



State Life
Insurance Corporation of Pakistan

Health & Accidental Insurance (H&AI)
Zonal Office State Life Building, 1st Floor
Mall Road Peshawar-

TENDER NOTICE NO: SLIC/H&AI/PESH/HR&ADMIN/30/2025

Procurement of Furniture
For Health & Accident Insurance Peshawar Zone

State life Insurance Corporation of Pakistan, H&AI Peshawar Zone Invites Sealed technical and financial bids in accordance with PPRA rules, under Single Stage- Single Envelop procedure from E-PADS registered Vendors/General Order Suppliers registered with GST/Income Tax/Sales Tax Department having their own offices and phone/fax number for Procurement of Furniture. Tender Document containing specifications and terms & conditions are available at the office of In-Charge HR & Admin H&AI First Floor State Life Building 34 The Mall Peshawar Cant. during office hours. However, the bids must be submitted through EPADS. Any bid submitted other than EPAD/Incomplete/partially completed bids shall invariably be rejected. Last Date & Time for submission of Bids is **26-09-2025** at **05:00 pm** and opening of Bids at same day at **05:30 pm**. This advertisement is available on PPRA website www.ppra.org.pk and State Life website www.statelife.com.pk.

Amanullah
Incharge HR&ADMIN,
Health & Accident Insurance Peshawar Zone,
34-The Mall Peshawar Cantt.
Ph. 091-9213949



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INVITATION TO E-BID FOR

PROCUREMENT OF OFFICE FURNITURE FOR OFFICE USE

H&AI PESHAWAR OFFICE

PREPARED BY:

HR & Admin Department, Health and Accidental Insurance (H&AI), Zonal
Office, Peshawar



TENDER DOCUMENTS

Ref: SLIC/H&AI/PESH/HR&ADMIN/30/2025

Procurement of Office Furniture H&AI Peshawar Office

1. Introduction:

State Life Insurance Corporation of Pakistan (SLIC), established in 1972, is the country's largest provider of Life and Health Insurance. We offer innovative solutions in Life, Health, Takaful, and Corporate Insurance, ensuring financial security for all Pakistanis while prioritizing customer satisfaction. SLIC's dedication to continuous improvement has enabled it to maintain a prestigious AAA rating in the insurance industry. Its assets having value in the trillions, highlight its financial strength and stability. Looking ahead, SLIC is committed to identify and capitalize on emerging opportunities within the insurance sector. This forward-thinking strategy aims to drive further expansion and innovation, allowing SLIC to explore untapped markets and contribute to the growth of Pakistan's insurance industry and overall economy.

2. Brief Scope:

Sealed technical & financial bids are invited in accordance with PPRA rules, under '**Single Stage-single Envelope Procedure**', from Vendors/General Order Suppliers registered with **EPAD** /GST/Income Tax Department, own offices and phone/fax numbers, for the purchase of Office Furniture.

The sealed bids should reach to the office of the under signed on **26-09-2025** at 05:00 P.M and bids will be opened on the same day at 05:30 PM in the presence of the bidders or their representatives at **Health & Accident Insurance, State Life Building, Mall Road, Peshawar.**

3. Conditions

1. Bidders shall deliver Bid Security before tender closing time to undersigned office, in original form of a Pay Order / Bank Draft for 5% in favor of State Life Insurance Corporation of Pakistan which will be returned immediately after issuance of Supply / Work Order to un- successful bidders and after satisfactory completion of job to successful bidder. however, bid security of successful bidder shall be retained by SLIC as performance security and subsequent warranty for guarantee period.
2. Bid Security will be send to H&AI Peshawar Office before closing of bids. Otherwise bid will be rejected.
3. No Bid will be accepted without Bid security & other than **EPAD** Platform, Bidding Advertisement are available on PPRA, **EPADS**, State Life website.
4. Documents containing specifications of all items can be obtained from office during office timing.
5. The bid validity of tender will be 120 days from the date of opening the tender.



- 6. The Most Advantageous Bidder shall be considered. Bidder are required to apply for all items. Bid will be rejected if bidder applied for one item or a few items or left some items blanked.**
7. The envelope should be marked as Bid Security for Tender Notice No: SLIC/H&AI/PESH/HR&ADMIN/30/2025
8. Income Tax & General Sales Tax as per government rule will be deducted at the source from the payment.
9. Supply should be according to tender specifications. Any defective delivery / Material will be taken back by supplier at his own risk & cost.
- 10. Material will be as it as shown in photo. No compromise on quality. Otherwise bid will be rejected. Work Order can be changed according to the budget availability.**
11. Successful bidder will be responsible for installation of furniture / fixture at site. Delivery and installation cost will be the responsibility of the supplier.
12. The successful vendor will provide the installation bill, as well as the purchase invoice from the furniture supplier/manufacturer/factory, for the purpose of quality verification.
13. The bidder shall execute work at his own cost and Quality of work shall be inspected before final payment, subsequent bidder shall be responsible to fulfill requirement as per site w/r to committee proposal
14. Bidder shall provide 1-year guarantee certificate of its performed work, any repair shall be free of cost including labor & material within guarantee period by bidder
15. Supply items shall be brand new & according to tender specification. Photos of furniture are shown and can be discussed with Incharge HR & Admin H&AI.
16. Bidders are encouraged to visit office before submission of bid for their ease as Samples are available at H&AI, Peshawar Zonal Office. For this purpose, Pre-Bid meeting will be scheduled and will inform all suppliers/vendors/manufacturers through calls & letters (Change in date & time of pre bid meeting will be informed accordingly).
17. Quotation is acceptable for this tender through **EPADS** only, other than **EPADS** platform, quotation shall not be entertained. The schedule is as follows:

S. No.	Tender Notice No.	Bid Security	Scope of Work	Last Date of Tender Submission & Opening via EPADS
1	SLIC/H&AI/PESH/HR&ADMIN/30/2025	5% of the total bid amount in favor of State Life Insurance Corporation of Pakistan	Detailed specifications of all items can be obtained from office during office timing.	<u>Last Date for Submission:</u> 26-09-2025 Up to 05:00 PM <u>Opening:</u> 05:30 PM on same date

18. Tender documents must reach in hand before closing date and time.



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19. Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals.

Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: _____

Secretary
Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Health & Accident Insurance, Peshawar
State Life Building, 1st Floor
34-The Mall, Peshawar Cantt.
Phone 091-9213949
amanmohmand@yahoo.com



A:- Verifiable Documentary Proof

- Verifiable documentary proof for all below requirements is mandatory.
- The bidders who have duly complied with the Eligibility / Qualification and Evaluation criteria will be eligible for further processing.
- Failure to provide any of the following will result in rejection of the bid.

Sr. No.	Eligibility / Evaluation Criteria	Requirement	Supporting Documents to be Attached as	Page No.
1	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A	
2	Income Tax Registration (copy of certificate)	Mandatory	Annex-B	
3	Experience Certificate for similar work for last five years (copy of certificate)	Mandatory	Annex-C	
4	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D	
5	Proof of Active Taxpayer List	Mandatory	Annex-E	
6	Integrity Pact	Mandatory	Annex-F	
7	Company Registration Certificate (Min 5 years required)	Mandatory	Annex-G	
8	Bid Security 5% of total tender amount through bank draft/ pay order (Must be submitted to the office before closing date & time)	Mandatory	Must be attached with Technical Proposal only	



TECHNICAL EVALUATION

- The technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria.
- The Bids which do not conform to the technical Specifications or conditional bid from the Bidders without adequate capabilities for supply of Goods/Items/Services will be rejected

	Eligibility/Evaluation Criteria	Supporting Documents to be attached as	Page No
A.	COMPANY PROFILE		
	i. The company established within 5 to 6 years (Proprietorship) = 10 Marks ii. The company established more than 6 years = 15 iii. Company established less than five years, the bid will be rejected. Marks. Note: Certificates Required	15 Marks Maximum	Annex-H
B.	SIMILAR WORK EXECUTED BY FIRM IN PAST:		
	Contracts completed Less than 4 Million for each contract= 5 Marks Contracts completed Greater than 4 Million and Less than 6 Million for each contract = 10 Marks Contracts completed Greater than 6 Million for each contract = 20 Marks Note: Work Order Required	20 Marks Maximum	Annex-I
C.	SIMILAR WORK IN PROGRESS/AT PRESENT:		
	02 Marks per Contract Minimum executed contracts = 03 Note: Work Order Required	10 Marks Maximum	Annex-J
D.	FINANCIAL STATUS :(Verified by Bank Statement, Annual Tax Return)		
	Annual Turnover <ul style="list-style-type: none"> Between 2- 5 Million = 07 Marks 5-10 Million = 14 Marks Above 10 Million = 20 Marks (Max) 	20 Marks Maximum	Annex-K
E.	TECHNICAL STAFF:		
	<ul style="list-style-type: none"> Carpenter= 08 Marks Installer = 05 Mark Labor = 02 Marks Note: Mention Staff List	15 Marks Maximum	Annex-L
F.	ENLISTMENT WITH OTHERS:		
	Enlistment with reputed Govt/National/ Multinational Firms Minimum requirement = 01 Firms Note: Contract/Purchase/Work Orders Required	5 Marks Maximum	Annex-M
G.	Pre Bid Meeting (is must) otherwise tender documents of that specific vender will be rejected. Detail discussion regarding material and samples and quality of furniture will be done.	15 Marks	

Total Points = 100

Minimum Qualification = 60

Note: 50% Marks in each category is mandatory.



INTEGRITY PACT / DISCLOSURE CLAUSE

FOR OFFICE FURNITURE AT 1st FLOOR, HEALTH AND ACCIDENT INSURANCE, ZONAL OFFICE, STATE LIFE BUILDING, PESHAWAR

(To be submitted on Company's Letter head)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE
SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00
MILLION OR MORE

Contract No: _____

Dated: _____

Contract Value: _____

Contract Title: _____

[NAME OF SUPPLIER] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from State Life or any administrative subdivision or agency thereof or any other entity owned or controlled by State Life through any corrupt business practice.

Without limiting the generality of the foregoing, **[NAME OF SUPPLIER]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or judicial person, including its affiliate, agent, associate, broker, Organizations, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form State Life, except that which has been expressly declared pursuant hereto.

[NAME OF SUPPLIER] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with State Life has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[NAME OF SUPPLIER] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to State Life under any law, contract or other instrument, be voidable at the option of State Life.

Notwithstanding any rights and remedies exercised by State Life in this regard, **[NAME OF SUPPLIER]** agrees to indemnify State Life for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to State Life in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of



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Organization] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from State Life.

[Buyer]

[Seller/Supplier]



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Date: _____

FINANCIAL PROPOSAL

(For Purchase Furniture F.Y 2025)

S#	Description	Qty.	Unit Price without GST	Amount of GST	Unit Price with GST	Total Cost (No of Units x Unit price including all taxes)

Name of Supplier: _____

Signature with Date