

Note: Rates should be quoted inclusive of GST & Freight Charges

DETAIL OF REQUIRED FURNITURE & FIXTURE, FOR MIRPUR (AK) ZONE

S/N	ITEM	QTY	SPECIFICATION	EACH RATE WITH GST and Freight Charges
1	High Back Revolving Chairs	13	Imported High Back 360 Degree Revolving Chair, Chromed Arm covered with Leatherette Tilted Tension Control Mechanism, Chromed Base with A Grade Gas lifter and Imported Wheels, Color Black. One Year Warranty,	
2	Visitor Chair (With Arms)	39	Leatherite, Seat and back, Powder Coated Frame, PVC arm rest, Bending pipe and color Black.	
3	Low Back Revolving/ PC Chairs	06	Strong PVC Mesh Back Revolving Chair with high quality foam seat, PVC Base and A Grade Gas lifter 85mm with smooth easy rolling Imported Wheels. One Year Warranty.	
4	Office Table (5'x3') or (60"x30")	13	Smart Table of size L60", W30", H30" have Iron frame of powder coated and made up of MDF Lamination sheet. Built-in Side Rack and Two or three drawers with locks etc. One year warranty.	
5	Sofa Set (3+1+1= 5) Seater with Centre Table	13	Office Sofa made up of wooden Frame, PU Leather, Quilting Back, High quality foaming seat, Soft cushions. Square 4x4 or Rectangular 2x4 Center Table. One year warranty.	

(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill / complete the tender in all respects.
3. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk).
4. Tender will be opened in the office of In-charge (HR& Admin/Secretary ZPC) Zonal Office, State Life, Kotli Road Sector F/1 Bary Mian Plaza Mirpur (AK) in the presence of the Vendors or their representatives who wish to be present. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
5. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
6. Quoted rates will be evaluated on items for consideration of Award of Contract to the Lowest evaluated bidder(s) i.e. 1st , 2nd & 3rd. Samples would required to be provided before finalization of tender.
7. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid ‘Bid Security’ shall be forfeited in the favor of State Life.
8. The bids without Earnest Money shall be rejected. Bidder(s) must send Original CDR/ PO/DD etc being Earnest Money through mail before the closing time of the tender.
9. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
10. In case P.A/Client calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
11. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
12. Penalty on delayed supply of items by bidder(s) shall be imposed @ of Rs.1,000/- per week.
13. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
14. Incomplete bids / conditional bids shall be rejected.
15. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on immediate next working date on same time.
16. If the Bid is found against the terms and conditions of Tender, same will be rejected.

SPECIAL CONDITIONS

1. The bids should be accompanied by lump-sum amount as Earnest Money Rs. _____ in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of “, **State Life Insurance Corporation of Pakistan Mirpur (AK) Zone**” as earnest money, which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of delivery to successful bidder (s) respectively.
2. Certificate of National Tax Number and Sales Tax Registration Certificate must be attached/ uploaded with tender.
3. Proof of Active Tax Payer.
4. Bid validity period should at least for 90 days.
5. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
6. All rates must be quoted with applicable Taxes.
7. The tender submission after the due date & time will not be entertained. The in-time submission of tender will be onus of bidder (s).
8. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
9. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However; State Life, on request, shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
10. No Advance payment will be admissible; the whole payment will be made after satisfactory completion of supply of all items.
11. In case of any query please contact Raja Khuda Dad AM (HR& Admin),
Phone. No : **05827-927454**
12. No Transportation Charges for the delivery of items will be payable.
13. Sample Pictures must be provided for each and every items, otherwise tender will be rejected.

Raja Khuda Dad

Asst. Manager (HR& Admin)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of Pakistan,
Kotli Road, Sector F/1, Bary Mian Plaza Mirpur (AK)
Phone: 05827-927454,