**STATE LIFE INSURANCE CORPORATION OF PAKISTAN, LAHORE ZONE CENTRAL**

**TENDER DOCUMENTS**

**TENDER ENQUIRY # 11/LZC/2024**

**FURNITURE ITEMS & AIR CONDITIONERS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Sr.** | **Job Description** | **Qty** | **Sample for quoting rates** | | | |
| **Cost per unit in Rs.** | **GST per unit in Rs.** | **Total Cost per unit with Taxes (in Rs.)** | **Total Cost with all Taxes**  **(in Rs.)** |
| 01 | **Furniture Set** **(SMALL)**  **One Set includes:-**  01 Office Table 4'x3' with side rack (with top glasses),  01 Revolving Chair (Canned),  01 File Cabinet (4 Drawers),  02 Visitor Chairs (Canned) | **32 set** |  |  |  |  |
| 02 | **Furniture Set** **(LARGE)**  **One Set includes:-**  01 Office Table 5'x3' with side rack (with top glasses),  01 Revolving Chair (Cushioned),  01 File Cabinet (4 Drawers),  03 Visitor Chairs (Cushioned),  01 Central Table with top glass,  01 Sofa Set-five seater (3+1+1) | **06 set** |  |  |  |  |
| 03 | **Split Air Conditioner** 1.5 Ton  Haier, Orient or equivalent | **33**  **units** |  |  |  |  |
|  | **Total Amount Rs. (in Figures)** |  |  | | |  |

**Total Amount Rs.** (in words) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**Technical Evaluation Criteria/Evaluation Sheet**: Attached as (Annexure-1)

**Technical Specifications**: Attached as (Annexure-2) with sample pictures

**Terms & Conditions:**

1. Only Income tax and Sales Tax registered (active tax payers) vendors/General Order suppliers can participate in the tender through EPADS. Provide documentary evidence related tax registrations.
2. Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for single stage single envelope method and clearly marked as **“Tender No. 11/LZC/2024”**.
3. Bids can be submitted/uploaded at EPADS till closing time **10:30 AM** on **09-09-2024**.
4. Submitted bids shall be opened at **11:00 AM** on same day i.e., **09-09-2024**, at HRA&P Department, State Life Insurance Corporation of Pakistan, Central Zone, 4th Floor, 4-Ghazi Ilm-ud-Din Shaheed Road (Lytton road), Lahore in the presence of bidders or their authorized agents, who wish to be present on the occasion.
5. In case wherein on bid opening day, holiday announced by prevailing Government or Zonal Office could not operate due to unavoidable reasons, then bid opening meeting shall be held on very next working day.
6. **SINGLE STAGE, SINGLE ENVELOPE PROCEDURE** will be followed as per PPRA Rules 2004 for evaluation of bidders.
7. Estimated Cost is of this procurement is Rs. 9,816,000/-.
8. Bid Security amount (Earnest money) including tax, of **Rs.400,000/-** in the shape of CDR/Pay order favoring **“State Life Insurance Corporation of Pakistan”** must be submitted by bidders at the address given in tender notice/documents before closing time, else bid will be rejected.
9. The Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder immediately after completion of work. However, successful bidder will be required to submit performance guarantee of 5% (value of Job Order) in shape of bank guarantee (valid for at least 6 months) in favor of State Life Insurance Corporation of Pakistan which shall be released after expiry of six month after completion of job.
10. Approximate time of procurement process is 45 days. Order shall be placed to successful bidder after completion of all codal formalities. Approximate payment time shall be 2 weeks after successful delivery as per tender requirements.
11. Each Tender item (Item Sr. 1 to item Sr. 3) shall be evaluated separately. However, Item Sr. no 1 (One Job) and Item Sr. 2 (One Job) are complete set of jobs, no bidder shall be allowed to exclude or skip any item from each furniture set. A bidder interested to quote for Item Sr. 1, he must quote for complete set (Small Furniture set) and same for Item Sr. 2. If any bidder does not quote/exclude any item from furniture set he shall be technically disqualified for entire furniture set. Overall lowest bidder for complete furniture set if found technically qualified shall be successful for that furniture set.
12. Successful bidder will have to start supply/job within 3 days after confirmed work order and must complete the supply in all respects within 10 working days; otherwise retention money (CDR) will be forfeited. In addition to this liquidity damages as penalty may be imposed after expiry of 10 working days, at 5% per day of the total purchased order value.
13. Warranty of items must be accordingly as mentioned in Annex-2 for any type of defect, with free repair/replacement of item/parts within warranty period.
14. Quote only **single rate for each item**, which must be irrevocable, unconditional & inclusive of all taxes & expenses (if any). However alternate proposal may be accepted for Air Conditioners only (Item Sr. 3).
15. Validity of the rates/bid must be at least 90 days from the date of opening of bid, which may be extendable with mutual consent.
16. Competent Authority reserves the right to reject/cancel/withdraw any/all bid(s) or proposals at any time before award of contract without assigning any reason thereof.
17. Quantity mentioned against items may be increase/decrease by competent authority before placement of order.
18. Eligibility criteria mentioned below must be observed and fulfilled. An Affidavit of Rs. 100 in this regard must be attached with the bid.

**Eligibility of Applicants**

We **M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** undertake that,

1. We are registered company/firm as per FBR Record, having active filling status.
2. We are solvent company/firm and not in the process of bankruptcy.
3. We have never been convicted for an offence concerning the professional conduct.
4. We have fulfilled all obligations related to payment of taxes to the Govt of Pakistan.
5. We were never found guilty of serious mis-interpretation/mis-representation of facts in supplying information in past nor providing herewith as such.
6. We assure that quoted item (Air Conditioner) will be brand new; parts of offered model shall be available in open market for at least 3 years. (**Only for Item Sr No. 3.)**

**[SECRETARY]**

Zonal Procurement Committee (ZPC),

HRA&P Department,

State Life Insurance Corporation of Pakistan

Central Zone Lahore, 4th Floor Building No.6,

4-Ghazi Ilm -ud- Din Shaheed Road (Lytton Road), Lahore.

Phone # 042-99210594, Cell no. 0335-1412976

**Technical Evaluation Criteria (Annexure-1)**

Technical bids shall be evaluated on the basis of following points:-

1. Specifications of item mentioned in bid will be compared with specifications mentioned in tender documents along with specifications of required model/brand. In case of incomplete information, clarification shall be obtained from bidders. A bid having lower of specifications or lower of required brand’s specifications then it shall be rejected technically.
2. Warranty must be according to requirements of tender documents.
3. Satisfactory reports or work orders from the previous reputed clients (at least 2) of the quoted item must be provided with bid.
4. After sales services and parts availability of quoted product/item in open market shall also be considered for technical evaluation of Air Conditioners.
5. Bidder has NTN & GST Registration Certificate.
6. Bidder has provided affidavit of Rs. 100/- (Non-blacklisted etc) in the light of Para 18 of Terms & Conditions of Tender Documents.
7. All points of Technical Evaluation Criteria, Terms & Conditions are compulsory. Failing in any point/criteria, may result in rejection of the bidder technically.

**Technical Evaluation Sheet/Check list**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Criteria of Technical Evaluation** | **Yes / No** |
| 1 | Tax Registration Certificates provided with bid as per Tender Documents. |  |
| 2 | Satisfactory reports/work orders from previous 2 clients for same nature of work. |  |
| 3 | Affidavit of Rs. 100 observing eligibility criteria as per Tender Requirements |  |
| 4 | Warranty certificate as per tender documents. |  |
| 5 | Certified that quoted items **(AC)** shall be brand new and parts of offered model shall be available in open market for at least 3 years. |  |
| 6 | Sign and stamp against specifications mentioned for each quoted item, which means bidders understand the need of Procuring Agency (SLIC) and agrees to provide required item as per need. |  |
| 7 | Certificate Provided that bidder accepts all the terms & conditions of this Tender for completion of job as per job description of tender documents. |  |
| 8 | CDR Submitted as per required amount. (Rs. 400,000) |  |

**Single NO may result is rejection of bidder technically.**

***Note: Provide all required information with Bid on letter-head pages with sign & stamp.***

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**Technical Specifications (Annexure-II)**

**ITEM SR. # 01, FURNITURE SET (SMALL)**

**Office Table Size (4' x 3') with Side Rack includes top glass**

***As per sample picture provided (Executive look), with following features:-***

* 8 mm top glass grinded at side edges and completely polished.
* **Strong connected structure of Solid Sheesham winner board** deep engraved lines as in sample picture.
* Top made of Sheesham winner board (double side) 1.5'' or (1x1/2'') thickness. Other structure made of sheesham winner board (double side) 3/4'' thickness.
* Use of best quality stainless steel nails, glue imported quality etc for manufacturing. Readymade table shall not be accepted.
* Having three drawers of standard size at right side with freely moveable channels of best quality heavy duty/stainless steel.
* Standard height, Durable Strong base with extra wooden larrs for strength.
* Squared space for monogram (12 inch x 12 inch) specifically to be made at front side middle with deep engraved 4mm, edges of that space to be covered with 1/2 inches thick gola patti (fancy takkar gola).
* State Life monogram made of standard aluminum plate (12 inch x 12 inch) to be fixed at front side middle (inside specifically allocated space) with round cap nail properly drilled.
* Imported quality heavy duty lock for top drawer.
* Drawer handle made of stainless steel heavy with fancy design.
* Color shall be dark brown best quality polish finishing (Shining) as per sample picture, shall be finalized at the time of supply order.
* Warranty: At least 3 years onsite free repair & labor warranty.

**Specifications of Side Rack (Standard size) with top glass**

* + Side Rack compatibility eg. Design/shape/height and color must be similar to Office Table.
  + covered with 8 mm glass , grinded at side edges and completely polished ,
  + **Strong connected structure of Solid Sheesham winner board**
  + Contain Keyboard Tray with railing imported quality & tray made of pure Sheesham wood.
  + Contain CPU Box with wires holes at back side for Keyboard, CPU & Mouse.
  + Should be comfortable and easy for computer operations i.e., reasonable gap between top and keyboard tray and space for CPU etc
  + Contain one shelf at center other than CPU box.
  + Warranty: At least 3 years onsite free repair & labor warranty.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Revolving Chair Canned**

As per sample picture, but must also include following features.

* ***Sheesham wood frame***, standard size seat & back with fency style arms,
* Comfortable and fancy design of back of chair.
* Hydraulic machine, heavy duty S/S base with imported five wheels.
* Standard height of as per sample shown.
* Warranty: At least 3 years onsite free repair & labor warranty. Free replacement of base warranty.
* Use of good quality caning (wide bamboo cane) both on back and seat.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**File Cabinet 4 Drawers**

As per sample shown, but also include following features which may/may not show in picture.

* ***Gauge 18 or better***, 4 drawers standard size (as per sample) with smooth heavy duty railing system,
* Separate Locks heavy duty for each drawer having two keys each.
* Best quality gray hammered paint as per sample,
* Strong bottom/base & accurate balance on floor.
* Dimensions as per sample shown. (sample also available at site)
* Warranty: At least 3 years onsite free repair & labor warranty. Free replacement of damage locks within warranty period.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Visitor Chairs Canned**

As per sample picture, but also include following features.

* ***Sheesham wooden frame*** with standard size seat and back with arms rest,
* Use of good quality caning (wide bamboo cane) both on back and seat.
* Use of sheesham wood strong apron, spindles & corner brackets for strong frame,
* Accurate balance of chair on floor.
* Color & dimension as per sample shown.
* Back of chair must be part of frame, not to be fixed with paich/screw.
* Warranty: At least 3 years onsite free repair & maintenance & labor warranty.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Item Sr. # 02, Furniture Set (Large)**

**Office Table 5'x3' with Side Rack (with top glass)**

***As per sample picture provided (Executive look), with following features:-***

* 8 mm top glass grinded at side edges and completely polished.
* **Strong connected structure of Solid Sheesham winner board** deep engraved lines as in sample picture.
* Top made of Sheesham winner board (double side) 1.5'' or (1x1/2'') thickness. Other structure made of sheesham winner board (double side) 3/4'' thickness.
* Use of best quality stainless steel nails, glue imported quality etc for manufacturing. Readymade table shall not be accepted.
* Having three drawers of standard size at right side with freely moveable channels of best quality heavy duty/stainless steel.
* Standard height, Durable Strong base with extra wooden larrs for strength.
* Squared space for monogram (15 inch x 15 inch) specifically to be made at front side middle with deep engraved 4mm, edges of that space to be covered with 1/2 inches thick gola patti (fancy takkar gola).
* State Life monogram made of standard aluminum plate (15 inch x 15 inch) to be fixed at front side middle (inside specifically allocated space) with round cap nail properly drilled.
* Imported quality heavy duty lock for top drawer.
* Drawer handle made of stainless steel heavy with fancy design.
* Color shall be dark brown best quality polish finishing (Shining) as per sample picture, shall be finalized at the time of supply order.
* Warranty: At least 3 years onsite free repair & labor warranty.

**Specifications of Side Rack (Standard size) with top glass**

* + Side Rack compatibility eg. Design/shape/height and color must be similar to Office Table.
  + covered with 8 mm glass , grinded at side edges and completely polished ,
  + **Strong connected structure of Solid Sheesham winner board**
  + Contain Keyboard Tray with railing imported quality & tray made of pure Sheesham wood.
  + Contain CPU Box with wires holes at back side for Keyboard, CPU & Mouse.
  + Should be comfortable and easy for computer operations i.e., reasonable gap between top and keyboard tray and space for CPU etc
  + Contain one shelf at center other than CPU box.
  + Warranty: At least 3 years onsite free repair & labor warranty.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Revolving Chair Cushioned**

**As per Sample Picture, must include following features:-**

* **Use of Solid Sheesham wood frame with durable tyre patti**, standard size seat & back with arms rest as per sample,
* Best quality cushion (Molty foam or equivalent) on Seat, back and arms covered with best quality leather Rite properly stitched/raped at entire sides with designing as shown in picture.
* Leather rite to be used best quality, durable and flexible.
* Hydraulic machine must be of heavy duty with S/S base and imported 5 wheels must be durable.
* Color of rexene: Dark Brown, polished / shining.
* Base color: Black powder coating, polished.
* Warranty: At least 3 years onsite free repair & labor warranty. Free replacement of base warranty.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**File Cabinet 4 Drawers**

As per sample shown, but also include following features which may not seen in picture.

* ***Gauge 18 or better***, 4 drawers standard size (as per sample) with smooth heavy duty railing system,
* Separate Locks heavy duty for each drawer having two keys each.
* Best quality gray hammered paint as per sample,
* Strong bottom/base & accurate balance on floor.
* Dimensions as per sample shown. (sample also available at site)
* Warranty: At least 3 years onsite free repair & labor warranty. Free replacement of damage locks within warranty period.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Visitor Chairs Cushioned**

As per sample pic attached, with following features (which may or may not show in picture):-

* ***Solid frame/structure*** made of solid sheesham wood polished/varnished,
* Standard size seat and back with arms rest as per sample picture.
* Use of sheesham wood stretchers at all sides below aprons for extra strength.
* Use of corner brackets inside for strong frame structure,
* ***best quality cushion*** (Molty foam or equivalent) both on Seat and back and covered with best quality flexible and durable leather Rite, properly stitched/tacked on entire sides with back design as shown in picture sample.
* **Color of Rexene** same as of Revolving Chair, **color of wooden part/polish** same as of Office Table/Side Rack.
* Warranty: At least 3 years onsite free repair & maintenance & labor warranty.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Centre Table with top glass**

As per sample picture design include following features.

* Size with glass (4 feet x 2 feet) with frame size as standard.
* Frames made of solid sheesham wood with fancy designing.
* Finishing of Frames must be smooth with best quality wooden polish/varnish.
* Top covered with 8 mm glass, grinded at side edges and completely polished, use of good quality rubber catchers below glasses for holding.
* Color/polish same as of Office table and side rack.
* Warranty: At least 3 years onsite free repair & labor warranty.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sofa Set, Five Seater (3+1+1)**

As per sample picture, must include following features.

* One Set include (one) three seater, (two) single seaters.
* **Solid frame/structure made of solid Sheesham wood without arms,**
* Standard height, standard size seat and back,
* Use of best quality durable tyre patti for cushion seat base.
* Use of sheesham corner brackets for inside frame,
* **Best quality cushion** (Molti foam or equivalent) on Seat and back covered with best quality leather rite properly stitched on entire sides.
* Base of Sofa Set to be made with solid Sheesham wood with four legs covered with Rexene professional and smooth finishing.
* Warranty: At least 3 years onsite free repair & labor warranty.
* Color of Rexene shall be Dark Brown exactly similar to Revolving Chair and visitor chairs.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Item Sr. no 03. (Split Air Conditioners 1.5 ton)**

Haier, Orient or equivalent with following specifications:-

* 18000 BTU
* Wall mounted with Remote Control
* Color white or Grey
* Inverter or Non-Inverter whichever is economical (alternate proposals can be submitted in financial bid)
* R410/R22/R32 Gas as per company policy.
* Standard Installation kit i.e., 10 feet pure copper pipe, 10 feet pure copper wire as per company policy.
* With Indoor and outdoor brackets.
* Installation shall be responsibility of bidder, either at his own cost or through company.
* Fresh Stock/latest model Air Conditioner.
* Warranty as per company policy regarding parts, service and compressor.
* Warranty shall be claimed through bidder.
* Compressor warranty at least 3 years and parts warranty at least 1 year (free of cost) or as per company policy.

**Bidder’s sign with stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Sample Pictures**

**Item Sr. 1 Furniture Set (Small)**

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Table 4' x 3' with side rack with top glass

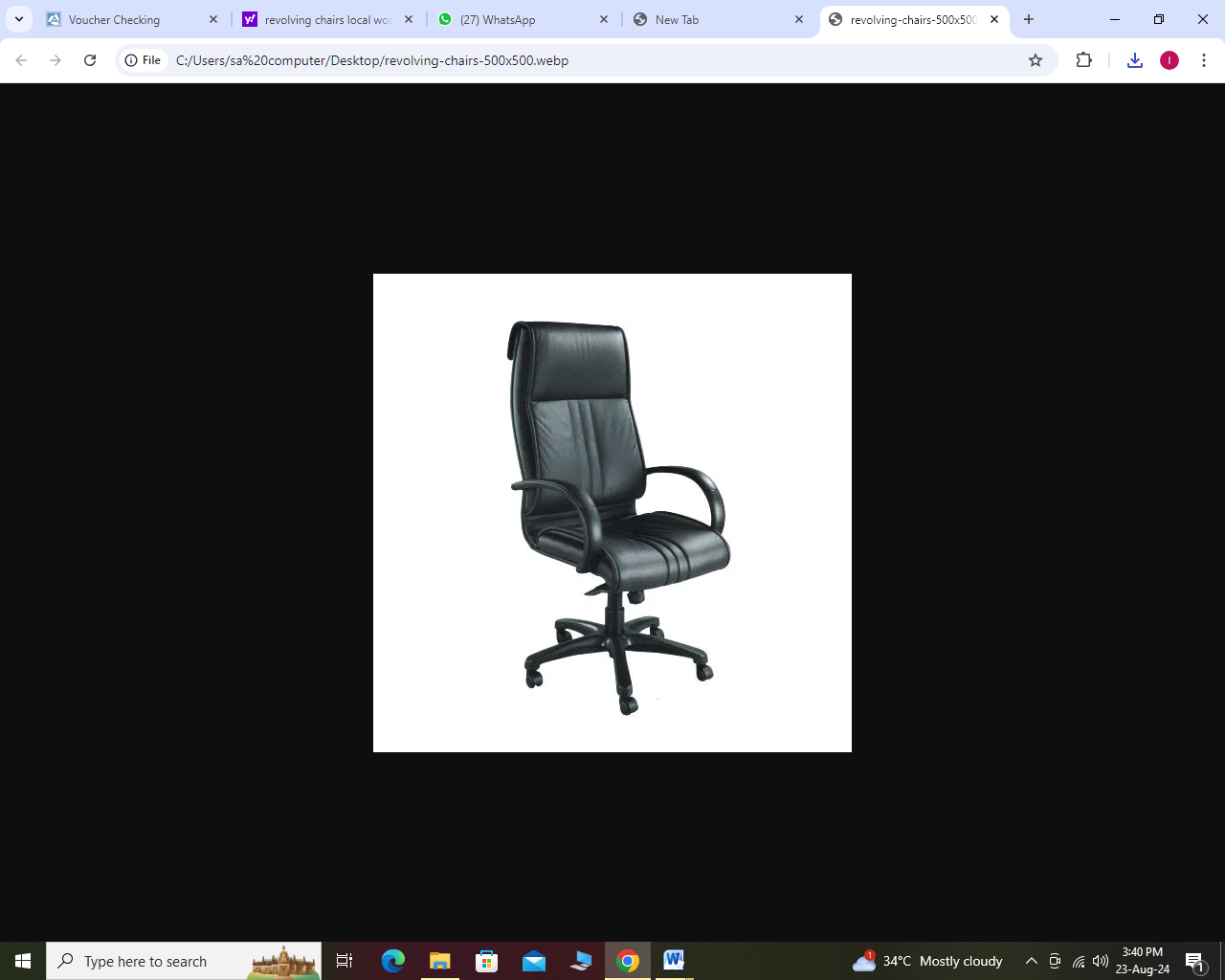


Revolving Chair Caned Visitor Chair Caned File Cabinet

**Item Sr No 2. Furniture Set (Large)**

****

Table 5' x 3' with side rack with top glass



Revolving Chair Cushioned

****

**File Cabinet (4 Drawers)**



**Visiting Chairs (Cushioned)**

****

**Centre Table with top glass**



**Sofa Set 5 Seater (3+1+1)**

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