



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

BID DOCUMENT

FOR

**PURCHASE OF OFFICE FURNITURE ITEMS FOR
ALL DEPARTMENTAL HEADS
TENDER NOTICE No.P&GS/G&P/KHI/02/2023
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
G&P KARACHI ZONE, KARACHI.**

2023

**P&GS DEPARTMENT
6TH FLOOR, STATE LIFE BUILDING No.2
WALLACE ROAD, KARACHI**

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 of Office Furniture Items for various Departments of Group & Pension Karachi Zone.

2. Detail Specification & Quantities / Schedule:

Sample must be seen before providing a quotation.

S.No	Items/Specifications	Qty
1	Table 5x3 with Side Rack	07
2	Cussion Revolving Chair	07
3	Visitor's Chair with arms	18
4	Cussioned Chairs	06
5	Steel Cabinet	02

Tender enquiry No	P&GS/G&P/KHI/02/2023
Closing date & time for submission of bids	23-10-2023 before 10:30 a.m
Date & time of opening of Technical bids	23-10-2023 at 11:00 a.m

Delivery and after sales service of Consignment:

Delivery and after sales service of items at State Life Insurance Corporation of Pakistan's G&P Karachi Zone, Wallace Road, Karachi and address is also mentioned below.

TERMS AND CONDITIONS

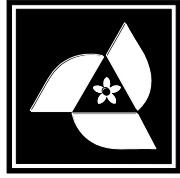
- Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
- Bidders are required to submit their bids in a sealed large envelope, clearly marked "**Supply of Office Furniture Items**". This envelope should contain two smaller sealed envelopes clearly marked "Technical Proposal" and "Financial Proposal" respectively.

5. Initially only Technical Proposals will be opened in the office In-Charge (P&GS),G&P (Karachi Zone), 6th floor, State Life Building # 02, Wallace 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. The Most Advantageous Bid would be accepted.
8. Financial Proposals shall accompany a Pay Order/Bank Draft of the Rs.30,000/= in favor of State Life Insurance Corporation of Pakistan as bid security. The same will be returned immediately to unsuccessful 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 purchase order.
13. Warranty of the items will start from the date of delivery.
14. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
15. 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.
16. All the information provided by the bidder must be verifiable.

17. Earnest money of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. .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.

(Aijaz Hussain Soomro)
Incharge P&GS/Zonal Head
G&P Karachi Zone
State Life Insurance Corporation of Pakistan
6th Floor, State Life Bldg. No.02
Wallace Road,Karachi.
Phone: 021-99217060



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TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

	<u>Max.Points</u>
1. Experience of bidder in sales / marketing of relevant equipment <i>(05 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 Equipment <i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	25
4. List of Professionals on permanent strength- for installation and after Sales services <i>(05 points for each qualified personnel)</i>	25

Total Points: 100

Note:

- Minimum 60 % score is required to Technically Qualify in each category and over-all as well.
- The bid for a particular item will be rejected, if the item is not quoted as per required Technical specifications.