



Health & Accident Insurance,  
Regional Office,  
State Life Building No.11  
15- A, Davis Road  
Lahore -54000  
Phone: 042-99203486  
Fax No. 042-99203492

**TENDER DOCUMENTS**  
**P&GS/H&AI/LHR/12/2024**

**Procurement of Furniture and Renovation Work at 1st and 2nd Floor of H&AI, Lahore Office through E-PADS**

Sealed Technical & Financial bids are invited in accordance with PPRA rules, under ‘Single Stage–Two Envelope Procedure’ Through <https://eprocure.gov.pk> (E-Pads) from vendors registered with GST/Income Tax Department, having own offices and phone/fax numbers, for **Procurement of Furniture and Renovation Work at 1st and 2nd Floor of H&AI, Lahore Office through E-PADS.**

The bids should be submitted through **EPADS** on date as per mentioned on EPADS and PPRA website until **10:00 AM, dated October 15, 2024** and bids will be opened on the same day at **10:30 AM** in the presence of the bidders or their representatives.

**Details of Procurement of Furniture and Renovation Work with Specifications**

Sr.	Particulars	Measurement in Sq. ft./ Quantity
<b>Section A: Glass Partition work, False Ceiling, Wall Penaling and SPC Flooring Work</b> <b>(Section A must be Performed by Single Vendor)</b> One vendor would be selected on <b>Lump sum Basis</b> of this Section		
1	<b>Glass Partition: (Including Aluminum Frame, Fitting, Door Locks and handles)</b> <ul style="list-style-type: none"> <li>• Tempered Glass Partitioning along with Paper blind, aluminum Fitting</li> <li>• Frame made of Aluminum (2mm)</li> <li>• Thickness Of Glass (12mm)</li> <li>• With Door edges would be with pillars</li> <li>• Complete pressing with inner rubber</li> <li>• Providing and fixing 12mm thick imported tempered glass partitions Frame</li> <li>• using 1-3/4"x1-3/4" aluminum 'U' section three sides including edge polish,</li> <li>• rubber gasket seal, silicon sealant and all the cost of material, fittings,</li> <li>• Complete in all respects, as per drawing design &amp; Consultant instructions.</li> <li>• 10 Doors with Door Machines and handle with lock as per sample</li> <li>• any other item necessary for formulation of door</li> </ul>	<b>3300 Sq. Ft. Approximately</b>  Payment shall be made on actual installed measurement



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	<ul style="list-style-type: none"> <li>• With installation and complete in all aspect</li> </ul> <p><b>Dismantling, Removal and shifting of old Partition &amp; Debris to outside of office or to H&amp;AI Store at basement. (Free of Cost to State Life)</b></p>	
2	<p><b>Laying and Fixing of SPC Flooring:</b></p> <ul style="list-style-type: none"> <li>• Tile Thickness 4mm</li> <li>• Including skirting 04 inches of complete area</li> <li>• Fire-Retardant</li> <li>• Jumbo Lon sheet 4mm</li> <li>• Anti-chemical performance <b>Good</b></li> <li>• Anti-slip performance</li> <li>• Castor chair resistance: <b>Good</b></li> <li>• Electrical resistance</li> <li>• Stain Resistant</li> <li>• No Formaldehyde</li> <li>• Termite Proof</li> <li>• With installation and complete in all aspect</li> </ul> <p>Color and Design will be as per sample</p>	<p><b>4000 Sq. Ft. Approximately</b> Payment shall be made on actual installed measurement</p>
3	<p><b>PVC Paneling: (Supply and complete installation)</b></p> <ul style="list-style-type: none"> <li>• Import Quality</li> <li>• Design should be with our choice</li> <li>• Rate should be in per square feet</li> <li>• 8mm PVC sheet</li> <li>• PVC U Gola and SS clips &amp; Nails</li> <li>• With installation and complete in all aspect</li> </ul> <p>Color and Design will be as per sample</p>	<p><b>5000 Sq. Ft. Approximately</b> Payment shall be made on actual installed measurement</p>
4	<p><b>False Ceiling: (Supply and complete installation)</b></p> <p>Providing and fixing of False Ceiling with 2'x2' Tile made of high-quality gypsum Fitting with aluminum Frame imported quality with Drilling in Ceiling for hanging aluminum frame with iron wire</p> <ul style="list-style-type: none"> <li>• With installation and complete in all aspect</li> </ul> <p>Color and Design will be as per sample</p>	<p><b>6000 sq. ft. Approximately</b> Payment shall be made on actual installed measurement</p>



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5	<p><b>SMD Panel Light 48 watt 2'x2' (Supply and Installation)</b></p> <ul style="list-style-type: none"> <li>• Material = Aluminum</li> <li>• Watt = 48watt</li> <li>• Lumens = 100 l/w 4800 lumens 0.9 pf</li> <li>• Color = Warm White 3000k</li> <li>• Voltage = 85-220v 50-60hZ</li> <li>• One year warranty</li> </ul> <p>With Complete installation, Switches, wiring etc.</p>	<p style="text-align: center;"><b>Quantity: 60</b> <b>Separate Switch Button for each light</b></p>
6	<p><b>Electrical Work: (Supply and Installation) For concealed Wiring of 26 Tables</b></p> <p>Light Plugs Multi/ Switch Boards with Shoe Wall Mounted Electrical Button/Switch Plates (6+2) Power Plugs with shoe for Air Conditions Installment Wire 3/29 (as per requirement) Wire 7/36 (as per requirement) Wire 7/44(as per requirement) Installation: items shall be purchased as per our requirement</p> <ul style="list-style-type: none"> <li>• Wire connectors, Pipes</li> <li>• Circuit Breaker</li> <li>• PVC Ducts</li> <li>• PVC Pipes</li> <li>• Tie Knots</li> <li>• Insulation Tapes</li> <li>• Clumps</li> </ul> <p>With complete installation and Labor etc. Payment will be made on actual installed items, wire</p>	<p style="text-align: center;"><b>Single Job</b></p>
7	<p><b>Networking Work: (Supply and Installation) For concealed networking Wire for 26 Tables from Router</b></p> <p>Cat 6 wire coil as per our requirement</p> <ul style="list-style-type: none"> <li>• Routers and switches</li> <li>• Wire connectors, Pipes</li> <li>• PVC Ducts</li> <li>• PVC Pipes</li> <li>• Tie Knots</li> </ul> <p>With complete installation and Labor etc. Payment will be made on actual installed items, wire</p>	<p style="text-align: center;"><b>Single Job</b></p>

**It is compulsory for the vendor to visit the site in order to get the exact estimate of above-mentioned Area and items.**



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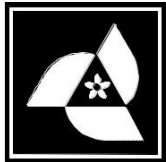
<b>Section B: Furniture and other Miscellaneous Items</b> <b>This section will be evaluated on item wise Basis</b>		
8	<b>Wooden Cabinets: (Supply and installation)</b> Providing and fixing of wooden cabinets made of ply wood with latex lamination, solid doors with hinges and door handles, locks (as per our choice) Cabinet size: 2ft. X 1.5ft. X 1.5ft Polished look With installation and complete in all aspect Color and Design will be as per sample	<b>1200 Sq. Ft approximately</b> Payment shall be made on actual installed measurement
9.	<b>Green Grass Carpet: (Supply and Installation)</b> <ul style="list-style-type: none"> <li>• Real Feel Artificial Grass Carpet</li> <li>• Material: Plastic (PP + PE)</li> <li>• Grass Hair Length: 20mm</li> <li>• No Color Fading,</li> <li>• color: Green</li> <li>• Water Proof</li> </ul> <b>With complete installation</b> Payment shall be made on actual installed measurement	 <b>600 Sq. Ft approximately</b>
10	<b>Executive High Back Chair: (Supply)</b> PU Upholstery High-Density Foam Inside Multi-Function Mechanism Aluminum Chromed Armrest and Base PU Castor Size: 700*810*1205-1270 (as per sample)	 <b>Quantity = 02</b>
11	<b>False Ceiling Fan 2x2: (Supply and Installation)</b> <ul style="list-style-type: none"> <li>• Size: 18''</li> <li>• Sweep Size: 1400 mm</li> <li>• Power: 90 W with 100% Copper wiring</li> <li>• Speed: 1300 RPM</li> <li>• Remote Control</li> <li>• One year warranty</li> </ul> With Complete installation, Switches, wiring etc	 <b>Quantity: 45</b> <b>Separate Switch Button for each Fan</b>



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<p>12</p>	<p><b>Officer Chair Revolving: (Supply)</b> Material: Mesh Colors: Black (with White Armrest) Base: Chrome Fabric: Net Cloth 360-degree swivel wheel Robust Chrome Base Ergonomic Back Support Height Adjustable Reclining Back High-Quality Fabric High Density Foam Adjustable Headrest (as per sample)</p>	 <p><b>Quantity: 12</b></p>
<p>13</p>	<p><b>Office Table: (Supply)</b> • Glass overhead • 3 Drawers with Lock • Base Wood made of Solid Ash Wood Veneer Manufactured wood + Solid Wood • Shape Rectangular Size: H= 2.5F D=3F W=4F State Life Logo at front. (as per sample)</p>	 <p><b>Quantity: 20</b></p>
<p>14</p>	<p><b>Executive Office Table with side Table: (Supply)</b> Glass overhead 6mm • 3 Drawers with Lock • Drawer Glide Mechanism Ball Bearing Glides • Base Wood Construction Details Solid Ash Wood Veneer • Base Material Manufactured wood + Solid Wood • Shape Rectangular • Pedestal Included • Locking Drawers • Side Table with 6mm Glass overhead • Mechanism • Dimensions (mm) 1. Main Desk -7'W x 3'D x 2.5'H 2. Side Rack -4'W x 2'D x 2.5' H 3'. (As per Sample).</p>	 <p><b>Quantity: 06</b></p>
<p>15</p>	<p><b>Sofa Set (3+2+1): Supply</b> • Structure made in Pinewood &amp; plywood • Sheesham wood legs • Top-grain leatherette and fabric • Molty Excel Foam of highest Density Seat and unique backrest. • Quantity: 3-seater + 2-Seater + 1 Seater with 06 cushions made of same material • Color: as per our choice (As per sample)</p>	 <p><b>Quantity: 1 Set</b></p>



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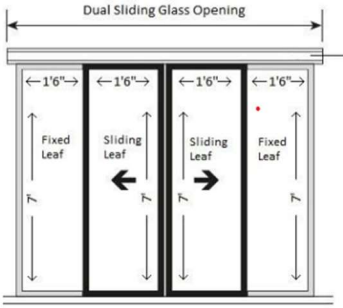

<p>16</p>	<p><b>Centre Tables: (Supply)</b> Wooden with Glass at Top Size: 42” W   30” D   27” H (inches) Material: Oak, Ash Wood/Veneer Finish: Jacobean Glass: Tempered/Tinted Glass Topped with a Tempered/Tinted glass surface for a modern touch (As per sample)</p>	 <p><b>Quantity: 03</b></p>
<p>17</p>	<p><b>Octagon Coffee Round Table: (Supply)</b> Dimensions: H=17" L=35.5" W=35.5" Top Material: Oak, Ash Wood/Veneer Top Color: Dark Brown Base: made of stainless steel Base Color: Gold (As per sample)</p>	 <p><b>Quantity: 02</b></p>
<p>18</p>	<p><b>Visitor Chair:</b> Fabric Material: Velvet Electroplated Gold Metal Legs High Density Foam Color: Dark Brown  (as per the sample)</p> <p><b>Quantity: 02</b></p>	
<p>19</p>	<p><b>Indoor Plants with Stainless Steel Pots: Supply</b></p> <p><b>Indoor Plants:</b> Having height of minimum 3 to 4 feet with healthy leaves including mud pots placed in Stainless-Steel pots</p> <p><b>Stainless-Steel Pots size:</b> Pots having size of 15 inches and diameter 12 Inches height of Super Quality. (As per our sample)</p>	 <p><b>Quantity: 50</b></p>





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<p>20</p>	<p><b>Automatic Sensor Sliding Door System: Supply and Installation</b> <b>For Ground Floor:</b> 12mm Tempered Glass Size: Clear Opening W 4ft X H 7ft (Dual Opening Sliding Leaf) Voltage Stabilizer 3. Section base for Door Track <b>For 2nd Floor:</b> Size: Clear Opening W 6ft X H 7ft (Dual Opening Sliding Leaf) With Complete installation, Switches, wiring etc <b>Dismantling and shifting of Existing Door will also be done by the same vendor (Free of Cost to State Life)</b></p>	<p style="text-align: center;"><b>Ground Floor</b></p>  <p style="text-align: center;"><b>Quantity: 02</b></p>
<p>21</p>	<p><b>Air Curtain: (Supply and Installation)</b> Having Both Automatic &amp; Manual Functions Size: 4 Feet Long Volt: 220v~50hz/60hz Current:2.0A Power: 680W Air Velocity: 21m/s Noise: 67db(A) Patent design with utilized air-duct Economy model for commercial application Quiet Operation Selectable fan speed with switch control (High / Low / Off) With Complete installation Breaker, Wiring and Switch buttons etc</p>	 <p style="text-align: center;"><b>Quantity : 02</b></p>

**Reminder:**

- It is compulsory for the vendor to visit the site in order to get the exact estimate of mentioned Area and items.
- All electrical concealed wiring work, breakers ducting etc. will be done by successful vendor in all aspect and ready to use in Section A (Renovation Work).
- Section “B will be evaluated on item wise basis” whereas Section “A will be given to single vendor/supplier and consider as single job.”
- For Section A: Vendor must Quote rates in all Renovation Work items for considered Technically Eligible.
- Warranty period of all above mentioned items shall be minimum 01 year.

**Incharge HR & Admin**  
Health & Accident Insurance (H&AI),  
State Life Building, 15-A Davis Road, Lahore.  
**Ph. 042-99203486**



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## Terms & Conditions

1. The bids shall comprise of two separate proposals as the 'financial proposal' and 'technical proposal'.
2. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than **Rs. 200,000** in favor of State Life Insurance Corporation of Pakistan as earnest money which may be released after uploading of Final Evaluation.
3. Successful Firm/Company must submit **2% of Quoted Bid as Performance Guarantee** after award of work order which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory delivery / performance.
4. No bid will be accepted without earnest money/CDR which is **Rs. 200,000**.
5. Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
6. All the bids must include G.S.T. and all other applicable taxes.
7. The Bids Prices shall be lowest quoted on **(Section: A Lump sum Basis & Section B: Item wise) and evaluated with Lowest rate and Quality Based.**
8. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated
9. The approved bidder immediately after receipt of Work Order shall provide a sample of the Item to SLIC for scrutiny and approval. After the sample is approved, the bidder shall supply/ install rest of the items as per approved sample.
10. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
11. Bid validity period shall be 90 days from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.
12. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, Performance Guarantee shall be forfeited in favor of the Corporation.
13. Most advantageous/Successful Bidder shall submit Bids also in hard copy to Incharge HR & Admin.
14. Vendor must have Company office or site Office situated in Lahore.
15. **Warranty of the supplied items must be valid for minimum One year or above. The supplier will be responsible to assemble/ install /deliver/Ready to use items in all aspect as per requirement and in case of failure to maintain quality in installation, the same will be fixed at his risk and cost besides penalty as may be imposed by Competent Authority in SLIC.**
16. The bids shall be uploaded on EPADS for **"Procurement of Furniture and Renovation Work at 1st and 2nd Floor of H&AI, Lahore Office"**.
17. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

### **Undertaking:**

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: \_\_\_\_\_  
(Sign and stamp by Vendor)





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### **A: - Mandatory requirements**

- Verifiable documentary proof for all below requirements are mandatory and vendor/supplier will be disqualified if not comply with all below points.

#### **Eligibility/Evaluation Criteria**

1. Sales Tax Registration (Copy of Certificate).
2. Income Tax Registration (Copy of Certificate).
3. Experience certificate of Similar Work (at least 02 Copy of Certificates).
4. Affidavit/Undertaking that the firm has never been blacklisted by any organization/Government on Judicial Stamp Paper.
5. Proof of Active Tax Payer List.
6. Original Bid Security in form of bank draft/Pay order/CDR of **Rs 200,000/-** in favor of “**State Life Insurance Corporation of Pakistan**” must be submitted to Incharge P&GS H&AI, State Life Insurance 15-A Davis Road, Lahore before the opening of Bid.
7. Maker’s name and model of Item must be clearly mentioned in quoted bid.
8. Items/Works must fully comply with the Specifications mentioned above.
9. Successful Firm/Company must submit **2% of Quoted Bid Value** as Performance Guarantee Which shall be returned after expiry of warranty period i.e. 01 Year.

**(The bidders who have not complied with all Above-Mentioned Eligibility / Qualification points shall be Disqualified)**



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**TECHNICAL EVALUATION:**

S No	Description	Max Points	Points Secured	Page Number
1	<b>COMPANY PROFILE</b>			
	i. The company established within 1 to 2 years (Proprietorship) = 10 Marks ii. The company established more than 2 years = 20 Marks  <b>Note:</b> Certificates Required	<b>20 Marks Maximum</b>		
2	<b>FINANCIAL STATUS :( Verified by Bank Statement, Annual Tax Return)</b>			
	Annual Turnover • Between 1- 5 Million = 10Marks • 5-10 Million = 15 Marks • Above 10 Million = 20 Marks (Max)	<b>20 Marks Maximum</b>		
3	<b>SIMILAR WORK EXECUTED BY FIRM IN PAST:</b>			
	Contracts completed Less than 4 Lacs for each contract= 5 Marks Contracts completed Greater than 4 Lacs and Less than 6 Lacs for each contract = 15 Marks Contracts completed Greater than 6 Lacs for each contract = 20 Marks  <b>Note :</b> Work Order Required	<b>20 Marks Maximum</b>		
4	<b>ENLISTMENT WITH OTHERS:</b>			
	Enlistment with reputed Govt./National/ Multinational Firms= 05 Marks for each Firms  <b>Note:</b> Purchase/Work Orders Required	<b>20 Marks Maximum</b>		
5	<b>MINOR REPAIR AND MAINTENANCE:</b>			
	Provide Repair Service for one year = 10 Marks Provide Repair Service for two years = 20 Marks	<b>20 Marks Maximum</b>		
	<b>Total</b>			

**Total Points = 100**

**Minimum Qualification Points = 60**

**(Related Document Page number to be mentioned in given space)**

Date \_\_\_\_\_

## FINANCIAL PROPOSAL

**(Procurement of Furniture and Renovation Work at 1st and 2nd Floor of H&AI, Lahore Office F.Y 2024)**

S#	Description	Qty./Sq. Ft	Unit Price without GST/PRA	Amount of PRA 16% for Section-A and GST 18 % For Section-B	Unit Price with GST/PRA	Total Cost (No of Units/Sq. ft X Unit price including all taxes)
<b>Section A: Glass Partition work, False Ceiling, Wall Penaling and SPC Flooring Work</b> <b>(Section A must be Performed by Single Vendor)</b> One vendor would be selected on <b>Lump sum Basis</b> of this Section						
1	<b>Glass Partition</b> (As per Specifications mentioned above)	3300 Sq. Ft.				
2	<b>SPC Flooring</b> (As per Specifications mentioned above)	4000 Sq. Ft.				
3	<b>PVC Paneling</b> (As per Specifications mentioned above)	5000 Sq. Ft.				
4	<b>False Ceiling</b> (As per Specifications mentioned above)	6000 sq. ft.				
5	<b>SMD Panel Light 48 watt 2’x2’</b> (As per Specifications mentioned above)	60				
6	<b>Electrical Work</b> (As per Specifications mentioned above)	Single Job				
7	<b>Networking Work</b> (As per Specifications mentioned above)	Single Job				
	<b>Total for Section A (Inclusive of all Kind of Taxes)</b>					
<b>Section B Furniture and other Miscellaneous Items</b> This section will be evaluated on item wise Basis						
8	<b>Wooden Cabinet</b> (As per Specifications mentioned above)	1200 Sq Ft				
9	<b>Green Grass Carpet</b> (As per Specifications mentioned above)	600 Sq Ft				
10	<b>Executive High Back chair</b> (As per Specifications mentioned above)	2				
11	<b>False Ceiling Fan 2X2</b> (As per Specifications mentioned above)	45				

S#	Description	Qty./Sq. Ft	Unit Price without GST/PRA	Amount of PRA 16% for Section-A and GST 18 % For Section-B	Unit Price with GST/PRA	Total Cost (No of Units/Sq. ft X Unit price including all taxes)
12	<b>Officer Chair Revolving</b> (As per Specifications mentioned above)	12				
13	<b>Office Table</b> (As per Specifications mentioned above)	20				
14	<b>Executive Office Table with Side Table</b> (As per Specifications mentioned above)	06				
15	<b>Sofa Set (3+2+1):</b> (As per Specifications mentioned above)	1 set				
16	<b>Center Table</b> (As per Specifications mentioned above)	03				
17	<b>Octagon Coffee Round Table</b> (As per Specifications mentioned above)	02				
18	<b>Visitor Chair</b> (As per Specifications mentioned above)					
19	<b>Indoor Plants with Stainless Steel Pots</b> (As per Specifications mentioned above)	50				
20	<b>Automatic Sensor Sliding Doors</b> (As per Specifications mentioned above)	02				
21	<b>Air Curtain (4 Feet)</b> (As per Specifications mentioned above)	02				

**(Filled Financial Proposal to be printed on your company's letter head.)**

Name of Supplier: \_\_\_\_\_

**Signature with Date**  
(Sign and stamp by Vendor)