

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**WESTERN ZONE, LAHORE**  
**TENDER DOCUMENT OF FURNITURE & FIXTURE, AIR CONDITIONERS & FAN**  
**AGAINST**  
**TENDER ENQUIRY #07/FF/LZW/2025**

Lot #	Items Description	QTY	Unit price (Including GST + All Taxes)		Total per unit price with all Taxes	Total Amount
			Cost (per unit)	GST (per unit)		
01	<ul style="list-style-type: none"> <li><b>Office Table 5' x3'x2.5' with Side Rack (3'x1.5'x2.5') Large set</b> Table with 3 lockable drawers and best quality handles alongwith Side Rack structure made of solid Best quality wood sheet. Table and Side Rack Top &amp; 3 sides with Best quality wood sheet/vinboard.8mm Glass (5x3), 8mm glass (3x1.5). Side rack having keyboard tray with best quality Channel, CPU Compartment with 01 shelf. Best quality N.C Lacquer Structure will be examined before polish as per approved Sample <b>Warranty:</b> 1 year onsite included parts &amp; labour.</li> </ul>	08				
	<ul style="list-style-type: none"> <li><b>Revolving Chair Cushioned</b> High Back Seat With Cushioned Arms And Best quality wooden Frame Covered with Best Quality leathered and Seat 4" Best quality Foam, Back 3" with Frame Legs Aluminum Based, Imported Dura Wheels And Rev-Machine as per approved Sample <b>Warranty:</b> 1 year onsite included parts &amp; labour.</li> </ul>	08				
	<ul style="list-style-type: none"> <li><b>Visiting Chair Cushioned</b> Cushioned chair with Structure made section of solid Best quality wood with N.C Lacquer. Seat &amp; Back cushioned with Best quality foam and leathered. Seat foam thickness 4" &amp; Back foam thickness 2". Best quality N.C Lacquer as per approved Sample <b>Warranty:</b> 1 year onsite included parts &amp; labour.</li> </ul>	24				
	<ul style="list-style-type: none"> <li><b>Sofa (3 Seat)</b> Solid frame/structure without arms, Standard height, standard size seat and back, Use of Best quality wood strong apron &amp; corner brackets for strong frame, <b>best quality cushion</b> (Best quality foam ) on Seat and back covered with dark brown best quality leathered entirely and properly stitched on entire sides. Dimension as per sample shown as per approved Sample. <b>Warranty:</b> 1 year onsite included parts &amp; labour</li> </ul>	08				
	<ul style="list-style-type: none"> <li><b>Sofa (1 Seat)</b> Solid frame/structure without arms, Standard height, standard size seat and back, Use of Best quality wood strong apron &amp; corner brackets for strong frame, <b>best quality cushion</b> (Best quality foam ) on Seat and back covered with dark brown best quality leathered entirely and properly stitched on entire sides. Dimension as per sample shown as per approved Sample. <b>Warranty:</b> 1 year onsite included parts &amp; labour.</li> </ul>	16				
	<ul style="list-style-type: none"> <li><b>Center Table</b> Solid Best quality wooden frame/structure polished with glass of 8mm Color and dimension as per sample shown. Specifications as per sample. <b>Warranty:</b> 1 year onsite included parts &amp; labour.</li> </ul>	08				
	<ul style="list-style-type: none"> <li><b>I. Steel File Cabinet 4 Drawers</b> Four Drawers 20 Iron Gauge with smooth Roller System of Heavy Drawers with Lock (Best Quality) Size 53" Approximately Weight 50 Kg or above, Best Quality Paint Use as per approved Sample. <b>Warranty:</b> 1 Year onsite including parts &amp; labour.</li> </ul>	08				
<b>Total Amount of quoted rates of Lot# 01 items</b>						
02	<ul style="list-style-type: none"> <li><b>Office Table 4'x3'x2.5' with Side Rack (3'x1.5'x2.5') small set</b> Table with 3 lockable drawers and best quality handles alongwith Side Rack structure made of solid Best quality wood sheet. Table and Side Rack Top &amp; 3 sides with Best quality wood sheet/vinboard. 8mm Glass (4x3), 8mm glass (3x1.5). Side rack having keyboard tray with best quality Channel, CPU Compartment with 01 shelf. Best quality N.C Lacquer. Structure will be examined before polish as per approved Sample. <b>Warranty:</b> 1 year onsite included parts &amp; labour</li> </ul>	05				
	<ul style="list-style-type: none"> <li><b>Revolving Chair (Canned)</b> High Back Seat With wooden Arms with Best quality wooden, Frame Legs Aluminum Based, Imported Dura Wheels And Rev-Machine. <b>Warranty:</b> 1 year onsite included parts &amp; labour.</li> </ul>	05				
	<ul style="list-style-type: none"> <li><b>Visiting Chair (Canned)</b> Wooden chair with Structure made section of Best quality wood, Best quality N.C Lacquer as per approved Sample. <b>Warranty:</b> 1 year onsite included parts &amp; labour.</li> </ul>	10				

Signature &amp; Seal (by Vendor)

02	<ul style="list-style-type: none"> <li><b>Steel Cabinet 4 Drawers</b></li> </ul> <p>Four Drawers (Iron Gauge 20) with smooth Roller System of Heavy Drawers with Lock (Best Quality) Size 53" Approximately Weight minimum 50 Kg, Best Quality Paint and Specifications required as per approved Sample. <b>Warranty;</b> 1 Year onsite including parts &amp; labour.</p>	05				
<b>Total Amount of quoted rates of Lot# 02 items</b>						
03	<p><b><u>Air Conditioner split with installation</u></b></p> <p>A.C.1.5-ton Inverter (Heat &amp;Cool) Latest Model 18000 BTU with T3 compressor <b>compatible</b> operatable at temperatures up to 50°C or above, refrigerant R410A, Gold Fin, self-cleaning, LED display, long distance throw, along with all type relevant accessories, 10 feet refrigerating copper cooling pipe with electric power cable. <b>Warranty;</b> (Compressor 10 years, PCB Kit 04 years parts 1 year).</p>	16				
04	<p><b><u>Dismantling &amp; Making of new wooden Cash counter</u></b></p> <p>Making of new complete cash counter with double solid lamination sheet best quality total covered area approximate 48' (ft) &amp; making sitting setup for 8 persons size approximate one working place 6'x2.5'x2.5' (ft) internal frame made of solid wood best quality size 1.5''x2'' (inc) with 3 drawers having central lock imported best quality along with railing, handle top thickness 1.5'' (inc) with 1 mm PVC best quality edging finishing each work setup/space having 1' (ft) partition as per approved Sample. Dismantling the old cash counter is responsibility of vendor. <b>Warranty;</b> 1 Year onsite including parts &amp; labour.</p>	01				
05	<p><b><u>Bracket Fan</u></b></p> <p>Best quality 18'' bracket fan, 3 speed setting, adjustable tilt and copper winding with company warranty.</p>	06				

**General Terms & Conditions:**

- Bids to be submitted at EPADS system of PPRA Tender will be opened on **21-10-2025 at 11:00 am** in the office of In-charge (HRA&P) State Life Insurance Corporation of Pakistan, Western Zone, Lahore, in the presence of bidders or their authorized agents, who wish to be present on the occasion
- Only Sales Tax Registered Firms/Suppliers can participate.
- Competent Authority reserves the right to reject any/all items or any/all bid(s) or proposals at any time before award of contract.
- The quoted price must be irrevocable.
- The quoted price must be inclusive of all applicable taxes as per Government Rules.
- Estimated Cost** of this procurement is (Lot#01 Rs. 1,500,000), (Lot#02 Rs. 700,000), (Lot#03 Rs. 2,800,000), (Lot#04 Rs. 255,000), (Lot#05 Rs. 65,000).
- Bid Security amount 5%** (Earnest money) of (Lot#01 Rs. 75,000), (Lot#02 Rs. 35,000), (Lot#03 Rs. 140,000), (Lot#04 Rs. 12,750), (Lot#05 Rs. 3,250) in the shape of CDR/Pay order favoring "State Life Insurance Corporation of Pakistan" must be submitted by the bidders at the address given in tender notice / documents before closing date & time, otherwise bid will be rejected.
- The Successful bidder shall deposit of (5%) **Lot#01 Rs. 75,000), (Lot#02 Rs. 35,000), (Lot#03 Rs. 140,000), (Lot#04 Rs. 12,750), (Lot#05 Rs. 3,250)** in the form of CDR/Demand Draft/Pay Order as **Performance Guarantee** (PPRA rule 39).
- Bid Received after the above deadline or without Bid Security/Earnest Money and or less than required amount shall not be accepted.
- For items of Lot # 01, Lot # 02 & Lot # 04 each** bidders must visit the office to check/inspect samples of required items at our location State Life Insurance 4-Lytton Road Lahore (before uploading quotation).
- After passing Technical qualification Criteria, the most advantages/lowest evaluated bid shall be accepted.
- Payment will be made to the successful bidder upon successful delivery/making of ordered items in all respects.
- Validity of the bid will be 90 days from the date of opening of bid, which may be extendable on mutual consent.
- Proper documentation is required for claim of tax exemption (if any).
- Successful bidder will have to provide/making quoted items within 15 days at site.
- The quantity of items may be increased or decreased, if desired so, by the procuring agency.

**Eligibility of Applicants**

- Applicant cannot apply if they:- Are not GST/Income Tax registered company.
- Are bankrupt or in process of going bankrupt.
  - Have been convicted for an offence concerning the professional conduct.
  - Have not fulfilled obligations related to payment of taxes.
  - Are guilty of serious mis-interpretation or mis-representation of facts in supplying information.
  - Eligibility criteria mentioned in tender documents must be observed and fulfilled.
  - The tender Bid shall be evaluated as **Lot Wise Job**.
  - Single Stage Two Envelope Procedure will be adopted.
  - Technical Evaluation sheet is attached. (Annexure A)**

**SECRETARY**  
**Zonal Procurement Committee,**  
**State Life Insurance Corporation of Pakistan**  
**2<sup>nd</sup> Floor, Old Building # 2, Lahore Zone (Western)**  
**Phone # 042 – 99213959**

Signature & Seal (by Vendor)

## **TECHNICAL CRITERIA FOR QUALIFICATION** (Annexure A)

Participants/ bidders are required to fulfill the following Technical Criteria in Stricto Senso, failing which the bids shall be technically rejected.

### **Following Documents are (Mandatory)**

- Valid Income Tax Registration.
- Valid General Sales Tax Registration (Status=Active with FBR).
- Company two years **2022 & 2023** Income Tax Returns. (**Complete**)
- List of at least five clients required.
- The supplier/company/firm must have at least five years' experience.
- **The following undertakings are required to be submitted on E-Stamp minimum Rs. 100/- duly attested by Notary public.**
  - I. **Submission of Undertaking that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.**
  - II. **I have read all terms and conditions of this tender No. 07/FF/LZW/2025, I accept and shall abide by all the terms & conditions of this Tender of State Life Insurance Corporation, Lahore Zone Western.**
  - III. **Warranty Certificate: - onsite warranty as per tender documents of all items including parts & labor (Note: - All quoted items must be latest model, brand new/fresh stock).**
- The vendor/bidder must fill the following Technical Specification Sheet in all respect.

### **Technical Specification Sheet**

For Furniture	Company/Vendor	
Required specification	YES/NO	Remarks (If any)
Wood & other material as per Tender Documents		
Best quality Foam		
Other Material (Lock, Wheel, Channel etc) best quality		
Size and Measurement as per Tender Documents		
Gauge 20 iron, weight and smooth roller as per Tender Documents		
Best Quality leathered		
NC Lacquer, Polish, paint Best quality		
Office Visit and sample has been inspected		
Warranty : One year (parts and Labour onsite)		
<b>For Air Conditioner</b>		
Required specification	YES/NO	Remarks (If any)
1.5 ton Inverter Split (Heat & Cool) Latest Model		(Make & Model)
BTU 18000		
Compressor T3 compatible operatable at temperatures up to 50°C or above		
Gold Fin		
refrigerant R410A		
self-cleaning		
LED display		
long distance throw		
along with all type relevant accessories, 10 feet refrigerating copper cooling pipe with electric power cable, with installation		
Compressor 10 years,		
PCB Kit 04 years		
parts 1 year		
<b>For Cash Counter</b>		
Required specification	YES/NO	Remarks (If any)
Double solid lamination sheet best quality		
Size and Measurement as per Tender Documents		
Solid wood best quality size 1.5''x2''		
Central lock imported, railing, handle best quality		
Top thickness 1.5'' with 1 mm pvc best quality		
Office Visit and sample has been inspected		
Warranty: One year (parts and Labour onsite)		
<b>For Bracket Fan</b>		
Required specification	YES/NO	Remarks (If any)
18'' bracket fan		
3 speed setting		
Adjustable tilt		
Copper winding		
Warranty: One year (parts and Labour onsite)		

**Note: - All above requirements are to be completed in Stricto Senso in order to qualify for Financial Bid opening, however, incomplete bids or conditional bid shall be rejected.**

Signature & Seal (by Vendor)