

STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

REQUEST FOR PROPOSAL

**PURCHASE/SUPPLY, INSTALLATION AND PLACEMENT OF
OFFICE FURNITURE AND FIXTURES FOR OFFICE USE**

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

Name of the Respondent

Address

Telephone

Fax

Email



State Life Insurance Corporation of Pakistan

Health & Accidental Insurance (H&AI)

Regional Procurement Department (RPD)

3rd Floor, State Life Tower, Jinnah Avenue, Islamabad

Contact No: 051-9216344

1. Table of Contents

1. DEFINITIONS:	4
2. INTRODUCTION	4
3. VALIDITY OF PROPOSALS	4
4. RIGHT TO ACCEPT / REJECT PROPOSAL	5
5. FRAUD AND CORRUPTION	5
6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT	5
6.1. RFP CLARIFICATIONS	5
6.2. AMENDMENTS IN RFP	5
7. PROCESS FOR HIRING OF SERVICES	6
8. MANDATORY CRITERIA	7
9. DISQUALIFICATIONS	8
10. PREPARATION OF PROPOSAL	8
11. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL	9
11.1. TECHNICAL PROPOSAL	9
11.2. FINANCIAL PROPOSAL	9
12. EVALUATION OF PROPOSALS	10
12.1. FINANCIAL EVALUATION:	10
13. BID SECURITY DEPOSIT	11
13.1. RELEASE OF BID SECURITY	11
13.2. CONFISCATION OF BID SECURITY:	11
14. PERFORMANCE GUARANTEE	12
14.1. CONFISCATION OF PERFORMANCE GUARANTEE	12
14.2. ADJUSTMENT FROM PERFORMANCE GURANTEEE	12
15. DEFECT LIABILITY PERIOD	13
16. PENALTY	13
17. CONFIDENTIALITY	13
18. OWNERSHIP OF "DATA/INFORMATION"	14
1. BACKGROUND	15
2. GOAL	15
3. PLACE OF EXECUTION OF ASSIGNMENT	15
4. EXECUTION TIMELINE:	15



5. DELIVERABLES.....	15
6. SCOPE OF WORK:.....	15
6.1. TERMS AND CONDITIONS.....	16
7. PAYMENT TERMS AND CONDITIONS.....	16
FIN- 1: FINANCIAL PROPOSAL.....	18
ANNEX-A:.....	20
COVERING LETTER.....	20
ANNEX-B:.....	22
FORM FOR PAST EXPERIENCE.....	22
ANNEX-C:.....	24
PROPOSED SPECIFICATIONS.....	24
ANNEX-D:.....	26
QUOTED PRODUCTS SPECIFICATIONS.....	26
ANNEX-E:.....	28
QUOTED PRODUCT PICTURES.....	28
ANNEX-F:.....	33
CLIENTS DETAILS.....	33
ANNEX-G: DRAFT AGREEMENT.....	34



Section I: Invitation for Proposal

1. State Life Insurance Corporation of Pakistan intends to hire the services of a reputed Service Provider for subject procurement as per Single Stage Two Envelope Procedure as per PPRA Rules 2004 from tax registered firms/ service providers
2. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules
3. All proposals must be valid for **Ninety (90)** days and any bid shorter than subject bid validity will be declared as conditional and will be declared non-responsive.
4. Pre-Bid Meeting session will be held on 15-07-2026 @ 11:00 am, and attending said session is mandatory. Proposals of those bidders will be considered for further procurement process who have attended pre-bid session.

5. Tender Schedule

A	Bid Submission Timeline through: a. EPADs b. Hard Copy	03/08/2026 @ 11:00 AM
B	Bid Opening Timeline	03/08/2026 @ 11:30 AM
C	Clarification Timeline	27/07/2026 UPTO 03:00 PM
D	Pre-Bid Meeting	15-07-2026 @ 11:00 AM

5. Address for submission of Hard Copy of Bid Security amounting to **PKR. 225,000/-** in favor of **"SLIC H&AI PREMIUM COLLECTION ACCOUNT"** in the form of pay order/ demand draft and any other document if needed:

"Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI) Regional Office, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad"

Contact No: 051-9216344

Email for clarity and information regarding general conditions:

Asimnawaz508@gmail.com



Section II: Instruction to Respondents

1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for "PURCHASE/SUPPLY, INSTALLATION AND PLACEMENT OF OFFICE FURNITURE AND FIXTURES FOR OFFICE USE"
- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Procuring Agency" means State Life
- d) "H&AI" Health and Accidental Insurance, Regional Office, Islamabad
- e) "Service Provider/ Bidder/ Vendor/Respondent" means any entity that furnishes proposal in response to this RFP through EPADs and also hard copy of the same is required to be submitted
- f) "Competent Authority" means the CEO State Life
- g) "RFP" means Request for Proposal
- h) "Committee" means committee constituted by State Life for evaluation of proposal
- i) "Categories" correspond to respective to two categories outlined in scope of work i.e. Furniture Items and Furniture Fixtures
- j) "Government" means the Government of Pakistan
- k) "PPRA Rules" Public Procurement Rules 2004
- l) "SOW" means Scope of Work
- m) "EPADs" stands for E-Pak Acquisition and Disposal System

2. INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to the population in social sector. State Life has also launched Corporate Health Insurance initiative, and different products are being offered both in Public and Private Sector.

3. VALIDITY OF PROPOSALS



Proposals must be valid unconditionally for a period of **Ninety (90)** days after the date of its submission prescribed in RFP. A proposal valid for shorter period will be declared as

non-responsive. State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals).

4. RIGHT TO ACCEPT / REJECT PROPOSAL

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

5. FRAUD AND CORRUPTION

State Life requires that respondents hired through this RFP must observe the highest standards of ethics. Further, case any bidder is found indulged in Corrupt and Fraudulent practice as defined under definition section in PPRA Rules then necessary action as per **PPRA Rule-19 (A)** will be taken

6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

6.1. RFP CLARIFICATIONS

Vendors can seek clarification in writing through email, letter, EPADs etc regarding any aspect of this RFP prior to expiry of Clarification Timeline as outlined in Clause-4, Section-I: Invitation for Proposal. It is entirely vendors' responsibility to get himself well acquainted with all aspects of the subject RFP

During evaluation of the proposals, State Life may, at its discretion, ask respondents for clarifications as per PPRA Rule-31 on their proposals in writing and response thereof must also be in writing. The respondents are required to respond within the time frame prescribed by State Life.

In case a vendor fails to respond to clarification within stipulated time then vendor will be simply disqualified from further proceedings without any notice

6.2. AMENDMENTS IN RFP

At any time prior to deadline for submission of proposal, State Life may, for any reason, modify the RFP and revised documents will be advertised in the form of addendum in a manner like advertised earlier.



7. PROCESS FOR HIRING OF SERVICES

The Process for hiring services for subject procurement is outlined below:

- A. This subject procurement is conducted for hiring services of a service provider for subject procurement. The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document and the most advantageous bidder will be required to sign a service level agreement (copy placed at Annex-E) with State Life. Evaluation of the proposals shall be carried out in two steps, first the technical and then the financial.
- B. The technical and financial proposals must be submitted in accordance with Single Stage Two Envelope Procedure as per PPRA Rule-36 (b). Proposals must be submitted both in hard copy and also on EPADs. Hard Copy and Soft Copy must be same and in case it is observed that both documents aren't same then proposals will be simply declared non-responsive
- C. First of all, compliance with PPRA Rules will be checked and in case any non-compliance of PPRA Rules is observed, proposal will be declared as non-responsive and won't be considered for further evaluation process
- D. Subject to compliance with PPRA Rules, a scrutiny of proposal as per criteria outlined will be carried out. The Evaluation Committee shall not have access to the financial proposals until the technical evaluation is concluded.
- E. After completion of evaluation of the technical proposal, State Life shall upload **Technical Evaluation Report** as per **PPRA Rule-35** on all relevant forums
- F. The respondents who are found technically responsive based on technical evaluation would be informed about the date and time of opening of their financial proposals through EPADs and letter, Fax or E-mail as communicated by the respondents in their proposals.
- G. Subject to scrutiny of Financial Proposal, the Final Evaluation Report will be published on all respective forums. After completion of necessary timeline, Work Award will be issued to most advantageous bidder and a mutually agreed Service Level Agreement (SLA) copy at Annex- F will be signed.



8. MANDATORY CRITERIA

Eligible Service Provider/Respondent must fulfill following criteria:

- i. All Proposals must be furnished both on EPADs and hard copy of the same before Bid Submission Timeline
- ii. Must have relevant business experience (i.e. Services required in this RFP) of at-least **Five (5)** years (Vendor (s) must affix Work Awards, Purchase Order, Agreement etc wherein experience of Five (5) years is clearly manifested). Format is placed at Annex-B
- iii. Vendor must be an authorized dealer / manufacturer/ trader/ supplier / whole seller for (new) only in last three (3) years (Here affix verifiable proof such as undertaking on official letter head or any other documentary evidence is required)
- iv. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Government legal entities, sales tax and income tax departments) and on active taxpayer list.
- v. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (**One Hundred Rupees Only/-**) duly authorized by Notary Public is mandatory);
- vi. Audited Financial Statement from ICAP Certified firm with valid QCR rating must be submitted for last **three (3)** years i.e. 2023, 2024 and 2025
- vii. Vendor must ensure submission of Bid Security amounting to **PKR. 225,000/-** in the form of Pay Order/ Demand draft in favor of "**SLIC H&A1 PREMIUM COLLECTION ACCOUNT**".
- viii. Vendor must have executed a project of similar nature i.e. supply/ purchase and placement of furniture/fixture as required in this RFP with overall worth of at least **PKR. 5.0 million** in last **five (5)** years (Here Work Award, Agreements, Work Completion Certificate or any other proof certifying that work is successfully completed must be affixed). Provide details as per format placed at Annex-B
- ix. Vendor must have local presence in Islamabad/ Rawalpindi (Proof is required here)
- x. Vendor must clearly specify his/ her quoted product as per proforma placed at Annex-D for each item and in case any item/ entry is left blank proposal will be declared non-responsive
- xi. In case a vendor endorses our specifications than he will be bound to supply same furniture as our specifications



- xii. Details as required in Annexures of RFP must be affixed
- xiii. Must obtain minimum score as per clause 12 of RFP

NOTE: Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above.

9. DISQUALIFICATIONS

Proposal furnished will be declared as non-responsive and vendor will be disqualified if any of the following is observed:

- i. Submitted the proposal document or any other associated document after the Bid Submission deadline
- ii. Hard and Soft Copy are not synchronized i.e. both aren't same
- iii. Made misleading or false representations in any documentation submitted
- iv. Submitted a proposal that is not accompanied by required documentation
- v. Failed to provide clarifications related thereto, when sought
- vi. Submitted a proposal with price adjustment / variation provision
- vii. Conditional Bid is submitted
- viii. Required documentation not affixed with Technical and Financial Proposal
- ix. Any violation/missing information as required in Clause-08 above
- x. Any violation of PPRA Rules-2004

10. PREPARATION OF PROPOSAL

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initialized by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.



- iii. Proposals received by any means other than EPADs will be declared non-responsive and will be rejected
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP
- vii. All proposals must be furnished as per Single Stage Two Envelop Procedure as per PPRA Rule-36 (b)

11. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

11.1. TECHNICAL PROPOSAL

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official letterhead duly signed and stamped (Details to be provided as per Format placed at Annex-E)
- iii. All relevant proofs as requested in Mandatory Criteria--- Clause-8

All the above papers should be duly signed by the authorized signatory.

11.2. FINANCIAL PROPOSAL

- i. The financial proposal must be as per format placed at FIN-1 and in case proposal is not as per attached format it will be declared as non-responsive
- ii. All rates must be quoted in Pakistan Rupee (rounded to the rupee amount).
- iii. Overall Lump Sum cost will be considered for evaluation.
- iv. Vendor shall apply for all categories.
- v. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- vi. Quoted cost must be inclusive of all applicable taxes & other charges i.e. delivery, octroi transportation, uploading, admin, labor charges etc
- vii. Financial Proposal must be signed and stamped



12. EVALUATION OF PROPOSALS

State Life will form Regional Procurement Committee (RPC) to evaluate the proposals. **Technical Evaluation** of proposal will be carried out as per scoring appended below:

Sr.No	Parameters	Detail	Weightage	Max Score
Technical Evaluation				
1	Overall Experience	Here Relevant Work Awards/ Agreements/ Work Completion Certificate etc are needed A. Below 5 Years B. 5 Years C. 5-7 Years D. Above 7 Years	0 10 15 20	20
2	No. of Similar Projects completed in last five years with overall worth of at least PKR. 5.0 million	Here, Work Done Satisfactory/ Work Completion Certificate is required. i. Below 1 Projects ii. 1-3 Projects iii. 3+ Projects	0 10 20	20
3	Financial Strength	Average Annual Turn Over in Last Three Years i. Below 5.0 million ii. 5.0 million iii. 5-9 million iv. Above 9.0 million	0 5 7.5 10	10
4	Physical Inspection	Here Vendor will have to present physical samples to committee during technical evaluation. All samples are to be presented and in case of customized item adherence to specifications outlined is must i. Samples not Presented ii. Samples Presented	0 30	30
5	Quoted Furniture Items and Presented Samples are as per specifications/ requirement	Here details as required in relevant proforma placed at Annex-F i. Non-Compliant ii. Fully Compliant	0 20	20
TOTAL SCORE				100

Basis of Evaluation:

Overall, 60 score is mandatory. 50% in each category is mandatory (Applied to Serial No.01 to Serial No.03). In case of Serial No.04 and Serial Number 05 absolute scoring is must i.e. either 0 or 20. In case of 0 score proposal will be declared non-responsive. Vendors are required to ensure submission of verifiable proofs against each category. Compliance with above scoring criteria is must and in case of non-compliance, proposal will be declared as non-responsive

12.1. FINANCIAL EVALUATION:

Financial Evaluation of technically responsive bidders will be done as follows:

- Compliance of proposal with FIN-1 will be checked and in case of non-compliance with format, proposal will be rejected
- First of all, computational check will be done and in case of any computational error, proposal will be rejected



- C. After checking general compliance as per above clauses further proceedings will be done

13. BID SECURITY DEPOSIT

Bid Security amounting to **PKR. 225,000/-** must be furnished by the respondent in shape of Demand Draft/Pay order in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as scanned copy along with technical proposal on EPADs.

Bid Security must also be submitted in hard copy along with hard copy of Bid/ Proposal submitted at following address:

"Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI), 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad"

13.1. RELEASE OF BID SECURITY

- A. Bid Security of bidders who aren't most advantageous will be released subject to completion of formal procurement proceedings i.e. conclusion of timeline post final evaluation report uploading on EPADs, PPRA and State Life Website as per PPRA Rules
- B. Bid Security of Technically Non-Responsive Bidder will be released subject to completion of timeline post uploading of Technical Evaluation Report on PPRA Website, EPADs and SLIC Website. Vendor will have to furnish a proper request duly signed and stamped addressed to Regional Procurement Department (RPD)
- C. Bid Security of the most advantageous bidder will be released subject to submission of Bank Guarantee within stipulated timeline

13.2. CONFISCATION OF BID SECURITY:

Bid Security will be confiscated in case of any of the following:

- I. In case the most advantageous bidder doesn't accept Letter of Intent (LOI) issued through EPADs within stipulated timeline. We will resort to second most advantageous bidder
- II. In case bidder denies executing the assignment as per requirements outlined and in accordance with proposal furnished on EPADs. Further we will also resort to second most



advantageous bidder and necessary legal action as per PPRA Rule-19 will be initiated

- III. If the most advantageous bidder fails to submit his/her complete delivery, activation schedule on official letterhead within three working days of issuance of Work Order then Bid Security will be forfeited along with cancellation of Work Order and necessary action will also be initiated
- IV. In case bidder fails to furnish Performance Guarantee as per Clause-14. Further Work Award issued thereof will also be cancelled and we will resort to 2nd Most Advantageous Bidder

14. PERFORMANCE GUARANTEE

Most Advantageous Bidder will be required to furnish Performance Guarantee amounting to **10%** of quoted lump sum cost in respective category or cumulative sum of categories for which proposal is submitted within **seven (7)** days of issuance of Work Award. Bank Guarantee must be submitted in form of a pay order/ demand draft

Performance Guarantee must be valid for **Six Months** from the date of issuance. Bank Guarantee will be released subject to successful completion of defect liability period as per Clause-15 appended below:

14.1. CONFISCATION OF PERFORMANCE GUARANTEE

Bank Guarantee will be confiscated in case of refusal to execute defect liability period

14.2. ADJUSTMENT FROM PERFORMANCE GUARANTEE

Deductions/ adjustment can be made from Performance Guarantee as per following schedule:

- A. In case of delay in resolution of issues raised during stipulated timeline deductions **@0.05%** for each of delay will be done which will be adjusted from Performance Guarantee.
- B. In case it is observed that during defect liability period vendor is showing delay/ non-responsiveness on routine basis then work will be executed from alternate source and deductions as per actual will be made from Bank Guarantee.



15. DEFECT LIABILITY PERIOD

There will be Six Month defect liability period. The defect liability period will commence from the date of complete delivery of all furniture items and onward work done satisfactory by the concerned.

During defect liability period all warranty related claims such as hydraulic, cylinder issue for chairs, table drawer channel issues etc will be resolved by most advantageous bidder free of cost.

All claims during defect liability period must be resolved within seven (7) workings days.

16. PENALTY

Most Advantageous Bidder is expected to remain professional and exercise highest standards of professionalism. Penalty will be imposed as per following schedule:

- A. Most Advantageous Bidder must ensure delivery of same furniture as approved. In case it is observed that furniture delivered is not in accordance with the approved sample, vendor will be bound to replace the aforesaid item within three (3) days and in case of delay penalty @0.05% for each day of delay will be imposed
- B. In case of delay in executing the assignment, penalty @0.05% for each day of delay will be imposed

17. CONFIDENTIALITY

Bidder understands and agrees that all materials and information marked and identified by STATE LIFE as 'Confidential' are valuable assets of STATE LIFE and are to be considered STATE LIFE 's proprietary information and property. Bidder will treat all confidential materials and information provided by STATE LIFE with the highest degree of care and necessary to ensure that unauthorized disclosure does not occur.

Bidder will not use or disclose any materials or information provided by STATE LIFE without STATE LIFE 's prior written approval. Bidder shall not be liable for disclosure or use of any materials or information provided by STATE LIFE or developed by Bidder which is:



- I. possessed by Bidder prior to receiving receipt from STATE LIFE, other than through prior disclosure by STATE LIFE, as documented by Bidder's written records;
- II. published or available to the general public otherwise than through a breach of Confidentiality; or
- III. obtained by Bidder from a third party with a valid right to make such disclosure, provided that said third party is not under a confidentiality obligation to STATE LIFE;
- or
- IV. Developed independently by the bidder.

In the event that Bidder is required by judicial or administrative process to disclose any information or materials required to be held confidential hereunder, Bidder shall promptly notify State Life and allow State Life a reasonable time to oppose such process before making disclosure.

Bidder understands and agrees that any use or dissemination of information in violation of this Confidentiality Clause will cause State Life irreparable harm, may leave STATE LIFE with no adequate remedy at law and State Life is entitled to seek injunctive relief.

Nothing herein shall be construed as granting to either party any right or license under any copyrights, inventions, or patents now or hereafter owned or controlled by the other party.

The requirements of use and confidentiality set forth herein shall survive the expiration, termination or cancellation of this RFP.

18. OWNERSHIP OF "DATA/INFORMATION"

All information processed, stored, or transmitted by Service Provider's equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties will apply for failure to protect information appropriately.



Section III: Scope of Work

1. BACKGROUND

State Life Health Insurance is implementing Sehat Sahulat Program coverage to almost entire population all over Pakistan. As part of this program the patients are taking inpatient health services all over Pakistan.

State Life has also launched Corporate Health Insurance Program, and different products are being offered to both Public and Private sector.

As part of subject procurement, we intend to procure office furniture and fixtures for office use. As part of subject procurement basic essence is to ensure provision of quality office furniture for aesthetic office outlook

2. GOAL

To ensure provision of quality office furniture

3. PLACE OF EXECUTION OF ASSIGNMENT

The subject assignment is required to be executed at following locations:

- A. State Life Tower Islamabad, 3rd and 13th Floor
- B. State Life Building No 9, Buland Markaz, D chowk, Islamabad
- C. Health and Accidental Insurance Office at Yadgar Chowk, GB Region

The furniture items required to be delivered to GB Region are specified in specifications section outlined at Annex-C

4. EXECUTION TIMELINE:

The execution timeline for subject assignment is fifteen (15) days from the final acceptance of samples presented by most advantageous bidder and in case of delay penalty as per Clause-15 will be imposed

5. DELIVERABLES

Deliverable for the subject assignment are as follows:

- i. Shifting/ Purchase and Placement of furniture items as per specifications and quantity outlined at Annex-C
- ii. Supply/ Purchase and fixation of fixtures as per specifications and quantity outlined at Annex-C

6. SCOPE OF WORK:

Scope of Work basically involves following categories:



Category-01: Supply/ Purchase and Placement of Office furniture at designated location as per Clause-3

Category-02: Supply/Purchase and fixation of fixtures at designated location

6.1. TERMS AND CONDITIONS

The terms and conditions are as follows:

- i. Most Advantageous bidder will be responsible for deployment of adequate Human Resource for timely completion of the said activity and HR deployed will solely be on payroll of the bidder without any liability in any forms on State Life
- ii. Bidders must visit the site prior to submission of proposals to get themselves well acquainted with on ground situations.
- iii. Bidders must note that we require quality furniture and no compromise on quality will be allowed under any circumstances
- iv. Bidders must consider recommended brand/ make and specifications outlined in RFP while quoting rates
- v. Bidders must take into account that Regional Procurement Committee will carry out physical inspection of quoted furniture during technical evaluation. Presentation of Physical Samples during technical evaluation is mandatory and in case of non-submission, proposal will be declared non-responsive
- vi. No payment will be made for physical inspection as per clause appended above
- vii. Bidder must note that for those furniture items which are customized such as conference table etc vendor will present material for table top to committee
- viii. Presented samples must have specifications as quoted through proposal furnished on EPADs
- ix. In case a bidder is declared as most advantageous he/she will have to supply same quality of furniture as presented during technical evaluation
- x. Repeat Order as per PPRA Rules can be placed on need basis

7. PAYMENT TERMS AND CONDITIONS

- I. Invoice must be submitted after completion of assignment as outlined



- II. Invoice must be furnished along with Bank Details, Tax record and details about work executed
- III. Invoice will be subject to work done satisfactory
- IV. Invoice will be subject to deductions if any as per Clause-16
- V. Invoice will be cleared within Thirty (30) days



FIN- 1: FINANCIAL PROPOSAL

Sr No	ITEMS	A QUANTITY	B PER ITEM RATE IN PKR WITHOUT TAX	QUOTED PRODUCT SPECIFICATIONS	APPLICABLE TAX IN PKR	C PER ITEM RATE IN PKR WITH TAX	TOTAL FINANCIAL IMPACT IN PKR INCLUSIVE OF ALL APPLICABLE TAXES D = A + C
1	CATEGORY-01: OFFICE FURNITURE (Supply/ Purchase and Placement of Office furniture)						
A. For ISLAMABAD							
i.	Revolving Chairs	30					
ii.	Visitor Chairs (Normal)	06					
iii.	Visitor Chairs (Executive)	04					
iv.	Conference Table (5-6 Persons)	01					
v.	Moveable Wooden Partition	02					
Vi.	Office Table (5*4)	02					
Vii.	Center Table	01					
Viii.	Small Central Table	02					
Vii.	Workstations	06					
B. FOR GB REGION							
i.	Revolving Chairs	06					
ii.	Office Table (5*4)	02					
iii.	Small central Table	02					
iv.	Center Table	01					
v.	Wooden Cabinet	01					
TOTAL COST IN PKR INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES FOR CATEGORY-01 IN FIGURES							
CATEGORY-02: FURNITURE FIXTURES (SUPPLY/PURCHASE AND FIXATION OF FIXTURES)							
i.	Supply & Installation of UV sheet, proposed as per Anx- C at (Office of Divisional Head (H&A), 2 nd Floor, State Life	300 SQ.FT					

Insurance
H&A
08000



	Building No.09 by Supply/ Purchase, Installation and Fixation of PVC Sheets					
ii.	Supply/ Purchase, Installation and Fixation of Wallpaper proposed as per Anx C	400 SQ.FT				
TOTAL COST IN PKR INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES FOR CATEGORY-02 IN FIGURES						
GRAND TOTAL COST FOR CATEGORY 01 & 02 INCLUSIVE OF ALL APPLICABLE TAXES & OTHER CHARGES IN FIGURES						
GRAND TOTAL COST FOR CATEGORY 01 & 02 INCLUSIVE OF ALL APPLICABLE TAXES & OTHER CHARGES IN WORDS						

- I. ALL ENTRIES MUST BE FILLED
- II. CUTTING/OVERWRITING ISN'T ALLOWED HOWEVER IF UNDER EXCEPTIONAL CIRCUMSTANCES DONE MUST BE PROPERLY INITIALED
- III. QUOTED COST MUST BE INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES IF ANY
- IV. FINANCIAL PROPOSAL MUST BE STRICTLY AS PER ABOVE FORMAT
- V. ALL ENTRIES MUST BE FILLED
- VI. PER SQ.FT RATE WHERE REQUIRED WILL REMAIN FIXED AND PAYMENT AS PER ACTUAL WILL BE MADE
- VII. VENDOR MAY QUOTE RATE FOR ALL CATEGORIES OR FOR A SINGLE CATEGORY
- VIII. LOWEST RATE IN RESPECTIVE CATEGORY WILL BE CONSIDERED FOR EVALUATION
- IX. RATES FOR ALL ITEMS WITHIN A CATEGORY MUST BE QUOTED AND IN CASE ANY ENTRY IS LEFT BLANK PROPOSAL WILL BE DECLARED NON-RESPONSIVE
- X. PROPOSAL MUST BE SIGNED AND STAMPED BY CONCERNED



ANNEX-A:

COVERING LETTER

(On Respondent's letterhead)

Date: _____

Proposal Reference No. xx/2026

Incharge HR & Admin/ RPD

State Life Insurance Corporation of Pakistan,
Health & Accident Insurance Regional Office, 3rd Floor, State Life Tower,
Jinnah Avenue, Islamabad
Contact No: 051-9216344

**SUBJECT: PROPOSAL FOR PURCHASE/SUPPLY, INSTALLATION AND PLACEMENT
OF OFFICE FURNITURE AND FIXTURES FOR OFFICE USE**

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of 120 days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.



8. We / I am submitting herewith a demand draft/Pay Order No. _____ dated _____ drawn from _____ in favor of "SLIC H&A1 PREMIUM COLLECTION ACCOUNT" as Bid Security Deposit for consideration of our proposals is attached as scanned copy with technical proposal on EPADs and also furnished in hard copy to Regional Procurement Department
9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:
Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name & Address of Firm
Affix rubber stamp
Email/Fax No.
Income Tax Certificate
Return Submitted



ANNEX-B:

FORM FOR PAST EXPERIENCE

1. WORK COMPLETED DETAILS

Here specify details of projects/ assignments that have been completed before Bid Submission Timeline. Work Completion Certificate is required to be affixed. Also affix Work Awards for all entries. Provide all details as required in the table below:

Sr. No	Particular	Brief Scope of Work	No of Pages Scanned	Date of Commencement	Completion Date	Worth in PKR	Focal Person Contact Number and Email

2. DETAILS OF SIMILAR PROJECT EXECUTED IN LAST FIVE YEARS WITH OVERALL FINANCIAL IMPACT OF ATLEAST 5.0 MILLION

Here specify details of projects/ assignments that have been completed before Bid Submission Timeline. Work Completion Certificate is required to be affixed. Also affix Work Awards for all entries. Provide all details as required in the table below:

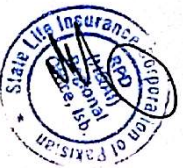
Sr. No	Particular	Brief Scope of Work	No of Pages Scanned	Date of Commencement	Completion Date	Worth in PKR	Focal Person Contact Number and Email

3. DETAILS OF PROJECT IN EXECUTION:

Here provide details of project/ assignment that are currently in execution

Sr. No	Particular	Brief Scope of Work	No of Pages Scanned	Date of Commencement	Present Status	Worth in PKR	Focal Person Contact Number and Email





ANNEX-C:

PROPOSED SPECIFICATIONS

Proposed specifications are outlined below. Specifications and recommended brand/ make are benchmark for guidance on quality parameters

Sr No	ITEMS	PROPOSED SPECIFICATIONS	RECOMMENDED BRAND/ MAKE
1.	CATEGORY-01: OFFICE FURNITURE (Supply/ Purchase and Placement of Office furniture)		
i.	Revolving Chairs	Supply and Placement of Chair having Color: Grey Fabric and Black Latherite ; Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Pedestal or Equivalent ; Arms: Polyurethane or equivalent ; Head Rest: Yes ; Arms: Adjustable; Base: Stainless Steel High Back for extra support with five different positions Lower castor must support 360 degree movement	Inter Wood, Master OffSys, Office Empire or equivalent
ii.	Visitor Chairs (Normal)	Supply and Placement of Chair having Material: PP Frame Black with mesh back, Color: Black ; Base: Steek Chrome Base Arms: Durable construction with PP Black Armrest and ABS Cover with padded seat Head Rest: No ; Raised/ Heighted Back	Inter Wood, Master OffSys, Office Empire or equivalent
iii.	Visitor Chairs (Executive)	Supply and placement of wooden chair with solid wooden base. High Quality Leather seating with proper foaming with high quality glossy polish. Rubber glides at bottom/ legs to avoid floor/ tile damage. Padded arm rest	Inter Wood, Master OffSys, Office Empire or equivalent
iv.	Conference Table (5-6 Persons)	Supply and Placement of Customized Conference Table with seating capacity of maximum 6 Persons ; Table Top: Made up of High Quality Mat Finish Sheet, MFC Aluminium casted base with white powder coat finish Sliding Covered Steel Material Multi box equipped with USB Port, Laptop Charger Connectivity, Ethernet Connectivity in front of each seating ,Concealed Cable Management Set up. Glides at base made of rubber to ensure smooth movement and avoid floor scratches	Inter Wood, Master OffSys, Office Empire or equivalent
v.	Moveable Wooden Partition	Low Heighted portable/ moveable wooden partition preferably having height of 72 inches and width of 96 inches, partition to consist of MDF panels with solid wooden frame	Inter Wood, Master OffSys, Office Empire or equivalent
vi.	Workstations	Supply and Placement of Workstation having Seating Capacity: 4 Persons ; Type: Linear ; Storage Unit : Yes, for each person, Standard Size. Ample space on tabletop made up of High-Quality Mat Finish Sheet for placing PC, Laptops ; Soft Board Partition with suede padding. Cable Management Provision on tabletop for each seating . Each Storage Unit must have two drawers with spacious storage space and one central lock. Rubber Glides at the bottom for floor protection Dimensions: 6' L, 4' W and 2.6' H (all in feet)	Inter Wood, Master OffSys, Office Empire or equivalent
vii.	Office Table (5*4)	Supply and Placement of Office Table having Size: 5*4 Material: Mat Finish Tabletop preferred with color as per requirement Spacious tabletops to accommodate Screen, Files and other accessories. Robust metal brackets for supporting thick tabletop Drawers: 03 with central lock and best quality channel. Bottom must have rubber glides at bottom to ensure floor safety	Inter Wood, Master OffSys, Office Empire or equivalent
viii.	Small Central Table	Supply and Placement of Sofa Side Table having Dimensions 24 W, 24 D, 18H (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom	Inter Wood, Master OffSys, Office Empire or equivalent
ix.	Center Table	Supply and Placement of Sofa Side Table having Dimensions 47 W, 24 D, 18 H (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom	Inter Wood, Master OffSys, Office Empire or equivalent
x.	Wooden Cabinet	Supply and Placement of Wooden Almirah having Size atleast 6 Feet Height and 3.5 Feet Width, 8 Shelves, two doors with proper lock. Both doors must have handles. Material: Best Quality MFC. Shelves must have adequate space for storing office files with preferred	Inter Wood, Master OffSys, Office Empire or equivalent



	height of 1.3 Feet and Width of 1 Feet		
2.	CATEGORY-02: FURNITURE FIXTURES (SUPPLY/PURCHASE AND FIXATION OF FIXTURES)		
i.	Treatment of wall seepage (Office of Divisional Head (H&AI), 2 nd Floor, State Life Building No 09 by Supply/ Purchase, Installation and Fixation of UV Sheets	Supply, placement and installation of best quality UV sheet having high gloss with thickness at least 3mm and dimensions of 4ft * 9.5 feet	AS PER APPROVED SAMPLE
ii.	Supply/ Purchase, Installation and Fixation of Wallpaper	Supply, placement and installation of best quality wall papers as per approved design	AS PER APPROVED SAMPLE



ANNEX-D:

QUOTED PRODUCTS SPECIFICATIONS

Here vendor is required to completely specify his/ her quoted product by all means i.e. make, color, fabric etc must be provided. Pictures of quoted products must also be attached. Said sheet is to be signed and stamped. All entries must be filled.

To be affixed with Technical Proposal

Sr No	ITEMS	PROPOSED SPECIFICATIONS	RECOMMENDED BRAND/ MAKE	QUOTED PRODUCTS SPECIFICATIONS	PICTURE OF QUOTED PRODUCT
1.	CATEGORY-01: OFFICE FURNITURE (Supply/ Purchase and Placement of Office furniture)				
i.	Revolving Chairs	Supply and Placement of Chair having Color: Grey Fabric and Black Lathente ; Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Pedestal or Equivalent ; Arms: Polyurethane or equivalent ; Head Rest: Yes ; Arms: Adjustable; Base: Stainless Steel High Back for extra support with five different positions Lower castor must support 360-degree movement	INTER WOOD, MASTER OFFSYS, OFFICE EMPIRE OR EQUIVALENT		
ii.	Visitor Chairs (Normal)	Supply and Placement of Chair having Material: PP Frame Black with mesh back, Color: Black ; Base: Sleek Chrome Base Arms: Durable construction with PP Black Armrest and ABS Cover with padded seat Head Rest: No ; Raised/ Heighted Back	INTER WOOD, MASTER OFFSYS, OFFICE EMPIRE OR EQUIVALENT		
iii.	Visitor Chairs (Executive)	Supply and placement of wooden chair with solid wooden base. High Quality Leather seating with proper foaming with high quality glossy polish. Rubber glides at bottom/ legs to avoid floor/ tile damage. Padded arm rest	INTER WOOD, MASTER OFFSYS, OFFICE EMPIRE OR EQUIVALENT		
iv.	Conference Table (5-6 Persons)	Supply and Placement of Customized Conference Table with seating capacity of maximum 6 Persons ; Table Top: Made up of High Quality Mat Finish Sheet, MFC Aluminum casted base with white powder coat finish Sliding Covered Steel Material Multi box equipped with USB Port, Laptop Charger Connectivity, Ethernet Connectivity in front of each seating , Concealed Cable Management Set up. Glides at base made of rubber to ensure smooth movement and avoid floor scratches	INTER WOOD, MASTER OFFSYS, OFFICE EMPIRE OR EQUIVALENT		
v.	Moveable Wooden Partition	Low Heighted portable/ moveable wooden partition preferably having height of 72 inches and width of 96 inch,partition to consist of mdf panels with solid wooden frame	INTER WOOD, MASTER OFFSYS, OFFICE EMPIRE OR EQUIVALENT		
vi.	Workstations	Supply and Placement of Workstation having Seating Capacity: 4 Persons ; Type: Linear ; Storage Unit : Yes, for each person, Standard Size. Ample space on tabletop made up of High-Quality Mat Finish Sheet for placing PC, Laptops ; Soft Board Partition with suede padding. Cable Management Provision on tabletop for each seating . Each Storage Unit must have two drawers with spacious storage space and one central lock. Rubber Glides at the bottom for floor protection. Rubber Glides Dimensions: 6' L, 4' W and 36" H	INTER WOOD, MASTER OFFSYS, OFFICE EMPIRE OR EQUIVALENT		



vii. Office Table (5'4)	Supply and Placement of Office Table having Size: 5'4 Material: Mat Finish Tabletop preferred with color as per requirement Spacious tabletops to accommodate Screen, Files and other accessories. Robust metal brackets for supporting thick tabletop Drawers: 03 with central lock and best quality channel. Bottom must have rubber glides at bottom to ensure floor safety Aluminum Base/ legs with powder coat	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
viii. Small central Table	Supply and Placement of Sofa Side Table having Dimensions 24 W, 24 D, 18H (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
ix. Center Table	Supply and Placement of Sofa Side Table having Dimensions 47 W, 24 D, 18 H (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
x. Wooden Cabinet	Supply and Placement of Wooden Almirah having Size at least 6 Feet Height and 3.5 Feet Width, 8 Shelves, two doors with proper lock. Both doors must have handles. Material: Best Quality MFC. Shelves must have adequate space for storing office files with preferred height of 1.3 Feet and Width of 1 Feet	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
2. CATEGORY-02: FURNITURE FIXTURES (SUPPLY/PURCHASE AND FIXATION OF FIXTURES)				
i. Treatment of wall seepage (Office of Divisional Head (H&A), 2 nd Floor, State Life Building No.09 by Supply/ Purchase, Installation and Fixation of PVC Sheets	Supply, placement and installation of best quality UV sheet having high gloss with thickness at least 3mm and dimensions of 4ft * 9.5 feet	AS PER APPROVED SAMPLE		
ii. Supply/ Purchase, Installation and Fixation of Wallpaper	Supply, placement and installation of best quality wall papers as per approved design	AS PER APPROVED SAMPLE		

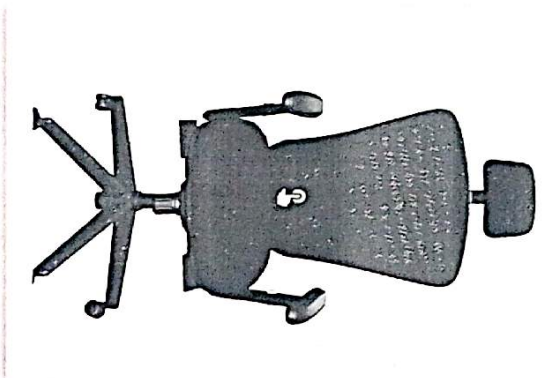


ANNEX-E:

QUOTED PRODUCT PICTURES

In this section we have appended/ added pictures of required furniture items. These pictures are added for benchmark and actual demand/ requirement may vary. Color, fabric may vary

1. Revolving Chair:



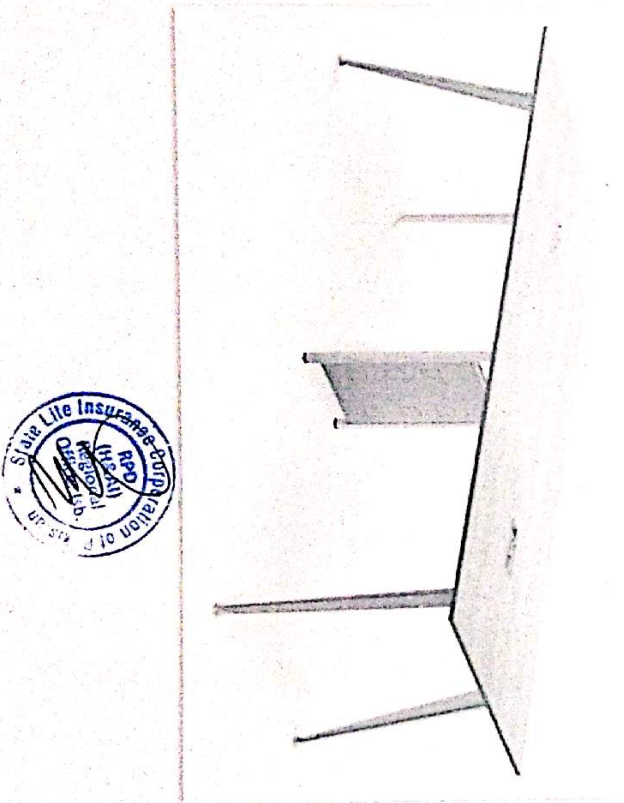
2. Visitor Chairs (Normal)



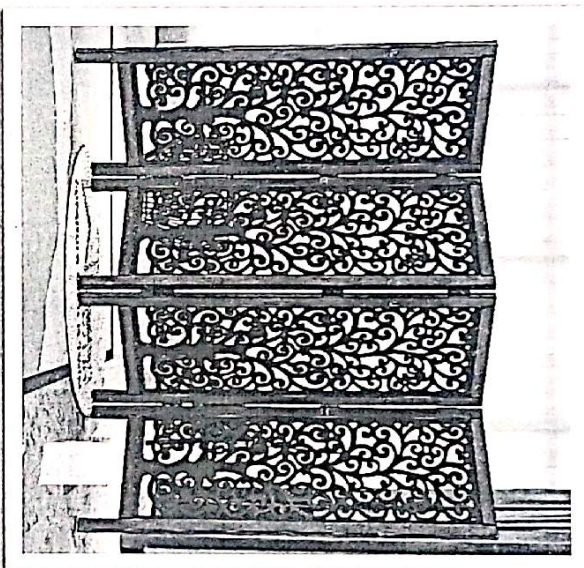
3. Visitor Chairs (Executive)



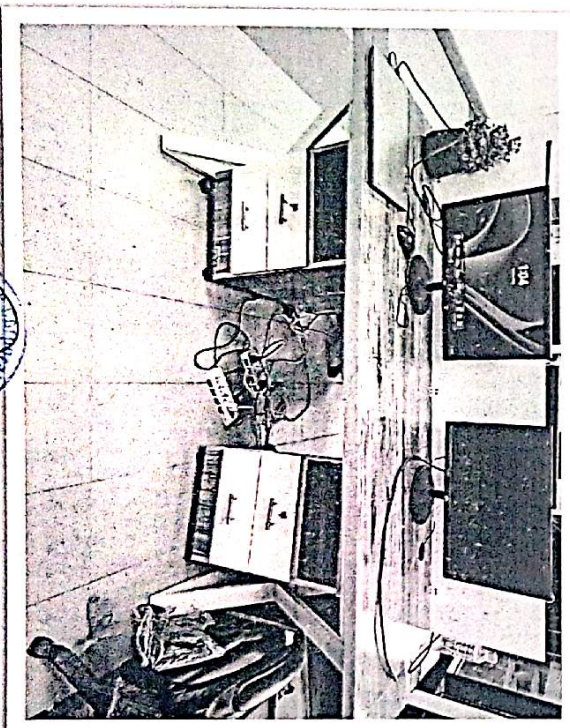
4. Conference Table:



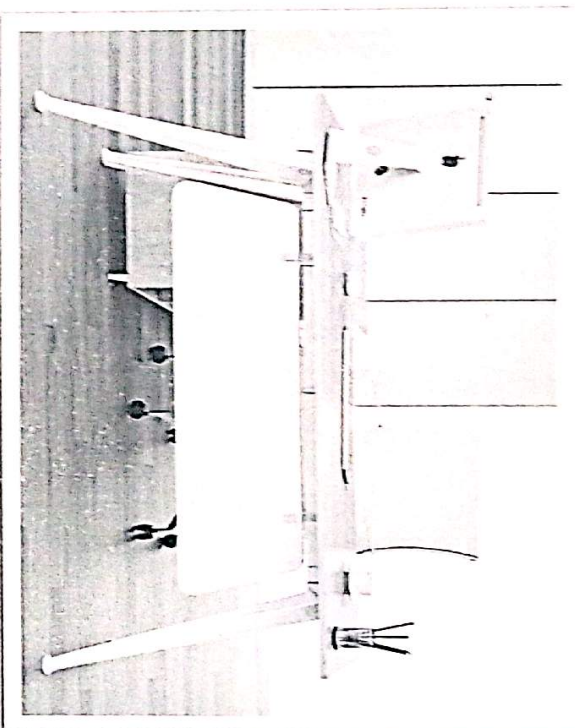
5. Movable Wooden Partition:



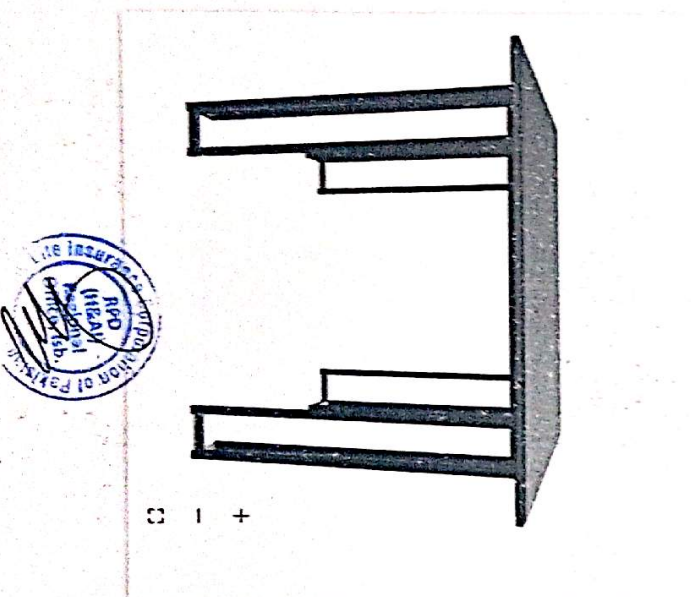
6. Workstations



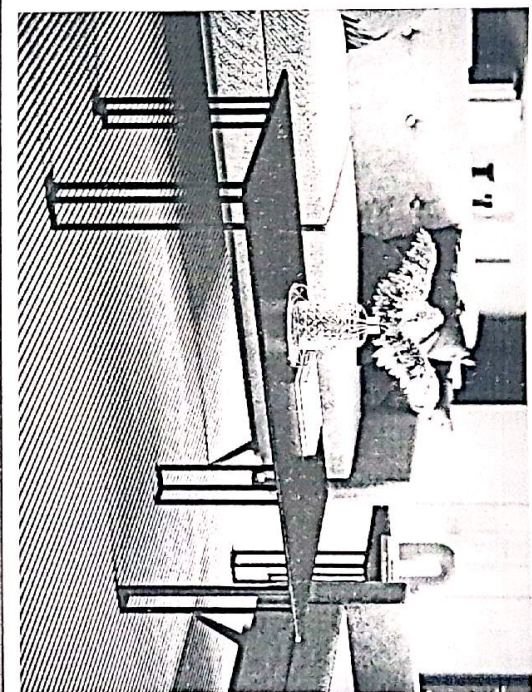
7. Office Table:



8. Small Central Table:



9. Center Table:



10. Wooden Cabinet:



ANNEX-F:

CLIENTS DETAILS

Here all client details are to be provided as per format. To be printed on official letter head duly signed and stamped. Must be affixed with Technical Proposal

Sr. No	Name of Procuring Agency	Address	Focal Person Contact Number & Email



ANNEX-G: DRAFT AGREEMENT

This Agreement (hereinafter called the "Agreement") is made on this [date] 2026 at Islamabad

Between

State Life Insurance Corporation of Pakistan, incorporated under the Life Insurance Nationalization Ordinance, 1972, having Principal Office at State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi (hereafter called the "State Life" which expression shall include the successors, legal representatives and permitted assigns) of the one part,

And

[Service Provider], having [Office Address]. (hereafter called the "Service Provider" which expression shall include the successors, legal representatives and permitted assigns) of the other part.

WHEREAS

The State Life has sought proposal from the Service Provider to provide services as defined in the Invitation of Proposal/Bid ((hereinafter called the "Services"); and the Service Provider, having represented to the State Life that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services and submitted Proposal/Quotation/Bid through EPADs

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Agreement:
 - a. The Invitation of Proposal/Bid.
 - b. The Letter of Acceptance.
 - c. The complete Form of Proposal/Quotation/Bid submitted by the Service Provider for subject procurement on EPADs
 - d. Integrity Pact.
2. The mutual rights and obligations of the State Life and the Service Provider shall be as set forth in the Agreement, in particular:
 - (a) The Service Provider shall carry out the Services in accordance with the provisions of the Agreement; and
 - (b) The State Life shall make payments to the Service Provider in accordance with the provisions of the Agreement.
 - (c) The discretion of acquiring Annual Software for the Developed & Designed Software



- and Maintenance thereof from the Service Provider shall rest with the State Life. No cost/amount shall be paid to Service Provider if the State Life does not acquire Annual Support from the Service Provider.
3. The Service Provider shall not sub-let the services to any other without prior written consent of the State Life.
 4. In the event if the services were not provided as per timeline given in the Proposal/Quotation/Bid submitted by the Service Provider, the State Life reserve the right to terminate the Agreement and to recover the amount/payment made to the Service Provider.
 5. Any dispute if arisen shall amicably be settled.
 6. The Service Provider shall indemnify and hold harmless the State Life from and against all liabilities, claims, litigations and demands, on account of fraud, injury, loss or damage in obtaining Domain Registration & Hosting etc.
 7. If the Service Provider defaults or neglects to carry out the Services in accordance with the Agreement Documents or fails to perform any provision of the Agreement, the State Life may terminate Service Provider's Services under the Agreement and shall recover the amount so paid to the Service Provider.
 8. In no event shall the State Life and Service Provider be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day, month and year first above written.

For and on behalf of State Life

For and on behalf of the service provide

Name:

Name:

Designation:

Designation:

Signature: -----

Signature: -----

WITNESS NO.1

WITNESS NO.2

Name:

Name:

Designation:

Designation:

CNIC No:

CNIC No:

Signature: -----

Signature No: -----

