



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

**Tender Notice No. SLIC/PO/28/2024.**

**SHIFTING OF FIURNITURE/FIXTURE ITEMS ALONG WITH OFFICIAL RECORDS FROM STATE LIFE PRICIPAL OFFICE KARACHI TO OTHER STATE LIFE BUILDINGS WITHIN KARACHI.**

State Life Insurance Corporation of Pakistan (SLIC) invites bids for shifting of different office items along with office record from State Life Principal Office, Dr Ziauddin Ahmed Road, Karachi to various other State Life Buildings located in Karachi in accordance with PPRA rules -2004 under pre-qualification procedure (Close Framework; i.e rates quoted shall be fixed for entire contract period of 01 year) from well recognized firms/contractors having past experience in shifting of office items. Intended bidders must be registered with relevant Federal/ Provincial tax departments and having its own offices and telephone/Fax no (if found contrary Tender will be rejected).

<b>Title of Work</b>	<b>Last date &amp; time for submission of bids</b>	<b>Date &amp; Time for Opening of Technical Bids</b>
SHIFTING OF OFFICE ITEMS ALONG WITH OFFICE RECORD FROM STATE LIFE PRINCIPAL OFFICE, DR ZIAUDDIN AHMED ROAD, KRACHI TO OTHER STATE LIFE BUILDINGS LOCATED IN KARACHI (SHIFTING DETAILS AND TERMS AND CONDITIONS AS PER TENDER DOCUMENT & ANNEX-A)	28-06-2024 till 1100Hrs	28-06-2024 At 1130Hrs

- Tender Notice along with Tender Document can be seen/ downloaded from PPRA website i.e [www.ppra.org.pk](http://www.ppra.org.pk) also tender notice along with tender document has been uploaded on EPADS system and State Life website i.e [www.statelife.com.pk](http://www.statelife.com.pk) as well.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E-PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.
- Filled tenders must be submitted through their e-mail address latest by 28-06-2024 before 11:00 am. Technical Bids will be opened on the same day at 11:30 am.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Departmental Head (CPD)  
Central Procurement Division, 2nd Floor,  
Principal Office, State Life Building No. 9  
Dr. Ziauddin Ahmed Road, Karachi. (Pakistan)  
Tel: 021-99204521



**STATE LIFE**

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**BID DOCUMENT**

**FOR**

**SHIFTING OF FIURNITURE/FIXTURE ITEMS ALONG WITH  
OFFICIAL RECORDS FROM STATE LIFE PRICIPAL OFFICE  
KARACHI TO OTHER STATE LIFE BUILDINGS WITHIN  
KARACHI.**

**TENDER NOTICE No.SLIC/PO/28/2024  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN PRINCIPAL  
OFFICE, KARACHI.**

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**2024**

**CENTRAL PROCUREMENT 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 shift furniture/ fixture items along with official records from State Life Principal Office, Karachi Dr. Ziauddin Ahmed Road to other State Life buildings within Karachi.

## 2. Details of Shifting:

Details of shifting items are as under:-

S.N	Item	Details
01	Furniture/Fixture	Office Table, Side Rack, chairs, Sofa Set, Centre Table, Credenza, podium, Steel Almirah, File Cabinet, etc.
02	Computers, etc	Desktop Computers, Printers, Scanners, etc
03	Office Equipments	LED TV, Fridge, Air-Conditioners, Water Cooler/ Dispenser, Microwave Oven, Fans, etc.
04	Miscellaneous Items	Stationery items, Telephone Sets, Dinner Set, kettle, cup set, etc
05	Office Record	All official Files.

<b>Tender enquiry No</b>	<b>SLIC/PO/282024</b>
<b>Closing date &amp; time for submission of bids</b>	<b>28-06-2024 up to 11:00 a.m</b>
<b>Date &amp; time of opening of bids</b>	<b>28-06-2024 at 11:30 a.m</b>

## **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 upload their proposals on EPADS systems as per laid down PPRA procedure for prequalification method (Close Framework agreement) i.e all Technical details required as per technical evaluation criteria and clearly marked as “**Shifting of Furniture/ Fixture Items**”. However, bid security in shape of pay order must be submitted at the address given below by the technically qualified bidders before the closing date and time when announced at later stage (if required). However, only qualified bidder will be required to submit performance guarantee of 05% of the total quoted rates at the time of signing of agreement.
- Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice and after necessary evaluation list of qualified bidders will be uploaded on PPRA/SLIC website and EPADS system as well.

6. As it is a pre-qualification process, so after the announcement of the Technical Evaluation Report only the technically qualified bidders will be required to submit their rates as per attached Performa at (Annex-A). It is pertinent to mention here that, the rates quoted shall be fixed for the entire period of agreement with State Life i.e (01) year from the date of signing of agreement, as per PPRA close framework rules.
7. Currently State Life buildings are under renovation process where the items are to be shifted. So the shifting process will be initiated in multiple phases. Orders will be issued to most advantageous bidder as per requirement when other State Life Buildings are ready where shifting, installation and staking of furniture/ fixture official record can be done. Payment will be processed after satisfactory completion of shifting, installation of electrical items and staking at given places.
8. Qualifying bidder has to ensure shifting and stacking of all items as per schedule given for each Department/ Division. Including removing and re-installations of all electrical items.
9. The qualifying bidder must use proper packing material such as card board, shrink wrap, bubble wrap, boxes, card board roll, etc or any other packing material used for safe and secure shifting.
10. It will be the entire responsibility of the qualifying bidder to safely and securely shift, install and stack all items from one building to another. In case of any loss or damage repair/replacement charges of the respective item will be borne by the qualifying bidder and may be deducted from his bill.

**(Technical evaluation of bids / point scoring criteria is given below);**

**A. Shifting/ stacking experience.**

**B. Financial Capabilities (Tax Return of previous years). Registration with Relevant Tax Authorities NTN, SRB (mandatory, else bid will be rejected).**

**C. Staff Strength.**

**D. Vehicles.**

11. Bidders must submit a detailed visit report of the premises, before submitting their offer. Rates shall be submitted for entire project no partial submission of proposal i.e only for a few floors or for partial completion of assignment will not be accepted. Evaluation will be made on total project value.
12. The Most Advantageous Bid would be accepted.
13. Bid Security will be returned to un-successful bidders after completion of formal procedure bidder after issuance of purchase order/ signing of contract.

14. All the bids must include all government taxes.
15. Most Advantageous bidder will be required to shift items as per given schedule.
16. Destination of shifting place can be changed (location within 5km radius).
17. If the prequalified bidder fails to complete the shifting assignments as per purchase order/ agreement, the performance security will be confiscated. Further, administrative punitive action may also be taken.
18. 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.
19. All the information provided by the bidder must be verifiable.
20. The successful bidder will provide Rs.100,000/= in the shape of pay order/ CDR in favor of State Life Insurance Corporation of Pakistan, which will be returned on the completion of the project.
21. Performance Guarantee of the successful bidder will be forfeited if the items are not shifted within due time or extended shifting time. In case of a genuine reason regarding delay in shifting the successful bidder shall inform immediately and the shifting time may be extended at the discretion of state Life.
22. If the 1<sup>st</sup> lowest evaluated/ Most Advantageous fails to shift the items within due time or extended time, the performance guarantee (Rs.100,000/=) will be confiscated by the State Life and the old Purchase order will be cancelled and new Purchase Order will be issued to the 2<sup>nd</sup> lowest Evaluated Bidder/ Most Advantageous.

(Departmental Head)  
Central Procurement Division  
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

	<u>Max.Points</u>
1. Experience of bidder in shifting and staking of relevant equipment <i>(05 points for each complete year)</i>	25
2. Financial Capabilities <i>(Tax Return for each year =5 points)</i> <b>NTN, SRB registration (mandatory, else bid will be rejected)</b>	25
3. <i>Staff Strength (05 points for each qualified staff )</i>	25
4. Vehicles (05 points for each vehicle equivalent to Mazda Truck)	25

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Total Points: 100

Note:

Minimum 60 % score is required to Technically Qualify in each category and over-all as well.

**2<sup>nd</sup> Relocation Stage**

Proposed Building (where items are to be shifted)	Floor	Space available	Department to be shifted	No of staff	Rates (inclusive of all Taxes)
SLB-11	13 <sup>th</sup>	3,969	PHS	33	
	12 <sup>th</sup>	9,486	HR&A & Medical	57+20=77	
	11 <sup>th</sup>	9,486	F&A +LAD +CAD + Risk and Compliance	24+13+13+7= 57	
	10 <sup>th</sup>	10,200	Marketing +CPD	36+20=56	
	Total			<b>223</b>	
SLB-9	3 <sup>rd</sup> , BAD will not be shifted			N/A	Total Cost = Rs./=
	5 <sup>th</sup> , RED will not be shifted			N/A	Total Cost of entire project i.e (1 <sup>st</sup> Stage + 2 <sup>nd</sup> Stage) = Rs./=

**First Stage Relocation**

<b>Proposed Buildings (where items are to be shifted)</b>	<b>Space available</b>	<b>Departments to be shifted</b>	<b>No of staff</b>	<b>Rates (inclusive of all Taxes)</b>
SLB-1 (8th Floor, Takaful)	3,500	CPF+Internal Audit	9+15=24	
SLB-5 (Flat # 13 )	1,700	HRDD	15	
SLB-5 (Flat # 9, 10 & Mezzanine)	5,800	Investment, Actuarial	21+22=43	
SLB-2 ( 6th Floor)	-	G&P	32	
4th Floor P.O (Small Wing)	2,343	I.T	30	
Canteen P.O (Annexe)	1,387			
SLB-3 (Exsisting Office)		H&AI	10	
			<b>154</b>	<b>Total Cost = Rs./=</b>