STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

---

**BID DOCUMENT**

**FOR**

# THE PURCHASE OF FURNITURE FIXTURE FOR
**TENDER NOTICE NO.SLIC/HZ/HR & Admin/03/2026**
**STATE LIFE INSURANCE CORPORATION OF PAKISTAN ZONAL OFFICE, HYDERABAD.**

---

**2026**

## HR & Admin Department

**5TH FLOOR , STATE LIFE BUILDING NO.3**
**Thandi Sarak Road, HYDERABAD-71000**

**State Life**
**Insurance Corporation of Pakistan**
**Hyderabad Zone**

## INVITATION TO BID

**TENDER NOTICE No. SLIC/HZ/HR&Admin/03/2026**

**E-Pad No.P197670**

# Furniture Items

State Life Insurance Corporation of Pakistan, Hyderabad Zone, invited sealed bids through tender no. SLIC/HZ/HR&Admin/03/2026 from vendors/general order suppliers duly INCOME TAX and GST registered firms, who are eligible to manage/provide below items:-

| Item Sr. | Item Description | Closing date and time for submission of Bids | Opening Date & Time for Bids Opening |
|---|---|---|---|
| 01 | **Furniture Set**<br>(Office Table (31), Side Rack (31) ,Revolving Chair (58), , File Cabinet (31),Visitor Chairs(63), Sofa Set 5-Seater with Central Table(01),) | **30.11.2026 at 01:00 PM** | **30.11.2026 at 1:30 PM** |

1. Tender will be opened in the office of the undersigned in the presence of bidders or their authorized representative, who wish to be present at the occasion.
2. Single Stage, two envelopes procedure of PPRA Rules shall be adopted for evaluation of bids.
3. Detailed specifications of items, terms & conditions are available in tender documents.
4. Tender Notice can be seen/ downloaded from E-Pad/PPRA and SLIC websites i.e www.ppra.org.pk and www.statelife.com.pk

**MANGER-(CPD)**
**Zonal Procurement Committee**
**HR & Admin Department State Life Insurance Corporation Pakistan**
**5TH Floor, State Life Building,**
**Thandi Sarak, Hyderabad**
**Tel. # 022-9201218**

## 1. 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 fixture for Area Managers & Field Personals of State Life Zonal Office, Hyderabad.

## 2. Detail Specification & Quantities / Schedule:

(a) Detailed specifications (Area Managers) and estimated quantity for required equipment is as under:-

| S.No | Items | Technical Specification | | Quantity |
|---|---|---|---|---|
| 01 | Office Table | Length | 3" x 5" Patex Sheet | 01 |
| | | Height | 31 inch | |
| | | Wood | • Wood chipboard 16 MM Sheet<br>• Both Side Lamination of Shshem Sheet<br>• Shesham wooden 6mm Executive Style with wooden support | |
| | | Polish | Lock Dana Polish with ICI lecker or Sami Mat Polish | |
| | | Table Glass | Full Table Glass with5mm | |
| 02 | Side Rack | Size | 16" x 36" Height 31 inch | 01 |
| | | Wood | • Tali Board Sheet 16 MM<br>• Both Side Lamination of Sheesham sheet<br>• Shesham wood 6mm wooden | |
| | | Drawers | One Keyboard, three Druz 30.48 cm, one cupboard with Channel Kgi Locks & SS Handles. | |
| | | Polish Locks | • Lock Dana Polish with ICI lecker or Sami Mat Polish | |
| | | Table Glass | • With 5mm Glass on top | |
| 03 | File Cabinet (Wood) | Size | 18" x 23" | 01 |
| | | Height | 52" | |
| | | Wood | • Tali Board Sheet 16 MM<br>• Both Side Shesham wood sheet<br>• Patex sheet wood 16mm<br>• Shesham Season Wood boarder 12mm with structure | |
| | | Drawers | • Four druze inside 10 mm and 7mm Lasani sheet, | |
| | | Locks | Hydraulic Channel KGI Lock and SS handle | |
| | | Polish | Lock Dana polish with ICI lecker or Sami Mat Polish | |
| 04 | Visitor Chair (Cushioned) | Pipe gauge 16, Nikle Thickness 22 micron, thick pipe Round in imported style. Leather cushioned with Molty foam, Ten years warranty | | 03 |
| 05 | Office Revolving Chair (Cushioned) | Chair high back with five wheels , steel base & handle and hydraulic base, Three Lock System, Molty Foam with superior leather 8mm | | 28 |
| 06 | Sofa Set (Five Seater) with Centre Table (Wooden) | Solid wood frame. Russian Dayaar per Seat, 9 Spring Leather Style With leather thickness, Molty Foam 10 years artificial leather<br>&<br>(With Glass 08 mm of centre table wood frame) | | 01 |
| | | | | |

(b) Detailed specifications (Field personals) and estimated quantity for required equipment is as under:-

| S.No | Items | Technical Specification | | Quantity |
|---|---|---|---|---|
| 01 | Office Table | Length | 3"x4" | 30 |
| | | Height | 31 inch | |
| | | Wood | • Wood chipboard 16 MM Sheet<br>• Both Side Lamination of Shshem Sheet<br>• Shesham wooden 6mm with wooden support | |
| | | Polish | Lock Dana Polish with ICI lecker or Sami Mat Polish Lock | |
| | | Table Glass | Full Table Glass with5mm | |
| 02 | Side Rack | Size | 16" x 36" Height 31 inch | 30 |
| | | Wood | • Tali Board Sheet 16 MM<br>• Both Side Lamination of Shesheem Sheet<br>• Sheshem wood borders 6mm | |
| | | Drawers | One Keyboard, three Druz 30.48 cm, one cupboard with Channel Kgi Locks & SS Handles. | |
| | | Polish Locks | Lock Dana Polish or Sami Mat Polish | |
| | | Table Glass | With 5mm Glass on top | |
| 03 | File Cabinet (Wood) | Size | 18" x 23" | 30 |
| | | Height | 52" | |
| | | Wood | • Tali Board Sheet 16 MM<br>• Both Side Shesham wood sheet<br>• Patex sheet wood 16mm<br>Shesham Season Wood boarder 12mm with wood structure | |
| | | Drawers | • Four druze inside 10 mm and 7mm Lasani sheet, | |
| | | Locks | Hydraulic Channel KGI Lock and SS handle | |
| | | Polish | Lock Dana polish with ICI lecker or sami mat polish | |
| 04 | Visitor Chair (Cushioned) | Pipe gauge 16, Nikle Thickness 22 micron, thick pipe Round in imported style. Leather cushioned with Molty foam Ten years warranty | | 60 |
| 05 | Office Revolving Chair (Cushioned) | Chair high back with five wheels, steel base & handle and hydraulic base, Three Lock System, Molty Foam with superior leather 8mm. | | 30 |
| | | | | |

| | |
|---|---|
| **Tender enquiry No** | **SLIC/HZ/HR & Admin/03/2026** |
| **Closing date & time for submission of bids** | **30/11/2026 before 01:00 P.m** |
| **Date & time of opening of Technical bids** | **30/11/2026 at 1:30 P.m** |

**Delivery and after service of Consignment:**

**Delivery and after sales service of items at State Life Insurance Corporation of Pakistan's Zonal office Hyderabad.**

## TERMS AND CONDITIONS

**3.** Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).

**4.** Bidders are required to submit their bids through E-Pad portal on "Technical Proposal" and "Financial Proposal" respectively.

**5.** Initially only Technical Proposals will be opened in the office of Deptt' Head (HR & Admin), State Life, Zonal Office, 5th Floor, State Life Building # 03, Thandi Sarak Road, Hyderabad, on the date and time as specified in the specifications & quantities /schedule above, in the presence of bidders or their representatives. Time and date for opening of Financial Proposals will be announced after finalization of Technical Evaluation.

**6.** There will be a two-stage evaluation of bids. Technical evaluation will be held first. Minimum overall 80% and in each category as well is required for the bidders to technically qualify. Financial bid of only technically qualified bidders would be opened.

i) Experience of bidders in sales / marketing of relevant equipment.
ii) Financial Capabilities.
iii) Number of existing clients provided with similar equipment.
iv) List of professionals on permanent strength- for installation and after sales services
v) Sample of Furniture Items Quality according to tender specification requirement

**(**Technical evaluation of bids / point scoring criteria is available with bidding document).

**7.** Financial Proposals shall accompany a Pay Order/Bank Draft of the 02% of the total bid amount in favor of State Life Insurance Corporation of Pakistan as bid security submission on E-Pad. The same will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after satisfactory delivery of all items.

**8.** No bid will be accepted without bid security.

**9.** All the bids must include all government taxes.

**10.** The bids submitted shall hold good for a minimum period of 60 days from the date of bid opening.

**11.** The quantity of items may vary at the time of issuing work order.

**12.** If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.

**13.** 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.

**14.** All the information provided by the bidder must be verifiable.

**15.** Earnest money of the successful will be forfeited if the items are not delivered within due time/ extended delivery time or as per approved quality.

**16.** On Technical Evaluation of the submitted documents on E-Pad, all the participating bidders will be required to **bring one sample of each item for approval** (as per Tender Specifications). Financial bids of only technically qualified bidders (those bidders whose documents have been found correct and sample item approved as well) will be opened.

**17.** Estimated value of the procurement is Rs.7000000/=.

**18.** Security amount of 2% of the estimated cost, should be submitted by the bidder in the form of CDR/Pay order in favor of **"State Life Insurance Corporation of Pakistan"**. Shall be released as per rule mentioned in tender documents.

**19.** Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.

**Sectary Z.P.C**
**State Life Insurance Corporation of Pakistan, Zonal Office Hyderabad**
**5th Floor, State Life Building No.3, Thandi Sarak, Hyderabad.**

**STATE LIFE**
**INSURANCE CORPORATION OF PAKISTAN**

## TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

| | | **Max.Points** |
|---|---|---|
| 1. | Experience of bidder in sales / marketing of relevant item<br>*(02 points for each complete year)* | 10 |
| 2. | Financial Capabilities<br>*(Annual Report for each year/ Tax Return for each year/Bank Statement/turn over =2 points)* | ***10*** |
| 3. | Number of Existing and Previous Clients provided with similar items<br>*(02 points for each Corporate / Multinational / Govt./ Semi- Govt. Client*) | **10** |
| 4. | List of Professionals on permanent strength- for fixing and after<br>(Sales services *01 points for each personnel*) | **10** |
| 5. | Sample of Furniture Items quality according to tender specification requirement<br>( 10 points for each furniture as tender specification) | **60** |

| | | |
|---|---|---|
| i) | Office Table | 10 point |
| ii) | Side Rack | 10 point |
| iii) | Revolving Chair | 10 point |
| iv) | Visitor Chair | 10 point |
| v) | File cabinet (wooden) | 10 point |
| vi) | Sofa Set (five Seat ) with Centre table | 10 Point |

Total Points **1 0 0**

Note; Minimum 80 % score is required technically qualify in each category and over-all as well. Registration for NTN/GST is mandatory else the bid will be rejected.

**THANKING YOU FOR PARTICIPATION IN TENDER**