

TENDER FOR

SUPPLY, PURCHASE AND PLACEMENT OF OFFICE
FURNITURE FOR OFFICE USE



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) Format for Bank Guarantee (Annex-B)
- f) Quoted Product Sheet (Annex-C)
- g) Sample Pictures (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 20-05-2025 at 11:00 AM. Tenders will be opened on same day i.e., 20-05-2025 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

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

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

Said furniture is required to be delivered/supplied at 2nd Floor, Health and Accidental Insurance (H&AI), Divisional Head Secretariat, State Life Building No.09, Buland Markaz, Jinnah Avenue, Blue Area, Islamabad

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. Vendors can contact following official for visit during office hours:

Name: Asim Nawaz

Designation: Admin and Monitoring Officer

Contact No: 0332-9537790

No site visit will be facilitated after Office Hours under any circumstances

3.0 ELIGIBILITY/ MANDATORY CRITERIA

Service Provider must meet following mandatory criteria:

- i. Have a relevant experience of at least **Three (3)** 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. Bid submitted other than EPADs wont be accepted
- iv. EPADs is managed by PPRA and being a software it may experience technical glitches/issues therefore vendor is advised to ensure submission in due course of time and in case vendor is unable to submit bid due to any issue in EPADs, State Life will not be responsible
- v. 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);

- vi.** Vendor is a manufacturer / supplier/ whole seller/ Authorized Dealer of furniture (new only) for atleast Two (2) Years. Verifiable certificate is required
- vii.** Vendor has served well-known Corporate Clients. Provide list of atleast two clients from Public/ private sector and also furnish verifiable proof such as Work Award, Purchase Order etc
- viii.** Vendor must submit Work Done Satisfactory/ Work Completion Certificate from atleast two (2) clients executed in the last (2) years i.e. 2023 and 2024
- ix.** Vendor must ensure that his quoted product details are affixed with technical proposal as per format enclosed at Annex-C.
- x.** Vendor must affix Bank Statement of last two (2) years i.e. 2023 and 2024. The statement must be for the period starting from January 2023 to December 2023 and January 2024 to December 2024. The said documents will be used for judging Financial Strength
- xi.** Bid Security amounting to **PKR. 40,000/-** in the form of Pay order/ Bank Draft in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" must be attached with technical proposal and uploaded on EPADs.
- xii.** Bid Security Original must be submitted in hard copy well before time and in case Bid Security is not received before Bid Closing timeline then Bid will be declared non-responsive and will be summarily rejected no matter if submitted on EPADs and no claim will be entertained on subject issue
- xiii.** 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. 40,000/-** must be uploaded with technical proposal on EPADs and original must be submitted in hard copy

II) Financial Proposal

- i. Financial Proposal must be as per format placed at Annex-B and must 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. If the financial proposal is not as per format placed at Annex-B, then it will be rejected without any notice or clarity whatsoever
- iii. All rates must be quoted in Pakistan Rupee (rounded to the rupee amount)
- iv. 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
- v. 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
- vi. 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.
- vii. 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.
- viii. Vendor must be well acquaint 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
- ix. Vendor must quote rate inclusive of all charges i.e. supply, delivery, octroi, placement, transportation etc

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 vendor

State Life as per best international procurement practices may request vendor to submit a market survey in support of his/her proposal and vendor is bound to submit said details in due course of time. Failure to comply will result in rejection of bid/ proposal

6.0 DEVIATIONS TO TENDER CLAUSES:

Bidders 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 (for reference vendors must refer PPRA Rule-25.

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 assignment as required in subject tender. Further in case requirement arises a repeat order as per PPRA Rule-42 will be issued and vendor is bound to supply/deliver items as required and as per approved cost

12.0. SPECIAL TERMS & CONDITIONS

Sr. No	Item	Description
1	Amount of Bid Security	Amounting to PKR. 40,000/- in the form of Pay order/ Bank Draft in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT"
2	Release of Bid Security	Shall be released to; i. Unsuccessful bidders after completion of due procurement process ii. To the successful bidder upon submission of Performance Guarantee as per Clause-3
3	Performance Guarantee	Amounting to 10% of Quoted Cost in the form of Bank Draft/Pay Order within three days of formal work award/agreement as per Format Placed at Annex-B. Failure to submit will result in disqualification from the process and forfeiture of Bid Security. Further we will automatically resort to Second Most Advantageous Bidder
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 and necessary blacklisting process will be initiated as per PPRA Rule-19
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 outlined in B.O.Q will 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 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.** Bidders are requested to visit the site and ensure that their offers are complete 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
- 8.** 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
- 9.** Tender documents (all papers) must be signed and stamped to signify the acceptance of Tender's conditions
- 10.** Technical services and operating conditions for achieving the performance shall be the sole responsibility 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 on EPADs
- 11.** SLIC has right to accept/ reject the proposal or any tender received for this job in the interest of Corporation
- 12.** Any conditional Tender will not be accepted and will be liable to rejection
- 13.** During technical evaluation vendor will have to present one sample of each quoted item at State Life Tower, Blue Area, Islamabad as per B.O.Q placed at Annex-B for physical verification. All transportation, octroi and other allied

charges for presentation of sample to committee will be borne by vendor and no cost claim will be entertained. In case of customized product the vendor will provide complete specifications alongwith picture and if the vendor has delivered said item at any other place/ organization he/she will provide details to committee

- 14.** Vendor must note that physical verification as per Serial. No-13 is mandatory and failure to present sample for physical verification will result in disqualification from procurement process
- 15.** 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. 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
- 16.** Bidder has to clean the site in every respect from unused material debris and tools on completion of work.
- 17.** 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
- 18.** Bidder must give complete specification of quoted product (such as make, model, color, fabric, material etc) with clearly visible pictures as per format placed at Annex-C and said details must be enclosed with Technical Bid. Failure to compliance with this clause will result in disqualification from further process
- 19.** 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
- 20.** 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 as it is a benchmark for vendor to access the quality of furniture items required
- 21.** The proposed items sample pictures are enclosed at Annex-D
- 22.** 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
- 23.** Vendor must note that warranty claim of any kind must be settled by all means within Six (6) working days of initiation of claim and no delay will be permitted. Vendor must note that continuous delay will constitute to poor performance and necessary action as per PPRA Rules will be initiated

24. 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 actual requirement
25. The said procurement pertains to H&AI Regional Office Islamabad and said furniture will be required to be delivered at designated locations in Islamabad.
26. 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
5. During the warranty/defect liability period all outstanding warranty claims must be settled as per schedule mentioned at Clause-13 (Serial No. 23)

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 violate 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. 40,000/-**
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 both in writing and also via email correspondence
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.

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-B). 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-B) 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 ATLEAST 1.0 Million	
	i. Atleast 2 Projects ----- 10 Marks ii. 2+ Projects ----- 20 Marks	20 Marks
C.	FINANCIAL POSITION: (Affix Bank Statement of two years i.e. 2023 and 2024)	
	Closing Balance 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. This corresponds to Serial No. A to Serial No.D
3. In case of Serial-E, absolute marking will be done i.e. either 30 or 0 without any mid value

ANNEX-A

**COVERING LETTER FOR HIRING OF SERVICES OF SERVICE
PROVIDER**

(On Respondent's letterhead)

Date: _____

Proposal Reference No. XX/XX/2025

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 i.e. 2023 and 2024 alongwith a 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 1.0 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 partners hip (or in partners hip, 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

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)

FORMAT FOR BANK GUARANTEE

Health and Accidental Insurance (H&AI)
Regional Office, 3rd Floor, State Life Tower,
Jinnah Avenue, Islamabad
State Life Insurance Corporation of Pakistan

Dear Sir,

Ref: Our Bank Guarantee No. _____ in the sum of _____
Account _____ Amount of Contract _____

In consideration of you having entered into contract No. _____
Dated _____
with _____ called Vendor and in consideration of value received from
VENDOR, we hereby agree and undertake as follows:

1. To make unconditional and immediate payment to you as called upon of 10% of the total bid amount in Pak Rupees on your first written demand without further recourse, question, deferment, contestation or reference to VENDOR or any other person, in the event of default, non-performance or non-fulfillment by VENDOR of his obligations liabilities, responsibilities under the said Contract of which you shall be the sole and absolute judge.
2. To accept written intimation from you as conclusive and sufficient evidence of existence of a default or breach as aforesaid on the part of VENDOR and to make payment immediately upon receipt thereof.
3. To keep this Guarantee in full force from the date hereof until completion of project from the date of contract execution.
4. That no grant of time or other indulgence to, amendment in the terms of the contract by Agreement between the parties, or imposition of Agreement with Vendor in respect of the performance of his obligation under and in pursuance of the said Agreement with or without notice to us, shall in any manner discharge or otherwise affect this Guarantee and our liabilities and commitments there under.
5. This Guarantee shall be binding on us and our successor's interest and shall be irrevocable.
6. This Guarantee shall not be affected by any change in the constitution of the Guarantor Bank or the constitution of the Contractor.

Authorized Sign for Issuing Bank

Seal of the Bank

ANNEX-B: 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	Executive	Best Quality with Arm	1	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 Padestal 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				
2	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 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;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				
3	Conference Table	Normal	Maximum Capacity of 8 Persons	1	Supply and Placement of Customized Conference Table with seating capacity of maximum 8 People; Size: 108" L, 48" 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 infront 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				
4	Conference Chair	Normal	Best Quality	6	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				

Total Financial Impact

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-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	Executive	Best Quality with Arm	1	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 Padestal 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		
2	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 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		
3	Conference Table	Normal	Maximum Capacity of 6 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 infront 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		
4	Conference Chair	Normal	Best Quality	6	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		

PROPOSED FURNITURE SAMPLE PICTURES

TENDER REF NO: SLIC/H&AI/RO/ISB/CPD/TEN
/FUR/01/2025

**CENTRAL PROCUREMENT DEPARTMENT (CPD), H&AI REGIONAL OFFICE,
ISLAMABAD**

INTRODUCTION

The said document contains the sample's picture of various furniture items required via procurement pertaining to Supply/ Purchase & Placement of Office furniture for office use.

All vendors are hereby advised to ensure quality as per specification outline in B.O.Q

Revolving Chair (Executive)



Executive Table



**CENTRAL PROCUREMENT DEPARTMENT (CPD), H&AI REGIONAL OFFICE,
ISLAMABAD**



Conference Table Seating of 08 Persons



Revolving Chairs for Conference Room

