



STATE LIFE

Insurance Corporation of Pakistan

Multan Zone

061-9200678

TENDER DOCUMENT

Renovation of HRDD, State Life Multan Zone

Sealed Technical & Financial bids are invited in accordance with PPRA rules, under **"Single Stage-Single Envelope Procedure (Technical & Financial)"** Through <https://eprocure.gov.pk> (E-PADS) from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of following jobs.

The sealed bids should be submitted through **E-pads** on or before 04-11-2025 at **03:00 PM** and bids will be opened on the same date at **03:30 PM** in the presence of the bidders or their representatives.

Details of JOBS with Specification

Sr. No.	Items	Sample	Qty
01	<u>Curtains:</u> • Providing & Fixing Imported Parda cloth • Cloth Jacquard or Equivalent • Steel rods with Iron sliding bolt • Complete labor work with installation, fitting charges and accessories in all respect.		(8x8) 30 No.s
02	<u>False ceiling:</u> • Gypsum False ceiling Arish/United or Equivalent • SKM Frame etc... • Projector Vertical stand • Including all labor work and charges		1590 Sq.ft.

03	<u>Granite Tiles:</u> • Master Granite Tile A Grade or Equivalent • Size 24"x48" with 4 inches border complete fitting in all respect • Color sample available in Office • Spacer filling making floor in level before lying tiles including labor fixing tiles with A grade Bond. • Job includes all labor charges with shifting to office and removal of wastage.		1590 sqft
04	Old Floor Treatment • Tucking manually proposed floor before lying tiles 5th floor. • Job includes all labor charges with removal of wastage.		1590sqft
05	Lights: • Led Lights SMD Philips or Equivalent • Job includes all fitting charges		30 nos

06	LED Lights: Led lights panel lights (2x2) Philips or equivalent 38 Watt		20
07	Ceiling Fans: - Royal G.F.C or equivalent (2x2) with remote. - Job includes all fitting charges		20
08	Paint Work: - Emulsion paint on walls using ICI/BERGER or equivalent. - Walls must be sanded before applying paint.		360sqft
09	Paint Work: - Matte Enamel paint on wooden cabinets/Doors complete work using ICI or Equivalent. - Must be sanded before applying paint - Standard quality Handles with locks - Complete fitting and job in all respect		456sqft
10	Electric Wiring: - Electric wiring on roof & walls using Popular pipe or Equivalent (3/4') and electric boards - Copper wire Pakistan Cable or Equivalent 3/29, 7/29, 7/36 - Computers wiring etc.. - Complete job with fitting charges in all respect.		1590sqft
11	Removing waste: Removal of all kind of wastage from 5th Floor of Building to outside building.		

Verifiable Documentary Proof

- Verifiable documentary proof for all below requirements is mandatory.
- The bidders who have duly compiled with the Eligibility / Qualification and Evaluation criteria will be eligible for further processing.

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 (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	Earnest Money/ Bid Security 3% of total tender amount through bank draft/ pay order (Must be submitted in physical form in office before closing of tender)	Mandatory	Must be submitted at office address before closing of bid timing.	

Mandatory requirement:

- **All parties must visit the site in order to get the exact features analysis.**
- **All jobs require would be on turn key basis.**

Score card Evaluation

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

	<u>Eligibility Evaluation Criteria</u>	Supporting documents to be attached as	Page Number
A.	Company Profile:		
	i. The company established within 1 to 2 years (Proprietorship) = 10 Marks. ii. The company established more than 2 years = 25 Marks Note: Certificates Required	25 marks maximum	Annex-F
B.	Similar Work Executed By Firm In Past:		
	Contracts completed Less than 4 Lacs for each contract = 5 Marks Contracts completed Greater than 4 Lacs and Less than 6 Lacs for each contract = 15 Marks Contracts completed Greater than 6 Lacs for each contract = 25 Marks Note: Work Order Required	25 marks maximum	Annex-G
C.	Financial Status : (Verified by Bank Statement, Annual Tax Return)		
	Annual Turnover • Between 2-5 Million = 07 Marks • 5 – 10 Million = 14 Marks • Above 10 Million = 20 Marks (Max)	20 marks maximum	Annex-H

D.	Technical Staff :			
	- IT Technician = 08 Marks - Installer = 05 Marks - Labor = 02 Marks Note : Mention Staff List	15 marks maximum	Annex-I	
E.	Enlistment With Others			
	Enlistment with reputed Govt/National/ Multinational Firms Minimum requirement =01 Firms Note: Purchase/Work Orders Required	15 marks maximum	Annex-J	

Total Points =100

Minimum Qualification = 60

Terms & Conditions:

1. Bidders must submit their bids through "EPADS" adopting "single stage single envelop procedure"
2. Bid Security amounting to 3% of bid value in form of Pay order / Demand Draft in Favor of State Life Insurance Corporation of Pakistan Multan Zone must be submitted to the office of undersigned in original in a sealed envelope on or before closing date by hand, which will be refunded to the unsuccessful bidder upon completion of formal procurement process and earnest money of successful bidder will be retained and converted into performance guarantee and will be returned after expiry of warranty period of supplied items/six months after completion of work and shall be subject to deductions on account of unsatisfactory performance. No bid will be accepted without earnest money.
3. The bidders will have to attach copies of their company profile, Experience related documents, Managerial capacity, Financial position, Active STN (where applicable) with the tender. These documents are required for evaluation purpose as every slot has 10 numbers each and minimum qualifying marks are 30. CDR and Active Status of NTN is compulsory requirement.
4. The prices quoted must be inclusive of all duties /Govt. taxes packing, and delivery charges. If GST is applicable, the same should be shown separately. The quotations will be considered as including all taxes. In case of any type of tax exemption all valid required documents i.e. Exemption certificate, deduction at source etc. must be attached with the quotation.
5. The Prices mentioned in the tender will be treated as firm till the completion of Work Order. The Prices must be stated both in words and figures in Pakistan Currency.
6. The most advantageous Bid would be accepted. If the successful bidder fails to complete the job as per the specification and quality, the work order shall be canceled, purchase will be made from next advantageous bidder.
7. If a bidder submits the rates of item which is equivalent to our demanded brand, he is bound to provide all the required specifications which justify the equivalence of goods.
8. Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
9. The successful bidder is bound to supply the contract items/services according to quoted rates and specifications at state life 5th Floor Multan Zone.
10. No price difference in the market will affect your quoted rate in any condition. The rates should be market driven, in case the rates does not match with the market control rates the committee reserve the right to cancel/reject the said item after assigning proper reason, in the best interest of corporation.
11. No advance payment will be made. Payment will be processed upon satisfactory delivery/Installation of items or completion of work/services. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, the earnest money shall be forfeited in favor of the Corporation.
12. Maintenance Period/After Sales Services (For Product Inspection Visits/Cleaning/Repairing) Warranty of the supplied items must be mentioned and remain valid for mentioned year. The supplier will be responsible to assemble/install/deliver the items as per requirement and incase of

failure to maintain quality of installation, the same will be fixed at his risk and cost besides penalty as may be imposed by Competent Authority in SLIC.

13. Bid validity period shall be 60 Days from the date of opening of bids. This period can be extended by SLIC with the consent of bidders.
14. The Corporation/Competent Authority reserves the rights to cancel reject any one item out of listed items, any one lot or the entire tender in accordance with rule 33 of PPRA Rules. 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.
15. Evaluation of items/work will be made as a whole basis.
16. **Firm or its representative must visit the Office for necessary measurement, designs of products, layout plan, materials to be used and all other relevant details clarification etc. before submitting a bid. Please do make an appointment prior to your visit. In case of further query, kindly feel free to contact during working hours with i.e. 9:00 am to 5:00 pm.**

**Incharge HRA&P
State Life Ins. Corporation of Pakistan
2nd Floor State Life Building Chowk
Nawan Shahar Abdali Road Multan.
Phone office: 061-9200678**

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

