



STATE LIFE

IN SURANCE CORPORATION OF PAKISTAN BENAZIRABAD ZONE

TENDER NO. SLIC/HRA&P/BNZ/01/2025

BID DOCUMENT FOR PURCHASE/PROCUREMENT OF FURNITUR & FIXTURE ITEMS.

FOR

NEWLY ESTABLISHED SECTOR OFFIC DADU- STATE LIFE BENAZIRABAD ZONE.

The State Life Insurance Corporation of Pakistan, Benazirabad Zone, is extending an invitation for EOI through E-PAD, using "single stage - single envelop Procedure." We seek submissions from NTN & GST Registered Contractors/Firms/General Order Suppliers, with a minimum five years of experience, spanning across Pakistan. Eligible entities should be proficient in mentioned work, duly registered with PPRA on account of E-PAD system.

TENDER DOCUMENT SPECIFICATIONS.

Sr.#	Description of Furniture/Fixture items	QTY	Closing Date/Time & Opening Date/Time of Tender
01	Office Table with side racks.	01	<u>CLOSING DATE/TIME:</u> Thursday the 12 th June 2025. 11:00 am
02	Revolving Chair	01	
03	Visiting Chairs	08	<u>OPENING DATE/TIME:</u> Thursday the 12 th June 2025. 11:30 am.
04	Steel file Cabinets (4 draws).	01	
05	Sofa set (5-seater) with Centre Table	01	
06	Air Conditioner 1.5 Ton DC Inverter	02	
07	AC-DC Inverter Ceiling Fan	05	
08	Water Dispenser	01	
09	Stainless Steel Three-Seater	03	

- Tender documents with full terms and guidelines are available on the PPRA site (www.eprocure.gov.pk) and the State Life website (www.statelife.com.pk).
- Bids must be prepared as per the bidding document instructions and PPRA Rules and submitted via EPADS by 11:00 am on 12-06-2025. bids will be opened at 11:30 am on the same date at the address below:

For detailed specification, you may visit State life Office, Benazirabad Zone, www.statelife.com.pk or www.eprocure.gov.pk , or contact to the undersigned within office hours.

INCHARGE HRA&P
The Secretary (ZPC)
State Life Insurance Corp. of Pakistan,
Main Daur Road, Nawabshah **0244-386001-03003406534**



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TERMS AND CONDITIONS

1. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than 05% in favor of State Life Insurance Corporation of Pakistan as earnest money which may be released after Final Evaluation of unsuccessful firm/company.
2. Successful Firm/Company must submit Rs.30000/- 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.
3. No bid will be accepted without earnest money/CDR which is 05%.
4. 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. Personal influence will also disqualify bidders.
5. All the bids must include G.S.T. and all other applicable taxes.
6. The Bids Price shall be counted as a whole.
7. All Submitted bids must be duly signed and stamped.
8. 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 30 days from receipt of supply order, the earnest money will be confiscated.
9. The approved bidder immediately after receipt of Work Order shall provide a sample of the Item to SLIC for scrutiny and approval. After the sample is approved, the bidder shall supply/ install rest of the items as per approved sample.
10. 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.
11. Bid validity period 90 Days.
12. 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.
13. 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.
14. The sealed bids envelope should bear the phrase of "Procurement of Furniture & Fixture & A.C for State Life Benazirabad Zone".
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.
16. The bids prepared in accordance with the instruction in bid documents must reach at the office of Deputy. Manager HRA&P State Life Zonal Office Main Daur Road, Nawabshah on or before 12-06-2025 at 11:00 am.
17. Tender closing date 12-06-2025 at 11:00 am Tender opening date 12-6-2025 at 11:30 am positively.

Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and
HRA&P DEPARTMENT, STATE LIFE MAIN DAUR ROAD NAWABSHAH.

we agree to abide by all those conditions.

Signature and stamp: _____
(Sign and stamp by Vendor)

Kashif Iqbal
I/C HRA&P,
The Secretary (ZPC),
State Life Insurance Corp. of Pakistan,
Main Daur Road,
NAWABSHAH.



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A:- Verifiable Documentary Proof

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- Verifiable documentary proofs for all above requirements are mandatory.

Annexure-A

Sr. No.	Eligibility / Evaluation Criteria	Requirement	Supporting Documents to be Attached as	Page No.
1	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A	
2	Income Tax Registration (copy of certificate)	Mandatory	Annex-B	
3	Prove for similar work (completed within the last three years)	Mandatory	Annex-C	
4	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D	
5	Proof of Active Taxpayer List	Mandatory	Annex-E	
6	Earnest Money/ Bid Security 5% of total tender amount through bank draft/ pay order (To be attached with Financial Proposal)	Mandatory	Must be attached with Financial Proposal only	

****Mandatory requirements must be uploaded (pdf) with required documents
Corresponding to each Annex with serial No as list above.



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B:- Technical Specification Criteria

- ❖ The Bids which do not conform to the Technical Specifications or Bid conditions or Bids from the Bidders without adequate capabilities for supply of Goods/Items/Services will be rejected.
- ❖ Model Number/Pictures (where required) of quoted furniture items must be mentioned.

Annexure-B

Supply of: FURNITUR/FIXTURE (miscellaneous) ITMEMS.

	QT Y.	Pictures	Conform to the Specific- cations Yes/no
1-Office tables with side rack . size 5" x3" 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 3 drawers on fine quality drawer slides, one drawer is lockable with fine quality 2 mm lock. Finished with NC Lacquer Glass finished. Design may slightly differ from the sample. Side Rack: Top glass 06 mm with glass polishAll side wooden borderComputer trayOne draw, One locker with locksLength 38" width 22"	01		
2-Revolving Chair Cushioned Ergonomic Chair Q-57-1R Comfortable and Relaxing, adjustable Back Adjustable Neck rest, adjustable Height Adjustable Lumbar Support Adjustable/ Folding Footrest HAD aluminum Base, HD Mute wheels High-Grade SGS Hydraulic Color Black	01		
3.Sofa seter (5-seater--3x1x1) with Centre Table Standard Size, Molty Foam or Eq filled, imported Rexene cover, sheesham wood frame, good quality springs and other material. Center Table Wooden (Shesham/Tahli) with Glass Top size 2.' X 4'	01		
4-Visiting chairs: with arms rest (Height 3 ft, D= 17.5, W '19, Arm Height from bottom '18, Seat height '17). good quality Rexene on seat and back, made with sheesham wood or Eq. molty foam or Eq filled on seat and back, curve shape arms, back and rear legs.	08		

5-Steel file cabinets (04 draws) with one fine quality lock on each drawer fine quality steel handles on each drawer made by 22 Gauge steel sheet, and fine quality paint.	01		
6. DAWLANCE, HAIER or Equivalent: Latest Model 1.5 Ton Inverter Split AC, Cooling Capacity 1800BTU Minimum Energy Mode (Inverter) Indoor Outdoor Fan Motor DC Cooling Running Current A 7.4	02		
7.AC - DC Inverter Ceiling Fan Khurshid King Model Or Equivalent size 56" remote controlled BLDC motor, 2-year Warranty	05		
8. Water Dispenser HWD-336G Grey Water Dispenser 4 L Brand: Haier or Equivalent , Series: Double Glass Door, Cooling Method: Compressor, Frequency: 50 – 60 HzVoltage: 220 V – 240 V, The volume of the Cold-Water Tank: 4 LThe volume of Hot Water Tank: 1 L.No. of Taps: 2. Child Lock: Yes. Material: Stainless Steel.Hot and Cool water button on backNet weight 12.3GSGross Weight 14.7KGSPRODUCT Dimensions (mm) 360 x 350 x 1040 mm	01		
09. Stainless Steel Three-Seater Perforated Sheet M.S. Sheet Solid Aluminum Alloy Armrest and legs Set of 3 seats Finish: Pretreated & Epoxy Powder Coated Optional Accessories: Cushioned Top, Hand rest. Weight 32 kGBottom of Form	03		

❖ AWARD OF WORK:

The procurement is a whole complete job and will not be split. Work shall be Awarded to the most advantageous bidder subject to the bid that is--
“Complying with *Pictures and specifications* requirements at Best price and Fulfillment of other terms & Conditions for mentioned procurement.”

❖ ACCEPTANCE/ REJECTION OF TENDER:

- i) The corporation does not **bind itself to accept the lowest tender.**
- ii) For all **Furniture items, High-resolution images**, showcasing the furniture in three dimensions (front, side and back), accompanied by **detailed specifications for each item**, are required for the bidding process. Bids without pictures or containing **low-quality pictures** will be rejected.
- ii) The corporation also reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
- iii) The corporation also reserves the absolute right to reject any or all the tenders at anytime solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of SLIC regarding the same shall be final and conclusive.



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Financial Bid of Furniture & Fixture items

Annexure-C

Sr. No	Name of Item and Specification	Qty	Unit Price Without GS. RS.	Unit Price With GST RS.	Total Price Inclusive all Taxes. Rs.
	Supply of Furniture Items (in line with the specification as mentioned in Annexure-B)				
1	Office table with side rack.	01			
2	Revolving chair	01			
3	Visiting chairs	08			
4	Steel file cabinets 4 Drawers	01			
5	Sofa set (5-Seaters) with center table.	01			
6	Air Conditioner 1.5 Ton DC Inverter	02			
7	AC-DC Inverter Ceiling Fan	05			
8	Water Dispenser	01			
9	Stainless Steel Three-Seater	03			
	TOTAL (Including all applicable Tax(s))				

NOTE: While making financial bid evaluation each bidder/s should follow Annexure-C format.

Signature and stamp: _____
(Sign and stamp by Vendor)



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TO BE SUBMITTED BY THE FIRM / SUPPLIER ON THEIR LETTER HEAD

Kashif Iqbal
I/C HRA&P,
The Secretary (ZPC),
State Life Insurance Corp. of Pakistan,
Main Daur Road,
NAWABSHAH.

Dear Sir,

SUB: TENDER NO. SLIC/HRA&P/BNZ/01/2025-SUPPLY OF FURNITURE & FIXITURE ITEMS AT STATE LIFE ZONAL OFFICE
MAIN DAUR ROAD, NAWABSHAH.

Having gone through the tender document, terms & conditions, we hereby offer to execute the above job for a total amount of Rs.
_____ (Rupees _____) as per Tender Document attached.

A Pay Order No. _____ dated _____ from _____ Bank for Rs. _____ is
enclosed as Earnest Money.

Yours faithfully,