



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

State Life Insurance Corp. of
Pakistan,
State Life Building,
G.T.Road, Gujranwala.

Phone: 055-9200286

June 5, 2025.

TENDER NOTICE NO. HR&A/GRW/06/2025

Procurement of Furniture Items for Gujranwala Zone through E-PADS

State life Insurance Corporation of Pakistan, invites Bids in accordance with PPRA rules, under **Single Stage- Single Envelop** procedure from experienced & reputed GST/Income Tax/Sales Tax Registered Firms/Dealer/Supplier (Federal/Provincial) having relevant experience for **Procurement of Furniture Items for Gujranwala Zone and Sector Offices through E-PADS** through <https://eprocure.gov.pk>.

Description of the job.	Estimated Cost	Closing date & time for Submission of Bids	Date & Time of Opening of Technical Bids
Procurement of Furniture and Fixture for Gujranwala Zone through E-PADS	Rs.750000/-	26-06-2025 Until 10:00 a.m.	26-06-2025 at 10:30 a.m.

All details are available in Tender documents (Attached herewith) and can be downloaded from PPRA E-PADS (E-Pak Acquisition and Disposal System). Bids will be opened on the same day at 10.30 am in the presence of bidders or their representatives, who wish to be present at the Tender Opening meeting. No tender will be entertained without bid security/earnest Money/CDR of Rs. 15000/-. Original Bid Security (2% of Estimated amount) in form of bank draft/Pay order/CDR in favour of "State Life Insurance Corporation of Pakistan Gujranwala Zone" must be submitted to undersigned before the opening of Bids.

State Life Insurance Corporation reserves the right to reject all bids or proposals at any time prior to the acceptance of bids or proposals in accordance with PPRA Rule No.33.

Muhammad Asad Khan
Manager/Incharge HRA & P
State Life Ins. Corp. of Pakistan
Gujranwala Zone

Incharge (HRA & P)

State Life Insurance Corporation of Pakistan
State Life Building, G.T.Road, Gujranwala.
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TENDER DOCUMENTS

HR&A/GRW/06/2025

Procurement of Furniture/Fixture Items for State Life Gujranwala Zone, **through E-PADS**

Scaled Technical & Financial bids are invited in accordance with PPRA rules, under **'Single Stage- Single Envelope Procedure'** Through <https://eprocure.gov.pk> (**E-Pads**) from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for Procurement of Furniture/Fixture Items for State Life Gujranwala Zone.

The bids should be submitted through EPADS on date as per mentioned on EPADS and PPRA website until 10:00 AM, dated 26.06.2025 and bids will be opened on the same day at 10:30 AM in the presence of the bidders or their representatives.

Details of Furniture Items

Sr.No.	Name of Items	Qty
1.	Office Table with Side Rack (Size 6'x3'.5")	1
2.	Office Table with Side Rack (Size 5'x 3')	2
3.	Office Table with Side Rack (Size 4'x 2.5')	1
4.	Visitor Chairs	13
5.	Single Seater Sofa	12
6.	Revolving Chairs	07
7.	Iron File Racks	03

➤ Specification of each item is outlined in Tender Document.


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Manager/Incharge HRA & P
State Life Ins. Corp. of Pakistan
Gujranwala Zone

Incharge (HRA & P)

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Terms & Conditions

1. The bids shall comprise a single proposal including both 'financial proposal and technical proposal'.
2. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than **Rs. 15000/-** (2% of Estimated Cost) in favor of State Life Insurance Corporation of Pakistan Gujranwala Zone as earnest money which may be released after uploading of Final Evaluation.
3. Successful Firm/Company must submit **5% of Quoted Bid amount as Performance Guarantee** after award of work order which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory delivery / performance.
4. No bid will be accepted without earnest money/CDR in favour of SLIC Gujranwala Zone.
5. Bid will not be accepted if a vendor is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
6. All the bids must include G.S.T. and all other applicable taxes.
7. **The Bids Prices shall be evaluated on the basis of lowest rate and Quality Based.**
8. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC Gujranwala Zone. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated.
9. The approved bidder immediately after receipt of Work Order shall provide a sample of the Item to SLIC for scrutiny and approval. After the sample is approved, the bidder shall supply/ install rest of the items as per approved sample.
10. SLIC can increase or decrease the quantity of items to be purchased and also reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
11. Bid validity period shall be 90 days from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.
12. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, Performance Guarantee shall be forfeited in favor of the Corporation.
13. Most advantageous/Successful Bidder shall submit Bids also signed & stamped in hard copy to Incharge HRA& P Gujranwala.
14. Vendor must have Company office or site Office situated in Lahore/Gujranwala.
15. **Warranty of the supplied items must be valid for minimum One year or above.**
16. **The supplier will be responsible to assemble/ install /deliver/Ready to use items in all aspect as per requirement and in case of failure to maintain quality in installation, the same will be fixed at his risk and cost besides penalty as may be imposed by Competent Authority in SLIC.**
17. The bids shall be uploaded on EPADS for "Procurement of Furniture items for State Life Gujranwala Zone and Sector Offices through E-PADS".
18. Competent Authority 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 supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.
19. All Furniture/Fixture will be supplied at Ground Floor, State Life Building, G.T.Road, Gujranwala.

Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: _____
(Sign and stamp by Vendor)



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A: - Mandatory requirements

- Verifiable documentary proof for all below requirements are mandatory and vendor/supplier will be disqualified if not comply with all below points.

Eligibility/Evaluation Criteria

1. Sales Tax Registration (Copy of Certificate).
2. Income Tax Registration (Copy of Certificate).
3. Experience certificate of Similar Work (at least 02 Copy of Certificates).
4. Affidavit/Undertaking that the firm has never been blacklisted by any organization/Government on Judicial Stamp Paper.
5. Proof of Active Tax Payer List.
6. Original Bid Security in form of bank draft/Pay order/CDR of **Rs. 15000/-** in favor of "**State Life Insurance Corporation of Pakistan Gujranwala Zone**" must be submitted to Incharge HRA&P Gujranwala Zone, State Life Building, G.T. Road, Gujranwala before the opening of Bid.
7. Maker's name and model of Item must be clearly mentioned in quoted bid.
8. Items must fully comply with the Specifications mentioned in tender document.
9. Successful Firm/Company must submit **5% of Quoted Bid Value** as Performance Guarantee Which shall be returned after expiry of Local warranty period i.e. 01 Year.

(The bidders who have not complied with all Above-Mentioned Eligibility / Qualification points shall be Disqualified)



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TECHNICAL SPECIFICATION CRITERIA

1	Revolving Chair- High Back Revolving Chair Dimensions: Width 27 Inch, Depth 22 Inch, Seat Height 29 Inch, Adjustable Height Range: 20 inches (minimum) to higher level as per adjustment Design: High backrest for enhanced head and back support. Single ply construction. Material 100% pure fabric upholstery. Weight Capacity upto 205lbs(approx..113 kg) Color Options: Black and Grey. Durable dual wheel casters for smooth mobility. Single ply construction. Warranty: Lifetime warranty covering color and manufacturing defects (Note Avoid prolonged exposure to sunlight to prevent plastic degradation)		07
2.	Office Table with Side Rack: <i>Table Size 6'x3'.5" as per sample picture provided (Executive look), with following features -</i> • 8 mm top glass grinded at side edges and completely polished. • Strong connected structure of Solid Sheesham winner board deep engraved lines as in sample picture. • 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 and two drawers of equal size (broader than other three) at left side with freely moveable drawers on channels having best quality heavy duty channels of stainless steel. • Standard height, Durable Strong base with extra wooden larrs for strength. • Rectangle space for monogram (size as below) specifically 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). • A monogram made of standard aluminum plate (length = 18 inch and width = 12 inch) to be fixed at front side (specifically allocated space) with round cap nail properly drilled. Sample of monogram shall be provided at time of supply order. • Imported quality heavy duty separate locks for two left side drawers & one top drawer at right side.		01



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	• Drawer handle made of stainless steel heavy with fancy design. Color shall be dark brown as per sample picture, shall be finalized at the time of supply order. Warranty: At least 3 years onsite free repair & labor warranty.	
3.	Office Table with Side Rack: Table Size 5'x 3" as <i>per sample picture provided (Executive look), with following features</i> • 8 mm top glass grinded at side edges and completely polished. • Strong connected structure of Solid Sheesham winner board deep engraved lines as in sample picture. • 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 of equal size with freely moveable drawers on channels having best quality heavy duty channels of stainless steel. • Standard height, Durable Strong base with extra wooden larrs for strength. • Rectangle space for monogram (size as below) specifically 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). • A monogram made of standard aluminum plate (length = 18 inch and width = 12 inch) to be fixed at front side (specifically allocated space) with round cap nail properly drilled. Sample of monogram shall be provided at time of supply order. • Imported quality heavy duty separate locks for two left side drawers & one top drawer at right side. • Drawer handle made of stainless steel heavy with fancy design. • Color shall be dark brown as per sample picture, shall be finalized at the time of supply order. Warranty: At least 3 years onsite free repair & labor warranty.	 02



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Office Table with Side Rack:

Table Size 4'x 2'.5" as per sample picture provided (Executive look), with following features -

- 8 mm top glass grinded at side edges and completely polished.
- **Strong connected structure of Solid Sheesham winner board** deep engraved lines as in sample picture.
- 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 of equal size with freely moveable drawers on channels having best quality heavy duty channels of stainless steel.
- Standard height, Durable Strong base with extra wooden larrs for strength.
- Rectangle space for monogram (size as below) specifically 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).
- A monogram made of standard aluminum plate (length = 18 inch and width = 12 inch) to be fixed at front side (specifically allocated space) with round cap nail properly drilled. Sample of monogram shall be provided at time of supply order.
- Imported quality heavy duty separate locks for two left side drawers & one top drawer at right side.
- Drawer handle made of stainless steel heavy with fancy design.
- Color shall be dark brown as per sample picture, shall be finalized at the time of supply order. Warranty: At least 3 years onsite free repair & labor warranty.



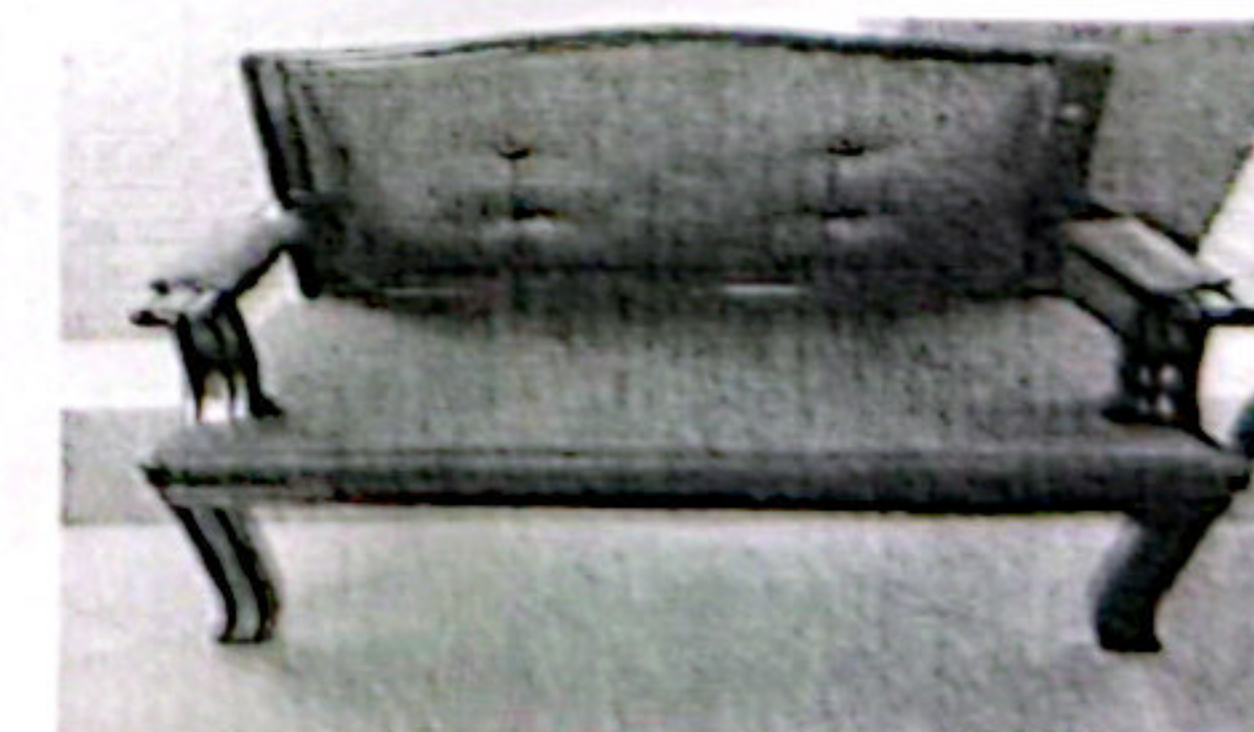
1

4

Visitor Chairs:

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

- **Solid frame/structure** made of solid sheesham wood polished/varnished,
- Fancy design of frame with standard size seat and back and with arms rest as per



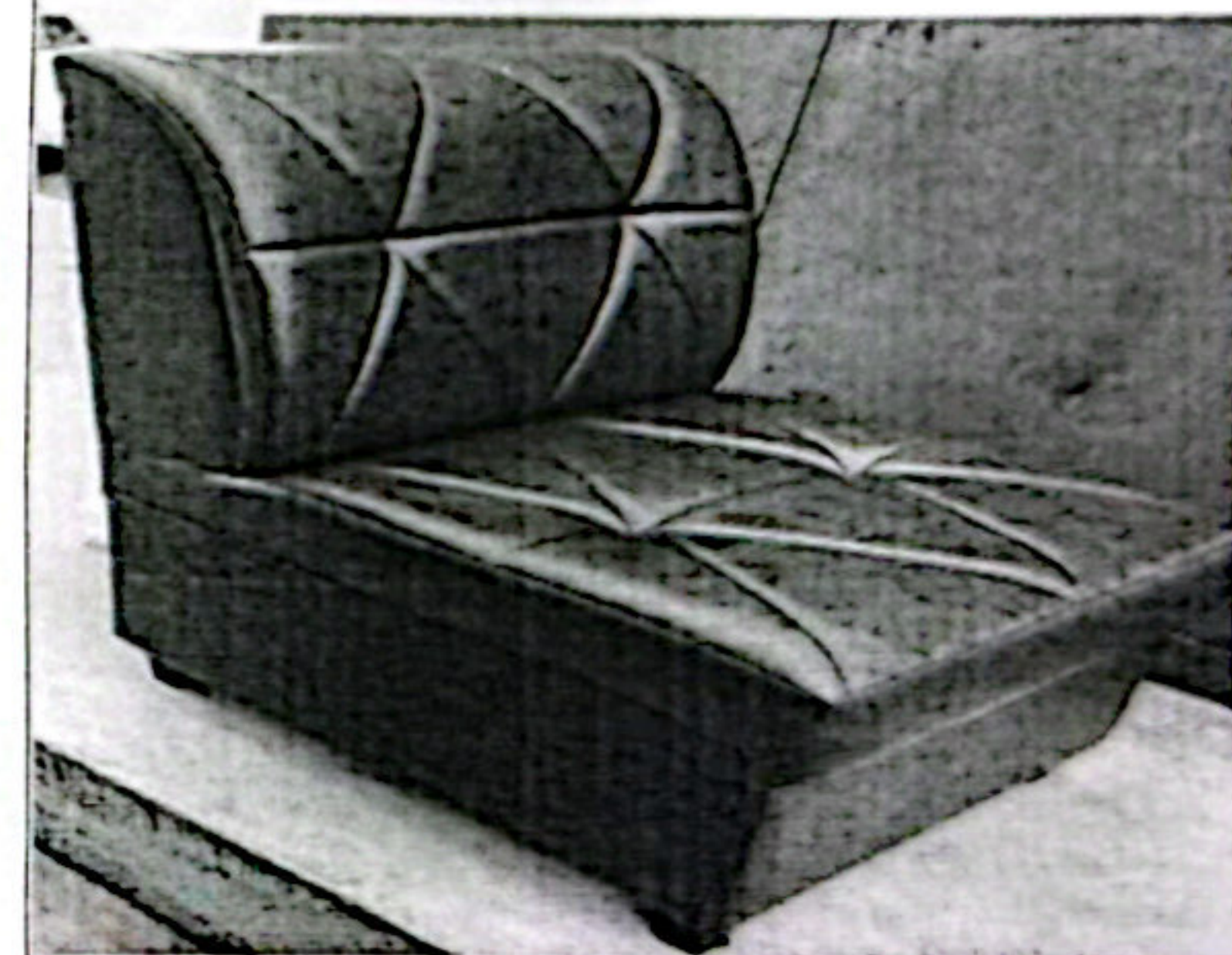
13



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	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 dark brown best quality flexible and durable leather Rite, properly stitched/tacked on entire sides with back design as shown in picture sample. • Accurate balance of chair on floor.		
5	Single Seater Sofa Set <i>As per sample picture, must include following features.</i> Single seaters as in sample picture • Solid frame/structure with arms, made of solid Sheesham wood • Standard height, standard size seat and back, • Covered with best quality durable leather rite at entire sides professional stitched. • Use of best quality durable tyre patti for cushion seat base. • Use of sheesham wood aprons & corner brackets for inside frame, • Best quality cushion (Molti foam or equivalent) on Seat and back covered with dark brown best quality leather rite entirely and properly stitched on entire sides as mentioned above. Base of Sofa Set made of 18 gauge stainless/rustless (1 inch pipe) steel pipes squared shape, base made of steel pipes as shown in picture below sofa with four legs (pipe shape) legs to made of double ply steel sheets for durability. Use of stoppers below legs to avoid floor scratch/noise.		12



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06

Iron File Rack – 8 Shelves (Adjustable)

1. Construction Material:

Shelves: Made from 22-gauge (0.8 mm approx.) CRCA (Cold Rolled Close Annealed) sheet.

Frame: Fabricated using 16-gauge (1.6 mm approx.) slotted angle sections for vertical support and structure.

2. Design Features: Number of Shelves: 8 adjustable shelves. Shelf Type: Flat sheet type with flanged edges for rigidity. Adjustment: Shelves are supported on slotted angles with nuts and bolts, adjustable at increments of approx. 1.25" (32 mm).

Load Capacity: Approx. 60–80 kg per shelf (uniformly distributed load), depending on reinforcement.

3. Dimensions: Height: (8 feet), Width: 915 mm (3 feet), Depth: 457 mm (16 inches)

4. Finish: Coated with hammer tone paint (commonly grey, blue-grey, or green) for aesthetic and corrosion resistance. Surface pretreated with degreasing and phosphating before painting.

5. Assembly:

Knock-down type with nuts and bolts for easy transportation and on-site assembly.

Corner brackets or diagonal bracing provided for extra stability.



03

Reminder:-

- All items are Item wise and will be evaluated on item wise basis and vendors offering the lowest evaluated rate upon items, while meeting the required quality standard will be selected.
- Warranty period of all above mentioned items will be minimum of 1 year.


Muhammad Asad Khan
Manager/Incharge HRA & P
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Gujranwala Zone

Incharge (HRA & P)

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Dated _____

FINANCIAL PROPSOAL
(For Procurement of Air Conditioners F.Y. 2025)

SUPPLY OF AIR CONDITIONERS						
One Vendor would be selected Lump Sum Basis on Least cost and Quality Base						
S#	Description	Qty.	Unit Price without GST	Amount of GST 18%	Unit Price with GST	Total Cost (No of Units x Unit price including all taxes)
1	Office Table with Side Rack 6'x3.5"	01				
2	Office Table with Side Rack 5'x3"	02				
3	Office Table with Side Rack 4'x2.5"	01				
4	Revolving Chairs	07				
5	Visitor Chairs	13				
6	Single Seater Sofa Set	12				
7.	Sofa Set Three Seater Cushioned (Visitors)	03				

(Filled Financial Proposal to be submitted on your own company's letter head)

Name of Supplier: _____

Signature with Date
Signed and stamp by vendor)