



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENTS

FOR

PROCUREMENT OF OFFICE FURNITURE

Prepared By: **Human Resources & Admin Department
State Life Insurance Corporation of Pakistan,
State Life Building No 1, The Mall, Rawalpindi.
Phone: 051-9271295,
Dated: 08-05-2024**

RAWALPINDI ZONE

TENDER DOCUMENTS FOR
PROCUREMENT OF OFFICE FURNITURE

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BID INVITATION OF TENDER NO.HR&A/RZ/02/2024

State Life Insurance Corporation of Pakistan, Rawalpindi Zone invites Bids through E-PADS for procurement of Office Furniture as per following Schedule from reputed Firms/Vendors (Islamabad /Rawalpindi based only) that are registered with Tax Departments.

Type Of Procurement	Bid Security	Closing Date & Time for Submission of Tender	Opening Date & Time of Tender
Office Furniture	5% of Bid	27-05-2024 11:00 am	27-05-2024 11: 30 am

2. Bidding process shall be adopted under Single Stage-Single Envelop method laid down in PPRA rules 2004.
3. The bids prepared with instructions given in the bidding documents may be submitted through E-PADS only and same will be opened as per above mentioned schedule in the presence of bidder (s) representatives who wish to be present.
4. Any bid submitted other than E-PADS will not be considered.
5. State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
6. In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the concerned officer Mr. Mudassar Rehman, Assistant Manager (HR&A), 7th floor, State Life Building No 1, The Mall Rawalpindi, or call on Phone. No. **051-9271295** during office hours.

(Nisar Ahmed)
In-Charge (HR&A)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of Pakistan,
State Life Building No 1, The Mall, Rawalpindi.
Phone: 051-9271295,
Dated 08-05-2024

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 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&A/Secretary ZPC) Zonal Office, State Life, 7th floor, State Life Building No 1 The Mall RWP 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 item to item basis for consideration of Award of Contract to the Lowest evaluated bidder(s) i.e. 1st , 2nd & 3rd. Samples would be 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 their Original Earnest Money through mail before the closing of 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 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 for the amount of delayed supplied items by bidders will be imposed @2% of supply order 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 will be rejected.
15. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on 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 an Earnest Money Deposit @5% of Total Estimated amount of Tender in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The validity of the of Pay Order/CDR/ Demand Draft must be up to two month starting from the date of issue of this tender. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of “, **State Life Insurance Corporation of Pakistan RWP**” 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. Sales Tax Registration Certificate FBR must be attached with tender.
3. Certificate of National Tax Number.
4. Proof of Active Tax Payer
5. Bid validity period should at least for 90 days.
6. 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.
7. All rates must be quoted with applicable Taxes.
8. The tender submission after the due date & time will not be entertained. The in-time Submission of tender will be onus of bidder (s).
9. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
10. 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.
11. No Advance payment will be admissible; the whole payment will be made after completion of tender.
12. In case of any query please contact Mr. Mudassar Rehman, AM (HR&A),
Phone. No : **051-9271295**

BILL OF QUANTITY

Note: Rates should be quoted inclusive of Freight Charges

DETAIL OF REQUIRED OFFICE FURNITURE, FOR RAWALPINDI ZONE

S/N	ITEM	QTY	SPECIFICATION	EACH RATE WITH GST and Freight Charges
1	Revolving Chair	07	Boss Model No B-525, Orion Low Back or Equivalent	
2	Visitor Chair Wooden (With Arms)	09	Size H:16" W:21" Depth:19" – Make : Keekar Wood Leather rite- Molty or equal Quality Of Foam	
4	Revolving/PC Chair	14	Boss: Model No B-514 or Equivalent	
5	Table (5x3) with side Rack	01	Size H: 30" L: 60" W: 36" Make: Sheesham Veneer with polish 03 Drawers. Side Rack : H:30" L: 30" W:15" Make: Sheesham Veneer with polish 02 Shelves	
6	Sign Board	01	Back Light Board (30x3) with Fitting at Bagh AK	
7	Sign Board	01	Panaflex Board (15x7) with iron frame at Bahria Town RWP.	
8	Sign Board	01	Panaflex Board (10x5) with Fitting at Rawalakot AK	

(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

EVALUATION CRITERIA

Following documents are mandatory to be submitted to qualify the Tender. The weightage are given against each document.

S. No	Requirement	Marks
1	Copy Of Certificate of National Tax Number.	20
2	Copy Of GST Registration Certificate.	20
3	Copy Of Proof being Active Tax Payer.	20
4	Bid Security 05% (Return able)	20
5	Proof Of 05 Year's experience	20
	Total Marks	100

Eligibility Marks:

80

FORM OF BID

Mr. Nisar Ahmed,
DGM / Secretary (ZPC),
State Life Building No.1
The Mall,
Rawalpindi

Dear Sir,

Tender Reference No. **NO HR&A/RZ/02/2024.**

Nature of Tender: **Procurement of Furniture.**

Having examined the Bidding Documents, for the hiring of Services for Procurement Of Furniture, we the undersigned, being a company/vendor doing business under the name _____ of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job .

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. _____ drawn in favor “State life”
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature _____

In the capacity of _____ duly authorized to sign bid for and or behalf of _____.

(Name of Bidder/Firm in Block Capitals)

(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

Name of Vendor/ Firm

Registered Address

Telephone No.

Cell No.

Fax No.

E-Mail

Name of Official
(Who will represent vendor/
Firm on the day of tender
opening)

NTN No.

Sales Tax No.

Vendor/ Firm rep Signature

CNIC No.

Seal Of Firm

Signature of the Authorized Signatory

**Designation:
(Office seal of the Bidder)**

UNDERTAKING

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department.

Signature of the Authorized Signatory

**Designation:
(Office seal of the Bidder)**

Date:- _____

Place:- _____

THE END