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| BID DOCUMENT  FOR  THE PURCHASE OF FLOOR STANDING AIR CONDITIONERS FOR CENTRAL PROCUREMENT DIVISION  TENDER NOTICE NO.SLIC/PO/ 16 /2025  STATE LIFE INSURANCE CORPORATION OF PAKISTAN PRINCIPAL OFFICE, KARACHI. |

**2025**

Central Procurement Division

10TH Floor Principal Office, State Life Building No.11

Abdullah Haroon Road, Karachi-75530

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| **Tender Document**  *purchase Floor Standing Air Conditioner*  *FOR Central Procurement DIVISION State Life Insurance Corporation (Principal office) Karachi* | | |  | |

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 Floor Standing Air Conditioner for Central Procurement Division State Life Insurance Corporation (Principal Office), Karachi.

1. **Detail Specification & Quantities / Schedule:**

Detailed specifications and estimated quantity for required equipment is as under: -

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| S.N | Item/ Specifications | QTY |
| 01 | Floor Standing AC(2 Ton) (Inverter)  Self Cleaning  Yes  Condenser Fin Coating  Gold Fin  Evaporator Fin Coating  Gold  Gold Fin  Yes  Function Type  Reversible  Sleep Mode  Yes  Special Filters  Easily Removable Filter  Functions  Auto-Restart  Yes  Timer  24 Hour  Design & Outlook  Indoor Unit Color  White  Type (AC)  Saloon  General Details  Compressor T3  Energy Efficiency  Minimum Energy Mode (Inverter)  Yes  Indoor Unit Fan Motor  DC  Outdoor Unit Fan Motor  DC  Ambient Working Temperature Range(°C) Cooling - Outdoor  18°C / 43°C  Ambient Working Temperature Range(°C) Heating - Outdoor  5°C / 43°C | 47 |
| 02 | Copper Pipes with wires and duct Patti fitting | Per Feet Rate |
| 03 | Stand (If Used) | Rate per stand |

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| Tender Enquiry No | SLIC/PO/16/2025 |
| Closing date & time for submission of bids | 05-05-2025 before 03:00 PM |
| Date & time of opening of technical bids | 05-05-2025 at 03:30 PM |

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| **Tender Document For:**  PURCHASE OF FLOOR STANDING AIR CONDITIONERS FOR CENTRAL PROCUREMENT DIVISION STATE LIFE INSURANCE CORPORATION (PRINCIPAL OFFICE) KARACHI |  |

**Delivery and after sales service of Consignment:**

**Delivery and after sales service of items at State Life Insurance Corporation of Pakistan’s Karachi office (Principal Office)**

TERMS AND CONDITIONS

1. Bidder should visit the site where Air Conditioners to be installed before submission of bid.
2. The payments of the extra pipes should be made as per actual measurements to be installed with the Air Conditioners. Hence running feet price of copper pipe + Wire+duct patti etc must be shown in the bid, otherwise it is assumed that its price is included in the unit.
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 upload their bids on EPADS system as per laid down PRRA procedure single state two-envelope method i.e. separate “Technical Proposal” and “Financial Proposal” respectively and clearly marked as **“Purchase of Floor Standing Air Conditioner for Central Procurement Division”**. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
5. Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice. Time and date for opening of financial proposals of technically qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPAD System accordingly.
6. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Financial bid of only technically qualified bidders would be considered for further processing

**(Technical evaluation of bid/point scoring criteria is available with bidding documents).**

1. The Most Advantageous Bid would be accepted
2. Experience of bidders in sales / marketing of relevant equipment.
3. Financial Capabilities.
4. Number of existing clients provided with similar equipment.
5. List of professionals on permanent strength- for installation and after sales services

**(Technical evaluation of bids / point scoring criteria is available with bidding document).**

1. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract and submission of performance warranty. However, successful bidder will be required to

submit performance guarantee of 5% in shape of Pay Order / Bank guarantee or withheld from the bill (valid for entire warranty period) in favor of SLIC after the issuance of purchase order/ signing of contact and will be released after expiry of warranty period (Bank Guarantee specimen attached at Annex-A).

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1. No bid will be accepted without bid security.
2. All the bids must include all government taxes.
3. Most Advantageous bidder will be required to deliver items within (04) weeks after issuance of Purchase Order.
4. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
5. The quantities mentioned in the BOQ are for evaluation purpose only, payment will be made as per actual use of floor mounted unit and additional accessories as defined in BOQ
6. The quantity of items may vary at the time of issuing purchase order and the requirement of additional copper pipe plus other accessories.
7. Warranty of the items will start from the date of delivery.
8. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
9. 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.
10. All the information provided by the bidder must be verifiable.
11. Security of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
12. If the 1st lowest evaluated/ Most Advantageous fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.

(Divisional Head)

Central Procurement Division

2nd Floor, Principal Office, State Life Building No. 9

Dr. Ziauddin Ahmed Road, Karachi. (Pakistan)

Tel: 021-99204521

**FORM OF PERFORMANCE SECURITY (Annex-A)**

**(Bank Guarantee)**

Guarantee No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiry date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal (Contractor) with address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Penal Sum of Security (express in words and figures) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound

unto the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal has accepted the Employer's above said Letter of

Acceptance for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Contract) for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Project).

NOW THEREFORE, if the principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the

Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause , Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer’s designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guarantor (Bank)

Witness:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title & Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporate Secretary (Seal)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title & Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporate Guarantor (Seal)

