

TENDER DOCUMENT

TENDER NO.SGD/08/2025

TITLE

- (1) Furniture & Fixture Items**
- (2) Split Air Conditioner 1.5 Ton**



Address:

**Secretary Procurement
Zonal Procurement Committee
State Life, Zonal Office
Queen's Road, Sargodha
Office Phone No.048-9330179
Email:pgssgdzn@statelife.com.pk**

TENDER ADVERTISEMENT

TENDER NOTICE # SGD / 08 / 2025

State Life Insurance Corporation of Pakistan, Sargodha Zone invites reputable registered firms / suppliers / wholesalers registered with Income Tax Department and also registered on EPADS to submit their sealed Technical and Financial quotations as per PPRA rules under "Single Stage Single Envelope" procedure for the supply of following items. The detail of tender is as under:

Detail of Items	No. Of Items	Bid Security	Tender Closing Date and Time for Submission of Bids	Technical Bids opening Date & Time
1. Table 5' x3' with Side Rack as per specification	01	Rs.22,000	23-10-2025 11:00 AM	23-10-2025 11:30 AM
2. Revolving Cushioned Chair as per specification	01			
3. Visitor Cushioned Chair as per specification	03			
4. Wooden Sofa Set (5 Seat) as per specification	01			
5. Wooden Center Table as per specification	01			
6. Steel File Cabinet 04 Drawer as per specification	01			
7. Split Air Conditioner 1.5 Ton Heat & Cool Invertor T3 Copper Piping, insulation, electrical wire, duct patti, Iron Stand, solution tapes, nails with installation and additional installation of fitting per feet	01			
	50 ft			

TERMS & CONDITIONS

- Bid document is available on EPADS free of cost.
- Bids security is **Rs.22,000/-** in shape of Bank Draft or Pay Order or CDR only in favour of State Life Insurance Corporation of Pakistan. The original bids security Demand Draft must be reached before closing time.
- Tenders Documents can be downloaded from EPADS without cost.
- No quotation will be entertained without earnest money in shape of Pay Order, Demand Draft issued in favor of State Life Insurance Corporation of Pakistan.
- The suppliers upload their Bids on EPADS, no hard copy of bid will be accepted. Quotations must be uploaded on EPADS up to **11:00 a.m. on 23rd October, 2025.**
- The bids will be opened on **23rd October, 2025 at 11:30 a.m.** in the presence of Bidders or their authorized representatives, who wish to join the meeting.
- The Furniture & Fixture will be delivered at State Life Sector Office, PAF Road, Mianwali and Air Conditioner 1.5 Ton will also be installed in Sector Office, Mianwali.
- The bid validity should be upto **120** days.
- All terms and conditions are available on Tender Documents on EPADS.

Rana Mhmmad Shamsher
 [SECRETARY]
 Zonal Procurement Committee
 State Life Insurance Corporation of Pakistan

2. SCHEDULE OF SUPPLY AND INSTALLATION OF PROCURING ITEMS

The Furniture & Fixture will be delivered at State Life Sector Office, PAF Road, Mianwali and Split Air Conditioner 1.5 Ton Invertor T3 will also be installed in Sector Office, Mianwali.

3. EXTENTION OF DELIVERY PERIOD

In special circumstances, request for extension of delivery period may be considered by the Competent Authority on the written request of the firm before the target date of supply, who will be authorized to either accept or reject the request of bidder without assigning any reason.



4. ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACTS

The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.



5. SPECIFICATION OF ITEMS

TENDER SPECIFICATIONS

Sr.	DESCRIPTION	QTY	Sample Picture
1	<p><u>Officer Table & Side Rack without Glass</u></p> <p>Size 5'x3'x (LxW) with foot rest And Side Rack 36"x18"x30" (LxWxH) made of high density chip board pressed with fine grained shisham veneer on both sides, shisham wood molded lipping 3" wide all around the top and plain lipping of other edges with 2 drawers on fine quality drawer slides, one drawer is lockable with fine quality 2 mm lock. Finished with NC Lacquer Glass finished. (As per Sample)</p>	01	
2	<p><u>Wooden Visitors Chairs</u></p> <p>Structure made of solid Sheshum wood with moisture level less than 10%, legs & sides etc cushion with master molty foam on seat & back, Complete with approved leatherette/fabric (green) & polish etc. Seat 20", Back Height 15" (As per Sample)</p>	03	
3	<p><u>Cushioned Revolving Chairs with arms</u></p> <p>High Back Revolving Chair SAAB S-539 or equivalent (As per Sample)</p>	01	

6. TERMS AND CONDITIONS

1. Bidder have to visit the site State Life, Zonal Office, Sargodha for any query.
2. The Furniture & Fixture will be delivered at State Life Sector Office, PAF Road, Mianwali and installation of Air Conditioner 1.5 Ton will also be installed in Sector Office, Mianwali.
3. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
4. Bidders are required to upload their bids on EPADS system as per laid down PRRA procedure single state Singe envelope method. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
5. The Most Advantageous Bid would be accepted
 - 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**(Technical evaluation of bids / point scoring criteria is available with bidding document).**
6. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract and submission of performance warranty. However, successful bidder will be required to

7. TECHNICAL CRITERIA

TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

			<u>Max. Points</u>
1. Company Profile			
i. The company established within 1 to 2 years (Proprietorship)	10 Marks		
ii. The company established more than 2 years	20 Marks		20
2. Experience in Similar Work executed			
i. Contracts completed less than 01 Million for each contract	10 Marks		
ii. Contracts completed greater than 01 Million and less than 02 million	15 Marks		
iii. Contracts completed more than 02 million	20 Marks		20
3. Financial Status (verified by Bank Statement, Annual Tax Return)			
i. Between 1 – 5 Million	10 Marks		
ii. 5 – 10 Million	15 Marks		
iii. Above 10 Million	20 Marks		20
4. Number of Existing Clients provided with similar Equipment having value 0.5 million (05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)			20
5. List of Professionals - for installation and after Sales services <i>05 points for each qualified personnel</i>) qualified mean having engineering or diploma in relevant field			20

Total Points:			100

Note:

Minimum 60 % score is required to Technically Qualify on over-all basis.

Date _____

FINANCIAL PROPOSAL

(For Procurement of Furniture, Fixture and Air Conditioner)

(Supply of Furniture & Fixture and Air Conditioner 1.5 Ton at Sector Office, Mianwali)						
One vendor would be selected on Lump Sum Basis on Least Cost and Quality Base)						
Sr. #	Description	Qty	Unit Price without GST	Amount of GST 18%	Unit Price with GST	Total Cost (No. of Units x Unit price including all taxes)
1	Table 5' x 3' with Side Rack	01				
2	Revolving Chair	01				
3	Visitor Chairs	03				
4	Sofa Set 5 Seater	01				
5	Center Table	01				
6	Steel File Cabinet	01				
7	Split Invertor AC 1.5 Ton	01				
	Compete Accessories with installation as per Clause (5)7	50 ft				
	Total					

(Fill Financial Proposal to be submitted on your Company's letter head)

Name of Supplier: _____ Signature with Date _____