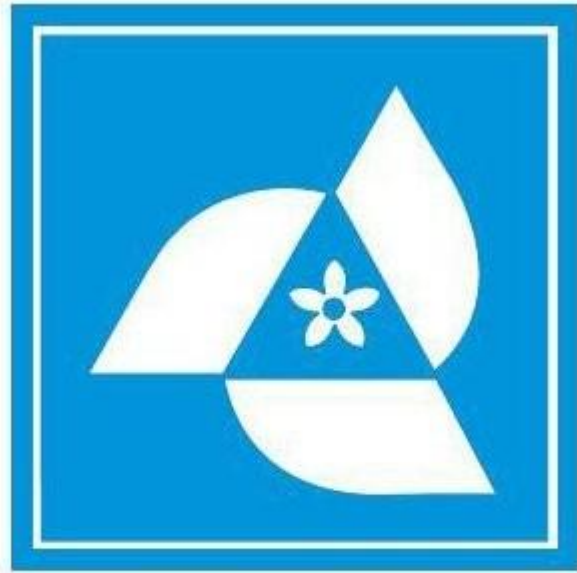


**REQUEST FOR PROPOSAL FOR PURCHASE OF FURNITURE AND FIXTURES FOR STATE LIFE
HEALTH & ACCIDENT INSURANCE REGIONAL OFFICE KARACHI**



STATE LIFE

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

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Tender Notice

P&GS/H&AI/ KHI/5/2024

Providing & Installation of Furniture and Fixture

1. Health and Accidental Insurance (H&AI) Karachi Region, State life Insurance Corporation of Pakistan, invites technical and financial Bids in accordance with PPRA rules through EPAD, under Single Stage Two Envelope procedure from experienced & reputed registered firms as per requirement and having at least 2 -Years of relevant experience of aforesaid procurement and have rendered such services in Government organizations, Private Organizations, Banks, and Multinational Companies with their own offices and phone/fax number for supply and installation of furniture & fixture.

| Description of the job. | Tender Enquiry No | Closing date & Time for Submission of Bids (EPADS) | Date & Time of Opening of Technical Bids (EPADS) |
|--|------------------------|--|--|
| Supply & Installation of furniture & fixture | P&GS/H&AI/ KHI/05/2024 | 23.09.2024 until 11:00 a.m. | 23.09.2024 at 11:30 a.m. |

2. The Bids must be accompanied with the fixed **Bid money of Rs 56,000** in the form of Bank Draft in favor of SLIC (H&AI) Fund Collection Account (**FTN/NTN:07122276**).
3. Tender documents containing necessary details, selection criteria & qualification is available on PPRA's website at www.ppra.org.pk as well as SLIC website at www.statelife.com.pk
4. **No bids will be accepted after closing time.** This advertisement has been published via PPRA EPADS, SLIC website. Any bid submitted other than EPADS would not be considered. State Life reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with PPRA Rule No.33.

In-charge HR& Admin

Health & Accident Insurance Karachi Region
,4th Floor, State Life Building No: 3 ,
Dr.Ziauddin Ahmed Road Karachi Ph. 021-
99204949

1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for "Supply/Purchase of Furniture & Fixture for Health and Accidental Insurance Regional Office, 4th floor, State Life Building no. 3, Dr Ziauddin Ahmed Road Karachi."
- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Competent Authority" means the Chairperson/Executive Director/Chief Executing Officer State Life.
- d) "RFP" means Request for Proposal
- e) "Committee" means committee constituted by State Life for evaluation of technical and financial proposals
- f) "Government" means the Government of Pakistan
- g) "Service Provider /Firm/Respondent/Vendor" means any entity that has placed an offer/proposal for performance of services sought in this RFP
- h) "PPRA Rules" Public Procurement Rules 2004
- i) "SOW" means Scope of Work
- j) "H&AI" means Health & Accidental Insurance
- k) "Office Equipment" means items as specified in B.O.Q

2. INTRODUCTION

State Life insurance Corporation of Pakistan is currently running different health programs including corporate health insurance facility for its clients. The stateLife also believes to provide better environment to their staff member to ensure efficient service delivery to the beneficiaries.

3. VALIDITY OF PROPOSALS

Proposals must be valid for a period of **90 (Ninety)** days after the date of its submission prescribed in RFP. A proposal valid for shorter period may be rejected. State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals).

4. RIGHT TO ACCEPT / REJECT PROPOSAL

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

5. FRAUD AND CORRUPTION

State Life requires that respondent hired through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. In pursuance of this policy, State Life defines, for the purposes of this provision, the terms as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of State Life by any representative of Respondent(s) in contract execution.
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence procurement process or the execution of a contract, to State Life, and includes collusive practice among Respondents (prior to or after proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive State Life of the benefits of free and open competition;
- iii. "Unfair trade practices" mean rendering of services different from what is ordered on
- iv. "Coercive practices" mean harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of agreement.

6. STATELIFE WOULD

- i. Reject a proposal for award, if it determines that the Respondent recommended for award, has been determined to having been engaged in practices listed at 5(i) to 5(iv) above.
- ii. Declare a respondent ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, and unfair trade practice in competing for or in executing the agreement.

7. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

a. RFP CLARIFICATIONS

During technical evaluation of the proposals, State Life may, at its discretion, ask Respondents for clarifications on their proposals. The Respondents are required to respond within the time frame prescribed by State Life.

b. AMENDMENTS IN RFP

At any time prior to deadline for submission of proposal, State Life may for any reason, modify the RFP. The prospective Respondents having received the RFP shall be notified of the amendments through EPAD and such amendments shall be binding on them.

8. PROCESS FOR HIRING OF SERVICES/BIDDERS

The Request for proposal (RFP) intended to result in the hiring of Service Provider for purchase of Furniture & Fixture. The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document and the qualified respondent would sign an agreement with State Life which would specify the assignment that the selected respondent is expected to perform. Evaluation of the proposals shall be carried out in two steps, first the technical and then the financial.

The technical and financial proposals shall be submitted at the same time, any proposal or part proposal received after the closing time for submission of proposals shall be rejected. No amendment to the technical or financial proposal shall be accepted after the dead line.

At first the technical proposals will be opened and evaluated in conformity with the provisions of the RFP. The financial proposals shall remain sealed until they are opened.

The Evaluation Committee shall not have access to the financial proposals until the technical evaluation is concluded. Financial proposals shall be opened only thereafter.

After completion of evaluation of the technical proposal, State Life shall notify those respondents whose proposal did not meet the minimum qualifying mark or were considered non-responsive to the RFP.

The respondents who qualify on the basis of technical evaluation would be informed about the date and time of opening of their financial proposals through web, letter, phone or E-mail as communicated by the respondents in their proposals.

After rejecting the offers securing less than the minimum qualifying marks in the technical proposal, the financial proposals of the rest shall be opened and bidders will be communicated according to the procedure laid down in PPRA Rule-36(b)(vii).

9. ESSENTIAL QUALIFYING CRITERIA:

Eligible Service Provider/Respondent who:

- i. Have a relevant experience of at least two (2) years
- ii. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those respondents who are validly registered with Government legal entities, sales tax and income tax department) and on active tax payer list;
- iii. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (**One Hundred Rupees Only**/-) is mandatory);
- iv. Duly verified Financial Statement of latest financial year/Bank Statement/ Letter from concerned bank certifying that the firm has sound financial position and credit limit or any proof thereof
- v. Bid Security amounting to **PKR 56,000/-** as per PPRA Rules in the form of Pay order/ Bank Draft in favor of "SLIC (H&AI) Fund Collection Account" must be Submitted as per PPRA Rules.
- vi. Must obtain minimum 60 points in Technical Evaluation.

NOTE: Verifiable proof for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above.

10. DISQUALIFICATIONS

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal documents after the response deadline
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive

- v. Failed to provide clarifications related thereto, when sought
- vi. Submitted a proposal with price adjustment / variation provision
- vii. Bid security is not submitted.

11. REQUEST FOR PROPOSAL

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP, shall be at Respondent's own risk and may be liable for rejection. When Respondents receive the RFP, and if they can meet the requirements of the RFP and the commercial and requirements of this RFP, they should make arrangements necessary to prepare a responsive proposal

If the Respondents find in the RFP documents - especially in the selection procedure and evaluation criteria – any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from State Life well in advance. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

Respondents/Service Providers should ensure that they submit a fully responsive proposal including all the supporting documents requested in the RFP.

Once proposals are received and opened, respondents shall not be permitted to change the proposal. Non-compliance with Eligibility criteria will result in rejection of the proposal.

12. PRE-PROPOSAL QUERIES

The prospective Respondent, requiring any clarification on RFP may contact State Life and seek required clarification. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

13. PREPARATION OF PROPOSAL

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.
- iii. Proposals received by fax or email shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP.

14.SUBMISSION OF PROPOSALS

The tender complete in all respects shall be submitted via **EPADS** along with Bid Security as stipulated in the Notice. Tenders without Bid Security Deposit would be out rightly rejected.

15.DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals from Respondents, complete in all respects must be submitted through EPADS on or before 19-09-2024 at 11:00 am.

16. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL TECHNICAL PROPOSAL

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official company letter head
- iii. Bidders must provide detailed specifications and pictures where applicable of quoted products
- iv. Bidder must clearly mention the product

All the above papers should be duly signed by the authorized signatory.

17. FINANCIAL PROPOSAL

- i. The financial proposal will be filled in **Fin-1** separately
- ii. All rates will be quoted in Pakistani Rupee (rounded to the rupee amount) in words and figures inclusive of all applicable government taxes & delivery charges
- iii. Tax exemption in any case would be subject to "Tax Exemption Certificate" issued by FBR, verifiable through online verification system of FBR
- iv. The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order/Contract
- v. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- vi. In case of ambiguity on financial proposal being quoted in words, the proposal is liable to be rejected. The respondent should exercise due caution in preparing the financial proposals.

18. RECEIPT OF PROPOSALS

The proposals shall only be accepted through EPADS.

19. PROPOSAL OPENING

State Life will open all proposals including withdrawals and modifications, in public, in the presence of respondents/their authorized representatives who choose to attend, at the time, on the date and the place specified in RFP. Respondents/Representatives shall sign attendance as a proof.

20. EVALUATION OF PROPOSALS - FORMATION OF COMMITTEES

State Life will form Technical & Financial Evaluation Committee to evaluate the proposals

- i. During evaluation of technical proposals, the Committee, may, at its discretion, ask the Respondents for clarification of their proposals. However, such clarification would not effectuate any change in the substance of the proposal.
- ii. After the technical evaluation the committee would make financial evaluation of those respondents who qualify on the basis of technical evaluation.
- iii. The committee would undertake the financial evaluation on the available proposal as it is and would not seek any clarification from the respondent

The process for evaluation of proposals is as given below:

21. EVALUATION OF TECHNICAL PROPOSAL

The committee will evaluate the technical proposals on the basis of given qualification parameters. The proposals meeting the qualification criteria shall be declared as technically responsive and technical evaluation report will be uploaded on PPRA Website as per PPRA Rule-35. After evaluations and approval of technical proposals, the financial proposals of technically accepted proposals shall be publicly opened at a time, date, and venue to be communicated to the qualified bidders in advance.

Technical Points / Scoring

| Sr. No | Requirements | Points |
|---------------------|--|------------|
| 1. | Overall Experience | 20 |
| a. | 2 Years | 10 |
| b. | 2+ Years | 20 |
| 2. | No of similar projects | 20 |
| a. | 1 Project | 10 |
| b. | 1+ Projects | 20 |
| 3. | Closing Balance in Last Fiscal Year | 20 |
| a. | 1 million | 10 |
| b. | 1+ million | 20 |
| 4. | Product Features | 30 |
| a. | Not in Conformance with specifications outlined in B.O.Q | 0 |
| b. | Complete Conformance with specifications outlined in B.O.Q | 30 |
| 5. | Duly Registered with FBR | 10 |
| a. | Registered | 10 |
| b. | Non-Registered | 0 |
| Total points | | 100 |

Minimum Qualifying Marks = 60

Category corresponds to Sr. No 1-5

22. EVALUATION AND SCORING OF FINANCIAL PROPOSAL

Evaluation of the financial proposals submitted by respondents whose technical proposals have technically qualified for the assignment shall be done in accordance to the following process:

Step 1: All the eligible financial proposal would be opened and scrutinized for any anomaly or discrepancy which may lead to the proposal being non-responsive as per the terms and conditions cited in the RFP for the assignment

Step 2: All financial proposal found to be in order shall be enlisted in the prescribed Financial Evaluation sheet

Step 3: The lowest evaluated financial proposal based on rates and quality as mentioned in FIN-1 will be treated as qualified for further necessary proceedings

23. BID SECURITY / PERFORMANCE GUARANTEE

Bid Security amounting Rs 56,000 of total bid value along with the 'Financial Proposal would be furnished by the respondent in shape of Demand Draft/Pay order in favor of "SLIC (H&AI) Fund Collection Account".

Bid security of successful bidder will be returned after the complete delivery and entire satisfaction of H&AI, Regional Office Karachi. Furthermore, in case of non-delivery of required items (Specifications annexed as Annex-B), bid security will be forfeited.

Bid security of un-successful bidders will be returned after completion of procurement proceeding as per PPRA Rules. Successful bidder shall furnish performance guarantee of 10% of the total contract price. Performance guarantee shall be returned after 1 year based on the satisfactory performance of the successful bidder.

24. OWNERSHIP OF DATA/INFORMATION

All information processed, stored, or transmitted by Service Provider's equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

25. LIQUIDATED DAMAGES:

Time is the essence of contract. Bidders are advised to strictly adhere to timeline communicated by H&AI, Regional Office, and Karachi. In case of delay, the H&AI, Regional Office, Karachi reserves the right to impose a penalty not exceeding 10% of the total amount of the contract at the rate of 1% of the bill for each week of delay.

If the work is not executed according to the satisfaction of the H&AI, we reserve the right to reject it altogether or impose a penalty not exceeding 10% of the contract amount.

26. RESPONSIBILITIES OF SERVICE PROVIDER

- I. Provide onsite Warranty/Services for the equipment and Bidder shall ensure that all equipment(items) and its parts supply to H&AI, Karachi Regional Office are new (non-refurbished and free from any sort of defects for the warranty period)
- II. Supply and install all equipment listed in the tender as per mentioned specification.
- III. Must ensure timely response to queries raised by H&AI from time to time
- IV. Must ensure delivery of defected parts after necessary maintenance within 24 hours. In case of any delay in delivery time, it must be communicated
- V. Must provide warranty as per applicable company/manufacturer standards
- VI. Must adhere to specifications outlined as Annexure-B. However, the service provider must take into account that specifications annexed are minimum system requirements and bidders must meet or may exceed them
- VII. Must deliver equipment as per specifications (Annexure-B) and also in compliance with International Standards. Furthermore, the service provider must ensure that the delivery at designated location should be as per schedule

27. PAYMENT SCHEDULE

All payments shall be made in Pak Rupees and subject to following conditions:

- A. Upon submission of invoice by supplier against requisite items as required by RFP, all payments will be made within **30 (Thirty)** days subject to fulfillment of quality standards set out as per specifications (Annexed as Annex-B).
- B. No payment shall be made in advance to the selected bidder as mobilization advance.
- C. Payment shall be subject to deduction of all applicable government taxes.
- D. H&AI shall have the right to return any Requisite Item not meeting the quality requirements or in case it does not comply with the samples provided by the Supplier.

FIN- 1: FINANCIAL PROPOSAL

| S:No | Item | Specification | QTY -A | COST PER ITEM INCLUSIVE OF ALL TAXES-B | TOTAL COST INCLUSIVE OF ALL TAXES- C=A*B IN FIGURE | TOTAL COST INCLUSIVE OF ALL TAXES- C=A*B IN WORDS |
|------|--------------------------------|---------------|-----------|--|--|---|
| 1 | Cubicles with chairs & fitting | | | | | |
| 2 | Revolving Chair | | | | | |
| 3 | Visitor Chair | | | | | |
| 4 | Steel file cabinet | | | | | |
| 5 | Sofa Set with Center Table | | | | | |

NOTE: The Above quoted prices must be inclusive of all applicable duties/taxes, packing, and delivery charges at **H&AI Regional Office, State Life Building #03 4th Floor Dr Ziauddin Ahmed Road Karachi.**

ANNEX- A:

COVERING LETTER

(On Respondent's letterhead)

Date: _____

In-charge HR&Admin/ P&GS H&AI
Regional Office, Karachi, 4th Floor, State
Life Building #3, Dr Ziauddin Ahmed
Road Karachi Ph. No. 021-99204949

Subject: PROPOSAL FOR PURCHASE/SUPPLY OF FURNITURE & FIXTURE FOR H&AI REGIONAL OFFICE, STATE LIFE BUILDING NO.3, DR ZIAUDDIN AHMED ROAD KARACHI.

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of **90** days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
8. We / I am submitting herewith a demand draft No. _____ dated _____ in favor of SLIC (H&AI) Fund Collection Account as earnest money deposit for consideration of our proposals.
9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW.

Dated this [date / month / year] Authorized

Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name & Address of Firm

Affix rubber stamp Email

Income Tax Certificate

Return Submitted

ANNEX- B

Specification of furniture & fixture at H&AI Regional Office, State Life Building#3Dr Ziauddin Ahmed Road Karachi.

FINANCIAL BID

BILL OF QUANTITIES (Schedule of Prices)

| Sr. No | DESCRIPTION | Qty/ Area | Unit Rate | Total |
|--------|--|--------------|--------------|-------|
| 1 | <p>Low Height Partitioning/Cubicle:</p> <ul style="list-style-type: none"> • 4 feet Height Glass Partitioning along with Paper with metal Fitting • Frame made of metal (18 swg) • Quality Of Glass (05 mm with frosted paper) • With Door edges would be with beautiful pillars • Complete pressing with inner rubber • Rubber gasket seal, silicon sealant and all the cost of material, fittings, • Any other item necessary for formulation installed and ready to use • Division 2 Feet Glass with 2 Feet Structure • (Payment will be made on actual measurement after work) • Color Blue and Silver • Including chair and Electrical fitting | 400 Sq/Ft | | |
| 2 | <p>Revolving Chair: Revolving Chair Cushioned (5 Legs) High Back revolving chair with high quality material and base.</p> | 15 | | |
| 3 | <p>Visitor Chairs. Cushioned Visitor Chair Metal Frame (18 gage 1" steel pipe), Seat & Seatback bind with steel strip that can sustain human pressure made of sponge.</p> | 06 | | |
| 4 | <p>Steel File Cabinet Steel file Cabinet 4-Drawers 18 Gauge four drawers four rolls and bearing imported lock with keys and complete with paint.</p> | 15 | | |
| 5 | <p>5-Seater Urban Sofa Design along with center table with Sturdy Wood Frame Construction. Seating capacity and design may vary based on available space.</p> | 2 | | |
| | Net Quoted Amount | Rs. | | |
| | Applicable Tax | Rs. | | |
| | Total Cost inclusive of Tax | Rs. | | |

Price must include all taxes and installation charges.

Signature of the Contractor with official seal

Pictures Section

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

| Item Sr. | Title of Item | Sample Picture |
|----------|------------------|---|
| 1 | Cubicles |  |
| 2 | Revolving Chairs |  |
| 3 | Visitor Chairs |  |

| Item Sr. | Title of Item | Sample Picture |
|----------|----------------|---|
| 4 | Computer Chair |  |
| 5 | Sofa |  |
| 6 | Table |  |
| 7 | Steel Cabinet |  |