



STATE LIFE

IN SURANCE CORPORATION OF PAKISTAN ISLAMABAD ZONE

TENDER NO. SLIC/PGS/ISB/ISBZN/August/03/2024

**BID DACUMENT FOR PURCHASE/PROCUMENT OF FURNITUR/FIXTURE
(MISCELLENIOUS) ITMEMS.**

FOR

STATE LIFE ISLAMABAD-BUILDING NO. 9 33-E BULE AREA ISLAMABAD.

The State Life Insurance Corporation of Pakistan, Islamabad Zone, is extending an invitation for EOI through E-PAD, using "single stage single envelop system." We seek submissions from NTN & GST Registered Contractors/Firms/General Order Suppliers, with a minimum five years of experience, spanning across Pakistan. Eligible entities should be proficient in mentioned work, duly registered with PPRA on account of E-PAD system.

TENDER DOCUMENT SPECIFICATIONS.

Sr.#	Description of Furniture/Fixture items	QTY	Closing Date/Time & Opening Date/Time of Tender
01	Office Tables with side racks.	6	OPENING DATE/TIME: Thursday the 5 th September 2024. 3:30 p.m.
02	Revolving Chairs	17	
03	Visiting Chairs	13	SLOSING DATE/TIME : Thursday the 5 th September 2024. 3:00 p.m.
04	Steel file Cabinets (4 draws).	6	
05	Computer chairs.	6	

INCHARE HRA&P
The Secretary (ZPC)
State Life Insurance Corp. of Pakistan,
Building NO. 9
Blue Area, Islamabad -9207363-03325222350



**STATE LIFE
INSURANCE CORPORATION OF PAKISTAN ISLAMABAD ZONE**

TERMS AND CONDITIONS

1. Bidders are required to upload their BIDS/EOI on E-PAD systems as per laid down PPRA procedure for single stage single-envelope method that should invariably quoted as "FURNITUR/FIXTURE (MISCELLENIOUS) ITMEMS. However, bid security, 2% **(of quoted prices)** in shape of pay/order demand/Draft /CDR etc. must be submitted at the address given in tender notice before closing time, and scan copy of the same should be uploaded on E-Pad else tender will be rejected.
2. Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time given in tender notice. Financial Proposals of technically qualified bidders will be announced after finalization of Technical Evaluation. Each item will be evaluated separately.
3. Technical evaluation will be held first. Financial bid of only technically qualified bidders would be considered for further processing.
4. Technical evaluation of bids / point scoring criteria is available with bidding document (Annex-A).
5. The Most Advantageous Bid would be accepted the one that meets scoring criteria (Annex-A) and the lowest evaluated financial proposal based on rates per item will be qualified for further necessary proceedings.
8. 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. However, successful Bidder will be required to submit performance guarantee of 5% in shape of Pay Order (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of Contract and will be released after expiry of warranty period.
9. No bid will be accepted without bid security.
10. All the bids must include all government taxes.
11. Most Advantageous bidder will be required to deliver items within (03) weeks after issuance of Purchase Order.
12. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
13. The quantity of items may increase/decrease at the time of issuing purchase order.
14. The contractor / supplier will be liable for any mistakes in calculation of price/rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
15. Warranty of the items will start from the date of delivery.
16. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
17. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a Bid or proposal in the light of PPRA rules.
18. All the information provided by the bidder must be verifiable.
19. Performance guarantee of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.

20. If the 1st lowest evaluated/ Most Advantageous fails to supply the items sign the contract and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.

21. The works under this quotation shall be carried out in accordance with the bill of quantities/ specifications. Your rates must be inclusive of all cost of materials, labor, overheads, profits, taxes surcharges and preparatory works as required and no escalation or extra payment shall be considered on any of these account or reason.

Muhammad Yousaf.
I/C HRA&P,
The Secretary (ZPC),
State Life Insurance Corp. of Pakistan,
Building NO. 9 BLUE AREA,
ISLAMABAD.