

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
RAWALPINDI ZONE**

TENDER DOCUMENT

TENDER NO.GS/RZ/03/2020

STATE LIFE,BUILDING NO 1,THE MALL, RAWALPINDI

(2)

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
RAWALPINDI ZONE

TENDER NO.GS/RZ/03/2020

TENDER NOTICE FOR PURCHASE OF MISCELLANEOUS ITEMS

Sealed Tenders are invited from reputable vendors/suppliers having their own setup/ Phone & Fax numbers, registered with tax Authorities, Government of Pakistan, for the following procurement.

<u>Description</u>	<u>Bid Security</u>	<u>Closing Date for Submission of Tender</u>	<u>Date of Opening of Tender</u>
MISCELLANEOUS ITEMS AS PER ATTACHED LIST	2%	05-08-2020 At 11:00 AM	05-08-2020 At 11:30 AM

“Single stage-one envelope” procedure shall be adopted for tenders as per provision of PPRA rules.

Note: The Tender Documents could be downloaded from PPRA website and State Life website www.statelife.com.pk.

(M. Hanif Abbasi)
Manager-P&GS
State Life Insurance Corporation of Pakistan,
SLB-1, The Mall, Rawalpindi.
Phone: 051-9272545, Fax: 051-9271358

(3)

ITEMS LIST

S/N	ITEM	Specification	Quantity	Maximum Cost Up to
1	Motor Cycle 70 cc	,United Star or equivalent	16	-
2	LED 24 Inch	Eco Star or equivalent	10	-
3	LED 18 Inch	Eco Star_or equivalent	04	-
4	LED 32 Inch	Eco Star_or equivalent	02	-
5	Electric Iron	National or equivalent	10	Rs:4500/- Including all taxes
6	Executive Bag	Pure Leather	65	Rs:1500/- Including all taxes
7	Dinner Set	Melamine	10	Rs:5000/- Including all taxes
8	Tea Set	Tea Set Crocry	10	Rs:3500/- Including all taxes
9	Wall Clock	Plastic with insignia of State life	54	Rs:550/- Including all taxes
10	Brief Case	Size (15x11)	06	Rs:4000/- Including all taxes
11	Mobile Phone	Q Mobile or equivalent	10	Rs: 9000/- Including all taxes
12	Juicer Blender	Sogo or equivalent	10	Rs:3000/- Including all taxes

TERMS AND CONDITIONS OF TENDER

1. Tender will be opened in the office of AGM (P&GS)/, State Life Rawalpindi Zone, in the presence of the Vendors or their representatives who wish to be present.
2. Bids should be sent along with a Pay Order/Bank Draft of the 2% of the bid value in favor of State life Insurance of Pakistan RWP Zone as earnest money, which will be returned immediately to the unsuccessful bidders after the completion of Tender process.
3. Tax Registration Certificate of FBR must be attached with tender.
4. The submission of Professional Certificate is mandatory for Vendor/ Supplier.
5. At the time of evaluation of received bids, the bidder would be required to provide samples of items for inspection of their specification/quality and finalize selection of relevant items.
6. **Bid validity period should be at least for two months.**
7. **The quantity may increase/ decrease as per requirement.**
8. In case of supply of sub-standard items by the successful Vendor/ Supplier, the amount of Bid Security will be forfeited in favor of State Life.
9. All rates must be quoted inclusive of all taxes where applicable.
10. The delivery time is **30 days** from the issuance of purchase order.
11. The tender received after the due date & time will not be entertained. The in- time submission of tender will be responsibility of vendor/ seller.
12. The envelope of Tender should be marked as **“TENDER FOR MISCELLANEOUS ITEMS ”**
13. The incomplete & conditional tender will not be accepted.

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14. Only those Vendors/ Suppliers may participate for tender who agreed with laid down terms & conditions of the tender.
15. The Competent Authority reserves the right to accept or reject all Bids or proposals at 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 ground for its rejection of all bids or proposals.
16. The payment shall be made after supply of full consignment and no advance payment is admissible.
- 17 In case of any query please contact , Incharge (Agency Admin) on phone no 051-9271354.

VENDOR/ SUPPLIER PROFILE

Name of Vendor/ Bidder _____

Registered Address _____

Telephone No. _____

Cell No. _____

Fax No. _____

E-Mail _____

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

NTN No. _____

Sales Tax No. _____

Vendor/ Sellers Signature _____

CNIC No. _____

(7)

**TO BE SUBMITTED BY THE FRIM / SERVICE PROVIDER
ON THEIR LETTER HEAD**

AGM/ IN-Charge (P&GS),
State Life Insurance Corp.of Pakistan,
7th Floor, State Life Bldg. # 1,
The Mall,
Rawalpindi.

Dear Sir,

SUB:- **TENDER NOTICE NO.GS/ RZ/ 03/2020**
(PURCHASE OF MISCELLANEOUS ITEMS)

Having gone through the Tender Document, terms & conditions, we hereby offer to provide the above services for a total amount of Rs._____ (Rupees _____) as per Tender Document attached.

PO/DD/DR/CDR No. _____ dated _____ from
_____ Bank for Rs. _____ is enclosed as Earnest
Money/Security Deposit.

Thanking you,

Yours faithfully,

For and on behalf of Firm / Service Provider
Seal of Firm / Supplier

THE END