

STATE LIFE INSURANCE CORPORATION OF
PAKISTAN
KOHAT ZONE



TENDER DOCUMENTS

FOR

CAPITAL ITEMS (FURNITURE, FIXTURE
AND OFFICE EQUIPMENTS FOR SECTOR
OFFICE HANGU KOHAT ZONE.

**PREPARED BY: Human Resources & Admin Department
State Life Insurance Corporation of Pakistan,
Meeri Colony University Road Kohat.
Phone: 0922-933602,
Dated: 16-10-2024**

BID INVITATION FOR TENDER
NO.HRA&P/SLIC/KTZ/CAPITAL/16/10/2024

State Life Insurance Corporation of Pakistan, Kohat Zone invites Bids through E-PADS for procurement of Printers as per following Schedule from reputed Firms/Venders who are registered with Tax Departments. Kindly go through each line of the tender document for complete understanding of the Tenders Conditions & specifications violating which will cost forfeiture of earnest money & cancellation of the bid/s under PPRA rules-2004.

Type Of Procurement	Estimated Cost of Tender	Bid Security	Closing Date & Time for Submission Bids	Opening Date & Time of Bids
Purchase of Capital Items (Furniture, Fixture and Office Equipments for Sector Office Hangu Kohat Zone.	Rs.20,00,000/= Two Million	2% of Estimated Cost of Tender	30-10-2024 at 10:00AM	30-10-2024 & 10:30AM

2. Bidding process shall be adopted under Single Stage-Single 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 during office hours (9:00 am to 5:00 pm).**

(MUHAMMAD NAFEEES)

In-Charge (HRA&P)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of Pakistan
Meeri Colony, University Road
Kohat.

Phone: 0922-933602

Dated: 16-10-2024

INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill the tender in all respects.
3. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk).
4. Bids will be opened in the office of In-charge (HRA&P/Secretary ZPC) State Life Zonal Office, Meeri Colony University Road Kohat 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.
5. 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.
6. Quoted rates will be evaluated on item-to-item basis.
7. 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.
8. The bids should be accompanied by a Deposit @2% 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 Kohat Zone**” 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.
9. The bids without Earnest Money shall be rejected. Bidder(s) must send their Original Earnest Money through mail before the closing of tender.
10. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
11. 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.
12. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
13. Penalty @1% of bid against delay in supply will be charged on weekly basis.
14. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
15. Incomplete bids / conditional bids will be rejected.

SPECIAL CONDITIONS

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.
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 its 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: **0922-933602 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.

BILL OF QUANTITY

DETAIL OF REQUIRED PRINTERS, KOHAT ZONE

Furniture Items-

S.NO	Items	Specification	QTY	Each Rate including GST (to be filled by Vendor)
01	Executive Chair	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.	01	
02	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	
03	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	
04	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	
05	Computer Chair.	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	
06	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	
07	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	
08	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	

09	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	
10	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)	
11	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.

12	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.	01	
13	Ceiling Fans	SK/Royal/Pak/ Lahore or Equivalent with coper winding.	06	
14	Water Dispensers	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	
15	UPS	UPS 3000 watt (24 Volts) (Homage or equivalent).	01	
	Batteries	Liquid Batteries (12 volts) AGS/Phoenix /Daewoo or Equivalent. At least 175 empere 27 plates.	02	
16	Telephone Steno Set	TIP, Panasonic or equivalent	01	
17	Telephone Set	TIP, Panasonic or equivalent.	02	

18	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	
19	Biometric Attendance Machine	(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.	01	
20	06 Channel NVR with CCTV Cameras	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). NOTE: 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.	One Job	

PARTITIONING WORK

21	Glass Partitions	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.	364 sq.ft. Approx	
22	Frosted Glass Paper	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,	268 Sq.ft. Approx.	
23	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 3/4" MDF lassani sheet pressed on both sides of the wall Complete with all respect at site.	150 sq.ft. Approx.	

(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

FORM OF BID

In-charge HRA&P,
Secretary (ZPC), State
Life Zonal Office, Meeri
Colony, University Road
Kohat.

Dear Sir,

Tender Reference No. **HRA&P/SLIC/KTZ/PRINT/08/08/2024.**
Nature of Tender: **Procurement of Printers.**

Having examined the Bidding Documents, Procurement of Computer Systems and Printers, 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: Pictures Attached, follow specifications mentioned in tender documents.

1	Executive Chairs (High Back)	
2	Table with Side Rack (7' x 3.5')	
3	Executive Chairs (High Back)	

<p>4</p>	<p>Table with Side Rack (5' x 3')</p>	 A large, modern wooden desk with a side rack on the left. The desk has a dark wood top and a white base with horizontal slats. A brown leather office chair is positioned behind the desk. The desk is set on a light-colored, marble-patterned floor against a plain wall.
<p>5</p>	<p>Computer Table with Side Rack (4' x 2.5')</p>	 A smaller version of the wooden desk with a side rack on the left. It features a dark wood top and a white base with horizontal slats. A brown leather office chair is positioned behind the desk. The desk is set on a light-colored, marble-patterned floor against a plain wall.
<p>6</p>	<p>Computer Chairs (Low Back)</p>	 A black mesh office chair with a low back, armrests, and a five-point base with casters. The chair is shown from a side profile against a white background.

07	Visting Chairs	 A green tufted leather armchair with a dark wood frame, featuring a high back and curved legs.
08	Sofa Set 6 Seater (3+2+1)	 A brown leather tufted sofa set, consisting of three pieces (3+2+1 configuration), shown in a living room setting.
09	Steel Sofa 3 Seater (One piece)	 A black steel 3-seater sofa with a modern, minimalist design, featuring a curved backrest and armrests.
10	Centre Table Set	 A dark wood coffee table with a glass top and a lower shelf, shown in a living room setting with a sofa and books.

<p>11</p>	<p>Rollar Blinds</p>	
<p>12</p>	<p>Steel/Iron File Cabinet</p>	
<p>13</p>	<p>Sign Light Box / Signage with LED Light</p>	