



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

BID DOCUMENT

FOR

**PURCHASE OF FURNITURE FIXTURE ITEMS
FOR VARIOUS DIVISION & DEPARTMENT
TENDER NOTICE NO.SLIC/PO/40/2024
STATE LIFE INSURANCE CORPORATION OF
PAKISTAN PRINCIPAL OFFICE, KARACHI.**

2024

**CENTRAL PROCUREMENT DIVISION
2ND FLOOR PRINCIPAL OFFICE, STATE LIFE BUILDING
NO.9
DR. ZIAUDDIN AHMED ROAD, KARACHI-75530**

1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase furniture fixture items for Various Division & Department (Principal Office), Karachi.

2. Detail Specification & Quantities / Schedule:

Detailed specifications and estimated quantity for required equipment is as under: -

S.N	Item	QTY
01	Office Table with Side Rack (Size 05ft X 3ft); Top in High pressure 32mm Laminated Medium Density fiber board with 1mm Polyvinyl chloride machine pressed edge-banding and 18swg powder coated Mild Steel frame. standard drawer with 03 shelves. (sample must be seen at P.O between 11.00 am to 4.00 pm before quoting rates)	02
02	Office Table (Size 04ft X 2.6 ft); Top in High pressure 32mm Laminated Medium Density fiber board with 1mm Polyvinyl chloride machine pressed edge-banding and 18swg powder coated Mild Steel frame. standard drawer with 03 shelves. (Sample must be seen at P.O between 11.00 am to 4.00 pm before quoting rates)	03
03	Smart Revolving Chair; Cushioned Revolving Chair with plastic arms, imported cushion on seat and back, seat filled with molty foam or Eq, imported hydraulic base, good quality 05-wheel steel base, curve shape with back support. (Sample must be seen at P.O between 11.00 am to 4.00 pm before quoting rates)	21
04	Smart Revolving Medicated Chair; Cushioned Revolving Chair with plastic arms, imported cushion on seat and back, seat filled with molty foam or Eq, imported hydraulic base, good quality 05-wheel steel base, curve shape with back support. (Sample must be seen at P.O between 11.00 am to 4.00 pm before quoting rates)	04
05	Visitor Chair; Standard Size Wooden Chair with arms, good quality Rexene on seat and back, made with sheesham wood or Eq. molty foam or Eq filled on seat and back, curve shape arms, back and rear legs. (Sample must be seen at P.O between 11.00 am to 4.00 pm before quoting rates)	11
06	Sofa Set (Eight seats); Standard Size, Molty Foam or Eq filled, imported Rexene cover, sheesham wood frame, good quality springs and other material. (Sample must be seen at P.O between 11.00 am to 4.00 pm before quoting rates)	01

Tender enquiry No	SLIC/PO/40/2024
Closing date & time for submission of bids	08/11/2024 before 11:00 a.m
Date & time of opening of financial bids	08/11/2024 at 11:30 a.m

Delivery and after sales service of Consignment:

Delivery and after sales service of items at State Life Insurance Corporation of Pakistan's Karachi Office (Principal Office)

Terms And Conditions

1. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
2. Bidders are required to visit at P.O between 11.00 am to 4.00 pm and sample must be seen before quoting rates
3. Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage one-envelope method i.e. separate "Financial Proposal". Respectively and clearly marked as "**Purchase of Furniture Fixture items for Various Division & Departments**". However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
4. Proposals will be opened and downloaded from e-pads on the opening date and time as given tender documents
5. Each item will be evaluated separately.
6. There will be a one-stage evaluation of bids. Financial evaluation will be held first qualified bidders would be considered for further processing.
7. The Most Advantageous Bid would be accepted.
8. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract. However, successful bidder will be required to submit performance guarantee of 05% in shape of Pay Order (valid for entire warranty period i.e 01 year) in favor of SLIC at the time of issuance of purchase order/ signing of contact and will be released after expiry of warranty period.
9. No bid will be accepted without bid security.
10. All the bids must include all government taxes.
11. Most Advantageous bidder will be required to deliver items within (04) weeks after issuance of Purchase Order.
12. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.

13. The quantity of items may increase/decrease at the time of issuing purchase order.
14. The contractor / supplier will be liable for any mistakes in calculation of price/rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
15. Warranty of the items will start from the date of delivery.
16. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
17. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
18. All the information provided by the bidder must be verifiable.
19. Performance guarantee of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
20. If the 1st lowest evaluated/ Most Advantageous fails to supply the items sign the contract and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new purchase order will be issued to the 2nd lowest evaluated / Most advantageous bidder.
21. In order to qualify for the award of tender contract technical evaluation committee will also verify the samples of respective furniture items for which the supplier has quoted lowest rates and if found in conformity with the desired specification/quality then bid will be finally recommended for further approval else bid will be rejected and items of the next lowest evaluated will be considered for further recommendation as per above process

Mandatory Requirement

NTN #

GST #

Must be registration at least 2 years Yes / No

After Sale Service staff at least 5 year Yes / No

Lowest evaluated bidder rates will be approved after approval of the sample furniture items, which will be checked

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