



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENTS
FOR
PROCUREMENT OF MISC. FURNITURE FOR
SECTOR OFFICES

Prepared By: **Human Resources & Admin Department**
State Life Insurance Corporation of Pakistan,
Kotli Road, Sector F/1, Bary Mian Plaza Mirpur (AK)
Phone: 05827-927454,
Dated: 04-07-2025

MIRPUR (AK) ZONE

Zonal Office, Bary Mian Plaza Kotli Road, Sector F/1, Mirpur (AK)



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PROCUREMENT OF MISC. FURNITURE FOR SECTOR OFFICES

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BID INVITATION OF TENDER NO.HR&A/MRAK/04/2025

The State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone invites Bids through E-PADS for procurement of Misc. Furniture for Sector Offices as per following Schedule from reputed Firms/ Vendors/Suppliers who are registered with income/Sales Tax Departments, having their own offices and phone/fax numbers.

<u>Type Of Procurement</u>	<u>Bid Security</u>	<u>Closing Date & Time for Submission of Tender</u>	<u>Opening Date & Bid Security</u>
Procurement of Misc. Furniture For Sector Offices	Rs.50,000/-	22-07-2025 11:00 AM	22-07-2025 11: 30 AM

2. The **Single Stage-Single Envelope** method as provided in PPRA rules 2004 shall be adopted for said procurement. The bids will be opened online as per above mentioned schedule. The bidders' Representatives who wish to participate in the bidding process may join bids opening on E-pads PPRA. **The bid (s) submitted other than E-PADS will not be entertained.**
3. The Bids should be uploaded along-with a scanned copy Pay Order/Bank Draft of the Bid Security in favor of **State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone** on E-Pads, PPRA. The Original Pay Order/Bank Draft must reach on below mentioned address before the closing date/time of the tender.
4. The State Life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
5. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life's website www.statelife.com.pk & www.eprocure.gov.pk free of cost.
6. In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the concerned officer Mr. Jawad Ur Rehman, Assistant Superintendent (HR& Admin), Kotli Road Sector F/1 Barry Mian Plaza Mirpur (AK) or call on Phone. No. **05827-927454** during office hours.

(M. Haneef Abbasi)

Manager (HR& Admin)/Secretary,
Zonal Procurement Committee (ZPC),

Zonal Office, Bary Mian Plaza Kotli Road, Sector F/1, Mirpur (AK)



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INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill / complete the tender in all respects.
3. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk).
4. The Tender will be opened on line in the office of In-charge (HR& Admin/Secretary ZPC) Zonal Office, State Life, Kotli Road Sector F/1 Barry Mian Plaza Mirpur (AK) in the presence of the Vendors or their representatives who wish to be present as per given schedule.
5. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
6. The bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or back out after quoting the rates, the Bid Security shall be forfeited in the favor of State Life.
7. The rates for all Category of Misc. Furniture shall be considered as whole.
8. The bids without Earnest Money shall be rejected.
9. Bids validity period must be for 90 days from the last date of submission of Bids.
10. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
11. A penalty Rs.5000/- each day will be imposed for late supply of the equipment after the specified delivery schedule.
12. The State Life reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement. However; State Life, on request, shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
13. Incomplete conditional bids shall be rejected.
14. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on immediate next working date on same time.
15. If the Bid is found against the terms and conditions of Tender, same will be rejected.

SPECIAL CONDITIONS

1. Certificate of National Tax Number and Sales Tax Registration Certificate must be attached/ uploaded with tender.
2. Proof as Active Tax Payer should be attached.
3. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
4. All rates must be quoted with all applicable Taxes.
5. The tender submission after the due date & time will not be entertained. The in-time submission of tender will be onus of bidder (s).
6. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
7. No Advance payment will be admissible; the whole payment will be made after satisfactory completion of supply of all items.
8. All mandatory requirements must be fulfilled to become eligible as responsive Bidder.
9. The Firms/ Vendors/Suppliers will have to deliver on set of item at respective place as mentioned below and No Separate Transportation Charges will be admissible in the regard.




Destination of Deliver
Khuiratta Sector Office.
Kotli Sector Office.
Dadyal Sector Office.
Mirpur (AK) Sector Office.


10. The most advantageous Bid who meet the tender Terms/Conditions & economical will be accepted.
11. The successful bidders will be required to provide the Sample/Pictures of respective items to be provided before finalization of the bidding process.

BILL OF QUANTITY

Note: Rates should be quoted inclusive of GST & Freight Charges

DETAIL OF REQUIRED MISC. FURNITURE, FOR MIRPUR (AK) ZONE

S/N	ITEM	QTY	SPECIFICATION	PICTURES	EACH RATE WITH GST and Freight Charges
1	Revolving Chairs	03	Boss B-544 Aqua Mesh Low Back Revolving Chair or Equivalent. (whole Black Color)		
2	Visitor Chair	12	Structure made Size: <ul style="list-style-type: none"> • 24 W 24 D 30 H (Inches). • Solid Keekar Wood 1st quality • Sprit polish wood color. • High density foam 1st quality Molty or Equivalent with A Grade Black Leather rite with button stitched on back. 		
4	Office Table With Side Rack	04	Size H: 30" L: 60" W: 36" Make: Frame Solid Keekar and Veneer top side with polish. Three (03) Drawers with best Quality railing and locks alongwith Side Rack size: H:30" L: 30" W:15" Make: Frame Solid Keekar and Veneer top and sides with 02 Shelves polished.		

5	Sofa Set (3+1+1= 5) Seater with Centre 2x4 Table	04	Office Sofa made up of wooden Frame, with Cushioning of A Grade Molty or Equivalent foam with A Grade black Leather rite. With Centre table Size 2x4 Frame made up of Solid Keekar top Veneer sheet with polish.		
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(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

Mandatory Requirements for Responsive Bid

Subject: MISC. FURNITURE FOR SECTOR OFFICE

S. No	Description of Mandatory Requirement	Yes	No
1	Draft of Earnest Money (Separate Envelope).		
2	Company/Firm Established/ Registered, Corporate status for more than Five years.		
3	<u>GST and NTN Registration Certificate.</u> <u>Active Taxpayer List (ATL) of FBR</u> Status as “Active” in I.T and Compliance Level is 100% in GST.		
4	<u>Proof of Non-Blacklisting:</u> Submission of Affidavit on Rs. 100 Stamp Paper (duly attested from notary public) that the company is not neither blacklisted by any Govt. Department and public sector client.		
5	<u>Warranty:</u> One year (01) Brand/Manufacturer . (If applicable)		
6	<u>Professional Experience:</u> Proof of 05 Years’ experience.		
7	Bid Security Rs. 50,000/- (<u>Return able</u>)		

Authorized Signature of Company Official with Seal.

For & on behalf of M/S. _____

Dated: _____ Seal: _____

FORM OF BID

Secretary (ZPC),
State Life Bary Mian
Plaza Sector F/1,
Kotli Road
Mirpur (AK).

Dear Sir,

Tender Reference No: **HR&A/MRAK/04/2025.**

Nature of Tender: **Procurement of Misc. Furniture For Sector Offices.**

Having examined the Bidding Documents, for the hiring of Services for Procurement of Misc. Furniture for Sector Offices, we the undersigned, being a company/vendor doing business under the name _____ of _____ and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job .

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. _____ drawn in favor "State life"
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature _____

In the capacity of _____ duly authorized to sign bid for and or behalf of _____.

(Name of Bidder/Firm in Block Capitals)

(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

Name of Vendor/ Firm _____

Registered Address _____

Telephone No. _____

Cell No. _____

Fax No. _____

E-Mail _____

Name of Official
(Who will represent vendor/
Firm on the day of tender
opening) _____

NTN No. _____

Sales Tax No. _____

Vendor/ Firm rep Signature _____

CNIC No. _____

Seal Of Firm _____

Signature of the Authorized Signatory

Designation:
(Office seal of the Bidder)

UNDERTAKING

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department and public Sector client.

Signature of the Authorized Signatory

Designation:
(Office seal of the Bidder)

Date:- _____

Place:- _____

THE END