



**INVITATION TO BID**

**TENDER NOTICE NO. 02/SKP/S.H/Capital Items/2025**

**State Life Insurance Corporation, Sheikhupura Zone**, invites bids (through EPADS), under Single Stage, Single Envelope procedure, from vendors/General Order Suppliers duly INCOME TAX, GST registered firms and also registered on EPADS, who are eligible to supply following items as mentioned below:-

Items/Job Description	Closing Date and Time for Submission of Bids	Bids Opening Date & Time
Capital Items	<b>12-12-2025 at 10:30 AM</b>	<b>12-12-2025 at 11:00 AM</b>

**Detailed description/size/quantity of required items is available in TENDER Documents.**

1. Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for **Single Stage Single Envelope** method on PPRA Rules 2004.
2. Bids will be opened and downloaded from **EPADS** on the opening date and time as given above. Proposals of technical qualified bidders will be announced on EPADS system accordingly and will be accepted after completion of all codal formalities.
3. Estimated Cost is of this procurement is Rs. 1,250,000/-.
4. Bid Security amount including tax, of **Rs. 62,500/-**, in the shape of CDR/Pay order favoring "**State Life Insurance Corporation of Pakistan**" must be submitted by bidders at the address given in tender notice/documents before closing time, else bid will be rejected. In case a vendor submits a bid lot-wise, the bidder shall provide a CDR equivalent to 5% of the total quoted amount for that particular lot.
5. The Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after completion of work. However, successful bidder will be required to submit performance guarantee of 10% (value of Job Order) in shape of bank guarantee (valid for at least 01 year) in favor of State Life Insurance Corporation of Pakistan which shall be released **after expiry of one year after completion of warranty period**.
6. Detailed specifications of items/jobs, terms & conditions are available in tender documents, which can be downloaded from website of EPADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) and SLIC ([www.statelife.com.pk](http://www.statelife.com.pk))
7. Office timings (Monday to Friday 09 AM to 05 PM).

**[SECRETARY]**

Zonal Procurement Committee (ZPC),  
HRA&P Department, Sheikhupura,  
State Life Insurance Corporation of Pakistan  
State Life Zonal Office, Al-Sharif Plaza, Opposite Children Hospital,  
Sargodha Road, Sheikhupura  
Cell No. 0335-8061900, 0333-4208579

**BID DOCUMENT**  
**For**  
**Purchase of Capital Items for Sector Offices**  
**of Sheikhupura Zone**

**Tender Notice No. 02/SKP/S.H/Capital Items/2025**

(Secretary)  
Zonal Procurement Committee  
State Life Insurance Corporation of Pakistan  
Sheikhupura Zone  
State Life Zonal Office, Al-Sharif Plaza, Opposite Children Hospital,  
Lahore Sargodha Road, Sheikhupura  
Tel: # 0333-4208579, Mobile: 0335-8061900

**INTRODUCTION:**

The State Life Insurance Corporation of Pakistan is the largest Life Insurance Institution in Pakistan providing Life and Group Insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase Office Furniture, Electric Items, Multi Media, Laptop and Printer etc. for our Sheikhupura Zone (Al-Sharif Plaza, opposite. Children Hospital, Lahore Sargodha Road, Sheikhupura).

Detail specification and quantities for required items/equipment's/work is as under:

**TENDER DOCUMENTS**  
**TENDER ENQUIRY # 02/SKP/S.H/Capital Items/2025**  
**CAPITAL ITEMS**

Lot Sr.	Job Description	Qty	Sample for quoting rates			
			Cost per unit in Rs.	GST per Unit in Rs.	Total Cost per unit with Taxes (in Rs.)	Total Cost with all Taxes
01	<b>Lot # 01</b> One Set includes: 01 Office Table 5'x3' with side rack (with top glasses), 01 Executive Revolving Chair (Cushioned), 08 Visitor Chairs (Cushioned)	02 Set				
02	<b>Lot # 02</b> 01 Steel Almirah, Gauge 20 or better. 01 Fan (Ceiling) 01 Water Dispenser 01 File Cabinet Steel 05 Single Sofa	02 Set				
03	<b>Lot # 03</b> Air Conditioners (1.5 Ton)	02 Units				
	<b>Total Amount Rs. (in Figures)</b>					

Total Amount Rs. (in words) \_\_\_\_\_

**Technical Evaluation Criteria/Evaluation Sheet:** Attached as (Annexure-1)

**Technical Specifications:** Attached as (Annexure-2)

**Terms & Conditions:**

1. Only Income tax and Sales Tax registered (active tax payers) vendors/General Order suppliers can participate in the tender through EPADS. Provide documentary evidence related tax registrations.
2. Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for **“Single Stage Single Envelope Method”** and clearly marked as **“Tender No. 02/SKP/S.H/Capital Items/2025”**.
3. Bids can be submitted/uploaded at EPADS till closing time **10:30 AM** on **12-12-2025**. Submitted bids shall be opened at **11:00 AM** on same day i.e **12-12-2025**.
4. Bids will be downloaded and opened from EPADS on the opening date and time as given above. Proposals of technical qualified and most advantageous bidders will be announced on EPADS system accordingly and will be accepted after completion of all codal formalities.

**5.** In case wherein on bid opening day, holiday announced by prevailing Government or Zonal Office could not operate due to unavoidable reasons, then bid opening meeting shall be held on very next working day.

**6.** Estimated Cost is of this procurement is Rs. 1,250,000/-.

**7.** Bid Security amount (Earnest money) including tax, of **Rs.62,500/-** in the shape of CDR/Pay order favoring "**State Life Insurance Corporation of Pakistan**" must be submitted by bidders at the address given in tender notice/documents before closing time, else bid will be rejected. In case a vendor submits a bid lot-wise, the bidder shall provide a CDR equivalent to 5% of the total quoted amount for that particular lot.

**8.** The Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder immediately after completion of work. However, successful bidder will be required to submit performance guarantee of 05% (value of Job Order) in shape of bank guarantee (valid for at least One Year) in favor of State Life Insurance Corporation of Pakistan which shall be released after expiry of one year after completion of job.

**09.** Evaluation of bidders shall be made in the light of **SINGLE STATE, SINGLE ENVELOPE PROCEDURE** as per PPRA Rules 2004.

**10.** Approximate time of procurement process is 45 days. Order shall be placed to successful bidder after completion of all codal formalities. Approximate payment time shall be 2 weeks after successful delivery/installation as per tender requirements.

**11.** Each Tender item (Lot Sr. 1 to Lot Sr. 3) shall be evaluated separately. However, Lot Sr. no 1 (One Job) is complete set of jobs and Lot Sr. no 02 (One job) is also complete set of jobs. No bidder shall be allowed to exclude or skip any item from each set. A bidder interested to quote for Lot Sr. 01 or 02, he must quote for complete set. If any bidder does not quote/exclude any item from Lot Sr. # 01 or 02, he shall be technically disqualified for entire item serial of related set. In any Lot item serial, complete participation is compulsory. Overall lowest bidder for complete Lot set if found technically qualified shall be successful for that Lot.

**12.** Successful bidder will have to start supply within 3 days after confirmed work order and must complete the supply in all respects within 15 working days; otherwise, retention money (CDR) will be forfeited. In addition to this liquidity damages as penalty may be imposed after expiry of 18 working days in case of incomplete task, at 1 % per day of the total work order value.

**13.** Warranty of items must be accordingly as mentioned in Annex-2 for any type of defect, with free repair/replacement of item/parts within warranty period.

**14.** Quote only **single rate for each Lot**, which must be irrevocable, unconditional & inclusive of all taxes & expenses (if any).

**14.** Validity of the rates/bid must be at least 90 days from the date of opening of bid, which may be extendable with mutual consent.

**15.** Competent Authority reserves the right to reject/cancel/withdraw any/all bid(s) or proposals at any time before award of contract without assigning any reason thereof.

**16.** Quantity mentioned against items may be increase/decrease by competent authority before placement of order.

**17.** Eligibility criteria mentioned below must be observed and fulfilled. An Affidavit of Rs. 100 (non judicial stamp paper) in this regard must be attached with the bid.

#### **Eligibility of Applicants**

We **M/s** \_\_\_\_\_ undertake that,

- 1.** We are registered company/firm as per FBR Record, having active filling status.
- 2.** We are solvent company/firm and not in the process of bankruptcy.
- 3.** We have never been convicted for an offence concerning the professional conduct.
- 4.** We have fulfilled all obligations related to payment of taxes to the Govt of Pakistan.
- 5.** We were never found guilty of serious mis-interpretation/mis-representation of facts in supplying information in past nor providing herewith as such.
- 6.** We understand the requirements of this **Tender No. 02/SKP/S.H/Capital Items/2025** and also assure that we shall complete the task as per requirements in letter & spirit.

#### **[SECRETARY]**

Zonal Procurement Committee (ZPC), HRA&P Department,

State Life Insurance Corporation of Pakistan Sheikhupura Zone, Al Sharif Plaza, Opposite Children Hospital,  
Sargodha Road, Sheikhupura. Cell no. 0335-8061900, 0333-4208579

## **Technical Evaluation Criteria (Annexure-1)**

Technical bids shall be evaluated on the basis of following points:-

- 1** Specifications of item mentioned in bid will be compared with specifications mentioned in tender documents. In case of incomplete information, clarification shall be obtained from bidders. A bid having lower of specifications or lower of required brand's specifications then it shall be rejected technically.
- 2** Warranty must be according to requirements of tender documents.
- 3** Satisfactory reports or work orders from the previous reputed clients (at least 2) of the quoted item must be provided with bid.
- 4** Bidder has provided NTN & GST Registration Certificate, having active taxpayer status in FBR.
- 5** Bidder has provided affidavit of Rs. 100/- (Non-blacklisted etc) in the light of Para 17 of Terms & Conditions of Tender Documents.
- 6** All points of Technical Evaluation Criteria, Terms & Conditions are compulsory. Failing in any point/criteria, may result in rejection of the bidder technically.

### **Technical Evaluation Sheet/Check list**

<b>Sr.</b>	<b>Criteria of Technical Evaluation</b>	<b>Yes / No</b>
1	Tax Registration Certificates provided with bid as per Tender Documents.	
2	Satisfactory reports/work orders from previous 2 clients for same nature of work.	
3	Affidavit of Rs. 100 observing eligibility criteria as per Tender Requirements	
4	Warranty certificate as per tender documents.	
5	Certified that quoted items shall be brand new.	
6	Sign and stamp against specifications mentioned for each quoted item, which means bidders understand the need of Procuring	

Signature & Seal ( Acceptance by Bidder )

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	Agency (SLIC) and agrees to provide required item as per need.	
7	Certificate Provided that bidder accepts all the terms & conditions of this Tender for completion of job as per job description of tender documents.	
8	CDR Submitted as per required amount. (Rs. 62,500) or 05% of Lot.	

**Single NO may result is rejection of bidder technically.**

**Note: Provide all required information with Bid on letter-head pages with sign & stamp.**

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## Technical Specifications (Annexure-II)

### LOT SR. # 01,

#### **Office Table 5'x3' with Side Rack (with top glasses)**

*As per sample picture provided (Executive look), with following features:-*

- 8 mm top glass grinded (both table & side rack) at side edges and completely polished.
- Strong connected structure of Solid Sheesham winner board deep engraved lines.
- Top made of Sheesham winner board (double side) 1.5" or (1x1/2") thickness. Other structure made of sheesham winner board (double side) 3/4" thickness.
- Use of best quality stainless steel nails, glue imported quality etc for manufacturing. Readymade table shall not be accepted.
- Having three drawers of standard size at right side with freely moveable channels.
- Standard height, Durable Strong base with extra wooden larrs for strength.
- Squared space for monogram (15 inch x 15 inch) specifically to be made at front side middle with deep engraved 4mm, edges of that space to be covered with 1/2 inches thick gola patti (fancy takkar gola).
- State Life monogram made of standard aluminum plate (15 inch x 15 inch) to be fixed at front side middle (inside specifically allocated space) with round cap nail properly drilled.
- Imported quality heavy duty lock for top drawer.
- Drawer handle made of stainless-steel heavy with fancy design.
- Color shall be dark brown best quality polish finishing (Shining) as per sample picture, shall be finalized at the time of supply order.
- Warranty: At least 3 years onsite free repair & labor warranty.

#### **Specifications of Side Rack (Standard size) with top glass**

- o Side Rack compatibility eg. Design/shape/height and color must be similar to Office Table.
- o covered with 8 mm glass, grinded at side edges and completely polished,
- o **Strong connected structure of Solid Sheesham winner board**
- o Contain Keyboard Tray with railing imported quality & tray made of pure Sheesham wood.

**Bidder's sign with stamp** \_\_\_\_\_

- o Contain CPU Box with wires holes at back side for Keyboard, CPU & Mouse.
- o Should be comfortable and easy for computer operations i.e., reasonable gap between top and keyboard tray and space for CPU etc
- o Contain one shelf at center other than CPU box.
- o Warranty: At least 3 years onsite free repair & labor warranty.

### **Revolving Chair Cushioned**

As per Sample Picture, must include following features:-

- **Use of Solid Sheesham wood frame with durable tyre patti**, standard size seat & back with arms rest as per sample,
- Best quality cushion (Molty foam or equivalent) on Seat, back and arms covered with best quality leather Rite properly stitched/raped at entire sides with designing as shown in picture.
- Leather rite to be used best quality, durable and flexible.
- Hydraulic machine must be of heavy duty with S/S base and imported 5 wheels must be durable.
- Color of rexene: Dark Brown, polished / shining.
- Base color: Black powder coating, polished.
- Warranty: At least 3 years onsite free repair & labor warranty. Free replacement of base warranty.

### **Visitor Chairs Cushioned**

As per sample pic attached, with following features (which may or may not show in picture):-

- *Solid frame/structure* made of solid sheesham wood polished/varnished,
- Standard size seat and back with arms rest as per sample picture.
- Use of sheesham wood stretchers at all sides below aprons for extra strength.
- Use of corner brackets inside for strong frame structure,
- *best quality cushion* (Molty foam or equivalent) both on Seat and back and covered with best quality
- Color of Rexene same as of Revolving Chair, color of wooden part/polish same as of Office Table/Side Rack.
- Warranty: At least 3 years onsite free repair & maintenance & labor warranty.

**Bidder's sign with stamp** \_\_\_\_\_

## LOT SR. # 02

### STEEL ALMIRAH

- 22 Gauge Dual Lock, 6x3x1.5 ft
- *Material* High Quality mild steel sheet
- *Sheet Thickness*: 22 Gauge
- *Dimensions*: Height: 6 feet, Width: 3 feet, Depth: 1.5 feet
- *Structure*: Number of Shelves: 4 spacious fixed shelves
- *Doors*: 02 Solid steel doors with smooth hinges. Locking system: Dual locking mechanism (central Lock+handle Lock) for added security. Durable steel handles with lock support.
- *Finish*: Coated with premium-grade grey hammer tone paint for rust resistance and elegant appearance. Smooth and corrosion-resistant surface.

### Single Sofa

- Traditional Executive Sofa
- Inner structure frame in wood including all necessities joiner detail with quality of button detailing seat and back
- Best quality **MASTER MOLTY** foam with imported leather right upholstery legs solid wood with polished.

### Water Dispenser

- 03 number f tap, Hot water, Cold Water, Room Temperature
- Fastest Cooling Technology
- High Efficiency Compressor
- Designed to operate efficiently even during voltage fluctuations
- Rustproof tank for hot and cold water
- High durability ABS plastic with elegant crystal design
- Built in fridge at the bottom
- Rated voltage: 220 V – 240 v
- Height: 105 cm, Width: 37.5 cm, Depth: 39 cm
- Weight 15 kg (varies slightly by production batch)
- Compressor warranty: 01 year. Parts Warranty: 01 year (can vary by seller or retailer policy)

**Bidder's sign with stamp**\_\_\_\_\_

## **Steel File Cabinet (04 Drawer)**

- Heavy duty steel filing cabinet designed for office use, featuring four drawers, each with individual locks for secure document storage. The cabinet is finished with gray hammered enamel paint for a durable and aesthetic appearance.
- High quality cold rolled steel sheet with 20-gauge thickness
- 04 drawers with locking system individual cam locks for each drawer, supplied with two keys per lock
- Handles recessed or chrome plated pull handles (as specified)
- Dimensions (HxWxD) 54"x24"x18" (1370x610x455 mm)
- Easy glide drawers with smooth, noise free operation.

## **Fan (Ceiling)**

- Pak fan 56"
- Model: Diamond Plus/Diamond
- 99.99% Copper wire
- Energy Efficient Durable Motor, Rustproof Strong Body
- Noiseless Performance
- Volts 220/230, RPM 315, cycle 50, Type Capacitor, Watt 70, Air displacement cu.ft./min

## **LOT SR. # 03, Split Air Conditioners 1.5 Ton**

### ***Having at least following specification: -***

- 18000 BTU
- Wall mounted with Remote Control
- Heat and Cool, Invertor technology
- Compressor T3 Compatibility, operational at temperatures up to 50°C or more.
- Refrigerant Type preferably R410.
- Standard Installation Kit 10 feet pure copper pipe. 10 feet pure copper wire.
- With Indoor and outdoor brackets. (Outdoor bracket must be arranged by vendor)
- Free Replacement Warranty subject to minimum 01-year parts, PCB kit 4 year & 10 years compressor.

NOTE: Procuring Agency may require submission of any documents (in original) at any time during evaluation of bids, for which bidder shall be bound to provide, otherwise it may result in technical rejection.

**Bidder's sign with stamp** \_\_\_\_\_