



HUMAN RESOURCE ADMIN & PROCUREMENT
Khyber PakhtunKhwa Region
2nd Floor, State Life Building, 34-The Mall, Peshawar Cantt

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Date: November 5th, 2024

TENDER NOTICE
FURNITURE/HRA&P/KPRO/01/2024

Sealed bids are invited under Single Envelope / Single Stage in accordance with PPRA under from "Supplier/Firms" registered with GST/Income Tax Department, having their own Offices and Phone/Fax Number, for the "Supply of Furniture Items" Office use. for State Life Ins. Khyber PakhtunKhwa Region, Peshawar through E-Pad only.

Bidders should be from experienced & reputed registered firms as per requirement and having at least (02) Two similar work contracts) of aforesaid procurement and have rendered such services in Government organizations / departments / other companies and / or with State Life Insurance Corporation of Pakistan having their own offices and phone / fax number / email for supply of furniture items, preferably based at Peshawar.

Last date for submission of bids is **26/11/2024** till 10:00 AM & opening of the Financial Bids at 11:00 AM on **26/11/2024** at Regional Office Khyber PakhtunKhwa Region, Peshawar, 2nd Floor, State Life Building 34 The Mall, Peshawar Cantt, Peshawar, through E-PAD.

All interest parties, must submit their Bid Security in original through Courier / DAK prior to the bid opening, failing which, the tender will not be considered at all.

All interest parties are also advised to visit the Office in order to understand placement and delivery of the furniture.

Any bid submitted other than E-PADS will not be considered. State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).

In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the undersign on 091-9211820 during office working hours (9:00 am to 4:30 pm).

REGIONAL INCHARGE HR ADMIN & PROCUREMENT
State Life Insurance Corporation of Pakistan
Khyber PakhtunKhwa Region, Peshawar
2nd Floor State Life Building, 34 The Mall Peshawar Cantt
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TENDER DOCUMENT

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

REGIONAL OFFICE PESHAWAR

FOR CAPITAL ITEMS

(FURNITURE FOR REGIONAL OFFICE AND REGIONAL TRAINING ACADEMY)

KHYBER PAKHTUNKHWA PESHAWAR

State Life Insurance Corporation of Pakistan invites e-PADS bids in accordance with PPRA rules under SINGLE STAGE- SINGLE ENVELOP PROCEDURE from the Service providers / bidders / Firms, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the FBR for "SUPPLY OF FURNITURE ITEMS" OF KHYBER PAKHTUNKHWA REGIONAL OFFICE PESHAWAR.

HUMAN RESOURCES ADMIN & PROCUREMENT DEPARTMENT

State Life Insurance Corporation of Pakistan
Khyber PakhtunKhwa Region, Peshawar
2nd Floor State Life Building, 34 The Mall Peshawar Cantt
091-9211820 / rehmankhilji@gmail.com





TERMS AND CONDITIONS






1. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
2. The procurement method as per Public Procurement Rules will be observed for this tender.
3. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
4. If the Bid is found against the terms and conditions of Tender, same will be rejected.
5. Sales Tax Registration Certificate FBR must be attached with tender.
6. Certificate of National Tax Number.
7. Proof of Active Tax Payer
8. One Year Warranty and provision of free repair, replacement of parts, and services will be mandatory.
9. All Vendors should provide in writing that they are not blacklisted by any firm / company / institution / Government / or any of its departments.
10. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk) only.
11. Bids will be opened in the office of In-charge (HRA&P / Secretary RPC) State Life Insurance Corporation of Pakistan, Khyber PakhtunKhwa Region, 2nd Floor, State Life Building, 34 The Mall, Peshawar Cantt, in the presence of the Regional Procurement Committee and any of the Vendors or their representatives who wish to be present.
12. Please note that all vendors are required to submit their bid security of 2% of the total amount quoted, in favour of State Life Insurance Corporation of Pakistan in shape of Demand Draft/ Pay order/ CDR before the closing date and time of the tender. Personal cheques under no circumstances will be accepted. The bid security will be released to the concerned after completion of the tender and to the unsuccessful bidder upon submission of request soon after opening of the tender.
13. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
14. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
15. The tender will be awarded as a whole and not in parts.

16. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid 'Bid Security' shall be forfeited in the favor of State Life Insurance Corporation of Pakistan.
 17. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
 18. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
 19. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
 20. Penalty @1% of bid against delay in supply will be charged on weekly basis.
 21. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need / requirement. I
 22. Incomplete bids / conditional bids will be rejected.
 23. The Firm / Suppliers in question will be bound to supply the required items as whole consignment within 30 days from the issuance date of supply order to State Life Regional Office Peshawar located on 2nd Floor and 7th Floor, SLIC Building, 34 The Mall Peshawar Cantt. Additional Labour or transport cost will not be payable.
 24. All Government Tax(s) will be applicable.
 25. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the bid. PLEASE PROVIDE BIDS PER ITEM.
 26. The successful bidder will have to show a sample of each and every item to the committee or the undersigned as the case may be before finalization of whole order and would be subject to approval.
 27. State Life Insurance Corporation of Pakistan 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 bidder who submitted a bid or proposal, the grounds for its rejection out of all bids or proposals.
 28. State Life Ins. Corporation of Pakistan reserves the right to check the item and its quality, prior to delivery and / or upon delivery. If any item is found sub standard the work will be cancelled and bid security will be forfeited.
 29. Any firm or its representative may visit the Office at the time of opening of Bids.
 30. In case of further query, the following may be contacted during working hours, on the details given above.
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S P E C I F I C A T I O N O F I T E M S
B I D Q U O T I N G F O R M / F O R M A T

All Vendors please provide and upload bids in the following format only

| S. No. | Item | Specification | Sample Picture | Rate including GST (to be filled by Vendor) in Rs. |
|--------|----------------|---|--|--|
| 1 | Office Table | Size: (5'x3') Table with Long Side Rack Table All Structure MDF tactile sheet, all edges covered with 2mm PVC edges same colour of sheet, Fort CNC MDF Jali Silver paint Color, table 3 Drawer best Quality railing with lock and 1 door cabinet. |  | |
| 2 | Office Table 2 | 5 × 3 with 2.5 Ft height, good wood quality frame with proper pressed finishing, with three drawers on the side having lock on the top drawer with keys, proper lacquer polish and with foot rest with Tactile Sheet Top |  | |
| 3 | Computer Table | Standard Size Computer Desk Top for Office Use, Wooden, Properly polished with tray for Key Board and Mouse, placed with good quality Sliding Steel. Having shelve for CPU, one lock drawer and closed cabinet on the side |  | |
| 4 | Computer Chair | Seat & back best quality foam and imported back mesh injection molded structure connected with arm seat tilt manumission with hydraulic function high quality plastic base urethane wheel castors. |  | |

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|---|--------------------------|--|--|--|
| 5 | Steel File Cabinet | Steel Made, 18 Guage with Four Drawers having lock. |  | |
| 6 | Side Rack | Size 16 × 36 Good quality, Two Shelves with proper supporting, Lacquer Polish |  | |
| 7 | Visitors Chair with Arms | Structure made of solid wood seat and back with 1st quality foam covered with leatherette wooden parts finished with NC lacquer 560 Racine on cushion and back cushion in green colour |  | |
| 8 | Revolving Chairs | Ergonomic chair, Strong and Flexible mesh Comfy Breathable seat cushion, Adjustable back at any position Adjustable PU arms HD hydraulic COLOR = Black |  | |
| 9 | Executive Chair | Color: Black Back Height: High Back, Back Material: Artificial Leather, Adjustable Seat, Height: Yes with hydraulic high quality system Comfortable inclination. High Quality Foam |  | |

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|----|---------------------------|---|--|--|
| 10 | Center Table & Side Table | Glass Top Wooden Center Table with one Glass Top Side Table |  | |
|----|---------------------------|---|--|--|

FORM OF BID

REGIOANAL INCHARGE HRA&P

Secretary Regional Procurement Committee
State Life Insurance Corporation of Pakistan
Khyber PakhtunKhwa Region, Peshawar

Dear Sir,

Tender Reference No. **FURNITURE/HRA&P/KPRO/01/2024**

Nature of Tender: **PROCUREMENT OF FURNITURE**

Having examined the Bidding Documents, Procurement of Furniture Items, we the undersigned, being a company/vendor doing business under the Name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand all terms and conditions of the tender.
2. Bid Security @ 2% is enclosed.
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.
6. It is further undertaken that our company / firm is not black listed.

Signature In the capacity of duly authorized to sign bid for and or behalf of:

(Name of Bidder/Firm in Block Capitals)

(Seal) Address:

Witness: (Signature)

Name: Address:



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