



HUMAN RESOURCE ADMIN & PROCUREMENT
Group & Pension Zone
2nd Floor, State Life Building, 34-The Mall, Peshawar Cantt

Tel: 091-9210550
Fax: 091-5279817
Email: Pngs.gnppesh@gmail.com

Date: December 2nd, 2024

TENDER NOTICE
FIXTURE/HRA&P/G&P/PESH/01/2024

Sealed bids are invited under Single Envelope / Single Stage in accordance with PPRA under from "Supplier/Firms" registered with GST/Income Tax Department, having their own Offices and Phone/Fax Number, for the "Office Fixture" Office use for State Life Ins. Group & Pension Zone, Peshawar through E-Pad only.

Bidders should be from experienced & reputed registered firms as per requirement and having at least (02) Two similar work contracts) of aforesaid procurement and have rendered such services in Government organizations / departments / other companies and / or with State Life Insurance Corporation of Pakistan having their own offices and phone / fax number / email for supply of furniture items, preferably based at Peshawar.

Last date for submission of bids is **19/12/2024** till 10:00 AM & opening of the Financial Bids at 11:00 AM on **19/12/2024** at Zonal Office , Group & Pension Zone, 2nd Floor, State Life Building 34 The Mall, Peshawar Cantt, Peshawar, through E-PAD.

All interest parties must submit their Bid Security in original through Courier / DAK prior to the bid opening, failing which, the tender will not be considered at all.

All interest parties are also advised to visit the Office in order to understand placement and understanding and measurements / design required of Office fixture, as given below.

Any bid submitted other than E-PADS will not be considered. 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).

In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the undersign on **091-9210550** during office working hours (9:00 am to 4:30 pm).

ZONAL INCHARGE HR ADMIN & PROCUREMENT
State Life Insurance Corporation of Pakistan
Group & Pension Zone
2nd Floor State Life Building, 34 The Mall Peshawar Cantt
091-9210550 / pngs.gnppesh@gmail.com



TENDER DOCUMENT

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

ZONAL OFFICE GROUP & PENSION ZONE PESHAWAR

FOR CAPITAL ITEMS

(FIXTURE FOR ZONAL OFFICE & CONFERENCE ROOM)

GROUP & PENSION ZONE PESHAWAR

State Life Insurance Corporation of Pakistan invites e-PADS bids in accordance with PPRA rules under SINGLE STAGE- SINGLE ENVELOP PROCEDURE from the Service providers / bidders / Firms, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the FBR for "SUPPLY OF OFFICE FIXTURE" OF STATE LIFE INS. GROUP & PENSION ZONE PESHAWAR.

HUMAN RESOURCES ADMIN & PROCUREMENT DEPARTMENT

State Life Insurance Corporation of Pakistan
Group & Pension Zone

2nd Floor State Life Building, 34 The Mall Peshawar Cantt

091-9210550 / Pngs.gnppesh@gmail.com

TERMS AND CONDITIONS

1. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
2. The procurement method as per Public Procurement Rules will be observed for this tender.
3. 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.
4. If the Bid is found against the terms and conditions of Tender, same will be rejected.
5. Sales Tax Registration Certificate FBR must be attached with tender.
6. Certificate of National Tax Number.
7. Proof of Active Tax Payer
8. Six Months Warranty and provision of free repair, replacement of parts, and services will be mandatory.
9. All Vendors should provide in writing that they are not blacklisted by any firm / company / institution / Government / or any of its departments.
10. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk) only.
11. Bids will be opened in the office of Zonal In-charge (HRA&P / Secretary ZPC) State Life Insurance Corporation of Pakistan, Group & Pension Zone, 2nd Floor, State Life Building, 34 The Mall, Peshawar Cantt, in the presence of the Zonal Procurement Committee and any of the Vendors or their representatives who wish to be present.
12. Please note that all vendors are required to submit their bid security of 2% of the total amount quoted, in favour of State Life Insurance Corporation of Pakistan in shape of Demand Draft/ Pay order/ CDR before the closing date and time of the tender. Personal cheques under no circumstances will be accepted. The bid security will be released to the concerned after completion of the tender and to the unsuccessful bidder upon submission of request soon after opening of the tender.
13. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
14. 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.
15. The tender will be awarded as a whole and not in parts.
16. 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 Insurance Corporation of Pakistan.




17. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
18. 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.
19. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
20. Penalty @1% of bid against delay in supply will be charged on weekly basis.
21. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need / requirement. I
22. Incomplete bids / conditional bids will be rejected.
23. The Firm / Suppliers in question will be bound to supply the required items as whole consignment within 15 days from the issuance date of supply order to State Life Group & Pension Zone, Peshawar located on 2nd Floor, SLIC Building, 34 The Mall Peshawar Cantt. Additional Labour or transport cost will not be payable.
24. All Government Tax(s) will be applicable.
25. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the bid. PLEASE PROVIDE BIDS PER ITEM. Tenders will be awarded as a whole and not in parts.
- 26. Number of work may increase or decrease keeping in view the budget.**
27. The successful bidder will have to show a sample of each and every item to the committee or the undersigned as the case may be before finalization of whole order and would be subject to approval.
28. State Life Insurance Corporation of Pakistan reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any bidder who submitted a bid or proposal, the grounds for its rejection out of all bids or proposals.
29. State Life Ins. Corporation of Pakistan reserves the right to check the item and its quality, prior to delivery and / or upon delivery. If any item is found sub standard the work will be cancelled and bid security will be forfeited.
30. Any firm or its representative may visit the Office at the time of opening of Bids.
31. In case of further query, the following may be contacted during working hours, on the details given above.




S P E C I F I C A T I O N O F I T E M S
B I D Q U O T I N G F O R M / F O R M A T

All Vendors please provide and upload bids in the following format only

Please note that the pictures provided are of the office / cabins where flooring is required and all vendors must the office for better understanding of the work required.

S. No.	Item	Specification	Sample Picture	Rate including GST (to be filled by Vendor) in Rs.
1	Vinyl flooring Conference Room Measuring 450 S/F”	3mm thick vinyl flooring Sheets. Providing and laying of imported 3mm thick vinyl floor with approved shade in the 3d complete in all respect including adhesive bond and all related materials. And as per consultation and approval from incharge HRAdmin & Procurement	 A photograph of a conference room with a light-colored vinyl floor. Several wooden chairs are arranged around a table. The room has light blue walls and a ceiling fan.	
2	Vinyl flooring Zonal Head Secretariat Measuring 140 S/F”	3mm thick vinyl flooring Sheets. Providing and laying of imported 3mm thick vinyl floor with approved shade in the 3d complete in all respect including adhesive bond and all related materials. And as per consultation and approval from incharge HRAdmin & Procurement	 A photograph of a zonal head secretariat with a light-colored vinyl floor. There is a wooden chair and a table in the foreground. The room has light-colored walls and a window in the background.	

<p>3</p>	<p>Vinyl flooring Office # 01 Measuring 120 S/F”</p>	<p>3mm thick vinyl flooring Sheets. Providing and laying of imported 3mm thick vinyl floor with approved shade in the 3d complete in all respect including adhesive bond and all related materials. And as per consultation and approval from incharge HRAdmin &. Procurement</p>		
<p>4</p>	<p>Vinyl flooring Office # 02 Measuring 120 S/F”</p>	<p>3mm thick vinyl flooring Sheets. Providing and laying of imported 3mm thick vinyl floor with approved shade in the 3d complete in all respect including adhesive bond and all related materials. And as per consultation and approval from incharge HRAdmin &. Procurement</p>		
<p>5</p>	<p>Vinyl flooring Office # 03 Measuring 195 S/F”</p>	<p>3mm thick vinyl flooring Sheets. Providing and laying of imported 3mm thick vinyl floor with approved shade in the 3d complete in all respect including adhesive bond and all related materials. And as per consultation and approval from incharge HRAdmin &. Procurement</p>		

<p>6</p>	<p>Vinyl flooring Office # 04 Measuring 192 S/F”</p>	<p>3mm thick vinyl flooring Sheets. Providing and laying of imported 3mm thick vinyl floor with approved shade in the 3d complete in all respect including adhesive bond and all related materials. And as per consultation and approval from incharge HRAdmin &. Procurement</p>		
<p>7</p>	<p>Vinyl flooring Office # 05 Measuring 216 S/F”</p>	<p>3mm thick vinyl flooring Sheets. Providing and laying of imported 3mm thick vinyl floor with approved shade in the 3d complete in all respect including adhesive bond and all related materials. And as per consultation and approval from incharge HRAdmin &. Procurement</p>		
<p>8</p>	<p>Vinyl flooring Office # 06 Measuring 104 S/F”</p>	<p>3mm thick vinyl flooring Sheets. Providing and laying of imported 3mm thick vinyl floor with approved shade in the 3d complete in all respect including adhesive bond and all related materials. And as per consulatain and approval from incharge HRAdmin &. Procurement</p>		

9	Vinyl flooring Office # 07 Measuring 104 S/F”	3mm thick vinyl flooring Sheets. Providing and laying of imported 3mm thick vinyl floor with approved shade in the 3d complete in all respect including adhesive bond and all related materials. And as per consultation and approval from incharge HRAdmin & Procurement		
---	--	---	--	--

FORM OF BID

ZONAL INCHARGE HRA & P

Secretary Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Group & Pension, Peshawar

Dear Sir,

Tender Reference No. **FIXTURE/HRA&P/G&P/PESH/01/2024**

Nature of Tender: **PROCUREMENT OF FIXTURE**

Having examined the Bidding Documents, Procurement of Office Fixture, 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 all terms and conditions of the tender.
2. Bid Security @ 2% is enclosed.
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.
6. It is further undertaken that our company / firm is not black listed.

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: