

BID DOCUMENT

For

Purchase of Furniture & Fixture

For Sheikhpura Zone

Tender Notice No. 01/SKP/Furniture&Fixture/2025

(Secretary)

Zonal Procurement Committee

State Life Insurance Corporation of Pakistan

Sheikhpura Zone

State Life Zonal Office, Al-Sharif Plaza, Opposite Children Hospital,

Lahore Sargodha Road, Sheikhpura

Tel: # 0333-4208579, Mobile: 0335-8061900

INTRODUCTION:

The State Life Insurance Corporation of Pakistan is the largest Life Insurance Institution in Pakistan providing Life and Group Insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase Office Furniture, Electric Items, Multi Media, Laptop and Printer etc. for our Sheikhpura Zone (Al-Sharif Plaza, opposite. Children Hospital, Lahore Sargodha Road, Sheikhpura).

Detail specification and quantities for required items/equipment's/work is as under:

TENDER DOCUMENTS
TENDER ENQUIRY # 01/SKP/Furniture&Fixture/2025
FURNITURE & FIXTURE ITEMS

Item Sr.	Job Description	Qty	Sample for quoting rates			
			Cost per unit in Rs.	GST er Unit in Rs.	Total Cost per unit with Taxes (in Rs.)	Total Cost with all Taxes
01	Furniture Set One Set includes: 01 Office Table 5'x3' with side rack (with top glasses), 01 Executive Revolving Chair (Cushioned), 02 Visitor Chairs (Cushioned)	08 Set				
02	Steel Almirah Gauge 20 or better	02 Units				
03	Computer Chairs	09 Units				
	Total Amount Rs. (in Figures)					

Total Amount Rs. (in words) _____

Technical Evaluation Criteria/Evaluation Sheet: Attached as (Annexure-1)

Technical Specifications: Attached as (Annexure-2) with sample pictures

Terms & Conditions:

1. Only Income tax and Sales Tax registered (active tax payers) vendors/General Order suppliers can participate in the tender through EPADS. Provide documentary evidence related tax registrations.
2. Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for single stage single envelope method and clearly marked as **"Tender No. 01/SKP/Furniture&Fixture/2025"**.
3. Bids can be submitted/uploaded at EPADS till closing time **10:30 AM** on **21-08-2025**.
4. Submitted bids shall be opened at **11:00 AM** on same day i.e., **21-08-2025**, at HRA&P Department, State Life Insurance Corporation of Pakistan, Sheikhpura Zone, Al Sharif Plaza, Opposite Children Hospital, Sargodha Road, Sheikhpura in the presence of bidders or their authorized agents, who wish to be present on the occasion.

5. In case wherein on bid opening day, holiday announced by prevailing Government or Zonal Office could not operate due to unavoidable reasons, then bid opening meeting shall be held on very next working day.
6. **SINGLE STAGE, SINGLE ENVELOPE PROCEDURE** will be followed as per PPRA Rules 2004 for evaluation of bidders.
7. Estimated Cost is of this procurement is Rs. 1,050,000/-.
8. Bid Security amount (Earnest money) including tax, of **Rs.30,000/-** in the shape of CDR/Pay order favoring **“State Life Insurance Corporation of Pakistan”** must be submitted by bidders at the address given in tender notice/documents before closing time, else bid will be rejected.
9. The Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder immediately after completion of work. However, successful bidder will be required to submit performance guarantee of 5% (value of Job Order) in shape of bank guarantee (valid for at least One Year) in favor of State Life Insurance Corporation of Pakistan which shall be released after expiry of one year after completion of job.
10. Approximate time of procurement process is 45 days. Order shall be placed to successful bidder after completion of all codal formalities. Approximate payment time shall be 2 weeks after successful
11. Each Tender item (Item Sr. 1 to item Sr. 3) shall be evaluated separately. However, Item Sr. no 1 (One Job) is complete set of jobs, no bidder shall be allowed to exclude or skip any item from each set. A bidder interested to quote for Item Sr. 1, he must quote for complete set. If any bidder does not quote/exclude any item from Sr. # 01, furniture set he shall be technically disqualified for entire item serial of furniture set. In any complete item serial complete participation is compulsory. Overall lowest bidder for complete furniture set if found technically qualified shall be successful for that furniture set.
12. Successful bidder will have to start supply/job within 3 days after confirmed work order and must complete the supply in all respects within 10 working days; otherwise, retention money (CDR) will be forfeited. In addition to this liquidity damages as penalty may be imposed after expiry of 10 working days, at 5% per day of the total purchased order value.
13. Warranty of items must be accordingly as mentioned in Annex-2 for any type of defect, with free repair/replacement of item/parts within warranty period.
14. Quote only **single rate for each item**, which must be irrevocable, unconditional & inclusive of all taxes & expenses (if any).
15. Validity of the rates/bid must be at least 90 days from the date of opening of bid, which may be extendable with mutual consent.
16. Competent Authority reserves the right to reject/cancel/withdraw any/all bid(s) or proposals at any time before award of contract without assigning any reason thereof.
17. Quantity mentioned against items may be increase/decrease by competent authority before placement of order.

18. Eligibility criteria mentioned below must be observed and fulfilled. An Affidavit of Rs. 100 in this regard must be attached with the bid.

19. delivery as per tender requirements.

Eligibility of Applicants

We **M/s** _____ undertake that,

- 1.** We are registered company/firm as per FBR Record, having active filling status.
- 2.** We are solvent company/firm and not in the process of bankruptcy.
- 3.** We have never been convicted for an offence concerning the professional conduct.
- 4.** We have fulfilled all obligations related to payment of taxes to the Govt of Pakistan.
- 5.** We were never found guilty of serious mis-interpretation/mis-representation of facts in supplying information in past nor providing herewith as such.
- 6.** We assure that quoted items will be brand new.

[SECRETARY]

Zonal Procurement Committee (ZPC), HRA&P Department,

State Life Insurance Corporation of Pakistan Sheikhpura Zone, Al Sharif Plaza, Opposite Children Hospital,
Sargodha Road, Sheikhpura. Cell no. 0335-8061900, 0333-4208579

Technical Evaluation Criteria (Annexure-1)

Technical bids shall be evaluated on the basis of following points:-

- 1** Specifications of item mentioned in bid will be compared with specifications mentioned in tender documents. In case of incomplete information, clarification shall be obtained from bidders. A bid having lower of specifications or lower of required brand's specifications then it shall be rejected technically.
- 2** Warranty must be according to requirements of tender documents.
- 3** Satisfactory reports or work orders from the previous reputed clients (at least 2) of the quoted item must be provided with bid.
- 4** Bidder has NTN & GST Registration Certificate.
- 5** Bidder has provided affidavit of Rs. 100/- (Non-blacklisted etc) in the light of Para 18 of Terms & Conditions of Tender Documents.
- 6** All points of Technical Evaluation Criteria, Terms & Conditions are compulsory. Failing in any point/criteria, may result in rejection of the bidder technically.

Technical Evaluation Sheet/Check list

Sr.	Criteria of Technical Evaluation	Yes / No
1	Tax Registration Certificates provided with bid as per Tender Documents.	
2	Satisfactory reports/work orders from previous 2 clients for same nature of work.	
3	Affidavit of Rs. 100 observing eligibility criteria as per Tender Requirements	
4	Warranty certificate as per tender documents.	
5	Certified that quoted items shall be brand new.	
6	Sign and stamp against specifications mentioned for	

Signature & Seal (Acceptance by Bidder)

	each quoted item, which means bidders understand the need of Procuring Agency (SLIC) and agrees to provide required item as per need.	
7	Certificate Provided that bidder accepts all the terms & conditions of this Tender for completion of job as per job description of tender documents.	
8	CDR Submitted as per required amount. (Rs. 30,000)	

Single NO may result is rejection of bidder technically.

Note: Provide all required information with Bid on letter-head pages with sign & stamp.

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ITEM SR. # 01, FURNITURE SET

Office Table 5'x3' with Side Rack (with top glass)

As per sample picture provided (Executive look), with following features:-

- 8 mm top glass grinded at side edges and completely polished.
- **Strong connected structure of Solid Sheesham winner board** deep engraved lines as in sample picture.
- Top made of Sheesham winner board (double side) 1.5" or (1x1/2") thickness. Other structure made of sheesham winner board (double side) 3/4" thickness.
- Use of best quality stainless steel nails, glue imported quality etc for manufacturing. Readymade table shall not be accepted.
- Having three drawers of standard size at right side with freely moveable channels of best quality heavy duty/stainless steel.
- Standard height, Durable Strong base with extra wooden larrs for strength.
- Squared space for monogram (15 inch x 15 inch) specifically to be made at front side middle with deep engraved 4mm, edges of that space to be covered with 1/2 inches thick gola patti (fancy takkar gola).
- State Life monogram made of standard aluminum plate (15 inch x 15 inch) to be fixed at front side middle (inside specifically allocated space) with round cap nail properly drilled.
- Imported quality heavy duty lock for top drawer.
- Drawer handle made of stainless-steel heavy with fancy design.
- Color shall be dark brown best quality polish finishing (Shining) as per sample picture, shall be finalized at the time of supply order.
- Warranty: At least 3 years onsite free repair & labor warranty.

Specifications of Side Rack (Standard size) with top glass

- o Side Rack compatibility eg. Design/shape/height and color must be similar to Office Table.
- o covered with 8 mm glass, grinded at side edges and completely polished,
- o **Strong connected structure of Solid Sheesham winner board**
- o Contain Keyboard Tray with railing imported quality & tray made of pure Sheesham wood.

- o Contain CPU Box with wires holes at back side for Keyboard, CPU & Mouse.
- o Should be comfortable and easy for computer operations i.e., reasonable gap between top and keyboard tray and space for CPU etc
- o Contain one shelf at center other than CPU box.
- o Warranty: At least 3 years onsite free repair & labor warranty.

Bidder's sign with stamp_____

Revolving Chair Cushioned

As per Sample Picture, must include following features:-

- **Use of Solid Sheesham wood frame with durable tyre patti**, standard size seat & back with arms rest as per sample,
- Best quality cushion (Molty foam or equivalent) on Seat, back and arms covered with best quality leather Rite properly stitched/raped at entire sides with designing as shown in picture.
- Leather rite to be used best quality, durable and flexible.
- Hydraulic machine must be of heavy duty with S/S base and imported 5 wheels must be durable.
- Color of rexene: Dark Brown, polished / shining.
- Base color: Black powder coating, polished.
- Warranty: At least 3 years onsite free repair & labor warranty. Free replacement of base warranty.

Bidder's sign with stamp_____

Visitor Chairs Cushioned

As per sample pic attached, with following features (which may or may not show in picture):-

- *Solid frame/structure* made of solid sheesham wood polished/varnished,
- Standard size seat and back with arms rest as per sample picture.
- Use of sheesham wood stretchers at all sides below aprons for extra strength.
- Use of corner brackets inside for strong frame structure,
- *best quality cushion* (Molty foam or equivalent) both on Seat and back and covered with best quality flexible and durable leather Rite, properly stitched/tacked on entire sides with back design as shown in picture sample.
- Color of Rexene same as of Revolving Chair, color of wooden part/polish same as of Office Table/Side Rack.
- Warranty: At least 3 years onsite free repair & maintenance & labor warranty.

Bidder's sign with stamp_____

ITEM SR. # 02, STEEL ALMIRAH

- *22 Gauge* Dual Lock, 6x3x1.5 ft
- *Material* High Quality mild steel sheet
- *Sheet Thickness:* 22 Gauge
- *Dimensions:* Height: 6 feet, Width: 3 feet, Depth: 1.5 feet
- *Structure:* Number of Shelves: 4 spacious fixed shelves
- *Doors:* 02 Solid steel doors with smooth hinges. Locking system: Dual locking mechanism (central Lock+handle Lock) for added security. Durable steel handles with lock support.
- *Finish:* Coated with premium-grade grey hammer tone paint for rust resistance and elegant appearance. Smooth and corrosion-resistant surface.

Bidder's sign with stamp_____

ITEM SR. # 03, COMPUTER CHAIRS

Design & Appearance:

- Type: Ergonomic mesh office chair,
- Color: Black (seat, backrest, armrests and base)
- Style: Modern, minimalistic
- Usage: Ideal for office,
- Dimensions (Aprox): Seat width: 18-20 inches, Seat Depth: 17-19 inches, Backrest Height: 18-20 inches, Overall Height: 35-40 inches (depending on height adjustment)
- Seat Cushion: High density foam with fabric upholstery. Backrest: Breathable mesh for airflow. Armrests: Fixed Plastic armrests. Based: Nylon or plastic 5-star base.
- Casters/wheels: Dual wheel 360-degree swivel plastic casters
- Features: Ergonomic Support: Curved backrest for lumbar support, Height adjustable: Pneumatic gas lift mechanism. Swivel: 360-degree rotation for mobility.
- Chair weight: Approx 9-12 kg. Weight Capacity: up to 100- 120 kg (220-265 lbs)

Bidder's sign with stamp_____

Sample Pictures

Item Sr. 1 Furniture Set

Table 5' x 3' with side rack with top glass



Revolving Chair (Cushioned)

Visitor Chair (Cushioned)



Item Sr. 2 Steel Almirah



Item Sr. 3 Computer Chair

