

**BID DOCUMENT**

**For**

**Purchase of Capital Items**

**(Furniture, Fixture and Office Equipment Items etc.**

**For Kasur Zone with its Headquarter at Raiwind**

**Tender Notice No. 06/CRO/Capital Items/KASURZN/2024**

**(Secretary)**

Regional Procurement Committee

State Life Insurance Corporation of Pakistan

Central Region, State Life Building,

15-A, Davis Road, Lahore

Tel: # 042 99205128 Mobile: 0301 4059685

**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, Electric Items, Computers, Printers, Scanners and Partitioning work etc. for newly established Kasur Zone with its Headquarter at Raiwind (Bahria Orchard, Phase – 4, G-2-19 off Raiwind Road, Lahore).

Detail specification and quantities for required items/equipment’s/work is as under:

**Bill of Quantities (B.O.Q)**

**Lot Summary:**

|  |  |  |
| --- | --- | --- |
| **Lot No. Details** | **Lot Title** | **Items No. included** |
| Lot No. 01 | Furniture & Fixture Items | Item Sr. 1 to Sr. 16 |
| Lot No. 02 | Electric/Electronic Items | Item Sr. 17 to Sr. 25 |
| Lot No. 03 | Computers, Printers, Scanners, Biometric Machines | Item Sr. 26 to Sr. 31 |
| Lot No. 04 | Cash Counters/Partitioning/Renovation Work | Item Sr. 32 to Sr. 36 |
| Lot No. 05 | CCTV System and Cabling & Networking | Item Sr. 37 to Sr. 39 |

**FURNITURE & FIXTURE ITEMS ETC.** Lot 01

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Sr.** | **Details** | **Specification** | **Qty** | **Prices including all taxes** | |
| **Unit Price** | **Total Price** |
| 1 | Board Room Table | Size: 16’ x 5’ Structure made by 16 mm ash win-board all border solid ash wood, table center 8mm frosted glass top polish finish siller & lacquer best quality finish  **(As per sample picture)** | 01 |  |  |
| 2 | Executive Chairs (Board Room) | Best quality imported high back chair seat & back thick Mesh, arm back adjustable jack class II, base aluminum chair seat attached with foot rest picture Attached  **(As per sample picture)** | 02 |  |  |
| 3 | Revolving Chairs (Board Room) | Best quality imported Mid back chair seat & back thick Mesh jack class II base aluminum chair picture Attached  **(As per sample picture)** | 38 |  |  |
| 4 | Executive Chair High Back  (For ZH& RBH) | Best quality Seat & back poshish Structure made by kicker wood 1” poshish with 1st quality imported jappani leatherette Seat molty foam with Springs base, with imported wooden arms, jack Class II, imported base 5 castle wheel, wooden iron base imported **(As per sample picture)** | 02 |  |  |
| 5 | Table with side rack  (For Zonal Head) | Size: (7’x3.5’) Table with Long Side Rack Table All Structure MDF tactail sheet Al-noor,All edges covered with 2mm PVC edges same colour of sheet, Fort CNC MDF Jali Silver paint Color, table 3 Drawer best Quality railing with lock and 1 door cabinet  **(As per sample picture)** | 01 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6 | Executive Chairs High Back | Best quality Seat & back poshish Structure made by kicker wood 1” poshish with 1st quality imported leatherette Seat molty foam with Springs base jack Class II base 5 castle wheel iron base imported **(As per sample picture)** | 09 |  |  |
| 7 | Table with side rack | Size: (5’x3’) Table with Long Side Rack Table All Structure MDF tactail sheet Al-noor,All edges covered with 2mm PVC edges same colour of sheet, Fort CNC MDF Jali Silver paint Color, table 3 Drawer best Quality railing with lock and 1 door cabinet **(As per sample picture)** | 09 |  |  |
| 8 | Computer Table with side rack | Size: 4’ x 2.5’ Table with Long Side Rack Table All Structure MDF tactail sheet Al-noor, All edges covered with 2mm PVC edges same colour of sheet, Fort CNC MDF Jali Silver paint Color, table 3 Drawer best Quality railing with lock  **(As per sample picture)** | 20 |  |  |
| 9 | Computer Chairs | Seat & back best quality foam and imported back mesh injection molded structure connected with arm seat tilt manumission with hydraulic function high quality plastic base urethane wheel castors **(As per sample picture)** | 20 |  |  |
| 10 | Visiting Chairs (Cushioned) | Structure made of solid sheesham wood seat and back with 1st quality foam covered with leatherette wooden parts finished with NC lacquer **(As per sample picture)** | 40 |  |  |
| 11 | Sofa set 6 Seater (3+2+1) | Traditional Executive Sofa inner structure frame in wood including all necessaries joiner detail with quality of button detailing seat and back and arms best quality **MASTER MOLTY** foam with imported leather right upholstery legs solid wood with polished. **(As per sample picture)** | 01 |  |  |
| 12 | Sofa 3 Seater  (one Piece) | Steel Sofa 3 seater Imported seat & Back Cushioned with Blue Colour Bench, Made from epoxy coated steel. Steel double frame (Heavy Gauge) Perforated Steel Seat H/W/D: 31’’ / 71’’/26’’ as per approved design /color imported  **(As per sample picture)** | 12 |  |  |
| 13 | Center Table | Center table (4’x2’) with 2 Corner tables (2’x2’) each made by ash wood with polish finish top 8 mm glass.  **(As per sample picture)** | 02 |  |  |
| 14 | Roller Blinds | Made of Vinyl Fabric with coating, High Quality Chain and Machine Complete in all respect of individual windows size, with complete installation, of Approved color.  **(Note: Payment will be made as per actual measurement).** | 1250  Sq.ft  (approx) |  |  |
| 15 | Steel/ Iron File Cabinet | Standard size, 20x22 gauge, 4 drawers with good quality locks and handles, Height 5’ x Width 1 ft 6 inch, x Depth 2 ft. Tabular ends should be covered with good quality rubber stopper. Supplier will provide the 1-year manufacturing defect guarantee in writing i.e. welding, screws etc. from the date of items supply, further all dents, burns and sharp edges shall be removed, Finish should be smooth and uniform and free from all defects. Specimen picture is enclosed.  **(As per sample picture)** | 29 |  |  |
| 16 | Steel / Iron Rack | Size: (H-8’xW-4’xD-1’.6'') with 06 Shelves inside excluding Top & Bottom with equal gap. Fixed back closed with MS Sheet 22 gauge. Each Shelves having central partition. Heavy gauge Frame of Angle iron 1 1/2" \*1 1/2" \* 1 1/2”’ sooter, Shelves made of MS sheet 20 gauge, , With molded front, 2 side Left & Right and back fix with MS Sheet 20 SWG at Site  Grey colour with solid hammered paint.(All rack adjustable)  (Sample must be seen before quoting rates) | 30 |  |  |

**ELECTRIC/ELECTRONIC ITEMS ETC.** Lot 02

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item # | Details | Specification | Qty. | Prices including all taxes | |
| Unit Price | Total Price |
| 17 | Air conditioners 1.5 Ton (Invertor) | **(Gree/Haier/Dawlance**  Invertor or equivalent)  **18000 BTU** (1.5 Ton), wall mounted type, Voltage level 220-240V (Both heating & Cooling functions) with low voltage support, LED Display, Remote Control, Auto restart, 10 years compressor warranty, 04 years electronic PCB kit warranty, 02 years condenser & evaporator coil warranty, 01 year parts & service warranty. Iron Frame for AC 1.5 Ton to fit Condenser, Drain Pipe (as per layout), Electric Wiring/Power Cable (as per layout), Circuit Breaker (Bush) as per layout, PVC Duct for Refrigerator Pipe (as per layout), Extra Refrigerator Pipe (As per need). Complete installation of Air conditioners (indoor & outdoor unit) along with standard piping & wiring of 10 feet each.  **Note:** please also quote rates of cooling pipe per sq.ft. separately. | 17 |  |  |
| 18 | Bracket Fan | SK/Royal/ Lahore or Equivalent. Plastic Body 18" size with copper winding | 20 |  |  |
| 19 | Water Dispenser | PEL/Gree or Equivalent  Type sleek design, Colour White, Dimension (WxDxH) 310x375x1190 mm, Voltage /Frequency 220/50 (Volts/Hz), Cooling Current 0.6 amperes, Heating Current 2.2 amperes, Cooling power 100 watts, Cold Tank capacity 3.7 liters, Refrigerator volume 20 Liters. | 05 |  |  |
| 20 | Microwave Oven | Dawlance or equivalent  Heating Microwave Oven  Type : Microwave , Capacity (lt) : 32, Control Panel : Digital | 01 |  |  |
| 21 | UPS with Batteries | UPS 3000 watt (24 Volts)  (Homage or equivalent) | 05 |  |  |
| Liquid batteries (12 Volts)  (AGS, Phoenix, Daewoo or equivalent)  Atleast 175 Ampere 27 plates | 10 |  |  |
| 22 | Telephone Steno Set | TIP, Panasonic or equivalent | 01 |  |  |
| 23 | Telephone Set | TIP, Panasonic or equivalent | 10 |  |  |
| 24 | Android LED TV Screen 32” | Samsung/LG or equivalent  Resolution: 1366 x 768, HDMI 2, USB 1, PQI atleat 900, Power Supply: AC100-240V 50/60Hz, Power consumption (Max) 60W, Package size (WxHxD) : 808.0 x 516.0 x 130.0 mm, Package Weight 5.7 Kg, Accessories: Remote Controller, Batteries (for Remote Control), Power Cable Etc. | 03 |  |  |
| 25 | Electric Kettle | Features: Cordless electric kettle with 360° base. ergonomic handle, one-touch opening, water level indicator, safety lid with automatic switch off and removable limescale filter. Capacity: 1.2 litre Power supply: AC 220-240V ~ 50/60Hz, 1830-2178 W max. Operation temperature: Approx. 120°C Cable specifications: H05RR-F 3G\*0.75-1.0 mm2 250V~16A L = 0.85 m ON/OFF: ON/OFF button with blue light indication. Safety standard: GS/CE Electric shock protect grade: I Dimensions: H 210 mm x W 214 mm x D 130 mm, Material: PC, PP, sandblasted aluminum, PA66+GF | 01 |  |  |

**COMPUTERS, PRINTERS, SCANNERS, BIOMETRIC MACHINES ETC.** Lot 03

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item # | Details | Specification | Qty. | Prices including all taxes | |
| Unit Price | Total Price |
| 26 | Computers with Windows Software  (Licensed) | **HP/DELL or equivalent**  Processor Intel Core i3, Processor Generation12th Generation or Higher Processor speed 2.50 GHz Turbo Boost upto 4.40 GHZ RAM 8 GB DDR-V RAM or Higher extendable to 16 GB Hard Disk SSD 256 TO 512 GB, Hard disk-SATA 1TB , Graphic Card Graphics card compatible with supplied motherboard Connectivity 10/100/1000 Ethernet Card with (Giga Bit Support) WIFI Connectors USB 3.0(2), HDMI Head Phone output USB Type C, LCD Minimum 19" HD-SVA Anti glare Display Operating System MS windows 11 or latest Operating System (OEM Release), Software MS-Office current version licensed, Anti Virus licensed, I/O Branded USB-KeyBoard and Mouse. WARRANTY 1 YEAR Or higher local | 20  Nos. |  |  |
| 27 | Laser Jet Printers | **HP Laser Jet M402dn or equivalent**  Print speed black, Paper size A4, legal  Up to 38 ppm (default) ; Up to 40 ppm (HP High Speed) 1, First page out black (A4, ready), As fast as 6.3 sec 2 , Duplex printing Automatic (default), Duty cycle (monthly, A4), Up to 80,000 pages 3 (Duty cycle is defined as the maximum number of pages per month of imaged output. Print quality black (best) Fine Lines (1200 x 1200 dpi), Print technology Laser, Connectivity, standard, 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000, Network capabilities, Built-in10/100/1000Base-TX Ethernet, Gigabit; Auto-crossover, Display 2-line backlit LCD graphic display, Processor speed 1200 MHz, Memory 256 MB, Storage 100 sheet multipurpose Tray 1, 250 sheet input Tray 2 Paper handling output, standard 150 sheet output bin  Weight 8.56 kg, Availability of Toner in local market. Warranty atleast one year (Local) | 10  Nos. |  |  |
| 28 | Dot Matrix Printers | Epson LQ-2190 or equivalent  Print Speed 480 cps (10 cpi) - hi speed draft, Input Buffer 128KB, 136 column,  Fast, reliable printing Enjoy 24-pin quality up to A3 size and 576 cps  Multi-part flexibility Print up to 6-part forms (1 original + 5 copies)  Paper handling Choose from front, top, bottom, rear paper paths,  Print Speed Enhancer For faster printing of bit images under Windows environment. Easy connectivity Parallel and USB interfaces as standard. Warranty atleast one year (Local). | 07  Nos. |  |  |

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| --- | --- | --- | --- | --- | --- |
| 29 | Dot Matrix Printers | Epson LQ-310 or equivalent  Printing Technology:  Print Method: Impact dot matrix Control Panel:4 switches and 5 LEDs  Print Direction: Bi-direction with logic seeking, Number of Pins in Head:24 pins Control Code: ESC/P2 and IBM PPDS emulation  Print Speed:  High Speed Draft:10cpi: 347 cps 12cpi: 416 cpsDraft:10cpi: 260 cps 12cpi: 312 cps 15cpi: 390 cps (Condensed) 17cpi: 222 cps (Condensed) 20cpi: 260 cps Letter Quality:10cpi: 86 cps 12cpi: 103 cps 15cpi: 129 cps (Condensed) 17cpi: 147 cps (Condensed) 20cpi: 172 cps  Reliability:  MTBF: Approx. 10,000 POH (25% Duty)Print head Life: Approx. 400 million strokes/wire Mean Print Volume Between Failure (MVBF):Approx. 20 million lines (Except print head)  Warranty atleast one year (Local). | 08  Nos. |  |  |
| 30 | Scanners  (HP or equivalent) | **HP scan Jet Pro S4 or equivalent**  Scanner type : Sheetfed, Digital sending standard features: Scan to PC & USB Drive, Scan resolution, optical upto 600 dpi, Scan resolution, hardware 600 x 600 dpi, Bit depth: 24-bit (external), 48-bit (internal), Scan size (ADF), maximum 216 x 3100 mm, Scan size (ADF), minimum 50.8 x 50.8 mm, Automatic document feeder Scan speed upto 40 ppm/80 ipm1, Duplex ADF scanning : Yes, Automatic document feeder capacity: standard, 50 sheets, Scan file format : For text and images: PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text(.txt), Rich Text (rtf) and Searchable PDF. Compatible Operating Systems: Microsoft® Windows® (10,8.1,7, XP:32/64 bit, 2008 R2, 2012 R2, 2016, 2019) MacOS. Processor speed: ARM-1176 666 MHz, Memory 256 MB, Software included: Windows: HP WIA scan driver, HP TWAIN scan driver (32-bit and 64-bit). Connectivity, standard: USB 3.0. Warranty atleast one year (Local). | 03  Nos. |  |  |
| 31 | Biometric Attendance Machine | **(HORNET-G1 or equivalent): Features:** Multiface Recognition (5 Faces Recognition simultaneously), Biometric Fingerprint Recognition, RFID Promisity Card, Cloud Based Software (Online), Pass Code, QR Code, Visitor Access Control Management, Android Application Support, Leave Management vide Android Application.  **Technical Specifications:**  5.0 Inch IPS Touch Screen, HD 1280\*720, Touch keypad, Operation system LINUX 3.10, 1.2G Dual -Core ARM Cortex-A7, RAM:256M DDR3L, ROM:4G EMMC, Binocular camera Real Sensor 1/2.9 inch FOV 75° 2MP pixel high-definition color, Local operation: Enroll face with machine, import user photo with U disk, Verification: Dynamic face recognition, password, ID Card(IC card optional), Face capacity : 5000(20000 optional), Fingerprint Capacity: 10000(50000 optional),Card Capacity: 15000(50000 optional), Password Capacity: 15000(50000 optional), Face Recognition Accuracy: 99.7%, Installation Way: Standard: Wall mount. Warranty atleast one year (Local). | 02  Nos. |  |  |

**CASH COUNTERS/PARTITIONING/RENOVATION WORK Lot 04**

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| --- | --- | --- | --- | --- | --- |
| Item # | Details | Specification | Qty. | Prices including all taxes | |
| Unit Price | Total Price |
| 32 | Cash Counters | **Cash Counters (Work Station Shaped):-**  Providing and fixing of cash counter having unit/cabin size as below:  5’ (width of cabin) and 4’ (height of cabin partition-three sides except front) + 1.5’ 12 mm glass (2’ X 1.5’) on two sides Left & Right of cabin)  ***Material:*** The counter main body will be of ¾” tectail Laminated Sheet with 2 colors (white and dark blue) as indicated in the sketch.  ***Drawers:*** 03 drawers will be provided in each unit/cabin. The drawers will run on imported channels and have independent locks and handle knob. One box for Computer CPU space at left side. (Keeping in view, proper installation of wires system for Computer set and easy installation of CPU spare some space at the end of box for easiness)  ***Insignia:*** One insignia will be place on each unit/cabin front. Size of insignia will be 10” X 10” made in glass and painted to match the color of State Life (blue), as shown in picture at front side.   * As per sample picture attached in tender documents.   **Warranty:** At least 1 years free repairing warranty  **(As per Sample Picture).** | 06 |  |  |
| 33 | Glass Partitions | Providing and installing of 12 mm thick clear Glass by Ghani or Tariq or equivalent, 6 Nos. of Door - 6.5’x3.5’ including all partitions and doors. The structure is to be made of 2 mm thick aluminum 'H' Section having height of 90 mm of silver/ Champaign matt finish,  heavy duty imported door opening machine (Minimum 1- year Warranty, Stainless steel door handle set 18" or 24" long, locking arrangement complete in all respects as per drawings. | 970 sq.ft.  Approx. |  |  |
| 34 | Frosted Glass Paper | Semi Private Frosted Glass Paper, Vinyl Material: 48 x 1800 in One Roll Made by premium vinyl material, GLUE-FREE STICKER—Static self-adhesive, ENERGY SAVING, UV Blocking, ANTI-GLARE Window Cling, Reusable & Removable Static Cling, Best performance in 4 Seasons (equally batter in 1 degree centigrade to 46 degrees centigrade), complete in all respects as per drawings. | 1295  Sq.ft.  Approx. |  |  |
| 35 | Strong Room | Walls (8’ x 9’) **4 No’s**  Inner Stacture 6’’’ Round Solid MS Bar Base, 2” x 2” by 1.5’’’ thick Center Sport and top same size angle with roof top fitting 1 side wall 1 door size: 6’ x 3.5’’ with same specifications all iron stacture with black master oil paint. 1 wall window side covered with outer stacture ms sheet 20 swg with oil paint other 3 wall outer side covered with wooden frame with MDF sheet with paint. Complete with all respect at site. | One job |  |  |
| 36 | Wooden Partition | Wooden Partitions length 8 feet height 9 feet (two wall') with 1 Door (door lock, handle and qabza ) Structure made of 1” x 2” Lar, with ¾” MDF lassani sheet pressed on both sides of the wall Complete with all respect at site. | 150 sq.ft.  Approx. |  |  |

**NOTE:** payment will be made as per actual measurement.

**CCTV SYSTEM AND CABLING & NETWORKING Lot 05**

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| --- | --- | --- | --- | --- | --- |
| Item # | Details | Specification | Qty. | Prices including all taxes | |
| Unit Price | Total Price |
| 37 | 32 Channel NVR with CCTV Cameras | CCTV System NVR 32 Channel with Al Dahua/Hikvision or equivalent 32 (qty) 2mp cameras of Dahua Day & night vision, WD Hard Disk 1TB surveillance, RG 59 CCTV Cable Roll Copper, BNC + DC Wire, with 4U/6U Rack for NVR, Networking of all Systems for online view, power supply 12v 8 amp, Cameras Complete work in all respects with cables and ducting.  Warranty at least one year (Local).  **NOTE:**  **1) Bidders must visit the site before quoting the Rates.**  **2) Including all installations, labor, delivery, Ready to use basis. The quantity might be increased or decreased on need basis. The Total Bill would be reflection of items consumed.** | One job |  |  |
| 38 | Cabling & Networking (with atleast 1 year warranty) | Electric Points Multi Power Plug with Open Box (35)  Electric Cable for Powe Plug Supply 7/29 (6 Coil)  UPS wiring 3/29 Pure Copper Cable (4 Coils)  wiring 3/29 Pure Copper Cable (4 Coils)  3M / Hikvision / Dahua CAT 6 Copper Cable Roll (4 Roll)  16 / 24 port CISCO switch gigabyte  Patch Code Cable 1m Roll (50 Units)  RJ -45 CISCO Connectors (2 Box)  3M Face Plates with IO and Open Box (30)  4U/ 6U Racks (3 Units)  Adam je / GM Duct Patti  25 X 25 MM, 25 X 40 MM, 25 X 60 MM  40 x 40 MM  Hardware (Paich, Gatti, etc)  **NOTE:**  1) **Bidders must visit the site before quoting the Rates.**  **2) Including all installations, labor, delivery, Ready to use basis. The quantity might be increased or decreased on need basis. The Total Bill would be reflection of items consumed.** | One job |  |  |
| 39 | Electrification Work | 1. SMD Light Ice Panel minimum 36 Watt   3D Moon Light, Material=Aluminium + PBT + PP, Beem Angle:120 degree, Colour: White 6500K, Adjustable back frame  1 year Replacement Warranty | 40 |  |  |
| 1. SMD Flood Lights 100 Watt (Water Proof)   Material=Aluminium + PBT + PP, Beem Angle:120 degree, Colour: White , Colour Tem. 3000K/5700K,  1 year Replacement Warranty | 02 |  |  |

**Pictures Section (Lot No. 1)**

**Note:** Pictures Attached, follow specifications mentioned in tender documents.

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| **Item Sr.** | **Title of Item** | **Sample Picture** |
| 1 | Board Room Table  (16’ x 4’) | C:\Users\SYED-TALHA\Downloads\Desktop\IMG_3009.jpg |
| 2 | Executive Chairs  (Board Room) | C:\Users\USA\Downloads\WhatsApp Image 2024-08-13 at 5.42.11 AM.jpeg |
| 3 | Revolving Chairs  (Board Room) | C:\Users\SYED-TALHA\Downloads\Desktop\WhatsApp Image 2024-08-30 at 4.25.56 PM.jpg |
| 4 | Executive Chairs  (High Back) | C:\Users\USA\Downloads\WhatsApp Image 2024-08-23 at 2.49.07 AM.jpeg |
| 5 | Table with Side Rack  (7' x 3.5') | C:\Users\USA\Downloads\WhatsApp Image 2024-08-23 at 2.49.08 AM.jpeg |
| 6 | Executive Chairs  (High Back) | C:\Users\USA\Downloads\WhatsApp Image 2024-08-23 at 2.49.08 AM (1).jpeg |
| 7 | Table with Side Rack  (5' x 3') | C:\Users\USA\Downloads\WhatsApp Image 2024-08-23 at 2.49.08 AM.jpeg |
| 8 | Computer Table with Side Rack (4' x 2.5') | C:\Users\USA\Downloads\WhatsApp Image 2024-08-23 at 2.49.08 AM.jpeg |
| 9 | Computer Chairs  (Low Back) | C:\Users\USA\Downloads\WhatsApp Image 2024-08-23 at 2.49.09 AM.jpeg |
| 10 | Visting Chairs | C:\Users\USA\Downloads\WhatsApp Image 2024-08-23 at 2.49.11 AM.jpeg |
| 11 | Sofa Set 6 Seater (3+2+1) | C:\Users\USA\Downloads\WhatsApp Image 2024-08-15 at 2.56.18 AM.jpeg |
| 12 | Steel Sofa 3 Seater (One piece) | C:\Users\USA\Desktop\steel image.jpg |
| 13 | Centre Table Set | C:\Users\USA\Downloads\WhatsApp Image 2024-08-23 at 2.49.11 AM (2).jpeg |
| 14 | Rollar Blinds | C:\Users\USA\Desktop\rollar.jpg |
| 15 | Steel/Iron File Cabinet | C:\Users\USA\Downloads\WhatsApp Image 2024-08-23 at 2.49.12 AM.jpeg |
| 16 | Steel/Iron Rack | C:\Users\USA\Downloads\WhatsApp Image 2024-08-30 at 12.06.30 AM.jpeg |

**TECHNICAL BID EVALUATION CRITERIA:**

Technical bid will be evaluated on the basis of following points:

|  |  |  |  |
| --- | --- | --- | --- |
| **SR. #** | **DESCRIPTION** | **POINTS** | **POINTS OBTAINED** |
| 1 | 1. Certificate of Business Registration/Incorporation under the Laws of Pakistan (02 points) | 10 |  |
| 1. Valid Income Tax (NTN) and General Sales Tax (GST) Registration Certificate along with Active Taxpayer Status (02 points) |
| 1. Duly Signed and Stamped Letter of Warranty as per Tender Requirements |
| 1. Signed and Stamped an affidavit (e-stamp paper Rs.100 or above) in respect of Non-Blacklisting duly attested by Notary Public. (02 points) |
| 1. Manufacturer/Authorized Dealer/Distributor Certificate of Brands Quoted for (Lot 02) Electric Items. (02 points) |
| 2 | **FIRM /COMPANY PROFILE**:  Years of Operations (from Registration Date of NTN/FBR)  One (1) point for one (1) year experience | 10 |  |
| 3 | **TAX RETURN**  Income Tax Returns submitted to FBR for the last 3 Years | 10 |  |
| 4 | **RELEVANT EXPERIENCE**  Similar completed orders/supplies over last 03 years.  Five (05) points for one (1) similar order/supply of value more than Rs. 1 million. | 15 |  |
| 5 | **FINANCIAL POSITION / BANK STATEMENT**  If the bank balance up to 30th June 2024 is equal to or more than estimate of the current purchase, full marks may be awarded.  Otherwise, the marks may be awarded as:  Closing Balance x 05  Estimate of Current Purchase | 15 |  |
| 6 | Number of existing clients provided with similar supplies/items  (05 points for each Corporate / Multi-National /Govt./Semi-Govt. Client) | 20 |  |
| 7 | List of properly employed Professionals on permanent strength – for execution of required jobs/supply and quality after Sales Services (04 points for each Professional personnel) (Proof of employment also to be attached) | 20 |  |
| **Total Points** | | **100** |  |

**NOTE: 1) Minimum 70 points are required for Technical Qualification.**

**2) Registration for NTN/GST is mandatory else the bid will be rejected.**

|  |  |
| --- | --- |
| I, Bidder have read & understand all above scope of work and following terms & conditions of this tender, further I am agreed and abide these terms. Further subsequently submit my offer in prescribed table,  **Delivery and after Sales Service of Consignment:** | |
| Delivery and after Sales Service of items at State Life Insurance Corporation of Pakistan at Kasur Zone with its Headquarter Raiwind (Bahria Orchard, Phase – 4, G-2-19 off Raiwind Road, Lahore) | |
| Bidder Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Eligibility of Applicants (Provide affidavit)**  Applicants cannot apply if they:-   1. Are non-registered company/firm. 2. Are bankrupt or in process of going to bankrupt. 3. Have been convicted for an offence concerning the professional conduct. 4. Have not fulfilled obligations related to payment of taxes. 5. Are found guilty of serious mis-interpretation/mis-representation of facts in supplying information.   **Check list by bidder: (please mark)**  My technical bid is in a booklet form, each page numbered, page index and having following information:-   |  |  |  | | --- | --- | --- | | 01 | NTN & Sales Tax Certificates |  | | 02 | Registered Dealer/Supplier/Manufactures certificate |  | | 03 | The bidder must have an Office at Lahore |  | | 04 | List of technical staff with contact Nos. |  | | 05 | Satisfactory reports/work orders from previous 2 clients for same type of work completed in the year 2023 – 2024. |  | | 06 | Affidavit of Rs. 100 or more after observing eligibility criteria |  | | 07 | Warranty certificate as per tender requirements |  | | 08 | Acceptance of terms and conditions of tender documents in a clear manner |  | | 09 | Provided samples for items of Lot 01. Without Conference Table sample Firms will bound to submit samples within three days after the submission of tenders failure to provide will be consider as incomplete offer |  | | 10 | Rates quoted as per directions (per Cabin/Counter rate) |  | | | | | |
|  | **TERMS AND CONDITIONS:** |  |  |  |
| 1- | Bidders should provide the name of firm, complete postal address, Telephone No; email address. Only Sales Tax/NTN registered dealers/suppliers/manufacturers can participate in tender, they must have office in Lahore along with required technical staffs, provide certificate/details. | | | |
| 2- | Bidders are required to submit/upload their bids **(Technical Proposal and Financial Proposal)** on PPRA website (EPADS). | | | |
| 3- | No Bid will be accepted without earnest money & other than EPAD Platform. Bidding Documents are available on PPRA website (EPADS), State Life website. | | | |
| 4- | Initially Technical Proposals will be opened in the office of Secretary RPC, State Life, Regional Office, Central Region, State Life Building, 15-A, Davis Road, Lahore, on the date and time as specified, in the presence of bidders or their representatives. Time and date for opening of Financial Proposals will be announced after finalization of Technical Evaluation. | | | |
| 5- | There will be a single stage Two Envelope evaluation of bids. Minimum 70% is required for the bidders to technically qualify. Financial bid of only technically qualified bidders will be opened. | | | |
|  | 1. Experience of bidders in sales / marketing of relevant equipment. 2. Financial Capabilities. 3. Number of existing clients provided with similar equipment. 4. 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- | Financial Proposals shall accompany a Pay Order/Bank Draft of the 10% of the total bid amount (Job/Lot) in favour of State Life Insurance Corporation of Pakistan as bid security. The same will be returned to un-successful bidders after completion of formal procedure and to successful bidder after satisfactory delivery of all items. However earnest money of successful bidders shall be retained by SLIC as performance security and subsequent warranty for guarantee period. | | | |
| 8- | All the bids must include all government taxes. Bids excluding taxes will not be accepted. | | | |
| 9- | The quantity of items may be increased / decreased at the time of award of work order. | | | |
| 10- | 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. The extension in the delivery time is the discretion of State Life. | | | |
| 11- | Competent Authority reserves the right to reject all bids/skip item(s) at any time prior to acceptance of a bid or proposal in the light of PPRA rules. | | | |
| 12- | All the information provided by the bidder must be verifiable. | | | |
| 13- | Earnest money of the successful bidder will be forfeited if the items are not delivered within due time/extended delivery time or as per approved quality. | | | |
| 14- | The validity of tender will be 31-12-2024 from the date of opening the tender. | | | |
| 15- | Income Tax & General Sales Tax as per government rule will be deducted at the source from the payment. | | | |
| 16- | Supply items shall be brand new & according to tender specification. Any defective delivery / Material will be replaced by supplier at his own risk & cost. | | | |
| 17- | Bidder will have to provide samples of each item Only **(Lot 01)** without Conference Table sample, which will be examined by Regional Procurement Committee. Firms will be bound to submit samples within three days after the submission of tenders failure to provide will be considered as incomplete offer. | | | |
| 18- | The supplier will be responsible for installation of furniture / fixture/Cash Counters/Partitioning/Electric/Electronics items etc. at site | | | |
| 19- | The bidder shall execute work at his own cost and Quality of work shall be inspected before final payment, subsequently bidder shall be responsible to fulfill requirement (if any)as per site w/r to committee proposal. | | | |
| 20- | Bidder shall provide 1-year guarantee certificate of its performed work, any repair shall be free of cost including labor & material within guarantee period by bidder. | | | |
| 21- | Bidders are encouraged to visit office before submission of bid for their ease as Samples are available at office. | | | |
| 22- | Bidders are encouraged to visit office before submission of bid for their ease as Samples are available at office. | | | |
| 23- | BLACK LISTING POLICY: In case of negligence of the bidder causing damage to STATE LIFE in terms of time or cost, STATE LIFE has the right to take action against the bidder as per State Life Blacklisting policy / PPRA Rules. | | | |
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**(Secretary)**

Regional Procurement Committee

State Life Insurance Corporation of Pakistan

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