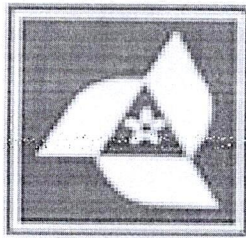


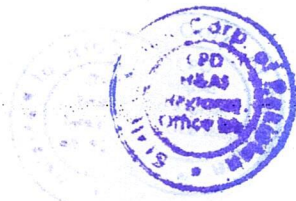
TENDER

FOR

SUPPLY, PURCHASE AND PLACEMENT OF OFFICE
FURNITURE FOR OFFICE USE



A handwritten signature in blue ink, appearing to be the name of the official responsible for the tender.



Dated: _____

M/S _____

Subject: **SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE FOR OFFICE USE**

Dear Sir,

1. Enclosed herewith are Tender documents of the above cited job comprising of:

- a) Instruction to Bidders
- b) General Specifications & Scope of Work
- c) Covering Letter (Annex-A)
- d) Format to be affixed with Financial Proposal (Annex-B)
- e) Quoted Product Sheet (Annex-C)
- f) Bills of Quantities (BOQ) – Financial Bid (Annex-D)

2. Bids duly completed in all respect must be submitted via EPADS. Bidders are advised to ensure the submission of the bid on or before 28-11-2024 at 11:00 AM. Tenders will be opened on same day i.e., 28-11-2024 at 11:30 AM in the presence of representative/bidders who wish to attend.

3. Bid Security Deposit in original must be submitted at following address well before closing timeline

***Central Procurement Department (CPD), Health and Accidental Insurance (H&AI)
Regional Office, 3rd Floor, State Life Tower, Islamabad***

4. A person, signing the tender for and on behalf of company/ firm or for and on behalf of another person shall attach with tender a certified copy of proper authority/ power of attorney on a non-judicial stamp paper of requisite value duly executed in his/ her favor by such person, company/ firm and must state specifically that he/ she has authority to sign such tenders for and on behalf of such person or company/ firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

5. This letter shall form part of the "**CONTRACT**" and must be signed and returned along with the tender documents.

Thanking you.

Departmental Head HR &
Admin/Incharge CPD
**(H&AI) Regional
Office, Islamabad.**

Encl: __ Pages.

Signature of the Contractor with stamp



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Eligibility/ Mandatory Criteria

Sr. No	Attributes	Reference Page
1.	Has relevant experience of at least 5 years	
2.	Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Government legal entities, sales tax and income tax departments) and on active tax payer list;	
3.	Vendor must be registered on EPADs and must apply through EPADs. Further Bid Security must be submitted well before time and no claim for delay due to courier services, transportation etc will accepted	
4.	Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (One Hundred Rupees Only/-) is mandatory);	
5.	Vendor is a manufacturer / supplier/ whole seller/ Authorized Dealer of furniture (new only) for atleast Three (3) Years. Verifiable certificate is required	
6.	Vendor has served well known Corporate Clients. Provide list of atleast Two (2) clients from Public/ Private sector and also furnish verifiable proof such as Work Award, Purchase Order etc	
7.	Vendor must ensure that his quoted product details are affixed with technical proposal as per format enclosed at Annex-C	
8.	Bid Security amounting to PKR.210,043/- in the form of Pay order/ Bank Draft in favor of "H&AI, State Life Insurance Corporation of Pakistan" must be attached with technical proposal and uploaded on EPADs. Further Bid Security Original must be submitted in hard copy well before time.	




9.	Must obtain minimum 60 points in Technical Evaluation with 50% marks in each category	
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NOTE: Verifiable proof for all the above shall be mandatory. **Non-submission** will cause **disqualification** of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above

Document Checklist for Technical Proposal

Sr. No	Attributes	Reference Page
1.	Cover letter on respondent's official letter (format is enclosed at Annex-A)	
2.	Verifiable information of number of clients served (on client's official letter head)	
3.	Clearly visible colored Pictures for all quoted products is must	
4.	Verifiable proof as desired in clause-3 (Eligibility/Mandatory Criteria) of this RFP	
5.	Vendor must clearly specify his quoted product and following details such as color, make, fabric etc are must alongwith other details as deem fit (format is enclosed at Annex-C)	

Note: The contractors are strongly advised to complete their documents as per the above checklist with proper formatting, annexing and page numbering. Only the information given as per the prescribed format mentioned above & checklist will be considered and all the irrelevant information and without proper formatting, annexing and page numbering shall be rejected and no claim in this regard shall be entertained



(Handwritten signatures and initials in blue ink)

SECTION-I
INSTRUCTIONS TO
BIDDERS





STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

Definitions:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for subject procurement
- b) "SLIC" means State Life Insurance Corporation of Pakistan.
- c) "Competent Authority" means the CEO State Life.
- d) "RFP" means Request for Proposal
- e) "Committee" means committee constituted by State Life for evaluation of technical and financial proposals
- f) "Government" means the Government of Pakistan
- g) "Service Provider /Firm/Respondent/Bidder/Contractor" means any entity that has placed an offer/ proposal for performance of services sought in this RFP
- h) "H&AI" means Health & Accidental Insurance, Regional Office, Islamabad
- i) "Central Government" means Government of Islamic Republic of Pakistan
- j) "N.O.C" means No Objection Certificate
- k) "Office Furniture" corresponds to items outlined in B.O.Q
- l) "EPADS" means E-Pak Acquisition and Disposal System



TENDER FOR SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FOR OFFICE USE

All bidders desiring to qualify for this contract should complete and submit the Post-Qualification Form to:

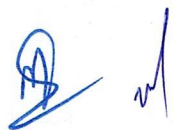
Departmental Head Admin & HR/Incharge CPD,
State Life Insurance Corporation of Pakistan
3RD Floor, State Life Tower, Jinnah Avenue, Islamabad

Not later than 28-11-2024, 11:00 AM

All inquiries relative to this document and forms should be addressed in writing to above address before tender submission date and time.

Basic Conditions

1. Information supplied by the Bidders for the post-qualification statement must apply to the Company name on the statement. The substitution of background information pertinent to post-qualification will not be considered for another Company related to the applicant Company through a "Group Ownership". Contracts will be awarded only to the post-qualified companies.
2. Firms applying for registration individually are advised that any variation of constitution or membership from that put forward in response to this notice, without prior approval of SLIC may result in disqualification of the firm of any Bidder, if they submit.
3. The response to this notice must be sufficiently detailed to convince SLIC that the firms applying for registration have the experience as well as that Technical Administration and Financial Qualifications necessary for the execution of the subject works and they must prove that they have carried out similar works in their own country or abroad.
4. Firms submitting post-Qualification applications may be required during the review process to make personal presentation of their qualifications to SLIC. If so, the relevant representative of the firms will be required to be present.
5. All Post-Qualification statement documentation including Financial Statement, Auditor's report and Bank references shall be in English Language (a legally attested copy shall be required with the post-Qualification forms)



1.0 GENERAL

Respondents are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.

2.0 SITE PARTICULARS

Respondents are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to site conditions, means of access to the site.

3.0 ELIGIBILITY/ MANDATORY CRITERIA

Service Provider must meet following mandatory criteria:

- i. Have a relevant experience of at least **Five (5)** years
- ii. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Government legal entities, sales tax and income tax departments) and on active tax payer list;
- iii. Vendor must be registered on EPADs and must apply through EPADs. Further Bid Security must be submitted well before time and no claim for delay due to courier services, transportation etc will accepted
- iv. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (**One Hundred Rupees Only/-**) is mandatory);
- v. Vendor is a manufacturer / supplier/ whole seller/ Authorized Dealer of furniture (new only) for atleast Three (3) Years. Verifiable certificate is required
- vi. Vendor has served well-known Corporate Clients. Provide list of atleast two clients from Public/ private sector also furnish verifiable proof such as Work Award, Purchase Order etc
- vii. Vendor must ensure that his quoted product details are affixed with technical proposal as per format enclosed at Annex-C
- viii. Bid Security amounting to **PKR.210,043/-** in the form of Pay order/ Bank Draft in favor of "H&AI, State Life Insurance Corporation of Pakistan" must be attached with technical proposal and uploaded on EPADs. Further Bid Security Original must be submitted in hard copy well before time



- ix. Must obtain minimum **60** points in Technical Evaluation with **50%** marks in each category is mandatory.

NOTE: Verifiable proof for all the above shall be mandatory. **Non-submission** will cause **disqualification** of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above

4.0 SUBMISSION OF TENDER

Following documents should be submitted with Technical Proposal: -

- i. Cover letter on respondent's official letter (format is specified at Annex-A)
- ii. Verifiable information of number of clients served (on client's official letter head)
- iii. Clearly visible colored picture for all quoted products must be enclosed
- iv. Verifiable proof as desired in clause-3 (Eligibility/Mandatory Criteria) of this RFP.
- v. Vendor must clearly specify his quoted product and following details such color, make, fabric etc are must alongwith other details as deem fit (Format is enclosed at Annex-C)
- vi. Bid Security amounting to **PKR. 210,043/-** must be uploaded with technical proposal on EPADs and original must be submitted in hard copy

II) Financial Proposal

- i. This envelope shall contain the tender document with **PRICES and amount duly filled by the party against each item prescribed in the Schedule of quantity of tender document** and no conditions (i.e., deviations/ assumptions/ stipulations/ clarifications/ comments/ any other request) whatsoever and the conditional offers will be rejected
- ii. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount)
- iii. Most Advantaegous Bidder as per PPRA Rules would be declared qualified subject to Technical and Financial Evaluation as per PPRA Rules, Single Stage Two envelope Procedure
- iv. Vendor must quote rate against each product and in case any rate is not quoted the proposal will not be considered and will stand rejected/ non responsive
- v. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.



- vi. In case of ambiguity on financial proposal being quoted in words, the proposal is liable to be rejected. The respondent should exercise due caution in preparing the financial proposals.
- vii. Vendor must be well acquainted with prevailing tax laws and must quote rate inclusive of all applicable tax or cess and no request for revision of rate in any case will be entertained

5.0 ABNORMAL RATES

If it is noticed that the unit rates quoted by the bidder for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless SLIC is convinced about the reasonableness of the unit rates on scrutiny of the analysis for such unit rate to be furnished by the tenderer on demand.

6.0 DEVIATIONS TO TENDER CLAUSES:

Tenderers are advised to submit the tenders strictly based on the terms and conditions and specification contained in the Tender Documents and not to stipulate any deviations. Conditional tenders will be summarily rejected.

7.0 VALIDITY OF OFFER

Tender submitted by bidders shall remain valid for acceptance for a period of Sixty (60) days from the date of opening of the tenders.

8.0 AWARD OF WORK

Work shall be awarded to the most advantageous bidder as per PPRA Rule, (Single Stage Two Envelope Procedure) subject to the work experience and fulfillment of other terms & conditions and specifications as outlined in this RFP.

9.0 ACCEPTANCE/ REJECTION OF TENDER

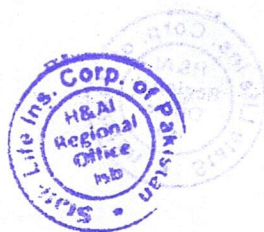
SLIC reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever as per PPRA Rule-33

10.0 CORRECTIONS

No corrections or overwriting will be entertained in schedule of rates by using correcting fluid. All correction in the schedule of rate should be initialed

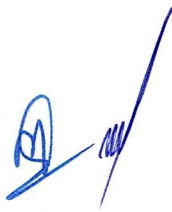
11.0 FIRM RATES

The rates quoted by bidder shall remain firm till completion of all works even during the extended period, if any, on any account what so ever. It is provided that the contractor shall not change any of the rates, quoted in the tender till the completion of work.



12.0. SPECIAL TERMS & CONDITIONS

Sr. No	Item	Description
1	Amount of Bid Security	Amounting to PKR. 210,043/- in the form of Pay order/ Bank Draft in favor of "H&AI, State Life Insurance Corporation of Pakistan"
2	Release of Bid Security	Shall be released to; i. Unsuccessful bidders after completion of due process ii. To the successful bidder upon submission of Performance Guarantee as per Clause-3
3	Performance Guarantee	Amounting to 5% of Quoted Cost in the form of Bank Draft/Pay Order within three days of formal work award/agreement. Failure to submit will result in disqualification from the process and forfeiture of Bid Security
4.	Release of Performance Guarantee	Successful Completion of Defect Liability Period as per Clause-5 and in case of unsatisfactory completion of Defect Liability Period the Performance Guarantee will be forfeited
5.	Defect Liability Period/ Warranty Period	One Year from Delivery and onward Work Done Satisfactory by concerned. During aforesaid period all cost pertaining to repair/ replacement, transportation etc will be borne by vendor and no claim whatsoever will be entertained
6.	Mode of Payment	1. All payments will be in Pak Rupees 2. Payment will be subject to all applicable taxes 3. Payment will be done after complete supply and fixation of office furniture as per items outlined in Work Award subject to entire satisfaction of Officer Incharge
7.	Liquidated Damages in case of non-completion of work within the stipulated period.	Liquidated damages would be charged @ 0.1% per day of total contract worth
8.	Limit of Liquidated Damages	Upto a maximum of 10% of Contract Sum/ Worth
9.	Method of Payment	Final Bill
10.	Supply Duration	Tentatively Within Thirty (30) Days from the Date of Issuance of Work Award. In case of any delay vendor must submit valid reason for the delay.
11.	Time of Completion of Work from the date of Commencement of Work	As per schedule mentioned in Work Award




12.	Period of Final Bill Clearance	Tentatively within Thirty (30) Days subject to entire satisfaction of Officer Incharge of SLIC
13.	Validity of Tender	Sixty (60) Days (from the date of opening of Tender).

12.1 CONDITIONS RELATED TO WORKS:

1. During working at site, some restrictions may be imposed by Engineer Incharge/Officer Incharge/Security staff of Corporation or Local Authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/ instruction & nothing extra shall be payable on this account
2. No compensation shall be payable to the contractor for any damage caused by rains lightening, wind, storm, floods Tornado, earth quakes or other natural calamities during the execution of work who will make good all such damages at his own cost; and no claim on this account will be entertained
3. The tender shall be based on general conditions of Contract and bidders are required to quote their own rates against each item in schedule of quantities, which is enclosed. All rates shall remain firm for the contract period
4. If the contractor fails to proceed with the work within the stipulated time as specified from the date of issue of letter of intent/letter to proceed with the work, SLIC shall forfeit the performance guarantee deposited by him and necessary legal action as per PPRA Rules will be initiated
5. Contractor must take into account that during technical evaluation, physical inspection of quoted product, material will be carried out by technical evaluation committee or any expert/representative so appointed thereof. Failure to compliance with technical specification/quality criteria outline in B.O.Q may result in disqualification from further process.
6. Contractor must take into account that he must ensure supply and placement of furniture at designated location as communicated by Officer Incharge
7. All the works to be carried out in accordance strictly with Specifications mentioned in the schedule of quantity of tender document and as per the directions of Officer Incharge
8. Vendor must take into account that in case of any damage done to existing infrastructure while delivering furniture, the cost associated with the said loss will be borne by vendor

BIDDER'S SEAL & SIGNATURE





13. INSTRUCTION TO BIDDERS:

1. Bidders must apply through EPADs software.
2. In case bidder is applying through a joint venture proper documentation must be furnished
3. In case a bidder is applying on behalf of principal on EPADs proper documentation such as Letter of Authority duly signed and stamped must be furnished. Further Work Order/ Purchase Order will be issued to the bidder who has applied via EPADs and it will be his/her responsibility to ensure proper delivery of furniture as and when required
4. It is further conveyed that lead bidder i.e. who applied on EPADs will be the one who will be responsible for compliance of this tender and other directives. All correspondence such as Work Order/ Notices etc would be made in the name of the said bidder without any consideration to the partners.
5. Bidder is required to submit Bid Security duly sealed well before closing time in hard form
6. It is bidders' responsibility to ensure that the Bid Security is submitted well before closing time and in case of any delay incurred due to vendors' slackness, courier service delay etc, H&AI Regional Office, Islamabad will not be responsible and bid wouldnt be considered
7. No bid will be accepted without submission of Bid Security in original well before closing time
8. Bidders are requested to visit the site and ensure that their offers are completed in all respects and that all terms & conditions mentioned in this document shall be strictly complied with. Furthermore, bidders are also advised to visit the site and get themselves acquaint with on ground situation
9. The Bidder must ensure/ study the specification schedules and B.O.Q. as are attached with offer to avoid any debate/ discussion/ dispute during/after execution of work
10. Tender documents (all papers) must be signed and stamped to signify the acceptance of Tender's conditions
11. Technical services and operating conditions for achieving the performance shall be the responsibility perfect of the Bidder. The successful Bidder/ Supplier will be required to submit the delivery schedule within (05) Days from the acceptance of Letter of intent
12. SLIC has right to accept/ reject the proposal or any tender received for this job in the interest of Corporation
13. Any conditional Tender will not be accepted and will be liable to rejection.



14. Bidder has to clean the site in every respect from unused material debris and tools on completion of work.
15. SLIC will not be responsible for any loss to life or theft to tool/ equipment or consumable material and will not accept any claim, liable or compensation
16. Bidder must give complete specification of quoted product (such as make, model, color, fabric, material etc) with clearly visible pictures in proper format. Further said details must be enclosed with Technical Bid. Failure to compliance with this clause will result in disqualification from further process
17. In case of any customized quoted product, bidder must ensure that it strictly adheres to specifications outlined in B.O.Q. Furthermore, complete details should also be provided
18. Vendor must take into account that in case a vendors' proposal is found most advantageous the product supplied must be the same as quoted and submitted to Technical Evaluation Committee during visit/ inspection. In case of any deviation/change the product supplied will not be accepted and all cost pertaining to replacement of said item will be borne by vendor
19. Quality product is the essence of this job. Therefore, no compromise whatsoever in quality will be allowed and will simply result in disqualification. Further bidder must take into account the recommended brand while submitting proposal
20. The proposed items sample picture if required by a vendor an email must be sent on following email:
 - a. Masabslic@gmail.com
 - b. Mwaqas.slic09@gmail.com
 - c. Kamranmushtaq631@gmail.com
21. During defect liability period the vendor will ensure resolution of respective issue within a maximum period of Six (6) working days and in case of emergency the timeline may be squeezed as per requirement
22. Vendor must take into account that actual quantity may vary i.e. either increase, decrease or not required at all and final payment will be as per adjustments/ requirements
23. The said procurement pertains to H&AI Regional Office Islamabad and said furniture will be required to be delivered at designated locations in Islamabad.
24. No. TA/ DA/ Payment will be made to Bidders for any site visit



13 PRICE AND ESCALATION

1. Quoted price shall be inclusive of supply, transportation, insurance, octroi, loading, unloading, lifting, fixing & installation of Office furniture at site, as specified in the Tender
2. No price escalation claim will be entertained in any reason due to change in Taxes, Levy, Wages, Currencies fluctuation or any other change announced by the Central Government/ Provincial Government or any local authority
3. The contractor will be bound to pay all Federal/ Provincial Government taxes levied on the job i.e., GST, Income Tax and any other Tax in future if imposed by the Government during the current contract and the quoted rates will be inclusive of all taxes
4. Contractor will arrange N.O.C. permission or any other requirement as per site if required from any Government Authority / Corporation.

14 MODE OF PAYMENT

As per Special Terms & Conditions

15 DEFECT LIABILITY/ WARRANTY PERIOD AND CERTIFICATE

1. Defect Liability/ Warranty Period will be One (1) Year from the date of supply of furniture and subsequent satisfaction of officer incharge
2. The bidder shall furnish a completion certificate that the work has been completed and materials supplied strictly conform to the specification
3. The bidder will replace the components if not found according to specification or found defective due to faulty design, material or workmanship
4. Cost of removal, rechecking and cartage charges for defective materials sent back to place of manufacturing will be borne by the contractor

17 WORKS TO BE CARRIED OUT:

The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labor, materials, taxes tools, plant, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works.

18 INSPECTION OF SITE:

The bidder shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the completion of the Works and the means of access to the Site, the accommodation he may require and in general shall himself obtain all necessary information as to risks,



contingencies and other circumstances which may influence or affect this tender.

19 SUFFICIENCY OF TENDER:

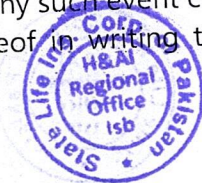
1. The bidder shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works
2. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the Contract or release the bidder from the execution of the whole or any part of the Works comprised therein according to drawings and specifications or from any of his obligations under the Contract.

20 Bid Security Deposit:

1. Total bid security deposit shall be **amounting to PKR. 210,043/-**
2. All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit
3. No interest shall be payable to the contractor on the Bid Security Deposit furnished/ recovered from the contractor, by SLIC

21 TIME AND EXTENSION FOR DELAY:

1. The time allowed for execution of the works as specified in the Appendix or the extended time in accordance with these conditions shall be the essence of the Contract. The execution of the works shall commence from the 15th day after the date on which the Corporation issues written orders to commence the work or from the date of handing over of the site, whichever is earlier
2. If the work be delayed by
 - a) Force majeure or
 - b) Abnormally bad weather or
 - c) Serious loss or damage by fire, or
 - d) Civil commotion, local combination of workmen strikes or lockout, affecting any of the trades employed on the work, or
 - e) Delay on the part of other contractors or tradesmen engaged by Corporation in executing work not forming part of the contract, or
 - f) Any other cause, which, in the absolute discretion of the authority is beyond the Contractor's control;
3. Then upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Officer Incharge but shall



nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Officer Incharge to proceed with the Works

4. The Contractor shall arrange, at his own expense, all tools, plant and equipment hereafter referred to as (T & P) labor, P.O.L. & electricity/ water required for execution of the work.

22 FORCE MAJURE

Any delays in or failure of the performance of either party herein shall not constitute default hereunder or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by occurrences such as Act of God or the public enemy; expropriation or confiscation of facilities by Government authorities, or in compliance with any order or request of any Governmental authorities or due acts of war, rebellion or sabotage or fires, floods, explosions, riots or illegal joint strikes of all the workers of all the contractors.

23 MATERIALS

All materials to be provided by the Contractor shall be in conformity with the specifications laid down in the contract and the bidder shall, if requested by the Officer Incharge, furnish proof to the satisfaction of Officer Incharge in this regard.

24 LABOUR

1. The Contractor shall employ its labor in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Office Incharge. The Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age
2. All the workers or employees deployed by the contractors shall consider the employees of contractor and SLIC shall not have any liability what so ever in nature in regard to such workers/employees
3. The Contractor shall indemnify and keep indemnified SLIC against:
 - i) Any claim arising out of third-party loss/ damage to life or property caused by/ during execution of the work
 - ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work
 - iii) Any claim due to non-compliance of applicable PF/ Labor laws, EOBI regulations etc.



25 LIQUIDATED DAMAGES FOR DELAY

Time is essence of the contract. In case the contractor fails to complete the whole work within the stipulated period, and clear the site he shall be liable to pay liquidated damages @ **0.1%** of the value of contract per day and or part thereof of the delay subject to a maximum of **10%** (ten percent only) of the value of the contract. The amount of Compensation will be adjusted or set-off against any sum payable to the Contractor under this or any other contract with the Corporation. In case vendor fails to resolve issue as highlighted/ arisen within a period of Six Working days H&AI will get said work done from a third party and amount will be adjusted from the performance guarantee of vendor as per market/actual rates

26 INSTRUCTION AND NOTICES:

1. Subject as otherwise provided in this contract, all notices to be given on behalf of the Corporation and all other actions to be taken on its behalf may be given or taken by the Officer Incharge or any officer for the time being entrusted with the functions, duties and powers of the Officer Incharge. Furthermore, bidder should also share email address (functional) for routine correspondence
2. All instructions, notices and communications, etc., under the contract shall be given in writing and if sent by registered post to the last known place of abode or business of the bidder shall be deemed to have been served on the date when in the ordinary course of post these would have been delivered to him
3. Foreclosure of Contract in Full or in Part due to Abandonment or Reduction in Scope of Work
4. The bidder shall be paid at Contract rates full amount for works executed at Site

27 CANCELLATION OF CONTRACT IN FULL OR IN PART:

If the Contractor;

1. At any time makes defaults in proceeding with the Works with due negligence and continues to do so even after a notice in writing of 7 days from the Officer Incharge; or
2. Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Engineer Incharge; or
3. Fails to complete the works or items of work on or before the date(s) of completion, and does not complete them within the period specified in a notice given in writing in that behalf by the Officer Incharge; or
4. Violates any of the terms and conditions stipulated in this agreement
5. Being a company, passes a resolution or the Court makes an order for liquidation of its affairs, or a receiver or manager on behalf of the



debenture holders is appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or manager; or

28 LIABILITY FOR DAMAGE, DEFECTS OR IMPERFECTIONS AND RECTIFICATION THEREOF:

If the Contractor or his workmen or employees shall injure or destroy any part of the building in which they may be working or any building, road, fence, etc. contiguous to the premises on which the work or any part of it is being executed, or if any damage shall happen to the work while in progress the Contractor shall upon receipt of a notice in writing in that behalf make the same good at his own expense. In case of repairs and maintenance works, splashes and dropping from white washing, painting, etc. shall be removed and surfaces cleaned

Simultaneously, with completion of these items of work in individual rooms, cabins or premises, etc. where the work is done, without waiting for completion of all other items of work in the contract. In case the Contractor fails to comply with the requirements of this condition, the Officer Incharge shall have the right to get the work done by other means at the cost of the Contractor. Before taking such action, however, the Officer Incharge shall give three (3) days' notices in writing to the Contractor.

29 CARRYING OUT PART WORK AT RISK & COST OF BIDDER

The Officer Incharge without prejudice to any other right or remedy against the bidder which have either accrued or accrue thereafter to SLIC, by a notice in-writing to take the part work/ part incomplete work of any item(s) out of his hands and shall have powers to:

- a. Take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or
- b. Carry out the part work/ part incomplete work of any item(s) at the risk and cost of the contractor.

Any excess expenditure incurred or to be incurred by SLIC in completing the part work/ part incomplete work of any item(s) or the excess loss of damages suffered or may be suffered by SLIC as aforesaid without prejudice to any other right or remedy available to SLIC in law or as per agreement be recovered from any money due to the bidder on any account, and if such money is insufficient, the bidder shall be called upon in writing and shall be liable to pay the same within 30 days.

If the contractor fails to pay the required sum within the aforesaid period of 30 days, the Officer Incharge shall have the right to sell any or all of the contractors' unused materials, constructional plant, implements, temporary building at site etc. and adjust the proceeds of sale thereof towards the dues recoverable from the



contractor under the contract and if thereafter there remains any balance outstanding, it shall be recovered in accordance with the provision of the contract. In the event of above course being adopted by the Officer Incharge, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured materials or entered into any engagements or made any advance on any account or with a view to the execution of the work or the performance of the contract.



SECTION-II

GENERAL SPECIFICATIONS

AND SCOPE OF WORKS



GENERAL SPECIFICATIONS AND SCOPE OF WORKS

1. INTRODUCTION

H&AI Division has recently launched Corporate Health Insurance Program alongwith Social Health Insurance Program i.e. Sehat Sahulat Program SSP. In order to ensure better service delivery to our clients, provision of state of the art office space equipped with furniture and necessary equipment is essential.

2. SCOPE

The work under this section consists of supply & fixation of office furniture (as per details outlined in Annex-D). Furthermore, bidder, must take into account that placement of furniture at designated locations within Islamabad as communicated by SLIC also involves scope of work

The Bidder shall be deemed to have considered the scope of work, all the conditions, obligations and requirements by visiting the site before quoting rates against items of Bill of Quantities and other circumstances which may influence or affect his Tender.

3. MATERIAL

As specified in the BOQ (enclosed at Annex-D) and under Manufacturer Technical Data 'Recommended Makes' or as approved by SLIC and advised by Officer Incharge. Miscellaneous minor Items that are not specified/ overlooked or demand aroused due to certain site conditions.



EVALUATION CRITERIA

SUBJECT: **SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE FOR OFFICE USE**

Sr. No	Description/ Parameter	Maximum Marks
A.	COMPANY PROFILE:	
	i. Overall experience of 5 years ----- 5 Marks ii. Overall experience of 5+ years ----- 10 Marks	10 Marks
B.	SIMILAR PROJECTS COMPLETED WITH NET WORTH OF MINIMUM 5.0 Million	
	i. Atleast 2 Projects ----- 10 Marks ii. 2+ Projects ----- 20 Marks	20 Marks
C.	FINANCIAL POSITION:	
	Closing Balance as on Bid Closing Date i. Atleast 1.0 million ----- 05 Marks ii. 1.0 + Million ----- 10 Marks	10 Marks
D.	PHYSICAL INSPECTION	30 Marks
	i. 50% Items Sample Presented ---- 15 Marks ii. All items Sample Presented ---- 30 Marks	
E.	QUOTED PRODUCT	
	i. Complete Conformance of quoted product to Quality and Specifications outlined in B.O.Q ----- 30 Marks ii. Non- Conformance of quoted product to Quality and Specifications outlined in B.O.Q ---- 0 Mark	30 Marks

Note:

1. Minimum Qualifying Marks: **60**
2. **50%** marks in each category is mandatory
3. Category corresponds to Serial No. A to E



ANNEX-A

Covering Letter for Hiring of Services of Service Provider

(On Respondent's letterhead)

Date: _____

Proposal Reference No. XX/XX/2024

RETURN TO:

Departmental Head Admin & HR/Incharge CPD
State Life Insurance Corporation of Pakistan
3RD Floor, State Life Tower, Jinnah Avenue. Islamabad.

SUBJECT: SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE FOR OFFICE
USE

Please complete the following:

1. a. SUBMITTED BY
 - b. REGISTERED ADDRESS
 2. SERVICE PROVIDER INFORMATION
 - a. FULL NAME OF THE SERVICE PROVIDER.....
 - b. REGISTERED OFFICE ADDRESS.....
 - c. DESCRIPTION OF SERVICE PROVIDER
.....
 - d. TELEPHONE NUMBER.....
 - e. E-MAIL..... FAX.....
 - f. CONTRACT'S NAME/TITLE.....
 - g. NAME OF PRESENT EXECUTIVE
DIRECTOR AND THEIR POSITION.....
- IN THE SERVICE PROVIDER WITH BIO DATA.....

PROVIDE COPY OF MEMORANDUM AND ARTICLE OF ASSOCIATION OR PARTNERSHIP DEED,
WHICH EVER IS APPLICABLE.



3. ORGANIZATION AND FINANCIAL DATA:

a. TYPE OF BUSINESS ORGANIZATION (CORPORATION/JOINT VENTURE/PARTNERS/ AUTHORIZED DEALERS ETC.)
.....
.....

b. IF JOINT VENTURE, NAME OF THE JOINT VENTURE PARTNERS WITH NAME OF THE LEADING PARTNER
.....
.....

- ❖ IF PARTNERSHIP, NAMES OF THE PARTNERS WITH POSITION HELD BY EACH PARTNER
- ❖ Duly Verified Annual Financial Statement/Bank Statement of last two years/ Letter from concerned bank certifying that the firm has sound financial position and credit limit or any proof thereof
- ❖ If joint venture, financial statement of each firm must be submitted. No statements will be considered unless these are attested by a Competent Authority of the particular country and unless certified as being audited by an independent Public Accounting Firm.

4. PERFORMANCE RECORD

- a. Please provide a brief resume of similar **works completed** by your firm (see attached Form-1)
- b. List of Projects currently in progress of similar nature of works (see attached Form-2)

5. ORGANIZATION

a. Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project

6. LIST OF REFERENCES:

Form Clients (attach certificate)

- 1.
- 2.
- 3.
- 4. -----



7. CERTIFICATION – SIGNATURE

I hereby certify to the best of my knowledge that the information hereby submitted in this brochure is correct.

Name : _____

Title : _____

Signature: _____

Date : _____

Seal : _____



FORM - 1

List Previous Experience of Similar Nature of Works Completed with Minimum Net Worth of 5.0 Million

Sr. No	Name of project & location	Full name & address of client	Type of contract / Period of contract	Contract value (indicate currency in PKR Only)	Delay penalties claims, arbitration	Type of work	Carried out along or in partnership (or in partnership, state share & name of partner)	Start date	Date of completion

Note: Relevant verifiable proofs in form of Work Award or Work Completion Certificate are must

[Handwritten signature]



FORM - 2

List of all Projects/ Works of Similar Nature, which your firm has under way/In Progress at this time

Sr. No	Name of project & location	Full name & address of client	Type of contract/ Period of contract	Contract value (indicate currency in PKR Only)	Delay penalties claims, arbitration	Type of work	Carried out along or in partnership (or in partnership , state share & name of partner)	Start date	Expected date of completion

Note: Work Award must be affixed



(With Bid Documents).

Dated: _____

Departmental Head Admin & HR/Incharge CPD

State Life Insurance Corporation of Pakistan
3RD Floor, State Life Tower, Jinnah Avenue, Islamabad

Subject: **SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE OF OFFICE USE**

Dear Sir,

Having gone through the Tender document/ Pre/ Post Qualification Criteria for subject work, we hereby submit our Tender consisting of Technical & financial bid for your consideration please.

Pay order/ Demand draft having No. _____ drawn on _____ bank dated: _____ consisting of Bid Security amounting to PKR. is placed in Technical Bid Envelop

Thanking you,

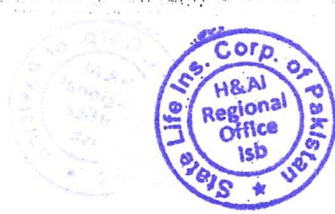
Yours sincerely,

Signature: _____

Name: _____

Designation: _____

M/S: _____



ANNEX-B

NOTE: TO BE SUBMITTED BY THE CONTRACTOR ON THEIR LETTER-HEAD AND TO BE ATTACHED WITH FINANCIAL BID

Departmental Head Admin & HR/Incharge CPD
State Life Insurance Corporation of Pakistan
3RD Floor, State Life Tower, Jinnah Avenue, Islamabad

Subject: **SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE FOR OFFICE USE**

Dear Sir,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications and visiting the site for execution of the above-mentioned works, we the undersigned, being a Company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such works and remedy and defects therein in conformity with the said documents including Addenda thereto for the Total Bid Price of Rs. _____ (Rupees _____ only) or such other sum as may be ascertained in accordance with the said documents.
2. We undersigned all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a 'Bid Security' in the amount of _____ drawn in your favor.
4. We undertake, if our Bid is accepted, to commence the works and the deliver and complete the works comprised in the contract within the time(s) stated in 'Contract Data'.
5. We agree to abide by this Bid for the period of **60** days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Thank you,

Yours Sincerely,

For and Behalf of Contractor/Firm
(With official seal)



ANNEX-C: QUOTED PRODUCT DETAILS

Sr. No	Furniture Item	Category	Feature	A Proposed Quantity	Specifications Required	Recommended Brand	Quoted Product Specifications, Make, Color, Fabric etc	Picture of Quoted Product
1	Revolving Chair	Normal	Best Quality with Arm and Head Rest	24	Supply and Placement of Chair having Size: 23" W, 22" D, 47" H; Color: Grey Fabric and Black Latherite Foam: Supreme or Equivalent; Legs: Nylon Dycasted Chair Pedestal or Equivalent Arms: Polyurithane or equivalent; Head Rest: Yes; Arms: Adjustable; Base: Stainless Steel High Back for extra support with five different positions; Lower castor must support 360 degree movement	INTERWOOD or Equivalent		
2	Revolving Chair	Executive	Best Quality with Arm	2	Supply and Placement of Chair having Size: 26" W, 19" D, 46" H Material: PU Leather thick padded seat and back for maximum comfort; Color: Black; Base: Stainless Steel Chrome Color; Foam: Supreme or Equivalent; Legs: Nylon Dycasted Chair Pedestal or Equivalent; Arms: Polyurithane with foaming or equivalent with maximum support; Head Rest: Yes; Lower castor must support 360 degree movement: Adjustable Gas lift mechanism	INTERWOOD or Equivalent		
3	Office Table 5*3	Normal	Best Quality without side rack	8	Supply and Placement of Office Table Size: 5*3; Material: MFC preferred with greyish color; Spacious Table Top to accomodate Screen, Files and other accessories Grey Finish Vanity Panel; Robust metal brackets for supporting thick table top Drawers: 03 with central lock; Provision for laptop charger and other wires on table top	INTERWOOD or Equivalent		
4	Office Table 4*2	Normal	Best Quality with Side Rack	4	Supply and Placement of Office Table having Size: 5*3; Material: MFC preferred with greyish color; Spacious Table Top to accomodate Screen, Files and other accessories; Grey Finish Vanity Panel; Robust metal brackets for supporting thick table top; Drawers: 03 with central lock; Provision for laptop charger and other wires on table top Side Rack	INTERWOOD or Equivalent		
5	Office Table	Executive	Best Quality with Side Rack	1	Supply and Placement of table having Size: 94" W, 77" D, 30"H Desk Top Size: 87" W, 35" D Material: Grey Arrow Veneer or equivalent; Inlay made of Black Veener or equivalent Vanity Panel: HDF with Black Mat Paint Spacious Table Top to accomodate Screen, Files and other accessories Robust metal brackets for supporting thick table top Drawers: 03 handle less drawers with soft closing full extension channels Base: PVD or equivalent stainless steel pipe	INTERWOOD or Equivalent		
6	Visiting Chair	Normal	Best Quality	24	Supply and Placement of Chair having Size: 23" W, 23" D, 36" H; Material: PP Frame Black with mesh black; Color: Black; Base: Sleek Chrome Base Arms: Durable construction with PP Black Armrest and ABS Cover with padded seat Head Rest: No	INTERWOOD or Equivalent		
7	Visiting Chair	Executive	Best Quality	6	Supply and Placement of Chair having Size: 24" W, 22" D, 37" H; Material: Leatherrite; Color: Black; Base: Sled styled Chrome; Arms: Low scopped arms for added comfort; Head Rest: No; Frame high density Plywood High Density PU molded foam for ultimate comfort	INTERWOOD or Equivalent		



Sr. No	Furniture Item	Category	Feature	A Proposed Quantity	Specifications Required	Recommended Brand	Quoted Product Specifications, Make, Color, Fabric etc	Picture of Quoted Product
8	Work Stations	Normal	Proposed 4 person seating with sepearte lock drawer movable	3	Supply and Placement of Work Station having Seating Capacity: 4 Persons ; Type: Linear ; Storage Unit : Yes for each person; Ample space on table top for PC, Laptops ; Soft Board Partition in durable steel mesh grey fabric Modern design in A land pine and Grey finish; White base ; Stationary Tray: Yes ; Cable Management Provision on table top for each seating ; Each Storage Unit must have two drawers and spacious storage space Rubber Glides at the bottom for floor protection ; Top Size: 47" W * 24" D per Person Thickness 18 mm; Total Size: 47" W / 24" D / 29" H ; Storage Unit Size: 13" W/ 49" D/ 48.6" H Material: A Land Pine MFC or Equivalent ; Base: Aluminium Casted Metal Base with white power coating Other Accessories: White Plastic Stationary Cable Cover; White Spine ; Vertical Cable Management Partition: Steel Grey Mesh Fabric, Soft Board Partition	INTERWOOD or Equivalent		
9	Sofa	Executive	Single Seater	6	Supply and Placement of Sofa having Size: 35" W, 30" D, 37" H; Black Latherite with contrast of grey fabric seat ; Foam: Letics or equivalent with super flex on seat and Supreme or Equivalent foam on back Legs: Matelic with black powder coat; glides rubber for easy movement	INTERWOOD or Equivalent		
10	Sofa	Executive	Three Seater	1	Supply and Placement of Sofa having Size: 79" W, 30" D, 37" H Black Latherite with contrast of grey fabric seat Foam: Letics or equivalent with super flex on seat and Supreme or Equivalent foam on back Legs: Matelic with black powder coat; glides rubber for easy movement	INTERWOOD or Equivalent		
11	Sofa Center Table Small	Normal	Best Quality	6	Supply and Placement of Sofa Center Table having Top Size: 20" W, 20" D, 24" H Top Material: Marble Finish MFC with Grey fine edging and Grey Top Four pronged sleek black metallic powder coated Base Base must be protected with Rubber preventing floor/ tiles scratches Metal Base MS Pipe or equivalent	INTERWOOD or Equivalent		
12	Sofa Center Table	Executive	Best Quality	2	Supply and Placement of Sofa Center Table having Top Size: 47" W, 24" D, 19" H Top Material: Grey Apricot Veneer or equivalent in natural finish Base must be protected with Rubber preventing floor/ tiles scratches Metal Base MS Pipe or equivalent with charcoal grey powder coat	INTERWOOD or Equivalent		
13	Coat Hanger	Normal	Best Quality	2	Supply and Placement of Coat Hanger having Size: 20" W, 20" D, 55" H Material: Ash Wood/ OX Veneer Or Equivalent finish Jockbean or Equivalent Polish Rubber on bottom to avoid scratches on floor	INTERWOOD or Equivalent		
14	Foot Rest	Executive	Best Quality	2	Supply and Placement of foot rest having Size: 16" W, 6" D, 14" H Material: Ash Wood/ Ox Veneer or Equivalent finish Jockbean or Equivalent Polish Rubber giides to avoid floor scratch	INTERWOOD or Equivalent		
15	Reception Desk	Normal	Best Quality Customized	1	Supply and Placement of Customized Reception Desk having Size: 63" W, 24" D, 45" Height Material: Natural Veneer or Equivalent and Brushed Oak MFC or Equivalent No of Drawer: 02 With locks on each having drawer handle silver finish Cable Management Flapped cable cover	INTERWOOD or Equivalent		
16	Conference Table	Normal	Maximum Capacity of 8 Persons	1	Supply and Placement of Customized Conference Table with seating capacity of maximum 8 People; Size: 110" L, 47" D, 29" H ; Table Top: A Land Pine or equivalent MFC; Aluminium casted base with white powder coat finish Sliding Covered Steel Material Multibox equipped with USB Port, Laptop Charger Connectivity, Ethernet Connectivity in front of each seating; Concealed Cable Management Set up; Glides at base made of rubber to ensure smooth movement and avoid floor scratches	INTERWOOD or Equivalent		



Sr. No	Furniture Item	Category	Feature	A Proposed Quantity	Specifications Required	Recommended Brand	Quoted Product Specifications, Make, Color, Fabric etc	Picture of Quoted Product
17	Conference Chair	Normal	Best Quality	8	Supply and Placement of Chair having Size: 23" W, 18" D, 38" H; Material: Mesh Black with Thick Paded Seat; Head Rest: Yes, Arm Rest: Yes; PP Black or Equivalent Frame with ABS Cover; Base: Black Nylon or Equivalent with Nylon or Equivalent Caster Wheel Adjustable height with gas lift; Tilting mechanism with a torsion bar allow easy adjustment	INTERWOOD or Equivalent		
18	Reception Chair	Normal	Best Quality	3	Supply and Placement of Chair having Size: 23" W, 22" D, 47" H; Color: Grey Fabric and Black Latherite Foam: Supreme or Equivalent; Legs: Nylon Dycasted Chair Padestal or Equivalent Arms: Polyurithane or equivalent; Head Rest: Yes; Arms: Adjustable; Base: Stainless Steel High Back for extra support with five different positions Lower castor must support 360 degree movement	INTERWOOD or Equivalent		



ANNEX-D: BILLS OF QUANTITIES (B.O.Q)

Sr. No	Furniture Item	Category	Feature	A Proposed Quantity	Specifications Required	Recommended Brand	Quoted Product Specifications, Make, Color, Fabric etc	Picture of Quoted Product	B Per Item Rate in PKR Inclusive of all applicable tax	Total Cost in PKR C=A*B Inclusive of all applicable tax or cess
1	Revolving Chair	Normal	Best Quality with Arm and Head Rest	24	Supply and Placement of Chair having Size: 23" W, 22" D, 47" H Color: Grey Fabric and Black Latherite ; Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Pedestal or Equivalent Arms: Polyurithane or equivalent Head Rest: Yes ; Arms: Adjustable, Base: Stainless Steel High Back for extra support with five different positions Lower castor must support 360 degree movement	INTERWOOD or Equivalent				
2	Revolving Chair	Executive	Best Quality with Arm	2	Supply and Placement of Chair having Size: 26" W, 19" D, 46" H Material: PU Leather thick padded seat and back for maximum comfort Color: Black; Base: Stainless Steel Chrome Color ; Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Pedestal or Equivalent Arms: Polyurithane with foaming or equivalent with maximum support Head Rest: Yes; Lower castor must support 360 degree movement Adjustable Gas lift mechanism	INTERWOOD or Equivalent				
3	Office Table 5*3	Normal	Best Quality without side rack	8	Supply and Placement of Office Table Size: 5*3 Material: MFC preferred with greyish color Spacious Table Top to accommodate Screen, Files and other accessories Grey Finish Vanity Panel Robust metal brackets for supporting thick table top Drawers: 03 with central lock Provision for laptop charger and other wires on table top	INTERWOOD or Equivalent				
4	Office Table 4*2	Normal	Best Quality with Side Rack	4	Supply and Placement of Office Table having Size: 4*2; Material: MFC preferred with greyish color ; Spacious Table Top to accommodate Screen, Files and other accessories ; Grey Finish Vanity Panel; Robust metal brackets for supporting thick table top ; Drawers: 03 with central lock; Provision for laptop charger and other wires on table top Side Rack	INTERWOOD or Equivalent				
5	Office Table	Executive	Best Quality with Side Rack	1	Supply and Placement of table having Size: 94" W, 77" D, 30"H; Desk Top Size: 87" W, 35" D Material: Grey Arrow Veneer or equivalent ; Inlay made of Black Veneer or equivalent ; Vanity Panel: HDF with Black Mat Paint ; Spacious Table Top to accommodate Screen, Files and other accessories ; Robust metal brackets for supporting thick table top ; Drawers: 03 handle less drawers with soft closing full extension channels ; Base PVD or equivalent stainless steel pipe; Cable Management with cable cover on top and sockets beneath; Side Rack Size: 71"W, 21"D, 28"H; Entry from right side	INTERWOOD or Equivalent				
6	Visiting Chair	Normal	Best Quality	24	Supply and Placement of Chair having Size: 23" W, 23" D, 36" H Material: PP Frame Black with mesh black ; Color: Black Base: Sleek Chrome Base, Arms: Durable construction with PP Black Armrest and ABS Cover with padded seat Head Rest: No	INTERWOOD or Equivalent				
7	Visiting Chair	Executive	Best Quality	6	Supply and Placement of Chair having Size: 24" W, 22" D, 37" H; Material: Leatherrite ; Color: Black; Base: Sleek styled Chrome ; Arms: Low scooped arms for added comfort ; Head Rest: No ; Frame high density Plywood ; High Density PU molded foam for ultimate comfort	INTERWOOD or Equivalent				
8	Work Stations	Normal	Proposed 4 person seating with separate lock drawer movable	3	Supply and Placement of Work Station having Seating Capacity: 4 Persons ; Type: Linear ; Storage Unit : Yes for each person; Ample space on table top for PC, Laptops ; Soft Board Partition in durable steel mesh grey fabric; Modern design in A land pine and Grey finish; White base ; Stationary Tray; Yes ; Cable Management Provision on table top for each seating ; Each Storage Unit must have two drawers and spacious storage space Rubber Glides at the bottom for floor protection ; Top Size: 47" W * 24" D per Person Thickness 18 mm; Total Size: 47" W / 24" D / 29" H ; Storage Unit Size: 13" W / 49" D / 48.6" H Material: A Land Pine MFC or Equivalent ; Base: Aluminium Casted Metal Base with white power coating Other Accessories: White Plastic Stationary Cable Cover; White Spine ; Vertical Cable Management Partition: Steel Grey Mesh Fabric; Soft Board Partition	INTERWOOD or Equivalent				

(Handwritten signatures)



Sr. No	Furniture Item	Category	Feature	A Proposed Quantity	Specifications Required	Recommended Brand	Quoted Product Specifications, Make, Color, Fabric etc	Picture of Quoted Product	B Per Item Rate in PKR Inclusive of all applicable tax	Total Cost in PKR C=A*B Inclusive of all applicable tax or cess
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Note:

1. All prices must be inclusive of all applicable tax or cess
2. Overwriting/ cutting is not allowed and must be properly initialed
3. Vendor must clearly write specifications of his/her quoted product. Further picture for the quoted product must be clearly visible without any pixilation
4. Above mentioned dimensions are an estimate and vendor must visit site for real time understanding of scenario
5. Actual quantity may increase or decrease based upon requirement
6. Whole/ Lump sum cost will be taken as basis for evaluation
7. Vendor must strictly confirms to specifications required and further ensure supply of same product as quoted
8. In case of customized products changes may be communicated as required




ANNEX-D: BILLS OF QUANTITIES (B.O.Q)

Sr. No	Furniture Item	Category	Feature	A Proposed Quantity	Specifications Required	Recommended Brand	Quoted Product Specifications, Make, Color, Fabric etc	Picture of Quoted Product	B Per Item Rate in PKR Inclusive of all applicable tax	Total Cost in PKR C=A*B Inclusive of all applicable tax or cess
1	Revolving Chair	Normal	Best Quality with Arm and Head Rest	24	Supply and Placement of Chair having Size: 23" W, 22" D, 47" H Color: Grey Fabric and Black Latherite ; Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Pedestal or Equivalent Arms: Polyurithane or equivalent Head Rest: Yes ; Arms: Adjustable, Base: Stainless Steel High Back for extra support with five different positions Lower castor must support 360 degree movement	INTERWOOD or Equivalent				
2	Revolving Chair	Executive	Best Quality with Arm	2	Supply and Placement of Chair having Size: 26" W, 19" D, 46" H Material: PU Leather thick padded seat and back for maximum comfort Color: Black; Base: Stainless Steel Chrome Color ; Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Pedestal or Equivalent Arms: Polyurithane with foaming or equivalent with maximum support Head Rest: Yes; Lower castor must support 360 degree movement Adjustable Gas lift mechanism	INTERWOOD or Equivalent				
3	Office Table 5'3	Normal	Best Quality without side rack	8	Supply and Placement of Office Table Size: 5'3 Material: MFC preferred with greyish color Spacious Table Top to accommodate Screen, Files and other accessories Grey Finish Vanity Panel Robust metal brackets for supporting thick table top Drawers: 03 with central lock Provision for laptop charger and other wires on table top	INTERWOOD or Equivalent				
4	Office Table 4'2	Normal	Best Quality with Side Rack	4	Supply and Placement of Office Table having Size: 4'2; Material: MFC preferred with greyish color ; Spacious Table Top to accommodate Screen, Files and other accessories ; Grey Finish Vanity Panel; Robust metal brackets for supporting thick table top ; Drawers: 03 with central lock; Provision for laptop charger and other wires on table top Side Rack	INTERWOOD or Equivalent				
5	Office Table	Executive	Best Quality with Side Rack	1	Supply and Placement of table having Size: 94" W, 77" D, 30"H; Desk Top Size: 87" W, 35" D Material: Grey Arrow Veneer or equivalent ; Inlay made of Black Veneer or equivalent ; Vanity Panel: HDF with Black Mat Paint ; Spacious Table Top to accommodate Screen, Files and other accessories ; Robust metal brackets for supporting thick table top ; Drawers: 03 handle less drawers with soft closing full extension channels ; Base PVD or equivalent stainless steel pipe; Cable Management with cable cover on top and sockets beneath; Side Rack Size: 71" W, 21" D, 28" H; Entry from right side	INTERWOOD or Equivalent				
6	Visiting Chair	Normal	Best Quality	24	Supply and Placement of Chair having Size: 23" W, 23" D, 36" H Material: PP Frame Black with mesh black , Color: Black Base: Sleek Chrome Base, Arms: Durable construction with PP Black Armrest and ABS Cover with padded seat Head Rest: No	INTERWOOD or Equivalent				
7	Visiting Chair	Executive	Best Quality	6	Supply and Placement of Chair having Size: 24" W, 22" D, 37" H; Material: Leatherrite ; Color: Black; Base: Sled styled Chrome ; Arms: Low scooped arms for added comfort ; Head Rest: No ; Frame high density Plywood ; High Density PU molded foam for ultimate comfort	INTERWOOD or Equivalent				
8	Work Stations	Normal	Proposed 4 person seating with separate lock drawer movable	3	Supply and Placement of Work Station having Seating Capacity: 4 Persons ; Type: Linear ; Storage Unit : Yes for each person Ample space on table top for PC, Laptops ; Soft Board Partition in durable steel mesh grey fabric ; Modern design in A land pine and Grey finish; White base ; Stationary Tray: Yes ; Cable Management Provision on table top for each seating Each Storage Unit must have two drawers and spacious storage space Rubber Glides at the bottom for floor protection ; Top Size: 47" W * 24" D per Person Thickness: 18 mm; Total Size: 47" W / 24" D / 29" H; Storage Unit Size: 13" W/ 49" D/ 48.6" H Material: A Land Pine MFC or Equivalent ; Base: Aluminium Casted Metal Base with white power coating Other Accessories: White Plastic Stationary Cable Cover; White Spine ; Vertical Cable Management Partition: Steel Grey Mesh Fabric, Soft Board Partition	INTERWOOD or Equivalent				

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