

**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

Health & Accidental Insurance
Zonal Office, Z-A Towers
Chowk Nawan Shehar Multan.
Phone: 061-9201116

TENDER DOCUMENT**Ref: HR&A/H&AI/MUL/01/2025****Procurement of Furniture Items State Life H&AI Multan**

Sealed Technical & Financial bids are invited in accordance with PPRA rules, under ‘**Single Stage–Two Envelope Procedure**’ Through <https://eprocure.gov.pk> (**E-Pads**) from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for Procurement of Furniture Items for State Life H&AI, Multan.

The bids should be submitted through **EPADS** on date as per mentioned on EPADS and PPRA website at **10:00 am, dated 04-04-2025** and bids will be opened on the same day at **10:30 am** in the presence of the bidders or their representatives.

Details of Furniture Items with Specification





Sr. No.	Items Description	Sample	Qty.
01	Office Table with Side Rack: <ul style="list-style-type: none"> Table Size: 3’x 6”x 2’6” Side Rack Size: 5’6” x 16” Drawers with Soft Closing Full Extension Channels Cable Cover on Top & Sockets Beneath Material: MDF Tactile 		01
02	Office Table with Side Rack: <ul style="list-style-type: none"> Table Size: 3’x5’x 2’6” Side Rack : 5’6” x 16” Drawers with Soft Closing Full Extension Channels Cable Cover on Top & Sockets Beneath Material: MDF /Tactile 		04



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03	Conference Room Chairs: <ul style="list-style-type: none">• Size: 25.7 W 25 D Max. 48.8 H (Inches)• Headrest: Height Adjustable Back: Mesh (Grey)• Upholstery: Fabric (Black, Grey, Blue)• Armrest: Black PP Height Adjustable Arm• Injected Seat Foam• Base: Nylon• Castor: Black PU Castor		10
04	Revolving chair: <ul style="list-style-type: none">• Size: 26 W 19 D 46 H (Inches)• Material: PU Leather• Finish: Black• Base: Chrome		08
05	Visitor Chair: <ul style="list-style-type: none">• Size: 24 W 24 D 39 H (Inches)• Back: PP + Glass Fiber Backrest Cover with Fabric• Seat: High Density High Resilience Foam• Armrest: Black PP• Upholstery: Fabric (Black, Grey, Red)• Base: MS Pipe with Black Powder Coat		25
06	Sofa Set (Set of 5 Seats): <ul style="list-style-type: none">• Size: 30 W 32 D 32 H (Inches)• Material: Fabric (Caramel Beige) & Leatherette (Brown)• Structure: Plywood• Foam: Supreme• Legs: Mahogany wood with Black Stain		04



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07	Central Table: <ul style="list-style-type: none">• Modern center table• Rectangle shape• Wood & metal• 2' x 4' x 17"		02
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Reminder:

- All Items are **Item wise** and will be evaluated on Item wise Basis and vendors offering the lowest evaluated rate upon items, while meeting the required quality standards will be selected.
- Warranty period of all above mentioned items shall be minimum of 1 year.

Incharge HR & Admin

Health & Accident Insurance (H&AI), State Life Building, Chowk Nawan Shaher, Multan.

Ph. 061-9201116



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Terms & Conditions:

1. The bids shall be submitted on Epads through two separate proposals as the 'financial proposal' and 'technical proposal'
2. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than Rs. **80,000/-** in favor of "**H&AI State Life Insurance Corporation of Pakistan**" as earnest money which may be released after uploading of Final Evaluation.
1. Successful Firm/Company must submit **2% of Quoted bid as Performance Guarantee** after award of work order which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory delivery / performance.
2. No bid will be accepted without earnest money/CDR.
3. Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
4. All the bids must include G.S.T. and all other applicable taxes.
5. All Submitted bids must be duly signed and stamped.
6. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated.
7. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
8. Bid validity period shall be **90 days** from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.
9. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, Performance Guarantee shall be forfeited in favor of the Corporation.
10. Successful bidder will have to provide samples of material (each item), which will be examined by Zonal Procurement Committee, Supply / Work Order shall be issued upon grant of Final approval of sample by committee members. Material will be as it as shown in photo. No compromise on quality. Otherwise bid will be rejected.
11. Most advantageous/Successful Bidder shall submit Bids also in hard copy to Incharge HR & Admin.
12. *Warranty of the supplied items must be valid for minimum one year or above. The supplier will be responsible to assemble/ install /deliver/Ready to use items as per requirement and in case of failure to maintain quality in installation, the same will be fixed at his risk and cost besides penalty as may be imposed by Competent Authority in SLIC.*
13. The bids shall be uploaded on EPADS for "Procurement of Furniture Items for State Life H&AI Multan Office".
14. The Bids Prices shall be evaluated on **item wise basis** separately with lowest rate and Quality Based.
15. Competent Authority 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 supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: _____



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A: - Mandatory Requirements

- Verifiable documentary proof for all below requirements is mandatory.

Eligibility/Evaluation Criteria

1. *Sales Tax Registration (Copy of Certificate)*
2. *Income Tax Registration (Copy of Certificate)*
3. *Experience certificate of Similar Work (at least 02 Copy of Certificates)*
4. Affidavit/Undertaking that the firm has never been blacklisted by any organization/Government on Judicial Stamp Paper
5. *Proof of Active Tax Payer List*
6. Original Bid Security in form of bank draft/Pay order/CDR of not less than Rs. 80,000/- in favor of “H&AI State Life Insurance Corporation of Pakistan” as earnest money which may be released after uploading of Final Evaluation must be submitted to Incharge HR&A H&AI, Z-A Tower, Health & Accident Insurance State Life Insurance, Chowk Nawan Shaher, Multan before the opening of Bid.
7. Successful Firm/Company must submit **2% of Quoted Bid Value** as Performance Guarantee Which shall be returned after warranty period with approval of inspection committee on satisfactory job completion.

(The bidders who have not complied with the Above-Mentioned Eligibility / Qualification points shall be disqualified)



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Sr. No.	Attributes	Reference Page
1	Has relevant experience of at least 3 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);	
6	Vendor has served well known Corporate Clients. Provide list of at least Two (2) clients from Public/ Private sector and also furnish verifiable proof such as Work Award, Purchase Order etc.	
7	Bid Security amounting to Rs. 80,000/- in the form of Pay order/ Bank Draft in favor of "H&A, 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.	

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Special Terms & Conditions

Sr. No.	Attributes	Reference Page
1	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
2	Performance Guarantee	Amounting to 2% 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
3	Release of Performance Guarantee	Successful Completion of Defect Liability Period and in case of unsatisfactory completion of Defect Liability Period the Performance Guarantee will be forfeited
4	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
5	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.
6	Liquidated Damages in case if non-completion of work within the stipulated period.	Liquidated Damages in case of Liquidated damages would be charged @ 0.1% per day of total contract worth
7	Limit of Liquidated Damages	Upto a maximum of 10% of Contract Sum/Worth
8	Method of Payment	Final Bill
9.	Validity of Tender	Ninety (90) Days from the date of opening of tender

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Technical Evaluation

SR.#	Description	Max Points	Points Secured	Page Number
1	GST registration for relevant Item			
	03 to 05 years	10		
	More than 05 years	15		
2	After Sales Services (Polishing and Minor Repairing)			
	02 times for one year	10		
	04 Times for two years (2 Times each year)	15		
3	Number of Orders executed (PKR) Similar Nature			
	3 to 6 million	10		
	6 to 9 million	15		
	More than 9 million	30		
4	Number and Nature of Clients (Similar Work)			
	05 or more Private clients only	15		
	08 or more Private and Government both clients	20		
4	Furniture Manufacturer			
	Up to 3 years	15		
	More than 03 years	20		
	Total			

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Zonal Office (H&AI) Multan
Z.A Tower, Chowk Nawan Shehr, Multan
PHONE 061-9201110

FINANCIAL PROPOSAL

For Purchase of Furniture Items

Financial year 2025

Name of Supplier: _____

SR.#	Description	Qty.	Unit Price without GST	Amount of GST	Unit Price with GST.	Total Price Quantity x Unit Price with GST
01	Office Table with Side Rack	01				
02	Office Table with Side Rack	04				
03	Conference Room Chairs	10				
04	Revolving chair	08				
05	Visitor Chair	25				
06	Sofa Set	04				
07	Central Table	02				

Signature and Stamp with Date: