

Dated: \_\_\_\_\_

All Bidders

Subject: **QUOTATION FOR DESIGN AND RENOVATION OF RECEPTION AREA, AT GROUND FLOOR OF STATE LIFE BUILDING NO-9, BLUE AREA ISLAMABAD.**

Dear Sir,

Please find enclosed the B.O.Q for the fixing of floor tiles work for DESIGN AND RENOVATION OF RECEPTION AREA, AT GROUND FLOOR OF STATE LIFE BUILDING NO-9, BLUE AREA ISLAMABAD Terms & Conditions:-

- i. Rate should be quoted on attached B.O.Q format on your Company letter head.
- ii. Quoted rates & Company letter head should be stamped and signed by the contractor.
- iii. The quotation shall be submitted within stipulated time and shall not be accepted after due date.
- iv. Before quoting rates, Contractor may visit site and discuss with undersigned for any relevant information or query.

You are requested to submit your quotations in sealed envelope along with relevant work experience, NTN & sales/ services certificates and send in the name of **Incharge Real Estate, State Life Insurance Corporation of Pakistan SLB-5 Phase-II, (Basement) Blue Area, Islamabad on or before stipulated period** positively.

Thanking you.

**(IMRAN NASIR MALIK)**  
INCHARGE (SLB 9)

Engineer Hussain Ahmed  
DGM (Real Estate Department)  
State Life Building No-5 (Phase-II)  
Basement, China Chowk, Jinnah Avenue  
**Islamabad.**

Note: **TO BE SUBMITTED BY THE CONTRACTOR ON THEIR LETTERHEAD.**

Deputy General Manager  
In-charge (Real Estate Department),  
State Life Insurance Corp. of Pakistan,  
State Life Building No-5, Phase-II, Basement  
F-6/G-6, Blue Area,  
ISLAMABAD

Subject: **QUOTATION FOR DESIGN AND RENOVATION OF RECEPTION  
AREA, AT GROUND FLOOR OF STATE LIFE BUILDING NO-9, BLUE  
AREA ISLAMABAD.**

Dear Sir,

Having inspected the building site and studies the scope of work, Terms and Conditions  
etc. we hereby offer to execute the above job/works for a total amount Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_).

Thanking you

Yours Sincerely,

\_\_\_\_\_  
For and Behalf of Contractor

“SPECIAL TERMS & CONDITIONS”

1.	Place of opening of quotation	Incharge Real Estate, State Life Building No.5 (Phase-II) Jinnah Avenue, Islamabad
2.	Date of opening	As stipulated by e-PADS
3.	Time of opening	As determined by e-PADS
4.	Date of Commencement of work	Within 7 days from date of acceptance of letter of award.
5.	Time of completion of work from the date of commencement.	Period 15 Days (Holidays inclusive)
6.	Maintenance Period	03 Months after the completion of job
7.	Method of payment	Through cross cheque after Bill or Final Bill
8.	Period of honoring interim bill or final bill	Not applicable
9.	Amount of Retention money	5% of final bill
10.	Defect liability period	Period: 03 Months after completion of work
11.	Release of Retention Money	After the completion of defect Liability Period.

**IMRAN NASIR MALIK**  
INCHARGE (SLB 9)  
ISLAMABAD

For and Behalf of Contractor

**DESIGN AND RENOVATION OF RECEPTION AREA, AT GROUND FLOOR OF  
STATE LIFE BUILDING NO-9, BLUE AREA ISLAMABAD.**

**BILL OF QUANTITIES - [BOQ] - SCHEDULE OF PRICES**

<b>S#</b>	<b>Description</b>	<b>Unit</b>	<b>Qty.</b>	<b>Rate (Rs)</b>	<b>Amount</b>
1	Providing and fixing of POP ceiling, Complete in all aspects as per the instruction of designer Incharge.	Job	1		
2	Providing and fixing of ceiling lights	Job	18		
3	Electric work including wires, rope light, connectors, providing and fixing for all reception area.	Job	1		
4	All paint material used by Nippon or equivalent, 2 Long sides wall including roof will be covered as per the instruction of designer Incharge.	Job	1		
5	Feature wall; Providing and fixing of feature wall with the combination of S-Gloss and Tactile sheets addition of artificial planters as mention in attached approved design proposal.	Job	1		
6	Reception Counter; Providing and fixing of a Large size table counter with S-Glass sheet of approved design proposal. Complete in all respects.	Job	1		
7	Acrylic Board Size: 4 x 6 feet Equipped with lighting	Job	1		
8	Providing two good-quality receptionist chairs as per approved proposal.	Job	2		
9	The emergency exit board is made of stainless steel and measures 1x1 foot in size.	Job	1		
Total quoted Amount before Tax					
GST@Rs.18%					
<b>Grand Total Quoted Amount inclusive of Tax(es) PKR</b>					

NB:- Approved Design Proposal is also attached herewith for ready reference.

\_\_\_\_\_  
For and Behalf of Contractor

# \*ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2024-2025

(under (Rule 8 and 9) of the Public Procurement Rules 2004)

Name of the Procuring Agency State Life Insurance Corporation Of Pakistan (Real Estate - Islamabad)

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Sr. No	Name of Procurement (Description)	Estimated Cost (Rs)	Procurement Method**	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks (if any)
1	Procurement and Renovation Work	685,000	Open Competitive Bidding	15-02-2024	3-03-2024	3-04-2024	ok

\* The Annual Procurement Plan may be prepared on the assumption that total allocated budget will be released.

\*\* Procurement method means Open Competitive Bidding/Petty Purchases/Quotations/Director Contracting/Negotiated Tendering.