



STATE LIFE

**INSURANCE CORPORATION OF PAKISTAN
SARGODHA ZONE**

TENDER DOCUMENT

TENDER NOTICE NO.SGD/06/2024

Title:

OFFICE FURNITURE / FIXTURE ITEMS

ADDRESS:

STATE LIFE, ZONAL OFFICE

QUEEN'S ROAD

SARGODHA

PH: 048-3215519, 048-9330179

Email:pgssgdzn@statelife.com.pk



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1. INVATION OF BID

TENDER NOTICE NO.SGD/06/2024

Sealed bids, in accordance with PPRA Rules-2004, under “Single Stage- Single Envelope Procedure” from reputable manufactures / suppliers / dealers, registered with Income Tax/ Sales Tax Department, EPADS having their own offices and phone/ fax numbers for the Supply of Office Furniture / Fixture items at 1st Floor State Life, Zonal Office, Queen’s Road, Sargodha.

S#	Description of items	Qty	Closing date and time for Submission of Bids	Date and Time of Opening of Technical Bids
1	Office Table 5’x3’ with Side Rack as per specification	17	04-09-2024 At 11:00 a.m.	04-09-2024 At 11:30 a.m.
2	Revolving Cushioned Chair as per specification	17		
3	Cushioned Wooden Visitor Chairs as per specification	51		
4	Wooden Sofa Set (05 Seat) as per specification	17		
5	Wooden Center Table as per specification	17		
6	Steel File Cabinet (04 Drawer) as per specification	17		

TERMS & CONDITIONS

- No bid will be entertained without earnest money **Rs.153,000/-** in favour of State Life in the form of Pay Order, Demand Draft, CDR.
- The sealed quotations should reach to the Secretary, Zonal Procurement Committee, State Life, Zonal Office, Queen’s Road, Sargodha up to 11:00 a.m. on **4th September, 2024**. The Envelop must bear the title of tender at its right hand corner of the Envelope.
- Tender will be opened in the office of Secretary Procurement / Incharge HR & Admin, State Life, Zonal Office, Queen’s Road, Sargodha on **4th September, 2024** at 11:30 a.m. in the presence of bidders or their authorized representatives.
- The Competent Authority may reject all bids / proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- The Bidders must attach copies of their NTN (ALT) and GST Tax certificates along with quotation.
- The bidder/vendor shall be bound to supply all the items at 1st Floor, State Life, Zonal Office, Queen’s Road, Sargodha within (20) days of award of contract / agreement .
- The estimated quantity of items mentioned above may vary at the time of issuing supply order.
- Bidding documents are available at EPADS and State Life website free of cost.
- Earnest money will be returned to unsuccessful bidders after acceptance /approval of lowest quoted rates (as per approved item) and to successful bidder after delivery of all items.
- The bid validity should be 180 days.

[SECRETARY]

Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Queen’s Road, Sargodha
Phone: 048-3215519, 048-9330179



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2. TERMS AND CONDITIONS

- 2.1 The bidders shall furnish as part of this Tender, Bid Security **Rs.153,000/-** in the form of Bank Draft / Pay Order / CDR only in favour of State Life Insurance Corporation of Pakistan, Sargodha Zone.
- 2.2 The Competent Authority may reject all bids / proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- 2.3 The offer received incomplete or not in accordance with the conditions / specifications will not be entertained.
- 2.4 The estimated numbers of purchasing items mentioned in tender may vary at the time of purchase order.
- 2.5 Bid offered is likely to be ignored if:-
- i- The tender is unsigned (All pages should be signed).
 - ii- Offer is ambiguous or conditional.
 - iii- Bid validity is not mentioned on the quotation.
 - iv- Bidder is blacklisted by PPRA or defaulter in any previous order or contract with any Government / Semi Govt. Organization.
 - v- The bid is not accompanied by full amount of Bid Security.
 - vi- Bid is not received by due date and time specified
 - vii- Cost of bidding documents is not remitted.
 - viii- The bidder has not furnished the requisite documents.
- 2.6 The Tenders prepared by the bidder should comprise of the following documents:
- i- Covering letter on company's /business letterhead
 - ii- Copy of NTN Certificate
 - iii- Copy of GST Certificate
 - iv- Schedule of Deliveries
 - v- Affidavit that the company / supplier is not black listed with PPRA or any other Govt. / Semi organization. .
 - vi- List of Corporate Clients with their contact information (Top Ten).
 - vii- A clear written commitment to the effect that if any item supplied is damaged during transportation or installation it shall be replaced with the same without charges.
- 2.7 The quoted price must be firm, final, inclusive of all taxes, transportation charges etc, and in Pak Rupees otherwise it will not be entertained.
- 2.8 State Life is not bound to accept the lowest offer not fulfilling the requisite criteria.
- 2.9 Bid validity should be for 180 days.
- 2.10 The successful bidder shall be liable for liquidated damages @ 2% Per Month, if he fails to supply the items within specified period.



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3. SCHEDULE OF SUPPLY OF PROCURING ITEMS

- a. The delivery of Office Furniture & Fixture items shall be required to be completed within 30 days from the issuance of purchase order.

4. EXTENTION OF DELIVERY PERIOD

In special circumstances, request for extension of delivery period may be considered by the Competent Authority on the written request of the firm before the target date of supply, who will be authorized to either accept or reject the request of bidder without assigning any reason.

5. BID / TENDER OPENING PROCEDURE

Single stage – Single envelope procedure.

All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

6. ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACTS

The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

7. DISPUTE

Any dispute arising between the parties will be resolved through mutual arbitration. The decision of Zonal Procurement Committee will be the final.



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8. TERMS OF PAYMENT

- a. Payment will be made through crossed cheque issued by State Life Zonal Office, Sargodha to the bidder against invoice after 100% completion of satisfactory supply of items.
 - b. No payment will be made as advance.
 - c. Payment against partial supply of goods will not be made.
- a- Payment shall be made within 15 days after successful supply of items at 1st Floor State Life, Zonal Office, Queen's Road, Sargodha
 - b- Delivery Challan duly signed by Incharge HR & Admin Department of State Life, Zonal Office, Sargodha
 - c- Invoice in duplicate having NTN/GST numbers.
 - d- All tax certificates.

9. REJECTION OF BIDS

- a. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.





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10. SPECIFICATION OF ITEMS

TENDER SPECIFICATIONS DULY RECOMMENDED BY THE TECHNICAL COMMITTEE





FURNITURE AND FIXTURE ITEMS

Sr.	DESCRIPTION	QTY	Sample Picture
1	<p><u>Officer Table & Side Rack</u></p> <p>Size 5'x3' (LxW) with foot rest And Side Rack 36"x18"x30" (LxWxH) made of high density chip board pressed with fine grained shishem veneer on both sides, shishem wood molded lipping 3" wide all around the top and plain lipping of other edges with 3 drawers on fine quality drawer slides, one drawer is lockable with fine quality 2 mm lock. Finished with NC Lacquer Glass finished. (As per Sample)</p>	17	
2	<p><u>Wooden Visitors Chairs</u></p> <p>Structure made of solid Sheshum wood with moisture level less than 10%, legs & sides etc cushion with master molty foam on seat & back, Complete with approved leatherette/fabric (green) & polish etc. Seat 20", Back Height 15" (As per Sample)</p>	51	



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3	<p><u>Cushioned Revolving Chairs with arms</u></p> <p>High Back Revolving Chair SAAB S-539 or equivalent (As per Sample)</p>	17	
4	<p><u>Wooden Sofa Set 5 Seats</u></p> <p>frame made of Sheshum wood "A Grade", polished No.1 quality Master Molty Foam or Equivalent, project cloth or leatherite approved by the committee (As per Sample)</p>	17	
5	<p><u>Center Table</u></p> <p>(Length 4' Width 2 * Height 1.75 Sheshum Wood "A Grade", High quality finishing and wood color polishing, No.1quality Hard board Top (As per Sample desig)</p>	17	
6	<p>Steel Cabinet (4 draw)</p> <p>with one fine quality lock on each drawer fine quality steel handles on each drawer made by 22 Gauge steel sheet, Painted with fine quality paint (As per Sample)</p>	17	



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11.

TECHNICAL EVALUATION PERFORMA **TENDER NOTICE NO.SGD/06/2024**

Total Points = 100

Minimum Points = 70

Sr. No.	Evaluation Factor	Criteria & Grading Points	Documentary Evidence	Max Points	Points Obtained
1	Establishment of Office /Manufacturer / Company / Supplier	More than 10 Years = 30 points More than 05 Years = 20 Points Less than 05 Years = Knock-out	Attach documentary evidence	30	
2	NTN Certificate with Active Taxpayer Sheet/ Sales Tax Certificate	Yes = 20 points No = Knock-out	Attach documentary evidence	20	
3	Financial Worth / Bank Statement (balance) i. More than 5 million ii. Less than 5 million iii. if Bank certificate not attached	10 points 05 points Knock out	Attach documentary evidence	10	
4	Working Experience	More than 10 years = 20 points > 5 and <10 years = 10 points Less than 5 years = knock-out	Attach documentary evidence	20	
5	Company Status	Manufacturer = 10 points Dealer /Distributor = 08 points Retailer = 05 points	Attach documentary evidence	10	
6	Technical Specification	As per specification = 10 points Not as per specification = Zero Points	Attach relevant pictures	10	
Passing points are 70, less than 70 points, bidder cannot qualify for Financial Evaluation				100	

Authorized Signature of Company Official with Seal