STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Health & Accident Insurance
Zonal Office (HR& Admin)
11th Floor, State Life Building,
Faisalabad.
Telephone: 041-9200005
Email: pgs.health.fsd@statelife.com.pk

Date: 16.10.2026

TENDER DOCUMENTS

Ref: P&GS/H&AI/FSD/5/2026

Renovation & Shifting Work for H&AI Faisalabad Zone

Sealed technical & financial bids are invited in accordance with ***PPRA & E-pad rules***, under **'Single Stage–Single Envelope Procedure'**, from Registered Firms /Company registered with E-pad/GST/Income Tax Registered, own offices and phone/fax numbers, for **Renovation & Shifting Work for H&AI Faisalabad Zone** on **EPADS V2.0** with **procurement Title# P160878**

The sealed bids should be submitted through E-pad on **02.11.2026** at 11:00 A.M and bids will be opened on the same day at 11:30 AM in the presence of the bidders or their representatives.

Sr #	Description of Work	Qty
1.	**Dismantling and Shifting of Full Glass Partition along with Aluminum and Wooden Partitions —** Careful dismantling of existing 12 mm thick glass partitions, including top and bottom aluminum U-channels, aluminum framing and associated wooden members; segregation, shifting and re-installation at designated locations on the lower floors. Any Loss while shifting the Glass would be assumed by the Vender	**1,572**
2.	**Re-Installation of Full Glass Partition along with Aluminum and Wooden Partitions** — Re-erection and fixing of the dismantled/reusable partition materials to form the required cabins and office divisions on the 11th Floor and other designated locations, including alignment, fixing and necessary adjustments. Any Loss while shifting the Glass would be assumed by the Vender	**1,204**
3.	**Dismantling and Re-Installation of Aluminum-Framed Cabinets/Almirahs —** Dismantling, shifting and re-installation of existing aluminum-framed cabinets/almirahs having front glass panels and wooden back panels, including necessary fixing and adjustment. Any Loss while shifting the Glass would be assumed by the Vender	**200**
4.	**Floor Tile Installation on the 11th Floor —** Clearing and shifting of furniture, workstations and other items from the designated floor area; preparation and levelling of the existing floor surface as required; and supply and installation of 2 ft × 2 ft executive-grade ceramic floor tiles of Master brand or equivalent approved quality, including tile adhesive/mortar, cutting, laying, alignment, grouting, finishing, labor, materials, transportation, wastage and all applicable taxes and incidental expenses necessary for completion of the work. The contractor shall quote a single all-inclusive rate per square foot (Sq. Ft.), inclusive of all applicable taxes. The estimated quantity is 3,300 Sq. Ft., which may increase or decrease according to actual site requirements. Payment shall be made only for the actual area of tiles installed and jointly measured at site, at the approved all-inclusive rate per square foot. **This Quantity Can be increased or decreased**	**3,200**

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5.	**Dismantling and Replacement/Adjustment of Suspended Ceiling** — (524 Sq. Ft. dismantling; 418 Sq. Ft. lower-floor area) Dismantling of the existing iron-frame suspended ceiling affected by partition removal on the 12th Floor and provision/installation of new ceiling sheets at the designated lower-floor location, including fixing and finishing. Any Loss while shifting the Glass would be assumed by the Vender	**1**
6.	**Shifting and Re-Installation of Workstations and Office Furniture —** Dismantling and temporary shifting of workstations, office furniture and associated items from the 12th Floor; safe storage during tile and partition works; subsequent re-assembly, shifting, placement and fixing at the designated locations on the 11th Floor and Ground Floor, as required**. Any Loss while shifting the Glass would be assumed by the Vender**	**1**
7.	**Dismantling, Shifting of Glass Doors and Closure of Door Openings on the 12th and 11th Floors** — Dismantling and removal of 2 existing glass doors on each floor (4 doors in total). Shifting and re-installation of the 2 glass doors from the 11th Floor at the designated locations. Closing the vacated door openings with brick masonry, cement plaster and white distemper paint, including necessary finishing work. 12th Floor: 2 doors × 3.5 ft × 7 ft = 49 sq. ft. 11th Floor: 2 doors × 5 ft × 7 ft = 70 sq. ft. **. Any Loss while shifting the Glass would be assumed by the Vender**	**119**
8.	**Painting Work on the 11th Floor** — Preparation of wall surfaces and application of two coats of ash-white distemper paint after completion of shifting, partition and renovation works, including necessary surface preparation and finishing. The quantity is approximate and shall be measured according to the actual area painted by the vendor. **. Any Loss while shifting the Glass would be assumed by the Vender**	**2000**
9.	**Shifting and Re-Installation of IT Server and Networking Setup** — Dismantling, shifting and re-installation of the existing IT server and complete networking setup to a new designated location approximately 65–70 feet away on the 11th Floor, including existing racks and equipment, structured cabling, wiring, connections, testing and commissioning. **Any Loss while shifting the Glass would be assumed by the Vender**	**1**
10.	**Shifting, Consolidation and Re-Installation of UPS Systems** — Dismantling and shifting of existing UPS systems and associated equipment from the 12th Floor and three separate locations on the 11th Floor, consolidating them into one designated UPS room on the 11th Floor, including necessary electrical wiring, interconnections, installation, testing and commissioning. **Any Loss while shifting the Glass would be assumed by the Vender**	**1**
11.	**Dismantling, Shifting and Re-Installation of Workstations, Electrical and Networking Systems** — Dismantling of existing workstations on the 12th and 11th Floors, temporary shifting to facilitate tile flooring and renovation works, and subsequent re-assembly and installation at designated locations. The work also includes re-routing and re-installation of workstation electrical wiring, power connections, data/network cabling and associated accessories, including testing and commissioning. **Any Loss while shifting the Glass would be assumed by the Vender**	**1**

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12.	**Dismantling, Shifting and Re-Installation of Existing Wall Paneling** — Careful dismantling and removal of existing wall paneling installed on the 12th Floor, shifting it to the 11th Floor, and re-installation in the rooms to be constructed/designated on the 11th Floor. The work includes cutting, adjustment, fitting, alignment and finishing of the existing panels. If the existing panels are insufficient, additional matching paneling pieces shall be provided and installed as required, subject to approval. Approximate area is 1,000 sq. ft. The rate shall cover Laboure only for dismantling, shifting and re-installation; the cost of additional paneling material, if required, shall be assessed and approved separately. **Any Loss while shifting the Glass would be assumed by the Vender**	**1**
13.	**Electrical Work Lum Sum**	**1**
	26-LED Panel Lights Dismantling, shifting, re-installation and testing of existing 36-watt LED panel lights.	
	22- 2×2 LED Panel Lights — Dismantling, shifting, re-installation and testing of existing 2×2 LED panel lights.	
	12-Ceiling Fans: Dismantling, shifting, re-installation and testing of existing ceiling fans.	
	11-Wall Fans — Dismantling, shifting, re-installation and testing of existing wall fans.	
	3-CCTV Cameras and 1-CCTV Box — Dismantling, shifting, re-installation, reconnection and testing of the existing CCTV cameras and CCTV box.	
	1-Networking Box — Dismantling, shifting and re-installation of the existing networking box, including necessary reconnection and testing	
	15-Double Electrical Sockets — Dismantling, shifting and re-installation of existing double electrical sockets, including necessary wiring and testing**.**	
	19-RJ45 Data Outlets/Connectors — Dismantling, shifting, re-installation and testing of existing RJ45 network outlets/connectors.	
	1-Insect Killer — Dismantling, shifting, re-installation and testing of the existing insect killer**.**	
	Electrical Wiring, Ducting and Allied Accessories Lump sum — Dismantling and re-installation of existing electrical wiring, ducting, duct strips, trunking and associated accessories, including necessary adjustments and reconnection at the new locations	
	2-Shifting and Re-Installation of 4-Ton Air-Conditioning Units — Dismantling, transportation, re-installation and testing of existing floor-standing cabinet-type air-conditioning units, including necessary connections and associated installation work	

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	5-Shifting and Re-Installation of 1.5-Ton Air-Conditioning Units — Dismantling, transportation, re-installation and testing of existing split-type air-conditioning units, including necessary connections and associated installation work.	
	Air-Conditioning Copper Piping and Accessories — Shifting, re-routing and installation of approximately 170 running feet of existing additional AC piping, including necessary fittings, insulation, connections and testing. **Any Loss while shifting the Glass would be assumed by the Vender**	

Office Visit is compulsory to understand the Renovation work client Demand

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Terms & Conditions:

1. Bidders must submit their bids through "EPADS"
2. The bids shall comprise a single envelope containing two separate Quotation on Epad 'financial proposal' and the 'technical proposal.
3. Bid Security amounting to 5%/- in form of Pay order / Demand Draft in Favor of "(H&AI), State Life Insurance Corporation of Pakistan" must also be submitted to the office of undersigned in original in a sealed envelope well before closing date along with online updating on EPAD Portal, which will be refunded to the un-successful bidder upon completion of formal procurement process. earnest money of successful bidder will be retained and converted into performance security, which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory performance.
4. No bid will be accepted without earnest money.
5. 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.
6. All the bids must include G.S.T. and all other applicable taxes.
7. The Bids Prices shall be lowest quoted on **Item-wise basis**.
8. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated
9. The approved bidder immediately after receipt of letter of award shall provide a sample of the Item to SLIC for scrutiny and approval. After the sample is approved, the bidder shall supply/ install rest of the items as per approved sample.
10. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders in line with PPRA rules. Personal influence will also disqualify bidders.
11. Bid validity period shall be till 90 Days from the date of opening of bids. This period can be extended by SLIC with the consent of bidders.
12. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. 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.
13. **Maintenance Period/After Sales Services (Four Product Inspection Visits/Cleaning/Repairing) Warranty of the supplied items must be 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 in installation, the same will be fixed at his risk and cost besides penalty as may be imposed by Competent Authority in SLIC.**
14. Competent Authority 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 supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

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: _____

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Evaluation Criteria

- Verifiable documentary proof for all below requirements is mandatory.
- The bidders who have duly complied 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	Score
1	Sales Tax Registration (copy of certificate) & Tax Return (Current Last Year)	Mandatory	Annex-A	20
2	Income Tax Registration (copy of certificate) & Income Tax Return (Current Last Year)	Mandatory	Annex-B	20
4	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D	15
5	Proof of Active Taxpayer List	Mandatory	Annex-E	10
6	Earnest Money/ Bid Security 5% of total tender amount through bank draft/ pay order (To be attached with Financial Proposal)	Mandatory	Annex-F	15
7	Enlistment with reputed Govt/National/ Multinational Firms= 02 Marks for each Firms **Note**: Purchase/Work Orders Required	Mandatory	Annex-G	10
8	i.The company established within 0 to 2 years (Registered Firm/Company) = 5 Marks ii. The company established more than 2 years = 10 Marks **Note**: Certificates Required	Mandatory	Annex-H	10

Total Points = 100
Minimum Qualification = 60

Note: Submission of all above documents is mandatory and non-submission & non-compliance will result in disqualification from further procurement proceedings.

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1. Lowest Rate per item i.e. per card lowest rate inclusive of all applicable tax will be declared most advantageous. Further bidder is also required to present/submit a physical sample as required

2. The price quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges. Further prices must be quoted both in words and figures

3. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of items as per list rest with the bidders.

4. Conditional tender is likely to be rejected

5. Bidder must consider that quality of items is paramount. If any item does not confirm to quality standards outlined and further with the quoted product sample, bid security will be fortified and necessary action as per rules will be initiated

6. Bidder must strictly adhere to Schedule and Quality Parameters communicated. In case of failure, penalty @ of 5% weekly will be imposed on late delivery or the order can be cancelled, and Bid Security will be forfeited without serving any notice

7. State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1).

8. variable and static printing both can be done.

9. Cards designs may be varied according to need and provided sample

10. Consortium / Joint venture not allowed.

11. Payment:

a) All payments will be made in PKR

b) The payment will be subject to all applicable tax or cess and vendor must himself be well versed with prevailing Tax Laws, By Laws and other legislation

c) Payment will be cleared within fifteen days as per PPRA Rules subject to completion of all codal formalities and Work Done Satisfactory

12. In case of any query, please contact undersigned.

In-charge (HR & Admin /General Services)
Health & Accident Insurance- Zonal Office,
State Life Insurance Corporation, 11th Floor, State Life Building No. 02,
2- Liaqat Road, Faisalabad Ph. No. 041-9200005

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: _____

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Date: _____

FINANCIAL PROPOSAL

(For Purchase of **Renovation & Shifting Work for H&AI Faisalabad Zone** F.Y 2026)

S#	Description	Qty.	Unit Price without GST	Amount of GST	Unit Price with GST	Total Cost (No of Units x Unit price including all taxes)
1						
2						

Name of Supplier: _____

Signature with Date

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