



**STATELIFE INSURANCE CORPORATION**

**TENDER DOCUMENT**

**VOLUME-I**

**CONDITION OF CONTRACT**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF OFFICE FURNITURE AND MISCELLANEOUS ITEMS FOR H&AI REGIONAL OFFICE, 4TH FLOOR, STATE LIFE BUILDING NO. 03, KARACHI.**

ISSUE TO M/S \_\_\_\_\_



OFFICE A-202, SECOND FLOOR, BLOSSOM TRADE CENTER, OPPOSITE  
NED UNIVERSITY PLOT # SB-26, BLOCK-01, GULISTAN-E-JAUHAR,  
KARACHI 021-34177576, [www.nexuscon.pk](http://www.nexuscon.pk), [mail@nexuscon.pk](mailto:mail@nexuscon.pk),  
[nexusconsultingcompany@gmail.com](mailto:nexusconsultingcompany@gmail.com)

## Table of Contents

|                                                                                  |           |
|----------------------------------------------------------------------------------|-----------|
| <b>INSTRUCTIONS TO BIDDERS</b>                                                   | <b>4</b>  |
| <b>A. GENERAL</b>                                                                | <b>4</b>  |
| IB.1 SCOPE OF BID                                                                | 4         |
| IB.2 SOURCE OF FUNDS                                                             | 4         |
| IB.3 ELIGIBLE BIDDERS                                                            | 4         |
| IB.4 ONE BID PER BIDDER                                                          | 9         |
| IB.5 COST OF BIDDING                                                             | 9         |
| IB.6 SITE VISIT                                                                  | 9         |
| <b>B. BIDDING DOCUMENTS</b>                                                      | <b>10</b> |
| IB.7 CONTENTS OF BIDDING DOCUMENTS                                               | 10        |
| IB.8 CLARIFICATION OF BIDDING DOCUMENTS                                          | 10        |
| IB.9 AMENDMENT OF BIDDING DOCUMENTS                                              | 11        |
| <b>C. PREPARATION OF BIDS</b>                                                    | <b>11</b> |
| IB.10 LANGUAGE OF BID                                                            | 11        |
| IB.11 DOCUMENTS COMPRISING THE BID                                               | 11        |
| IB.12 BID PRICES                                                                 | 13        |
| IB.13 CURRENCIES OF BID AND PAYMENT                                              | 13        |
| IB.14 DOCUMENTS ESTABLISHING THE ELIGIBILITY OF THE BIDDER                       | 14        |
| IB.15 DOCUMENTS ESTABLISHING THE ELIGIBILITY OF THE GOODS                        | 14        |
| IB.16 DOCUMENTS ESTABLISHING THE CONFORMITY OF THE GOODS TO THE BIDDING DOCUMENT | 14        |
| IB.17 DOCUMENTS ESTABLISHING THE QUALIFICATION OF THE BIDDER                     | 14        |
| IB.18 BID VALIDITY                                                               | 15        |
| IB.19 BID SECURITY                                                               | 15        |
| IB.20 ALTERNATE PROPOSALS BY BIDDER                                              | 16        |
| IB.21 PRE-BID MEETING                                                            | 16        |
| IB.22 FORMAT AND SIGNING OF BID                                                  | 16        |
| <b>D. SUBMISSION OF BIDS</b>                                                     | <b>17</b> |
| IB.23 SEALING AND MARKING OF BIDS                                                | 17        |
| IB.24 DEADLINE FOR SUBMISSION OF BIDS                                            | 18        |
| IB.25 LATE BIDS                                                                  | 18        |
| IB.26 MODIFICATION, SUBSTITUTION AND WITHDRAWAL OF BIDS                          | 18        |
| <b>E. BID OPENING AND EVALUATION</b>                                             | <b>18</b> |
| IB.27 BID OPENING                                                                | 18        |
| IB.28 PROCESS TO BE CONFIDENTIAL                                                 | 19        |
| IB.29 CLARIFICATION OF BIDS                                                      | 19        |
| IB.30 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS                    | 19        |
| IB.31 CORRECTION OF ERRORS                                                       | 20        |
| IB.32 EVALUATION AND COMPARISON OF BIDS                                          | 20        |
| IB.33 POST QUALIFICATION OF THE BIDDER                                           | 21        |
| <b>F. AWARD OF CONTRACT</b>                                                      | <b>21</b> |
| IB.34 AWARD                                                                      | 21        |
| IB.35 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS          | 22        |
| IB.36 NOTIFICATION OF AWARD                                                      | 22        |
| IB.37 PERFORMANCE SECURITY                                                       | 22        |
| IB.38 SIGNING OF CONTRACT AGREEMENT                                              | 23        |
| IB.39 GENERAL PERFORMANCE OF THE BIDDERS                                         | 23        |
| IB.40 INTEGRITY PACT                                                             | 24        |
| IB.41 INSTRUCTIONS NOT PART OF CONTRACT                                          | 24        |
| IB.42 MARGIN OF PREFERENCE                                                       | 24        |
| <b>BID FORMS</b>                                                                 | <b>30</b> |

|                              |    |
|------------------------------|----|
| FORM OF BID                  | 31 |
| SCHEDULES TO BID             | 39 |
| SCHEDULE-A                   | 40 |
| SCHEDULE-B                   | 41 |
| SCHEDULE-C                   | 42 |
| STANDARD FORMS               | 43 |
| FORM OF BID SECURITY         | 44 |
| FORM OF PERFORMANCE SECURITY | 46 |
| FORM OF CONTRACT AGREEMENT   | 49 |

**INVITATION  
FOR BID**

**TENDER NOTICE****TENDER NO. HR&A/H&AI/KHI/2026/01****INVITATION TO E-BIDS FOR THE SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF OFFICE FURNITURE AND MISCELLANEOUS ITEMS FOR H&AI REGIONAL OFFICE, 4TH FLOOR, STATE LIFE BUILDING NO. 03, KARACHI**

Regional Office, Health & Accident Insurance (H&AI), State Life Insurance Corporation of Pakistan, Karachi, invites E-Bids through the E-Pak Acquisition and Disposal System EPADS v2.0 from well-reputed, experienced and financially sound firms/manufacturers/suppliers having active status on the Active Taxpayers List (ATL) of FBR, for the following procurement:

| <b>Name of Work</b>                                                                                                                                                                                        | <b>Tender Fee</b> | <b>Bid Security</b> | <b>Completion Time</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------|------------------------|
| Supply, Delivery, Installation, Testing and Commissioning of Office Furniture, Fixtures, Accessories and Miscellaneous Items for Regional Office H&AI at 4th Floor of State Life Building No. 03, Karachi. | Free of Cost      | PKR 500,000/-       | 90 Days                |

**TERMS AND CONDITIONS**

1. Detailed eligibility and qualification requirements are provided in the bidding documents. Interested bidders are advised to refer to Clause IB.3 of the bidding documents and ensure compliance with all requirements of the tender.

2. A complete set of bidding documents may be downloaded free of cost from the E-Pak Acquisition and Disposal System EPADS V2.0 from the date of publication of this notice up to 24/09/2026, before 11:00 A.M.

The tender notice and bidding documents may also be accessed through the following websites:

- EPADS: <https://epads.gov.pk/>
- PPRA: [www.ppra.gov.pk](http://www.ppra.gov.pk)
- State Life Insurance Corporation of Pakistan: [www.statelife.com.pk](http://www.statelife.com.pk)

3. The procurement shall be conducted through Open Competitive Bidding under the Single Stage – Two Envelope Procedure, in accordance with the applicable Public Procurement Rules, 2004, as amended from time to time.

4. Only those bidders who are registered on EPADS V2.0 and fulfill the eligibility requirements specified in the bidding documents shall be eligible to participate. Manual/physical bids shall not be accepted. Interested bidders are required to register themselves on the EPADS V2.0 system for submission of electronic bids.

5. Bids shall be rejected and considered non-responsive under, inter alia, the following conditions:

- i. Conditional or telegraphic bids/tenders;
- ii. Bids not accompanied by the required bid security in the prescribed form and amount, as specified in the bidding documents;
- iii. if original bid security is not received before the specified date and time; and
- iv. Bids not fulfilling the mandatory requirements and conditions specified in the bidding documents.

6. The bid validity period shall be Ninety (90) Days from the date of opening of Technical Bids.

7. E-Bids, prepared in accordance with the instructions contained in the bidding documents, shall be submitted electronically through EPADS V2.0 on or before 24/09/ 2026 up to 11:00 A.M.

- i. The required bid security of PKR 500,000/- shall be furnished in the manner and form prescribed in the bidding documents. Where submission of an original bid security

**VOLUME-I**

instrument is specifically required, the same shall reach the Procuring Agency before the deadline for submission of E-Bids.

ii. The Technical Bids shall be opened through EPADS V2.00 on the same day, i.e., 24/09/2026 at 11:30 A.M., in the presence of the Procurement Committee and representatives of the bidders who may choose to attend.

iii. Only the Financial Bids of bidders found technically responsive and qualified shall be opened subsequently, at a date and time to be communicated through EPADS V2.0, in accordance with the applicable rules and bidding documents.

8. In case the Government declares a public holiday or due to any unavoidable or unfavourable circumstances, the submission/opening of bids shall be conducted on the next working day through EPADS V 2.0, at the same time, unless otherwise notified through EPADS V2.0.

9. State Life Insurance Corporation of Pakistan reserves the right to accept or reject any or all bids in accordance with the relevant provisions of the Public Procurement Rules, 2004, as amended from time to time, and the terms and conditions contained in the bidding documents.

**(IN-CHARGE HR & ADMIN)**  
**HEALTH & ACCIDENT INSURANCE (H&AI), KARACHI REGION**  
**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**04<sup>TH</sup> FLOOR STATE LIFE BUILDING NO. 03, DR. ZIAUDDIN AHMED ROAD,**  
**KARACHI-75530, PAKISTAN**  
**PHONE: 021-99204949**

# **INSTRUCTIONS TO BIDDERS**

## INSTRUCTIONS TO BIDDERS

### A. GENERAL

#### IB.1 Scope of Bid

- 1.1 The Purchaser as defined in the Bidding Data hereinafter called “the Purchaser” wishes to receive bids for the Supply, Delivery, Installation, Testing and Commissioning of Office Furniture and Miscellaneous Items for H&AI Regional office, 4th floor, State Life Building No. 03, Karachi as described in these Bidding Documents, and summarized in the Bidding Data hereinafter referred to as the “Goods”.
- 1.2 The successful Bidder will be expected to supply the Goods within the time specified in the Bidding Documents.
- 1.3 All Goods to be supplied under the Contract shall have their country of origin from an eligible country. However, locally manufactured furniture items shall be of Pakistani origin. The Bidder shall clearly indicate the country of origin for each item in the Price Schedule and submit supporting documentation upon request by the Purchaser.
- 1.4 For purposes of this Clause, the term “Goods” includes furniture, machinery, and equipment.
- 1.5 The term “country of origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components.
- 1.6 The nationality of the firm that produces, assembles, distributes, or sells the goods shall not determine their origin.
- 1.7 The bidding is open to National Competitive Bidding as indicated in the Bidding Data.

#### IB.2 Source of Funds

The Employer has funds from own resources in Pakistani currency towards the cost of the project and it is intended that part of the proceeds of this it will be applied to eligible payments under the Contract for which these Bidding Documents are issued.

#### IB.3 Eligible Bidders

- 3.1 Bidding is open to all Suppliers/Companies/Manufacturers authorized dealers and firms meeting the following requirements:

- a) The bidder must submit the Bid Security of amount PKR 500,000/- in the shape of Pay order in favor of “State Life H&AI Statuary A/C No. 0042-79000962-01 HBL Karachi”.
- b) Tender documents duly signed and stamped by signing authority (attached certificate on Co letter Head i.e al pages of Tender Document are signed and stamped).
- c) Valid National Tax Number (NTN) certificate
- d) Valid Sales Tax Registration certificate.
- e) The bidder must submit the certificate that the company will execute the work within the stipulated time.
- f) The bidder must submit the affidavit that the bidder neither currently blacklisted from any government department nor is any litigation pending in this regard.
- g) The bidder must submit the duly signed and stamped certificate of Supply of Brand-New Furniture/Fixture and miscellaneous items as per technical specification and client requirement.
- h) The Bidder shall submit Audited Financial Statements for the last three (03) years.
- i) The Bidder shall furnish evidence demonstrating that the goods offered meet the usage requirements and technical specifications.
- j) Joint Ventures shall not be applicable to this tender. Bidders shall submit their bids independently and in their own name. Any bid submitted by a Joint Venture, Consortium, or similar association of firms shall be considered **non-responsive**
- k) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
  - (i) Are associated or have been associated for the procurement of the furniture and fixture to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used.
  - (ii) have controlling shareholders in common.
  - (iii) Receive or have received any direct or indirect subsidy from any of them.
  - (iv) Have the same legal representative for purposes of this Bid.
  - (v) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process

### **3.2 Evaluation Criteria**

The further detailed criteria for each category as given under each head as follows:

### 3.2.1 Scoring Criteria (100 Marks)

| Category                       | Marks |
|--------------------------------|-------|
| Company Profile                | 15    |
| Relevant Experience            | 30    |
| Financial Soundness            | 15    |
| Staff Strength, Branch Offices | 15    |
| Technical Specification        | 15    |
| Manufacturer Authorization     | 10    |

Minimum qualifying score: 70 marks.

### 3.2.2 Company Profile – 15 Marks

Credit Marks shall be awarded on the basis of the following criteria:

| Description     | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Marks |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Company Profile | <p>The bidder must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• <b>Establishment of Business:</b> The bidder must have been in business for more than <b>ten (10) years</b> from the date of NTN/FBR registration. <b>(15 Marks)</b></li> <li>• <b>Establishment of Business:</b> The bidder must have been in business <b>between 07 to 10 years</b> from the date of NTN/FBR registration. <b>(10 Marks)</b></li> <li>• <b>Establishment of Business:</b> The bidder must have been in business <b>at least 05 to 07 years</b> from the date of NTN/FBR registration. <b>(5 Marks)</b></li> <li>• None of the above is 1 mark</li> </ul> | 15    |

### 3.2.3 Relevant Experience– 30 Marks

Credit Marks shall be awarded under this category using the following qualifications:

| Description | Requirement                                                                                                                                                                                                                               | Marks |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|             | <p>The bidder must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• The bidder must have successfully completed at least Ten (10) furniture supply projects, each with a contract value of <b>PKR</b></li> </ul> |       |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Completed Projects         | <p><b>50 million or above</b>, during the last seven (07) years. <b>(15 Marks)</b></p> <ul style="list-style-type: none"> <li>The bidder must have successfully completed at least Seven (07) furniture supply projects, each with a contract value of <b>PKR 40 million or above</b>, during the last seven (07) years. <b>(10 Marks)</b></li> <li>The bidder must have successfully completed at least Five (05) furniture supply projects, each with a contract value of <b>PKR 30 million or above</b>, during the last five (05) years. <b>(05 Marks)</b></li> <li>None of the above is 1 mark</li> </ul>                                                                                                                                                                            | 15 |
| Projects Currently in Hand | <p>The bidder must meet the following criteria:</p> <ul style="list-style-type: none"> <li>The bidder must have at least Five (05) on going furniture supply projects, each with a contract value of <b>PKR 40 million or above</b>, currently in hand at the time of bid submission. <b>(15 Marks)</b></li> <li>The bidder must have at least Three (03) on going furniture supply projects, each with a contract value of <b>PKR 35 million or above</b>, currently in hand at the time of bid submission. <b>(10 Marks)</b></li> <li>The bidder must have at least Two (02) furniture supply projects, each with a contract value of <b>PKR 30 million or above</b>, currently in hand at the time of bid submission. <b>(5 Marks)</b></li> <li>None of the above is 1 mark</li> </ul> | 15 |

### 3.2.4 Financial Soundness– 15 Marks

Credit Marks shall be awarded under this category using the following criteria:

| Description                  | Requirement                                                                                                                                                                                                                                                                                               | Marks     |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Audited Financial Statements | <p>The bidder must meet the following criteria:</p> <ul style="list-style-type: none"> <li>Audited Statement, Statements of Last 03 years, showing Average Annual Turnover of 200 million and above <b>(15 Marks)</b></li> <li>Audited Statement, Statements of Last 03 years, showing Average</li> </ul> | <b>15</b> |

|  |                                                                                                                                                                                                                                                                                                      |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | Annual Turnover above 150 million and below 200 million. <b>(10 Marks)</b> <ul style="list-style-type: none"> <li>• Audited Statement of Last 03 years, showing Average Annual Turnover above 150 million and below 120 million. <b>(05 Marks)</b></li> <li>• None of the above is 1 mark</li> </ul> |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### 3.2.5 Staff Strength, Branch Offices 15 marks

| Description           | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Marks |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Staff Strength</b> | <ul style="list-style-type: none"> <li>• 15 Marks will be given If bidder if bidder has staff strength more than 100 employees with offices/ showrooms/ in following cities:<br/><br/>Lahore<br/>Karachi<br/>Islamabad/ Rawalpindi.</li> <li>• 10 Marks will be given If bidder has less 100 and more than 90 staff with branch office in any of the two cities as mentioned above.</li> <li>• 05 Marks will be given If bidder has less than 90 staff and more than 80 staff with branch offices in any of the two cities.</li> <li>None of the above is 1 mark</li> </ul> | 15    |

### 3.2.5 Technical Specifications – 15 Marks

Credit Marks shall be granted based on the following criteria for various kinds of equipment relevant for the Project:

| Description             | Requirement                                                                                                                                                                                                                                                                           | Marks |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Technical Specification | Technical Specifications to be specified by the bidder <ul style="list-style-type: none"> <li>• 15 Marks will be given If bidder certify to complies in totally with the technical specifications mentioned against each item and has own manufacturing facility/ factory.</li> </ul> | 15    |

|  |                                                                                                                                                                                                                                                                                                                   |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>• 5 Marks will be given If the bidder deviates from the mentioned specifications and has no, manufacturing facility/ factory. they will be evaluated &amp; marked by the Technical Evaluation Committee &amp; PA/Architect, Decision to be considered as final.</li> </ul> |  |
|  | None of the above is 1 mark                                                                                                                                                                                                                                                                                       |  |

### 3.2.6 Manufacturer's Authorization – 10 Marks

| Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Marks |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <p>Original Equipment Manufacturer / Provision of Authorization letter from Original Equipment Manufacturer / Authorized Distributor of OEM.</p> <ul style="list-style-type: none"> <li>• 10 Marks will be given if the bidder is Original Manufacturer of Furniture and Fixture. (All registration &amp; supporting documents must be attached).</li> <li>• 5 Marks will be given in case of authorization from original manufacturer of Furniture and Fixture (OEM) / authorized distributor of OEM.</li> <li>• None of the above is 1 mark</li> </ul> | 10    |

## IB.4 One Bid per Bidder

4.1 Each Bidder shall submit only one bid either by himself, or as a partner. A Bidder who submits or participates in more than one bid (other than alternatives pursuant to Clause IB.20) will be disqualified.

## IB.5 Cost of Bidding

5.1 The Bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## IB.6 Site Visit

6.1 The Bidders are advised to visit and inspect the Location of Delivery and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into a Contract for Supply of Goods. All cost in this respect shall be at the bidder's own expense.

- 6.2 The Bidders and any of their personnel or agents will be granted permission by the Purchaser to enter upon his premises and lands for the purpose of such inspection, but only upon the express condition that the Bidders, their personnel and agents, will release and indemnify the Purchaser, his personnel and agents from and against all liability in respect thereof and will be responsible for death or personal injury, loss of or damage to property and any other loss, damage, costs and expenses incurred as a result of such inspection.

## **B. BIDDING DOCUMENTS**

### **IB.7 Contents of Bidding Documents**

- 7.1 The Bidding Documents, in addition to Invitation for Bids, are those stated below and should be read in conjunction with any Addenda issued in accordance with Clause IB.9.

1. Invitation to Bids
2. Instructions to Bidders
3. Bidding Data
4. Bid Forms
5. Schedules to Bid
  - (i) Schedule A: Manufacturer's Authorization
  - (ii) Schedule B: Delivery and Completion Schedule
  - (iii) Schedule C: Integrity Pact
6. Standard Forms
  - (i) Form of Bid Security
  - (ii) Form of Performance Security
  - (iii) Form of Contract Agreement
7. Specifications.
8. Drawings

- 7.2 The bidders are expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of bid submission will be at the Bidder's own risk. Pursuant to Clause IB.30, bids which are not substantially responsive to the requirements of the Bidding Documents will be rejected.

### **IB.8 Clarification of Bidding Documents**

- 8.1 Any prospective Bidder requiring any clarification(s) in respect of the Bidding Documents may seek through EPADS only. The Purchaser will respond to any request for clarification which he receives earlier than the time, stated in the Bidding Data, prior to the deadline for submission of bids through EPADS (as per last date for clarification given in EPADS).

## **IB.9 Amendment of Bidding Documents**

- 9.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuing addendum.
- 9.2 Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub-Clause 7.1 hereof shall be advertised through EPADS/PPRA/SLIC and newspaper (as the case may be).
- 9.3 To afford prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may extend the deadline for submission of bids in accordance with Clause IB.24.

## **C. PREPARATION OF BIDS**

### **IB.10 Language of Bid**

- 10.1 The bid as well as all correspondence and documents related to the bid exchanged by a bidder and the Purchaser shall be in the bid language stipulated in the Bidding Data and Particular Conditions of Contract. Supporting documents and printed literature furnished by the Bidders may be in any other language provided the same are accompanied by an accurate translation of the relevant parts in the bid language, in which case, for purposes of evaluation of the bid, the translation in bid language shall prevail.

### **IB.11 Documents Comprising the Bid**

- 11.1 The Bid submitted by the Bidder shall comprise the following documents:
  - a) Covering Letter on the Bidder's Letter head.
  - b) Duly Filled and Signed Bid Forms.
  - c) Completed Price Schedule/BOQ.
  - d) Schedule (A to C) to Bid duly filled and initialed, in accordance with the instructions contained therein & in accordance with IB.22.2.
  - e) Bid Security in the prescribed form and amount.
  - f) Valid NTN Certificate.
  - g) Valid Sales Tax Registration Certificate (if applicable).
  - h) Copy of CNIC of the Proprietor/Authorized Signatory.
  - i) Power of Attorney/Authorization Letter (where applicable).
  - j) Affidavit on Judicial Stamp Paper stating that the Bidder has not been blacklisted by any Government, Semi-Government, Autonomous, or Private Organization.
  - k) Proposed Delivery Schedule.
  - l) Warranty Undertaking for all Furniture and Miscellaneous Items.
  - m) Documentary evidence in accordance with IB.3(c), IB.14 & IB.17.
  - n) Documentary evidence in accordance with IB.16.

- 11.2 Bidders shall also submit proposals of supply and transportation methods and schedule, in sufficient detail to demonstrate the adequacy of the Bidders' proposals to meet the technical specifications and the completion time referred to in Sub-Clause 1.2 hereof.

## IB.12 Bid Prices

- 12.1 The Bidder shall submit the Form of Bid using the form attached herewith. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 12.2 The Bidder shall submit the Price Schedules for Goods, according to their origin as appropriate, using the forms furnished in Appendices to Bid along with Manufacturer's Authorization (on the format provided) in case the Bidder is not himself the manufacturer
- 12.3 Unless stated otherwise in the Bidding Documents (in Lots under Schedule D to Bid), the Contract shall be for the whole of the Goods as described in Sub-Clause 1.1 hereof, based on the unit rates and/or prices submitted by the bidder.
- 12.4 This is a turnkey project; accordingly, all the participating bidders shall fill in rates and prices for all items of the Goods described in the Price Schedules. Items against which no rate or price is entered by a bidder will not be paid for by the Purchaser when delivered and shall be deemed covered by rates and prices for other items in the Price Schedules.
- 12.5 All duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as on the date 28 days prior to the deadline for submission of bids shall be included in the rates and prices and the total Bid Price submitted by a Bidder.  
Additional/reduced duties, taxes and levies due to subsequent additions or changes in legislation shall be dealt as per Clause 17 of the General Conditions of Contract.
- 12.6 The rates and prices quoted by the Bidders shall be fixed for entire period of the contract. No increase/ variation in the submitted prices shall be accepted at any stage submission of the bids.

## IB.13 Currencies of Bid and Payment

- 13.1 The unit rates and the prices shall be quoted by the Bidder entirely in **Pak rupees only**. Bids quoted in other currencies will be rejected.

**IB.14 Documents Establishing the Eligibility of the Bidder**

**14.1.** To establish their eligibility in accordance with ITB 4, Bidders shall:

- (a)** Provide the eligibility documents as per ITB Clause 3; and
- (b)** no JV/ Consortium shall be allowed.

**IB.15 Documents Establishing the Eligibility of the Goods**

**15.1** To establish the eligibility of the Goods in accordance with ITB Clause 1-3, Bidders shall complete the country of origin declarations in the Price Schedule Forms, & Appendices to Bid.

**IB.16 Documents Establishing the Conformity of the Goods to the Bidding Document**

- 16.1** To establish the conformity of the Goods to the Bidding Document, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods and be supplied conform to the specified requirements.
- 16.2** The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item-by-item description of the essential technical and performance characteristics of the Goods.
- 16.3** Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Delivery and Completion Schedule , are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in Delivery and Completion Schedule of Supply.

**IB.17 Documents Establishing the Qualification of the Bidder**

- 17.1** The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted, shall establish to the Purchaser's satisfaction that the Bidder meets each of the qualification criterion specified in Bidding Documents.
- 17.2** If so required in the Bidding Data, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the appended form to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser's country.

- 17.3 If so required in the Bidding Data, a Bidder that does not conduct business within the Purchaser's Country shall submit evidence that it will be represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

### **IB.18 Bid Validity**

- 18.1 Bids shall remain valid for the period stipulated in the Bidding Data after the Date of Bid Opening specified in Clause IB.27.
- 18.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Purchaser may request that the Bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing/through EPADS (as the case may be). A Bidder may refuse the request without forfeiting his Bid Security. A Bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his Bid Security for the period of the extension, and in compliance with Clause IB.19 in all respects.

### **IB.19 Bid Security**

- 19.1 Each Bidder shall furnish, as part of his bid, a Bid Security in the amount stipulated in the Bidding Data in Pak Rupees.
- 19.2 The Bid Security shall be, at the option of the Bidder, in the form of Deposit at Call/ pay order / a Bank Guarantee issued by a Scheduled Bank in Pakistan in favor of the Purchaser valid for a period 28 days beyond the Bid Validity date.
- 19.3 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Purchaser as non-responsive.
- 19.4 The bid securities of unsuccessful Bidders will be returned as promptly as possible, but not later than 28 days after the expiration of the period of Bid Validity.
- 19.5 The Bid Security of the successful Bidder will be held until the completion of work and he will also furnish the required Performance Security and signed the Contract Agreement.
- 19.6 The Bid Security may be forfeited:
- (a) if the Bidder withdraws his bid except as provided in Sub-Clause 26.1;
  - (b) if the Bidder does not accept the correction of his Bid Price pursuant to Sub-Clause 31.2 hereof; or

- (c) In the case of successful Bidder, if he fails within the specified time limit to:
  - (i) furnish the required Performance Security; or
  - (ii) sign the Contract Agreement.

## **IB.20 Alternate Proposals by Bidder**

- 20.1 Should any Bidder consider that he can offer any advantages to the Purchaser by a modification to the designs, specifications or other conditions, he may, in addition to his bid to be submitted in strict compliance with the Bidding Documents, submit any Alternate Proposal(s) containing (a) relevant design calculations; (b) technical specifications; (c) proposed manufacturing methodology; and (d) any other relevant details / conditions, provided always that the total sum entered on the Form of Bid shall be that which represents complete compliance with the Bidding Documents.
- 20.2 Alternate Proposal(s), if any, of the lowest evaluated responsive Bidder only may be considered by the Purchaser as the basis for the award of Contract to such Bidder.

## **IB.21 Pre-Bid Meeting**

- 21.1 The date, time and venue of pre-bid meeting, is as stipulated in the Bidding Data. All prospective Bidders or their authorized representatives are encouraged to attend such a pre-bid meeting. Attending the meeting is not a mandatory requirement.
- 21.2 The Bidders are shall submit all clarifications through EPADS only (before the date and time mentioned in tender document.
- 21.3 Minutes of the pre-bid meeting, including the text of the questions raised and the replies given, will be transmitted through EPADS. Any modification of the Bidding Documents listed in Sub-Clause 7.1 hereof which may become necessary as a result of the pre-bid meeting shall be made by the Purchaser exclusively through the issue of an Addendum pursuant to Clause IB.9 and not through the minutes of the pre-bid meeting.
- 21.4 Absence at the pre-bid meeting will not be a cause for disqualification of a Bidder.

## **IB.22 Format and Signing of Bid**

- 22.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.

- 22.2 All Appendices and Schedules to Bid are to be properly completed and signed.
- 22.3 No alteration is to be made in the Form of Bid nor in the Appendices and Schedules thereto except in filling up the blanks as directed. If any such alterations be made or if these instructions be not fully complied with, the bid may be rejected.
- 22.4 Each Bidder shall prepare by filling out the forms completely and without alterations.
- 22.5 The original bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder pursuant to Sub- Clauses 11.1(a) and 11.2 hereof. All pages of the bid shall be initialed and stamped by the person or persons signing the bid.
- 22.6 The bid shall contain no alterations, omissions or additions, except to comply with instructions issued by the Purchaser, or as are necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 22.7 Bidders shall indicate in the space provided in the Form of Bid their full and proper addresses at which notices may be legally served on them and to which all correspondence in connection with their bids and the Contract is to be sent.

## **D. SUBMISSION OF BIDS**

### **IB.23 Submission of Bids**

- 23.1 Each Bidder shall submit his bid as under:
  - (a) The bids complete in all respect shall be submitted through EPADS only as per laid down criteria of single stage two-envelope. No physical copy of bid will be accepted.
- 23.2 soft copy/ details of the bid security shall be submitted through EPADS else bid will be rejected.
  - (a) bid security shall be addressed to the Purchaser at the address provided in the Bidding Data.

## **IB.24 Deadline for Submission of Bids**

- 24.1 All bids shall be submitted through the EPADS V-2.0 only as per laid down procedure for single stage two envelope (i.e. separate submission of Technical and Financial proposals/ details). Bid should be submitted through EPADS 2.0 system before closing date and time else bid will be rejected. Furthermore, submission of bids through EPADS 2.0 system is entire responsibility of the participating bidders. For assistance regarding submission through EPADS 2.0 (and other EPADS related queries) bidders may contact EPADS 2.0 help line 051-111-137-237.

## **IB.25 Late Bid/ Bid security**

- 25.1 (a) Any bid security received by the Purchaser after the deadline for submission of bids prescribed in Clause IB.24 shall be considered late and shall not be accepted and bid will be rejected.
- (b) The Bidder shall be solely responsible for ensuring the timely submission of its bid through the e-PADS 2.0 system before the prescribed deadline. Any delay arising from internet connectivity, system access, uploading of documents, or any other reason attributable to the Bidder shall not be accepted as a valid excuse for failure to submit the bid within the stipulated time.

## **IB.26 Modification, Substitution and Withdrawal of Bids**

- 26.1 Any Bidder may modify, substitute or withdraw his bid after bid submission (if allowed by the EPADS).
- 26.2 No bid may be modified by a Bidder after the deadline for submission of bids except in accordance with **Sub-Clauses 26.1 and 31.2**.
- 26.3 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security in pursuance to Clause IB.19.

## **E. BID OPENING AND EVALUATION**

### **IB.27 Bid Opening**

- 27.1 The Procuring agency will open all bids by download bids from the EPADS system, in the presence of Bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Data. The Bidders' representatives who are present may sign attendance sheet evidencing their attendance.

- 27.3 The Bidder's name, total Bid Price and price of any Alternate Proposal(s), any discounts, bid modifications, substitution and withdrawals, the presence or absence of Bid Security, and such other details as the Purchaser may consider appropriate, will be announced by the Purchaser at the opening of bids.
- 27.4 Purchaser shall prepare minutes of the bid opening, including the information disclosed to those present in accordance with the Sub-Clause 27.3.

### **IB.28 Process to be Confidential**

- 28.1 Information relating to the examination, clarification, evaluation and comparison of bid and recommendations for the award of a Contract shall not be disclosed to Bidders or any other person not officially concerned with such process before the announcement of bid evaluation report which shall be done at least **Fifteen (15)** days prior to issue of Letter of Acceptance. The announcement to all Bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated. Any effort by a Bidder to influence the Purchaser's processing of bids or award decisions may result in the rejection of such Bidder's bid. Whereas any Bidder feeling aggrieved may lodge a written complaint in accordance with Rule 48 of the Public Procurement Rules, 2004, within seven (7) days of announcement of the Technical Evaluation Report and within (5) days of announcement of the Final Evaluation Report; however mere fact of lodging a complaint shall not warrant suspension of the procurement process.

### **IB.29 Clarification of Bids**

- 29.1 To assist in the examination, evaluation and comparison of bids, the Purchaser may, at his discretion, ask any Bidder for clarification of his bid, including breakdowns of unit rates. The request for clarification and the response shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the bids in accordance with Clause IB.32.

### **IB.30 Examination of Bids and Determination of Responsiveness**

- 30.1 Prior to the detailed evaluation of bids, the Purchaser will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- 30.2 A substantially responsive bid is one which (i) meets the eligibility criteria; (ii) has been properly signed; (iii) is accompanied by the required Bid Security; and (iv) conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one (i) which affect in any substantial way the scope, quality or performance of the Goods; (ii) which limits in any substantial way, inconsistent

with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or (iii) adoption/rectification whereof would affect unfairly the competitive position of other Bidders presenting substantially responsive bids.

- 30.3 If a bid is not substantially responsive, it will be rejected by the Purchaser, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- 30.4 Arithmetical errors will be rectified on the following basis: -
- a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words will prevail.

### **IB.31 Correction of Errors**

- 31.1 Bids determined to be substantially responsive will be checked by the Purchaser for any arithmetic errors. Errors will be corrected by the Purchaser as follows:
- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
  - (b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted will govern and the unit rate will be corrected.
- 31.2 The amount stated in the Form of Bid will be adjusted by the Purchaser in accordance with the above procedure for the correction of errors and with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected Bid Price, his Bid will be rejected, and the Bid Security shall be forfeited in accordance with **Sub-Clause 19.6(b)** hereof.

### **IB.32 Evaluation and Comparison of Bids**

- 32.1 The Purchaser will evaluate and compare only the Bids determined to be technically responsive/ substantially responsive in accordance with Clause IB.30.
- 32.2 In evaluating the Bids, the Purchaser will determine for each Bid the evaluated Bid Price by adjusting the Bid Price as follows:
- (a) making any correction for errors pursuant to Clause IB.31;

### 32.3 Abnormally Low Bids

- 32.5.1 An Abnormally Low Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low to the extent that the Bid price raises material concerns with the Purchaser as to the capability of the Bidder to perform the Contract for the offered Bid price.
- 32.5.2 In the event of identification of a potentially Abnormally Low Bid, the Purchaser shall seek written clarification from the Bidder, including a detailed price analyses of its Bid price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the bidding document.
- 32.5.3 After evaluation of the price analyses, in the event that the Purchaser determines that the Bidder has failed to demonstrate its capability to perform the contract for the offered Bid price, the Purchaser shall reject the Bid

### IB.33 Post Qualification of the Bidder

- 33.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive Bid is qualified to perform the Contract satisfactorily.
- 33.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
- 33.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

## F. AWARD OF CONTRACT

### IB.34 Award

- 34.1 Subject to Clauses IB.35 and IB.39, the Purchaser will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such Bidder has been determined to be eligible in accordance with the provisions of Clause IB.3 and qualify pursuant to Sub-Clause IB 33.2.
- 34.2 The Purchaser, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their

professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided that such qualification shall only be laid down after recording reasons therefor in writing. They shall form part of the records of that bid evaluation report.

### **IB.35 Purchaser's Right to Accept any Bid and to Reject any or all Bids**

- 35.1 Notwithstanding Clause IB.34, the Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation except that the grounds for rejection of all bids shall upon request be communicated to any Bidder who submitted a bid, without justification of grounds. Rejection of all bids shall be notified to all Bidders promptly.
- 35.2 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods originally specified in Delivery and Completion Schedules, provided this does not exceed the percentages indicated in the Bidding Data, and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document. After signing the contract, the purchaser also reserves the right to update the required specifications as per Architect instructions (if required).

### **IB.36 Notification of Award**

- 36.1 Prior to expiration of the period of bid validity prescribed by the Purchaser, the Purchaser will notify the successful Bidder in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Purchaser will pay the Contractor in consideration of the delivery of Goods by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called the "Contract Price").
- 36.2 No Negotiation with the Bidder having evaluated as lowest responsive or any other Bidder shall be permitted, however, Purchaser may seek clarification in writing to clarify any item in the bid evaluation report; and response of the Bidder shall also be in writing.
- 36.3 The notification of award and its acceptance by the Bidder will constitute the formation of the Contract, binding the Purchaser and the Bidder till signing of the formal Contract Agreement.
- 36.3 Upon furnishing by the successful Bidder of a Performance Security, the Purchaser will promptly notify the other Bidders that their Bids have been unsuccessful and return their bid securities.

### **IB.37 Performance Security**

- 37.1 The successful Bidder shall furnish to the Purchaser a Performance Security in the form and the amount stipulated in the Bidding Data and the Conditions of Contract within a period of 14 days after the receipt of Letter of Acceptance. If requested by the successful bidder, performance security submission time may be extended at the discretion of State Life.
- 37.2 Failure of the successful Bidder to comply with the requirements of Sub-Clause IB.37.1 or Clauses IB.38 or IB.40 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

### **IB.38 Signing of Contract Agreement**

- 38.1 Within 14 days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Purchaser will send the successful Bidder the Contract Agreement in the form provided in the Bidding Documents, incorporating all agreements between the parties.
- 38.2 The formal Agreement between the Purchaser and the successful Bidder shall be executed within 14 days of the receipt of the Contract Agreement by the successful Bidder from the Purchaser. If requested by the successful bidder, contract signing time may be extended at the discretion of State Life.

### **IB.39 General Performance of the Bidders**

The Purchaser reserves the right to obtain information regarding performance of the bidders on their previously awarded contracts. The Purchaser may in case of consistent poor performance of any Bidder as reported by the purchasers of the previously awarded contracts, inter alia, reject his bid/ cancel the contract.

### **IB.40 Delays in the Supplier's Performance**

- 40.1 Delivery of the Furniture and fixture and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.
- 40.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Furniture and fixture and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 40.3 A delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages.

#### **IB.41 Liquidated Damages**

- 41.1 If the Supplier fails to deliver any or all of the Furniture and fixture or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in Bidding Data of the delivered price of the delayed Furniture and fixture or unperformed Services for each week or part thereof delay until actual delivery or performance, up to a maximum deduction of the percentage specified in Bidding data. Once the maximum is reached, the procuring agency may consider termination of the contract pursuant remedies under PPRA rules.

#### **IB.42 Integrity Pact**

The Bidder shall sign and stamp the Integrity Pact provided at Schedule-C to Bid in the Bidding Documents for all Federal Government procurement contracts exceeding Rupees ten million. Failure to provide such Integrity Pact shall make the bidder non-responsive.

#### **IB.43 Instructions not Part of Contract**

Bids shall be prepared and submitted in accordance with these Instructions which are provided to assist Bidders in preparing their bids, and do not constitute part of the Bid or the Contract Documents.

#### **IB.44 Margin of Preference**

Unless otherwise specified in the Bidding Data, no margin of preference shall apply.

# **BIDDING DATA**

## Bidding Data

### 11. Instructions to Bidders

### 12. Clause Reference

#### 1.1 Name and address of the Purchaser & Summary of Goods to be procured:

**Regional office H&AI State Life Insurance Corporation of Pakistan (SLIC)**, having its office at **04<sup>th</sup> floor, State Life Building No. 03, Karachi**, is the Purchaser for this procurement. The scope of this bidding document comprises the " **SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF OFFICE FURNITURE AND MISCELLANEOUS ITEMS FOR REGIONAL OFFICE H&AI AT 4TH FLOOR OF STATE LIFE BUILDING NO. 03, KARACHI.**" The goods to be procured shall include the complete supply, delivery, handling, installation, testing, commissioning (where applicable), and all ancillary services required for office furniture and miscellaneous equipment, including but not limited to workstations, executive and office desks, conference tables, reception counters, office chairs, visitor chairs, storage units, sofas, center tables, pantry appliances, IT peripherals, and other associated items, complete in all respects as specified in the Technical Specifications and Bill of Quantities (BOQ). All goods shall be brand new, free from defects, and shall conform to the approved specifications, applicable quality standards, and requirements set forth in the bidding documents. The quantities to be supplied and installed are specified in the BOQ, and delivery, installation, testing, and commissioning shall be carried out at the **4th Floor of State Life Building No. 03, Karachi**, within the stipulated completion period and in accordance with the Schedule of Requirements. This is a turnkey project, accordingly prospective bidders shall submit bids for all items only. No partial bids will be accepted.

#### 1.7 The bidding is open to **National** competition as per policy of the government.

#### 2.1 Source of Funding: own funds.

***State life Insurance Corporation***

#### 8.1 Time limit for clarification:

Prospective bidders may request clarifications regarding the bidding documents to the Purchaser through EPADS only. All requests for clarification shall be submitted no later than **07 days** prior to the deadline for submission of bids. The Purchaser will respond to all such requests within a reasonable time, and copies of the response (including an explanation of the query but without identifying the source) through EPADS.

#### 10.1 Bid language:

***English***

### 11.1 Eligible Bidder:

Bidding is open to all firms and persons meeting the following requirements:

- a) The bidder must submit the Bid Security of amount PKR 500,000/- in the shape of Pay order in favor of “State Life H&AI Statuary A/C No. 0042-79000962-01 HBL Karachi”.
- b) Tender documents duly signed and stamped by signing authority.
- c) Valid National Tax Number (NTN) certificate
- d) Valid Sales Tax Registration certificate.
- e) The bidder must submit the certificate that the company will execute the work within the stipulated time.
- f) The bidder must submit the affidavit that the bidder neither blacklisted from any government department nor is any litigation pending in this regard.
- g) The bidder must submit the duly signed and stamped certificate of Supply of Brand-New Furniture and miscellaneous items as per technical specification and client requirement.
- h) The Bidder shall submit Audited Financial Statements for the last three (03) years prior to bid submission deadline, demonstrating sound financial position.
- i) The Bidders who are not manufacturers must provide a valid Manufacturer’s Authorization Form showing that the manufacturer meets the relevant experience criteria as per IB3.2 and authorizes supply of goods under this contract.
- j) The Bidder shall furnish evidence demonstrating that the goods offered meet the usage requirements and technical specifications.
- k) Joint Ventures shall not be applicable to this tender. Bidders shall submit their bids independently and in their own name. Any bid submitted by a Joint Venture, Consortium, or similar association of firms shall be considered **non-responsive**
- l) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
  - (vi) Are associated or have been associated for the procurement of the furniture and fixture to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used.
  - (vii) have controlling shareholders in common.
  - (viii) Receive or have received any direct or indirect subsidy from any of them.
  - (ix) Have the same legal representative for purposes of this Bid.

Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process

### 13.1 Currencies of Bid and Payment:

***Pakistani Rupee (PKR)***

### 18.1 Period of Bid Validity:

***90 Days may be extended by mutual consent between the Purchaser and the Bidder***

19.1 Amount of Bid Security:

***Rs. 500,000/- (Five hundred thousand only)***

21.1 Venue, time, and date of the pre-Bid meeting (if applicable):

**(IN-CHARGE HR & ADMIN)  
HEALTH & ACCIDENT INSURANCE (H&AI), KARACHI REGION  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN  
4<sup>th</sup> FLOOR, STATE LIFE BUILDING NO. 03, DR. ZIAUDDIN AHMED ROAD,  
KARACHI-75530, PAKISTAN  
PHONE: 021-99204949**

22.4 Number of copies of the Bid to be completed and returned:

**Bids complete in all respect shall be submitted through EPADS only.**

23.2(a) Purchaser's address for the purpose of Bid submission:

**(IN-CHARGE HR & ADMIN)  
HEALTH & ACCIDENT INSURANCE (H&AI), KARACHI REGION  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN  
04<sup>TH</sup> FLOOR, STATE LIFE BUILDING NO. 03, DR. ZIAUDDIN AHMED ROAD,  
KARACHI-75530, PAKISTAN  
PHONE: 021-99204949**

23.2(b) Name and Number of the Contract:

**The name of the Contract shall be “SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF OFFICE FURNITURE AND MISCELLANEOUS ITEMS FOR H&AI REGIONAL OFFICE, 4TH FLOOR, STATE LIFE BUILDING NO. 03, KARACHI”**

24.1(a) Deadline for submission of bids:

**Last date of submission of bids will be 24/09/ 2026 up to 11:00 AM at the below mentioned postal address**

27.1 Venue, time, and date of Bid opening:

**Tenders will be opened on 24/09/2026 @ 11:30 AM at the below mentioned address in the presence of Committee and representative of bidders.**

35.2 Percentage increase or decrease shall not exceed **15%**.

37.1 Standard form and amount of Performance Security acceptable to the Purchaser:

- Performance Security shall be furnished by the successful bidder in the form of:
  - Bank Guarantee/ pay order/ call deposit issued by a scheduled bank operating in Pakistan.
- The guarantee must be:
  - Irrevocable
  - Unconditional
  - Payable on demand(s) for the loss or losses as requested by the procuring agency.
  - Valid for the entire contract period plus any defect liability / warranty period as specified
- Amount of Performance Security:
  - **10% of the Contract Price**
- Currency:
  - Same currency as the Contract (**PKR**)
- Submission timeline:
  - To be submitted by the Bidder within the **14 days** after issuance of Letter of Acceptance or within extended time as approved by the State Life.
- Release condition:
  - Returned after successful completion of warranty period.

41.1. Liquidated Damages:

**0.7 % of Contract Price** stated in the Letter of Acceptance for each week of delay in supply of furniture and fixture subject to a **maximum of 10% of Contract Price** stated in the Letter of Acceptance.

## **BID FORMS**

## **Form of Bid**

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

Bid Reference No. \_\_\_\_\_  
(Name of Contract)

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gentleman,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: \_\_\_\_\_;
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the Delivery and Completion Schedule, the following Goods \_\_\_\_\_  
\_\_\_\_\_;
- (c) The total price of our Bid is: \_\_\_\_\_  
\_\_\_\_\_;
- (e) Our Bid shall be valid for a period of \_\_\_\_\_ days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our Bid is accepted, we commit to obtain a Performance Security in the amount of \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract;
- (g) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries \_\_\_\_\_;

- (h) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;
- (i) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Purchaser;
- (j) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

| <b>Name of Recipient</b> | <b>Address</b> | <b>Reason</b> | <b>Amount</b> |
|--------------------------|----------------|---------------|---------------|
| _____                    | _____          | _____         | _____         |
| _____                    | _____          | _____         | _____         |

(If none has been paid or is to be paid, indicate “none.”)

- (k) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (m) We agree to permit the Purchaser or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Bank.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of \_\_\_\_\_

Date \_\_\_\_ \_\_\_\_

Witness:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

## Bidder Profile Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

| Sr.#                       | Particulars                  |
|----------------------------|------------------------------|
| 1.                         | <b>Name of the company:</b>  |
| 2.                         | <b>Registered Office:</b>    |
| Address:                   |                              |
| Office Telephone Number:   |                              |
| Fax Number:                |                              |
| 3.                         | <b>Contact Person:</b>       |
| Name:                      |                              |
| Personal Telephone Number: |                              |
| Email Address:             |                              |
| 4.                         | <b>Local office if any:</b>  |
| Address:                   |                              |
| Office Telephone Number:   |                              |
| Fax Number:                |                              |
| 5.                         | <b>Registration Details:</b> |

### a) Details of Experience (Last \_\_\_\_ Years)

|      | Similar Project<br>(Agency/Department)     | Item Name     |
|------|--------------------------------------------|---------------|
| (i)  |                                            |               |
| (i)  |                                            |               |
| (i)  |                                            |               |
| (ii) | <b>Value of total Projects/Tenders/POs</b> | <b>Amount</b> |
| (ii) |                                            |               |
| (ii) |                                            |               |
| (ii) |                                            |               |

## General Information Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

|                         |                    |                                    |  |
|-------------------------|--------------------|------------------------------------|--|
|                         | <b>Particulars</b> |                                    |  |
| <b>Company Name</b>     |                    |                                    |  |
| <b>Abbreviated Name</b> |                    |                                    |  |
|                         |                    |                                    |  |
| <b>National Tax No.</b> |                    | <b>Sales Tax Registration No</b>   |  |
|                         |                    |                                    |  |
| <b>No. of Employees</b> |                    | <b>Company's Date of Formation</b> |  |

\*Please attach copies of NTN, & GST Registration Certificate

|                                  |  |                 |  |
|----------------------------------|--|-----------------|--|
| <b>Registered Office Address</b> |  | State/Province  |  |
| <b>City/Town</b>                 |  | Postal Code     |  |
| <b>Phone</b>                     |  | Fax             |  |
| <b>Email Address</b>             |  | Website Address |  |

## Affidavit

*[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner.]*

**Name:** \_\_\_\_\_

*(Applicant)*

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by procuring agency (PA) if the Procuring agency (PA), at any time, deems it necessary. The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the [name of Procuring Agency] of the Pakistan deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [name of Procuring Agency]. The undersigned further affirms on behalf of the firm that:

- (i) The firm has not been blacklisted by any Department.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.
- (iv) The firm has no conflict of interest with one or more parties in this Bidding process.
- (v) The firm is not associated or have been associated, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design and other documents to be used.
- (vi) The firm doesn't have controlling shareholders in common with one or more parties in this Bidding process.
- (vii) The firm hasn't received or have received any direct or indirect subsidy from one or more parties in this Bidding process.
- (viii) The firm has not the same legal representative, as that of, one or more parties in this Bidding process, for purposes of this Bid.
- (ix) The firm doesn't have a relationship with one or more parties in this Bidding process, directly or through common third parties, that puts it in a position to have access to information about or influence on the Bid of another Bidder or influence the decisions of the Procuring Agency regarding this Bidding process.

*[Name of the Contractor/ Bidder/ Service Provider] undertakes to treat all information provided as confidential.*

*Signed by an authorized Officer of the company*

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

## Technical Bid Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

Date: .....

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (IB). Complete bidding document is binding upon us and we fully understand that the PPRA rules as amended up to date supersedes this bidding document, in case of any contradiction, and the same are also binding upon us;
- (b) We offer to execute the supply of Furniture and miscellaneous items in accordance with the Conditions of Contract accompanying this tender document. We propose to complete the delivery of Furniture and fixture Supply of Furniture, and miscellaneous items as described in the contract within the delivery time from the date of issuance of Letter of Acceptance / Purchase Order.
- (c) Our Bid consisting of the Technical Bid and the Financial Bid shall be valid for a period of 90 days from the date fixed for the bid opening deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) As security for due performance of the under takings and obligations of our bid, we submit here with a Bid security, in the amount specified in Bid data sheet, which is valid (at least) 30 days beyond validity of Bid itself.
- (e) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process.
- (f) We agree to permit PA or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors. This permission is extended for verification of any information provided in our Technical Bid which comprises all documents enclosed herewith in accordance with the instructions of Bidding Documents.

Name .....

In the capacity of .....

Signed .....

.....

Duly authorized to sign the Bid for and on behalf of .....

Date .....

Address.....

**Financial Bid Form/Price Schedule**

Total Bid value (against which a Bid shall be evaluated) in figure: \_\_\_\_\_

Total Bid value (against which a Bid shall be evaluated) in words: \_\_\_\_\_

Note:

In case of difference between unit price and total price, unit price shall prevail and the total price so calculated shall be “final”.

In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.

Stamp & Signature of Bidder \_\_\_\_\_

**Brand New Furniture and fixture Certification Form**

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]*

To

State Life Insurance Corporation of Pakistan,  
Building No 03 State Life Insurance Corporation of Pakistan  
Dr. Ziauddin Ahmad Road Karachi

**SUBJECT: CERTIFICATE OF BRAND-NEW FURNITURE AND FIXTURE**

It is certified that, we will provide the Brand-New Furniture & Misc. against the Tender No..... as per Specifications. Supply of Furniture & Misc. items will be non-refurbished / grey or altered in anyway and is imported through proper channel via Principal Manufacturer. Our firm will provide the Genuine Serial/Service Tag Numbers against the Item at the time of delivery.

Authorized Signature:

Name and Title of Signatory

Name of Supplier:

Address:

Phone Number:

Fax Number, if any:

Email:

## **SCHEDULES TO BID**

Schedule-A

**Manufacturer's Authorization**

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

Bid Reference No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

To: \_\_\_\_\_

WHEREAS \_\_\_\_\_ who are official manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us \_\_\_\_\_ and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm in reply to this Invitation for Bids.

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Duly authorized to sign the Authorization for and on behalf of: \_\_\_\_\_

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

## Schedule-B

**Delivery and Completion Schedule**

The delivery period shall start as of after signing of contract

| Item No.  | Description of Goods                                        | Delivery Schedule (Duration)              | Location                       | Required Arrival Date of Goods                      |
|-----------|-------------------------------------------------------------|-------------------------------------------|--------------------------------|-----------------------------------------------------|
| All Items | Satisfactory delivery, installation and fixing of all items | With in 60 days after signing of contract | 4 <sup>th</sup> floor , SLB #3 | As per contract signing date and delivery schedule. |



**STANDARD FORMS**

**BID SECURITY  
PERFORMANCE SECURITY  
CONTRACT AGREEMENT**

## FORM OF BID SECURITY

### (Bank Guarantee)

Security Executed on \_\_\_\_\_  
(Date)

Name of Surety (Bank) with Address: \_\_\_\_\_  
(Scheduled Bank in Pakistan)

Name of Principal (Bidder) with Address \_\_\_\_\_

Penal Sum of Security Rupees . \_\_\_\_\_ (Rs. \_\_\_\_\_)

Bid Reference No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal (Bidder) we, the Surety above named, are held and firmly bound unto \_\_\_\_\_

(hereinafter called the 'Purchaser') in the sum stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Bidder has submitted the accompanying Bid dated \_\_\_\_\_ for Bid No. \_\_\_\_\_ for \_\_\_\_\_ (Particulars of Bid) to the said Purchaser; and

WHEREAS, the Purchaser has required as a condition for considering said Bid that the Bidder furnishes a Bid Security in the above said sum from a Scheduled Bank in Pakistan or from a foreign bank duly counter-guaranteed by a Scheduled Bank in Pakistan, to the Purchaser, conditioned as under:

- (1) that the Bid Security shall remain in force up to and including the date 28 days after the deadline for validity of bids as stated in the Instructions to Bidders or as it may be extended by the Purchaser, notice of which extension(s) to the Surety is hereby waived;
- (2) that the Bid Security of unsuccessful Bidders will be returned by the Purchaser after expiry of its validity or upon signing of the Contract Agreement; and
- (3) that in the event of failure of the successful Bidder to execute the proposed Contract Agreement and furnish the required Performance Security, the entire said sum be paid immediately to the said Purchaser pursuant to Clause 19.6 of the Instruction to Bidders for the successful Bidder's failure to perform.

NOW THEREFORE, if the successful Bidder shall, within the period specified therefor, on the prescribed form presented to him for signature enter into a formal Contract with the said Purchaser in accordance with his Bid as accepted and furnish within fourteen (14) days of his being requested to do so, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Purchaser for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time

specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Surety shall forthwith pay the Purchaser the said sum upon first written demand of the Purchaser (without cavil or argument) and without requiring the Purchaser to prove or to show grounds or reasons for such demand, notice of which shall be sent by the Purchaser by registered post duly addressed to the Surety at its address given above.

PROVIDED ALSO THAT the Purchaser shall be the sole and final judge for deciding whether the Principal (Bidder) has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Surety shall pay without objection the said sum upon demand from the Purchaser forthwith and without any reference to the Principal (Bidder) or any other person.

IN WITNESS WHEREOF, the above bounden Surety has executed the instrument under its seal on the date indicated above, the name and seal of the Surety being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

SURETY (Bank)

WITNESS:

Signature \_\_\_\_\_

1. \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Corporate Secretary (Seal)

Corporate Guarantor (Seal)

2. \_\_\_\_\_

\_\_\_\_\_  
Name, Title & Address

**FORM OF PERFORMANCE SECURITY****(Bank Guarantee)**

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

Expiry date \_\_\_\_\_

[Letter by the Guarantor to the Purchaser]

Name of Guarantor (Bank) with address: \_\_\_\_\_

(Scheduled Bank in Pakistan)

Name of Principal (Supplier/Contractor) with address: \_\_\_\_\_

Penal Sum of Security (express in words and figures) \_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the \_\_\_\_\_ (hereinafter called the Purchaser)

in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Purchaser, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Purchaser's above said Letter of Acceptance for \_\_\_\_\_ (Name of Contract) for the \_\_\_\_\_ (Name of Project).

NOW THEREFORE, if the Principal (Supplier/Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Purchaser, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 28, Warranty, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

**VOLUME-I**

We, \_\_\_\_\_ (the Guarantor), waiving all objections and

defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Purchaser without delay upon the Purchaser's first written demand without cavil or arguments and without requiring the Purchaser to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Purchaser's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Purchaser's designated Bank & Account Number.

PROVIDED ALSO THAT the Purchaser shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Purchaser forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

|                            |                            |
|----------------------------|----------------------------|
| Witness:                   | Guarantor (Bank)           |
| 1. _____                   | Signature _____            |
| _____                      | Name _____                 |
| Corporate Secretary (Seal) | Title _____                |
| 2. _____                   |                            |
| _____                      | _____                      |
| Name, Title & Address      | Corporate Guarantor (Seal) |



## FORM OF CONTRACT AGREEMENT

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

between \_\_\_\_\_ of \_\_\_\_\_  
(hereinafter “the Purchaser”), of the one part, and \_\_\_\_\_ of \_\_\_\_\_  
(hereinafter called “the Supplier”), of the other part:

WHEREAS the Purchaser invited bids for certain Goods viz., \_\_\_\_\_ And has  
accepted a Bid by the Supplier for the supply of those Goods in the sum of \_\_\_\_\_  
(hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Purchaser’s Notification to the Supplier of Award of Contract (Letter of Acceptance);
  - (b) the Form of Bid and the Price Schedules submitted by the Supplier;
  - (c) the Particular Conditions of Contract; Part-II
  - (d) the General Conditions of Contract; Part-I
  - (e) the Schedule to Bid (other than Price Schedule);
  - (f) Appendices to Bid;
  - (g) Specifications;
  - (h) Drawings; and Any other Item.
  - (j) Any other clause may be added with mutual consent of both parties.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

**VOLUME-I**

IN WITNESS the parties hereto have caused this Agreement to be executed in accordance with the laws of \_\_\_\_\_ on the day, month and year indicated above.

Signature of the Supplier

Signature of the Purchaser

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness

\_\_\_\_\_  
(Name, Title and Address)

\_\_\_\_\_  
(Name, Title and Address)



# **STATELIFE INSURANCE CORPORATION**

## **TENDER DOCUMENT**

### **VOLUME-III**

### **TECHINICAL SPECIFICATION**

**SUPPLY, DELIVERY, INSTALLATION, TESTING  
AND COMMISSIONING OF OFFICE FURNITURE  
AND MISCELLANEOUS ITEMS FOR H&AI  
REGIONAL OFFICE, 4TH FLOOR, STATE LIFE  
BUILDING NO. 03, KARACHI.**

**ISSUE TO M/S \_\_\_\_\_**



OFFICE A-202, SECOND FLOOR, BLOSSOM TRADE CENTER, OPPOSITE NED  
UNIVERSITY PLOT # SB-26, BLOCK-01, GULISTAN-E-JAUHAR, KARACHI 021-  
34177576, [www.nexuscon.pk](http://www.nexuscon.pk), [mail@nexuscon.pk](mailto:mail@nexuscon.pk),  
[nexusconsultingcompany@gmail.com](mailto:nexusconsultingcompany@gmail.com)

## Table of Contents

|                                                  |                              |
|--------------------------------------------------|------------------------------|
| <b>1. GENERAL REQUIREMENTS</b>                   | <b>54</b>                    |
| 1.1 SCOPE OF WORK .....                          | 54                           |
| 1.2 QUALITY AND WORKMANSHIP .....                | 54                           |
| 1.3 BRANDS AND EQUIVALENT PRODUCTS .....         | 54                           |
| 1.4 PRODUCT DATA AND SAMPLES .....               | 54                           |
| 1.5 FINISHES AND SWATCHES.....                   | 54                           |
| 1.6 SHOP DRAWINGS.....                           | 54                           |
| 1.7 DELIVERY, PROTECTION AND INSTALLATION .....  | 54                           |
| <b>2. DETAILED TECHNICAL SPECIFICATIONS</b>      | <b>54</b>                    |
| 2.1 CHIEF OFFICE DESK .....                      | ERROR! BOOKMARK NOT DEFINED. |
| 2.2 CHIEF OFFICE CHAIR .....                     | ERROR! BOOKMARK NOT DEFINED. |
| 2.3 CENTER TABLE .....                           | ERROR! BOOKMARK NOT DEFINED. |
| 2.4 EXECUTIVE ROOM GUEST CHAIR.....              | ERROR! BOOKMARK NOT DEFINED. |
| 2.5 TWO-SEATER SOFA .....                        | ERROR! BOOKMARK NOT DEFINED. |
| 2.6 SINGLE-SEATER SOFA.....                      | ERROR! BOOKMARK NOT DEFINED. |
| 2.7 COAT HANGER .....                            | ERROR! BOOKMARK NOT DEFINED. |
| 2.8 CORNER COFFEE TABLE .....                    | ERROR! BOOKMARK NOT DEFINED. |
| 2.9 STONE VASE AND ASH TRAY.....                 | ERROR! BOOKMARK NOT DEFINED. |
| 2.10 LED TV – 50 INCH .....                      | ERROR! BOOKMARK NOT DEFINED. |
| 2.11 RECEPTION TABLE .....                       | ERROR! BOOKMARK NOT DEFINED. |
| 2.12 MOBILE DRAWER UNIT .....                    | ERROR! BOOKMARK NOT DEFINED. |
| 2.13 RECEPTION PLANTER .....                     | ERROR! BOOKMARK NOT DEFINED. |
| 2.14 PICTURE FRAME / ARTWORK .....               | ERROR! BOOKMARK NOT DEFINED. |
| 2.15 OFFICERS TABLE – DEPARTMENTAL HEAD .....    | ERROR! BOOKMARK NOT DEFINED. |
| 2.16 OFFICER CHAIR – DEPARTMENTAL HEAD .....     | ERROR! BOOKMARK NOT DEFINED. |
| 2.17 VISITOR CHAIR – DEPARTMENTAL HEAD.....      | ERROR! BOOKMARK NOT DEFINED. |
| 2.18 SIX-PERSON WORKSTATION .....                | ERROR! BOOKMARK NOT DEFINED. |
| 2.19 FOUR-PERSON WORKSTATION .....               | ERROR! BOOKMARK NOT DEFINED. |
| 2.20 TWO-PERSON WORKSTATION .....                | ERROR! BOOKMARK NOT DEFINED. |
| 2.21 FLOOR CABINETS .....                        | ERROR! BOOKMARK NOT DEFINED. |
| 2.22 CONFERENCE MEETING TABLE – 12 PERSONS ..... | ERROR! BOOKMARK NOT DEFINED. |
| 2.23 MEETING ROOM OFFICER CHAIR .....            | ERROR! BOOKMARK NOT DEFINED. |
| 2.24 DINING TABLE .....                          | ERROR! BOOKMARK NOT DEFINED. |
| 2.25 DINING CHAIR.....                           | ERROR! BOOKMARK NOT DEFINED. |
| 2.26 BABY COT BED .....                          | ERROR! BOOKMARK NOT DEFINED. |
| 2.27 FOLDABLE SINGLE MATTRESS.....               | ERROR! BOOKMARK NOT DEFINED. |
| 2.28 ROUND TABLE – COMMON ROOM / DAY CARE.....   | ERROR! BOOKMARK NOT DEFINED. |
| 2.29 WIRELESS IP PHONE .....                     | ERROR! BOOKMARK NOT DEFINED. |
| 2.30 BIOMETRIC FACE & THUMB ACCESS CONTROL ..... | ERROR! BOOKMARK NOT DEFINED. |
| 2.31 KVA ONLINE UPS + BATTERY .....              | ERROR! BOOKMARK NOT DEFINED. |
| 2.32 FOOT WASHER.....                            | ERROR! BOOKMARK NOT DEFINED. |
| 2.33 ELECTRIC STOVE .....                        | ERROR! BOOKMARK NOT DEFINED. |
| <b>3. INSPECTION, TESTING AND APPROVAL</b>       | <b>55</b>                    |

|                                                      |                 |
|------------------------------------------------------|-----------------|
|                                                      | <b>VOLUME-I</b> |
| <b>4. WARRANTY AND MAINTENANCE</b>                   | <b>55</b>       |
| <b>5. MEASUREMENT AND PAYMENT</b>                    | <b>55</b>       |
| <b>6. SUBMITTALS REQUIRED FROM BIDDER/CONTRACTOR</b> | <b>55</b>       |

## **1. GENERAL REQUIREMENTS**

### **1.1 Scope of Work**

The Contractor/Supplier shall be responsible for complete design coordination, preparation of shop drawings, submission of samples, procurement, fabrication, supply, delivery, assembly, installation, testing and commissioning where applicable, adjustment, finishing and maintenance of all furniture and miscellaneous items specified in the BOQ.

### **1.2 Quality and Workmanship**

All furniture shall be manufactured from good-quality, durable and fit-for-purpose materials. Workmanship shall be of a high standard. Exposed surfaces shall be smooth, uniform and free from defects, cracks, dents, scratches, warping, sharp edges and other imperfections. Dimensions shall be verified at site prior to fabrication wherever applicable.

### **1.3 Brands and Equivalent Products**

Furniture may be supplied from established brands including, but not limited to Master, Interword, Dimensions, or approved equivalent. Proposed equivalents shall meet or exceed the specified requirements in quality, material, performance, durability and appearance.

### **1.4 Product Data and Samples**

The Bidder shall submit complete product profiles/brochures for all proposed items, indicating manufacturer/brand, country of origin and technical specifications. The Bidder shall submit physical samples of each proposed item to the Consultant's Head Office/ Client's office for review and approval following inspection at the Site Office. Samples may be subject to testing and shall be considered consumable for inspection, testing and evaluation.

### **1.5 Finishes and Swatches**

All fabrics, leather, leatherette, laminates, wood, polish, metal finishes, colours, textures and other finish materials shall be submitted as physical samples/swatches and shall be approved by the Architect/Consultant prior to procurement or installation.

### **1.6 Shop Drawings**

The Contractor shall prepare and submit shop drawings for custom-made furniture showing dimensions, sections, construction details, materials, hardware, fixing arrangements, cable management provisions and finishes for approval prior to fabrication.

### **1.7 Delivery, Protection and Installation**

Finished products shall be securely packed and adequately protected with bubble sheet or suitable protective material during transportation and handling. Any damage or defect arising from transportation/delivery shall be repaired or replaced by the Supplier at no additional cost. Furniture shall be assembled, positioned, levelled, aligned and securely fixed where required.

### **1.8 Maintenance and Defect Liability**

The Tender shall include a comprehensive one (1) year maintenance and defects liability period covering all structural, mechanical, finishing, and associated works. The Contractor/Supplier shall be responsible for rectification of any defects, deficiencies, or maintenance requirements arising during this period at no additional cost to the Client.

## **2. DETAILED TECHNICAL SPECIFICATIONS**

As per Bill of Quantities. Please refer details given in BOQ.

### 3. INSPECTION, TESTING AND APPROVAL

- Consultant/Architect shall have the right to inspect materials, samples, workmanship and completed items at any stage.
- No mass fabrication shall proceed where approval of samples, finishes or shop drawings is required until approval is obtained.
- Rejected materials/items shall be replaced by the Contractor at no additional cost.
- Electrical/electronic items shall be tested and commissioned and demonstrated to the Client/Consultant where applicable.

### 4. WARRANTY AND MAINTENANCE

The Tender shall include a comprehensive five (05) year maintenance period covering structural, mechanical, finishing and associated works. During this period, the Contractor/Supplier shall rectify defects, deficiencies, workmanship issues, hardware failures and maintenance requirements attributable to supplied furniture or associated works at no additional cost to the Client.

### 5. MEASUREMENT AND PAYMENT

Unless otherwise stated in the BOQ, quoted rates shall be deemed to include all costs necessary for a complete and functional installation, including material supply, fabrication, hardware, accessories, finishes, transportation, loading/unloading, protection, assembly, installation/fixing, testing and commissioning where applicable, shop drawings, samples, minor adjustments, making good, cleaning, labour, tools, equipment and incidental works. No separate payment shall be made for accessories, fittings, fasteners, supports or incidental materials required for completion.

### 6. SUBMITTALS REQUIRED FROM BIDDER/CONTRACTOR

| S. No. | Submittal                        | Requirement                                                                          |
|--------|----------------------------------|--------------------------------------------------------------------------------------|
| 1      | Manufacturer / Product Brochures | Brand, model, country of origin and technical specifications.                        |
| 2      | Material Samples                 | Wood, laminate, marble/stone, metal, fabric, leather/leatherette and other finishes. |
| 3      | Physical Furniture Samples       | As requested by Consultant/Architect for inspection and approval.                    |
| 4      | Shop Drawings                    | Dimensions, construction, sections, fixing, hardware, cable management and finishes. |
| 5      | Color / Finish Schedule          | Final colors, textures, polish, upholstery and laminate selections.                  |
| 6      | Electrical / Electronic Data     | Datasheets, ratings, accessories and compatibility information for applicable items. |
| 7      | Warranty / Maintenance Documents | Manufacturer warranty and maintenance information where applicable.                  |

**END OF TECHNICAL SPECIFICATIONS**

# STATE LIFE BUILDING NO.3 (4TH FLOOR )

## TENDER DRAWINGS

CLIENT:



CONSULTANT:



# VOLUME-I







