

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN MIR ALAM SHOPPING PLAZA  
MANSHERA ROAD JHANGI ABBOTTABAD ZONE**

**TENDER DOCUMENTS**

**TENDER NO: HRA&P/BANCA-06R/SLIC-ABTZ/18/10/2024**



**STATE LIFE**

**TENDER DOCUMENT FOR PURCHASE OF FURNITURE, FIXTURES, AND MISCELLANEOUS ITEMS****STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**ABBOTTABAD ZONE****1. INVITATION TO TENDER**

State Life Insurance Corporation of Pakistan, Abbottabad Zone invites Bids through E-PADS only for procurement of Furniture Fixture & Miscellaneous Items as per following detail from reputed Firms/Vendors 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
Furniture & Fixture & Miscellaneous Items	2000000/-	5% of Estimated Cost of Tender	07-11-2024 at 03:00PM	07-11-2024 & 03:30PM

2. Bidding process shall be adopted under Single Stage-Single Envelop method laid down in PPRA rules 2004. The tender will be published on EPADS as Whole & not item wise or Lot wise.
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 upload their queries (if any) as per SOPs of EPADS.

**7. IT MAY BE NOTED HERE THAT CDR/EARNIST MONEY 05% MUST BE DEPOSITED AT LEAST THREE DAYS BEFORE THE CLOSING DATE OF THE TENDER IN ORIGINAL VIA COURIER SERVICES ONLY OTHER WISE THE TENDER OF SUCH TENDERER WILL BE REJECTED.**

**(Imran Ahmad Kazi)**

In-Charge (HRA&P)/Secretary,  
Zonal Procurement Committee (ZPC),  
State Life Insurance Corporation of Pakistan Mir  
Alam Shopping Plaza Ph. 0992-920014, 920010

## **2. SCOPE OF WORK**

The tender is for the procurement of the following items & must be uploaded with color pictures:

### **1. ONE UNIT EXECUTIVE REVOLVING CHAIR BRAND: INTERWOOD OR EQUIVALENT**

#### **○ Specifications:**

- A-Grade foam & quality leatherette
- Fixed padded armrest
- Luxury mechanism lock tilt
- Aluminum alloy base
- PU castors/Hyd-C-3
- Size: H 48" W 26" D 20"

### **2. ONE UNIT EXECUTIVE TABLE WITH RACK (RIGHT) BRAND: INTERWOOD OR EQUIVALENT**

#### **○ Specifications:**

- Size: 2400W x 2135D x 760H (mm) or 94W x 84D x 30H (Inches)
- Material: Walnut Wood and Veneer
- Polish Finish: Natural
- Stainless Steel Base black coated

### **3. EXECUTIVE VISITOR CHAIRS (6 UNITS) BRAND: INTERWOOD OR EQUIVALENT**

#### **○ Specifications:**

- 2 Chairs with Executive Table
- A-Grade foam & quality leatherette
- Fixed padded armrest
- Aluminum alloy base
- Size: H 48" W 26" D 20"
- 4 Chairs
  - Size: 24 W x 22 D x 37 H (Inches)
  - Upholstery: Leatherette (Dark Grey)
  - Frame: High Density Plywood
  - Foam: High Density PU Molded Foam
  - Base: Chromed Steel

### **4. ONE UNIT SOFA SET (7 SEATERS) BRAND: INTERWOOD OR EQUIVALENT**

#### **○ Specifications:**

- 1 Seater: W 940 x D 838 x H 685 (mm), Upholstery: Leatherette, Acacia Wood Structure, Stainless Steel Base, Removable Foam Filled Cushions
- 3 Seater: W 2098 x D 838 x H 685 (mm), Upholstery: Leatherette, Acacia Wood Structure, Stainless Steel Base, Removable Foam Filled Cushions

### **5. STAFF TABLES (2 UNITS) BRAND: INTERWOOD OR EQUIVALENT**

#### **○ Specifications:**

- Material: Laminated Board
- Drawers: 03
- Finish: Teak & Grey
- Size: 1500 W x 750 D x 760 H (mm) or 59 W x 29 D x 29 H (Inches)

### **6. STAFF REVOLVING CHAIRS (2 UNITS) BRAND: INTERWOOD OR EQUIVALENT**

#### **○ Specifications:**

- Size: 22 W x 18 D x 35 H (Inches)
- Material: Mesh Back and Fabric Padded Seat
- Frame and Armrest: Polyamide
- Base: Chromed
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**7. STAFF VISITORS CHAIRS (4 UNITS) BRAND: INTERWOOD OR EQUIVALENT**○ **Specifications:**

- Size: 22 W x 18 D x 35 H (Inches)
- Material: Mesh Back and Fabric Padded Seat
- Frame and Armrest: Polyamide
- Base: Chromed

**8. FILE CABINETS (2 UNITS) BRAND: INTERWOOD OR EQUIVALENT**○ **Specifications:**

- Material: P2 class protection engineered wood
- Size: 43.3L x 16W x 30H (Inches)
- Max. weight capacity: 350 lbs
- Desktop for 2-3 machines: printer, scanner, fax machine and showpieces
- Power Strip: Equipped with 2 AC outlets and 2
- Lock: Secure file drawer lock
- Open Storage: 6 open storage spaces
- Industrial-grade Casters: 360° swivel with 2 front casters with brakes
- Black coated stainless steel frame

**9. ONE TABLE SET BRAND: INTERWOOD OR EQUIVALENT**○ **Specifications:**

- Material: Walnut Wood/Veneer
- Polish Finish: Natural
- Size: Central Piece Base: 47 W x 36 D x 17 H (Inches) or 1200 W x 915 D x 450 H (mm)
- Base: Stainless Steel

**10. ONE AIR CONDITIONER/INVERTER**○ **Specifications:**

- Brand: **Gree or Equivalent**
- Model: GS-24FITH7G
- Type: Split AC
- Capacity: 2.0 Tons
- Capacity BTU: 24000
- Technology: Inverter
- Refrigerant: R-410
- Heating Capability: Yes
- Wi-Fi Enabled: Yes
- Turbo Mode: Yes
- Sleep Mode: Yes
- Timer: Yes
- Auto Restart: Yes
- Child Lock: Yes

**11. ONE WATER DISPENSER**○ **Specifications:**

- Brand: Dawlance **or Equivalent**
- Model: DBD-1035
- Type: Water Dispenser
- Taps: 3 taps (Hot, Normal, Cool)
- Water Bottle System: Bottom load
- Cold Water Capacity: 3 liters
- Hot Water Capacity: 2 liters
- Design: Heavy duty Glass front

- Compressor Warranty: 3 years
- Parts Warranty: 1 year
- Material: Stainless steel

## 12. **ONE MICROWAVE OVEN**

### ○ **Specifications:**

- Brand: Dawlance **or Equivalent**
- Model: DW-210Pro
- Power: 700W
- Frequency: 50-60 MHz
- Capacity: 20 liters
- Installation Type: Free Standing
- Dimensions: W x D x H: 44 cm x 34.8 cm x 28.5 cm
- Weight: 10.7 kg

## 13. **ONE MFP (SCANNER + PRINTER +COPIER)**

### ○ **Specifications:**

- Brand: HP **or Equivalent**
- Model: Laser MFP 135W, with Wi-Fi

## 14. **ONE OFFICE SIGN BOARD**

### ○ **Specifications:**

- Material: CNC, Stainless Steel Base, Black Coated, with lights
- Size: 12 ft x 3 ft
- Wording to Affix: **STATE LIFE BANC ASSURANCE SECTOR OFFICE AL-FATEH SHOPPING CENTRE ABBOTTABAD**

## **INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS**

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](http://www.eprocure.gov.pk)).
4. 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.
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 as per PPRA Rules-2004.
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 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 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.
9. **The bids without Earnest Money shall be rejected. Bidder(s) must send their ORIGINAL EARNEST MONEY THROUGH COURIER/DAAK/REGISTERED POST ONLY & THREE DAYS BEFORE THE CLOSING DATE OF TENDER OTHERWISE THE BID WILL NOT BE ACCEPTED.**
10. Bids shall remain valid and open for acceptance for a period of 30 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 and any other mandatory documentation as per rules of PPRA/EPADS.
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 QUANTITY OF ITEMS DEPENDING UPON THE AVAILABILITY OF BUDGET AND NEED/REQUIREMENT.**
15. Incomplete bids / conditional bids will be rejected.
16. No, refurbished items will be accepted. The supplied items as per our demand will be checked by our experts and if found otherwise will be rejected at once and the earnest money will be forfeited and blacklisting of the vendor will be acted upon as per PPRA SOPs and law. **The items COLOR PICTURES MUST BE** uploaded with the quotations on EPADS. **TENDERS WITHOUT COLOR PICTURES OF ITEMS SO STATED ABOVE WILL BE REJECTED.** Tender will be accepted as a whole.

## **SCHEDULE**

<b>Activity</b>	<b>Date</b>
Tender Document Release via EPADS	18/10/2024
Deadline for Submission via EPADS	07/11/2024
Tender Opening Date & Time	07/11/2024 03:30PM

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 **30 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 vendors 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 within maximum of 25 working day after complete vetting.
14. Quoting the rates, it must mention inclusive or exclusive of taxes.
15. 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. **TENDER NO: HRA&P/BANCA-06R/SLIC-ABTZ/18/10/2024**

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

Having examined the Bidding Documents, Procurement of Furniture Fixture & 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 Ins Corp Abbottabad Zone”**
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: \_\_\_\_\_

**(Official 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 as per PPRA Rules-2004.

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

**Signature of the Authorized Signatory**

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

**(Official Seal of the Bidder)**

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

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

**IMPORTANT NOTE FOR THE  
VENDORS/SUPPLIERS/BIDDERS:**

**THE COMPLETE FORM [EVERY PAGE & COLUMN/ROW] OF BID AND UNDERTAKING MUST BE WRITTEN ON VENDORS COMPANY LETTER HEAD PAD OTHERWISE THE TENDER WILL NOT BE ACCEPTED {NO. BLANK OR LEFT OVER COLUMN OR ROW WILL BE ACCEPTED}**