

TENDER FOR

SUPPLY, PURCHASE AND PLACEMENT OF OFFICE
FURNITURE FOR OFFICE USE



Dated: _____

M/S _____

Subject: **SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE FOR OFFICE USE**

Dear Sir,

1. Enclosed herewith are Tender documents of the above cited job comprising of:

- a) Instruction to Bidders
- b) General Specifications & Scope of Work
- c) Covering Letter (Annex-A)
- d) Format to be affixed with Financial Proposal (Annex-B)
- e) Quoted Product Sheet (Annex-C)
- f) Sample Pictures (Annex-D)

2. Bids duly completed in all respect must be submitted via EPADS. Bidders are advised to ensure the submission of the bid up to **29- 08-2025 at 11:00 AM**. Tenders will be opened on same day i.e., **29-08-2025 at 11:30 AM** in the presence of representative/bidders who wish to attend.

3. Bid Security Deposit in original must be submitted at following address well before closing timeline along with uploading of same in form of scanned copy with Technical Proposal on EPADs

***Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI)
Regional Office, 3rd Floor, State Life Tower, Islamabad***

4. This letter shall form part of the **"CONTRACT"** and must be signed and returned along with the tender documents.

Thanking you.

Departmental Head HR &
Admin/Incharge RPD
**(H&AI) Regional
Office, Islamabad.**

Encl: __ Pages.

Signature of the Contractor with stamp

SECTION-I

INSTRUCTIONs TO

BIDDERS



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

Definitions:

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

- a) "Proposals" means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for subject procurement
- b) "SLIC" 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 proposals
- f) "Government" means the Government of Pakistan
- g) "Service Provider /Firm/Respondent/Bidder/Contractor" means any entity that has placed an offer/ proposal for performance of services sought in this RFP
- h) "H&AI" means Health & Accidental Insurance, Regional Office, Islamabad
- i) "N.O.C" means No Objection Certificate
- j) "Office Furniture" corresponds to items outlined in B.O.Q
- k) "EPADS" means E-Pak Acquisition and Disposal System

1.0 GENERAL

Respondents are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.

2.0 SITE PARTICULARS

Said furniture is required to be delivered/supplied at following locations:

- A.** Health and Accidental Insurance (H&AI), Divisional Head Secretariat, 2nd Floor, State Life Building No.09, Buland Markaz, Jinnah Avenue, Blue Area, Islamabad
- B.** Health and Accidental Insurance (H&AI), Regional Office, 3rd Floor State Life Tower, Jinnah Avenue, Islamabad

Respondents are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to site conditions, means of access to the site such as lifts, stairs etc. and no request of any kind will be entertained regarding charging of any additional cost to SLIC in terms of transportation, octroi etc.

Vendors can contact following officials for visit during office hours:

Name: Asim Nawaz

Designation: Admin and Monitoring Officer

Contact No: 0332-9537790

Above said official is to be contacted for Serial No. A above

Name: Haroon Iftikhar

Designation: Sr. Administration Officer

Contact No: 0333-1524656

Above said official is to be contacted for Serial No. B above

No site visit will be facilitated after Office Hours under any circumstances and no TA/DA or any other cost claim will be paid.

3.0 ELIGIBILITY/ MANDATORY CRITERIA

Service Provider must meet following mandatory criteria:

- 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 companies which are validly registered with Government

- legal entities, sales tax and income tax departments) and on active tax payer list;
- iii. Vendor must be registered on EPADs and must apply through EPADs. Bid submitted other than EPADs won't be accepted
 - iv. 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);
 - v. Vendor has served well-known Corporate Clients. Provide list of at least two clients from Public/ private sector and also furnish verifiable proof such as Work Award, Purchase Order etc
 - vi. Vendor must ensure that his quoted product details are affixed with technical proposal as per format enclosed at Annex-C.
 - vii. Bid Security amounting to **PKR. 160,000/-** in the form of Pay order/ Bank Draft in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" and must be attached as scanned copy with technical proposal uploaded on EPADs.
 - viii. Bid Security Original must be submitted in hard copy well before time and in case Bid Security is not received before Bid Submission timeline then Bid will be declared non-responsive and will be summarily rejected no matter if submitted on EPADs and no claim will be entertained on subject issue
 - ix. Must obtain minimum **60** points in Technical Evaluation with **50%** marks in each category is mandatory.

NOTE: Verifiable proof for all the above shall be mandatory. **Non-submission** will cause **disqualification** of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above

4.0 SUBMISSION OF TENDER

Following documents should be submitted with Technical Proposal: -

- i. Cover letter on respondent's official letter (format is specified at Annex-A
- ii. Verifiable information of number of clients served (on client's official letter head)
- iii. Clearly visible colored picture for all quoted products must be enclosed

- iv. Verifiable proof as desired in clause-3 (Eligibility/Mandatory Criteria) of this RFP.
- v. Vendor must clearly specify his quoted product and following details such color, make, fabric etc are must along with other details as deem fit (Format is enclosed at Annex-C)
- vi. Vendor must furnish Bank Statement for the year 2024 and 2025 i.e. January 01, 2024 to December 31, 2024 and January 01, 2025 to June 30, 2025
- vii. Bid Security amounting to **PKR. 160,000/-** must be uploaded with technical proposal on EPADs and original must be submitted in hard copy

II) Financial Proposal

- i. Financial Proposal must be as per format placed at Annex-B and must contain the tender document with **PRICES and amount duly filled by the party against each item prescribed in the Schedule of quantity of tender document** and no conditions (i.e., deviations/ assumptions/ stipulations/ clarifications/ comments/ any other request) whatsoever and the conditional offers will be rejected
- ii. If the financial proposal is not as per format placed at Annex-B, then it will be **rejected** without any notice or clarity whatsoever
- iii. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount)
- iv. Most Advantageous Bidder as per PPRA Rules would be declared responsive subject to Technical and Financial Evaluation as per Single Stage Two Envelope Procedure
- v. Vendor must quote rate against each product and in case any rate is not quoted the proposal will not be considered and will stand rejected/ non-responsive
- vi. 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.
- vii. Vendor must be well acquainted with prevailing tax laws and must quote rate inclusive of all applicable taxes and no request for revision of rate in any case will be entertained
- viii. Vendor must quote rate inclusive of all charges i.e. supply, delivery, octroi, placement, transportation etc

5.0 ABNORMAL RATES

If it is noticed that the unit rates quoted by the bidder for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless SLIC is convinced about the reasonableness of the unit rates on scrutiny of the analysis for such unit rate to be furnished by the vendor

State Life as per best international procurement practices may request vendor to submit a market survey in support of his/her proposal and vendor is bound to submit said details in due course of time. Failure to comply will result in rejection of bid/ proposal

6.0 DEVIATIONS TO TENDER CLAUSES:

Bidders are advised to submit the tenders strictly based on the terms and conditions and specification contained in the Tender Documents and not to stipulate any deviations. Conditional tenders will be summarily rejected.

7.0 VALIDITY OF OFFER

Tender submitted by bidders shall remain valid for acceptance for a period of Sixty (**60**) days from the date of opening of the tenders (for reference vendors must refer PPRA Rule-25.

8.0 AWARD OF WORK

Work shall be awarded to the most advantageous bidder as per PPRA Rule, (Single Stage Two Envelope Procedure) subject to scrutiny of proposals carried out in accordance with PPRA Rules and requirements outlined in tender documents

9.0 REJECTION OF TENDER

SLIC reserves the right to reject proposals in accordance with PPRA Rule-33

10.0 CORRECTIONS

No corrections or overwriting will be entertained in schedule of rates by using correcting fluid. All correction in the schedule of rate should be initialed

11.0 FIRM RATES

The rates quoted by bidder per item shall remain firm till completion of assignment as required in subject tender. Further in case requirement arises a **Repeat Order** as per PPRA Rules will be issued and vendor is bound to supply/deliver items as required and as per approved cost

12.0. SPECIAL TERMS & CONDITIONS

Sr. No	Item	Description
1	Amount of Bid Security	Amounting to PKR. 160,000/- in the form of Pay order/ Bank Draft in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT"
2	Release of Bid Security	Shall be released to; i. Unsuccessful bidders after completion of due procurement process ii. To the successful bidder upon submission of Performance Guarantee as per Clause-3

3	Performance Guarantee	Amounting to 10% of vendors' Quoted Cost in the form of Bank Draft/Pay Order within fifteen working days of formal work award/agreement. Failure to submit will result in CANCELLATION OF WORK AWARD along with initiation of necessary proceedings as per PPRA Rule-19 and forfeiture of Bid Security
4.	Release of Performance Guarantee	Successful Completion of Defect Liability Period as per Clause-5 and in case of unsatisfactory completion of Defect Liability Period the Performance Guarantee will be forfeited
5.	Defect Liability Period/ Warranty Period	Six Months from Delivery and onward Work Done Satisfactory by concerned. During aforesaid period all cost pertaining to repair/ replacement, transportation etc will be borne by vendor and no claim whatsoever will be entertained
6.	Mode of Payment	1. All payments will be in Pak Rupees 2. Payment will be subject to all applicable taxes 3. Payment will be done after complete supply and fixation of office furniture as per items outlined in Work Award subject to entire satisfaction of Officer Incharge
7.	Liquidated Damages in case of non-completion of work within the stipulated period.	Liquidated damages would be charged @ 0.1% per day of total contract worth
8.	Limit of Liquidated Damages	Up to a maximum of 10% of Contract Sum/ Worth
9.	Method of Payment	Final Bill
10.	Supply Duration	Tentatively Within Thirty (30) Days from the Date of Issuance of Work Award. In case of any delay vendor must submit valid reason for the delay.
11.	Period of Final Bill Clearance	Tentatively within Thirty (30) Days subject to entire satisfaction of Officer Incharge of SLIC
12.	Validity of Tender	Sixty (60) Days (from the date of opening of Tender).

12.1 CONDITIONS RELATED TO WORKS:

1. During working at site, some restrictions may be imposed by Engineer Incharge/Officer Incharge/Security staff of Corporation or Local Authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/ instruction & nothing extra shall be payable on this account
2. No compensation shall be payable to the contractor for any damage caused by rains lightening, wind, storm, floods Tornado, earth quakes or other natural calamities during the execution of work who will make good all such damages at his own cost; and no claim on this account will be entertained

3. The tender shall be based on general conditions of Contract and bidders are required to quote their own rates against each item in schedule of quantities, which is enclosed. All rates shall remain firm for the contract period
4. If the contractor fails to proceed with the work within the stipulated time as specified from the date of issue of letter of intent/letter to proceed with the work, SLIC shall forfeit the performance guarantee deposited by him and necessary legal action as per PPRA Rules will be initiated
5. Contractor must consider that during technical evaluation, physical inspection of quoted product, material will be carried out by technical evaluation committee or any expert/representative so appointed thereof. Failure to compliance with technical specification/quality criteria outlined in B.O.Q will result in disqualification from further process.
6. In case vendors' office set up is outside Rawalpindi/Islamabad then it is entirely vendors' responsibility to ensure submission/presentation of physical sample at designated location without any cost or any other claim. In case of noncompliance the proposal will be declared as non-responsive.
7. Contractor must consider that he must ensure supply and placement of furniture at designated location as communicated by Officer Incharge
8. All the works to be carried out in accordance with Specifications mentioned in the schedule of quantity of tender document and as per the directions of Officer Incharge
9. Vendor must consider that in case of any damage done to existing infrastructure while delivering furniture, the cost associated with the said loss as per actual will be borne by vendor

BIDDER'S SEAL & SIGNATURE

13. INSTRUCTION TO BIDDERS:

- 1.** Bidders must apply through EPADs software.
- 2.** It is being informed that EPADs is entirely managed by PPRA and in case of technical issue PPRA must be contacted. In case bidder is unable to submit bid due to technical issue at PPRA's end SLIC won't be responsible
- 3.** In case bidder is applying through a joint venture proper documentation must be furnished
- 4.** In case a bidder is applying on behalf of principal on EPADs proper documentation such as Letter of Authority duly signed and stamped must be furnished. Further Work Order/ Purchase Order will be issued to the bidder who has applied via EPADs and it will be his/her responsibility to ensure proper delivery of furniture as and when required
- 5.** It is further conveyed that lead bidder i.e. who applied on EPADs will be the one who will be responsible for compliance of this tender and other directives. All correspondence such as Work Order/ Notices etc would be made in the name of the said bidder however all terms and conditions outlined in tender and subsequent requirements will be binding upon all partners
- 6.** Bidder is required to submit Bid Security duly sealed well before closing time in hard form. It is bidders' responsibility to ensure that the Bid Security is submitted well before closing time and in case of any delay incurred due to vendors' slackness, courier service delay etc, H&AI Regional Office, Islamabad will not be responsible and bid wouldn't be considered
- 7.** Bidders are requested to visit the site and ensure that their offers are completed in all respects and that all terms & conditions mentioned in this document are strictly complied with. Furthermore, bidders are also advised to visit the site and get themselves acquaint with on ground situation
- 8.** The Bidder must ensure/ study the specification schedules and B.O.Q. as are attached with offer to avoid any debate/ discussion/ dispute during/after execution of work
- 9.** Tender documents (all papers) must be signed and stamped to signify the acceptance of Tender's conditions
- 10.** Technical services and operating conditions for achieving the performance shall be the responsibility perfect of the Bidder. The successful Bidder/ Supplier will be required to submit the delivery schedule within (05) Days from the acceptance of Letter of intent on EPADs and in case bidder fails to submit the said document within stipulated timeline, SLIC reserves the right to cancel work order issued and necessary proceedings as per PPRA Rules will be initiated
- 11.** SLIC has right to accept/ reject the proposal or any tender received for this job in the interest of Corporation

- 12.**Any conditional Tender will not be accepted and will be liable to rejection
- 13.**Bidder has to clean the site in every respect from unused material debris and tools on completion of work.
- 14.**SLIC will not be responsible for any loss to life or theft to tool/ equipment or consumable material and will not accept any claim, liable or compensation
- 15.**Bidder must give complete specification of quoted product (such as make, model, color, fabric, material etc) with clearly visible pictures in proper format. Further said details must be enclosed with Technical Bid. Failure to compliance with this clause will result in disqualification from further process
- 16.** In case of any customized quoted product, bidder must ensure that it strictly adheres to specifications outlined in B.O.Q. Furthermore, complete details should also be provided
- 17.**Vendor must consider that in case a vendors' proposal is found most advantageous the product supplied must be the same as quoted and submitted to Technical Evaluation Committee during visit/ inspection. In case of any deviation/change the product supplied will not be accepted and all cost pertaining to replacement of said item will be borne by vendor
- 18.**Quality product is the essence of this job. Therefore, no compromise whatsoever in quality will be allowed and will simply result in disqualification. Further bidder must consider the recommended brand while submitting proposal
- 19.**The proposed items sample picture is enclosed herewith for reference. The enclosed pictures are just a benchmark and actual design may vary depending upon requirements.
- 20.**Vendor must consider that actual quantity may vary i.e. either increase, decrease or not required at all and final payment will be as per requirement and items delivered
- 21.**The said procurement pertains to H&AI Regional Office Islamabad and said furniture will be required to be delivered at designated locations in Islamabad.
- 22.**No. TA/ DA/Payment will be made to Bidders for any site visit
- 23.**Contractor will arrange N.O.C. permission or any other requirement as per site if required from any Government Authority / Corporation.
- 24.**The Contractor shall arrange, at his own expense, all tools, plant and equipment hereafter referred to as (T & P) labor, P.O.L. & electricity/ water required for execution of the work.

14. PRICE AND ESCALATION

1. Quoted price shall be inclusive of supply, transportation, insurance, octroi, loading, unloading, lifting, fixing & installation of Office furniture at site, as specified in the Tender
2. No price escalation claim will be entertained in any reason due to change in Taxes, Levy, Wages, Currencies fluctuation or any other change announced by the Central Government/ Provincial Government or any local authority
3. The contractor will be bound to pay all Federal/ Provincial Government taxes levied on the job i.e., GST, Income Tax and any other Tax in future if imposed by the Government during the current contract and the quoted rates will be inclusive of all taxes

15. MODE OF PAYMENT

As per Special Terms & Conditions

16. DEFECT LIABILITY/ WARRANTY PERIOD AND CERTIFICATE

1. Defect Liability/ Warranty Period will be Six (6) months from the date of supply of furniture and subsequent satisfaction of officer Incharge
2. The bidder shall furnish a completion certificate that the work has been completed and materials supplied strictly conform to the specification
3. The bidder will replace the components if not found according to specification or found defective due to faulty design, material or workmanship
4. Cost of removal, rechecking and cartage charges for defective materials sent back to place of manufacturing will be borne by the contractor

During defect liability period all claims must be settled in all respects within **fifteen** working days and vendor is bound to resolve the said claim no matter if there is a single item or a bulk.

In case vendor fails to resolve warranty claim within above said period then SLIC will get the work done from alternative source and payment as per actual will be deducted from Performance Guarantee furnished by vendor.

In case a vendor delays the resolution of claim/ claims within the stipulated time above for **three times** during the said period, Performance Guarantee will be forfeited and necessary action as per **PPRA Rule-19** will be initiated

17 WORKS TO BE CARRIED OUT:

The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labor, materials, taxes tools, plant, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works.

18 INSPECTION OF SITE:

The bidder shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the completion of the Works and the means of access to the Site, the accommodation he may require and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect this tender.

19 SUFFICIENCY OF TENDER:

1. The bidder shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works
2. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not violate the Contract or release the bidder from the execution of the whole or any part of the Works comprised therein according to drawings and specifications or from any of his obligations under the Contract.

20 BID SECURITY DEPOSIT:

1. Total bid security deposit shall be **amounting to PKR. 160,000/-**
2. All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit
3. No interest shall be payable to the contractor on the Bid Security Deposit furnished/ recovered from the contractor, by SLIC.

21 TIME AND EXTENSION FOR DELAY:

1. All furniture items must be delivered within **thirty (30)** days from the issuance of written intimation subject to sample approval and no request for extension in said timeline will be entertained
2. If the work is delayed by Force Majeure then upon the happening of any such event causing delay, the Contractor shall give notice within twenty-four (24) hours of the said occurrence in writing to the Officer Incharge and shall make all possible efforts to ensure delivery in earliest possible time

In case a vendor fails to deliver furniture items as and when required within the stipulated timeline then necessary penalty as per Clause-22 below will be imposed. In case of constant failure, we reserve the right to initiate legal proceedings as per PPRA Rule-19

22 LIQUIDATED DAMAGES FOR DELAY

Time is essence of the contract. In case the contractor fails to complete the whole work within the stipulated period, and clear the site he shall be liable to pay liquidated damages @ **0.1%** of the value of contract per day and or part thereof of the delay subject to a maximum of **10%** (ten percent only) of the value of the contract.

The amount of Compensation will be adjusted as per actual from Final Bill submitted

23 INSTRUCTION AND NOTICES:

1. Subject as otherwise provided in this contract, all notices to be given on behalf of the Corporation and all other actions to be taken on its behalf may be given or taken by the Officer Incharge or any officer for the time being entrusted with the functions, duties and powers of the Officer Incharge. Furthermore, bidder should also share email address (functional) for routine correspondence
2. All instructions, notices and communications, etc., under the contract shall be given in writing and if sent by registered post to the last known place of abode or business of the bidder shall be deemed to have been served on the date when in the ordinary course of post these would have been delivered to him
3. Foreclosure of Contract in Full or in Part due to Abandonment or Reduction in Scope of Work

24 CANCELLATION OF CONTRACT IN FULL OR IN PART:

If the Contractor;

1. At any time makes defaults in proceeding with the Works with due negligence and continues to do so even after a notice in writing of 7 days from the Officer Incharge; or

2. Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Engineer Incharge; or
3. Fails to complete the works or items of work on or before the date(s) of completion, and does not complete them within the period specified in a notice given in writing in that behalf by the Officer Incharge; or
4. Violates any of the terms and conditions stipulated in this agreement
5. Being a company, passes a resolution or the Court makes an order for liquidation of its affairs, or a receiver or manager on behalf of the debenture holders is appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or manager; or

25 LIABILITY FOR DAMAGE, DEFECTS OR IMPERFECTIONS AND RECTIFICATION THEREOF:

If the Contractor or his workmen or employees shall injure or destroy any part of the building in which they may be working or any building, road, fence, etc. contiguous to the premises on which the work or any part of it is being executed, or if any damage shall happen to the work while in progress the Contractor shall upon receipt of a notice in writing in that behalf make the same good at his own expense. In case of repairs and maintenance works, splashes and dropping from white washing, painting, etc. shall be removed and surfaces cleaned

Simultaneously, with completion of these items of work in individual rooms, cabins or premises, etc. where the work is done, without waiting for completion of all other items of work in the contract. In case the Contractor fails to comply with the requirements of this condition, the Officer Incharge shall have the right to get the work done by other means at the cost of the Contractor. Before taking such action, however, the Officer Incharge shall give three (3) days' notices in writing to the Contractor.

SECTION-II

GENERAL SPECIFICATIONS AND SCOPE OF WORKS

GENERAL SPECIFICATIONS AND SCOPE OF WORKS

1. INTRODUCTION

H&AI Division has recently launched Corporate Health Insurance Program along with Social Health Insurance Program i.e. Sehat Sahulat Program SSP. In order to ensure better service delivery to our clients, provision of state-of-the-art office space equipped with furniture and necessary equipment is essential.

2. SCOPE

The work under this section consists of supply & fixation of office furniture (as per details outlined in Annex-B). Furthermore, bidder, must consider that placement of furniture at designated locations within Islamabad as communicated by SLIC also involves scope of work

The Bidder shall be deemed to have considered the scope of work, all the conditions, obligations and requirements by visiting the site before quoting rates against items of Bill of Quantities and other circumstances which may influence or affect his Tender.

3. MATERIAL

As specified in the BOQ (enclosed at Annex-B) and under Manufacturer Technical Data 'Recommended Makes' or as approved by SLIC and advised by Officer Incharge. Miscellaneous minor Items that are not specified/ overlooked or demand aroused due to certain site conditions.

EVALUATION CRITERIA

SUBJECT: SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE FOR OFFICE USE

Sr. No	Description/ Parameter	Maximum Marks
A.	COMPANY PROFILE:	
	i. Overall experience of 2 years ----- 5 Marks ii. Overall experience of 2+ years ---- 10 Marks	10 Marks
B.	SIMILAR PROJECTS COMPLETED WITH NET WORTH OF ATLEAST 1.0 Million	
	i. Atleast 2 Projects ----- 10 Marks ii. 2+ Projects ----- 20 Marks	20 Marks
C.	FINANCIAL POSITION:	
	Closing Balance as on May 31st, 2025 i. 1.0 Million ---- 5 Marks ii. 1.0 to 2.0 Million ---- 7 Marks iii. Above 2.0 Million ----- 10 Marks	10 Marks
D.	PHYSICAL INSPECTION (Presentation of Quoted Product samples to our committee)	30 Marks
E.	QUOTED PRODUCT	
	i. Complete Conformance of quoted product to Quality and Specifications outlined in B.O.Q ----- 30 Marks ii. Non- Conformance of quoted product to Quality and Specifications outlined in B.O.Q ---- 0 Mark	30 Marks

Note:

1. Minimum Qualifying Marks: **60**
2. **50%** marks in each category is mandatory. This corresponds to **Serial No. A** to **Serial No.C**
3. In case of **Serial-D** and **Serial-E**, absolute marking will be done i.e. either **30** or **0** without any mid value

ANNEX-A

Covering Letter for Hiring of Services of Service Provider

(On Respondent's letterhead)

Date: _____

Proposal Reference No. XX/XX/2025

RETURN TO:

Departmental Head Admin & HR/Incharge RPD

State Life Insurance Corporation of Pakistan

3RD Floor, State Life Tower, Jinnah Avenue, Islamabad.

SUBJECT: **SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE FOR
OFFICE USE**

Please complete the following:

1.
 - a. SUBMITTED BY
 - b. REGISTERED ADDRESS
2. SERVICE PROVIDER INFORMATION
 - a. FULL NAME OF THE SERVICE PROVIDER.....
 - b. REGISTERED OFFICE ADDRESS.....
 - c. DESCRIPTION OF SERVICE PROVIDER
.....
 - d. TELEPHONE NUMBER.....
 - e. E-MAIL..... FAX.....
 - f. CONTRACT'S NAME/TITLE.....
 - g. NAME OF PRESENT EXECUTIVE
DIRECTOR AND THEIR POSITION.....

IN THE SERVICE PROVIDER WITH BIO DATA.....

PROVIDE COPY OF MEMORANDUM AND ARTICLE OF ASSOCIATION OR PARTNERSHIP DEED,
WHICH EVER IS APPLICABLE.

3. ORGANIZATION AND FINANCIAL DATA:

- a. TYPE OF BUSINESS ORGANIZATION (CORPORATION/JOINT VENTURE/PARTNERS/ AUTHORIZED DEALERS ETC.)

.....

.....

- b. IF JOINT VENTURE, NAME OF THE JOINT VENTURE PARTNERS WITH NAME OF THE LEADING PARTNER

.....

.....

- ❖ IF PARTNERSHIP, NAMES OF THE PARTNERS WITH POSITION HELD BY EACH PARTNER

4. PERFORMANCE RECORD

- a. Please provide a brief resume of similar **works completed** by your firm (see attached Form-1)
- b. List of Projects currently in progress of similar nature of works (see attached Form-2)

5. ORGANIZATION

- a. Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project

6. LIST OF REFERENCES:

Form Clients (attach certificate)

1.
2.
3.
4. -----

7. CERTIFICATION – SIGNATURE

I hereby certify to the best of my knowledge that the information hereby submitted in this brochure is correct.

Name : _____

Title : _____

Signature: _____

Date : _____

Seal : _____

FORM – 1
List Previous Experience of Similar Nature of Works Completed with Minimum Net Worth of 1.0 Million

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

Note:

- A. Relevant verifiable proofs in form of Work Award or Work Completion Certificate are must
B. Project Completed means any project/ assignment that is completed in all respect before Bid Closing timeline

FORM – 2

List of all Projects/ Works of Similar Nature, which your firm has under way/In Progress at this time

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

Note: Work Award must be affixed

(With Bid Documents).

Dated: _____

Departmental Head Admin & HR/Incharge CPD

State Life Insurance Corporation of Pakistan

3RD Floor, State Life Tower, Jinnah Avenue, Islamabad

Subject: **SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE OF
OFFICE USE**

Dear Sir,

Having gone through the Tender document, Criteria for subject work, we hereby submit our Tender consisting of Technical & financial bid for your consideration please.

Pay order/ Demand draft having No. _____ drawn on _____ bank dated: _____ consisting of Bid Security amounting to PKR. 160,000 is furnished as scanned copy along with technical proposal

Thanking you,

Yours sincerely,

Signature: _____

Name: _____

Designation: _____

M/S: _____

ANNEX-B

NOTE: TO BE SUBMITTED BY THE CONTRACTOR ON THEIR LETTER-HEAD AND TO BE ATTACHED WITH FINANCIAL BID

Departmental Head Admin & HR/Incharge CPD

State Life Insurance Corporation of Pakistan

3RD Floor, State Life Tower, Jinnah Avenue, Islamabad

Subject: **SUPPLY, PURCHASE AND PLACEMENT OF OFFICE FURNITURE FOR OFFICE USE**

Dear Sir,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications and visiting the site for execution of the above-mentioned works, we the undersigned, being a Company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such works and remedy and defects therein in conformity with the said documents including Addenda thereto for the Total Bid Price of Rs. _____ (Rupees _____ only) or such other sum as may be ascertained in accordance with the said documents.
2. We undersigned all the Schedules attached hereto form part of this Bid.
3. We undertake, if our Bid is accepted, to commence the works and the deliver and complete the works comprised in the contract within the time(s) stated in 'Contract Data'.
4. We agree to abide by this Bid for the period of **60** days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Thank you,

Yours Sincerely,

For and Behalf of Contractor/Firm
(With official seal)

BILLS OF QUANTITIES (Format for Financial Proposal)

[illegible]

Sr. No	Furniture Item	Category	Feature	Recommended Brand	A Proposed Quantity	Specifications	Quoted Product Specifications	Quoted Product Picture	B Per Item Rate in PKR	Total Cost in PKR C= A*B
Total Quoted Cost in Words										

ANNEX-C: FORMAT FOR TECHNICAL PROPOSAL

Sr. No	Furniture Item	Category	Feature	Recommended Brand	A Proposed Quantity	Specifications	Quoted Product Specifications	Quoted Product Picture
1	Sofa Single Seater	Normal	Leatherite Sofa	Interwood or Equivalent	6	Supply and Placement of Single Seater Sofa having Dimensions 35 W, 30 D and 27H (All in Inches). Fabric: Black Latherite with Grey Fabric, Foam Latex and superflex on seat and supreme on back Base/Legs: Metalic with Black Powder Coat ; Legs must have Rubber at bottom to avoid floor damage Seat Shape: Rectangular Seat and back with sharp corners Staright Arm for professional look		
2	Center Table	Normal	Best Quality	Interwood or Equivalent	2	Supply and Placement of Sofa Side Table having Dimensions 20 W, 20 D, 24 H (All in Inches) , Top Material: Marble Finish, MFC with grey edges, Base: Metal MS Pipe, base finish black powder coat, rubber glades at bottom i.e. legs		
3	Work Stations	Normal	Proposed 4 person seating with seperate lock drawer movable	Interwood or Equivalent	7	Supply and Placement of Work Station having Seating Capacity: 4 Persons ; Type: Linear ; Storage Unit : Yes for each person, Standard Size Ample space on table top for PC, Laptops ; Soft Board Partition with suede pading Cable Management Provision on table top for each seating Each Storage Unit must have two drawers and spacious storage space Rubber Glides at the bottom for floor protection Dimensions: 6' L, 4' W and 2.6" H		
4	Revolving Chair	Executive	Best Quality with Arm	Interwood or Equivalent	1	Supply and Placement of Chair having Size: 26" W, 19" D, 46" H Material: PU Leather thick paded seat and back for maximum comfort Color: Black; Base: Stainless Steel Chrome Color , Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Padestal or Equivalent Arms: Polyurithane with foaming or equivalent with maximum support Head Rest: Yes, Lower castor must support 360 degree movement Adjustable Gas lift mechanism		
5	Office Table	Executive	Best Quality with Side Rack	Interwood or Equivalent	1	Supply and Placement of table having Size: 94" W, 77" D, 30"H ,Desk Top Size: 87" W, 35" D Material: Grey Arrow Veneer or equivalent ; Inlay made of Black Veener or equivalent Vanity Panel: HDF with Black Mat Paint ,Spacious Table Top to accomodate Screen, Files and other accessories, Robust metal brackets for supporting thick table top Drawers: 03 handle less drawers with soft closing full extension channels , Base: PVD or equivalent stainless steel pipe , Cable Management with cable cover on top and sockets beneathSide Rack Size: 71" W, 21 " D, 28" H; Entry from right side		
6	Conference Table	Normal	Maximum Capacity of 8 Persons	Interwood or Equivalent	1	Supply and Placement of Customized Conference Table with seating capacity of maximum 8 People; Size: 108" L, 48" D, 29" H, Table Top: A Land Pine or equivalent MFC Aluminium casted base with white powder coat finish Sliding Covered Steel Material Multibox equipped with USB Port, Laptop Charger Connectivity, Ethernet Connectivity infront of each seating ,Concealed Cable Management Set up Glides at base made of rubber to ensure smooth movement and avoid floor scratches		
7	Conference Chair(Revolving)	Normal	Best Quality	Interwood or Equivalent	5	Supply and Placement of Chair having Size: 23" W, 18" D, 38" H Material: Mesh Black with Thick Paded Seat Head Rest: Yes, Arm Rest: Yes PP Black or Equivalent Frame with ABS Cover Base: Black Nylon or Equivalent with Nylon or Equivalent Caster Wheel Adjustable height with gas lift Tilting mechanism with a torsion bar allow easy adjustment		

Sr. No	Furniture Item	Category	Feature	Recommended Brand	A Proposed Quantity	Specifications	Quoted Product Specifications	Quoted Product Picture
8	Revolving Chair Standrd	Normal	Best Quality	Interwood or Equivallent	23	Supply and Placement of Chair having Size: 23" W, 18" D, 38" H Material: Mesh Black with Thick Paded Seat Head Rest: Yes, Arm Rest: Yes PP Black or Equivallent Frame with ABS Cover Base: Black Nylon or Equivallent with Nylon or Equivallent Caster Wheel Adjustable height with gas lift Tilting mechanism with a torsion bar allow easy adjustment		
9	Visiting Chair	Normal	Best Quality with side arm	Interwood or Equivallent	10	Supply and Placement of Chair having Material: PP Frame Black with mesh back Color: Black ; Base: Sleek Chrome Base Arms: Durable construction with PP Black Armrest and ABS Cover with padded seat Head Rest: No ; Raised/ Heighted Back		

PROPOSED FURNITURE SAMPLE PICTURES

TENDER REF NO:

SLIC/H&AI/RO/ISB/RPD/TEN /FUR/01/2025

INTRODUCTION

The said document contains the sample's picture of various furniture items required via procurement pertaining to Supply/ Purchase & Placement of Office furniture for office use.

All vendors are hereby advised to ensure quality as per specification outline in B.O.Q

Revolving Chair (Executive)



Executive Table



**REGIONAL PROCUREMENT DEPARTMENT (RPD), H&AI REGIONAL OFFICE,
ISLAMABAD**



Conference Table Seating of 08 Persons



Revolving Chairs for Conference Room; **Standard**



Work Station:



Sofa Single Seater:



Center Table



Visitor Chair:

