

**STATE LIFE**

**INSURANCE CORPORATION OF PAKISTAN**  
**MIRPUR AZAD KASHMIR ZONE**

**TENDER DOCUMENTS**

**FOR**

**PROCUREMENT OF MISC. FURNITURE**

Prepared By: **Human Resources & Admin Department**  
**State Life Insurance Corporation of Pakistan,**  
**Kotli Road, Sector F/1, Bary Mian Plaza Mirpur (AK)**  
**Phone: 05827-927454,**  
**Dated: 15-10-2024**

**MIRPUR (AK) ZONE**

**TENDER DOCUMENTS FOR**  
**PROCUREMENT OF MISC. FURNITURE**

**Table of Contents**

<b>S. No.</b>	<b>CONTENTS</b>	<b>PAGE NO</b>
<b>1</b>	<b>Bid Invitation</b>	<b>03</b>
<b>2</b>	<b>Instructions to the Bidder (s)</b>	<b>04</b>
<b>3</b>	<b>Special Conditions</b>	<b>05</b>
<b>4</b>	<b>Bill of Quantity</b>	<b>06 &amp; 07</b>
<b>5</b>	<b>Qualification Criteria</b>	<b>08</b>
<b>6</b>	<b>Form of Bid</b>	<b>09 &amp;10</b>
<b>7</b>	<b>Undertaking</b>	<b>11</b>



## **BID INVITATION OF TENDER NO.HR&A/MRAK/04/2024**

State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone invites Bids through E-PADS for procurement of Misc. Furniture as per following Schedule from reputed Vendors/Supplier who are registered with income/Sales Tax Departments, having their own offices and phone/fax numbers.

<b><u>Type Of Procurement</u></b>	<b>Bid Security</b>	<b><u>Closing Date &amp; Time for Submission of Bids</u></b>	<b><u>Opening Date &amp; Time</u></b>
<b>Procurement of Misc. Furniture</b>	<b>5% of Estimated Cost</b>	<b>31-10-2024 by 11:00 AM</b>	<b>31-10-2024 at 11: 30 AM</b>

2. Bids should be uploaded alongwith a scanned copy Pay order/Bank draft of the earnest money in favour of State Life Insurance Corporation of Pakistan, Mirpur (AK) on E-Pad. The Original Pay Order/Bank Draft of earnest money alongwith copy of bid must be submitted on blow mentioned address before the closing time of the tender.
3. The Single Stage-Single Envelop method laid down in PPRA rules 2004, shall be adopted for said procurement.
4. The bids will be opened online as per above mentioned schedule. The bidder (s) representatives who participated in the bidding process may join bids opening bids on E-pads.
5. Any bid submitted other than E-PADS will not be considered.
6. 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).
7. In Case of any clarification or query the Vendors/Suppliers may contact Mr. Jawad Ur Rehman HR& Admin department, Phone. No. **05827-927454** during office hours.
9. The Tender has been published on PPRA E-Pads website ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) and State Life Insurance Corporation of Pakistan website ([www.statelife.com.pk](http://www.statelife.com.pk)).

**(M. Haneef Abbasi)**

Manager (HR& Admin)/Secretary,  
Zonal Procurement Committee (ZPC),  
State Life Insurance Corporation of Pakistan,  
Bary Mian Plaza, Sector F/1 Kotli Road,

Mirpur (AK). Phone: 05827-927454

Dated: 15-10-2024

## **INSTRUCTIONS TO BIDDERS**

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill / complete the tender in all respects.
3. Bidders are required to submit their bids through PPRA E-PADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
4. Tender will be opened online on 31-10-2024 at 11:30AM. The bidder (s) representatives who participated in the bidding process may join bids opening on E-pads if wish so.
5. 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.
6. Quoted rates will be evaluated on items wise basis for consideration of Award of Contract to the lowest most advantageous bidder(s).
7. 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.
8. The bids without Earnest Money shall be rejected.
9. Bids validity period must be for 90 days from the last date of submission of Bids.
10. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
11. Penalty on delayed supply of items by bidder(s) shall be imposed @ of Rs.1,000/- per week.
12. The State Life reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement. However; State Life, on request, shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
13. Incomplete conditional bids shall be rejected.
14. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on immediate next working date on same time.
15. If the Bid is found against the terms and conditions of Tender, same will be rejected.




## SPECIAL CONDITIONS


1. The Pay Order/CDR/ Demand Draft of any commercial bank bid security shall be drawn in favor of “**State Life Insurance Corporation of Pakistan Mirpur (AK) Zone**” which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of delivery to successful bidder (s) respectively.
2. Certificate of National Tax Number and Sales Tax Registration Certificate must be attached/ uploaded with tender.
3. Proof as Active Tax Payer should be attached.
4. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
5. All rates must be quoted with all applicable Taxes.
6. The tender submission after the due date & time will not be entertained. The in-time submission of tender will be onus of bidder (s).
7. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
8. No Advance payment will be admissible; the whole payment will be made after satisfactory completion of supply of all items.
9. In case of any query please contact Mr. Jawad Ur Rehman HR& Admin, Phone. No : **05827-927454.**
10. No Separate Transportation Charges for the delivery of items will be payable.
11. The successful bidders will be required to provide the Sample/Pictures of respective items to be provided before finalization of the bidding process.

## BILL OF QUANTITY

**Note: Rates should be quoted inclusive of GST & Freight Charges**

### DETAIL OF REQUIRED MISC. FURNITURE, FOR MIRPUR (AK) ZONE

S/N	ITEM	QTY	SPECIFICATION	PICTURES	EACH RATE WITH GST and Freight Charges
1	<b>Revolving Chairs</b>	13	Boss B-544 Aqua Mesh Low Back Revolving Chair or Equivalent. (whole Black Color)		
2	<b>Visitor Chair</b>	39	Structure made Size: <ul style="list-style-type: none"> <li>• 24 W   24 D   30 H (Inches).</li> <li>• Solid Keekar Wood 1<sup>st</sup> quality</li> <li>• Sprit polish wood color.</li> <li>• High density foam 1<sup>st</sup> quality Molty or Equivalent with A Grade Black Leather rite with button stitched on back.</li> </ul>		
4	<b>Office Table With Side Rack</b>	13	Size H: 30” L: 60” W: 36” Make: Frame Solid Keekar and Veneer top side with polish. Three (03) Drawers with best Quality railing and locks alongwith Side Rack size: H:30” L: 30” W:15” Make: Frame Solid Keekar and Veneer top and sides with 02 Shelves polished.		

5	<b>Sofa Set (3+1+1= 5) Seater with Centre 2x4 Table</b>	13	Office Sofa made up of wooden Frame, with Cushioning of A Grade Molty or Equivalent foam with A Grade black Leather rite. With Centre table Size 2x4 Frame made up of Solid Keekar top Veneer sheet with polish.		
---	---	----	--	--	--

\_\_\_\_\_  
(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. \_\_\_\_\_

Dated: \_\_\_\_\_ Seal: \_\_\_\_\_

## EVALUATION CRITERIA

Following documents are mandatory to be submitted to qualify the Tender. The weightage are given against each document.

**Subject:** MISC. FURNITURE FOR AREA MANAGERS

- A: Verifiable documentary proof
- B: Technical Specification Criteria

### A:- Verifiable Documentary Proof

- Verifiable documentary proofs for all below requirements are mandatory.

#### **Annexure-A**

Description	Criteria /points system	Max Points	Proof/ documents	Yours Points
<b>Certificate of Company/ Firm Registration / Incorporation under the laws of Pakistan</b>	More than 5 Years = 20 points More than 2.5Years = 10 Points	20	Attached document as proof.	
<b>NTN Certificate with Active Taxpayer status/Sales Tax Certificate.</b>	Yes = 15 Inability to provide proof will be deemed as disqualifier.	15	Attached document as proof.	
<b>Financial worth: Bank statement</b>	10 points for 1 million.	20	Attached document as proof.	
<b>Company legal Status.</b>	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any means.	15	Attached document as proof.	
<b>Compliance to the Specifications of all items to be procured.</b>	15 point.	15	Attached document as proof.	
<b>Experience of similar contracts.</b>	Within 2 years (Each contract 02 Point)	15	Attached document as proof.	
<b>TOTAL MARKS</b>		<b>100</b>		

**Note: Eligibility for Qualification (Minimum Marks): 60 Marks**



**FORM OF BID**

Secretary (ZPC),  
State Life Bary Mian  
Plaza Sector F/1,  
Kotli Road  
**Mirpur (AK).**

Dear Sir,

Tender Reference No: **HR&A/MRAK/04/2024.**

Nature of Tender: **Procurement of Misc. Furniture.**

Having examined the Bidding Documents, for the hiring of Services for Procurement of Misc. Furniture, 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 that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. \_\_\_\_\_ drawn in favor “State life”
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.

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: \_\_\_\_\_  
\_\_\_\_\_

Name of Vendor/ Firm

---

Registered Address

---

Telephone No.

---

Cell No.

---

Fax No.

---

E-Mail

---

Name of Official  
(Who will represent vendor/  
Firm on the day of tender  
opening)

---

NTN No.

---

Sales Tax No.

---

Vendor/ Firm rep Signature

---

CNIC No.

---

Seal Of Firm

---

**Signature of the Authorized Signatory**

**Designation:**  
**(Office seal of the Bidder)**

## **UNDERTAKING**

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department.

**Signature of the Authorized Signatory**

**Designation:  
(Office seal of the Bidder)**

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

**THE END**



# STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

## ZONAL OFFICE

Kotli Road, Sector F/1, Mirpur (AK)

Phone: 05827-927454

05827-927455

Fax (ZHS): 05827-927466

Fax (P&GS): 05827-927470

PBX: 05827-927467-9

Deputy Director (PPRA),  
Federal Bank for Co-operative,  
FBC Building 1<sup>st</sup> Floor, Sector  
G-5/2, Near SBP, Islamabad.  
Ph: 051-9224824.

October 17, 2024

Sub: Payment of Tender Fee against Tender published on PPRA website.

Dear Sir,

With reference to your Email dated 15-10-2024. We are enclosing herewith a cheque No.23185749 dated 17.10.2024 for Rs.15,000/- in favour of PPRA Islamabad Being Tender fee.

Detail of tender is given here below.

Tender No.

HR&Admin/MRAK/04/2024

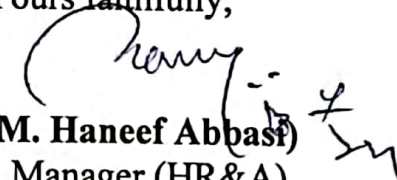
Tender Name

Misc. Furniture

It is therefore requested to please upload the said tender on PPRA website.

Thanking you,

Yours faithfully,

  
(M. Haneef Abbasi)  
Manager (HR&A)

Encl:- As above