

**STATE LIFE INSURANCE CORPORATION OF  
PAKISTAN BANCASUURANCE  
DERA ISMAIL KHAN**



**TENDER DOCUMENTS**

**FOR**

**CAPITAL ITEMS (FURNITURE, FIXTURE  
AND OFFICE EQUIPMENTS FOR BANCASUURANCE  
DERA ISMAIL KHAN (D.I. KHAN)**

**PREPARED BY: Human Resources & Admin Department  
State Life Insurance Corporation of Pakistan,  
Meeri Colony University Road Kohat.  
Phone: 0922-933602,  
Dated: 01-11-2024**

**BID INVITATION FOR TENDER**  
**NO.HRA&P/SLIC/D.I.K/CAPITAL/01/11/2024**

State Life Insurance Corporation of Pakistan, Bancassurance D.I.Khan 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.

<b>Type Of Procurement</b>	<b>Estimated Cost of Tender</b>	<b>Bid Security</b>	<b>Closing Date &amp; Time for Submission Bids</b>	<b>Opening Date &amp; Time of Bids</b>
Purchase of Capital Items (Furniture, Fixture and Office Equipments for Bancassurance D.I.Khan Office.	<b>Rs.10,00,000/=</b> <b>One Million</b>	<b>2% of Estimated Cost of Tender</b>	<b>15-11-2024 at 10:00AM</b>	<b>15-14-2024 &amp; 10:30AM</b>

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 NAFEES)**

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

**Phone: 0922-933602**

**Dated: 01-11-2024**

## **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](http://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 Bancassurance D.I.Khan**” 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 Cluster 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 . <b>(As per sample picture).</b>	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. <b>(As per sample picture).</b>	01	
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 . <b>(As per sample picture).</b>	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 . <b>(As per sample picture).</b>	01	
06	Visiting Chairs. (Cushioned )	Structure made of solid sheesham wood seat and back with 1 <sup>st</sup> quality foam covered with leatherette wooden parts finished with NC lacquer <b>(As per sample picture).</b>	10	

#### **ELECTRIC/ELECTRONIC ITEMS ETC.**

12	Electric Installation	<ul style="list-style-type: none"> <li>• Installation of 40 watt. (08) Tube Lights</li> <li>• Ceiling Holders 18 Watt. (05) holders</li> <li>• Cable 7/44 (4) Meter</li> <li>• Wire 3/29 (20) Meter</li> <li>• Dag Patti (02)</li> <li>• China Fitting 2+2 (05)</li> </ul>	One Job	
14	Water Dispensers	PEL/Gree or Equivalent <ul style="list-style-type: none"> <li>• 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.</li> </ul>	01	

**PARTITIONING WORK**

23	Wooden Partition.	Wooden Partitions length 30 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.	230 sq.ft. Approx.	
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**PAINT WORK**

23	distemper paint.	Paint length 94 feet height 9 feet (two wall') with 1 Window .	846 sq.ft. Approx.	
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\_\_\_\_\_  
(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/D.I.K/CAPITAL/01/11/2024**

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.

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

<p>4</p>	<p>Table with Side Rack (5' x 3')</p>	 A large, dark wood desk with a wide, flat top and a side rack on the left. The front of the desk features a silver-colored metal panel 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, light-colored wall.
<p>5</p>	<p>Computer Table with Side Rack (4' x 2.5')</p>	 A smaller version of the desk shown in the first row, with a dark wood top and a side rack on the left. The front panel is silver 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, light-colored 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 three-quarter view against a plain white background.

07	Visting Chairs	 A green upholstered armchair with a dark wood frame, featuring a tufted backrest and curved legs. The chair is positioned on a light-colored tiled floor against a plain wall.
12	Steel/Iron File Cabinet	 A four-drawer steel file cabinet with a silver finish. Each drawer has a recessed handle and a small yellow label holder. The cabinet is shown against a black background.