowest quoted on **Item wise**.
7. All Submitted bids must be duly signed and stamped.
8. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated.
9. The approved bidder immediately after receipt of Work Order shall provide a sample of the Item to SLIC for scrutiny and approval. After the sample is approved, the bidder shall supply/ install rest of the items as per approved sample.
10. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
11. Bid validity period up to 04.11.2024.



**STATE LIFE**

Insurance Corporation of Pakistan  
Multan Zone

PABX : 061-9200771-3

FAX : 061-9200778

12. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, Performance Guarantee shall be forfeited in favor of the Corporation.
13. *The supplier will be responsible to assemble/ install /deliver/Ready to use items as per requirement and in case of failure to maintain quality in installation, the same will be fixed at his risk and cost besides penalty as may be imposed by Competent Authority in SLIC.*
14. The sealed bids envelope should bear the phrase of “**Procurement of Furniture & Fixture for State Life Multan Zone**”.
15. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

*Undertaking:*

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

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Signature and stamp  
(Sign and stamp by Vendor)

**(Mrs. Rafia Yasmeen)**  
Secretary Zonal Procurement Committee  
State Life Insurance Corporation of Pakistan  
Multan Office,  
2<sup>nd</sup> Floor, State Life Building.  
Chowk Nawan Shaher Abdali Road, Multan.  
Phone: 061-9200678

**Technical Evaluation Criteria**

SR.#	Description	Max Points	Points Secured	Page Number
<b>1</b>	<b>NTN &amp; GST registration for relevant Item</b>			
	Up to 03 years	10		
	More than 03 years	15		
<b>2</b>	<b>After Sales Services ( Polishing and Minor Repairing )</b>			
	02 times for one year (free of cost)	15		
	04 Times for two years (2 Times each year, free of cost)	20		
<b>3</b>	<b>Number of Orders executed (PKR) Similar Nature</b>			
	0.5 to 1.0 million	05		
	1.0 to 1.5 million	10		
	More than 1.5 million	15		
<b>4</b>	<b>Number and Nature of Clients (Similar Work)</b>			
	03 or more Private clients only	15		
	03 or more Private and Government both clients	20		
<b>5</b>	<b>Financial Capabilities</b>			
	Annual Report for each Year (2 Number Each Year)	10		
<b>6</b>	<b>Technical Staff with related experience related to the discipline</b>			
	Number of Staff: up-to 05	05		
	05 to 10	10		
	>15	20		

**Total Marks 100. Qualifying marks = 50 or above**



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## **FINANCIAL PROPOSAL**

For Purchase of Furniture and Fixtures

Financial year 2024

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

<b>SR.#</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>GST Rs.</b>	<b>Total Price</b>
1	Computer Chair	18			
2	Revolving Chair Cushioned (Q-57-1R)	02			
3	Revolving Chair Cushioned (B-517)	07			
4	Visitor Chair Canned	10			
5	Table 5x3	01			
6	Computer Table with top Glass 08mm	01			
7	Sofa Seat 01	10			
8	Side Rack	01			
9	Air Conditioner 18000BTU T3 Compressor	01			

Signature and Stamp:

