



ILYASI MOSQUE  
ABBOTTABAD



**STATE LIFE**  
**ABBOTTABAD ZONE**

TENDER DOCUMENTS SLIC ABBOTTABAD ZONE

TENDER NO:

HRA&P/SLIC/ABTZ/HRDD/19/09/2024



## **TENDER DOCUMENT**

### **1. INTRODUCTION**

The Human Resources Admin & Procurement Department (HRA&P) State Life Insurance Corporation of Pakistan, Zonal Office Abbottabad, invites sealed tenders for the purchase of various Branded & Standard miscellaneous capital items as per the estimated allocated capital budget of Rs. 607,000.00. The purpose of this tender is to procure the Standard items listed below, which are required for office use and improvement.

### **2. ITEMS REQUIRED {STANDARD & BRANDED QUALITY}**

The tender is for the procurement of the following items:

#### **1. File Cabinets [standard & Branded Quality]**

- Quantity: 2
- Specifications: 15.1" Width x 52.36" Height x 17.8" Depth, Four Drawers Cabinet, Vertical Metal Structure

#### **2. Rostrum [standard & Branded Quality]**

- Quantity: 1
- Specifications: 61cm Width x 45.7cm Depth x 122cm Height, Material: Wood, with Storage Board in the Middle

#### **3. Fall Ceiling Fan [standard & Branded Quality]**

- Quantity: 1
- Specifications: 2x2 Sweep Size 18", with Remote Control

#### **4. Natural Gas Heater [standard & Branded Quality]**

- Quantity: 1
- Specifications: Two Heating Plates, Double Burner, Portable Auto Gas Heater

#### **5. Classroom Chairs [standard & Branded Quality]**

- Quantity: 25
- Specifications: Solid Sheesham Wood, with Arm Rests, Cushion Seats and Back, Width: 55cm, Depth: 53cm, Height: 91.5cm, Seat Height: 47cm (Standard Size)

#### **6. Dry Eraser White Board [standard & Branded Quality]**

- Quantity: 1
- Specifications: 72"x45", Aluminum, Mounting Type, Floor Standing

### **3. ELIGIBILITY CRITERIA**

To be eligible for consideration, bidders must meet the following criteria:

1. Be a registered firm or individual with the relevant trade license.
2. Have a proven track record of supplying similar items.
3. Provide valid contact details and address.
4. Comply with all statutory requirements and regulations applicable to the procurement as per PPRA-EPADS policy government of Pakistan.
5. The items color pictures must be uploaded via EPADS otherwise tender will not be accepted.
6. 5% earnest must be attached with tender & original mandatorily be sent via any courier service one week before to the under sign with marking the envelope your complete address before tender opening date and time.
7. All govt taxes will be applicable.
8. The items quoted must be mentioned with Inclusive or Exclusive of all taxes.

**4. TENDER SUBMISSION**

1. **Submission Deadline:** 08/10/2024 at 10:00AM
2. **Submission Address:** SECRETARY ZPC State Life Ins Mir Alam Shopping Plaza Manshera Road Jhangi Abbottabad.
3. **Submission Method:** Single Stage Single Envelope & sealed tenders to be submitted as per the instructions provided in this document.

**5. TENDER OPENING**

1. **Opening Date:** 08/10/2024
2. **Opening Time:** 10:30AM
3. **Opening Venue:** Secretary ZPC Ground Floor SLIC Zonal Office.

**6. CONTACT INFORMATION**

For further information or queries regarding this tender, please contact:

1. **Name:** IMRAN AHMAD KAZI
2. **Position:** Incharge HRA&P
3. **Phone:** 0992-920014, 920010
4. **Email:** pgsabtzn@statelife.com.pk
5. **Timing:** 10:00hrs am to 04:00hrs pm
6. **Holidays:** Saturday & Sunday.

**7. SCHEDULE**

Activity	Date
Tender Document Release via EPADS	19/09/2024
Deadline for Submission via EPADS	08/10/2024
Tender Opening Date & Time	08/10/2024 10:30AM

**8. ADDITIONAL INFORMATION**

1. The SLIC Abbottabad Zone reserves the right to amend the tender requirements (Including Quantity)dates as necessary & as per Budget allocation.
2. All amendments and clarifications will be posted on the EPADS portal.

## 9. TERMS AND CONDITIONS

Type Of Procurement	Estimated Cost of Tender	Bid Security	Closing Date & Time for Submission Bids	Opening Date & Time of Bids
Furniture & Miscellaneous Items	6,07000/- (Inclusive of All Taxes)	5% of Estimated Cost of Tender	08-10-2024 at 10:00AM	08-10-2024 & 10:30AM

1. The items should conform to the specifications mentioned above.
2. Delivery should be made within the due time & days of the award of the contract.
3. The successful bidder will be required to provide a warranty for the items supplied.
4. Payment will be made after successful delivery and inspection of the items & with in Twenty Five days.
5. SLIC Abbottabad Zone reserves the right to reject any or all tenders without assigning any reason.
6. NO, damaged or Low Standard items will be accepted.
7. The Brand of the required items must be mentioned.
8. Bids may be submitted through E-PADS only and same will be opened as per above mentioned schedule in the presence of bidder (s) representatives who wish to be present.
9. Any bid submitted other than E-PADS will not be considered.
10. State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
11. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
12. The bidders are requested to read, understand and fill the tender in all respects.
13. Bidders are required to submit their bids through PPRA EPADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
14. Bids will be opened in the office of In-charge (HRA&P/Secretary ZPC) Zonal Office, State Life, Mir Alam Shopping Plaza Manshera Road Abbottabad in the presence of the Vendors or their representatives who wish to be present. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
15. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
16. Quoted rates will be evaluated on item to item basis.
17. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid 'Bid Security' shall be forfeited in the favor of State Life.
18. The bids should be accompanied by an Earnest Money Deposit @5% of Total Estimated Cost of Tender in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The validity of the of Pay Order/CDR/ Demand Draft must be up to 60 days (Two Months) starting from the date of issue of this tender. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of “, **State Life Insurance Corporation of Pakistan Abbottabad Zone**” as earnest money, which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of delivery to successful bidder (s) respectively.
19. The bids without Earnest Money shall be rejected. Bidder(s) must send their Original Earnest Money through mail before the closing of tender.
20. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.

21. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
22. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS and any other mandatory documentation as per rules of PPRA/EPADS.
23. Penalty @1% of bid against delay in supply will be charged on weekly basis.
24. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
25. Incomplete bids / conditional bids will be rejected.
26. No, refurbished Items will be accepted. The supplied items as per our demand will be checked by our department and if found otherwise will be rejected at once and the earnest money will be forfeited and blacklisting of the vendor will be acting upon as per PPRA SOPs and law.

### **SPECIAL CONDITIONS AND TERMS**

1. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
2. If the Bid is found against the terms and conditions of Tender, same will be rejected.
3. Sales Tax Registration Certificate FBR must be attached with tender.
4. Certificate of National Tax Number.
5. Proof of Active Tax Payer
6. Bid validity period should at least for 90 days.
7. One Year Warranty and provision of free repair, replacement of parts, and services will be mandatory.
8. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned on the vendor cost.
9. All rates must be quoted with applicable Govt, Federal/Provisional & FBR Taxes.
10. The tender submission after the due date & time will not be entertained. The in-time Submission of tender will be onus of bidder (s).
11. Only those Vendor/Firms may participate in tender who fulfill the stated terms & conditions.
12. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
13. No Advance payment will be admissible; the whole payment will be made after completion of tender via cross cheque.
14. In case of any query please contact Phone. No: **0992-920014 from 10:00A.M to 04:00P.M.**
15. Quoting the rates, it must mention inclusive or exclusive of taxes.
16. It must be notified that territorial taxes where purchaser office is situated must be adhered to.

**FORM OF BID**

**Incharge HRA&P,**  
Secretary (ZPC), State  
Life Mir Alam Shopping  
Plaza Manshera Road  
Jhangi

**Abbottabad.**

Dear Sir,

Tender Reference No. **HRA&P/SLIC/ABTZ/HRDD/19/09/2024.**

Nature of Tender: **Procurement of Furniture & Miscellaneous Items.**

Having examined the Bidding Documents, Procurement of Furniture and Miscellaneous Items, we the undersigned, being a company/vendor doing business under the Name \_\_\_\_\_ of and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. \_\_\_\_\_ drawn in favor "**State life**"
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for and or behalf of \_\_\_\_\_.

(Name of Bidder/Firm in Block Capitals)  
(Seal)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Vendor/ Firm \_\_\_\_\_

Registered Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Cell No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Name of Official  
(Who will represent  
vendor/ Firm on the day of  
tender opening) \_\_\_\_\_

NTN No. \_\_\_\_\_

Sales Tax No. \_\_\_\_\_

Vendor/ Firm rep Signature \_\_\_\_\_

CNIC No. \_\_\_\_\_

Seal Of Firm \_\_\_\_\_

**Signature of the Authorized Signatory**

Designation: \_\_\_\_\_

(Office seal of the Bidder)

**UNDERTAKING**

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the purchaser on comparing with the originals the bidder shall be responsible for action to be taken against him by the purchaser as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department (Federal or Provisional).

**Signature of the Authorized Signatory**

**Designation:** \_\_\_\_\_

(Office seal of the Bidder)

**Date:-** \_\_\_\_\_

**Place:-** \_\_\_\_\_

**NOTE:** FORM OF BID AND UNDERTAKING MUST BE SUBMITTED ON THE VENDORS LETTER HEAD.



