



TENDER DOCUMENT

Procurement of Furniture and Fixtures State Life Rahim Yar Khan


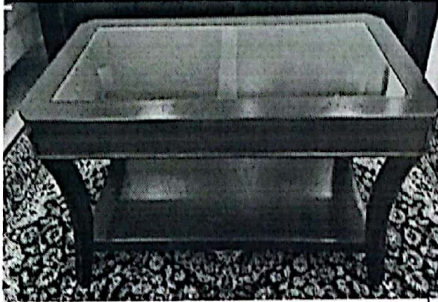
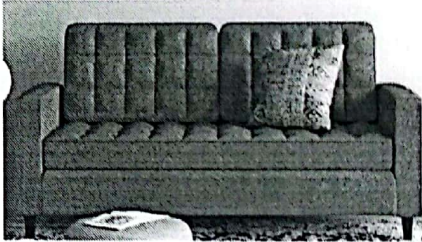

Sealed Technical & Financial bids are invited in accordance with PPRA rules, under 'Single Stage-Single Envelope Procedure' Through (E-PADS) from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of following Furniture Items.

The sealed bids should be submitted through E-pads on date as per mentioned on E-pad sat 10:00AM and bids will be opened on the same day at 10:30 AM in the presence of the bidders or their representatives.

Details of Furniture and Fixtures with Specification

Sr. No.	Items	Sample	Qty
01	<p>Table 5 x 3 WITH SIDE RACK (3'x1.5'x16")</p> <ul style="list-style-type: none"> • 03 draws with channel with lock Glass Polish • Top farmeca with wooden gola all side • Bottom wooden border all side Color-dark brown <p>SideRack:</p> <p>Top glass 06 mm with glass polish All side wooden border Computer tray One draw, One locker with locks Length 38" width 22"</p>		15
02	<p>Executive chair/cane chair:-</p> <p>Office executive chair. Cane chair - Reliable and comfortable- Breathable cane used in seat and back- Shesham/keekar wood used in whole chair- Shine/Matt polish finish- Height adjustment system- Tilt mechanism system.</p>		15



03	<p>Visitor Chair: Back Height: High Back Back Material: High Quality High Quality Foam (Seat & Back covered with high quality fabric or leatherette Sheesham wood sample can be seen in office Standard size</p>		45
04	<p>Center Table-: Center table high quality wooden coffee table with glass top.</p>		15
05	<p>Sofa Set 3+1+1 Seater: Fabric Upholstery Solid wooden legs Solid wood inner Frame Polyurethane Cushioned seat Design: Standard Weight Capacity: 600 lb.</p>		15
06	<p>Steel File Cabinet: 4 Drawer File Cabinet with Lock, Office File Cabinets for Home Office, 18" Deep Metal Narrow Vertical Filing Cabinet, White File Cabinet Office Storage Cabinet Organizer fits Letter/Legal Size Silver/Black Color 18"D x 15"W x 52"H</p>		15

**Terms & Conditions:**

1. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than 02% in favor of State Life Insurance Corporation of Pakistan as earnest money which may be released after Final Evaluation of unsuccessful firm/company.
2. Successful Firm/Company must submit Rs.60000/- 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.
3. No bid will be accepted without earnest money/CDR which is 02%.
4. 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.
5. All the bids must in clued G.S.T. and all other applicable taxes.
6. The Bids Price shall be count as a whole.
7. All Submitted bids must be duly signed and stamped.
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 30 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 up to 31.12.2024.
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. The supplier will be responsible to assemble/ install /deliver/Ready to use items 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.
14. The sealed bids envelope should bear the phrase of "Procurement of Furniture & Fixture for State Life Rahim Yar Khan Zone".
15. 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 up on request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.



STATE LIFE

Insurance Corporation of Pakistan
Rahim Yar Khan Zone

Tel: 068- 9230036

Fax 068-9230028

16. The bids prepared in accordance with the instruction in bid documents must reach at the office of Dy. Manager HR&A 4th floor State Life Building RYK on or before 25-10-2024 at 10:00 am.
17. Tender closing date 25-10-2024 at 10:00 am Tender opening date 25-10-2024 at 10:30 am positively.



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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)



- Verifiable Documentary Proof

Verifiable documentary proof for all below requirements is mandatory.
The bidders who have duly compiled with the Eligibility / Qualification and Evaluation criteria will be eligible for further processing.

Sr. No.	Eligibility / Evaluation Criteria	Requirement	Supporting Documents to be Attached as	Page No.
1	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A	
2	Income Tax Registration (copy of certificate)	Mandatory	Annex-B	
3	Experience Certificate for similar work (copy of certificate)	Mandatory	Annex-C	
4	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D	
5	Proof of Active Taxpayer List	Mandatory	Annex-E	
6	Earnest Money/ Bid Security 2% of total tender amount through bank draft/ pay order (To be attached with Financial Proposal)	Mandatory	Must be attached with Financial Proposal only	



Technical Evaluation

SR.#	Description	Max Points	Points Secured	Page Number
1	GST registration for relevant Item			
	Up to 03 years	10		
	More than 03 years	20		
2	After Sales Services (Polishing and Minor Repairing)			
	02 times for one year	15		
	04 Times for two years (2 Times each year)	20		
3	Number of Orders executed (PKR) Similar Nature			
	0.5 to 1.0 million	20		
	1.0 to 1.5 million	30		
	More than 1.5 million	40		
4	Number and Nature of Clients (Similar Work)			
	03 or more Private clients only	15		
	03 or more Private and Government both clients	20		
	Total			



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FINANCIAL PROPOSAL
For Purchase of Furniture and Fixtures
Financial year 2024
Name of Supplier: _____

SR.#	Description	Qty.	Unit Price	GST Rs.	Total Price
1	Office Table with Side Rack				
2	Revolving Chair/Cane Chair				
3	Visitor Chair				
4	Center Table				
5	Sofa Set 5 Seater				
6	Steel File Cabinet				

Signature and Stamp:



Rahim Yar Khan Zone

Purchase of Furniture Fixtures for Area Managers, State Life Rahim Yar Khan Zone

With reference to the subject procurement following committees are proposed:

Dr. Khalid Rehman	In charge PHS	Convener
Shoukat Ali Warind	Acting Zonal Accountant	Member
Makhdoom Shahrukh	In-charge HR & ADMIN	Secretary/Member
Muhammad Amjad	In-Charge N.B	Member

Technical Evaluation Committee

Dr. Khalid Rehman	In charge PHS	Convener
Shoukat Ali Warind	Acting Zonal Accountant	Member
Makhdoom Shahrukh	In-charge HR & ADMIN	Secretary/Member
Muhammad Amjad	In-Charge N.B	Member

Inspection Committee

Dr. Khalid Rehman	In charge PHS	Convener
Shoukat Ali Warind	Acting Zonal Accountant	Member
Makhdoom Shahrukh	In-charge HR & ADMIN	Secretary/Member
Muhammad Amjad	In-Charge N.B	Member

_____ User Department Member

Submitted for information and necessary approvals, please.