



## State Life

Insurance Corporation of Pakistan  
Hyderabad Zone

### INVITATION TO BID

TENDER NOTICE No. SLIC/HZ/HR&Admin/08/2024

### Furniture Items

State Life Insurance Corporation of Pakistan, Hyderabad Zone, invited sealed bids through tender no. SLIC/HZ/HR&Admin/08/2024 from vendors/general order suppliers duly INCOME TAX and GST registered firms, who are eligible to manage/provide below items:-

Item Sr.	Item Description	Closing date and time for submission of Bids	Opening Date & Time for Bids Opening
01	<b>Furniture Set</b> (Office Table (50), Side Rack (50) ,Revolving Chair (50), , File Cabinet (50), Visitor Chairs(120), Sof Set 5-Seater with Central Table(20),)	<b>29.11.2024</b> at <b>10:30 AM</b>	<b>29.11.2024</b> At <b>11:00 AM</b>

1. Tender will be opened in the office of the undersigned in the presence of bidders or their authorized representative, who wish to be present at the occasion.
2. Single Stage, two envelopes procedure of PPRA Rules shall be adopted for evaluation of bids.
3. Detailed specifications of items, terms & conditions are available in tender documents.
4. Tender Notice can be seen/ downloaded from E-Pad/PPRA and SLIC websites i.e [www.ppra.org.pk](http://www.ppra.org.pk) and [www.statelife.com.pk](http://www.statelife.com.pk)

( **ABDUL AZIZ VIGHIO** )  
**MANGER-(CPD)**

**Zonal Procurement Committee**  
**HR & Admin Department State Life Insurance**  
**Corporation Pakistan**  
**5<sup>TH</sup> Floor, State Life Building,**  
**Thandi Sarak, Hyderabad**  
Tel. # 022-9200128



**STATE LIFE**

**INSURANCE CORPORATION OF PAKISTAN**

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**BID DOCUMENT**

**FOR**

**THE PURCHASE OF FURNITURE FIXTURE FOR  
TENDER NOTICE No.SLIC/HZ/HR & Admin/08/2024  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN ZONAL  
OFFICE, HYDERABAD.**

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**2024**

**HR & Admin Department**

**5<sup>TH</sup> FLOOR , STATE LIFE BUILDING NO.3  
Thandi Sarak Road, HYDERABAD-71000**



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**5<sup>TH</sup> Floor, State Life Building,**

**Thandi Sarak, Hyderabad**

**Tel. # 022-9200128**

## 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 office Furniture fixture for Area Managers & Field Personals of State Life Zonal Office, Hyderabad.

## 2. Detail Specification & Quantities / Schedule:

(a) Detailed specifications (Area Managers) and estimated quantity for required equipment is as under:-

S.No	Items	Technical Specification		Quantity
01	Office Table	Length	3" x 5" Patex Sheet	20
		Height	2.6"	
		Wood	<ul style="list-style-type: none"> <li>Wood chipboard 16 MM Sheet</li> <li>Both Side Lamination of Shshem Sheet</li> <li>Shesham wooden 6mm Executive Style</li> </ul>	
		Polish	Lock Dana Polish with ICI lecker	
		Table Glass	Full Table Glass with 5mm	
02	Side Rack	Size	16" x 36"	20
		Wood	<ul style="list-style-type: none"> <li>Tali Board Sheet 16 MM</li> <li>Both Side Lamination of Sheesham sheet</li> <li>Shesham wood 6mm wooden</li> </ul>	
		Drawers	One Keyboard, three Druz 30.48 cm, one cupboard with Channel Kgi Locks & Handles.	
		Polish Locks	<ul style="list-style-type: none"> <li>Lock Dana Polish with ICI lecker</li> </ul>	
		Table Glass	<ul style="list-style-type: none"> <li>With 5mm Glass on top</li> </ul>	
03	File Cabinet (Wood)	Size	18" x 23"	20
		Height	52"	
		Wood	<ul style="list-style-type: none"> <li>Tali Board Sheet 16 MM</li> <li>Both Side Shesham wood sheet</li> <li>Patex sheet wood 16mm</li> <li>Shesham Season Wood boarder 12mm</li> </ul>	
		Drawers	<ul style="list-style-type: none"> <li>Four druze inside 10 mm and 7mm Lasani sheet,</li> </ul>	
		Locks	Hydraulic Channel KGI Lock	
		Polish	Lock Dana polish with ICI lecker	
04	Visitor Chair (Cushioned)	Pipe gauge 16, Nikle Thickness 22 micron, thick pipe Round in imported style.		60
05	Office Revolving Chair (Cushioned)	Chair high back with five wheels, steel base & handle and hydraulic base, Three Lock System, Moly Foam & Steel base.		20
06	Sofa Set (Five Seater) with Centre Table (Wooden)	Solid wood frame. Russian Dayaar per Seat, 9 Spring Leather Style With leather thickness, Moly Foam 10 years artificial leather & (With Glass 08 mm of centre table wood frame)		20

(b) Detailed specifications (Field personals) and estimated quantity for required equipment is as under:-

S.No	Items	Technical Specification		Quantity
01	Office Table	Length	4"	30
		Height	2.6"	
		Wood	<ul style="list-style-type: none"> <li>• Wood chipboard 16 MM Sheet</li> <li>• Both Side Lamination of Shshem Sheet</li> <li>• Shesham wooden 6mm</li> </ul>	
		Polish	Lock Dana Lacquer Polish (superior quality)	
		Table Glass	Full Table Glass with 5mm	
02	Side Rack	Size	16" x 36"	30
		Wood	<ul style="list-style-type: none"> <li>• Tali Board Sheet 16 MM</li> <li>• Both Side Lamination of Shesheem Sheet</li> <li>• Sheshem wood borders 6mm</li> </ul>	
		Drawers	One Keyboard, three Druz 30.48 cm, one cupboard with Channel Kgi Locks & Handles.	
		Polish Locks	Lock Dana Polish	
		Table Glass	With 5mm Glass on top	
03	File Cabinet (Wood)	Size	18" x 23"	30
		Height	52"	
		Wood	<ul style="list-style-type: none"> <li>• Tali Board Sheet 16 MM</li> <li>• Both Side Shesham wood sheet</li> <li>• Patex sheet wood 16mm <ul style="list-style-type: none"> <li>• Shesham Season Wood boarder 12mm</li> </ul> </li> </ul>	
		Drawers	• Four druze inside 10 mm and 7mm Lasani sheet,	
		Locks	Hydraulic Channel KGI Lock	
		Polish	Lock Dana polish with ICI lecker	
04	Visitor Chair (Cushioned)	Pipe gauge 16, Nikle Thickness 22 micron, thick pipe Round in imported style.		60
05	Office Revolving Chair (Cushioned)	Chair high back with five wheels, steel base & handle and hydraulic base, Three Lock System, Molty Foam & Steel base.		30

<b>Tender enquiry No</b>	<b>SLIC/HZ/HR &amp; Admin/08/2024</b>
<b>Closing date &amp; time for submission of bids</b>	<b>29/11/2024 before 10:30 a.m</b>
<b>Date &amp; time of opening of Technical bids</b>	<b>29/11/2024 at 11:00 a.m</b>

**Delivery and after service of Consignment:**

**Delivery and after sales service of items at State Life Insurance Corporation of Pakistan's Znl office Hyderabad .**

## **TERMS AND CONDITIONS**

3. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
4. Bidders are required to submit their bids through E-Pad portal on “Technical Proposal” and “Financial Proposal” respectively.
5. Initially only Technical Proposals will be opened in the office of Deptt' Head (HR & Admin), State Life, Zonal Office, 5<sup>th</sup> Floor, State Life Building # 03, Thandi Sarak Road, Hyderabad, on the date and time as specified in the specifications & quantities /schedule above, in the presence of bidders or their representatives. Time and date for opening of Financial Proposals will be announced after finalization of Technical Evaluation.
6. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Minimum overall 60% and in each category as well is required for the bidders to technically qualify. Financial bid of only technically qualified bidders would be opened.
  - i) Experience of bidders in sales / marketing of relevant equipment.
  - ii) Financial Capabilities.
  - iii) Number of existing clients provided with similar equipment.
  - iv) List of professionals on permanent strength- for installation and after sales services
  - v) Sample of Furniture Items Quality according to tender specification requirement (Technical evaluation of bids / point scoring criteria is available with bidding document).
7. Financial Proposals shall accompany a Pay Order/Bank Draft of the 2% of the total bid amount in favor of State Life Insurance Corporation of Pakistan as bid security submission on E-Pad. The same will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after satisfactory delivery of all items.
8. No bid will be accepted without bid security.
9. All the bids must include all government taxes.
10. The bids submitted shall hold good for a minimum period of 30 days from the date of bid opening.
11. The quantity of items may vary at the time of issuing work order.
12. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
13. 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.

14. All the information provided by the bidder must be verifiable.
15. Earnest money of the successful will be forfeited if the items are not delivered within due time/ extended delivery time or as per approved quality.
16. On Technical Evaluation of the submitted documents on E-Pad, all the participating bidders will be required to bring one sample of each item for approval (as per Tender Specifications). Financial bids of only technically qualified bidders (those bidders whose documents have been found correct and sample item approved as well) will be opened.
17. Estimated value of the procurement is Rs.72,00,000/=.
18. Security amount of 2% of the estimated cost, should be submitted by the bidder in the form of CDR/Pay order in favor of “**State Life Insurance Corporation of Pakistan**”. Shall be released as per rule mentioned in tender documents.
19. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.

**Sectary Z.P.C**  
**State Life Insurance Corporation of Pakistan, Zonal Office Hyderabad**  
**5<sup>th</sup> Floor, State Life Building No.3, Thandi Sarak, Hyderabad.**



# **STATE LIFE**

## **INSURANCE CORPORATION OF PAKISTAN**

### **TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA**

	<b><u>Max.Points</u></b>
1. Experience of bidder in sales / marketing of relevant item <i>(05 points for each complete year)</i>	<b>20</b>
2. Financial Capabilities <i>(Annual Report for each year/ Tax Return for each year/Bank Statement/turn over =5 points)</i>	<b>15</b>
3. Number of Existing and Previous Clients provided with similar items <i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	<b>25</b>
4. List of Professionals on permanent strength- for fixing and after <i>(Sales services 01 points for each personnel)</i>	<b>10</b>
5. Sample of Furniture Items Quality according to tender specification requirement <i>( 05 points for each furniture as tender specification)</i>	<b>30</b>
i) Office Table	05 point
ii) Side Rack	05 point
iii) Revolving Chair	05 point
iv) Visitor Chair	05 point
v) File cabinet (wooden)	05 point
vi) Sofa Set (five Seat ) with Centre table	05 Point

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Total Points **100**

Note; Minimum 60 % score is required technically Qualify in each category and over-all as well. Registration for NTN/GST is mandatory else the bid will be rejected.

**THANKING YOU FOR PARTICIPATION IN**  
**TENDER**







