



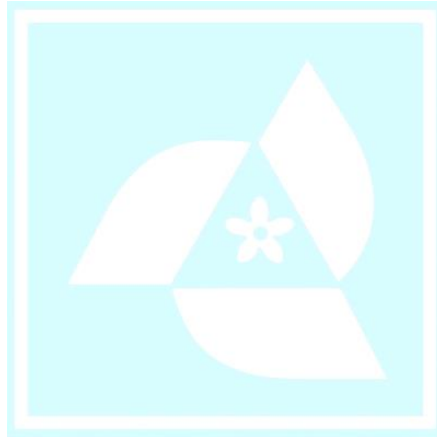
**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**  
SARGODHA ZONE

# **TENDER DOCUMENT**

**TENDER NO.SGD/04/2025**

**TITLE**

- (1) Furniture & Fixture Items**
- (2) Air Conditioners 1.5 Ton**



**Address:**

**Secretary Procurement  
Zonal Procurement Committee  
State Life, Zonal Office  
Queen's Road, Sargodha  
Office Phone No.048-9330179  
Email:pgssgdzn@statelife.com.pk**



**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**  
**SARGODHA ZONE**

**TENDER ADVERTISEMENT**

**TENDER NOTICE # SGD / 04 / 2025**

State Life Insurance Corporation of Pakistan, Sargodha Zone invites reputable registered firms / suppliers / wholesalers registered with Income Tax Department and also registered on EPADS to submit their sealed Technical and Financial quotations as per PPRA rules under "Single Stage Two Envelope" procedure for the supply of following items. The detail of tender is as under:

Detail of Items	No. Of Items	Bid Security	Tender Closing Date and Time for Submission of Bids	Technical Bids opening Date & Time
1. Table 3' x 4' with Side Rack	10	Rs.97,500	03-06-2025 11:00 AM	03-06-2025 11:30 AM
2. Revolving Chair	10			
3. Visitor Chairs	20			
4. Steel File Cabinet	10			
5. Split Air Conditioner 1.5 Ton	10			

**TERMS & CONDITIONS**

- Bid document is available on EPADS free of cost.
- Bids security is **Rs.97,500/-** in shape of Bank Draft or Pay Order or CDR only in favour of State Life Insurance Corporation of Pakistan. The original bids security Demand Draft must be reached before closing time.
- Tenders Documents can be downloaded from EPADS without cost.
- No quotation will be entertained without earnest money in shape of Pay Order, Demand Draft issued in favor of State Life Insurance Corporation of Pakistan.
- The suppliers upload their Technical and Financial Bids on EPADS, no hard copy of bid will be accepted. Quotations must be uploaded on EPADS up to **11:00 a.m.** on **3<sup>rd</sup> June, 2025**.
- The bids will be opened on **3<sup>rd</sup> June, 2025 at 11:30 a.m.** in the presence of Bidders or their authorized representatives, who wish to join the meeting.
- The bid validity should be upto **180** days.
- All terms and conditions are available on Tender Documents on EPADS.

Rana Muhammad Shamsheer  
[SECRETARY]  
Zonal Procurement Committee  
State Life Insurance Corporation of Pakistan



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## 2. SCHEDULE OF SUPPLY AND INSTALLATION OF PROCURING ITEMS

The delivery of Furniture & Fixtures and Air Conditioners shall be required to be completed within 2 weeks from the date of issuance of purchase / work order.

## 3. EXTENTION OF DELIVERY PERIOD

In special circumstances, request for extension of delivery period may be considered by the Competent Authority on the written request of the firm before the target date of supply, who will be authorized to either accept or reject the request of bidder without assigning any reason.

## 4. ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACTS

The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.








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## 5. SPECIFICATION OF ITEMS

### TENDER SPECIFICATIONS

Sr.	DESCRIPTION	QTY	Sample Picture
1	<p><b><u>Officer Table &amp; Side Rack without Glass</u></b></p> <p>Size 4'x3'x (LxW) with foot rest</p> <p>And Side Rack 36"x18"x30" (LxWxH)</p> <p>made of high density chip board pressed with fine grained shishem veneer on both sides, shishem wood molded lipping 3" wide all around the top and plain lipping of other edges with 2 drawers on fine quality drawer slides,</p> <p>one drawer is lockable with fine quality 2 mm lock.</p> <p>Finished with NC Lacquer Glass finished.</p> <p>(As per Sample)</p>	10	 
2	<p><b><u>Wooden Visitors Chairs</u></b></p> <p>Structure made of solid Sheshum wood with moisture level less than 10%, legs &amp; sides etc</p> <p>cushion with master molty foam on seat &amp; back, Complete with approved leatherette/fabric (green) &amp; polish etc.</p> <p>Seat 20", Back Height 15"</p> <p>(As per Sample)</p>	20	


3	<p><b><u>Cushioned Revolving Chairs with arms</u></b></p> <p>High Back Revolving Chair</p> <p>SAAB S-539 or equivalent</p> <p>(As per Sample)</p>	10	
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4	<p><b><u>Steel Cabinet (4 draw)</u></b></p> <p>with one fine quality lock on each drawer</p> <p>fine quality steel handles on each drawer</p> <p>made by 22 Gauge steel sheet,</p> <p>Painted with fine quality paint</p> <p>(As per Sample)</p>	10	
5	<p><b><u>AIR.CONDITIONER 1.5 TON</u></b></p> <p>Type Invertor (Heat &amp; Cool)</p> <p>BTU 1800 BTU or above</p> <p>Compressor T3 Comate class</p> <p>Indoor built in ant fungus pre filter</p> <p>Indoor shall be above 15m wind blast fan</p> <p>Warranty One year parts + Five years compressor warranty. Standard Refrigerator pipe (As per layout)</p>	10	



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## **6. TERMS AND CONDITIONS**

1. Bidder have to visit the site State Life Zonal Office, Queen's Road, Sargodha for any query.
2. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
3. 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 **"Furniture, Fixture and Air Conditioners"**. 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.
4. 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.
5. 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).**
6. The Most Advantageous Bid would be accepted
  - 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**(Technical evaluation of bids / point scoring criteria is available with bidding document).**
7. 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



## **7. TECHNICAL CRITERIA**

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

#### **Max. Points**

- |  |          |    |
|--|----------|----|
| 1. Company Profile   |          |    |
| i. The company established within 1 to 2 years (Proprietorship)  | 10 Marks |    |
| ii. The company established more than 2 years  | 20 Marks | 20 |
| 2. Experience in Similar Work executed   |          |    |
| i. Contracts completed less than 01 Million for each contract  | 10 Marks |    |
| ii. Contracts completed greater than 01 Million and less than 02 million   | 15 Marks |    |
| iii. Contracts completed more than 02 million  | 20 Marks | 20 |
| 3. Financial Status (verified by Bank Statement, Annual Tax Return)  |          |    |
| i. Between 1 – 5 Million   | 10 Marks |    |
| ii. 5 – 10 Million   | 15 Marks |    |
| iii. Above 10 Million  | 20 Marks | 20 |
| 4. Number of Existing Clients provided with similar Equipment having value 0.5 million<br>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)                 |          | 20 |
| 5. List of Professionals - for installation and after Sales services<br><i>05 points for each qualified personnel</i> qualified mean having engineering or diploma in relevant field |          | 20 |

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Total Points: 100

Note:

Minimum 60 % score is required to Technically Qualify on over-all basis.



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Date\_\_\_\_\_

## **FINANCIAL PROPOSAL**

(For Procurement of Furniture, Fixture and Air Conditioners – S&AF)

<b>(SUPPLY OF AIR CONDITIONERS)</b>						
One vendor would be selected on Lump Sum Basis on Least Cost and Quality Base)						
Sr. #	Description	Qty	Unit Price without GST	Amount of GST 18%	Unit Price with GST	Total Cost (No. of Units x Unit price including all taxes)
1	Table 3' x 4' with Side Rack	10				
2	Revolving Chair	10				
3	Visitor Chairs	20				
4	Steel File Cabinet	10				
5	Split Air Conditioner 1.5 Ton	10				
	Total					

(Fill Financial Proposal to be submitted on your Company's letter head)

Name of Supplier: \_\_\_\_\_

Signature with Date\_\_\_\_\_