

**REQUEST FOR PROPOSAL**  
**FOR**  
**PURCHASE/SUPPLY OF COATS WITH STATE LIFE**  
**BRANDING**

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**Name of the Respondent:** \_\_\_\_\_

**Address for Correspondence:** \_\_\_\_\_

\_\_\_\_\_

**Telephone No:**

**Fax No:**

**Email:**

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State Life Insurance Corporation of Pakistan, Health & Accident  
Insurance Regional Office, 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue,  
Islamabad

## SECTION I: INVITATION FOR PROPOSAL

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1. State Life Insurance Corporation of Pakistan intends to hire a Vendor/ Service Provider/ Supplier for **“Supply/Purchase of Coats with State Life Branding”**
2. State Life Insurance Corporation (hereinafter referred to as “the Purchaser/ Client”) is seeking sealed proposals under Single Stage One Envelope as per PPRA Rules 2004 from qualified Services Providers (hereinafter referred to as “the Contractor/ Bidders/ Suppliers”) registered with the relevant authorities for subject procurement. Bids must be furnished via EPADs and Bids other than EPADs won’t be accepted
3. Bid Security amounting to **PKR.150,000/-** in favor of **“SLIC H&AI Premium Collection Account”** must be submitted in form of pay order/ demand draft. The Bid Security must be uploaded as scanned copy with proposal on EPADs. Further Bid Security must be submitted in hard copy well before Bid Submission Timeline as indicated at Clause-6 (Serial No. A). Any bidder who fails to submit Bid Security in hard copy well before bid submission timeline his/her Bid will be declared as non-responsive and will be summarily rejected
4. Bidder must submit physical sample for both options along with Bid Security well before Bid Submission Timeline and in case of non-submission of physical sample for both options well before Bid Submission Timeline then proposal will be declared as non-responsive no matter proposal is furnished on EPADs.
5. State Life reserves the right to reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules
6. Tender Schedule

<b>A</b>	Timeline for Submission of Proposal via EPADs	08/07/2025 @11:00 AM
<b>C</b>	Timeline for Opening of Proposals	08/07/2025 @11:30 AM

7. Address for Submission of Hard Copy of Bid Security, Physical Samples and Opening of Proposal: **Central Procurement Department, Health & Accidental Insurance, Regional Office, State Life Tower, 3rd Floor, Jinnah Avenue, Islamabad**

8. For any clarification pertaining to subject procurement following officials can be contacted during Office Hours (Mon to Fri, 9:00 AM to 5:00 PM) through email, telephonic conversation up to July 07,2025 @5:00 PM. After expiry of the said timeline no clarification request will be entertained

[masabslic@gmail.com](mailto:masabslic@gmail.com); [mwaqas.slic09@gmail.com](mailto:mwaqas.slic09@gmail.com)

**Contact No:** 051-9216344

Clarification can also be requested in clarification section on EPADs.

## SECTION II: INSTRUCTION TO RESPONDENTS

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### 1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) “Proposals” means the proposal submitted by respondents in response to this RFP issued by State Life for **“Supply/Purchase of Coats with State Life Branding”**
- b) “State Life” 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/Vendor” means any entity that has placed an offer/ proposal for performance of services sought in this RFP
- h) “PPRA Rules” Public Procurement Rules 2004
- i) “SOW” means Scope of Work
- j) “H&AI” means Health & Accidental Insurance, Regional Office, Islamabad
- k) “Coats” means items as specified at Annex-B. Further picture is also enclosed for ready reference at Annex-B
- l) “EPADs” means E-Pak Acquisition and Disposal System

### 2. INTRODUCTION

State Life is undertaking Universal Health Insurance Program wherein medical facilities are being provided to population/ beneficiaries in Federal, Punjab, KP, Baluchistan and AJK. State Life has also recently launched Corporate Health Insurance Program wherein different products are being offered to Corporate Clients.

Better Customer facilitation has paramount importance and is extremely essential for achieving desired goals of any program/ initiative. State Life has deployed adequate staff in panel hospitals countrywide for better customer facilitation.

### 3. VALIDITY OF PROPOSALS

Proposals must be valid for a period of **120 (One Hundred and Twenty)**. A proposal valid for shorter period will be rejected. State Life may if the situation warrants

solicit the Respondents' consent to extend proposal validity (without modification in proposal

#### **4. RIGHT TO ACCEPT / REJECT PROPOSAL**

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

#### **5. FRAUD AND CORRUPTION**

State Life requires that respondent hired through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. State Life would initiate necessary proceedings as per PPRA Rule-19, if at any stage it is found that vendor is engaged in corrupt and fraudulent practices as defined in PPRA Rule-2(f)

#### **6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT**

##### **6.1. RFP CLARIFICATIONS**

During evaluation of the proposals, State Life may, at its discretion, ask Respondents for clarifications on their proposals as per PPRA Rule-31. The Respondents are required to respond within the time frame prescribed by State Life and in case of bidder fails to submit clarification response his/her bid will be declared as non-responsive and will be summarily rejected

#### **7. PROCESS FOR BIDDERS' SELECTION**

As part of subject procurement Service Providers will have to submit physical sample and quote rates for both options as per specifications placed at Annex-B. Out of both samples one will be selected and Work Award to most advantageous bidder will be issued accordingly

#### **8. ESSENTIAL QUALIFYING CRITERIA:**

Eligible Service Provider/Respondent who:

- i.** Have a relevant experience of at least two (2) years
- ii.** Must be registered with Tax Authorities as per prevailing latest tax rules (Only those respondents who are validly registered with Government legal entities, sales tax and income tax departments) and on active tax payer list;

- iii. 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);
- iv. Bids must be furnished via EPADs and any bid which is not submitted via EPADs will not be considered
- v. Bidder must furnish/submit his/her quoted product samples as per specifications outlined at Annex-B. The said samples must reach to the office as per Serial No. vii below well before Bid Submission Timeline. In case bidder fails to submit his/her product samples before Bid Submission Timeline as defined in Clause-5: Section-I, the proposal will be simply rejected no matter proposal is furnished on EPADs.
- vi. Bidder is bound to supply/ deliver same sample as approved in case he is declared as most advantageous (Undertaking on a stamp paper of Worth PKR. 50) must be furnished (Format enclosed at Annex-C) with proposal furnished through EPADs
- vii. Bid Security amounting to **PKR 150,000/-** as per PPRA Rules in the form of Pay order/ Bank Draft in favor of "SLIC H&AI Premium Collection Account" must be furnished in hard copy well before Bid Submission Timeline as appended at Clause-5: Section-I at following address:

**Office of Central Procurement Department (CPD), Health and  
Accidental Insurance (H&AI), Regional Office,  
3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad**

Any bidder who fails to furnish hard copy of Bid Security his/her bid will be rejected. Scanned Copy of Bid Security must be furnished on EPADs along with proposal

**NOTE:** Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process no matter vendors' overall cost is lowest. All bidders must provide a checklist format compliance of the eligibility criteria above.

## **DISQUALIFICATIONS**

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal documents after the bid submission timeline
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements

- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive
- v. Failed to provide clarifications related thereto, when sought
- vi. Submitted a proposal with price adjustment / variation provision
- vii. Bid is valid for a period shorter than minimum Bid Validity as mentioned at Serial No.03
- viii. Any violation/ missing document as required in Eligibility Criteria Above
- ix. Financial Proposal is not as per format placed at FIN-1

## **9. REQUEST FOR PROPOSAL**

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP, shall be at Respondent's own risk and will be liable for rejection. When Respondents receive the RFP, and if they can meet the requirements of the RFP and the commercial and requirements of this RFP, they should make arrangements necessary to prepare a responsive proposal

If the Respondents find in the RFP documents - especially in the selection procedure and evaluation criteria – any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from State Life well in advance. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

Once proposals are received and opened, respondents shall not be permitted to change the proposal.

All pages of this RFP Document must be signed, stamped and initialed and failure to do so will result in rejection of Bid

## **10. PREPARATION OF PROPOSAL**

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal

- ii. The proposal may be typed or handwritten and must be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract.
- iii. Proposals received by any other media/ form except EPADs shall be treated as non responsive. Only detailed complete proposals in the form indicated above received prior to the Bid Submission Timeline of the proposals shall be taken as valid
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP

## **11. SUBMISSION OF PROPOSALS**

Respondent shall submit responses via EPADs as per Single Stage One Envelope Procedure

## **12. DEADLINE FOR SUBMISSION OF PROPOSALS**

Proposals from Respondents, complete in all respects must be submitted via EPADs as per schedule appended at Clause-5, Section-I

## **13. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL**

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Bidders must provide detailed specifications along with pictures and Physical Sample of quoted product
- iii. Relevant verifiable details as required in Clause-6 i.e., Eligibility Criteria

All the above papers should be duly signed by the authorized signatory.

### **12.2 FINANCIAL PROPOSAL**

- i. The financial proposal must be filled in **Fin -1** separately and must be as per format
- ii. Bidder must quote the rate for both options as per Financial Proposal placed at FIN-1. Out of both samples H&AI will select one option and bidder with lowest rate per coat for selected option along with compliance with relevant clauses of RFP will be declared as "Most Advantageous"
- iii. All entries as per financial proposal must be filled and if any entry is left blank then proposal will be rejected



- iv. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount) in words and figures inclusive of all applicable government taxes, delivery and transportation charges etc
- v. Tax exemption in any case would be subject to “Tax Exemption Certificate” issued by FBR, verifiable through online verification system of FBR
- vi. The Prices mentioned in the tender i.e. per coat rate for the option selected will be treated as firm for a Period of **Two (2)** years from the date of formal work order and no claim for rate revision will be entertained during said period under any circumstances
- vii. After expiry of two (2) years term rate per item can increased subject to submission of formal request by the vendor at least two (2) months before expiry of existing term/ arrangement
- viii. Vendor is required to furnish a detailed working for rate revision and it is entirely State Life’s’ purgative/ right to consider the request for rate revision and accept it or reject it. Further a negotiation will also be done with vendor for agreed escalated rate per coat and mutually agreed rate per coat will be applicable
- ix. In case of acceptance of request as per Serial vii above a formal letter will be issued for extending agreement for one (1) more year and in case the request is rejected than State Life will move towards retendering if required
- x. 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.
- xi. In case of ambiguity on financial proposal being quoted in words, the proposal will be rejected. The respondent should exercise due caution in preparing the financial proposals.

## **14. RECEIPT OF PROPOSALS**

Only those proposals would be accepted that are submitted via EPADs

## **15. DURATION:**

As part of subject procurement, the agreement will initially be made for a period of Two (2) years which can be extended for a period of one (1) more year subject to requirement and satisfactory performance under same terms and conditions with maximum per coat rate escalation as per actual market situation, mutual agreement and based upon requirement

## **16. BID SECURITY DEPOSIT**

Bid Security amounting to **PKR 150,000/-** along with the proposal would be furnished by the respondent in shape of Demand Draft/Pay order in favor of “SLIC H&AI Premium Collection Account”.

Bid security of successful bidder will be retained after submission of Bank Guarantee as per **Clause-17**. In case of non-submission of Bank Guarantee, Bid Security will be forfeited and necessary legal action as per PPRA Rule will be initiated.

Bid security of un-successful bidders will be returned after completion of procurement proceeding as per PPRA Rules.

## **17. BANK GUARANTEE:**

The most advantageous bidder after issuance of Work Order will have to furnish Bank Guarantee amounting to **5%** of his/her quoted cost for respective selected option within **Fifteen (15)** working days (Format is placed at Annex-D). In case of non-submission of Bank Guarantee within stipulated time, the Bid Security furnished will be forfeited and necessary legal action as per PPRA Rule-19 will be initiated

The Bank Guarantee will be released upon satisfactory performance after completion of assignment i.e. **two (2)** years and in case of further extension a fresh instrument will be required

## **18. OWNERSHIP OF DATA/INFORMATION**

All information processed, stored, or transmitted by Service Provider's equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

## **19. LIQUIDATED DAMAGES:**

Time is the essence of contract. Bidders are advised to strictly adhere to timeline communicated by H&AI, Regional Office, Islamabad. In case of delay, the H&AI, Regional Office, Islamabad reserves the right to impose a penalty not exceeding **10%** of the total amount of the contract.

The rate of penalty will be charged **@1%** of the respective invoice to be submitted in response of respective call off order for each week of delay

If the work is not executed according to the satisfaction of the H&AI, then we will get work executed from the alternate source and cost incurred as per actual will be adjusted from respective invoice

In case a bidder refuses to execute the assignment as per SOW and subsequent directives then Bank Guarantee furnished by vendor will be forfeited and necessary action as per PPRA Rules will be initiated

## Section III: Scope of Work

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### 1. BACKGROUND

State Life is implementing Sehat Sahulat Program. As part of this program, beneficiaries are provided health care facilities.

Therefore as per requirement from our respective clients and in order to portray a better image of State Life we intend to hire services of a vendor for supply/ purchase of coats as per approved sample with State Life Branding.

As per current scope of work the said supplies are required to be delivered at following locations:

- A.** Islamabad
- B.** Karachi
- C.** Lahore
- D.** Faisalabad
- E.** Multan
- F.** Peshawar
- G.** Quetta
- H.** Swat

### 2. GOAL

To portray better image of State Life and also compliance with our clients' requirement

### 3. REQUIRED ACTIVITIES

The activities that Service Providers will have to perform are as follows:

**Activity No.01:** Supply of Coats with State Life Branding as per requirement and as per quantity (mentioned in FIN-1) and specification provided as Annex-B at designated locations as per Approved Samples.

**Activity No.02:** Resolution of query if any in a timely manner

### 4. DELIVERY TIMELINE

Bidder must consider that under normal circumstances the delivery timeline is Seven (7) working days after the issuance of the respective call off order and in case of emergency requirement the delivery timelines will be communicated accordingly which vendor is bound to follow

## 5. RESPONSIBILITIES OF SERVICE PROVIDER

- I.** Bidder must consider that as per details at Serial No.01, Scope of Work the coats are required to be delivered at designated locations
- II.** It is entirely vendors' responsibility to deliver coats at respective locations in time and all costs will be borne by vendor
- III.** Vendor must deploy adequate Human Resource to cope with above timeline and in case vendor fails to ensure delivery within the stipulated timeline we will impose necessary penalty as mentioned in Clause-19, Section-II of RFP
- IV.** Vendor is responsible to ensure that quality parameters are properly met and no compromise on quality will be done.
- V.** Vendor is required to ensure that required branding of State Life is done in a proper manner and as per requirement communicated
- VI.** In case the supplied product is defective or it is not as per our requirement vendor will replace the said item within three (3) days of communication without any additional cost. In case of non-compliance necessary penalty as per Clause-19, Section-II of RFP will be imposed
- VII.** Vendor must consider that quantity enclosed is an estimate and actual quantity may increase/ decrease as per requirement
- VIII.** Vendor must note that arrangement under said procurement is as per framework agreement under PPRA Rules and respective call off order will be placed as per requirement
- IX.** Vendor must ensure that he should supply coats as required without any bar on quantity means based upon requirement a single coat or a bulk order may be given
- X.** Must ensure timely response to queries raised by H&AI from time to time

## 6. PAYMENT SCHEDULE

All payments shall be made in Pak Rupees and subject to following conditions:

- A.** Upon submission of invoice by supplier against requisite items as required by RFP, all payments will be made within **30 (Thirty)** days subject to fulfillment of quality standards set out as per specifications (Annexed as Annex-B)
- B.** Payment is subject to satisfactory report from respective User Department
- C.** No payment shall be made in advance to the selected bidder as mobilization advance
- D.** Payment shall be subject to deduction of all applicable government taxes
- E.** H&AI shall have the right to return any Requisite Item not meeting the quality requirements or in case it does not comply with the samples provided by the Supplier.
- F.** Deductions if any will be made from respective invoice submitted in response to call off orders placed

- G.** Invoice in response to call off orders must be submitted to Central Procurement Department (CPD) within seven days of delivery of items as required in respective call off order.

## FIN- 1: FINANCIAL PROPOSAL

Sr. No	ITEM	MINIMUM SPECIFICATIONS	A QTY	B COST PER ITEM INCLUSIVE OF ALL APPLICABLE TAXES (PKR)	TOTAL COST INCLUSIVE OF ALL APPLICABLE TAXES (PKR) C=A*B IN FIGURES
1	PER COAT RATE INCLUSIVE OF STATE LIFE BRANDING AND ALL OTHER COSTS FOR OPTION NO.01	AS PER SPECIFICATIONS ANNEXED AS ANNEX-B	1000		
2	PER COAT RATE INCLUSIVE OF STATE LIFE BRANDING AND ALL OTHER COSTS FOR OPTION NO.02	AS PER SPECIFICATIONS ANNEXED AS ANNEX-B	1000		
<b>TOTAL COST IN FIGURES IN PKR INCLUSIVE OF ALL APPLICABLE TAX</b>					
<b>TOTAL COST IN WORDS IN PKR INCLUSIVE OF ALL APPLICABLE TAX</b>					

### NOTE:

- i. The Above quoted prices must be inclusive of all applicable duties/taxes, packing, octroi and delivery charges at designated location
- ii. Vendor must quote rate per coat for Both Options i.e. Serial No. 01 and Serial No.02 above
- iii. All entries must be filled and in case any entry is left blank proposal will be rejected
- iv. Per Coat Rate of selected Option will remain firm for a period of **two (2)** years from the date of issuance of Work Order
- v. Per Item lowest rate will be considered
- vi. Overwriting/ cutting isn't allowed however if done must be initialed. Rate should be inclusive of all applicable taxes

# **ANNEX-A: COVERING LETTER FOR HIRING SERVICES OF SERVICE PROVIDER**

(On Respondent's letterhead)

Date: \_\_\_\_\_

Proposal Reference No. xx/2025

## **Departmental Head Admin and HR/ Incharge CPD**

Central Procurement Department, 3<sup>rd</sup> Floor, State Life Tower,  
Jinnah Avenue, Islamabad

**Subject: PROPOSAL FOR PURCHASE/SUPPLY OF COATS WITH STATE  
LIFE BRANDING**

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of **120** days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.



8. We / I am submitting herewith a demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ in favor of STATE LIFE INSURANCE CORPORATION OF PAKISTAN as bid security deposit
9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name & Address of Firm

Affix rubber stamp

Email/Fax No.

Income Tax Certificate

Return Submitted

**FORM – 1**  
**List Previous Experience of Similar Nature of Works in Last Three Years**

<b>Sr. No</b>	<b>Name of project &amp; location</b>	<b>Full name &amp; address of client</b>	<b>Type of contract / Period of contract</b>	<b>Contract value (indicate currency in PKR Only)</b>	<b>Delay penalties claims, arbitration</b>	<b>Type of work</b>	<b>Carried out along or in partnership (or in partnership, state share &amp; name of partner)</b>	<b>Start date</b>	<b>Date of completion</b>

**Note:** Relevant proofs are required as well. Work completed means all work that has been completed before opening date of the current tender

## **ANNEX-B:**

### **SPECIFICATIONS OF COAT WITH STATE LIFE BRANDING**

#### **A. OPTION NO.01 SPECIFICATIONS**

<b>Sr. No</b>	<b>Particular</b>	<b>Specifications</b>
<b>01</b>	Dimensions of Coat	As per standard
<b>02</b>	Material of Cloth (Fabric)	Tropical Cloth (Fabric), breathable material for both summers and winters
<b>03</b>	Sizes	Small, Medium, Large
<b>04</b>	Pockets	Three (3) on front side
<b>05</b>	Branding	Front, Back side and Arms inclusive of written content and State Life Logo
<b>06</b>	Fabric Color	As per requirement preferably white in color
<b>07</b>	Other features	No cut on back side, Full Sleeves, Buttons on front side
<b>08</b>	Printed Content	The content is to be embossed on coat with the help of thread (Embroidery is needed). The said embossing must be of best quality

#### **B. OPTION NO.02 SPECIFICATIONS**

<b>Sr. No</b>	<b>Particular</b>	<b>Specifications</b>
<b>01</b>	Dimensions of Coat	As per standard
<b>02</b>	Material of Cloth (Fabric)	Tropical Cloth (Fabric), breathable material for both summers and winters
<b>03</b>	Sizes	Small, Medium, Large
<b>04</b>	Pockets	Three (3) on front side
<b>05</b>	Branding	Front, Back side and Arms inclusive of written content and State Life Logo
<b>06</b>	Fabric Color	As per requirement preferably State Life Blue
<b>07</b>	Other features	No cut on back side, Full Sleeves, Buttons on front side
<b>08</b>	Printed Content	The content is to be pasted on coat (Sticker Pasting). However, sticker shouldn't be removed during ironing, wash etc

## Sample for reference:

Sample appended below is just for reference and in actual sample color and content may vary depending upon requirement



## **ANNEX-C: UNDERTAKING**

I hereby solemnly declare that I will ensure supply of same product i.e. coat as per specifications outlined in RFP and in strict compliance with the proposal furnished via EPADs and sample submitted thereof

The per coat rate will remain firm for a period of two (2) years from the date of issuance of Work Award and I will not raise any request for rate revision under any circumstances thereof. In case I am declared as most advantageous, I will ensure supply of coats as per approved sample without any bar on quantity at designated locations within the stipulated time as communicated via respective call off order

In case of noncompliance of any clause of this RFP and subsequent directives I M/s be held responsible and necessary action as per PPRA Rules must be initiated against us

***Note: To be furnished on a Stamp Paper of Worth PKR. 50***

## ANNEX-D: FORMAT FOR BANK GUARANTEE

STATE LIFE INSURANCE CORPORATION OF PAKISTAN,  
STATE LIFE BUILDING No. 9, DR. ZIA UDDIN ROAD,  
KARACHI PAKISTAN.

DEAR SIR,

REF: OUR BANK GUARANTEE No. \_\_\_\_\_ IN THE SUM OF  
ACCOUNT \_\_\_\_\_ AMOUNT  
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 **5%** 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