



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

HUMAN RESOURCE ADMIN & PROCUREMENT

Khyber PakhtunKhwa Region

2nd Floor, State Life Building, 34-The Mall, Peshawar Cantt

Toll Free 0800-09099

Tel: 091-9211820

Fax: 091-9210921

Email: rehmankhilji@gmail.com

Date: September 23rd, 2025

TENDER NOTICE **FURNITURE / HRA & P / KPRO / 02 / 2025**

Bids are invited under Single Envelope / Single Stage in accordance with PPRA under from "Supplier/Firms" registered with GST/Income Tax Department, having their own Offices and Phone/Fax Number, for the "Supply of Furniture Items" Office use. for State Life Ins. Khyber PakhtunKhwa Region, Peshawar through E-Pad only.

Bidders should be from experienced & reputed registered firms as per requirement and have rendered such services in Government organizations / departments / other companies and / or with State Life Insurance Corporation of Pakistan having their own offices and phone / fax number / email for supply of furniture items, preferably based at Peshawar.

Last date for submission of bids is **13/10/2025** till 10:00 AM & opening of the Financial Bids at 11:00 AM on **13/10/2025** at Regional Office Khyber PakhtunKhwa Region, Peshawar, 2nd Floor, State Life Building 34 The Mall, Peshawar Cantt, Peshawar, through E-PAD.

All interest parties, must submit their Bid Security in original through Courier / DAK prior to the bid opening, failing which, the tender will not be considered at all.

All interest parties are also advised to visit the Office in order to understand placement and delivery of the furniture.

Any bid submitted other than E-PADS will not be considered. 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).

In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the undersign on 091-9211820 during office working hours (9:00 am to 4:30 pm).

REGIONAL INCHARGE HR ADMIN & PROCUREMENT

State Life Insurance Corporation of Pakistan

Khyber PakhtunKhwa Region, Peshawar

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TENDER DOCUMENT

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

REGIONAL OFFICE PESHAWAR

FOR CAPITAL ITEMS

(FURNITURE FOR REGIONAL OFFICE AND REGIONAL UNDERWRITING DEPARTMENT)

KHYBER PAKHTUNKHWA PESHAWAR

State Life Insurance Corporation of Pakistan invites e-PADS bids in accordance with PPRA rules under SINGLE STAGE- SINGLE ENVELOP PROCEDURE from the Service providers / bidders / Firms, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the FBR for "SUPPLY OF FURNITURE ITEMS" OF KHYBER PAKHTUNKHWA REGIONAL OFFICE PESHAWAR.

HUMAN RESOURCES ADMIN & PROCUREMENT DEPARTMENT

State Life Insurance Corporation of Pakistan

Khyber Pakhtunkhwa Region, Peshawar

2nd Floor State Life Building, 34 The Mall Peshawar Cantt

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TERMS AND CONDITIONS

1. The bidder shall submit Bid Security @ 2% of the total quoted bid value in the form of Call Deposit Receipt (CDR) / Bank Draft / Pay Order issued from a scheduled bank in favour of **State Life Insurance Corporation of Pakistan**, Bids without the prescribed Bid Security shall be declared non-responsive. The Bid Security, in the required form and amount, must be deposited with this office no later than the deadline for submission of bids. Any bid not accompanied by the requisite Bid Security, or received after the prescribed time, shall be treated as non-responsive and shall not be considered for evaluation.
2. Personal cheques under no circumstances will be accepted. The bid security will be released to the concerned after completion of the tender and to the unsuccessful bidder upon submission of request soon after opening of the tender.
3. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
4. The procurement method as per Public Procurement Rules will be observed for this tender.
5. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
6. If the Bid is found against the terms and conditions of Tender, same will be rejected.
7. Must be Sales Tax Registered and with Certificate of FBR.
8. Certificate of National Tax Number must be present
9. Proof of Active Tax Payer will be submitted when demanded.
10. One Year Warranty and provision of free repair, replacement of parts, and services will be mandatory.
11. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk) only.
12. Bids will be opened in the office of In-charge (HRA&P / Secretary RPC) State Life Insurance Corporation of Pakistan, Khyber PakhtunKhwa Region, 2nd Floor, State Life Building, 34 The Mall, Peshawar Cantt, in the presence of the Regional Procurement Committee and any of the Vendors or their representatives who wish to be present.
13. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.



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14. 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.
15. The tender will be awarded as a whole and not in parts.
16. 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 backs out after quoting the rates, the aforesaid 'Bid Security' shall be forfeited in the favor of State Life Insurance Corporation of Pakistan.
17. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
18. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
19. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
20. Penalty @1% of bid against delay in supply will be charged on weekly basis.
21. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need / requirement.
22. Incomplete bids / conditional bids will be rejected.
23. The Firm / Suppliers in question will be bound to supply the required items as whole consignment within 30 days from the issuance date of supply order to State Life Regional Office Peshawar located on 2nd Floor and 7th Floor, SLIC Building, 34 The Mall Peshawar Cantt. Additional Labour or transport cost will not be payable.
24. All Government Tax(s) will be applicable.
25. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the bid. PLEASE PROVIDE BIDS PER ITEM.
26. The successful bidder will have to show a sample of each and every item to the committee or the undersigned as the case may be before finalization of whole order and would be subject to approval.
27. State Life Insurance Corporation of Pakistan reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any bidder who submitted a bid or proposal, the grounds for its rejection out of all bids or proposals.



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28. State Life Ins. Corporation of Pakistan reserves the right to check the item and its quality, prior to delivery and / or upon delivery. If any item is found substandard the work will be cancelled and bid security will be forfeited.
29. Any firm or its representative may visit the Office at the time of opening of Bids.
30. In case of further query, the following may be contacted during working hours, on the details given above.
31. Please note that the tender is subjected to allocation of budget. Items will be ordered as per allocated budget and if no budget is allocation no work order will be placed and tender will be cancelled.
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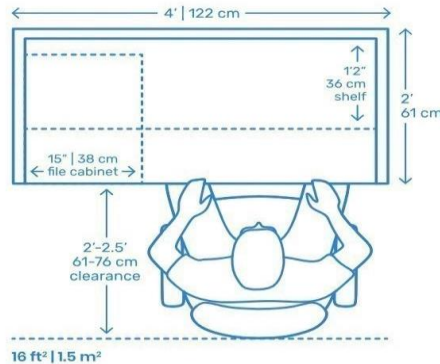
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SPECIFICATION OF ITEMS

All Vendors please provide and upload bids in the following sequence only

1. WORK STATIONS

Provide rate of 01 Work Station for as per following picture and drawing



2. Computer Chair

Type: Mid-back revolving office chair with fixed armrests. Seat & Back: Seat padded with high-density foam upholstered in durable black fabric. Breathable mesh backrest with lumbar support for ergonomic seating. Armrests: Fixed polypropylene armrests, ergonomically shaped. Base & Frame: Five-star nylon base with twin-wheel castors for smooth mobility. Pneumatic gas lift for adjustable seat height. Tilt and lock mechanism with tension control. Mobility: 360-degree revolving function with smooth rolling castors. Finish & Colour: Black mesh back, black fabric seat, black base and frame. Quality Standards: Ergonomically designed for continuous office use.



3. DEPARTMENTAL HEAD REVOLVING CHAIR

Specifications for Ergonomic Revolving Office Chair Seat & Back: Seat upholstered with high-density foam and breathable black fabric. Backrest made of mesh for ventilation and ergonomic lumbar support. Adjustable cushioned headrest. Armrests Padded armrests. Adjustable in height. Base & Frame Five-star chrome-plated steel base with twin-wheel nylon castors. Hydraulic gas lift for seat height adjustment. Tilt mechanism with lock and tension control. Mobility: 360-degree revolving with smooth rolling castors. Quality Standards: Durable and heavy-duty suitable for office use. Must conform to standard ergonomic design. Minimum 1-year warranty against manufacturing defects.



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4. EXECUTIVE OFFICE TABLE

Executive office desk, rectangular design, with side modesty panels. Material & Construction Solid wood or high-quality MDF/laminated board with natural wood veneer finish. Edges finished with polished solid wood beading. Sturdy construction suitable for long-term office use. Top Surface: Wide working top with polished wooden finish. Inlaid writing pads (leatherette or equivalent material) in contrasting colour for writing and surface protection. Scratch-resistant and heat-resistant coating. Finish & Colour: High-gloss polished natural wood finish. Colour: Mahogany, walnut, or equivalent approved shade. Accessories: Modesty panel in front. Quality Standards: Premium grade executive desk suitable for senior management use. Must be termite-resistant and durable. 3 Drawers Gloss Polish Beautiful Finish Table Size = L 6 x W 3 x H 2 Ft 6 Inch with rexine Top in green.



5. SOFA SET 5 SEATER

CONTE SOFA (DARK BROWN OR GREEN LEATHERITE) OF-21SF3-CO(N) L:940mm W:2312mm H:760mm Upholstered with foam and leatherette (TI-05-0114). Inner structure made of Acacia



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wood and Legs in Mahogany wood. Upholstery: Premium quality leatherette / genuine leather
Frame: Solid hardwood structure, termite-resistant Cushioning: High-density foam with superior rebound for long-lasting comfort Wooden legs with polished finish Upholstery must be durable, easy to clean, and resistant to wear and tear Frame and joints must be sturdy and capable of bearing heavy usage Finish to be smooth, free from defects, scratches, or blemishes



6. VISITING CHAIRS

Visiting/Guest Chair Traditional Button-Tufted Executive Style Material High-quality leatherette / genuine leather Frame: Solid hardwood (mahogany or equivalent), termite-resistant Armrests: Wooden frame with upholstered padding and decorative nail-head trims Cushioning: High-density foam seat and backrest for comfort and durability Design & Finish: Elegant button-tufted backrest with classic styling Ergonomic design Seat Height: 17–19 inches Quality Standards: Sturdy and stable construction for office and guest use





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7. CENTRE TABLE (Rectangle) & SIDE TABLE (Square)

Type: Wooden with Glass Top Material: Frame & Structure: Solid hardwood (mahogany or equivalent), termite-resistant Top Surface: Tempered glass inset with polished wooden border/frame use Legs: Curved solid wood legs with smooth finish Elegant rectangular design with modern classic styling Polished mahogany finish (or as approved by the Procuring Agency) Sturdy construction with fine craftsmanship Smooth edges and corners, safe for office and guest use Dimensions (Approximate): Dark brown / mahogany finish with clear glass top (or as approved by Procuring Agency)

