



**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

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**BID DOCUMENT**

**FOR**

**THE PURCHASE OF FURNITURE FIXTURE / OFFICE  
EQUIPMENTS ITME FOR VARIOUS CHIEF(S)**

**TENDER NOTICE No.SLIC/PO/24/2023**

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN PRINCIPAL  
OFFICE, KARACHI.**

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**2023**

**GENERAL SERVICES (P&GS DIVISION)  
2ND FLOOR PRINCIPAL OFFICE, STATE LIFE BUILDING No.9  
DR. ZIAUDDIN AHMED ROAD, KARACHI-75530**

## 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 intends to purchase office Furniture fixture /Office equipment's for various chief (s) (Principal Office), Karachi.

## 2. Detail Specification & Quantities / Schedule:

Detailed specifications and estimated quantity for required equipment is as under:-

S.N	Item/ Specifications	QTY
01	Laptop (Branded) Processor: corei5,12 <sup>th</sup> Gen, Intel or Eq Motherboard: Branded Motherboard Compatible with above Processor SSD: 512GB Backlit keyboard, Anti –glare Display, Webcam, Built in Wifi Display:15.6” MS-windows-11(Licensed) MS-Office-2019Licensed) 01 year Warranty	04
02	Furniture Office Table with side Rack: Size L 6'-6" x D 3' x H 2'-6", made in laminate Finish with PVC Edges and have MS chromic frame. Side Rack: Size : L 6' x D 18" x H 2'-6" , made in laminate finish with PVC Edges with imported legs. (Sample must be seen before quoting rates)	04
03	Steel Rack: Standard file size iron racks with shelves.18 Gauge frame,20 Gauge shelves (Sample must be seen before quoting rates)	04
04	Executive Chair Cushioned: Complete Chair in Mesh Finish including back and seat having adjustable Arm Rest with back care cushion at back shell with 250 mm base with 5 wheels castors (Sample must be seen before quoting rates)	04
05	Visitor Chair: Chair back in mesh and seat in Imported foam with PU arm rest and chromic pipe frame (Sample must be seen before quoting rates)	12
06	Sofa Set: Standard Size Sofa in three sitter and single with Master Molty foam in seat and back with wooden partal frame and having leatherette and velvet in upholstery. Length 78", Width 34", Height 28" (Sample must be seen before quoting rates)	04
07	Steel filing Cabinet: Standard size,20X22 gauge,04 drawers (Sample must be seen before quoting rates)	04

08	Split A.C 1.5Ton (Inverter) Indoor Unit Weight (kg): 13.5 Kg Outdoor Unit Weight: (kg) 28 Kg Energy Efficiency: Minimum Energy Mode (Inverter) Ambient Working Temperature Range(°C) Cooling - Outdoor 18°C / 43°C	04
09	Multipurpose Printer (Color) Print speed Black: 16PPM Print Speed (Color) 16PPM. Monthly duty Cycle: 30,000 pages. First Page out (ready) black: 11.8 sec First Page out (ready) black: 13.8 sec Print Resolution: 600X600 dpi. Memory: 256MB Processor: 800MHz. Connectivity: Ethernet, Hi-speed USB 2.0 wifi Control Panel Display: LCD	04
10	LED TV 4K features 139 CM(55") 4K high Dynamic Range Simple and slim Wifi Certified 802.11a/b/g/h/ac Google Cast	04
11	Telephone (steno)	12

<b>Tender enquiry No</b>	<b>SLIC/PO/24/2023</b>
<b>Closing date &amp; time for submission of bids</b>	<b>22/09/2023 before 11:00 a.m</b>
<b>Date &amp; time of opening of Technical bids</b>	<b>22/09/2023 at 11:30 a.m</b>

**Delivery and after sales service of Consignment:**

**Delivery and after sales service of items at State Life Insurance Corporation of Pakistan's Karachi office (Principal Office).**

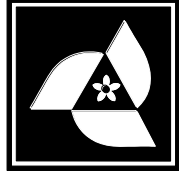
**TERMS AND CONDITIONS**

- Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
- Bidders are required to submit their bids in a sealed large envelope, clearly marked "**Supply of Furniture Fixture / Office Equipment Items for Various Chief(s)**" This envelope should contain two smaller sealed envelopes clearly marked "Technical Proposal" and "Financial Proposal" respectively.
- Initially only Technical Proposals will be opened in the office of Deptt'l. Head (GS), State Life, Principal Office, 2<sup>nd</sup> Floor, State Life Building # 9, Dr. Ziauddin Ahmed Road, Karachi, on the date and time as specified in the specifications & quantities /schedule above, in the presence of bidders or their representatives. Time and date for opening of Financial Proposals will be announced after finalization of Technical Evaluation.

6. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Minimum overall 60% and in each category as well is required for the bidders to technically qualify. Financial bid of only technically qualified bidders would be opened.
  - i) Experience of bidders in sales / marketing of relevant equipment.
  - ii) Financial Capabilities.
  - iii) Number of existing clients provided with similar equipment.
  - iv) List of professionals on permanent strength- for installation and after sales services

**(Technical evaluation of bids / point scoring criteria is available with bidding document).**
7. Most Advantageous Bid would be accepted (item wise).
8. Financial Proposals shall accompany a Pay Order/Bank Draft of the 5% of the total bid amount in favor of State Life Insurance Corporation of Pakistan as bid security. The same will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after satisfactory delivery of all items.
9. No bid will be accepted without bid security.
10. All the bids must include all government taxes.
11. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
12. The quantity of items may vary at the time of issuing job order.
13. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
14. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
15. All the information provided by the bidder must be verifiable.
16. Earnest money of the successful will be forfeited if the items are not delivered within due time/ extended delivery time or as per approved quality.
17. After Technical Evaluation of the submitted documents, all the participating bidders will be required to bring one sample of each item for approval (as per approved quality). Financial bids of only technically qualified bidders (those bidders whose documents have been found correct and sample item approved as well) will be opened.

(Imran Hussain)  
Departmental Head  
General Services Department  
State Life Insurance Corporation of Pakistan  
Principal Office,,  
2<sup>nd</sup> Floor, State Life Bldg. No.09  
Dr. Ziauddin Ahmed Road,Karachi.  
Phone: 021-99204521



# **STATE LIFE**

## **INSURANCE CORPORATION OF PAKISTAN**

### **TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA**

	<b><u>Max.Points</u></b>
1. Experience of bidder in sales / marketing of relevant item <i>(10 points for each complete year)</i>	25
2. Financial Capabilities <i>(Annual Report for each year/ Tax Return for each year =5 points)</i>	25
3. Number of Existing Clients provided with similar items <i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	25
4. List of Professionals on permanent strength- for fixing and after Sales services <i>05 points for each personnel)</i>	25
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	Total Points: 100

Note:

Minimum 60 % score is required Technically Qualify in each category and over-all as well.  
Note: Registration for NTN/GST is mandatory else the bid will be rejected.