



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

BID DOCUMENT

FOR

**PURCHASE OF OFFICE FURNITURE ITEMS FOR
DEPARTMENTAL HEADS & OFFICERS
TENDER NOTICE No.HR&A/G&P/KHI/01/2025
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
G&P KARACHI ZONE, KARACHI.**

2025

**SECRETARY ZPC
HR&A DEPARTMENT
6TH FLOOR, STATE LIFE BUILDING No.2
OFF I. I. CHUNDRIGAR ROAD
WALLACE ROAD, KARACHI
021-99217096**



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Tender Notice No.HR&A/G&P/KHI/01/2025

**TENDER NOTICE FOR
SUPPLY OF OFFICE FURNITURE ITEMS**

State Life Insurance Corporation of Pakistan (SLIC) invites sealed technical cum financial bids in accordance with PPRA Rules-2004 under “single stage two-envelope” procedure from well recognized firms dealing in office furniture registered with Income Tax/Sales Tax Department for supply of “Supply of office furniture items”. Details of tendering process are as under:

Date of Issue : 08-09-2025

Closing Date : 24-09-2025

Title of Work	Earnest Money (Fixed)	Tender Submission Last Date & Time	Technical Bid Opening Date & Time
SUPPLY OF BRANDED OFFICE FURNITURE	Rs.60,000/=	24-09-2025 at 11:00 a.m	24-09-2025 at 11:30 a.m

- Single Stage, two envelopes procedure of PPRA Rules shall be adopted for evaluation of Bids.
- Tender will be opened in the office of the undersigned in the presence of bidders or their authorized representative, who wish to be present at the occasion.
- Tender document containing the itemized list with specifications, quantities, and detailed terms & conditions for bidding is available free of cost on State Life’s website (www.statelife.com.pk) and on PPRA/EPAD portals.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

**SECRETARY ZPC
HR&A DEPARTMENT
GROUP & PENSION KARACHI ZONE
6TH FLOOR, STATE LIFE BUILDING No.2
OFF I. I. CHUNDRIGAR ROAD
WALLACE ROAD, KARACHI
021-99217096**

1. Detail Specification & Quantities / Schedule:

Lots	Item Description	Qty
01	Office Table 5x3 with Side Rack Top in High pressure 32mm Laminated Medium Density fiber board with 1mm Polyvinyl chloride machine pressed edge-banding and 18swg powder coated Mild Steel frame. Standard drawer with 03 Shelves Warranty: At least 1 year onsite free repair & labor warranty.	10
02	Cushion Revolving Chair Seat Size: 20.5" W x 20.5" D Adjustable Height High Quality Leather upholstery Seat and Back Hydraulic Gas Lifter Chrome Base with PU Castors Seat and back cushion with master foam Warranty: At least 1 year onsite free repair & labor warranty	10
03	Visitor's Chair with arms Seat Material: Leatherite upholstery Seat Depth: 20" Seat Width: 20" Leatherite upholstery Back Leatherite Upholstery Armrest for support Frame: Powder Coated Black Metal Warranty: At least 1 year onsite free repair & labor warranty	20
04	Steel Cabinet Gauge 18 or better 4- Drawers standard size Single heavy duty lock or Separate Locks heavy duty for each drawer having two keys each) with smooth heavy duty railing system Warranty: At least 1 year onsite free repair & labor warranty	04

Delivery and after sales service of Consignment:

Delivery and after sales service of items at State Life Insurance Corporation of Pakistan's G&P Karachi Zone, Wallace Road, Karachi and address is also mentioned below.

TERMS AND CONDITIONS

2. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
3. Offered items must be of branded, factory-manufactured quality. Equivalents, if offered, must meet or exceed the specifications and must be supported with documentary proof (catalogs, warranty certificates, etc.)
4. Bids can be submitted/uploaded at EPADS till closing time **11:00 AM on 24-09-2025**.
5. Submitted bids shall be opened at **11:30 AM on same day i.e., 24-09-2025**, at HRA&P Department, State Life Insurance Corporation of Pakistan, Group & Pension Karachi Zone, 6TH Floor State Life Building # 2 Wallace Road Karachi in the presence of bidders or their authorized agents, who wish to be present on the occasion.
6. Bidders are required to submit their bids in a sealed large envelope, clearly marked **“Supply of Office Furniture Items”**. This envelope should contain two smaller sealed envelopes clearly marked “Technical Proposal” and “Financial Proposal” respectively.
7. Initially only Technical Proposals will be opened in the office In-Charge (HR&GA),G&P (Karachi Zone), 6th floor, State Life Building # 02, Wallace Road, Karachi, on the date and time as specified in the specifications & quantities /schedule above, in the presence of bidders or their representatives. Time and date for opening of Financial Proposals will be announced after finalization of Technical Evaluation.
8. Quote only single rate for each item, which must be irrevocable, unconditional & inclusive of all taxes & expenses (if any).
9. There will be a **two-stage evaluation of bids**. Technical evaluation will be held first. Minimum overall 60%.for the bidders to technically qualify. Financial bid of only technically qualified bidders would be opened
 - i) Experience of bidders in sales / marketing of relevant equipment.
 - ii) Financial Capabilities.
 - iii) Number of existing clients provided with similar equipment.
 - iv) List of professionals on permanent strength- for installation and after sales services
4. The Most Advantageous Bid would be accepted.
10. Bid Security amount (Earnest money) including tax, of Rs.50,000/- 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.

11. 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.
12. Bid validity period up to 31.12.2025.
13. Each item (Sr. 1 to t Sr. 4) shall be evaluated separately.
14. Overall lowest bidder for complete furniture if found technically qualified shall be successful for that furniture (Sr. 1 to Sr. 4).
15. If the vendor's office is located outside Karachi, it shall be the sole responsibility of the vendor to submit/present the physical sample at the designated location, and no cost or claim in this regard shall be entertained. Failing this, the proposal shall be declared non-responsive
16. All the bids must include all government taxes.
17. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
18. Warranty of the items will start from the date of delivery.
19. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
20. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
21. All the information provided by the bidder must be verifiable.
22. No advance payment shall be made. Payment will be processed upon satisfactory delivery and installation of items. In case of non-compliance, failure to execute the order within the specified time, or supply of substandard items/services, the Performance Guarantee shall be forfeited in favor of the Corporation.
23. Earnest money of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. .In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
24. 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 1% per day of the total purchased order value.

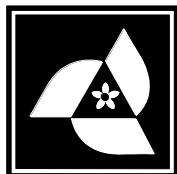
25. Substandard or unbranded items will not be considered.
26. As per Demand/approval of State Life Procurement Committee and Scrutiny Committee, the vendor must provide samples of the furniture items. The sample may include frames (semi-completed) or finished (fully completed) items.
27. Eligibility criteria mentioned below must be observed and fulfilled. An Affidavit of Rs. 100 (non judicial stamp paper) in this regard must be attached with the bid.

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 item will be brand new; parts of offered model shall be available in open market for at least 3 years.

(Bashir Ahmed Junejo)
Secretary ZPC
G&P Karachi Zone
State Life Insurance Corporation of Pakistan
6th Floor, State Life Bldg. No.02
Wallace Road, Karachi.
Phone: 021-99217096



STATE LIFE
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TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

	<u>Max.Points</u>
1. Experience of bidder in sales / marketing of relevant equipment (05 points for each complete year)	25
2. Financial Capabilities (Annual Report for each year/ Tax Return for each year =5 points)	25
3. Number of Existing Clients provided with similar Equipment (05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)	25
4. List of Professionals on permanent strength- for installation and after Sales services(05 points for each qualified personnel)	25

Total Points: 100

Note:

- i) A minimum score of 60% is required to qualify technically overall.
- ii) The bid for a particular item shall be rejected if it is not quoted in accordance with the required technical specifications