

Standard Bidding Document

Purchase/ Supply, installation and placement of office furniture and fixtures
for office use
(Goods)

National

Single Stage-Two Envelope



July 01, 2026

*State Life Insurance Corporation of Pakistan (State Life Insurance Corporation of Pakistan), Admin & Monitoring
Officer*

*Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue, Islamabad
Phone: +92-332-953-7790, Email: asimnawaz508@gmail.com*

Table of Contents

REQUEST FOR BIDS	1
Instructions to Bidders	3
Bid Data Sheet	23
Bids Data Sheet (BDS)	24
Eligibility Criteria	28
Evaluation Criteria	29
Items/Lots	31
Related Services of Goods:	36
Items/Lot Specification	37
Price Schedule	41
General Conditions of Contract	43
Special Conditions of Contract	53
Bid Securing Declaration	58
Contract Form	60
Integrity Pact	63
Performance Guarantee Form	65
Annexure	68
RFP Financial Bid	69
Technical Evaluation	69
RFP Furniture 2026 RO Islamabad	69
Procurement Forms	70

REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **State Life Insurance Corporation of Pakistan (State Life Insurance Corporation of Pakistan)** has reserved Funds for the procurement planned for FY **2026-27**. The **State Life Insurance Corporation of Pakistan (State Life Insurance Corporation of Pakistan)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Purchase/ Supply, installation and placement of office furniture and fixtures for office use**" with the reference of "**P51092**"

2. The **State Life Insurance Corporation of Pakistan (State Life Insurance Corporation of Pakistan)** 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** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents

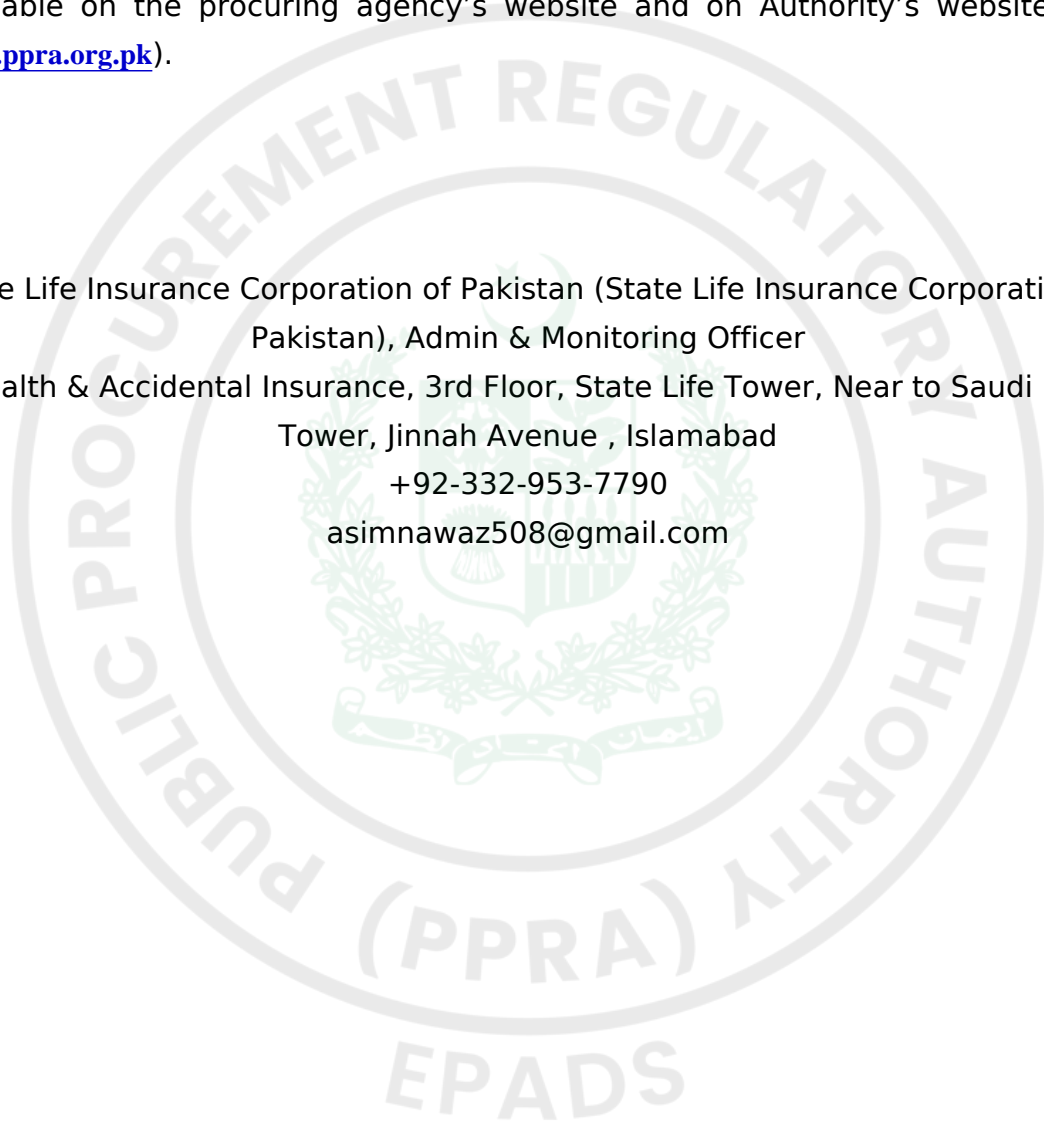
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/51092>** for all the interested bidders registered on **EPADS v2.0**. Bidders 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 **Monday,**

August 3, 2026 11:00 AM. E-bids will be opened using **EPADS v2.0** on the same day at **Monday, August 3, 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).

State Life Insurance Corporation of Pakistan (State Life Insurance Corporation of Pakistan), Admin & Monitoring Officer
Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad
+92-332-953-7790
asimnawaz508@gmail.com





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 the documents 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 its Bid, 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 **shall generate minutes through EPADS v2.0 containing brief details of bid opening process.** 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 **before three days prior to the deadline for submission of bids.** 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)

After 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

32.1 Where 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 (State Life Insurance Corporation of Pakistan)**

The subject of procurement is: **Purchase/ Supply, installation and placement of office furniture and fixtures for office use**

Expected commencement date: **Tuesday, August 18, 2026**

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: **P51092**

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: Monday, July 27, 2026

Pre-Bid Meeting: Wednesday, July 15, 2026 11:00 AM

Venue: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad

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. Bid Security amounting to PKR. 225,000/- must be furnished by the respondent in shape of Demand Draft/Pay order in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as scanned copy along with technical proposal on EPADs. Bid Security must also be submitted in hard copy along with hard copy of Bid/ Proposal submitted at following address: "Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI), 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad"
2. i.All Proposals must be furnished both on EPADs and hard copy of the same before Bid Submission Timeline ii.Must have relevant business experience (i.e. Services required in this RFP) of at-least Five (5) years (Vendor (s) must affix Work Awards, Purchase Order, Agreement etc wherein experience of Five (5) years is clearly manifested). Format is placed at Annex-B
3. iii.Vendor must be an authorized dealer / manufacturer/ trader/ supplier / whole seller for (new) only in last three (3) years (Here affix verifiable proof such as undertaking on official letter head or any other documentary evidence is required)
4. ix.Vendor must have local presence in Islamabad/ Rawalpindi (Proof is required here)
5. viii.Vendor must have executed a project of similar nature i.e. supply/ purchase and placement of furniture/fixture as required in this RFP with overall worth of at least PKR. 5.0 million in last five (5) years (Here Work Award,

Agreements, Work Completion Certificate or any other proof certifying that work is successfully completed must be affixed). Provide details as per format placed at Annex-B

6. xi. In case a vendor endorses our specifications than he will be bound to supply same furniture as outlined in specifications

BDS Clause Number 6

ITB Number 11.1

Items/Lots and threere 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**

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;

Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad before bid submission deadline.

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

The deadline for Bids submission is: **Monday, August 3, 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 : **Monday**

Date: **Monday, August 3, 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

Grievance 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
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Evaluation Criteria

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

Least Cost Based Selection (LCBS)

Technical Marks	100
Passing Marks	60
Technical Evaluation Criteria	
Overall experience (Qualitative)(Doc Required)	20
relevant work award (20)	
above seven years (19)	
5-7 years (14)	
5 years (10)	
No of similar projects in last five years worth 5 million (Qualitative)(Doc Required)	20
work done completion/certificate (20)	
3 plus projects (19)	
1-3 projects (10)	

<p>Financial strength (Qualitative)(Doc Required)</p> <p>average turn over (10)</p> <p>above 9.0 million (9)</p> <p>5-9 million (7)</p> <p>5.0 million (5)</p>	10
<p>Physical inspection (Qualitative)(Doc Required)</p> <p>physical samples (30)</p> <p>sample presented (29)</p>	30
<p>Quoted furniture items and presented samples are as per specifications (Qualitative)(Doc Required)</p> <p>relevant proforma (20)</p> <p>compliant (19)</p>	20



Items/Lots

Lot Title : Purchase/ Supply, installation and placement of office furniture and fixtures for office use

Bid Security : 225000 PKR

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity	Warranty
Workstations	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 6/pcs	6 / pcs	1	180 Days
Office Table	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 4/pcs	4 / pcs	1	180 Days

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity	Warranty
Revolving Chairs	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 36/pcs	36 / pcs	1	180 Days
Visitor Chairs(Normal)	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 6/pcs	6 / pcs	1	180 Days
Visitor Chairs (Executive)	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 4/pcs	4 / pcs	1	180 Days

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity	Warranty
Conference Table	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 1/pcs	1 / pcs	1	180 Days
Moveable Wooden Partition	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 2/pcs	2 / pcs	1	180 Days
Small Central Table	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 4/pcs	4 / pcs	1	180 Days

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity	Warranty
Central Table	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 2/pcs	2 / pcs	1	180 Days
Wooden Cabinet	Furniture set	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 1/pcs	1 / pcs	1	180 Days
treatment of wall seepage (office of divisional head H&AI, 2nd floor state life building no 9, by supply/purchase, installation and fixation of PVC Sheets	Wallpapers	Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad Schedule: 7 Days Quantity: 300/sqft	300 / sqft	1	180 Days

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity	Warranty
Supply/ Purchase, Installation and Fixation of Wallpaper	Wallpapers	<p>Address: Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad</p> <p>Schedule: 7 Days Quantity: 400/sqft</p>	400 / sqft	1	180 Days



Related Services of Goods:

No



Items/Lot Specification

Lot Title : Purchase/ Supply, installation and placement of office furniture and fixtures for office use

Item: Workstations

UNSPSC: Furniture set

Specifications / Requirements:

Supply and Placement of Workstation having Seating Capacity: 4 Persons ; Type: Linear ; Storage Unit : Yes, for each person, Standard Size. Ample space on tabletop made up of High-Quality Mat Finish Sheet for placing PC, Laptops ; Soft Board Partition with suede padding. Cable Management Provision on tabletop for each seating . Each Storage Unit must have two drawers with spacious storage space and one central lock. Rubber Glides at the bottom for floor protection. Dimensions: 6' L, 4' W and 2.6' H (in feet)

Item: Office Table

UNSPSC: Furniture set

Specifications / Requirements:

Supply and Placement of Office Table having Size: 5*4 Material: Mat Finish Tabletop preferred with color as per requirement Spacious tabletops to accommodate Screen, Files and other accessories. Robust metal brackets for supporting thick tabletop Drawers: 03 with central lock and best quality channel. Bottom must have rubber glides at bottom to ensure floor safety

Item: Revolving Chairs

UNSPSC: Furniture set

Specifications / Requirements:

Supply and Placement of Chair having Color: Grey Fabric and Black Latherite ; Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Pedestal or Equivalent ; Arms: Polyurethane or equivalent ; Head Rest: Yes ; Arms: Adjustable; Base: Stainless Steel High Back for extra support with five different positions . Lower castor must support 360 degree movement

Item: Visitor Chairs(Normal)

UNSPSC: Furniture set

Specifications / Requirements:

Supply and Placement of Chair having Material: PP Frame Black with mesh back, Color: Black ; Base: Sleek Chrome Base Arms: Durable construction with PP Black Armrest and ABS Cover with padded seat Head Rest: No ; Raised/ Heighted Back

Item: Visitor Chairs (Executive)

UNSPSC: Furniture set

Specifications / Requirements:

Supply and placement of wooden chair with solid wooden base. High Quality Leather seating with proper foaming with high quality glossy polish. Rubber glides at bottom/ legs to avoid floor/ tile damage. Padded arm rest

Item: Conference Table

UNSPSC: Furniture set

Specifications / Requirements:

Supply and placement of customized conference table with seating capacity of maximum 6 persons; table top; made up of high quality mat finish sheet, MFC aluminium casted base

with white powder coat finish sliding covered steel material multibox equipped with usb port, laptop charger connectivity in front of each seating, concealed cable management set up. Glides at base made of rubber to ensure smooth movement and avoid floor scratches

Item: Moveable Wooden Partition

UNSPSC: Furniture set

Specifications / Requirements:

Low Heighted portable/ moveable wooden partition preferably having height of 72 Inches, and width of 96 inch partition to consist of MDF panels with solid wooden frame

Item: Small Central Table

UNSPSC: Furniture set

Specifications / Requirements:

Supply and Placement of Sofa Side Table having Dimensions 24 W, 18 H, 24 D (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom

Item: Central Table

UNSPSC: Furniture set

Specifications / Requirements:

Supply and Placement of Sofa Side Table having Dimensions 47 W, 24 D, 18 H (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom

Item: Wooden Cabinet

UNSPSC: Furniture set

Specifications / Requirements:

Supply and Placement of Wooden Almirah having Size atleast 6 Feet Height and 3.5 Feet Width, 8 Shelves, two doors with proper lock. Both doors must have handles. Material: Best Quality MFC. Shelves must have adequate space for storing office files with preferred height of 1.3 Feet and Width of 1 Feet

Item: treatment of wall seepage (office of divisional head H&AI, 2nd floor state life building no 9, by supply/purchase, installation and fixation of PVC Sheets

UNSPSC: Wallpapers

Specifications / Requirements:

Supply, placement and installation of best quality UV sheet having high gloss with thickness at least 3mm and dimensions of 4ft * 9.5 feet

Item: Supply/ Purchase, Installation and Fixation of Wallpaper

UNSPSC: Wallpapers

Specifications / Requirements:

Supply, placement and installation of best quality wall papers as per approved design

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.

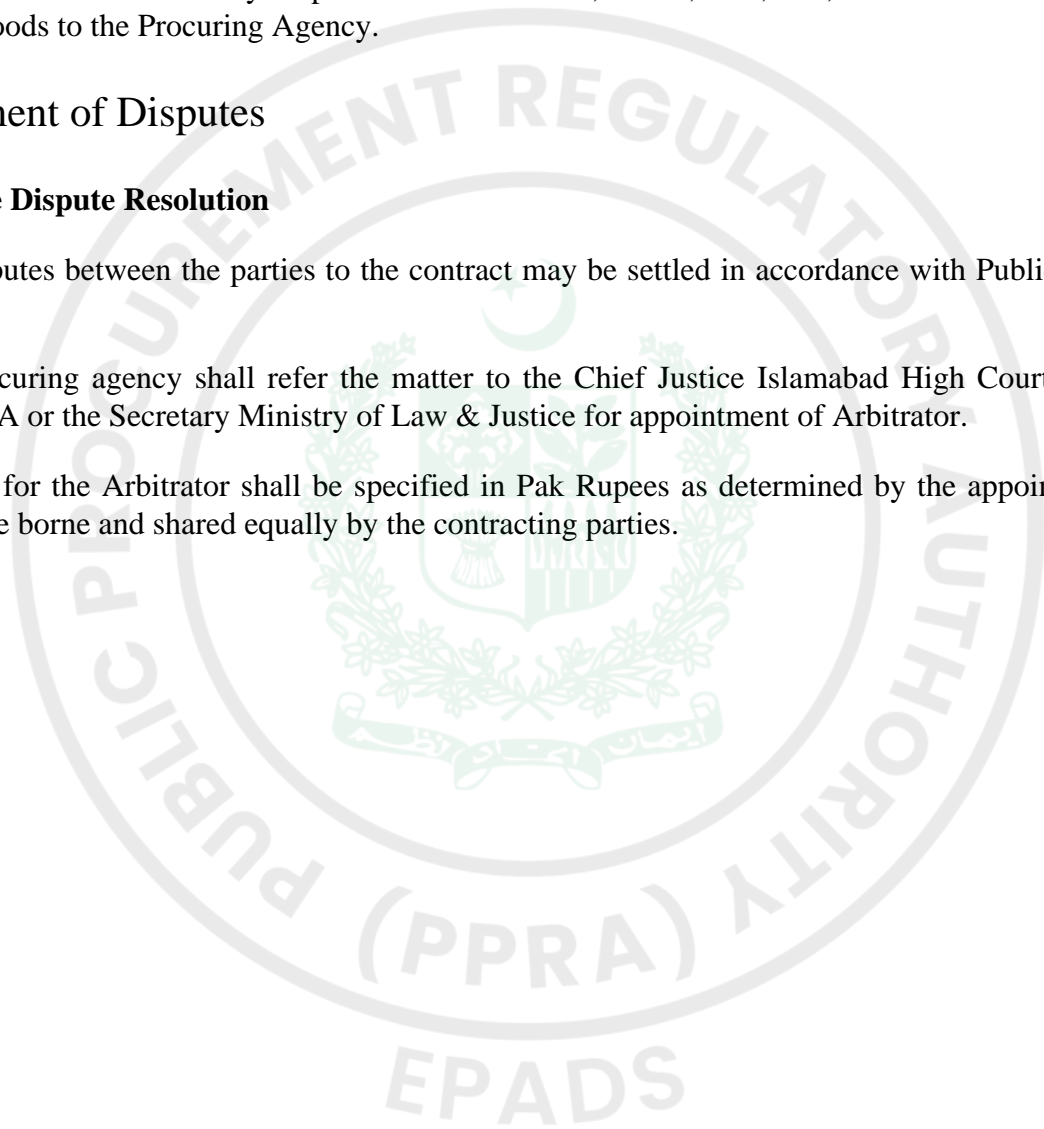
H. Settlement of Disputes

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 (State Life Insurance Corporation of Pakistan), Admin & Monitoring Officer Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad

The Supplier is:

The title of the subject procurement is: Purchase/ Supply, installation and placement of office furniture and fixtures for office use

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 (State Life Insurance Corporation of Pakistan), Admin & Monitoring Officer
Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad
+92-332-953-7790
asimnawaz508@gmail.com

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 (State Life Insurance Corporation of Pakistan), Admin & Monitoring Officer
Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad
+92-332-953-7790
asimnawaz508@gmail.com

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 **0.05% 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 **10.00%** of the contract price in acceptable form of **Pay Order, Bank Guarantee**

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

complete bidding document is available at SLIC website

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.: **P51092**

To: **State Life Insurance Corporation of Pakistan (State Life Insurance Corporation of Pakistan), Admin & Monitoring Officer Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad**

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 (State Life Insurance Corporation of Pakistan), Admin & Monitoring Officer Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad**

(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., **Purchase/ Supply, installation and placement of office furniture and fixtures for office use (P51092)** 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.

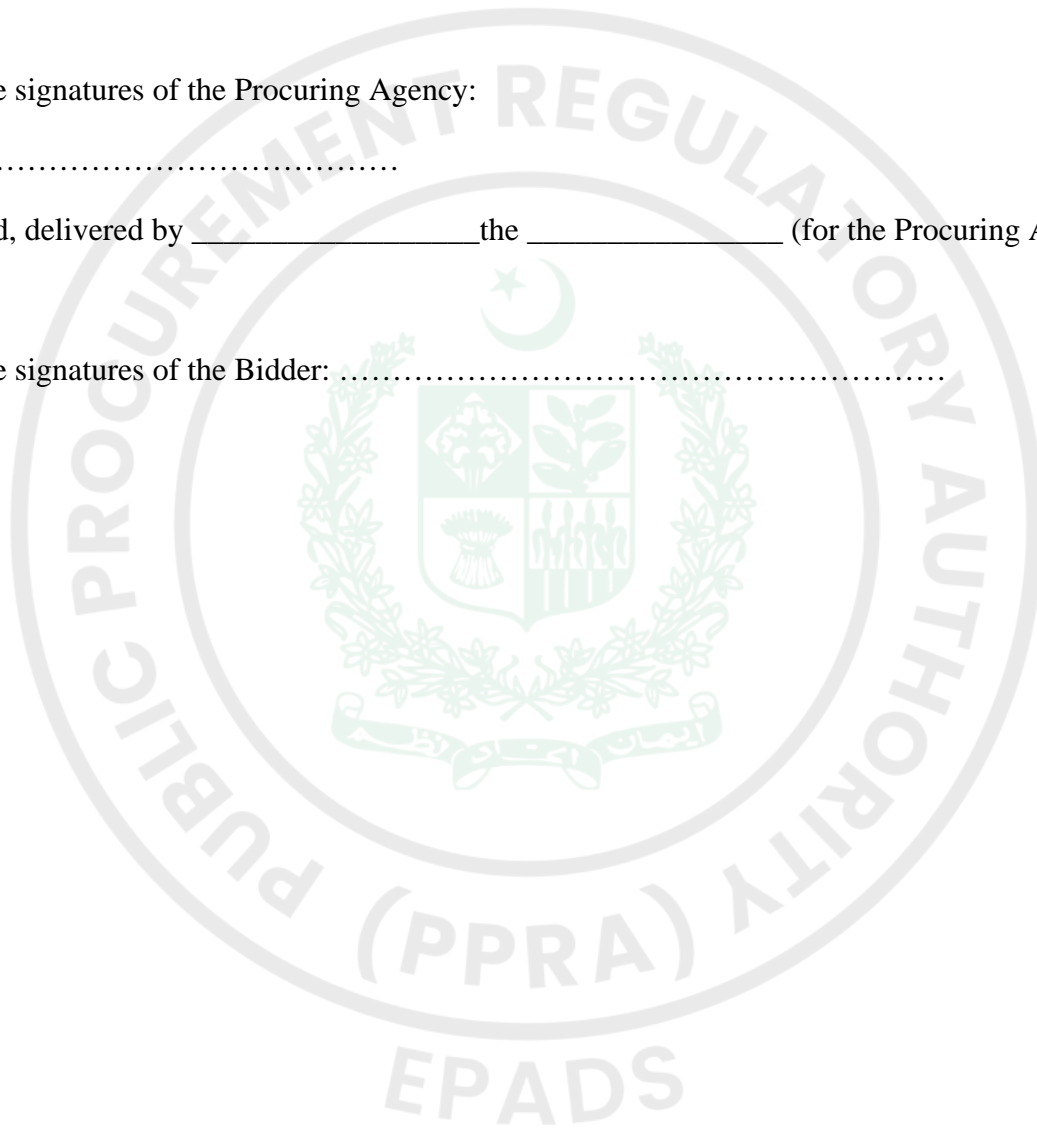
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

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

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 times 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 (State Life Insurance Corporation of Pakistan), Admin & Monitoring Officer Health & Accidental Insurance, 3rd Floor, State Life Tower, Near to Saudi Pak Tower, Jinnah Avenue , Islamabad**

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]





Annexure

RFP Financial Bid

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **RFP Financial Bid** (page number: 74)

Technical Evaluation

Technical Submission (Vendor)

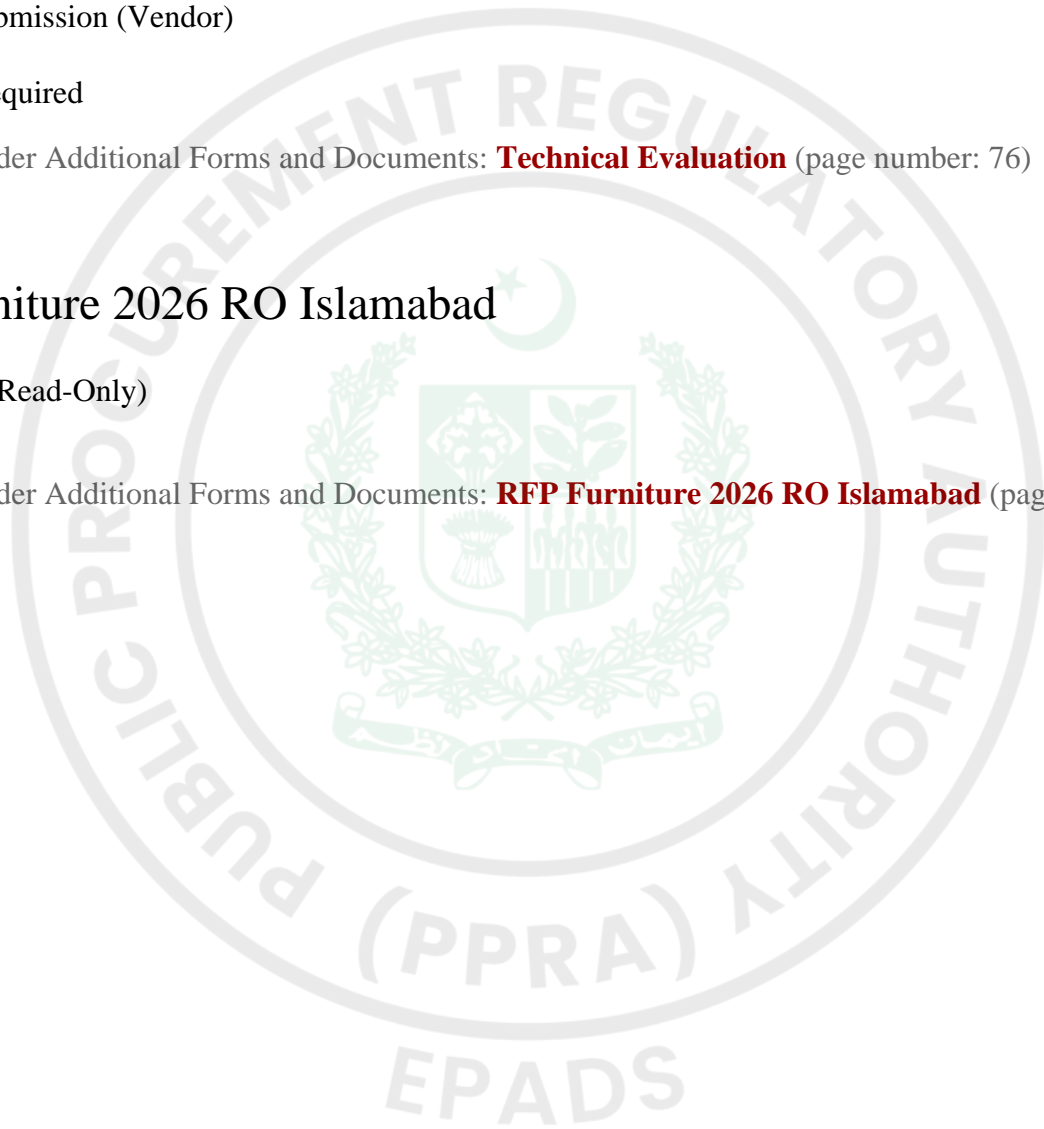
Document Required

See Form Under Additional Forms and Documents: **Technical Evaluation** (page number: 76)

RFP Furniture 2026 RO Islamabad

Information (Read-Only)

See Form Under Additional Forms and Documents: **RFP Furniture 2026 RO Islamabad** (page number: 77)





Procurement Forms







Additional Forms and Documents

FIN- 1: FINANCIAL PROPOSAL

Sr No	ITEMS	A QUANTITY	B PER ITEM RATE IN PKR WITHOUT TAX	QUOTED PRODUCT SPECIFICATIONS	APPLICABLE TAX IN PKR	C PER ITEM RATE IN PKR WITH TAX	TOTAL FINANCIAL IMPACT IN PKR INCLUSIVE OF ALL APPLICABLE TAXES D= A*C
1	CATEGORY-01: OFFICE FURNITURE (Supply/ Purchase and Placement of Office furniture)						
A.	FOR ISLAMABAD						
i.	Revolving Chairs	30					
ii.	Visitor Chairs (Normal)	06					
iii.	Visitor Chairs (Executive)	04					
iv.	Conference Table (5-6 Persons)	01					
v.	Moveable Wooden Partition	02					
vi.	Office Table (5*4)	02					
vii.	Center Table	01					
viii.	Small Central Table	02					
vii.	Workstations	06					
B.	FOR GB REGION						
i.	Revolving Chairs	06					
ii.	Office Table (5*4)	02					
iii.	Small central Table	02					
iv.	Center Table	01					
v.	Wooden Cabinet	01					
TOTAL COST IN PKR INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES FOR CATEGORY-01 IN FIGURES							
2.	CATEGORY-02: FURNITURE FIXTURES (SUPPLY/PURCHASE AND FIXATION OF FIXTURES)						
i.	Supply & Installation of UV sheet, proposed as per Anx- C at (Office of Divisional Head (H&A), 2 nd Floor, State Life	300 SQ.FT					

	Building No.09 by Supply/ Purchase, Installation and Fixation of PVC Sheets						
ii.	Supply/ Purchase, Installation and Fixation of Wallpaper proposed as per Anx C	400 SQ.FT					
TOTAL COST IN PKR INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES FOR CATEGORY-02 IN FIGURES							
GRAND TOTAL COST FOR CATEGORY 01 & 02 INCLUSIVE OF ALL APPLICABLE TAXES & OTHER CHARGES IN FIGURES							
GRAND TOTAL COST FOR CATEGORY 01 & 02 INCLUSIVE OF ALL APPLICABLE TAXES & OTHER CHARGES IN WORDS							

- I. ALL ENTRIES MUST BE FILLED
- II. CUTTING/OVERWRITING ISN'T ALLOWED HOWEVER IF UNDER EXCEPTIONAL CIRCUMSTANCES DONE MUST BE PROPERLY INITIALED
- III. QUOTED COST MUST BE INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES IF ANY
- IV. FINANCIAL PROPOSAL MUST BE STRICTLY AS PER ABOVE FORMAT
- V. ALL ENTRIES MUST BE FILLED
- VI. PER SQ.FT RATE WHERE REQUIRED WILL REMAIN FIXED AND PAYMENT AS PER ACTUAL WILL BE MADE
- VII. VENDOR MAY QUOTE RATE FOR ALL CATEGORIES OR FOR A SINGLE CATEGORY
- VIII. LOWEST RATE IN RESPECTIVE CATEGORY WILL BE CONSIDERED FOR EVALUATION
- IX. RATES FOR ALL ITEMS WITHIN A CATEGORY MUST BE QUOTED AND IN CASE ANY ENTRY IS LEFT BLANK PROPOSAL WILL BE DECLARED NON-RESPONSIVE
- X. PROPOSAL MUST BE SIGNED AND STAMPED BY CONCERNED

1. EVALUATION OF PROPOSALS

State Life will form Regional Procurement Committee (RPC) to evaluate the proposals. **Technical Evaluation** of proposal will be carried out as per scoring appended below:

Sr.No	Parameters	Detail	Weightage	Max Score
Technical Evaluation				
1	Overall Experience	Here Relevant Work Awards/ Agreements/ Work Completion Certificate etc are needed A. Below 5 Years B. 5 Years C. 5-7 Years D. Above 7 Yeats	0 10 15 20	20
2	No. of Similar Projects completed in last five years with overall worth of at least PKR. 5.0 million	Here, Work Done Satisfactory/ Work Completion Certificate is required. i. Below 1 Projects ii. 1-3 Projects iii. 3+ Projects	0 10 20	20
3	Financial Strength	Average Annual Turn Over in Last Three Years i. Below 5.0 million ii. 5.0 million iii. 5-9 million iv. Above 9.0 million	0 5 7.5 10	10
4	Physical Inspection	Here Vendor will have to present physical samples to committee during technical evaluation. All samples are to be presented and in case of customized item adherence to specifications outlined is must i. Samples not Presented ii. Samples Presented	0 30	30
5	Quoted Furniture Items and Presented Samples are as per specifications/ requirement	Here details as required in relevant proforma placed at Annex-F must be affixed i. Non-Compliant ii. Fully Compliant	0 20	20
TOTAL SCORE				100

Basis of Evaluation:

Overall, 60 score is mandatory. 50% in each category is mandatory (Applied to Serial No.01 to Serial No.03). In case of Serial No.04 and Serial Number 05 absolute scoring is must, i.e. either 0 or 20. In case of 0 score proposal will be declared non-responsive. Vendors are required to ensure submission of verifiable proofs against each category. Compliance with above scoring criteria is must and in case of non-compliance, proposal will be declared as non-responsive



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

REQUEST FOR PROPOSAL

**PURCHASE/SUPPLY, INSTALLATION AND PLACEMENT OF
OFFICE FURNITURE AND FIXTURES FOR OFFICE USE**

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

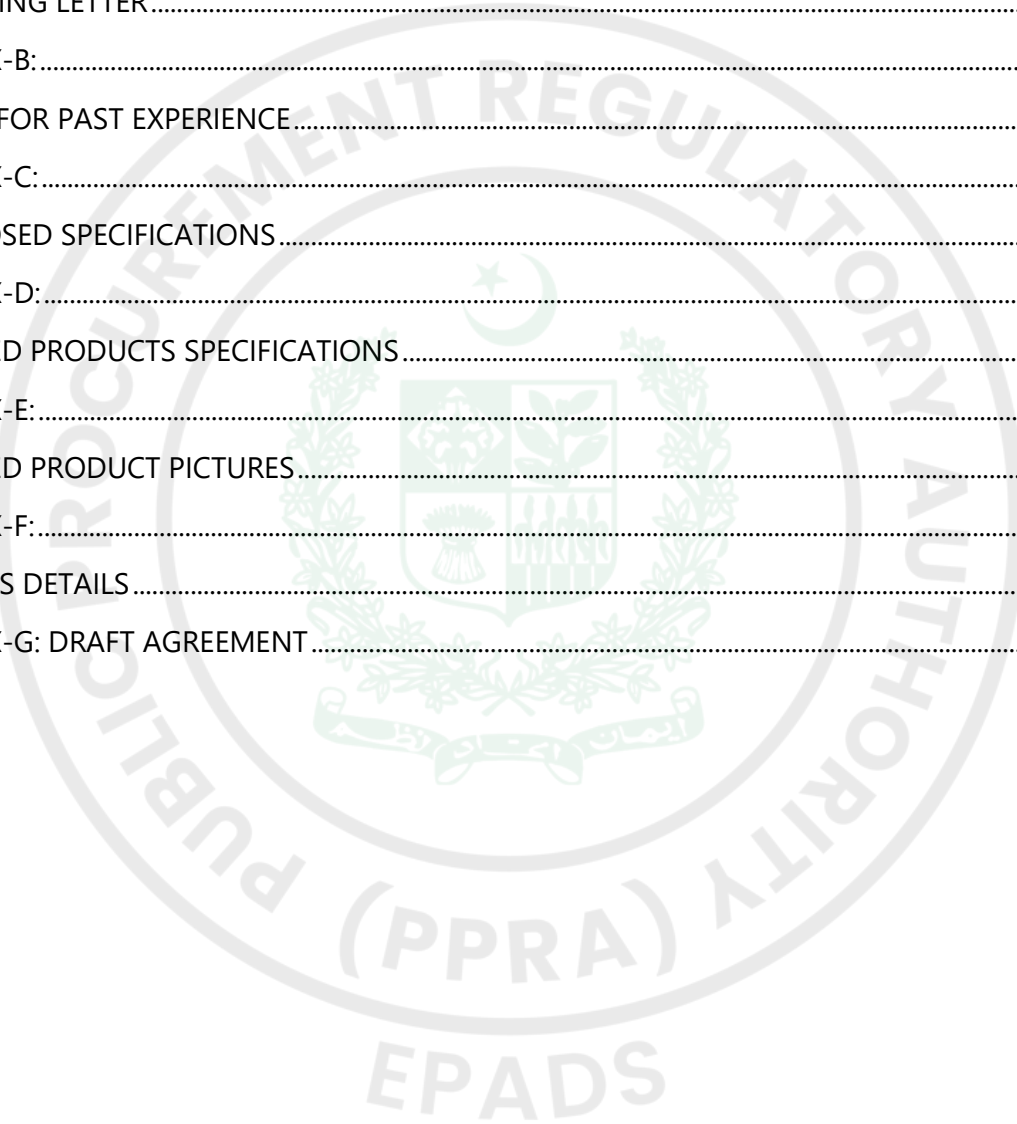
Name of the Respondent	
Address	
Telephone	
Fax	
Email	

State Life Insurance Corporation of Pakistan
Health & Accidental Insurance (H&AI)
Regional Procurement Department (RPD)
3rd Floor, State Life Tower, Jinnah Avenue, Islamabad
Contact No: 051-9216344

1. Table of Contents

1. DEFINITIONS:.....	4
2. INTRODUCTION	4
3. VALIDITY OF PROPOSALS	4
4. RIGHT TO ACCEPT / REJECT PROPOSAL.....	5
5. FRAUD AND CORRUPTION	5
6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT	5
6.1. RFP CLARIFICATIONS	5
6.2. AMENDMENTS IN RFP	5
7. PROCESS FOR HIRING OF SERVICES	6
8. MANDATORY CRITERIA.....	7
9. DISQUALIFICATIONS.....	8
10. PREPARATION OF PROPOSAL.....	8
11. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL.....	9
11.1. TECHNICAL PROPOSAL.....	9
11.2. FINANCIAL PROPOSAL.....	9
12. EVALUATION OF PROPOSALS	10
12.1. FINANCIAL EVALUATION:.....	10
13. BID SECURITY DEPOSIT	11
13.1. RELEASE OF BID SECURITY.....	11
13.2. CONFISCATION OF BID SECURITY:.....	11
14. PERFORMANCE GUARANTEE.....	12
14.1. CONFISCATION OF PERFORMANCE GUARANTEE.....	12
14.2. ADJUSTMENT FROM PERFORMANCE GURANTEEE.....	12
15. DEFECT LIABILITY PERIOD	13
16. PENALTY.....	13
17. CONFIDENTIALITY.....	13
18. OWNERSHIP OF "DATA/INFORMATION"	14
1. BACKGROUND.....	15
2. GOAL.....	15
3. PLACE OF EXECUTION OF ASSIGNMENT	15
4. EXECUTION TIMELINE:.....	15

5. DELIVERABLES.....	15
6. SCOPE OF WORK:.....	15
6.1. TERMS AND CONDITIONS.....	16
7. PAYMENT TERMS AND CONDITIONS.....	16
FIN- 1: FINANCIAL PROPOSAL.....	18
ANNEX-A:.....	20
COVERING LETTER.....	20
ANNEX-B:.....	22
FORM FOR PAST EXPERIENCE.....	22
ANNEX-C:.....	24
PROPOSED SPECIFICATIONS.....	24
ANNEX-D:.....	26
QUOTED PRODUCTS SPECIFICATIONS.....	26
ANNEX-E:.....	28
QUOTED PRODUCT PICTURES.....	28
ANNEX-F:.....	33
CLIENTS DETAILS.....	33
ANNEX-G: DRAFT AGREEMENT.....	34



Section I: Invitation for Proposal

1. State Life Insurance Corporation of Pakistan intends to hire the services of a reputed Service Provider for subject procurement as per Single Stage Two Envelope Procedure as per PPRA Rules 2004 from tax registered firms/ service providers
2. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules
3. All proposals must be valid for **Ninety (90)** days and any bid shorter than subject bid validity will be declared as conditional and will be declared non-responsive.
4. Pre-Bid Meeting session will be held on 29-06-2026 @ 11:00 am, and attending said session is mandatory. Proposals of those bidders will be considered for further procurement process who have attended pre-bid session.

5. Tender Schedule

A	Bid Submission Timeline through: a. EPADs b. Hard Copy	06/07/2026 @ 11:00 AM
B	Bid Opening Timeline	06/07/2026 @ 11:30 AM
C	Clarification Timeline	03/07/2026 UPTO 03:00 PM
D	Pre-Bid Meeting	29-06-2026 @ 11:00 AM

5. Address for submission of Hard Copy of Bid Security amounting to **PKR. 225,000/-** in favor of "**SLIC H&AI PREMIUM COLLECTION ACCOUNT**" in the form of pay order/ demand draft and any other document if needed:

"Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI) Regional Office, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad"

Contact No: 051-9216344

Email for clarity and information regarding general conditions:

Asimnawaz508@gmail.com

Section II: Instruction to Respondents

1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for "PURCHASE/SUPPLY, INSTALLATION AND PLACEMENT OF OFFICE FURNITURE AND FIXTURES FOR OFFICE USE"
- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Procuring Agency" means State Life
- d) "H&AI" Health and Accidental Insurance, Regional Office, Islamabad
- e) "Service Provider/ Bidder/ Vendor/Respondent" means any entity that furnishes proposal in response to this RFP through EPADs and also hard copy of the same is required to be submitted
- f) "Competent Authority" means the CEO State Life
- g) "RFP" means Request for Proposal
- h) "Committee" means committee constituted by State Life for evaluation of proposal
- i) "Categories" correspond to respective to two categories outlined in scope of work i.e. Furniture Items and Furniture Fixtures
- j) "Government" means the Government of Pakistan
- k) "PPRA Rules" Public Procurement Rules 2004
- l) "SOW" means Scope of Work
- m) "EPADs" stands for E-Pak Acquisition and Disposal System

2. INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to the population in social sector. State Life has also launched Corporate Health Insurance initiative, and different products are being offered both in Public and Private Sector.

3. VALIDITY OF PROPOSALS

Proposals must be valid unconditionally for a period of **Ninety (90)** days after the date of its submission prescribed in RFP. A proposal valid for shorter period will be declared as

non-responsive. State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals).

4. RIGHT TO ACCEPT / REJECT PROPOSAL

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

5. FRAUD AND CORRUPTION

State Life requires that respondents hired through this RFP must observe the highest standards of ethics. Further, case any bidder is found indulged in Corrupt and Fraudulent practice as defined under definition section in PPRA Rules then necessary action as per **PPRA Rule-19 (A)** will be taken

6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

6.1. RFP CLARIFICATIONS

Vendors can seek clarification in writing through email, letter, EPADs etc regarding any aspect of this RFP prior to expiry of Clarification Timeline as outlined in Clause-4, Section-I: Invitation for Proposal. It is entirely vendors' responsibility to get himself well acquainted with all aspects of the subject RFP

During evaluation of the proposals, State Life may, at its discretion, ask respondents for clarifications as per PPRA Rule-31 on their proposals in writing and response thereof must also be in writing. The respondents are required to respond within the time frame prescribed by State Life.

In case a vendor fails to respond to clarification within stipulated time then vendor will be simply disqualified from further proceedings without any notice

6.2. AMENDMENTS IN RFP

At any time prior to deadline for submission of proposal, State Life may, for any reason, modify the RFP and revised documents will be advertised in the form of addendum in a manner like advertised earlier.

7. PROCESS FOR HIRING OF SERVICES

The Process for hiring services for subject procurement is outlined below:

- A.** This subject procurement is conducted for hiring services of a service provider for subject procurement. The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document and the most advantageous bidder will be required to sign a service level agreement (copy placed at Annex-E) with State Life. Evaluation of the proposals shall be carried out in two steps, first the technical and then the financial.
- B.** The technical and financial proposals must be submitted in accordance with Single Stage Two Envelope Procedure as per PPRA Rule-36 (b). Proposals must be submitted both in hard copy and also on EPADs. Hard Copy and Soft Copy must be same and in case it is observed that both documents aren't same then proposals will be simply declared non-responsive
- C.** First of all, compliance with PPRA Rules will be checked and in case any non-compliance of PPRA Rules is observed, proposal will be declared as non-responsive and won't be considered for further evaluation process
- D.** Subject to compliance with PPRA Rules, a scrutiny of proposal as per criteria outlined will be carried out. The Evaluation Committee shall not have access to the financial proposals until the technical evaluation is concluded.
- E.** After completion of evaluation of the technical proposal, State Life shall upload **Technical Evaluation Report** as per **PPRA Rule-35** on all relevant forums
- F.** The respondents who are found technically responsive based on technical evaluation would be informed about the date and time of opening of their financial proposals through EPADs and letter, Fax or E-mail as communicated by the respondents in their proposals.
- G.** Subject to scrutiny of Financial Proposal, the Final Evaluation Report will be published on all respective forums. After completion of necessary timeline, Work Award will be issued to most advantageous bidder and a mutually agreed Service Level Agreement (SLA) copy at Annex- F will be signed.

8. MANDATORY CRITERIA

Eligible Service Provider/Respondent must fulfill following criteria:

- i. All Proposals must be furnished both on EPADs and hard copy of the same before Bid Submission Timeline
- ii. Must have relevant business experience (i.e. Services required in this RFP) of at-least **Five (5)** years (Vendor (s) must affix Work Awards, Purchase Order, Agreement etc wherein experience of Five (5) years is clearly manifested). Format is placed at Annex-B
- iii. Vendor must be an authorized dealer / manufacturer/ trader/ supplier / whole seller for (new) only in last three (3) years (Here affix verifiable proof such as undertaking on official letter head or any other documentary evidence is required)
- iv. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Government legal entities, sales tax and income tax departments) and on active taxpayer list.
- v. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (**One Hundred Rupees Only/-**) duly authorized by Notary Public is mandatory);
- vi. Audited Financial Statement from ICAP Certified firm with valid QCR rating must be submitted for last **three (3)** years i.e. 2023, 2024 and 2025
- vii. Vendor must ensure submission of Bid Security amounting to **PKR. 225,000/-** in the form of Pay Order/ Demand draft in favor of "**SLIC H&AI PREMIUM COLLECTION ACCOUNT**".
- viii. Vendor must have executed a project of similar nature i.e. supply/ purchase and placement of furniture/fixture as required in this RFP with overall worth of at least **PKR. 5.0 million** in last **five (5)** years (Here Work Award, Agreements, Work Completion Certificate or any other proof certifying that work is successfully completed must be affixed). Provide details as per format placed at Annex-B
- ix. Vendor must have local presence in Islamabad/ Rawalpindi (Proof is required here)
- x. Vendor must clearly specify his/ her quoted product as per proforma placed at Annex-D for each item and in case any item/ entry is left blank proposal will be declared non-responsive
- xi. In case a vendor endorses our specifications than he will be bound to supply same furniture as outlined in specifications

- xii. Details as required in Annexures of RFP must be affixed
- xiii. Must obtain minimum score as per clause 12 of RFP

NOTE: Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above.

9. DISQUALIFICATIONS

Proposal furnished will be declared as non-responsive and vendor will be disqualified if any of the following is observed:

- i. Submitted the proposal document or any other associated document after the Bid Submission deadline
- ii. Hard and Soft Copy are not synchronized i.e. both aren't same
- iii. Made misleading or false representations in any documentation submitted
- iv. Submitted a proposal that is not accompanied by required documentation
- v. Failed to provide clarifications related thereto, when sought
- vi. Submitted a proposal with price adjustment / variation provision
- vii. Conditional Bid is submitted
- viii. Required documentation not affixed with Technical and Financial Proposal
- ix. Any violation/missing information as required in Clause-08 above
- x. Any violation of PPRA Rules-2004

10. PREPARATION OF PROPOSAL

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initialized by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.

- iii. Proposals received by any means other than EPADs will be declared non-responsive and will be rejected
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP
- vii. All proposals must be furnished as per Single Stage Two Envelop Procedure as per PPRA Rule-36 (b)

11. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

11.1. TECHNICAL PROPOSAL

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official letterhead duly signed and stamped (Details to be provided as per Format placed at Annex-E)
- iii. All relevant proofs as requested in Mandatory Criteria--- Clause-8

All the above papers should be duly signed by the authorized signatory.

11.2. FINANCIAL PROPOSAL

- i. The financial proposal must be as per format placed at FIN-1 and in case proposal is not as per attached format it will be declared as non-responsive
- ii. All rates must be quoted in Pakistan Rupee (rounded to the rupee amount).
- iii. Overall Lump Sum cost will be considered for evaluation.
- iv. Vendor shall apply for all categories.
- v. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- vi. Quoted cost must be inclusive of all applicable taxes & other charges i.e. delivery, octroi transportation, uploading, admin, labor charges etc
- vii. Financial Proposal must be signed and stamped

12. EVALUATION OF PROPOSALS

State Life will form Regional Procurement Committee (RPC) to evaluate the proposals. **Technical Evaluation** of proposal will be carried out as per scoring appended below:

Sr.No	Parameters	Detail	Weightage	Max Score
Technical Evaluation				
1	Overall Experience	Here Relevant Work Awards/ Agreements/ Work Completion Certificate etc are needed A. Below 5 Years B. 5 Years C. 5-7 Years D. Above 7 Years	0 10 15 20	20
2	No. of Similar Projects completed in last five years with overall worth of at least PKR. 5.0 million	Here, Work Done Satisfactory/ Work Completion Certificate is required. i. Below 1 Projects ii. 1-3 Projects iii. 3+ Projects	0 10 20	20
3	Financial Strength	Average Annual Turn Over in Last Three Years i. Below 5.0 million ii. 5.0 million iii. 5-9 million iv. Above 9.0 million	0 5 7.5 10	10
4	Physical Inspection	Here Vendor will have to present physical samples to committee during technical evaluation. All samples are to be presented and in case of customized item adherence to specifications outlined is must i. Samples not Presented ii. Samples Presented	0 30	30
5	Quoted Furniture Items and Presented Samples are as per specifications/ requirement	Here details as required in relevant proforma placed at Annex-F must be affixed i. Non-Compliant ii. Fully Compliant	0 20	20
TOTAL SCORE				100

Basis of Evaluation:

Overall, 60 score is mandatory. 50% in each category is mandatory (Applied to Serial No.01 to Serial No.03). In case of Serial No.04 and Serial Number 05 absolute scoring is must, i.e. either 0 or 20. In case of 0 score proposal will be declared non-responsive. Vendors are required to ensure submission of verifiable proofs against each category. Compliance with above scoring criteria is must and in case of non-compliance, proposal will be declared as non-responsive

12.1. FINANCIAL EVALUATION:

Financial Evaluation of technically responsive bidders will be done as follows:

- A.** Compliance of proposal with FIN-1 will be checked and in case of non-compliance with format, proposal will be rejected
- B.** First of all, computational check will be done and in case of any computational error proposal will be rejected

- C. After checking general compliance as per above clauses further proceedings will be done

13. BID SECURITY DEPOSIT

Bid Security amounting to **PKR. 225,000/-** must be furnished by the respondent in shape of Demand Draft/Pay order in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as scanned copy along with technical proposal on EPADs.

Bid Security must also be submitted in hard copy along with hard copy of Bid/Proposal submitted at following address:

"Office of Regional Procurement Department (RPD), Health and Accidental Insurance (H&AI), 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad"

13.1. RELEASE OF BID SECURITY

- A.** Bid Security of bidders who aren't most advantageous will be released subject to completion of formal procurement proceedings i.e. conclusion of timeline post final evaluation report uploading on EPADs, PPRA and State Life Website as per PPRA Rules
- B.** Bid Security of Technically Non-Responsive Bidder will be released subject to completion of timeline post uploading of Technical Evaluation Report on PPRA Website, EPADs and SLIC Website. Vendor will have to furnish a proper request duly signed and stamped addressed to Regional Procurement Department (RPD)
- C.** Bid Security of the most advantageous bidder will be released subject to submission of Bank Guarantee within stipulated timeline

13.2. CONFISCATION OF BID SECURITY:

Bid Security will be confiscated in case of any of the following:

- I.** In case the most advantageous bidder doesn't accept Letter of Intent (LOI) issued through EPADs within stipulated timeline. We will resort to second most advantageous bidder
- II.** In case bidder denies executing the assignment as per requirements outlined and in accordance with proposal furnished on EPADs. Further we will also resort to second most

advantageous bidder and necessary legal action as per PPRA Rule-19 will be initiated

- III. If the most advantageous bidder fails to submit his/her complete delivery, activation schedule on official letterhead within three working days of issuance of Work Order then Bid Security will be forfeited along with cancellation of Work Order and necessary action will also be initiated
- IV. In case bidder fails to furnish Performance Guarantee as per Clause-14. Further Work Award issued thereof will also be cancelled and we will resort to 2nd Most Advantageous Bidder

14. PERFORMANCE GUARANTEE

Most Advantageous Bidder will be required to furnish Performance Guarantee amounting to **10%** of quoted lump sum cost in respective category or cumulative sum of categories for which proposal is submitted within **seven (7)** days of issuance of Work Award. Bank Guarantee must be submitted in form of a pay order/ demand draft

Performance Guarantee must be valid for **One (1)** year from the date of issuance. Bank Guarantee will be released subject to successful completion of defect liability period as per Clause-15 appended below:

14.1. CONFISCATION OF PERFORMANCE GUARANTEE

Bank Guarantee will be confiscated in case of refusal to execute defect liability period

14.2. ADJUSTMENT FROM PERFORMANCE GUARANTEE

Deductions/ adjustment can be made from Performance Guarantee as per following schedule:

- A. In case of delay in resolution of issues raised during stipulated timeline deductions **@0.05%** for each of delay will be done which will be adjusted from Performance Guarantee.
- B. In case it is observed that during defect liability period vendor is showing delay/ non-responsiveness on routine basis then work will be executed from alternate source and deductions as per actual will be made from Bank Guarantee.

15. DEFECT LIABILITY PERIOD

There will be a One (1) year defect liability period. The defect liability period will commence from the date of complete delivery of all furniture items and onward work done satisfactory by the concerned.

During defect liability period all warranty related claims such as hydraulic, cylinder issue for chairs, table drawer channel issues etc will be resolved by most advantageous bidder free of cost.

All claims during defect liability period must be resolved within seven (7) working days.

16. PENALTY

Most Advantageous Bidder is expected to remain professional and exercise highest standards of professionalism. Penalty will be imposed as per following schedule:

- A.** Most Advantageous Bidder must ensure delivery of same furniture as approved. In case it is observed that furniture delivered is not in accordance with the approved sample, vendor will be bound to replace the aforesaid item within three (3) days and in case of delay penalty @**0.05%** for each day of delay will be imposed
- B.** In case of delay in executing the assignment, penalty @**0.05%** for each day of delay will be imposed

17. CONFIDENTIALITY

Bidder understands and agrees that all materials and information marked and identified by STATE LIFE as 'Confidential' are valuable assets of STATE LIFE and are to be considered STATE LIFE 's proprietary information and property. Bidder will treat all confidential materials and information provided by STATE LIFE with the highest degree of care and necessary to ensure that unauthorized disclosure does not occur.

Bidder will not use or disclose any materials or information provided by STATE LIFE without STATE LIFE 's prior written approval. Bidder shall not be liable for disclosure or use of any materials or information provided by STATE LIFE or developed by Bidder which is:

- I. possessed by Bidder prior to receiving receipt from STATE LIFE, other than through prior disclosure by STATE LIFE, as documented by Bidder's written records;
- II. published or available to the general public otherwise than through a breach of Confidentiality; or
- III. obtained by Bidder from a third party with a valid right to make such disclosure, provided that said third party is not under a confidentiality obligation to STATE LIFE; or
- IV. Developed independently by the bidder.

In the event that Bidder is required by judicial or administrative process to disclose any information or materials required to be held confidential hereunder, Bidder shall promptly notify State Life and allow State Life a reasonable time to oppose such process before making disclosure.

Bidder understands and agrees that any use or dissemination of information in violation of this Confidentiality Clause will cause State Life irreparable harm, may leave STATE LIFE with no adequate remedy at law and State Life is entitled to seek injunctive relief.

Nothing herein shall be construed as granting to either party any right or license under any copyrights, inventions, or patents now or hereafter owned or controlled by the other party.

The requirements of use and confidentiality set forth herein shall survive the expiration, termination or cancellation of this RFP.

18. OWNERSHIP OF "DATA/INFORMATION"

All information processed, stored, or transmitted by Service Provider's equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties will apply for failure to protect information appropriately.

Section III: Scope of Work

1. **BACKGROUND**

State Life Health Insurance is implementing Sehat Sahulat Program coverage to almost entire population all over Pakistan. As part of this program the patients are taking inpatient health services all over Pakistan.

State Life has also launched Corporate Health Insurance Program, and different products are being offered to both Public and Private sector.

As part of subject procurement, we intend to procure office furniture and fixtures for office use. As part of subject procurement basic essence is to ensure provision of quality office furniture for aesthetic office outlook

2. **GOAL**

To ensure provision of quality office furniture

3. **PLACE OF EXECUTION OF ASSIGNMENT**

The subject assignment is required to be executed at following locations:

- A. State Life Tower Islamabad, 3rd and 13th Floor
- B. State Life Building No 9, Buland Markaz, D chowk, Islamabad
- C. Health and Accidental Insurance Office at Yadgar Chowk, GB Region

The furniture items required to be delivered to GB Region are specified in specifications section outlined at Annex-C

4. **EXECUTION TIMELINE:**

The execution timeline for subject assignment is fifteen (15) days from the final acceptance of samples presented by most advantageous bidder and in case of delay penalty as per Clause-15 will be imposed

5. **DELIVERABLES**

Deliverable for the subject assignment are as follows:

- i. Shifting/ Purchase and Placement of furniture items as per specifications and quantity outlined at Annex-C
- ii. Supply/ Purchase and fixation of fixtures as per specifications and quantity outlined at Annex-C

6. **SCOPE OF WORK:**

Scope of Work basically involves following categories:

Category-01: Supply/ Purchase and Placement of Office furniture at designated location as per Clause-3

Category-02: Supply/Purchase and fixation of fixtures at designated location

6.1. TERMS AND CONDITIONS

The terms and conditions are as follows:

- i. Most Advantageous bidder will be responsible for deployment of adequate Human Resource for timely completion of the said activity and HR deployed will solely be on payroll of the bidder without any liability in any forms on State Life
- ii. Bidders must visit the site prior to submission of proposals to get themselves well acquainted with on ground situations.
- iii. Bidders must note that we require quality furniture and no compromise on quality will be allowed under any circumstances
- iv. Bidders must consider recommended brand/ make and specifications outlined in RFP while quoting rates
- v. Bidders must take into account that Regional Procurement Committee will carry out physical inspection of quoted furniture during technical evaluation. Presentation of Physical Samples during technical evaluation is mandatory and in case of non-submission, proposal will be declared non-responsive
- vi. No payment will be made for physical inspection as per clause appended above
- vii. Bidder must note that for those furniture items which are customized such as conference table etc vendor will present material for table top to committee
- viii. Presented samples must have specifications as quoted through proposal furnished on EPADs
- ix. In case a bidder is declared as most advantageous he/she will have to supply same quality of furniture as presented during technical evaluation
- x. Repeat Order as per PPRA Rules can be placed on need basis

7. PAYMENT TERMS AND CONDITIONS

- I. Invoice must be submitted after completion of assignment as outlined

- II.** Invoice must be furnished along with Bank Details, Tax record and details about work executed
- III.** Invoice will be subject to work done satisfactory
- IV.** Invoice will be subject to deductions if any as per Clause-16
- V.** Invoice will be cleared within Thirty (30) days



FIN- 1: FINANCIAL PROPOSAL

Sr No	ITEMS	A QUANTITY	B PER ITEM RATE IN PKR WITHOUT TAX	QUOTED PRODUCT SPECIFICATIONS	APPLICABLE TAX IN PKR	C PER ITEM RATE IN PKR WITH TAX	TOTAL FINANCIAL IMPACT IN PKR INCLUSIVE OF ALL APPLICABLE TAXES D= A*C
1	CATEGORY-01: OFFICE FURNITURE (Supply/ Purchase and Placement of Office furniture)						
A.	FOR ISLAMABAD						
i.	Revolving Chairs	30					
ii.	Visitor Chairs (Normal)	06					
iii.	Visitor Chairs (Executive)	04					
iv.	Conference Table (5-6 Persons)	01					
v.	Moveable Wooden Partition	02					
vi.	Office Table (5*4)	02					
vii.	Center Table	01					
viii.	Small Central Table	02					
vii.	Workstations	06					
B.	FOR GB REGION						
i.	Revolving Chairs	06					
ii.	Office Table (5*4)	02					
iii.	Small central Table	02					
iv.	Center Table	01					
v.	Wooden Cabinet	01					
TOTAL COST IN PKR INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES FOR CATEGORY-01 IN FIGURES							
2.	CATEGORY-02: FURNITURE FIXTURES (SUPPLY/PURCHASE AND FIXATION OF FIXTURES)						
i.	Supply & Installation of UV sheet, proposed as per Anx- C at (Office of Divisional Head (H&A), 2 nd Floor, State Life	300 SQ.FT					

	Building No.09 by Supply/ Purchase, Installation and Fixation of PVC Sheets						
ii.	Supply/ Purchase, Installation and Fixation of Wallpaper proposed as per Anx C	400 SQ.FT					
TOTAL COST IN PKR INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES FOR CATEGORY-02 IN FIGURES							
GRAND TOTAL COST FOR CATEGORY 01 & 02 INCLUSIVE OF ALL APPLICABLE TAXES & OTHER CHARGES IN FIGURES							
GRAND TOTAL COST FOR CATEGORY 01 & 02 INCLUSIVE OF ALL APPLICABLE TAXES & OTHER CHARGES IN WORDS							

- I. ALL ENTRIES MUST BE FILLED
- II. CUTTING/OVERWRITING ISN'T ALLOWED HOWEVER IF UNDER EXCEPTIONAL CIRCUMSTANCES DONE MUST BE PROPERLY INITIALED
- III. QUOTED COST MUST BE INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES IF ANY
- IV. FINANCIAL PROPOSAL MUST BE STRICTLY AS PER ABOVE FORMAT
- V. ALL ENTRIES MUST BE FILLED
- VI. PER SQ.FT RATE WHERE REQUIRED WILL REMAIN FIXED AND PAYMENT AS PER ACTUAL WILL BE MADE
- VII. VENDOR MAY QUOTE RATE FOR ALL CATEGORIES OR FOR A SINGLE CATEGORY
- VIII. LOWEST RATE IN RESPECTIVE CATEGORY WILL BE CONSIDERED FOR EVALUATION
- IX. RATES FOR ALL ITEMS WITHIN A CATEGORY MUST BE QUOTED AND IN CASE ANY ENTRY IS LEFT BLANK PROPOSAL WILL BE DECLARED NON-RESPONSIVE
- X. PROPOSAL MUST BE SIGNED AND STAMPED BY CONCERNED

ANNEX-A: COVERING LETTER

(On Respondent's letterhead)

Date: _____

Proposal Reference No. xx/2026

Incharge HR & Admin/ RPD

State Life Insurance Corporation of Pakistan,
Health & Accident Insurance Regional Office, 3rd Floor, State Life Tower,
Jinnah Avenue, Islamabad
Contact No: 051-9216344

SUBJECT: PROPOSAL FOR PURCHASE/SUPPLY, INSTALLATION AND PLACEMENT OF OFFICE FURNITURE AND FIXTURES FOR OFFICE USE

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of 120 days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.

8. We / I am submitting herewith a demand draft/Pay Order No. _____ dated _____ drawn from ----- in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" as Bid Security Deposit for consideration of our proposals is attached as scanned copy with technical proposal on EPADs and also furnished in hard copy to Regional Procurement Department
9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

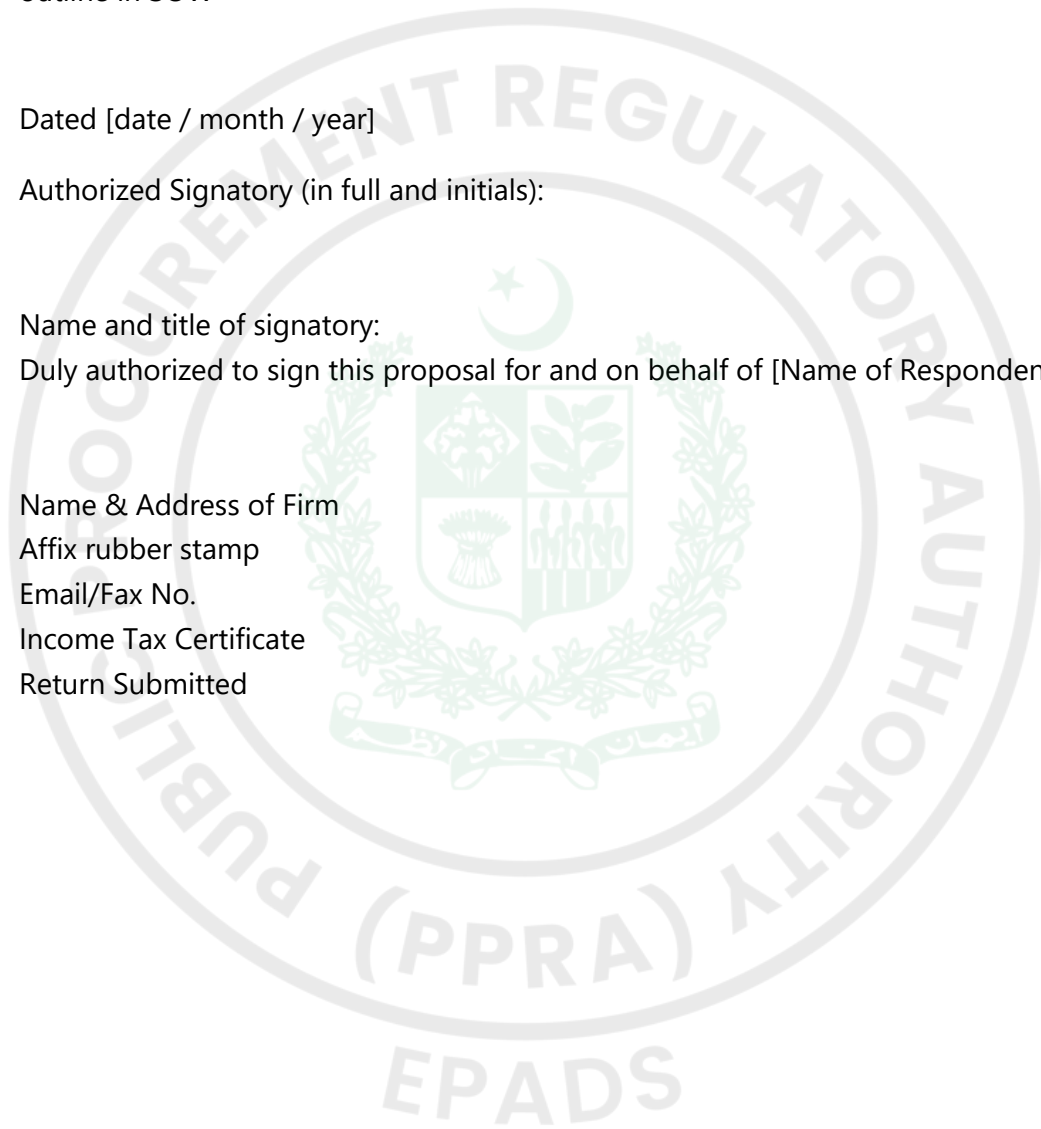
Name & Address of Firm

Affix rubber stamp

Email/Fax No.

Income Tax Certificate

Return Submitted



ANNEX-B:

FORM FOR PAST EXPERIENCE

1. WORK COMPLETED DETAILS

Here specify details of projects/ assignments that have been completed before Bid Submission Timeline. Work Completion Certificate is required to be affixed. Also affix Work Awards for all entries. Provide all details as required in the table below:

Sr. No	Particular	Brief Scope of Work	No of Pages Scanned	Date of Commencement	Completion Date	Worth in PKR	Focal Person Contact Number and Email

2. DETAILS OF SIMILAR PROJECT EXECUTED IN LAST FIVE YEARS WITH OVERALL FINANCIAL IMPACT OF ATLEAST 5.0 MILLION

Here specify details of projects/ assignments that have been completed before Bid Submission Timeline. Work Completion Certificate is required to be affixed. Also affix Work Awards for all entries. Provide all details as required in the table below:

Sr. No	Particular	Brief Scope of Work	No of Pages Scanned	Date of Commencement	Completion Date	Worth in PKR	Focal Person Contact Number and Email

3. DETAILS OF PROJECT IN EXECUTION:

Here provide details of project/ assignment that are currently in execution

Sr. No	Particular	Brief Scope of Work	No of Pages Scanned	Date of Commencement	Present Status	Worth in PKR	Focal Person Contact Number and Email



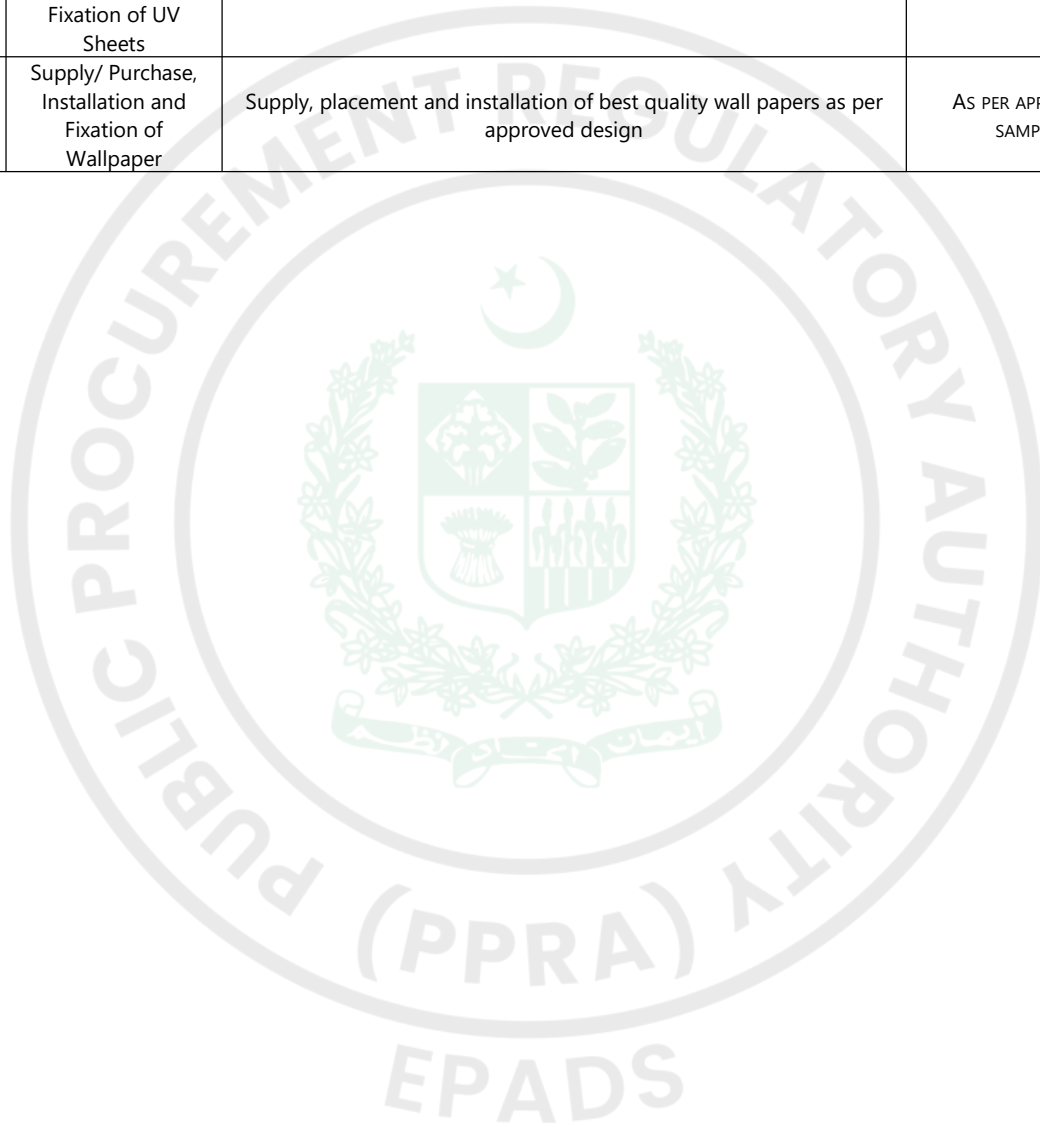
ANNEX-C:

PROPOSED SPECIFICATIONS

Proposed specifications are outlined below. Specifications and recommended brand/ make are benchmark for guidance on quality parameters

SR No	ITEMS	PROPOSED SPECIFICATIONS	RECOMMENDED BRAND/ MAKE
1.	CATEGORY-01: OFFICE FURNITURE (Supply/ Purchase and Placement of Office furniture)		
i.	Revolving Chairs	Supply and Placement of Chair having Color: Grey Fabric and Black Latherite ; Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Pedestal or Equivalent ; Arms: Polyurethane or equivalent ; Head Rest: Yes ; Arms: Adjustable; Base: Stainless Steel High Back for extra support with five different positions Lower castor must support 360 degree movement	Inter Wood, Master OffiSys, Office Empire or equivalent
ii.	Visitor Chairs (Normal)	Supply and Placement of Chair having Material: PP Frame Black with mesh back, Color: Black ; Base: Sleek Chrome Base Arms: Durable construction with PP Black Armrest and ABS Cover with padded seat Head Rest: No ; Raised/ Heighted Back	Inter Wood, Master OffiSys, Office Empire or equivalent
iii.	Visitor Chairs (Executive)	Supply and placement of wooden chair with solid wooden base. High Quality Leather seating with proper foaming with high quality glossy polish. Rubber glides at bottom/ legs to avoid floor/ tile damage. Padded arm rest	Inter Wood, Master OffiSys, Office Empire or equivalent
iv.	Conference Table (5-6 Persons)	Supply and Placement of Customized Conference Table with seating capacity of maximum 6 Persons ; Table Top: Made up of High Quality Mat Finish Sheet, MFC Aluminum casted base with white powder coat finish Sliding Covered Steel Material Multi box equipped with USB Port, Laptop Charger Connectivity, Ethernet Connectivity in front of each seating ,Concealed Cable Management Set up. Glides at base made of rubber to ensure smooth movement and avoid floor scratches	Inter Wood, Master OffiSys, Office Empire or equivalent
v.	Moveable Wooden Partition	Low Heighted portable/ moveable wooden partition preferably having height of 72 Inches and width of 96 inches. partition to consist of MDF panels with solid wooden frame	Inter Wood, Master OffiSys, Office Empire or equivalent
vi.	Workstations	Supply and Placement of Workstation having Seating Capacity: 4 Persons ; Type: Linear ; Storage Unit : Yes, for each person, Standard Size. Ample space on tabletop made up of High-Quality Mat Finish Sheet for placing PC, Laptops ; Soft Board Partition with suede padding. Cable Management Provision on tabletop for each seating . Each Storage Unit must have two drawers with spacious storage space and one central lock. Rubber Glides at the bottom for floor protection Dimensions: 6' L, 4' W and 2.6' H (all in feet)	Inter Wood, Master OffiSys, Office Empire or equivalent
vii.	Office Table (5*4)	Supply and Placement of Office Table having Size: 5*4 Material: Mat Finish Tabletop preferred with color as per requirement Spacious tabletops to accommodate Screen, Files and other accessories. Robust metal brackets for supporting thick tabletop Drawers: 03 with central lock and best quality channel. Bottom must have rubber glides at bottom to ensure floor safety	Inter Wood, Master OffiSys, Office Empire or equivalent
viii.	Small Central Table	Supply and Placement of Sofa Side Table having Dimensions 24 W, 24 D, 18H (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom	Inter Wood, Master OffiSys, Office Empire or equivalent
ix.	Center Table	Supply and Placement of Sofa Side Table having Dimensions 47 W, 24 D, 18 H (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom	Inter Wood, Master OffiSys, Office Empire or equivalent
x.	Wooden Cabinet	Supply and Placement of Wooden Almirah having Size atleast 6 Feet Height and 3.5 Feet Width, 8 Shelves, two doors with proper lock. Both doors must have handles. Material: Best Quality MFC. Shelves must have adequate space for storing office files with preferred	Inter Wood, Master OffiSys, Office Empire or equivalent

		height of 1.3 Feet and Width of 1 Feet	
2.	CATEGORY-02: FURNITURE FIXTURES (SUPPLY/PURCHASE AND FIXATION OF FIXTURES)		
i.	Treatment of wall seepage (Office of Divisional Head (H&AI), 2 nd Floor, State Life Building No.09 by Supply/ Purchase, Installation and Fixation of UV Sheets	Supply, placement and installation of best quality UV sheet having high gloss with thickness at least 3mm and dimensions of 4ft * 9.5 feet	AS PER APPROVED SAMPLE
ii.	Supply/ Purchase, Installation and Fixation of Wallpaper	Supply, placement and installation of best quality wall papers as per approved design	AS PER APPROVED SAMPLE



ANNEX-D:

QUOTED PRODUCTS SPECIFICATIONS

Here vendor is required to completely specify his/ her quoted product by all means i.e. make, color, fabric etc must be provided. Pictures of quoted products must also be attached. Said sheet is to be signed and stamped. All entries must be filled.

To be affixed with Technical Proposal

SR No	ITEMS	PROPOSED SPECIFICATIONS	RECOMMENDED BRAND/ MAKE	QUOTED PRODUCTS SPECIFICATIONS	PICTURE OF QUOTED PRODUCT
1.	CATEGORY-01: OFFICE FURNITURE (Supply/ Purchase and Placement of Office furniture)				
i.	Revolving Chairs	Supply and Placement of Chair having Color: Grey Fabric and Black Latherite ; Foam: Supreme or Equivalent Legs: Nylon Dycasted Chair Pedestal or Equivalent ; Arms: Polyurethane or equivalent ; Head Rest: Yes ; Arms: Adjustable; Base: Stainless Steel High Back for extra support with five different positions Lower castor must support 360-degree movement	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
ii.	Visitor Chairs (Normal)	Supply and Placement of Chair having Material: PP Frame Black with mesh back, Color: Black ; Base: Sleek Chrome Base Arms: Durable construction with PP Black Armrest and ABS Cover with padded seat Head Rest: No ; Raised/ Heighted Back	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
iii.	Visitor Chairs (Executive)	Supply and placement of wooden chair with solid wooden base. High Quality Leather seating with proper foaming with high quality glossy polish. Rubber glides at bottom/ legs to avoid floor/ tile damage. Padded arm rest	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
iv.	Conference Table (5-6 Persons)	Supply and Placement of Customized Conference Table with seating capacity of maximum 6 Persons ; Table Top: Made up of High Quality Mat Finish Sheet, MFC Aluminum casted base with white powder coat finish Sliding Covered Steel Material Multi box equipped with USB Port, Laptop Charger Connectivity, Ethernet Connectivity in front of each seating ,Concealed Cable Management Set up. Glides at base made of rubber to ensure smooth movement and avoid floor scratches	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
v.	Moveable Wooden Partition	Low Heighted portable/ moveable wooden partition preferably having height of 72 Inches and width of 96 inch,partition to consist of mdf panels with solid wooden frame	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
vi.	Workstations	Supply and Placement of Workstation having Seating Capacity: 4 Persons ; Type: Linear ; Storage Unit : Yes, for each person, Standard Size. Ample space on tabletop made up of High-Quality Mat Finish Sheet for placing PC, Laptops ; Soft Board Partition with suede padding. Cable Management Provision on tabletop for each seating . Each Storage Unit must have two drawers with spacious storage space and one central lock. Rubber Glides at the bottom for floor protection Dimensions: 6' L, 4' W and 2.6' H	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		

vii.	Office Table (5*4)	Supply and Placement of Office Table having Size: 5*4 Material: Mat Finish Tabletop preferred with color as per requirement Spacious tabletops to accommodate Screen, Files and other accessories. Robust metal brackets for supporting thick tabletop Drawers: 03 with central lock and best quality channel. Bottom must have rubber glides at bottom to ensure floor safety Aluminum Base/ legs with powder coat	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
viii.	Small central Table	Supply and Placement of Sofa Side Table having Dimensions 24 W, 24 D, 18H (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
ix.	Center Table	Supply and Placement of Sofa Side Table having Dimensions 47 W, 24 D, 18 H (All in Inches) , Top Material: Quartz Corian , Powder Quoted Metallic Legs with rubber glides at bottom	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
x.	Wooden Cabinet	Supply and Placement of Wooden Almira having Size at least 6 Feet Height and 3.5 Feet Width, 8 Shelves, two doors with proper lock. Both doors must have handles. Material: Best Quality MFC. Shelves must have adequate space for storing office files with preferred height of 1.3 Feet and Width of 1 Feet	INTER WOOD, MASTER OFFISYS, OFFICE EMPIRE OR EQUIVALENT		
2.	CATEGORY-02: FURNITURE FIXTURES (SUPPLY/PURCHASE AND FIXATION OF FIXTURES)				
i.	Treatment of wall seepage (Office of Divisional Head (H&A), 2 nd Floor, State Life Building No.09 by Supply/ Purchase, Installation and Fixation of PVC Sheets	Supply, placement and installation of best quality UV sheet having high gloss with thickness at least 3mm and dimensions of 4ft * 9.5 feet	AS PER APPROVED SAMPLE		
ii.	Supply/ Purchase, Installation and Fixation of Wallpaper	Supply, placement and installation of best quality wall papers as per approved design	AS PER APPROVED SAMPLE		

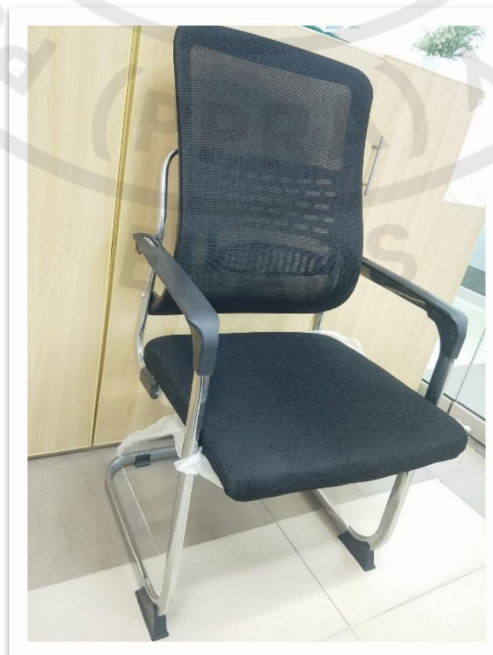
ANNEX-E: QUOTED PRODUCT PICTURES

In this section we have appended/ added pictures of required furniture items. These pictures are added for benchmark and actual demand/ requirement may vary. Color, fabric may vary

1. Revolving Chair:



2. Visitor Chairs (Normal)



3. Visitor Chairs (Executive)



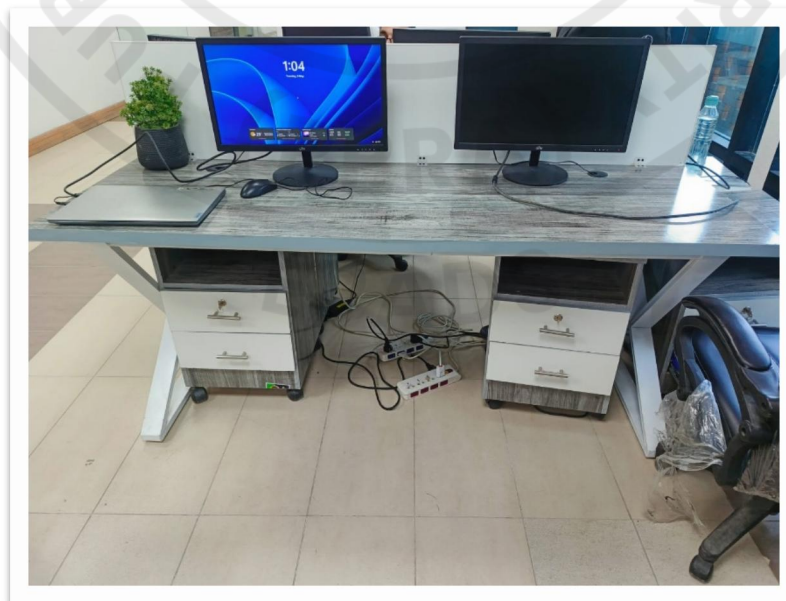
4. Conference Table:



5. Movable Wooden Partition:



6. Workstations



7. Office Table:



8. Small Central Table:



9. Center Table:



10. Wooden Cabinet:



ANNEX-F: CLIENTS DETAILS

Here all client details are to be provided as per format. To be printed on official letter head duly signed and stamped. Must be affixed with Technical Proposal

Sr. No	Name of Procuring Agency	Address	Focal Person Contact Number & Email



ANNEX-G: DRAFT AGREEMENT

This Agreement (hereinafter called the "Agreement") is made on this [date] 2026 at Islamabad

Between

State Life Insurance Corporation of Pakistan, incorporated under the Life Insurance Nationalization Ordinance, 1972, having Principal Office at State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi (hereafter called the "**State Life**" which expression shall include the successors, legal representatives and permitted assigns) of the one part,

And

[**Service Provider**], having [Office Address]. (hereafter called the "**Service Provider**" which expression shall include the successors, legal representatives and permitted assigns) of the other part.

WHEREAS

The State Life has sought proposal from the Service Provider to provide services as defined in the Invitation of Proposal/Bid ((hereinafter called the "Services"); and the Service Provider, having represented to the State Life that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services and submitted Proposal/Quotation/Bid through EPADs

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Agreement:
 - a. The Invitation of Proposal/Bid.
 - b. The Letter of Acceptance.
 - c. The complete Form of Proposal/Quotation/Bid submitted by the Service Provider for subject procurement on EPADs
 - d. Integrity Pact.
2. The mutual rights and obligations of the State Life and the Service Provider shall be as set forth in the Agreement, in particular:
 - (a) The Service Provider shall carry out the Services in accordance with the provisions of the Agreement; and
 - (b) The State Life shall make payments to the Service Provider in accordance with the provisions of the Agreement.
 - (c) The discretion of acquiring Annual Support for the Developed & Designed Software

and Maintenance thereof from the Service Provider shall rest with the State Life. No cost/amount shall be paid to Service Provider if the State Life does not acquire Annual Support from the Service Provider.

3. The Service Provider shall not sub-let the services to any other without prior written consent of the State Life.
4. In the event if the services were not provided as per timeline given in the Proposal/Quotation/Bid submitted by the Service Provider, the State Life reserve the right to terminate the Agreement and to recover the amount/payment made to the Service Provider.
5. Any dispute if arisen shall amicably be settled.
6. The Service Provider shall indemnify and hold harmless the State Life from and against all liabilities, claims, litigations and demands, on account of fraud, injury, loss or damage in obtaining Domain Registration & Hosting etc.
7. If the Service Provider defaults or neglects to carry out the Services in accordance with the Agreement Documents or fails to perform any provision of the Agreement, the State Life may terminate Service Provider's Services under the Agreement and shall recover the amount so paid to the Service Provider.
8. In no event shall the State Life and Service Provider be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day, month and year first above written.

For and on behalf of State Life

For and on behalf of the service provide

Name:

Name:

Designation:

Designation:

Signature: -----

Signature: -----

WITNESS NO.1

WITNESS NO.2

Name:

Name:

Designation:

Designation:

CNIC No:

CNIC No:

Signature: -----

Signature No: -----