Standard Bidding Document

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 (Goods)

National

Single Stage-Two Envelope

September 02, 2026

State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC)),Procurement Officer
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REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC))** has reserved Funds for the procurement planned for FY **2026-27**. The **State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**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**" with the reference of **"P108772"**

2. The **State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC))** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.

3. **Single Stage-Two Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.

4. All Bids must be accompanied by a Bid Security amounting described in Bid Security Section in Bidding Document in the form of **Pay Order, Call at Deposit, Bank Guarantee** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/108772** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Thursday, September 24, 2026 11:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Thursday, September 24, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1.Scope of Bids

1.1 The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids **through EPADS v2.0** for the provision of Goods for as specified in the BDS and **in Section V – Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. The successful Bidders will be expected to provide the goods within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1 Source of funds is referred in Clause-1 of Invitation for Bids.

3. Eligible Bidders

3.1 A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country**,** or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of the contract.

3.2 Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

3.3 The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

3.4 Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).

3.5 The invitation for Bids is open to all prospective suppliers, manufacturers, or authorized agents / dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business. Procuring agencies shall specify the registration/licensing requirements for the foreign bidders keeping in view the requirement of that business.

3.6 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

1. are associated or have been associated in the past, 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 for the procurement of the Goods to be purchased under this Invitation for Bids.

2. have controlling shareholders in common; or

3. receive or have received any direct or indirect subsidy from any of them; or

4. have the same legal representative for purposes of this Bid; or

5. 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 Bids of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

6. Submit more than one Bid in this Bidding process.

3.7 A Bidder may be ineligible if –

1. he is declared bankrupt or, in the case of company or firm, insolvent;

2. payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;

3. the Bidder is convicted, by a final judgment, of any offence involving professional conduct;

4. the Bidder is blacklisted locally or by international organizations and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of Bid securing declaration.

3.8 As and when required, bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

3.9 Bidders shall submit Bids relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten (10) percent of the Bid price is envisaged.

4. Eligible Goods and Related Services

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are the countries declared ineligible by the Federal Government.

5. One Bid per Bidder

5.1 A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

5.2 The Bidder shall not engage a subcontractor for any portion of the contract if the value of such subcontracting exceeds thirty percent (30%) of the total contract amount.

6. Cost of Bidding

6.1 Any cost incurred by the bidder relating to the preparation and submission of its Bid shall be borne by the bidder, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. Bidding Documents

7. Contents of Bidding Document

7.1 The Goods required, Bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding documents which should be read in conjunction with any addenda issued in accordance with **ITB 9.1** include:

Section I -Invitation to Bids

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Evaluation Criteria, Specifications, Schedule of Requirements

Section V Bid Forms

Section VI General Conditions of Contract (GCC)

Section VII Special Conditions of Contract (SCC)

Section VIII Contract Forms

7.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all the information required in the Bidding documents through **EPADS v2.0** will be at the Bidder's risk and may result in the rejection of his Bids.

8. Clarification of Bidding documents

8.1 A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency through **EPADS v2.0.**

8.2 The Procuring Agency will within three (3) working days after receiving the request for clarification, respond to any request for clarification through **EPADS v2.0** provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in **ITB 22**

8.3 Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through **EPADS v2.0**, including a description of the inquiry, but without identifying its source.

8.4 Should the Procuring Agency deem it necessary to amend the Bidding document as a result of a clarification, it shall do so following the procedure under **ITB 9.**

8.5 If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding document.

8.6 Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be uploaded on **EPADS v2.0**. Any modification to the Bidding documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 9**. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

9. Amendment of Bidding documents

9.1 Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or Pre-Bid meeting may modify the Bidding documents by issuing addenda through **EPADS v2.0**.

9.2 The Procuring Agency shall promptly publish the addendum through **EPADS v2.0**.

9.3 Any addendum issued including the notice of any extension of the deadline shall also be communicated through EPADS v2.0 to all the bidders who have already submitted their bids. Such bidders shall have the right to withdraw their already submitted bid and re-submit the revised bid prior to the original or extended bid submission deadline.

9.4 To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids through **EPADS v2.0**:

Provided that the Procuring Agency shall extend the deadline for submission of Bids, if such an addendum is issued within last three (03) days of the Bids submission deadline.

C. Preparation of Bids

10. Language of Bid

10.1 The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency shall be written in the English language unless otherwise specified in the BDS**.** Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless otherwise specified in the **BDS**, in which case, for purposes of interpretation of the Bidder, the translation shall govern.

11. Documents and samples Constituting the Bid

11.1 The Bid prepared by the Bidder shall constitute thedocuments required in the **BDS**.

Details of sample(s) where applicable and requested in the BDS.

1. Documentary evidence established in accordance with ITB that the Bidder is eligible and/or qualified for the subject bidding process;

2. Documentary evidence establish that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods;

3. Documentary evidence establish that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;

4. Bid security or Bid Securing Declaration furnished in accordance with **ITB 18.**

12. Documents Establishing Eligibility of the Goods and Conformity to Bidding documents

12.1 To establish the conformity of the bidder to the Bidding document, the Bidder shall furnish as part of its Bids the documentary evidence that Goods provided conform to the technical specifications and standards.

13. Documents Establishing Eligibility and Qualification of the Bidder

13.1 The Bidder shall furnish, as part of itsBid, all those documents establishing the Bidder's eligibility to participate in the Bidding process and/or its qualification to perform the contract if its Bid is accepted.

14. Form of Bids

14.1 The Bidder shall fill the Form of Bid furnished in the Bidding documents.The Bids Form must be completed without any alterations to its format and no substitute shall be accepted.

15. Bids Prices

15.1 The Bids Prices quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the Bidding documents.

15.2 All items in the Schedule of Requirement must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced and neither explicitly denied, their prices shall be construed to be included in the prices of other items.

15.3 Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive Bidder(s) shall be construed to be the price of those missing item(s)

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 14.1** shall be the total price of the Bid.

15.5 The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the Goods it proposes to provide under the contract.

15.6 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected.

16. Bids Currencies

16.1 Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS in accordance with Rule 30 (2) of the Public Procurement Rules, 2004.

17. Bids Validity Period

17.1 Bids shall remain valid for the period specified in the **BDS** after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive**.** The period of Bid validity will be determined from the complementary Bid securing instrument, i.e. the expiry period of Bid Security or Bids Securing Declaration as the case may be.

17.2 The procuring agency shall ordinarily be under an obligation to process and evaluate the bid and to issue letter of award within the stipulated bid validity period.

17.3 Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids only once through **EPADS v2.0**, for the period not more than the period of initial bid validity. The Bid Security provided under **ITB 18** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension.

18. Bid Security or Bid Securing Declaration

18.1 The Bidder shall furnish as part of its Bid, a Bid Security in accordance with Rule 25 of the Public Procurement Rules, 2004.

18.2 The original Bid Security shall be enclosed within the sealed envelope and to be submitted physically before closing time for submission of bids. Whereas, scanned copy of bid security shall be uploaded electronically through EPADS v2.0 before closing hours for submission of bids.

18.3 The Bidder who failed to submit the original Bids security before the submission deadline shall be disqualified straightaway.

18.4 The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to **ITB 18.7.**

18.5 The Bid Security shall be denominated in the local currency, and it shall be a Bank Draft in the name of the Procuring Agency and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bids/Bid Validity is extended. In either case, the form must include the complete name of the Bidder.

18.6 The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in **ITB 18** are invoked.

18.7 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bids Validity prescribed by the Procuring Agency pursuant to **ITB 17**. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:

a. the expiry of the Bid Security;

b. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the Bid documents;

c. the rejection by the Procuring Agency of all Bids;

d. the withdrawal of the Bids prior to the deadline for the submission of Bids, unless the Bids documents stipulate that no such withdrawal is permitted.

18.8 The successful Bidder's Bids Security will be discharged upon the Bidder signing the contract**,** or furnishing the Performance Guarantee.

18.9 The Bid Security may be forfeited or the Bid Securing Declaration executed:

a. if a Bidder:

b. withdraws its Bid during the period of Bid Validity as specified by the Procuring Agency, and referred by the Bidder on the Form of Bids except as provided for in **ITB 17.2**; or

c. does not accept the correction of errors**;** or

d. in the case of a successful Bidder, if the Bidder fails:

e. to sign the contract; or

f. to furnish Performance Guarantee**.**

19. Withdrawal, Substitution, and Modification of Bid

19.1 Before Bid submission deadline, any Bidder may withdraw, substitute, or modify its Bid after it has been submitted through EPADS v2.0. Bids requested to be withdrawn, shall be returned unopened to the Bidders through **EPADS v2.0**.

20. Format and Signing of Bid

20.1 The Bidder shall prepare and submit Bids with due diligence after carefully reading all the terms and condition **before bid submission deadline** through EPADS v2.0.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0

21.1 The Technical and Financial Bids if required to submitted, shall be submitted on **EPADS v2.0**.

22. Deadline for Submission of Bids

22.1 Bids shall be received by the Procuring Agency through **EPADS v2.0** before bid submission deadline.

22.2 The Procuring Agency may, under exceptional circumstances, extend the deadline for the submission of Bids, after recording reasons in writing and in an equal opportunity manner.

In such case, all rights and obligations of the Procuring Agency and the Bidders that were previously governed by the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

23. Opening of Bids

23.1 The Bid Evaluation Committee of the Procuring Agency shall open all Bids through the EPADS v2.0, on the date and time specified in the Bid Data Sheet (BDS).

23.2 The Bid Evaluation Committee **<u>shall generate minutes through EPADS v2.0 containing brief details of bid opening process.</u>** The record of the Bid opening shall include, as a minimum: the name of the Bidder, the Bid price if applicable, and the presence or absence of a Bid Security or Bid Securing Declaration.

23.3 The procuring agency shall live broadcast the opening of bids on national media or on their website or digital channels, if the volume of procurement exceeds five hundred million rupees in case of goods and services and one thousand million rupees in case of works.

23.4 In case the date of opening of bid has been declared as public holiday or the procuring agency fail to open bid due to any EPADS v2.0 related issues, the submission and opening of bids shall be shifted to the next working day on the same time.

23.5 In case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Bid Evaluation Committee.

24. Clarification of Bids

24.1 To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its Bid including breakdown of prices.

24.2 The request for clarification and the response shall be sought through EPADS v2.0 <u>before</u> **<u>three days prior to the deadline for submission of bids.</u>** No change in the prices or substance of the Bids shall be sought, offered, or permitted.

24.3 The alteration or modification in the BIDS which in any way affect the following parameters will be considered as a change in the substance of a Bids:

1. evaluation & qualification criteria;
2. required scope of work or specifications;
3. all securities requirements;
4. tax requirements;

5. terms and conditions of Bidding documents.

6. change in the ranking of the Bidder

24.4 From the time of Bids opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bids it should do so through **EPADS v2.0**.

25. Preliminary Examination of Bids

25.1 Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

1. meets the eligibility criteria defined in **ITB 3**;
2. has been prepared as per the format and contents defined by the Procuring Agency in the Bidding documents;
3. is accompanied by the required securities; and
4. is substantially responsive to the requirements of the Bidding documents.

25.2 The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

25.3 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one that: -

1. affects in any substantial way the scope, quality, or performance of the Goods;
2. limits in any substantial way, inconsistent with the Bidding documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or
3. if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

25.3 If a Bids is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions; Technical Evaluation

26.1 The Procuring Agency shall examine the Bids to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

26.2 The Procuring Agency shall evaluate the technical aspects of the Bids submitted, to confirm that all requirements specified in Schedule of Requirements and Technical Specifications of the Bidding documents have been met without material deviation or reservation.

26.3 If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not substantially responsive in accordance with **ITB 25.2,** it shall reject the Bid.

27. Correction of Errors

27.1 Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

1. if there is a discrepancy between unit prices 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, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bids, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2 The amount stated in the Bid will, be adjusted by the Procuring Agency 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 amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bids Securing Declaration may be executed.

28. Conversion to Single Currency

28.1 To facilitate evaluation and comparison, the Procuring Agency will convert all Bids prices expressed in the amounts in various currencies in which the Bids prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing on the date of opening of financial bids specified in the bidding documents, in accordance with weighted average customer exchange rates list issued by the State Bank of Pakistan on that day.

29. Evaluation of Bids

29.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria described in the Bidding Documents in accordance with Rule 29 and 30 of the Public Procurement Rules, 2004.

1. Least Cost Based Selection (LCBS)
After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered Successful Bid.

2. Quality and Cost Based Selection (QCBS)
In such combination, there shall be some specific weightage of both the technical features and financial aspects of the proposal. The financial marks shall be awarded on the basis of inverse proportion calculations. The successful bid shall be declared, on the basis of combined evaluation.

3. Quality Based Selection (QBS)
Atter meeting the requirements of eligibility, qualification and substantial responsiveness the bid in compliance with all the mandatory (technical) specifications/requirements and attaining highest marks in the Technical Evaluation considering all other qualitative and/or quantitative parameters (or point rated criteria) for technical proposal(s) such as working methodology, implementation plan, resource allocation, additional functionalities, risk management approach, knowledge transfer techniques, post implementation methodology etc. shall be treated as highest ranked bid. Later on, the financial proposal of highest ranked bidder shall be opened, however, in case of failure to proceed further with such a bidder, the procuring agency may resort to second

highest bidder and so on.

29.2 In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS v2.0. However, in no case the rates shall be higher than the original financial bids.

30. Domestic Preference

30.1 The procuring agency shall evaluate and compare bids, allow for preference to domestic bidders, while competing with the international bidders in accordance with the policies of Federal Government.

The percentage of preference, to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

31. Determination of Successful Bid

31.1 Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the BDS or prescribed in the separate section titled as Evaluation Criteria.

31.2 In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst those which are eligible, compliant and substantially responsive shall be the Successful Bid.

31.3 The Procuring Agency may adopt the Quality & Cost Based Selection Technique due to the following two reasons:

1. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or

2. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the goods.

31.4 In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of the Public Procurement Rules, 2004.

32. Abnormally Low Financial Bids

32.1Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Successful Bids or as a part of the post-qualification process.

32.2 The Procuring Agency may reject an Abnormally low financial bids.

32.3 In order to identify the Abnormally Low Bids (ALB) following approaches can be considered to minimize the scope of subjectivity:

1. Comparing the Bids price with the cost estimate;

2. Comparing the Bids price with the Bids offered by other Bidders submitting substantially responsive Bids; and

3. Comparing the Bids price with prices paid in similar contracts in the recent past either government- or development partner-funded.

32.4 The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily.

32.5 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding documents shall not be used in the evaluation of the Bidders' qualifications.

32.6 Procuring Agency may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining an award of contract.

Explanation: The Certificate shall be furnished by the Bidder. The Bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.

32.7 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bids, in which event the Procuring Agency will proceed to the next ranked Bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.

F. Award of Contract

33. Criteria of Award

33.1 The Procuring Agency will award the Contract to the Bidder whose Bids has been determined to be substantially responsive to the Bidding documents and who has been declared as Most Advantageous Bidder.

34. Negotiations

34.1 The procuring agency shall not engage in negotiations with respect to scope and price with the bidder except when the procuring agency conducts a procurement using direct **or negotiated** contracting or a request for proposals with evaluation based on quality alone.

34.2 The procuring agency may negotiate with the most advantageous bid with a view to streamline the work or task execution, at the time of contract finalization on methodology, work plan, staffing, finalizing payment arrangements, delivery arrangements, minor amendments to the special conditions of the contract.

35. Procuring Agency Right to reject all bids

35.1 The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the issuance of the Letter of Award, without incurring any liability, in accordance with Rule 33 of the Public Procurement Rules, 2004.

36. Procuring Agency's Right to Vary Quantities at the Time of Award

36.1 The Procuring Agency reserves the right at the time of contract award to increase or decrease the **quantity of** Goods originally specified in these Bidding documents provided this does not exceed **by** 15%, without any change in unit price or other terms and conditions of the Bids and Bidding documents.

37. Notification of Award

37.1 Prior to the award of contract, the procuring agency shall announce and publish the result of bid evaluation on **EPADS v2.0** in accordance with Rule 35 of the Public Procurement Rules, 2004.

37.2 The Bidder whose Bids has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bids/Bid Validity period. The Letter of Award will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the delivery of Goods as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

37.3 The Letter of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Guarantee and signing of the contract.

38. Signing of Contract

38.1 Promptly after issuance of Letter of award, Procuring Agency shall send the successful Bidder the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

38.2 Immediately after the Redressal of grievance by the GRC (if any), mandatory standstill period in accordance with Rule 35 of the Public Procurement Rules, 2004 and **after fulfillment of all condition's precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract.

39. Corrupt & Fraudulent Practices

39.1 Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

F. Grievance Redressal & Complaint Review Mechanism

40. Constitution of Grievance Redressal

40.1 The Grievance Redressal Committee shall address the grievance, if any submitted by any party, including the bidder, in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

40.2 In case if any party or the bidder is not satisfied with the decision of the GRC or if it fails to decide within ten days, the bidder or the party may file an appeal before the Appellate Committee of the Authority in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

G. Mechanism of Blacklisting

41. Mechanism of Blacklisting

41.1 The Procuring Agency shall initiate blacklisting proceedings against any bidder, supplier, or contractor in accordance with the Mechanism for Blacklisting Regulations, 2024, read with Rule 19 of the Public Procurement Rules, 2004.

41.2 The blacklisted/debarred bidder may file the review petition before the Authority in accordance with Rule 19 of the Public Procurement Rules, 2004 to be read with Procedure of filing and disposal of Review Petitions Regulations, 2021.

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number
Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1
ITB Number 1.1

Name of Procuring Agency: **State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC))**

The subject of procurement is: **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**

Expected commencement date: **Friday, February 26, 2027**

BDS Clause Number 2
ITB Number 2.1

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P108772**

BDS Clause Number 3
ITB Clause Number 3.1

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**
see section of eligibility criteria.

B. Bidding Documents

BDS Clause Number 4
ITB Number 8.1

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Thursday, September 17, 2026
Pre-Bid Meeting: Thursday, September 17, 2026 11:00 AM
Venue: Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road

C. Preparation of Bids

BDS Clause Number 5
ITB Number 10.1

The Language of all correspondences and documents related to the Bids shall be in: **English**

List of documents required along with the bid:

1. All documents as eligibility criteria and technical evaluation criteria.

BDS Clause Number 6
ITB Number 11.1
Items/Lots and threre related documents:
See section items and Lots

BDS Clause Number 7
ITB Number 12.1

Items / Lots Specifications:

see section of items specifications.

BDS Clause Number 8
ITB Number 15.6

The price shall be **Fixed**.

BDS Clause Number 9
ITB Number 16.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 10
ITB Number 17.1

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 11
ITB Number 18.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of: **Pay Order, Call at Deposit, Bank Guarantee**

D. Submission of Bids

BDS Clause Number 12
ITB Number 20.1

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). before bid submission deadline.

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Thursday, September 24, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 13
ITB Number 23.1

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Thursday***

Date: ***Thursday, September 24, 2026***

Time *:* ***11:30 AM***

BDS Clause Number 14
ITB Number 31.1

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Review of Procurement Decisions

BDS Clause Number 15
ITB Number 41.1

Grievence against this procurement shall be submitted online on EPADS v2.0.

Arbitrator shall be appointed by mutual consent of the both parties.

Eligibility Criteria

Bidder's Type	Required Registration
Company (Private Limited)	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN) SECP

Eligibility Criteria	Document
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”.	Yes
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).	Yes
c) Valid National Tax Number (NTN) certificate	Yes
d) Valid Sales Tax Registration certificate.	Yes
e) The bidder must submit the certificate that the company will execute the work within the stipulated time.	Yes
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.	Yes

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.	Yes
h) The Bidder shall submit Audited Financial Statements for the last three (03) years.	Yes
i) The Bidder shall furnish evidence demonstrating that the goods offered meet the usage requirements and technical specifications	Yes
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	Yes
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:	Yes
(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.	Yes
(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	Yes

Evaluation Criteria

Eligibile bidder(s) with substantially responsive bid(s) offering **Least Cost Based Selection (LCBS)** shall be consider for the award of contract(s).

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %
100

Technical Marks	100
Passing Marks	70
Company Profile	

Company Profile (Quantitative)(Doc Required) • Establishment of Business: The bidder must have been in business for more than ten (10) years from the date of NTN/FBR registration. **(15)** • Establishment of Business: The bidder must have been in business between 07 to 10 years from the date of NTN/FBR registration **(10)** • Establishment of Business: The bidder must have been in business at least 05 to 07 years from the date of NTN/FBR registration **(5)** None of the above **(1)**	15
Completed Projects	
Completed Projects (Quantitative)(Doc Required) • The bidder must have successfully completed at least Ten (10) furniture supply projects, each with a contract value of PKR 50 million or above, during the last seven (07) years **(15)** • The bidder must have successfully completed at least Seven (07) furniture supply projects, each with a contract value of PKR 40 million or above, during the last seven (07) years **(10)** • The bidder must have successfully completed at least Five (05) furniture supply projects, each with a contract value of PKR 30 million or above, during the last five (05) years **(5)** None of the above **(1)**	15
Projects Currently in Hand	

Projects Currently in Hand (Quantitative)(Doc Required) • The bidder must have at least Five (05) on going furniture supply projects, each with a contract value of PKR 40 million or above, currently in hand at the time of bid submission **(15)** • The bidder must have at least Three (03) on going furniture supply projects, each with a contract value of PKR 35 million or above, currently in hand at the time of bid submission. **(10)** • The bidder must have at least Two (02) furniture supply projects, each with a contract value of PKR 30 million or above, currently in hand at the time of bid submission **(5)** None of the above **(1)**	15
Financial Soundness	
Financial Soundness (Quantitative)(Doc Required) • Audited Statement, Statements of Last 03 years, showing Average Annual Turnover of 200 million and above **(15)** • Audited Statement, Statements of Last 03 years, showing Average Annual Turnover above 150 million and below 200 million **(10)** • Audited Statement of Last 03 years, showing Average Annual Turnover above 150 million and below 120 million. **(5)** None of the above **(1)**	15
Staff Strength, Branch	

Staff Strength, Branch (Quantitative)(Doc Required) • 15 Marks will be given If bidder if bidder has staff strength more than 100 employees with offices/ showrooms/ in following cities: Lahore Karachi Islamabad/ Rawalpindi **(15)** • 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. **(10)** • 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 **(5)** None of the above **(1)**	15
Technical Specifications	
Technical Specifications (Quantitative)(Doc Required) 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 **(15)** 5 Marks will be given If the bidder deviates from the mentioned specifications and has no, manufacturing facility/ factory. they will be evaluated & marked by the Technical Evaluation Committee & PA/Architect, Decision to be considered as final **(5)** None of the above **(1)**	15
Original Equipment Manufacturer / Provision of Authorization letter from Original Equipment Manufacturer / Authorized Distributor of OEM.	

Original Equipment Manufacturer / Provision of Authorization letter from Original Equipment Manufacturer / Authorized Distributor of OEM. (Quantitative)(Doc Required) 10 Marks will be given if the bidder is Original Manufacturer of Furniture and Fixture. (All registration & supporting documents must be attached). **(10)** 5 Marks will be given in case of authorization from original manufacturer of Furniture and Fixture (OEM) / authorized distributor of OEM **(5)** None of the above **(1)**	10

Items/Lots

Lot Title : 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

Bid Security : 500000 PKR

Item	UNSPSC	Delivery Schedule	Quantity	Warranty
Chief Office Furniture Items	Furniture set	**Address:** Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). **Schedule:** With in 60 days after signing of contract **Quantity:** 21/Qty	21 / Qty	5 Years
Common Room Day Care Furniture Items	Furniture set	**Address:** Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). **Schedule:** With in 60 days after signing of contract **Quantity:** 6/Qty	6 / Qty	5 Years
Conference Room Furniture Items	Furniture set	**Address:** Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). **Schedule:** With in 60 days after signing of contract **Quantity:** 23/Qty	23 / Qty	5 Years
Departmental Head Furniture Items	Furniture set	**Address:** Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). **Schedule:** With in 60 days after signing of contract **Quantity:** 32/Qty	32 / Qty	5 Years

Item	UNSPSC	Delivery Schedule	Quantity	Warranty
Kitchen Furniture Items	Furniture set	**Address:** Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). **Schedule:** With in 60 days after signing of contract **Quantity:** 5/Qty	5 / Qty	5 Years
Reception Area Furniture Items	Furniture set	**Address:** Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). **Schedule:** With in 60 days after signing of contract **Quantity:** 28/Qty	28 / Qty	5 Years
Staff Area Furniture Items	Furniture set	**Address:** Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). **Schedule:** With in 60 days after signing of contract **Quantity:** 61/Qty	61 / Qty	5 Years
Misc Electronice Electrical Items	Miscellaneous	**Address:** Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province). **Schedule:** With in 60 days after signing of contract **Quantity:** 16/Qty	16 / Qty	5 Years

Related Services of Goods:

No

Items/Lot Specification

Lot Title : 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

Item: Chief Office Furniture Items

UNSPSC: Furniture set

Specifications / Requirements:

Chief Office Furniture Items			
1	Supply and Installation of Chief Office Table Supply and installation of Chief Office Desk, finished in polished wood veneer with matching wooden lipping, with Architect-approved colour and finish. Desktop shall be 12 mm top + 12 mm cavity + 12 mm bottom with embedded framing, complete with a central leather panel, 30" × 22", with 1 mm inset. Complete with suspended modesty panel using SS clips, monolithic legs continued from the desktop, and side return securely anchored using SS fixtures and modular screw system. Including linear power tray underneath for cable distribution, cable cut-out aligned with side return, 1.2 mm thick powder-coated cable management tray, and technology box with 3 Live + 1 USB Port +1 CAT-6 outlets with power switch and fuse. Main Desk Size: 7'-9" × 3'-0" × 2'-6" (H) Side Return: 2'-0" × 5'-0"	Each	1.00

Chief Office Furniture Items			
2	Supply and Installation of Chief Office Chair Supply and installation of Top-Notch Quality High-Back Chief Officer Revolving Chair, complete with headrest, padded armrests, lumbar support and imported leather upholstery. Chair shall have wood-veneer back and side frame, multifunctional automatic self-weight adjustable mechanism, 3 mm thick mechanism components, torsion-bar basic tilting mechanism, and die-cast aluminium 350 mm base. Complete with SGS-approved gas lift and high-quality caster wheels with locking mechanism, including all necessary fittings and accessories. Size: W 26" x D 26" x H 48".	Each	2.00
3	Supply and Installation of Center Table Supplying and placing Console Table, with 1-1/2" thick Sheesham wood top, finished with marble “Diagnose White” or approved similar finish, and 2" thick Sheesham wood legs of 12" depth, including smooth polished/sealed finish, rubber glides to all table legs, complete in all respects as per approved sample, design and architect's instructions. Size: 4'-0"x 2'-0"x2'-0"	Each	2.00
4	Supply and Installation of Executive Room Guest Chair Supply, manufacture and installation of Top-Notch Quality Fixed Guest Chair, complete with moulded foam cushioning and Italian leather upholstery of Architect-approved colour and finish. Chair shall have a wood-veneer back shell, height-adjustable mechanism, customized stainless-steel (SS) legs, and SGS-approved lift mechanism. Complete with all necessary fittings, accessories and hardware. All fabrics, leather and finishes shall be subject to physical inspection and approval of swatches by the Architect.Size: 22" W x 19" D x 35" H	Each	2.00
5	Two Seater Sofa (Chief Office) Supply and installation of Two Seater Sofa, supported on powder-coated metal legs, upholstered with top-quality imported faux leatherette/fabric of Architect's approved colour and finish. Seat and back shall be provided with high-quality polymeric urethane foam of minimum 1.6 Lb/ft3 density and imported springs for strong support. Complete with all necessary fittings, accessories and workmanship. All fabrics, leatherette and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 78" W x 34" D x 34" H	Each	1.00

Chief Office Furniture Items			
6	Single Seater Sofa (Chief Office) Supply and installation of Single Seater Sofa, supported on solid Sheesham wood legs in approved polish finish, with MDF/wooden internal framework of adequate strength and durability. Seat and back shall be provided with high-quality polymeric urethane foam of minimum 1.6 density, including suitable imported springs for strong and comfortable support. Sofa shall be upholstered with top-quality imported fabric of Architect's approved colour, texture and finish. Complete with all necessary fittings, accessories, fixing, stitching, finishing and workmanship required for a complete and functional installation. All fabrics, upholstery materials, polish and finishes shall be subject to physical inspection and approval of material swatches by the Architect prior to procurement and installation. Size (L × W × H): 3'-0" × 2'-10" × 2'-10", for Chief Room, including all necessary accessories and complete in all respects as approved by the Architect.	Each	2.00
7	Coat Hanger Supply and installation of Coat Hanger, comprising Sheesham wood frame, hanger and legs, finished in premium semi-glazed polish finish, complete with all necessary fittings and accessories. All wood, polish and finishes shall be subject to physical inspection and approval by the Architect.	Each	8.00
8	Corner Coffee Table Supplying Occasional/Corner Table with Round Natural Stone/Marble Top and Solid Curved Stone/Marble Base, with Smooth Polished Finish, Colour and Material as approved by the Architect, Complete in all Respects as per approved sample and Design.	Each	1.00
9	Stone Vase and Ash tray Supply and placement of a decorative stoneware vase with integrated/combined ash tray, of approved quality, color, texture, finish, and design, complete with a realistic artificial plant having appropriate foliage, including Peace Lily with flowers and buds. The item shall be durable, stable, easy to maintain, and suitable for professional/institutional interior use. Combined overall size shall be as specified in the BOQ/drawings. Complete in all respects, including all necessary support/filling materials and accessories, as approved by the Architect.	Each	1.00

Chief Office Furniture Items			
10	LED TV (50" Screen) with Portable Stand Supply, installation, testing, and commissioning of 50” LED TV, Full HD/4K resolution, HDMI/USB connectivity, and built-in speakers, complete with compatible floor/wall stand. The unit shall include all necessary accessories, mounting hardware, power connection, and setup for office use as per approved make and specifications.	Each	1.00

Item: Common Room Day Care Furniture Items

UNSPSC: Furniture set

Specifications / Requirements:

Common Room/ Day Care Furniture Items			
1	Two Seater Sofa (Reception) Supply and installation of Two Seater Sofa, supported on powder-coated metal legs, upholstered with top-quality imported faux leatherette/fabric of Architect's approved colour and finish. Seat and back shall be provided with high-quality polymeric urethane foam of minimum 1.6 Lb/ft3 density and imported springs for strong support. Complete with all necessary fittings, accessories and workmanship. All fabrics, leatherette and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 78" W x 34" D x 34" H	Each	1.00

Common Room/ Day Care Furniture Items			
2	Baby Cot Bed Supply, manufacture, delivery, and installation of baby cot bed comprising a sturdy and durable frame constructed from solid wood/MDF or approved equivalent, with smooth, rounded, and child-safe edges and corners. Cot shall be provided with a secure mattress support/base, suitable protective side rails, and all necessary fittings and hardware. All exposed surfaces shall be finished with non-toxic, child-safe paint/polish/laminate of approved color and finish. The cot shall be stable, safe, easy to clean, and free from sharp edges or hazardous projections. Mattress, where specified, shall be of appropriate size and made of high-density, hygienic, and child-safe material. Complete in all respects, including all necessary accessories, fittings, delivery, and installation, as approved by the Architect.	Each	1.00
3	Foldable Single Mattress Supply of high-density, resilient polyurethane foam foldable mattress of approved dimensions and thickness, minimum foam density 30 kg/m³, comprising properly bonded/fabricated folding sections suitable for repeated folding and unfolding. Mattress shall be covered with durable, hygienic and washable upholstery fabric, complete with concealed heavy-duty zipper and removable/washable cover. Cover colour and finish shall be subject to approval. Mattress shall be free from deformation, odour and manufacturing defects and shall maintain its shape under normal use. Complete in all respects	Each	1.00
4	Planter Supply and delivery of decorative potted indoor plant comprising a planter manufactured from PU (Polyurethane) or approved equivalent lightweight, durable and weather-resistant material, complete with healthy, lush and evergreen artificial/natural plant as specified/approved by the Architect. Planter shall be provided with a suitable drip tray to prevent leakage and damage to floor finishes. Complete with appropriate growing medium/filler, internal container where required, and all necessary accessories, properly finished and ready for placement, complete in all respects as per approved sample/design and to the satisfaction of the Architect/Engineer.	Each	2.00

Common Room/ Day Care Furniture Items			
5	Supply and Installation of Round Table Supply, manufacture and installation of 5-Person Round Meeting Table, with 25 mm thick laminate desktop finished with matching lipping, using Patex Laminate Series or equivalent, in Architect-approved colour and finish. Table shall be mounted on a MS powder-coated frame with 2'-0" dia. base and 5" vertical mount, complete with all necessary fittings, accessories and installation. Size: 5'-0" Dia. × 2'-6" H	Each	1.00

Item: Conference Room Furniture Items

UNSPSC: Furniture set

Specifications / Requirements:

Conference Room Furniture Items				
1	Supply and Installation of Conference Room Meeting Table (12 Persons) Supply and installation of Meeting Room Table for 12 persons, with size proportioned accordingly, comprising 25 mm thick scratch-resistant laminate desktop with matching lipping, supported on white powder-coated cast aluminium base. Complete with 02 technology boxes (Live, Data, USB port & HDMI each), approximately 10'-0" HDMI cable, central MS powder-coated cable riser, and 1.2 mm thick MS powder-coated horizontal cable management tray, including all necessary accessories, fittings and installation. Size: 142" L x 48" D x 30" H		Each	1.00

Conference Room Furniture Items				
2	Supply and Installation of Meeting Room Officer Chair Supply and installation of fixed meeting/conference chair with ergonomically designed upholstered seat and back, supported on sturdy stainless-steel/powder-coated metal fixed legs. Seat shall be provided with high-density polyurethane foam of minimum 30 kg/m³ density and back with minimum 25 kg/m³ density, upholstered with Architect/Consultant-approved fabric/leatherette. Chair shall have a rigid, stable and non-height-adjustable frame without gas-lift or revolving mechanism. All exposed metal surfaces shall be properly finished and protected against corrosion. Complete with all necessary fittings, accessories and hardware. All fabrics, leather and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 22" W x 22" D x 40" H		Each	17.00
3	Picture Frame/Artwork Supply and installation of Decorative Modern Ink Painting on Yastumo Paper, executed with alcohol-based ink, complete with 2 mm thick protective glass, suitable framing, mounting, and all necessary accessories for hanging and display. Colour, design, frame and finish shall be subject to Architect's approval. Average Size: 17 Sft		Each	5.00

Item: Departmental Head Furniture Items

UNSPSC: Furniture set

Specifications / Requirements:

Depatmental Head Furniture Items

1	Supply and Installation of Officers Table (Departmental Head) Supply, manufacture and installation of Officer Desk, finished in Patex Scratch Resistant Laminate Series or equivalent, with matching lipping and Architect-approved colour and finish. Desktop shall comprise 12 mm top + 12 mm cavity + 12 mm bottom with embedded framing, complete with central leather panel, 30" × 22", with 1 mm inset. Complete with suspended modesty panel using SS clips, monolithic legs continued from desktop, and SS fixtures and fittings with modular screw system. Provide linear power tray underneath, top cable cut-out aligned with side return, 1.2 mm thick powder-coated cable management tray, and technology box with 2 Live + 1 UPS + 2 CAT-6 outlets, with power switch and fuse. including all necessary accessories and installation. Size: 5'-6" × 2'-6" × 2'-6" (H)	Each	8.00
2	Supply and Installation of Officer Chair (Departmental Head) Supply, manufacture and installation of High-Quality Low-Back Revolving Officer Chair, complete with headrest, adjustable armrests, nylon frame and black fibre back of Architect-approved colour and finish. Chair shall have multifunctional automatic self-weight adjustable mechanism (3 mm thick), 350 mm die-cast aluminium base, fabric-padded seat, adjustable mechanism for back support, mesh back with lumbar support, and torsion-bar basic tilting mechanism. Complete with high-quality base wheels with locking mechanism and all necessary fittings, accessories and hardware. All fabrics, mesh and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 22" W x 22" D x 45" H	Each	8.00
3	Supply and Installation of Visitor Chair (Deparmental Head) Supply, manufacture and installation of High-Quality Visitor Armchair, comprising Sheesham wood frame with synthetic leather upholstery of Architect-approved colour and finish. Seat shall be cushioned with polyurethane foam of 18 kg/m³ density, while the back shall have 22 kg/m³ density polyurethane foam with silicon filling at arms, supported with S-spring/webbing. The chair shall be supported on MS powder-coated metal legs with rubber padding at the base, complete with all necessary fittings, accessories and workmanship. All fabrics, leather and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 22" W x 19" D x 35" H	Each	16.00

Item: Kitchen Furniture Items

UNSPSC: Furniture set

Specifications / Requirements:

Kitchen Furniture Items			
1	Dining Table Supply, manufacture, and installation of dining table comprising granite/artificial granite top of approved quality, color, texture, and finish, supported on a robust mild steel (M.S.) frame with distributed support, duly powder coated in Architect-approved color and finish. The table shall be complete with all necessary supports, fittings, fabrication, edge finishing, and accessories. All materials, colors, textures, powder coating, and other finishes shall be subject to physical inspection and approval of samples/swatches by the Architect prior to procurement and fabrication. Size 2'-6" X 1'-6" X 3'-0" (LXWXH)	Each	1.00
2	Dining Chair Supply and installation of dining chair comprising solid wood frame with high-quality synthetic leather upholstery of approved color and finish, as selected by the Architect. Seat shall be provided with polyurethane foam padding with appropriate fabric/upholstery of Architect's approved color and finish, having a minimum density of 18 kg/m³. Backrest shall comprise polyurethane foam with silicon filling at arms, with minimum back foam density of 22 kg/m³, supported on S-spring/webbing system as required for proper comfort and durability. Chair shall be mounted on a mild steel/steel leg base, complete with rubber padding/foot caps to prevent damage to floor finishes. All fabrics, synthetic leather, foam, metal/wood finishes, colors, and other materials shall be subject to physical inspection and approval of samples/swatches by the Architect prior to procurement and fabrication. Complete in all respects, including all necessary accessories, fittings, fabrication, finishing, delivery, and installation. Size 2'-6" X 1'-6" X 3'-0" (LXWXH)	Each	4.00

Item: Reception Area Furniture Items

UNSPSC: Furniture set

Specifications / Requirements:

Reception Area Furniture Items			
1	Supply and Installation of Reception Table Supply of custom reception table with dual-tone front panel and logo/branding design on table face. Features stepped counter design with raised transaction top. Carcass in MDF/laminate finish, abrasion- and scratch-resistant dense surface. Provide linear power tray underneath for cable distribution, cable cut-out aligned with side return, 1.2 mm thick powder-coated cable management tray, and technology box with 4 Live + USB Port +1 CAT-6 outlets with power switch and fuse. Size 78"x24"x30"	Each	1.00
2	Supply and Installation of Mobile Drawer Supply and installation of Mobile Drawer Unit with lockable castor wheels, comprising two 5" high telescopic drawers and one bottom hinged drawer, approximately 14" wide, complete with high-quality locks, 3 keys, all necessary hardware, accessories and fittings, finished in Architect-approved colour and finish. Size: 14" W x 18" D x 24" H.	Each	2.00
3	Two Seater Sofa (Reception) Supply and installation of Two Seater Sofa, supported on powder-coated metal legs, upholstered with top-quality imported faux leatherette/fabric of Architect's approved colour and finish. Seat and back shall be provided with high-quality polymeric urethane foam of minimum 1.6 Lb/ft3 density and imported springs for strong support. Complete with all necessary fittings, accessories and workmanship. All fabrics, leatherette and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 78" W x 34" D x 34" H	Each	2.00

Reception Area Furniture Items			
4	Decorative Indoor Planter Supply and delivery of decorative potted indoor plant comprising a planter manufactured from PU (Polyurethane) or approved equivalent lightweight, durable and weather-resistant material, complete with healthy, lush and evergreen artificial/natural plant as approved by the consultant/Client. Planter shall be provided with a suitable drip tray to prevent leakage and damage to floor finishes. Complete with appropriate growing medium/filler, internal container where required, and all necessary accessories, properly finished and ready for placement, complete in all respects as per approved sample/design and to the satisfaction of the Architect/Engineer.	Each	18.00
5	Picture Frame/Artwork (Reception) Supply and installation of Decorative Modern Ink Painting on Yastumo Paper, executed with alcohol-based ink, complete with 2 mm thick protective glass, suitable framing, mounting, and all necessary accessories for hanging and display. Colour, design, frame and finish shall be subject to Architect's approval. Average Size: 17 Sft	Each	2.00
6	Corner Table (Reception) Providing, manufacturing, supplying and fixing Corner table comprising a solid Sheesham wood top with tapered Sheesham wood base, duly finished in approved polish. All wood shall be properly seasoned, free from defects, and finished to a smooth and durable surface. **Color, polish, texture and overall finish shall be subject to Architect's approval** based on physical samples. Complete in all respects, including fabrication, finishing, delivery and installation. Size: 2'-0" L × 2'-0" W × 2'-0" H.	Each	1.00
7	Supply and Installation of Staff Chair (Reception) Supply, manufacture and installation of High-Quality Shoulder-Height Back Revolving Officer Chair, complete with nylon chair frame and fibre back of Architect-approved colour and finish. Chair shall have multifunctional automatic self-weight adjustable mechanism (3 mm thick), 350 mm die-cast aluminium base, fabric-padded seat, mesh back with lumbar support, torsion-bar basic tilting mechanism,adjustable mechanism for back support and adjustable arm supports. Complete with high-quality base wheels with locking mechanism and all necessary fittings, accessories and hardware. All fabrics, mesh and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: H 42" W 22" D 21"	Each	2.00

Item: Staff Area Furniture Items

UNSPSC: Furniture set

Specifications / Requirements:

Staff Area Furniture Items			
1	Supply and Installation of Workstation (6 Persons) Supply, manufacture and installation of 6-Person Workstation, finished in Patex Scratch Resistant Laminate Series or equivalent, with matching lipping and Architect-approved colour and finish. 25 mm thick desktop with matching lipping, complete with fabric softboard partition up to 1'-4" high, provided with two studded anchors with locking arrangement and extended throughout the workstation. Workstation shall have tapered square MS legs at 15°, fabricated from 2.0 mm thick MS section, powder-coated in Architect-approved colour. Complete with linear power tray underneath, top cable cut-outs, 1.2 mm thick powder-coated cable management tray, and centrally located technology box (2 Live + 1 UPS + 2 CAT-6) with earth point, suitable for two users with power switch and fuse. Size: 142" L x 48" W x 36" H.	Each	3.00
2	Supply and Installation of Workstation (4 Persons) Supply, manufacture and installation of 4-Person Workstation, finished in Patex Scratch Resistant Laminate Series or equivalent, with matching lipping and Architect-approved colour and finish. 25 mm thick desktop with matching lipping, complete with fabric softboard partition up to 1'-4" high, provided with two studded anchors with locking arrangement and extended throughout the workstation. Workstation shall have tapered square MS legs at 15°, fabricated from 2.0 mm thick MS section, powder-coated in Architect-approved colour. Complete with linear power tray underneath, top cable cut-outs, 1.2 mm thick powder-coated cable management tray, and centrally located technology box (2 Live + 1 UPS + 2 CAT-6) with earth point, suitable for two users with power switch and fuse.. Size:94" L x 47" W x 36" H.	Each	2.00

Staff Area Furniture Items			
3	Supply and Installation of Workstation (2 Persons) Supply, manufacture and installation of 2-Person Workstation, finished in Patex Scratch resistant Laminate Series or equivalent, with matching lipping and Architect-approved colour and finish. 25 mm thick desktop with matching lipping, complete with fabric softboard partition up to 1'-4" high, provided with two studded anchors with locking arrangement and extended throughout the workstation. Workstation shall have tapered square MS legs at 15°, fabricated from 2.0 mm thick MS section, powder-coated in Architect-approved colour. Complete with linear power tray underneath, top cable cut-outs, 1.2 mm thick powder-coated cable management tray, and centrally located technology box (2 Live + 1 UPS + 2 CAT-6) with earth point, suitable for two users with power switch and fuse.. Size: 47" L x 47" W x 36" H.	Each	2.00
4	Supply and Installation of Floor Cabinets Providing, supplying and fixing floor-standing storage cabinets integrated with workstations, fabricated from 18 mm MDF laminated on both sides with matching edge lipping, supported on M.S. frame/SS legs with adjustable gliders. Cabinet shall comprise lockable storage compartments with doors, open shelves/dividers, imported magnetic hinges and approved locks, complete with durable handles/finger grips. Top shall be finished with matching approved laminate, coordinated with the workstation, including necessary cable/access provisions where required. All laminates, colors, finishes, hardware and dimensions shall be as per drawings and approved by the Architect. Contractor shall submit samples and shop drawings for approval prior to fabrication. Complete in all respects, including fabrication, fittings, installation, alignment and making good.	Each	6.00
5	Supply and Installation of Mobile Drawer Supply and installation of Mobile Drawer Unit with lockable castor wheels, comprising two 5" high telescopic drawers and one bottom hinged drawer, approximately 14" wide, complete with high-quality locks, 3 keys, all necessary hardware, accessories and fittings, finished in Architect-approved colour and finish. Size: 14" W x 18" D x 24" H.	Each	24.00

Staff Area Furniture Items			
6	Supply and Installation of Staff Chair Supply, manufacture and installation of High-Quality Shoulder-Height Back Revolving Officer Chair, complete with nylon chair frame and fibre back of Architect-approved colour and finish. Chair shall have multifunctional automatic self-weight adjustable mechanism (3 mm thick), 350 mm die-cast aluminium base, fabric-padded seat, mesh back with lumbar support, torsion-bar basic tilting mechanism, and adjustable arm supports. Complete with high-quality base wheels with locking mechanism and all necessary fittings, accessories and hardware. All fabrics, mesh and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: H 42" W 22" D 21"	Each	24.00

Item: Misc Electronice Electrical Items

UNSPSC: Miscellaneous

Specifications / Requirements:

Misc Electronice Electrical Items			
1	Wireless IP Phone Supply, installation, configuration, and commissioning of SIP-based wireless (Wi-Fi) IP phone compatible with existing IP PBX system, supporting dual-band Wi-Fi (2.4/5 GHz), HD voice, and color LCD display (min. 2.4”). The device shall include full-duplex speakerphone, echo cancellation, standard call features, and WPA/WPA2/WPA3 security. Powered by rechargeable battery with 6–8 hours talk time and 40–50 hours standby. Complete with charging dock, power adapter, accessories, integration, testing, and commissioning as per approved make and specifications.	Each	9.00

Misc Electronice Electrical Items			
2	Access Control Supply, installation, testing and commissioning of biometric Face & Thumb Recognition Access Control Device, complete with high-resolution facial recognition and fingerprint/thumb verification technology, suitable for employee/personnel access control and attendance management. The system shall include user registration and management, access authorization, event/attendance logging, built-in display/keypad or touch interface, communication interface (TCP/IP/USB or equivalent), door access control interface, relay output, door sensor and exit-button interface, and necessary software for user and access management. The device shall support secure and reliable identification/verification, data storage and retrieval, and integration with the central access control/attendance management system where required. Complete in all respects, including all necessary accessories, power supply/adaptor, mounting brackets, cabling, connectors, configuration, programming and commissioning, as specified by the Engineer/Client.	Each	1.00
3	UPS +Battery Supply, installation, testing and commissioning of 6 kVA online double-conversion UPS systems, complete with external battery banks designed to provide a minimum 2-hour backup for the connected desktop computers and lighting load. Each UPS shall be complete with suitable battery bank, battery cabinet/rack, static bypass, maintenance bypass, input/output protection, battery protection, monitoring display, alarms, interconnecting cables, earthing, accessories, and all necessary hardware for a complete and operational system. Battery capacity shall be designed based on the actual connected load and required 2-hour backup duration. Complete system shall be of approved make and shall be supplied, installed, tested and commissioned in all respects.	Each	3.00
4	Foot Washer Supply and installation of high-quality foot washer fixture, complete with suitable water supply connection, control valve/tap, flexible connection, waste/drain connection where required, mounting accessories, and all necessary fittings. Fixture shall be of approved make, durable construction, and suitable for the intended application. Complete in all respects, including testing and commissioning	Each	2.00

Misc Electronice Electrical Items			
5	Electric Stove Supply, installation, testing and commissioning of heavy-duty electric stove suitable for commercial use, comprising high-quality electric heating elements, heat-resistant cooking surface, temperature control, indicator lights, and all necessary electrical components, wiring, controls, fittings, and accessories. The stove shall be of approved make and suitable capacity, complete with all required connections and safety provisions. Complete in all respects as approved by the Architect/Consultant.	Each	1.00

Price Schedule

For Individual Items

#	Item Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

General Conditions of Contract

A. General

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

a. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

b. “Procuring Agency” means:-

a. any Ministry, Division, Department or any Office of the Government;

b. any authority, corporation, body or organization established by or under a Law or which is owned or controlled by the Government;.

c. “The Contract” means an agreement enforceable by law;

d. “The Contract Price” means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations;

e. “Ancillary Services” means those services ancillary to the provision of Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Bidder covered under the Contract;

f. “GCC” means the General Conditions of Contract contained in this section;

g. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

h. **“**Day” means calendar day unless indicated otherwise.

i. “Effective Date” means the date on which this Contract comes into force and effect.

j. The Bidder” means the individual or corporate body whose Bids to provide the Goods has been accepted by the Procuring Agency;

k. “The Project Site,” where applicable, means the place or places named in Bids Data Sheet and technical Specifications;

l. “Government” means the Government of Pakistan;

m. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Goods.

n. "Service" means any object of procurement other than goods or works;

o. “Party” means the Procuring Agency or the Bidder, as the case may be, and “Parties” means both of them;

p. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

q. “Completion Date” means the date of completion of the contract by the Bidder as certified by the Procuring Agency;

r. “In Writing” means communicated in written form with proof of receipt;

s. “Local Currency” means the currency of Pakistan;

2. Application and Interpretation

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

2.2 In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.

3. Applicable Law

3.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Governing Language

4.1 The Contract as well as all correspondence and documents relating to the Contract exchanged between the Bidder and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Notices

5.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

6. Delivery/Location

6.1 The Goods shall be delivered to such locations as the Procuring Agency may approve and as specified in SCC.

7. Authorized Representatives / Authority of Member in charge

7.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Bidder may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

8. Effectiveness of Contract

8.1 This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

9. Commencement of Services

9.1 The Bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

10. Program

10.1 Before commencement of the Services, the Bidder shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

11. Starting Date/Expiration Date

11.1 The Bidder shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

11.2 Unless terminated earlier pursuant to Clause **GCC 15** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

12. Entire Agreement

12.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

13. Modification

13.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any Bids for modification or variation made by the other Party.

13.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

14. Force Majeure

14.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

14.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

14.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

14.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

15. Termination

15.1 By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Bidder in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

a. If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

b. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

c. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings;

d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

e. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

a. If the Procuring Agency fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.

b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.

c. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.

d. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Bidder's notice specifying such breach.

C. Obligations of the Bidder

16. General

16.1 Standard of Performance

1. The Bidder shall deliver the product and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

16.2 Law Applicable to Goods

The Bidder shall deliver the goods in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

17. Conflict of Interests

17.1 Bidder Not to Benefit from Commissions and Discounts.

The remuneration of the Bidder shall constitute the Bidder's sole remuneration in connection with this Contract or the Services, and the Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Bidder shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

17.2 Bidder and Affiliates Not to be Otherwise Interested in Project

The Bidder agree that, during the term of this Contract and after its termination, the Bidder and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Goods for any project resulting from or closely related to the Services.

17.3 Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

a. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

b. during the term of this Contract, neither the Bidder nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

18. Confidentiality

18.1 Except with the prior written consent of the Procuring Agency, the Bidder and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

19. Insurance to be Taken Out by the Bidder

19.1 The Bidder(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, loss or damage, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

20. Bidder's Actions Requiring Procuring Agency's Prior Approval

20.1 The Bidder shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

(a) appointing such members of the Personnel not provided by the Bidder;

(b) changing the Program of activities; and

(c) any other action that may be specified in the SCC.

21. Reporting Obligations

21.1 The Bidder shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

22. Liquidated Damages

22.1 If the Supplier fails to deliver any or all of the Goods 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 **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in **SCC**. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 15.**

22.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Bidder by adjusting the next payment certificate. The Bidder shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

22.3 Lack of performance penalty

If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Bidder. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the SCC.

23. Performance Guarantee

23.1 Within Seven (07) days from the issuance of acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape of ------- at the discretion of the PA in the amount **specified in SCC.** In case the amount of Bids security is equal or greater than

23.2 The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

23.3 The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.

23.4 The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

24. Fraud and Corruption

24.1 The Procuring Agency requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

25. Sustainable Procurement

25.1 The Bidder shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

D. Bidder's Personnel

26. Description of Personnel

26.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Bidder's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

27. Removal and/or Replacement of Personnel

27.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Bidder, it becomes necessary to replace any of the Key Personnel, the Bidder shall provide as a replacement a person of equivalent or better qualifications.

27.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

27.3 The Bidder shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

28. Assistance and Exemptions

28.1 The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the SCC.

29. Change in the Applicable Law

29.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the related Services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

30. Services and Facilities

30.1 The Procuring Agency shall make available to the Bidder and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described , at the times and in the manner specified in the SCC or terms of reference.

30.2 In case that such services, facilities and property shall not be made available to the Bidder, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Bidder for the performance of the Services, (ii) the manner in which the Bidder shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Bidder as a result thereof.

F. Payments to the Bidder

31. Contract Price

31.1 The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC. Prices charged by the Supplier for Goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its Bid.

32. Terms and Conditions of Payment

32.1 Payments will be made to the Bidder according to the payment schedule stated in the SCC and as per actual invoice submitted by the Bidder.

32.2 Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Bidder of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Bidder have submitted an invoice to the Procuring Agency specifying the amount due.

33. Currency of Payment

33.1 Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

G. Quality Control

34. Identifying Defects

34.1 The principle and modalities of Inspection of the Goods by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Bidder's performance and notify him of any Defects that are found. Such checking shall not affect the Bidder's responsibilities. The Procuring Agency may instruct the Bidder to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

35. Correction of Defects,and

Lack of Performance Penalty

35.1 The Procuring Agency shall give notice to the Bidder of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

35.2 Every time notice a Defect is given, the Bidder shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

35.3 If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the Bidder will pay this amount, and a Penalty for Lack of Performance.

36. Taxes and Duties

36.1 A Supplier shall be entirely responsible for all taxes, duties, fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

H. Settlement of Disputes

37. Alternate Dispute Resolution

37.1 The disputes between the parties to the contract may be settled in accordance with Public Procurement Rules, 2004.

37.2 The procuring agency shall refer the matter to the Chief Justice Islamabad High Court or Managing Director PPRA or the Secretary Ministry of Law & Justice for appointment of Arbitrator.

37.3 The fee for the Arbitrator shall be specified in Pak Rupees as determined by the appointing authority which shall be borne and shared equally by the contracting parties.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC)), Procurement Officer Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).

The Supplier is:

The title of the subject procurement is: 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

Number of GC Clause 3

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 5

Notices:

The addresses for the notices are:

Procuring Agency:

State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC)), Procurement Officer
Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).
+92-300-425-7540
ps.dhhealth@statelife.com.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 7.1

The Authorized Representatives are:

For the Procuring Agency:

State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC)), Procurement Officer
Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).
+92-300-425-7540
ps.dhhealth@statelife.com.pk

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 8

Effectiveness of the contract

Number of GC Clause 9

Commencement of Contract:

Number of GC Clause 11.2

Expiration of Contract:

Number of GC Clause 15

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 17

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17**.**

Number of GC Clause 22

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.10%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 23

Performance Guarantee:

The amount of performance guarantee shall be **0%** of the contract price in acceptable form of **Nil**

Number of GC Clause 32

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 33

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 34

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Manufacturer's or Supplier's Valid Warranty Certificate;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause 37

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer’s fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P108772***

To: **State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC)), Procurement Officer Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of __________ 20_____ between **State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC)), Procurement Officer Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).**

(hereinafter called “the Procuring Agency”) of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **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 (*P108772*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

   1. This form of Contract;
   2. the Form of Bids and the Price Schedule submitted by the Bidder;
   3. the Schedule of Requirements;
   4. the Technical Specifications;
   5. the Special Conditions of Contract;
   6. the General Conditions of the Contract;
   7. the Procuring Agency’s Letter of Acceptance; and
   8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of 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.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

………………………………………………

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Bidder: …………………………………………………

<u>Integrity Pact</u>

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **State Life Insurance Corporation of Pakistan(SLIC), H&AI (State Life Insurance Corporation of Pakistan (SLIC)), Procurement Officer Ground Floor, State Life Building No.3, Dr. Zia-ud-Din Ahmed Road, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date}

<u>Annexure</u>

Tender document and Technical BidV3

Tender document attached

Information (Read-Only)

See Form Under Additional Forms and Documents: **Tender document and Technical BidV3** (page number: 87)

SLB-03 H&AI Bill of Quantities

SLB-03 H&AI Bill of Quantities

Information (Read-Only)

See Form Under Additional Forms and Documents: **SLB-03 H&AI Bill of Quantities** (page number: 151)

Procurement Forms

Additional Forms and Documents

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 ____________________

Nexus Consulting
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, mail@nexuscon.pk, nexusconsultingcompany@gmail.com

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INVITATION FOR BID

VOLUME-I

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:

Name of Work	Tender Fee	Bid Security	Completion Time
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
    - State Life Insurance Corporation of Pakistan: 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

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
04TH 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	The bidder must meet the following criteria: • **Establishment of Business:** The bidder must have been in business for more than **ten (10) years** from the date of NTN/FBR registration. **(15 Marks)** • **Establishment of Business:** The bidder must have been in business **between 07 to 10 years** from the date of NTN/FBR registration. **(10 Marks)** • **Establishment of Business:** The bidder must have been in business **at least 05 to 07 years** from the date of NTN/FBR registration. **(5 Marks)** • None of the above is 1 mark	15

3.2.3 Relevant Experience– 30 Marks

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

Description	Requirement	Marks
	The bidder must meet the following criteria: • The bidder must have successfully completed at least Ten (10) furniture supply projects, each with a contract value of **PKR**	

Completed Projects	**50 million or above**, during the last seven (07) years. **(15 Marks)** • The bidder must have successfully completed at least Seven (07) furniture supply projects, each with a contract value of **PKR 40 million or above**, during the last seven (07) years. **(10 Marks)** • The bidder must have successfully completed at least Five (05) furniture supply projects, each with a contract value of **PKR 30 million or above**, during the last five (05) years. **(05 Marks)** • None of the above is 1 mark	15
Projects Currently in Hand	The bidder must meet the following criteria: • The bidder must have at least Five (05) on going furniture supply projects, each with a contract value of **PKR 40 million or above**, currently in hand at the time of bid submission. **(15 Marks)** • The bidder must have at least Three (03) on going furniture supply projects, each with a contract value of **PKR 35 million or above**, currently in hand at the time of bid submission. **(10 Marks)** • The bidder must have at least Two (02) furniture supply projects, each with a contract value of **PKR 30 million or above**, currently in hand at the time of bid submission. **(5 Marks)** • None of the above is 1 mark	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	The bidder must meet the following criteria: • Audited Statement, Statements of Last 03 years, showing Average Annual Turnover of 200 million and above **(15 Marks)** • Audited Statement, Statements of Last 03 years, showing Average	**15**

	Annual Turnover above 150 million and below 200 million. **(10 Marks)** • Audited Statement of Last 03 years, showing Average Annual Turnover above 150 million and below 120 million. **(05 Marks)** • None of the above is 1 mark	

3.2.5 Staff Strength, Branch Offices 15 marks

Description	Requirement	Marks
Staff Strength	• 15 Marks will be given If bidder if bidder has staff strength more than 100 employees with offices/ showrooms/ in following cities: Lahore Karachi Islamabad/ Rawalpindi. • 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. • 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. None of the above is 1 mark	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 • 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.	15

	• 5 Marks will be given If the bidder deviates from the mentioned specifications and has no, manufacturing facility/ factory. they will be evaluated & marked by the Technical Evaluation Committee & PA/Architect, Decision to be considered as final. None of the above is 1 mark	

3.2.6 Manufacturer's Authorization – 10 Marks

Requirement	Marks
Original Equipment Manufacturer / Provision of Authorization letter from Original Equipment Manufacturer / Authorized Distributor of OEM. • 10 Marks will be given if the bidder is Original Manufacturer of Furniture and Fixture. (All registration & supporting documents must be attached). • 5 Marks will be given in case of authorization from original manufacturer of Furniture and Fixture (OEM) / authorized distributor of OEM. • None of the above is 1 mark	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.

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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 **04th 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
4th 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
04TH 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 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:

Name of Recipient	Address	Reason	Amount
____________________	____________________	________________	___________
____________________	____________________	________________	___________

(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.	**Name of the company:**
2.	**Registered Office:**
Address:	
Office Telephone Number:	
Fax Number:	
3.	**Contact Person:**
Name:	
Personal Telephone Number:	
Email Address:	
4.	**Local office if any:**
Address:	
Office Telephone Number:	
Fax Number:	
5.	**Registration Details:**

a) Details of Experience (Last _____ Years)

(i)	**Similar Project (Agency/Department)**	**Item Name**
(ii)	**Value of total Projects/Tenders/POs**	**Amount**

General Information Form

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

	Particulars		
Company Name			
Abbreviated Name			
National Tax No.		**Sales Tax Registration No**	
No. of Employees		**Company's Date of Formation**	

*Please attach copies of NTN, & GST Registration Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		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	4th floor , SLB #3	As per contract signing date and delivery schedule.

Schedule-C

(INTEGRITY PACT)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE

Contract No.________________ Dated ___________________
Contract Value: *[To be filled in at the time of signing of Contract]*
Contract Title: _________________

………………………………… [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer: ……………… Name of Seller/Supplier: ………… Signature:
…………………… Signature: …………………………
[Seal] [Seal]

STANDARDFORMS

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.

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.

Guarantor (Bank)

Witness:

1. _______________________

____

Corporate Secretary (Seal)

Signature _______________

Name _________________

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.

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

____
(Seal)

Signature of the Purchaser

____
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

____
(Name, Title and Address)

Witness

____
(Name, Title and Address)

STATELIFE INSURANCE CORPORATION

TENDER DOCUMENT

VOLUME-III
TECHINCAL 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 ____________________

Nexus Consulting
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, mail@nexuscon.pk, nexusconsultingcompany@gmail.com

Table of Contents

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)

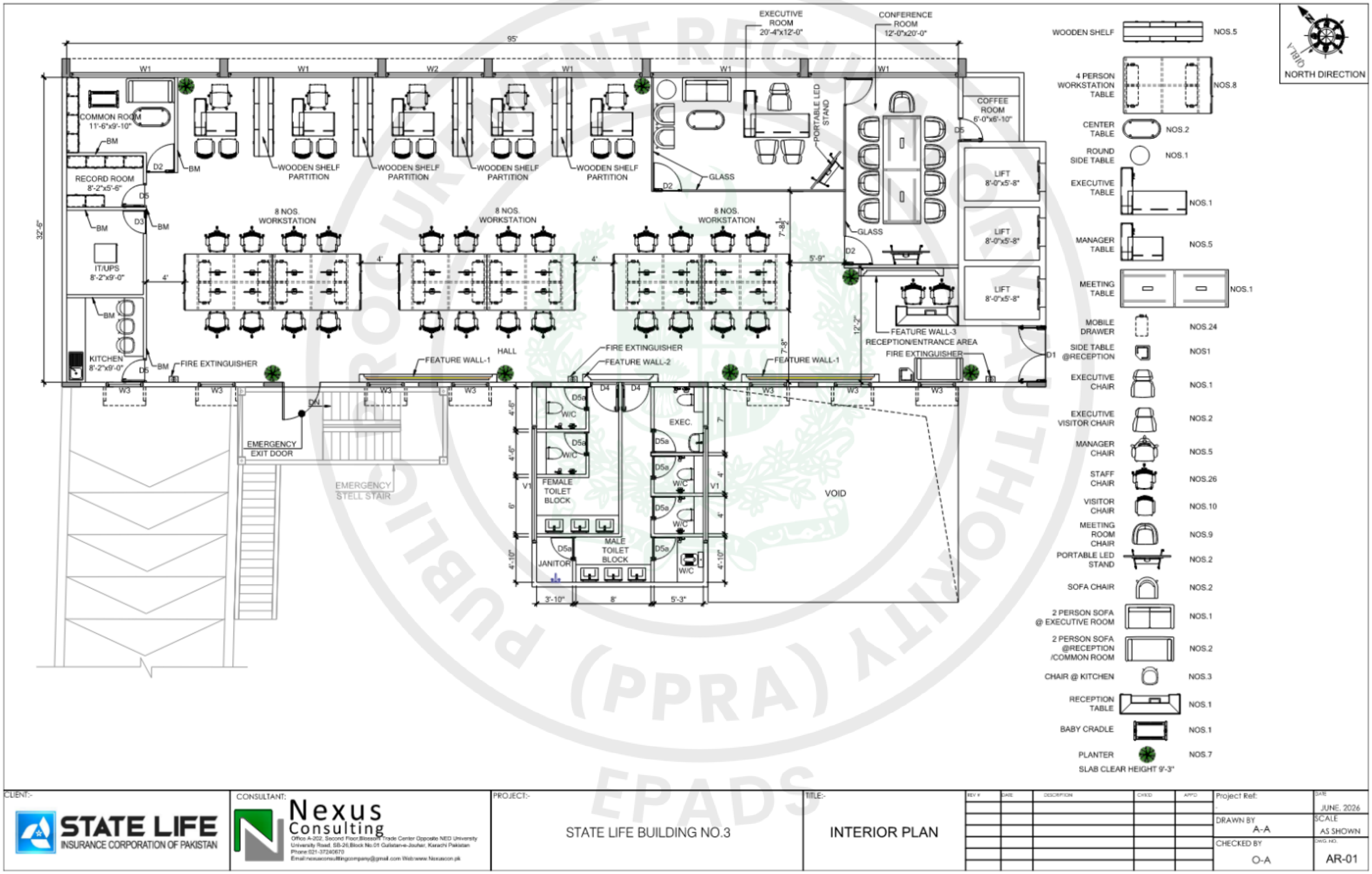
TENDER DRAWINGS

CLIENT:

STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

CONSULTANT:

Nexus
Consulting



SLB-03 – H&AI Furniture & Miscellaneous Works | Technical Specifications

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.

Engineers Estimates

Note:
1- The Bidder shall submit complete product profiles/brochures for all proposed items, duly indicating the manufacturer/brand, country of origin, technical specifications.
2- The furniture items specified herein may be supplied from established brands, including but not limited to Global, Master, Interwood, Dimensions, or other equivalent brands, provided that the proposed products meet or exceed the specified technical Specification, quality standards and client requirements.
3- The Bidder shall submit physical samples of each proposed item to the Consultant's Head Office for review and approval following inspection at the Site Office. Samples may be subject to testing and shall be considered consumable for the purpose of inspection, testing, and evaluation. Physical samples shall form an integral part of the submittal; otherwise, only conditional approval may be granted.
4- All fabrics, leather, and finish materials shall be subject to the Architect's review and approval based on physical inspection of submitted samples/swatches prior to procurement or installation.
5- The finished products shall be delivered to the Site adequately protected and securely packed with bubble sheet or suitable protective material to prevent breakage, damage, scratches, or other deterioration during transportation and handling. In the event of any damage, defect, or minor repair arising during transportation or delivery, the Supplier shall immediately repair or replace the affected item, as applicable, at no additional cost to the Client.
6- The Tender shall include a comprehensive one (01) year maintenance period covering all structural, mechanical, finishing, and associated works. The Contractor/Supplier shall be responsible for rectification of any defects, deficiencies, or required maintenance arising during this period at no additional cost to the Client.

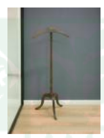
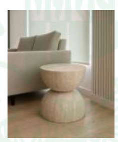
Summary

S.NO	DESCRIPTION	AMOUNT
1	Furniture and Misc. Items	-
	Total Cost of B.O.Q	-
	18% Tax	-
	Total Cost of B.O.Q with SST	-

FURNITURE & MISC. WORKS

SECTION - A : Furniture Items

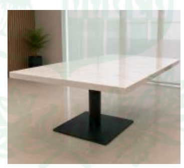
S.No.	Description	Furniture Design View	Unit	Qty	Rate	Amount
	Chief Office Furniture Items					
1	**Supply and Installation of Chief Office Table** Supply and installation of **Chief Office Desk,** finished in polished wood veneer with matching wooden lipping, with Architect-approved colour and finish. Desktop shall be 12 mm top + 12 mm cavity + 12 mm bottom with embedded framing, complete with a central leather panel, 30" × 22", with 1 mm inset. Complete with suspended modesty panel using SS clips, monolithic legs continued from the desktop, and side return securely anchored using SS fixtures and modular screw system. Including linear power tray underneath for cable distribution, cable cut-out aligned with side return, 1.2 mm thick powder-coated cable management tray, and technology box with 3 Live + 1 USB Port +1 CAT-6 outlets with power switch and fuse. Main Desk Size: 7'-9" × 3'-0" × 2'-6" (H) Side Return: 2'-0" × 5'-0"		Each	1.00		
2	**Supply and Installation of Chief Office Chair** Supply and installation of Top-Notch Quality High-Back Chief Officer Revolving Chair, complete with headrest, padded armrests, lumbar support and imported leather upholstery. Chair shall have wood-veneer back and side frame, multifunctional automatic self-weight adjustable mechanism, 3 mm thick mechanism components, torsion-bar basic tilting mechanism, and die-cast aluminium 350 mm base. Complete with SGS-approved gas lift and high-quality caster wheels with locking mechanism, including all necessary fittings and accessories. Size: W 26" x D 26" x H 48".		Each	2.00		
3	**Supply and Installation of Center Table** Supplying and placing Console Table, with 1-1/2" thick Sheesham wood top, finished with marble "Diagnose White" or approved similar finish, and 2" thick Sheesham wood legs of 12" depth, including smooth polished/sealed finish, rubber glides to all table legs, complete in all respects as per approved sample, design and architect's instructions. Size: 4'-0"x 2'-0"x2'-0"		Each	2.00		
4	**Supply and Installation of Executive Room Guest Chair** Supply, manufacture and installation of Top-Notch Quality Fixed Guest Chair, complete with moulded foam cushioning and Italian leather upholstery of Architect-approved colour and finish. Chair shall have a wood-veneer back shell, height-adjustable mechanism, customized stainless-steel (SS) legs, and SGS-approved lift mechanism. Complete with all necessary fittings, accessories and hardware. All fabrics, leather and finishes shall be subject to physical inspection and approval of swatches by the Architect.Size: 22" W x 19" D x 35" H		Each	2.00		

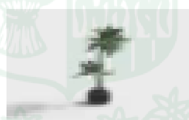
5	**Two Seater Sofa (Chief Office)** Supply and installation of Two Seater Sofa, supported on powder-coated metal legs, upholstered with top-quality imported faux leatherette/fabric of Architect's approved colour and finish. Seat and back shall be provided with high-quality polymeric urethane foam of minimum 1.6 Lb/ft3 density and imported springs for strong support. Complete with all necessary fittings, accessories and workmanship. All fabrics, leatherette and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 78" W x 34" D x 34" H		Each	1.00		
6	**Single Seater Sofa (Chief Office)** Supply and installation of Single Seater Sofa, supported on solid Sheesham wood legs in approved polish finish, with MDF/wooden internal framework of adequate strength and durability. Seat and back shall be provided with high-quality polymeric urethane foam of minimum 1.6 density, including suitable imported springs for strong and comfortable support. Sofa shall be upholstered with top-quality imported fabric of Architect's approved colour, texture and finish. Complete with all necessary fittings, accessories, fixing, stitching, finishing and workmanship required for a complete and functional installation. All fabrics, upholstery materials, polish and finishes shall be subject to physical inspection and approval of material swatches by the Architect prior to procurement and installation. Size (L × W × H): 3'-0" × 2'-10" × 2'-10", for Chief Room, including all necessary accessories and complete in all respects as approved by the Architect.		Each	2.00		
7	**Coat Hanger** Supply and installation of Coat Hanger, comprising Sheesham wood frame, hanger and legs, finished in premium semi-glazed polish finish, complete with all necessary fittings and accessories. All wood, polish and finishes shall be subject to physical inspection and approval by the Architect.SIZE: 2'6" x 4' (WxH)		Each	8.00		
8	**Corner Coffee Table** Supplying Occasional/Corner Table with Round Natural Stone/Marble Top and Solid Curved Stone/Marble Base, with Smooth Polished Finish, Colour and Material as approved by the Architect, Complete in all Respects as per approved sample and Design. **20" dia trabertine marble H 20"**		Each	1.00		
9	**Stone Vase and Ash tray** Supply and placement of a decorative stoneware vase with integrated/combined ash tray, of approved quality, color, texture, finish, and design, complete with a realistic artificial plant having appropriate foliage, including Peace Lily with flowers and buds. The item shall be durable, stable, easy to maintain, and suitable for professional/institutional interior use. Combined overall size shall be as specified in the BOQ/drawings. Complete in all respects, including all necessary support/filling materials and accessories, as approved by the Architect. **1'4"x1'1"x 1'5"**		Each	1.00		
10	**LED TV (50" Screen) with Portable Stand** Supply, installation, testing, and commissioning of 50" LED TV, Full HD/4K resolution, HDMI/USB connectivity, and built-in speakers, complete with compatible floor/wall stand. The unit shall include all necessary accessories, mounting hardware, power connection, and setup for office use as per approved make and specifications.		Each	1.00		
		Reception Area Furniture Items				
11	**Supply and Installation of Reception Table** Supply of custom reception table with dual-tone front panel and logo/branding design on table face. Features stepped counter design with raised transaction top. Carcass in MDF/laminate finish, abrasion- and scratch-resistant dense surface. Provide linear power tray underneath for cable distribution, cable cut-out aligned with side return, 1.2 mm thick powder-coated cable management tray, and technology box with 4 Live + USB Port +1 CAT-6 outlets with power switch and fuse. **Size 78"x24"x30"**		Each	1.00		

12	**Supply and Installation of Mobile Drawer** Supply and installation of Mobile Drawer Unit with lockable castor wheels, comprising two 5" high telescopic drawers and one bottom hinged drawer, approximately 14" wide, complete with high-quality locks, 3 keys, all necessary hardware, accessories and fittings, finished in Architect-approved colour and finish. Size: 14" W x 18" D x 24" H.		Each	2.00		
13	**Two Seater Sofa (Reception)** Supply and installation of Two Seater Sofa, supported on powder-coated metal legs, upholstered with top-quality imported faux leatherette/fabric of Architect's approved colour and finish. Seat and back shall be provided with high-quality polymeric urethane foam of minimum 1.6 Lb/ft3 density and imported springs for strong support. Complete with all necessary fittings, accessories and workmanship. All fabrics, leatherette and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 78" W x 34" D x 34" H		Each	2.00		
14	**Decorative Indoor Planter** Supply and delivery of decorative potted indoor plant comprising a planter manufactured from PU (Polyurethane) or approved equivalent lightweight, durable and weather-resistant material, complete with healthy, lush and evergreen artificial/natural plant as approved by the consultant/Client. Planter shall be provided with a suitable drip tray to prevent leakage and damage to floor finishes. Complete with appropriate growing medium/filler, internal container where required, and all necessary accessories, properly finished and ready for placement, complete in all respects as per approved sample/design and to the satisfaction of the Architect/Engineer.Size 2'11"x2'8"x5'9"		Each	18.00		
15	**Picture Frame/Artwork (Reception)** Supply and installation of Decorative Modern Ink Painting on Yastumo Paper, executed with alcohol-based ink, complete with 2 mm thick protective glass, suitable framing, mounting, and all necessary accessories for hanging and display. Colour, design, frame and finish shall be subject to Architect's approval.		Each	2.00		
16	**Corner Table (Reception)** Providing, manufacturing, supplying and fixing Corner table comprising a solid Sheesham wood top with tapered Sheesham wood base, duly finished in approved polish. All wood shall be properly seasoned, free from defects, and finished to a smooth and durable surface. **Color, polish, texture and overall finish shall be subject to Architect's approval** based on physical samples. Complete in all respects, including fabrication, finishing, delivery and installation. Size: 2'-0" L × 2'-0" W × 2'-0" H.		Each	1.00		
17	**Supply and Installation of Staff Chair (Reception)** Supply, manufacture and installation of High-Quality Shoulder-Height Back Revolving Officer Chair, complete with nylon chair frame and fibre back of Architect-approved colour and finish. Chair shall have multifunctional automatic self-weight adjustable mechanism (3 mm thick), 350 mm die-cast aluminium base, fabric-padded seat, mesh back with lumbar support, torsion-bar basic tilting mechanism,adjustable mechanism for back support and adjustable arm supports. Complete with high-quality base wheels with locking mechanism and all necessary fittings, accessories and hardware. All fabrics, mesh and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: H 42" W 22" D 21"		Each	2.00		
Depatmental Head Furniture Items						

18	**Supply and Installation of Officers Table (Departmental Head)** Supply, manufacture and installation of Officer Desk, finished in Patex Scratch Resistant Laminate Series or equivalent, with matching lipping and Architect-approved colour and finish. Desktop shall comprise 12 mm top + 12 mm cavity + 12 mm bottom with embedded framing, complete with central leather panel, 30" × 22", with 1 mm inset. Complete with suspended modesty panel using SS clips, monolithic legs continued from desktop, and SS fixtures and fittings with modular screw system. Provide linear power tray underneath, top cable cut-out aligned with side return, 1.2 mm thick powder-coated cable management tray, and technology box with 2 Live + 1 UPS + 2 CAT-6 outlets, with power switch and fuse. including all necessary accessories and installation. Size: 5'-6" × 2'-6" × 2'-6" (H)		Each	8.00		
19	**Supply and Installation of Officer Chair (Departmental Head)** Supply, manufacture and installation of High-Quality Low-Back Revolving Officer Chair, complete with headrest, adjustable armrests, nylon frame and black fibre back of Architect-approved colour and finish. Chair shall have multifunctional automatic self-weight adjustable mechanism (3 mm thick), 350 mm die-cast aluminium base, fabric-padded seat, adjustable mechanism for back support, mesh back with lumbar support, and torsion-bar basic tilting mechanism. Complete with high-quality base wheels with locking mechanism and all necessary fittings, accessories and hardware. All fabrics, mesh and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 22" W x 22" D x 45" H		Each	8.00		
20	**Supply and Installation of Visitor Chair (Deparmental Head)** Supply, manufacture and installation of High-Quality Visitor Armchair, comprising Sheesham wood frame with synthetic leather upholstery of Architect-approved colour and finish. Seat shall be cushioned with polyurethane foam of 18 kg/m³ density, while the back shall have 22 kg/m³ density polyurethane foam with silicon filling at arms, supported with S-spring/webbing. The chair shall be supported on MS powder-coated metal legs with rubber padding at the base, complete with all necessary fittings, accessories and workmanship. All fabrics, leather and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 22" W x 19" D x 35" H		Each	16.00		
		Staff Area Furniture Items				
21	**Supply and Installation of Workstation (6 Persons)** Supply, manufacture and installation of 6-Person Workstation, finished in Patex Scratch Resistant Laminate Series or equivalent, with matching lipping and Architect-approved colour and finish. 25 mm thick desktop with matching lipping, complete with fabric softboard partition up to 1'-4" high, provided with two studded anchors with locking arrangement and extended throughout the workstation. Workstation shall have tapered square MS legs at 15°, fabricated from 2.0 mm thick MS section, powder-coated in Architect-approved colour. Complete with linear power tray underneath, top cable cut-outs, 1.2 mm thick powder-coated cable management tray, and centrally located technology box (2 Live + 1 UPS + 2 CAT-6) with earth point, suitable for two users with power switch and fuse. Size: 142" L x 48" W x 36" H.		Each	3.00		

22	**Supply and Installation of Workstation (4 Persons)** Supply, manufacture and installation of 4-Person Workstation, finished in Patex Scratch Resistant Laminate Series or equivalent, with matching lipping and Architect-approved colour and finish. 25 mm thick desktop with matching lipping, complete with fabric softboard partition up to 1'-4" high, provided with two studded anchors with locking arrangement and extended throughout the workstation. Workstation shall have tapered square MS legs at 15°, fabricated from 2.0 mm thick MS section, powder-coated in Architect-approved colour. Complete with linear power tray underneath, top cable cut-outs, 1.2 mm thick powder-coated cable management tray, and centrally located technology box (2 Live + 1 UPS + 2 CAT-6) with earth point, suitable for two users with power switch and fuse.. Size:94" L x 47" W x 36" H.		Each	2.00		
23	**Supply and Installation of Workstation (2 Persons)** Supply, manufacture and installation of 2-Person Workstation, finished in Patex Scratch resistant Laminate Series or equivalent, with matching lipping and Architect-approved colour and finish. 25 mm thick desktop with matching lipping, complete with fabric softboard partition up to 1'-4" high, provided with two studded anchors with locking arrangement and extended throughout the workstation. Workstation shall have tapered square MS legs at 15°, fabricated from 2.0 mm thick MS section, powder-coated in Architect-approved colour. Complete with linear power tray underneath, top cable cut-outs, 1.2 mm thick powder-coated cable management tray, and centrally located technology box (2 Live + 1 UPS + 2 CAT-6) with earth point, suitable for two users with power switch and fuse.. Size: 47" L x 47" W x 36" H.		Each	2.00		
24	**Supply and Installation of Floor Cabinets** Providing, supplying and fixing floor-standing storage cabinets integrated with workstations, fabricated from 18 mm MDF laminated on both sides with matching edge lipping, supported on M.S. frame/SS legs with adjustable gliders. Cabinet shall comprise lockable storage compartments with doors, open shelves/dividers, imported magnetic hinges and approved locks, complete with durable handles/finger grips. Top shall be finished with matching approved laminate, coordinated with the workstation, including necessary cable/access provisions where required. All laminates, colors, finishes, hardware and dimensions shall be as per drawings and approved by the Architect. Contractor shall submit samples and shop drawings for approval prior to fabrication. Complete in all respects, including fabrication, fittings, installation, alignment and making good.Size: 47" L x 47" W x 36" H.		Each	6.00		
25	**Supply and Installation of Mobile Drawer** Supply and installation of Mobile Drawer Unit with lockable castor wheels, comprising two 5" high telescopic drawers and one bottom hinged drawer, approximately 14" wide, complete with high-quality locks, 3 keys, all necessary hardware, accessories and fittings, finished in Architect-approved colour and finish. Size: 14" W x 18" D x 24" H.		Each	24.00		
26	**Supply and Installation of Staff Chair** Supply, manufacture and installation of High-Quality Shoulder-Height Back Revolving Officer Chair, complete with nylon chair frame and fibre back of Architect-approved colour and finish. Chair shall have multifunctional automatic self-weight adjustable mechanism (3 mm thick), 350 mm die-cast aluminium base, fabric-padded seat, mesh back with lumbar support, torsion-bar basic tilting mechanism, and adjustable arm supports. Complete with high-quality base wheels with locking mechanism and all necessary fittings, accessories and hardware. All fabrics, mesh and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: H 42" W 22" D 21"		Each	24.00		
	Conference Room Furniture Items					

27	**Supply and Installation of Conference Room Meeting Table (12 Persons)** Supply and installation of Meeting Room Table for 12 persons, with size proportioned accordingly, comprising 25 mm thick scratch-resistant laminate desktop with matching lipping, supported on white powder-coated cast aluminium base. Complete with 02 technology boxes (Live, Data, USB port & HDMI each), approximately 10'-0" HDMI cable, central MS powder-coated cable riser, and 1.2 mm thick MS powder-coated horizontal cable management tray, including all necessary accessories, fittings and installation. Size: 142" L x 48" D x 30" H		Each	1.00		
28	**Supply and Installation of Meeting Room Officer Chair** Supply and installation of fixed meeting/conference chair with ergonomically designed upholstered seat and back, supported on sturdy stainless-steel/powder-coated metal fixed legs. Seat shall be provided with high-density polyurethane foam of minimum 30 kg/m³ density and back with minimum 25 kg/m³ density, upholstered with Architect/Consultant-approved fabric/leatherette. Chair shall have a rigid, stable and non-height-adjustable frame without gas-lift or revolving mechanism. All exposed metal surfaces shall be properly finished and protected against corrosion. Complete with all necessary fittings, accessories and hardware. All fabrics, leather and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 22" W x 22" D x 40" H		Each	17.00		
29	**Picture Frame/Artwork** Supply and installation of Decorative Modern Ink Painting on Yastumo Paper, executed with alcohol-based ink, complete with 2 mm thick protective glass, suitable framing, mounting, and all necessary accessories for hanging and display. Colour, design, frame and finish shall be subject to Architect's approval.		Each	5.00		
		Kitchen Furniture Items				
30	**Dining Table** Supply, manufacture, and installation of dining table comprising granite/artificial granite top of approved quality, color, texture, and finish, supported on a robust mild steel (M.S.) frame with distributed support, duly powder coated in Architect-approved color and finish. The table shall be complete with all necessary supports, fittings, fabrication, edge finishing, and accessories. All materials, colors, textures, powder coating, and other finishes shall be subject to physical inspection and approval of samples/swatches by the Architect prior to procurement and fabrication. **Size 2'-6" X 1'-6" X 3'-0" (LXWXH)**		Each	1.00		
31	**Dining Chair** Supply and installation of dining chair comprising solid wood frame with high-quality synthetic leather upholstery of approved color and finish, as selected by the Architect. Seat shall be provided with polyurethane foam padding with appropriate fabric/upholstery of Architect's approved color and finish, having a minimum density of 18 kg/m³. Backrest shall comprise polyurethane foam with silicon filling at arms, with minimum back foam density of 22 kg/m³, supported on S-spring/webbing system as required for proper comfort and durability. Chair shall be mounted on a mild steel/steel leg base, complete with rubber padding/foot caps to prevent damage to floor finishes. All fabrics, synthetic leather, foam, metal/wood finishes, colors, and other materials shall be subject to physical inspection and approval of samples/swatches by the Architect prior to procurement and fabrication. Complete in all respects, including all necessary accessories, fittings, fabrication, finishing, delivery, and installation. **SIZE: 30" WIDTH, 24" DEPTH, 39" HEIGHT.**		Each	4.00		
		Common Room/ Day Care Furniture Items				

32	**Two Seater Sofa (Reception)** Supply and installation of Two Seater Sofa, supported on powder-coated metal legs, upholstered with top-quality imported faux leatherette/fabric of Architect's approved colour and finish. Seat and back shall be provided with high-quality polymeric urethane foam of minimum 1.6 Lb/ft3 density and imported springs for strong support. Complete with all necessary fittings, accessories and workmanship. All fabrics, leatherette and finishes shall be subject to physical inspection and approval of swatches by the Architect. Size: 78" W x 34" D x 34" H		Each	1.00		
33	**Baby Cot Bed** Supply, manufacture, delivery, and installation of baby cot bed comprising a sturdy and durable frame constructed from solid wood/MDF or approved equivalent, with smooth, rounded, and child-safe edges and corners. Cot shall be provided with a secure mattress support/base, suitable protective side rails, and all necessary fittings and hardware. All exposed surfaces shall be finished with non-toxic, child-safe paint/polish/laminate of approved color and finish. The cot shall be stable, safe, easy to clean, and free from sharp edges or hazardous projections. Mattress, where specified, shall be of appropriate size and made of high-density, hygienic, and child-safe material. Complete in all respects, including all necessary accessories, fittings, delivery, and installation, as approved by the Architect. Size 120X108X30 cm		Each	1.00		
34	**Foldable Single Mattress** Supply of high-density, resilient polyurethane foam foldable mattress of approved dimensions and thickness, minimum foam density 30 kg/m³, comprising properly bonded/fabricated folding sections suitable for repeated folding and unfolding. Mattress shall be covered with durable, hygienic and washable upholstery fabric, complete with concealed heavy-duty zipper and removable/washable cover. Cover colour and finish shall be subject to approval. Mattress shall be free from deformation, odour and manufacturing defects and shall maintain its shape under normal use. Complete in all respects **size 30 x 24 x 3"**		Each	1.00		
35	**Planter** Supply and delivery of decorative potted indoor plant comprising a planter manufactured from PU (Polyurethane) or approved equivalent lightweight, durable and weather-resistant material, complete with healthy, lush and evergreen artificial/natural plant as specified/approved by the Architect. Planter shall be provided with a suitable drip tray to prevent leakage and damage to floor finishes. Complete with appropriate growing medium/filler, internal container where required, and all necessary accessories, properly finished and ready for placement, complete in all respects as per approved sample/design and to the satisfaction of the Architect/Engineer.**Size Size 2'11"x2'8"x5'9"**		Each	2.00		
36	**Supply and Installation of Round Table** Supply, manufacture and installation of 5-Person Round Meeting Table, with 25 mm thick laminate desktop finished with matching lipping, using Patex Laminate Series or equivalent, in Architect-approved colour and finish. Table shall be mounted on a MS powder-coated frame with 2'-0" dia. base and 5" vertical mount, complete with all necessary fittings, accessories and installation. Size: 5'-0" Dia. × 2'-6" H		Each	1.00		
	Total Furniture Items					
SECTION - B : Misc. Items						
1	**Wireless IP Phone** Supply, installation, configuration, and commissioning of SIP-based wireless (Wi-Fi) IP phone compatible with existing IP PBX system, supporting dual-band Wi-Fi (2.4/5 GHz), HD voice, and color LCD display (min. 2.4”). The device shall include full-duplex speakerphone, echo cancellation, standard call features, and WPA/WPA2/WPA3 security. Powered by rechargeable battery with 6–8 hours talk time and 40–50 hours standby. Complete with charging dock, power adapter, accessories, integration, testing, and commissioning as per approved make and specifications		Each	9.00		

2	**Access Control** Supply, installation, testing and commissioning of biometric Face & Thumb Recognition Access Control Device, complete with high-resolution facial recognition and fingerprint/thumb verification technology, suitable for employee/personnel access control and attendance management. The system shall include user registration and management, access authorization, event/attendance logging, built-in display/keypad or touch interface, communication interface (TCP/IP/USB or equivalent), door access control interface, relay output, door sensor and exit-button interface, and necessary software for user and access management. The device shall support secure and reliable identification/verification, data storage and retrieval, and integration with the central access control/attendance management system where required. Complete in all respects, including all necessary accessories, power supply/adaptor, mounting brackets, cabling, connectors, configuration, programming and commissioning, as specified by the Engineer/Client.		Each	1.00		
3	**UPS +Battery** Supply, installation, testing and commissioning of 6 kVA online double-conversion UPS systems, complete with external battery banks designed to provide a minimum 2-hour backup for the connected desktop computers and lighting load. Each UPS shall be complete with suitable battery bank, battery cabinet/rack, static bypass, maintenance bypass, input/output protection, battery protection, monitoring display, alarms, interconnecting cables, earthing, accessories, and all necessary hardware for a complete and operational system. Battery capacity shall be designed based on the actual connected load and required 2-hour backup duration. Complete system shall be of approved make and shall be supplied, installed, tested and commissioned in all respects.		Each	3.00		
4	**Foot Washer** Supply and installation of high-quality foot washer fixture, complete with suitable water supply connection, control valve/tap, flexible connection, waste/drain connection where required, mounting accessories, and all necessary fittings. Fixture shall be of approved make, durable construction, and suitable for the intended application. Complete in all respects, including testing and commissioning		Each	2.00		
5	**Electric Stove** Supply, installation, testing and commissioning of heavy-duty electric stove suitable for commercial use, comprising high-quality electric heating elements, heat-resistant cooking surface, temperature control, indicator lights, and all necessary electrical components, wiring, controls, fittings, and accessories. The stove shall be of approved make and suitable capacity, complete with all required connections and safety provisions. Complete in all respects as approved by the Architect/Consultant.		Each	1.00		
	Total Misc. Items					
	Total Furniture and Misc. Items					