



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

BID DOCUMENT

FOR

PURCHASE OF CAPITAL ITEMS

(FURNITURE, FIXTURE AND OFFICE EQUIPMENT ITEMS ETC.

FOR SECTOR OFFICE HANGU KOHAT ZONE.

TENDER NOTICE No. NO.HRA&P/SLIC/KTZ/CAPITAL ITEMS/30/09/2024

(SECRETARY)

ZONAL PROCUREMENT COMMITTEE

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

STATE LIFE ZONAL OFFICE

MEERI COLONY, UNIVERSITY ROAD

TEL: # 0922- 933602 MOBILE: 0300 5698218

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
ZONAL OFFICE KOHAT.
INVITATION OF BIDS
NO.HRA&P/SLIC/KTZ/CAPITAL ITEMS/30/09/2024

State Life Insurance Corporation, Kohat Zone, invites bids (through EPADS), under Single Stage, Two Envelope procedure, from vendors/General Order Suppliers duly INCOME TAX, GST registered firms and also registered on EPADS, who are eligible to supply following items as mentioned below: -

Items / Job Description	Estimated Cost of Tender	Bid Security	Closing Date & Time for Submission Bids	Opening Date & Time of Bids
<ul style="list-style-type: none">• Furniture and Fixture Items (Lot 1)• Electric / Electronic Items (Lot 2)• Signage / LED Box (Lot 3)• Biometric Machine (Lot 4)• Cash Counter Partitioning Work (Lot 5)• CC TV Camera (Lot 6)	Rs.19,90,000/= Two Million	2% of the Tender estimated Cost.	15-10-2024 at 02:00 PM	15-10-2024 & 02:30 PM

2. Bidding process shall be adopted under Single Stage-Two Envelop method laid down in PPRA rules 2004.
3. 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.
4. Any bid submitted other than E-PADS will not be considered.
5. 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).
6. In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the undersign, **Phone No. 0922-933602 / 03005698218 during office hours (9:00 am to 5:00 pm).**

SECRETARY
Zonal Procurement Committee,
State Life Insurance Corporation of Pakistan
Meeri Colony, University Road Kohat.
Phone Number 0922-933602
03005698218

INTRODUCTION:

State Life Insurance Kohat Zone intends to purchase Office Furniture/Fixture, Electric Items, Partitioning work etc. for newly established Sector Office at District Hangu (Samana Mall , Near Police Training Center (PTC) Kach Patak Hangu.

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. 13
Lot No. 02	Electric/Electronic Items	Item Sr. 14 to Sr. 20
Lot No. 03	Signage / LED Box	Item Sr. 21 to Sr. 21
Lot No.04	Biometric Machine	Item Sr.22 to Sr.22
Lot No. 05	Cash Counters/Partitioning Work	Item Sr. 23 to Sr. 26
Lot No. 06	CCTV System	Item Sr. 27 to Sr. 27

FURNITURE & FIXTURE ITEMS ETC.

Lot 01

Item Sr.	Details	Specification	Qty	Prices including all taxes	
				Unit Price	Total Price
1	Board Room Table	Size: 10' x 4' 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 Chair (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)	01		
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)	08		
4	Table with side rack (For Sector 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		

5	Table with side rack	Size: (5'x3') Table with Long Side Rack Table All Structure MDF tactail sheet, 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)	02		
6	Computer Table with side rack	Size: 4' x 2.5' Table with Long Side Rack Table All Structure MDF tactail sheet, 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)	01		
7	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)	01		
08	Visiting Chairs (Cushioned)	Structure made of solid sheesham wood seat and back with 1 st quality foam covered with leatherette wooden parts finished with NC lacquer (As per sample picture)	08		
09	Sofa set 6 Seater (3+2+1)	Traditional Executive Sofa inner structure frame in wood including all necessities 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		
10	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)	02		
11	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)	01		
12	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).	56 Sq.ft (approx)		
13	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)	01		

ELECTRIC/ELECTRONIC ITEMS ETC.

Lot 02

Item #	Details	Specification	Qty.	Prices including all taxes	
				Unit Price	Total Price

14	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.	02		
15	Bracket Fan	SK/Royal/ Lahore or Equivalent. Plastic Body 18" size with copper winding .	06		
16	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.	02		
17	Microwave Oven	Dawlance or equivalent Heating Microwave Oven Type : Microwave , Capacity (lt) : 32, Control Panel : Digital	01		
18	UPS with Batteries	UPS 3000 watt (24 Volts) (Homage or equivalent)	01		
		Liquid batteries (12 Volts) (AGS, Phoenix, Daewoo or equivalent) Atleast 175 Ampere 27 plates	02		
19	Telephone Steno Set	TIP, Panasonic or equivalent	01		
20	Telephone Set	TIP, Panasonic or equivalent	02		

SIGNAGE / LIGHT BOX

Lot 03

Item #	Details	Specification	Qty.	Prices including all taxes	
				Unit Price	Total Price
21	Sign Light Box / Signage with LED Light	Sign Light Box / Signage with LED Light Size: 20' x 4' Structure made by fiber glass with installation. (As per sample picture)	01		

BIOMETRIC MACHINES ETC.

Lot 04

Item #	Details	Specification	Qty.	Prices including all taxes	
				Unit Price	Total Price

22	Biometric Attendance Machine	<p>(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.</p> <p>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).</p>	01 Nos.		
----	------------------------------	---	---------	--	--

CASH COUNTERS/PARTITIONING WORK

Lot 05

Item #	Details	Specification	Qty.	Prices including all taxes	
				Unit Price	Total Price
23	Cash Counters	<p>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) . 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.</p>	01		
24	Glass Partitions	<p>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.</p>	264 sq.ft. Approx.		
25	Frosted Glass Paper	<p>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,</p>	168 Sq.ft. Approx.		

		Best performance in 4 Seasons (equally batter in 1 degree centigrade to 46 degrees centigrade), complete in all respects as per drawings.			
26	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. App rox.		

NOTE: payment will be made as per actual measurement.

CCTV SYSTEM




Lot 06

Item #	Details	Specification	Qty.	Prices including all taxes	
				Unit Price	Total Price
27	06 Channel NVR with CCTV Cameras	<p>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).</p> <p>NOTE:</p> <p>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.</p>	One job		

Pictures Section (Lot No. 1)

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

Item Sr.	Title of Item	Sample Picture
1	Board Room Table (08' x 4')	
2	Executive Chairs (Board Room)	

<p>3</p>	<p>Revolving Chairs (Board Room)</p>		
<p>4</p>	<p>Executive Chairs (High Back)</p>		
<p>5</p>	<p>Table with Side Rack (7' x 3.5')</p>		

6
Executive
Chairs
(High Back)



7
Table with Side
Rack
(5' x 3')



8
Computer Table
with Side Rack
(4' x 2.5')



9	Computer Chairs (Low Back)	
10	Visting Chairs	
11	Sofa Set 6 Seater (3+2+1)	

12	Steel Sofa 3 Seater (One piece)	
13	Centre Table Set	
14	Rollar Blinds	
15	Steel/Iron File Cabinet	

16	Steel/Iron Rack	
17	Sign Light Box / Signage with LED Light	 <p>CS Scanned with CamScanner</p>

TECHNICAL BID EVALUATION CRITERIA:

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

SR. #	DESCRIPTION	POINTS	POINTS OBTAINED
1	i) Certificate of Business Registration/Incorporation under the Laws of Pakistan (02 points)	10	
	ii) Valid Income Tax (NTN) and General Sales Tax (GST) Registration Certificate along with Active Taxpayer Status (02 points)		
	iii) Duly Signed and Stamped Letter of Warranty as per Tender Requirements		
	iv) Signed and Stamped an affidavit (e-stamp paper Rs.100 or above) in respect of Non-Blacklisting duly attested by Notary Public. (02 points)		
	v) 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	20	
3	TAX RETURN Income Tax Returns submitted to FBR for the last 3 Years	15	
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	
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 established Sector Office at District Hangu (Samana Mall , Near PTC Kach Patak Hangu).

Bidder Signature : _____

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.
- 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- 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.
 - i) Experience of bidders in sales / marketing of relevant equipment.
 - ii) Number of existing clients provided with similar equipment.
 - iii) List of professionals on permanent strength for installation and after sales services. (Technical evaluation of bids / point scoring criteria is available with bidding document).
- 5- All the bids must include all government taxes. Bids excluding taxes will not be accepted.
- 6- The Quantity of Items may be increased / decreased at the time of award of work order.
- 7- if the successful bidder fails to supply the items as per purchase order , the bid security will be forfeited .
- 8- The competent authority reserve the right of reject all bids / skip items (s) at any time prior to acceptance of a bid or proposal in light of the PPRA rules.
- 9- Earnest money of successful bidder will be forfeited if the items are not delivered within the due time / extended delivery time or as per approved quality.
- 10- Income Tax & General sales tax as per government rule will be deducted at the source from the payment .
- 11- the supplier will be responsible for installation of furniture / fixture /cash counter / electronic Partitioning/ Electronics items at site.
- 12- Bidders are encourage to visit office before submission of bids for their ease.
- 13- Incase of negligence of the bidder causing damages 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.

(Secretary)

Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
State Life Zonal Office
Meeri Colony, University Road
Tel: # 0922- 933602 Mobile: 0300 5698218

