

TENDER

FOR

PURCHASE/SUPPLY OF OFFICE FURNITURE FOR H&AI QUETTA
ZONE, BUNGALOW NO. 10-B, MODEL TOWN, QUETTA



Dated: _____

M/S _____

Subject: PURCHASE/SUPPLY OF OFFICE FURNITURE FOR H&AI QUETTA ZONE, BUNGALOW
NO. 10-B, MODEL TOWN, QUETTA.

Dear Sir,

Enclosed herewith are Tender documents of the above cited job comprising of:

- a) Instruction to Bidders
- b) General Specifications & Scope of Work
- c) Covering Letter (Annex-A)
- d) Bills of Quantities (BOQ) - Financial Bid (Annex-C)

2. Please submit your quotation/bid duly completed in all respect and signed at appropriate column pertaining to the bidder. The Tender should be signed on each page, dated and witnessed in all places provided for in the said documents; all other papers should be duly signed (initialed) accordingly. Also ensure the submission of the bid on date/time as stipulated by e-PADS and the same will be opened on same day i.e. 11:30 AM.

3. The tender should be accompanied by Bid Security in the form of demand draft. Tenders without shall be summarily rejected.

4. A person, signing the tender for and on behalf of company/ firm or for and on behalf of another person shall attach with tender a certified copy of proper authority/ power of attorney on a non-judicial stamp paper of requisite value duly executed in his/ her favor by such person, company/ firm and must state specifically that he/ she has authority to sign such tenders for and on behalf of such person or company/ firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

5. This letter shall form part of the "CONTRACT" and must be signed and returned along with the tender documents.

Thanking you.

Incharge HR&Admin
(H&AI) Regional Office,
Islamabad.

Encl: __Pages.

Signature of the Contractor with stamp

Eligibility/ Mandatory Criteria

Sr. No	Attributes	Reference Page
1.	Has relevant experience of at least 2 years	
2.	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 tax payer list;	
3.	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/-) is mandatory);	
4.	Duly Verified Annual Financial Statement/ Bank Statement of last Two (2) financial years/ Letter from concerned bank certifying that the firm has sound financial position and credit limit or any proof thereof	
5.	Bid Security PKR 75,000/- in the form of Pay order/ Bank Draft in favor of "H&AI, State Life Insurance Corporation of Pakistan" must be attached as per PPRA Rules.	

Note: The contractors are strongly advised to complete their documents as per the above checklist with proper formatting, annexing and page numbering. Only the information given as per the prescribed format mentioned above & checklist will be considered and all the irrelevant information and without proper formatting, annexing and page numbering shall be rejected and no claim in this regard shall be entertained

SECTION-I

INSTRUCTIONs TO BIDDERS



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

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 OF OFFICE FURNITURE FOR H&AI QUETTA ZONE, BUNGALOW NO. 10-B, MODEL TOWN, QUETTA
- b) "SLIC" means State Life Insurance Corporation of Pakistan.
- c) "Competent Authority" means the Chairperson/ Chairman State Life.
- d) "RFP" means Request for Proposal
- e) "Committee" means committee constituted by State Life for evaluation of technical and financial proposals
- f) "Government" means the Government of Pakistan
- g) "Service Provider /Firm/Respondent/Bidder/Contractor" means any entity that has placed an offer/ proposal for performance of services sought in this RFP
- h) "H&AI" means Health & Accidental Insurance, Regional Office, Islamabad
- i) "Central Government" means Government of Islamic Republic of Pakistan
- j) "N.O.C" means No Objection Certificate
- k) "Office Furniture" corresponds to items outlined in B.O.Q

TENDER FOR PURCHASE/SUPPLY OF OFFICE FURNITURE FOR H&AI QUETTA ZONE, BUNGALOW NO. 10-B, MODEL TOWN, QUETTA.

All bidders desiring to qualify for this contract should complete and upload the Post-Qualification form via e-PAD to;

Incharge HR&Admin

State Life Insurance Corporation of Pakistan
2nd Floor, State Life Building No.9, 33-E,
Blue Area, Islamabad.
Phone: 051-9216740

All inquiries relative to this document and forms should be addressed in writing to above address before tender submission date and time.

Basic Conditions

1. Information supplied by the Bidders for the post-qualification statement must apply to the Company name on the statement. The substitution of background information pertinent to post-qualification will not be considered for another Company related to the applicant Company through a "Group Ownership". Contracts will be awarded only to the post-qualified companies.
2. Firms applying for registration individually are advised that any variation of constitution or membership from that put forward in response to this notice, without prior approval of SLIC may result in disqualification of the firm of any Bidder, if they submit.
3. The response to this notice must be sufficiently detailed to convince SLIC that the firms applying for registration have the experience as well as that Technical Administration and Financial Qualifications necessary for the execution of the subject works and they must prove that they have carried out similar works in their own country or abroad.
4. Firms submitting post-Qualification applications may be required during the review process to make personal presentation of their qualifications to SLIC. If so, the relevant representative of the firms will be required to be present.
5. All Post-Qualification statement documentation including Financial Statement, Auditor's report and Bank references shall be in English Language (a legally attested copy shall be required with the post-Qualification forms)
6. Firms should submit copies of the following Registration Certificates:
 - I. Income Tax/GST Registration Certificate
 - II. Company Profile on Official Letter head duly signed and stamped

1.0 GENERAL

Respondents are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.

2.0 SITE PARTICULARS

Respondents are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to site conditions, means of access to the site.

3.0 ELIGIBILITY/ MANDATORY CRITERIA

Service Provider must meet following mandatory criteria:

- i. Have a relevant experience of at least **two (2)** years
- ii. 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 tax payer list;
- iii. 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/-**) is mandatory);
- iv. Duly verified Financial Statement/ Bank Statement of last Two (2) years or Letter from concerned bank certifying that the firm has sound financial position and credit limit or any proof thereof
- v. Bid Security **PKR 75,000/-** in the form of Pay order/ Bank Draft in favor of "H&AI, State Life Insurance Corporation of Pakistan" must be attached as per PPRA Rules.
- vi. Must obtain minimum **60** points in Technical Evaluation with **50%** marks in each category is mandatory.

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

4.0 SUBMISSION OF TENDER

The expression "NOTICE INVITING TENDER" referred to in the Tender Documents shall be deemed to include any Notice/ Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.

The tender complete in all respects shall be uploaded along with Bid Security Deposit as stipulated in the Notice/ Letter Inviting Tender

Only. Tenders without Bid Security Deposit would be out rightly rejected.

Following documents should be submitted with Technical Proposal: -

- i. Cover letter on respondent' s official letter (format is specified in **Annex-A**)
- ii. Verifiable information of number of clients served (on client' s official letter head)
- iii. Details and relevant proofs as desired in **Annex-A**
- iv. Pictures/screenshot where required must be attached
- v. Verifiable proof as desired in clause-3 (Eligibility/Mandatory Criteria) of this RFP.

II) Financial/Price Bid

- i. This envelope shall contain the tender document with **PRICES and amount duly filled by the party against each item prescribed in the Schedule of quantity of tender document** and no conditions (i.e., deviations/ assumptions/ stipulations/ clarifications/ comments/ any other request) whatsoever and the conditional offers will be rejected
- ii. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount)
- iii. Lowest Rate as per PPRA Rules would be declared qualified subject to Technical Qualification as per criteria outlined
- iv. 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.
- v. In case of ambiguity on financial proposal being quoted in words, the proposal is liable to be rejected. The respondent should exercise due caution in preparing the financial proposals.

5.0 ABNORMAL RATES

If it is noticed that the unit rates quoted by the bidder for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless SLIC is convinced about the reasonableness of the unit rates on scrutiny of the analysis for such unit rate to be furnished by the tenderer on demand.

6.0 DEVIATIONS TO TENDER CLAUSES:

Tenderers are advised to submit the tenders strictly based on the terms and conditions and specification contained in the Tender Documents and not to stipulate any deviations. Conditional tenders are liable to be rejected.

7.0 VALIDITY OF OFFER

Tender submitted by bidders shall remain valid for acceptance for a minimum period of **120** days from the date of opening of the tenders.

8.0 AWARD OF WORK

Work shall be awarded to the most advantageous bidder as per PPRA Rule, (Single Stage Two Envelope Procedure) subject to the work experience and fulfillment of other terms & conditions and specifications as outlined in this RFP.

9.0 ACCEPTANCE/ REJECTION OF TENDER

SLIC reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.

10.0 CORRECTIONS

No corrections or overwriting will be entertained in schedule of rates by using correcting fluid. All correction in the schedule of rate should be initialed

11.0 FIRM RATES

The rates quoted by bidder shall remain firm till completion of all works even during the extended period, if any, on any account what so ever. It is provided that the contractor shall not change any of the rates, quoted in the tender till the completion of work.

12.0. SPECIAL TERMS & CONDITIONS

Sr. No	Item	Description
1	Amount of Bid Security	PKR 75,000/- in the form of Pay order/ Bank Draft in favor of "H&AI, State Life Insurance Corporation of Pakistan" should be submitted in original hard form to incharge HR & Admin
2	Release of Bid Security	Shall be released to; i. Unsuccessful bidders after completion of due process ii. To the successful bidder on satisfactory completion of entire work and forfeit if assignment is not taken or done properly.
3	Mode of Payment	1. All payments will be in Pak Rupees 2. Payment will be subject to deduction at all applicable taxes at source. 3. Payment will be done after complete supply and fixation of office furniture as per items outlined in Work Award subject to entire satisfaction of Officer Incharge
4	Liquidated Damages in case of	State Life reserves the right to imposed

	non-completion of work within the stipulated period.	liquidated damages would be charged @ 0.25% per day of outstanding items value of contract worth.
5	Limit of Liquidated Damages	Upto a maximum of 10% of Contract Sum/Worth
6	Method of Payment	Running/ Final Bill
7	Supply Duration	Within Thirty (30) Days from the Date of Issuance of Letter of award.
8	Time of Completion of Work from the date of Commencement of Work	As per schedule mentioned in Work Award
9	Period of Honoring Interim/Running Bill	Tentatively within Thirty (30) Days subject to entire satisfaction of Officer Incharge of SLIC
10	Validity of Tender	One Hundred Twenty (120) Days from the date of opening of Tender.

12.1 CONDITIONS RELATED TO WORKS:

1. During working at site, some restrictions may be imposed by Engineer Incharge/Officer Incharge/Security staff of Corporation or Local Authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/ instruction & nothing extra shall be payable on this account
2. No compensation shall be payable to the contractor for any damage caused by rains lightening, wind, storm, floods Tornado, earth quakes or other natural calamities during the execution of work who will make good all such damages at his own cost; and no claim on this account will be entertained
3. This Schedule of Quantities, however, is not a guarantee and is merely given as a rough guide and if the work costs more or less, tenderer will have no claim on that account
4. The tender shall be based on general conditions of Contract and tenderers are required to quote their own rates against each item in schedule of quantities, which is enclosed. All rates shall remain firm for the contract period/extended contract period
5. If the contractor fails to proceed with the work within the stipulated time as specified from the date of issue of letter of intent/letter to proceed with the work, SLIC shall forfeit the bid security deposited by him along with the tender
6. Contractor must take into account that during technical evaluation, physical inspection of quoted product, material will be carried out by technical evaluation committee or any expert/representative so appointed thereof. Failure to compliance with technical specification/quality criteria outline in B.O.Q may result in disqualification from further process.

7. Contractor must take into account that he must ensure supply and placement of furniture at designated location as communicated by Officer Incharge
8. All the works to be carried out in accordance strictly with Specifications mentioned in the schedule of quantity of tender document and as per the directions of Officer Incharge.

BIDDER' S SEAL & SIGNATURE

13. INSTRUCTION TO BIDDERS:

1. Bidders are requested to visit the site and ensure that their offers are completed in all respects and that all terms & conditions mentioned in this document shall be strictly complied with. Furthermore, bidders are also advised to visit the site and get themselves acquainted with on ground situation
2. The Bidder must ensure/ study the specification schedules and B.O.Q. as are attached with offer to avoid any debate/ discussion/ dispute during/after execution of work
3. Tender documents (all papers) must be signed and stamped to signify the acceptance of Tender' s conditions
4. Technical services and operating conditions for achieving the performance shall be the responsibility perfect of the Bidder. The successful Bidder/ Supplier will be required to submit the delivery schedule within (05) Days from the acceptance of Letter of Award
5. SLIC has right to accept/ reject the lowest or any tender received for this job in the interest of Corporation
6. Any conditional Tender will not be accepted and will be liable to rejection
7. Tenders without Bid Security will not be accepted/entertained
8. SLIC will not be responsible for any loss to life or theft to tool/ equipment or consumable material and will not accept any claim, liable or compensation
9. Bidder must ensure & study the specifications schedules and B.O.Q as are attached with offer to avoid any debate/ discussion/ dispute during/after executing of work
10. Bidder must give complete specification of quoted product (such as make, model, color, fabric etc) with clearly visible pictures in proper format. Further said details must be enclosed with Technical Bid. Failure to compliance with this clause may result in disqualification from further process
11. In case of any customized quoted product, bidder must ensure that it strictly adheres to specifications outlined in B.O.Q. Furthermore, complete details should also be provided
12. Quality product is the essence of this job. Therefore, no compromise whatsoever in quality will be allowed and will simply result in disqualification
13. No. TA/ DA/Payment will be made to Bidders for pre-Bid Visit.

13 PRICE AND ESCALATION

1. Quoted price shall be inclusive of supply, transportation, insurance, octroi, loading, unloading, lifting, fixing & installation of Office furniture at site, as specified in the Tender
2. No price escalation claim will be entertained in any reason due to change in Taxes, Levy, Wages, Currencies fluctuation or any other change announced by the Central Government/ Provincial Government or any local authority.
3. The contractor will be bound to pay all Federal/ Provincial Government taxes levied on the job i.e., GST, Income Tax and any other Tax in future if imposed by the Government during the current contract and the quoted rates will be inclusive of all taxes
4. Contractor will arrange N.O.C. permission or any other requirement as per site if required from any Government Authority / Corporation.

14 MODE OF PAYMENT

As per Special Terms & Conditions

15 DEFECT LIABILITY PERIOD AND CERTIFICATE

1. The bidder shall furnish a completion certificate that the work has been completed and materials supplied strictly conform to the specification
2. The bidder will replace the components if not found according to specification or found defective due to faulty design, material or workmanship
3. Cost of removal, rechecking and cartage charges for defective materials sent back to place of manufacturing will be borne by the contractor

17 CONTRACT DOCUMENTS:

The Contractor shall be provided, free of charge, one certified true copy of the Contract Documents and of all further drawings, which may be issued during the progress of the Works who will keep these Documents on the Site in good order.

18 WORKS TO BE CARRIED OUT:

The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labor, materials, taxes tools, plant, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works.

19 INSPECTION OF SITE:

The bidder shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material

necessary for the completion of the Works and the means of access to the Site, the accommodation he may require and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect this tender.

20 SUFFICIENCY OF TENDER:

1. The bidder shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works
2. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the Contract or release the bidder from the execution of the whole or any part of the Works comprised therein according to drawings and specifications or from any of his obligations under the Contract.

21 Bid Security Deposit:

1. Total bid security deposit shall be **PKR 75,000/-**.
2. All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the bid security deposit.
3. No interest shall be payable to the contractor on the Bid Security Deposit furnished/ recovered from the contractor, by SLIC.

22 DEVIATIONS/ VARIATIONS EXTENT AND PRICING

Rates for Extra/ Additional Items

1. If the rate for additional, altered or substituted item of work is specified in the Schedule of Quantities, the Contractor shall carry out the additional, altered or substituted item at the same rate.
2. If the rate for any altered, additional or substituted item of work is not specified in the schedule of Quantities, the rate for that item shall be derived from the rate for the nearest similar item specified therein.

23 TIME AND EXTENSION FOR DELAY:

1. The time allowed for execution of the works as specified in the Appendix or the extended time in accordance with these conditions shall be the essence of the Contract. The execution of the works shall commence from the 15th day after the date on which the Corporation issues written orders to commence the work or from the date of handing over of the site, whichever is earlier
2. If the work be delayed by
 - a) Force majeure or
 - b) Abnormally bad weather or
 - c) Serious loss or damage by fire, or
 - d) Civil commotion, local combination of workmen strikes or lockout, affecting any of the trades employed on the work, or
 - e) Delay on the part of other contractors or tradesmen engaged by Corporation in executing work not forming part of the contract, or

- f) Any other cause, which, in the absolute discretion of the authority is beyond the Contractor's control;
3. Then upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Officer Incharge but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Officer Incharge to proceed with the Works
4. The Contractor shall arrange, at his own expense, all tools, plant and equipment hereafter referred to as (T & P) labor, P.O.L. & electricity/water required for execution of the work.

24 FORCE MAJURE

Any delays in or failure of the performance of either party herein shall not constitute default hereunder or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by occurrences such as Act of God or the public enemy; expropriation or confiscation of facilities by Government authorities, or in compliance with any order or request of any Governmental authorities or due acts of war, rebellion or sabotage or fires, floods, explosions, riots or illegal joint strikes of all the workers of all the contractors.

25 MATERIALS

All materials to be provided by the Contractor shall be in conformity with the specifications laid down in the contract and the bidder shall, if requested by the Officer Incharge, furnish proof to the satisfaction of Officer Incharge in this regard.

26 LABOUR

1. The Contractor shall employ its labor in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Office Incharge. The Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age
2. All the workers or employees deployed by the contractors shall consider the employees of contractor and SLIC shall not have any liability what so ever in nature in regard to such workers/employees
3. The Contractor shall indemnify and keep indemnified SLIC against:
 - i) Any claim arising out of third-party loss/ damage to life or property caused by/ during execution of the work
 - ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work
 - iii) Any claim due to non-compliance of applicable PF/ Labor laws, EOBI regulations etc.

27 LIQUIDATED DAMAGES FOR DELAY

Time is essence of the contract. In case the contractor fails to complete the whole work within the stipulated period, and clear the

site he shall be liable to pay liquidated damages @ 0.25% of outstanding items value of contract per day and or part thereof of the delay subject to a maximum of 10% (ten percent only) of the value of the contract. The amount of Compensation may be adjusted or set-off against any sum payable to the Contractor under this or any other contract with the Corporation.

28 INSTRUCTION AND NOTICES:

1. Subject as otherwise provided in this contract, all notices to be given on behalf of the Corporation and all other actions to be taken on its behalf may be given or taken by the Officer Incharge or any officer for the time being entrusted with the functions, duties and powers of the Officer Incharge. Furthermore, bidder should also share email address (functional) for routine correspondence
2. All instructions, notices and communications, etc., under the contract shall be given in writing and if sent by registered post to the last known place of abode or business of the bidder shall be deemed to have been served on the date when in the ordinary course of post these would have been delivered to him
3. Foreclosure of Contract in Full or in Part due to Abandonment or Reduction in Scope of Work
4. The bidder shall be paid at Contract rates full amount for works executed at Site

29 CANCELLATION OF CONTRACT IN FULL OR IN PART:

If the Contractor;

1. At any time makes defaults in proceeding with the Works with due negligence and continues to do so even after a notice in writing of 7 days from the Officer Incharge; or
2. Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Engineer Incharge; or
3. Fails to complete the works or items of work on or before the date(s) of completion, and does not complete them within the period specified in a notice given in writing in that behalf by the Officer Incharge; or
4. Violates any of the terms and conditions stipulated in this agreement
5. Being a company, passes a resolution or the Court makes an order for liquidation of its affairs, or a receiver or manager on behalf of the debenture holders is appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or manager; or

30 LIABILITY FOR DAMAGE, DEFECTS OR IMPERFECTIONS AND RECTIFICATION THEREOF:

If the Contractor or his workmen or employees shall injure or destroy any part of the building in which they may be working or any building, road, fence, etc. contiguous to the premises on which the work or any part of it is being executed, or if any damage shall happen to the work while in progress the Contractor shall upon receipt of a notice in writing in that behalf make the same good at his own expense. In case of repairs and maintenance works, splashes and dropping from white washing, painting, etc. shall be removed and surfaces cleaned

Simultaneously, with completion of these items of work in individual rooms, cabins or premises, etc. where the work is done, without waiting for completion of all other items of work in the contract. In case the Contractor fails to comply with the requirements of this condition, the Officer Incharge shall have the right to get the work done by other means at the cost of the Contractor. Before taking such action, however, the Officer Incharge shall give three (3) days' notices in writing to the Contractor.

31 CARRYING OUT PART WORK AT RISK & COST OF BIDDER

The Officer Incharge without prejudice to any other right or remedy against the bidder which have either accrued or accrue thereafter to SLIC, by a notice in-writing to take the part work/ part incomplete work of any item(s) out of his hands and shall have powers to:

- a. Take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or
- b. Carry out the part work/ part incomplete work of any item(s) at the risk and cost of the contractor.

Any excess expenditure incurred or to be incurred by SLIC in completing the part work/ part incomplete work of any item(s) or the excess loss of damages suffered or may be suffered by SLIC as aforesaid without prejudice to any other right or remedy available to SLIC in law or as per agreement be recovered from any money due to the bidder on any account, and if such money is insufficient, the bidder shall be called upon in writing and shall be liable to pay the same within 30 days.

If the contractor fails to pay the required sum within the aforesaid period of 30 days, the Officer Incharge shall have the right to sell any or all of the contractors' unused materials, constructional plant, implements, temporary building at site etc. and adjust the proceeds of sale thereof towards the dues recoverable from the contractor under the contract and if thereafter there remains any balance outstanding, it shall be recovered in accordance with the provision of the contract.

In the event of above course being adopted by the Officer Incharge, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured materials or entered into any engagements or made any advance on any account or with a view to the execution of the work or the performance of the contract.

SECTION-II

GENERAL SPECIFICATIONS

AND SCOPE OF WORKS

GENERAL SPECIFICATIONS AND SCOPE OF WORKS

1. INTRODUCTION

With continual growth of Sehat Sahulat Program, proper office space is the need of hour. In order to provide better office infrastructure and ensure better service delivery, H&AI intends to set up office space for zonal office, Quetta.

2. SCOPE

The work under this section consists of PURCHASE/SUPPLY OF OFFICE FURNITURE FOR H&AI QUETTA ZONE, BUNGALOW NO. 10-B, MODEL TOWN, QUETTA. Furthermore, bidder, must take into account that placement of furniture at designated locations as communicated by SLIC also involves scope of work

The Bidder shall be deemed to have considered the scope of work, all the conditions, obligations and requirements by visiting the site before quoting rates against items of Bill of Quantities and other circumstances which may influence or affect his Tender.

3. MATERIAL

As specified in the BOQ (enclosed as Annex-C) and under Manufacturer Technical Data 'Recommended Makes' or as approved by SLIC and advised by Officer Incharge. Miscellaneous minor Items that are not specified/ overlooked or demand aroused due to certain site conditions.

EVALUATION CRITERIA

SUBJECT: PURCHASE/SUPPLY OF OFFICE FURNITURE FOR H&AI QUETTA ZONE, BUNGALOW NO. 10-B, MODEL TOWN, QUETTA.

Sr. No	Description/ Parameter	Maximum Marks
A.	COMPANY PROFILE:	
	I. Overall experience of 2years ----- 5Marks ii. Overall experience of 2+ years ----- 10 Marks	10 Marks
B.	SIMILAR PROJECTS COMPLETED	
	i. 2 Projects ----- 10 Marks ii. 2+ Projects ----- 20 Marks	20 Marks
C.	FINANCIAL POSITION:	
	Closing Balance i. 2.0million----- 10 Marks ii. 2.0+ Million----- 20 Marks	20 Marks
D.	Quoted Product	
	i. Complete Conformance of quoted product to Quality and Specifications outlined in B. O. Q --- ----- 20 Marks ii. Clearly visible pictures of quoted product along with detailed specs comprising of make, model, color, fabric etc enclosed ---- 20 Marks iii. Physical Inspection of quoted products ----- 10 Marks	50 Marks

Disqualification:

1. Minimum Qualifying Marks: **60**
2. **50%** marks in each category is mandatory
3. Category corresponds to Serial No. A to D

ANNEX-A

Covering Letter for Hiring of Services of Service Provider

(On Respondent's letterhead)

Date: _____

RETURN via e-PADs to:

Incharge HR & AP (H&AI)

State Life Insurance Corporation of Pakistan
2nd Floor, State Life Building No.9, 33-E,
Blue Area, Islamabad.
Phone: 051-9216740

SUBJECT: PURCHASE/SUPPLY OF OFFICE FURNITURE FOR H&AI QUETTA ZONE, BUNGALOW NO. 10-B, MODEL TOWN, QUETTA.

Please complete the following:

- 1. a. SUBMITTED BY
b. REGISTERED ADDRESS
2. SERVICE PROVIDER INFORMATION
a. FULL NAME OF THE SERVICE PROVIDER
b. REGISTERED OFFICE ADDRESS
c. DESCRIPTION OF SERVICE PROVIDER
d. TELEPHONE NUMBER
e. E-MAIL FAX
f. CONTRACT'S NAME/TITLE
g. NAME OF PRESENT EXECUTIVE DIRECTOR AND THEIR POSITION IN THE SERVICE PROVIDER WITH BIO DATA

PROVIDE COPY OF MEMORANDUM AND ARTICLE OF ASSOCAITION OR PARTNERSHIP DEED, WHICH EVER IS APPLICABLE.

- 3. ORGANIZATION AND FINANCIAL DATA:
a. TYPE OF BUSINESS ORGANIZATION (CORPORATION/JOINT VENTURE/PARTNERSETC.)

.....
b. IF JOINT VENTURE, NAME OF THE JOINT VENTURE PARTNERS WITH NAME OF THE LEAKING PARTNER
.....
.....

- ❖ IF PARTNERSHIP, NAMES OF THE PARTNERS WITH POSITION HELD BY EACH PARTNER
- ❖ Duly Verified Annual Financial Statement/Bank Statement of last two years/ Letter from concerned bank certifying that the firm has sound financial position and credit limit or any proof thereof
- ❖ If joint venture, financial statement of each firm must be submitted. No statements will be considered unless these are attested by a Competent Authority of the particular country and unless certified as being audited by an independent Public Accounting Firm.

4. PERFORMANCE RECORD

- a. Please provide a brief resume of similar **works completed** by your firm (see attached Form-1) in last Five (5) years
- b. List of Projects currently in progress of similar nature of works (see attached Form-2)

5. ORGANIZATION

- a. Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project

6. LIST OF REFERENCES:

Form Clients (attach certificate)

- 1.
- 2.
- 3.
- 4.

7. CERTIFICATION - SIGNATURE

I hereby certify to the best of my knowledge that the information hereby submitted in this brochure is correct.

Name : _____

Title : _____

Signature: _____

Date : _____

Seal : _____

FORM - 1

List Previous Experience of Similar Nature of Works Completed in Last Five (5) Years

Sr . No	Name of project & location	Full name & address of client	Type of contract / Period of contract	Contract value (indicate currency in PKR Only)	Delay penalties claims, arbitration	Type of work	Carried out along or in partnership (or in partnership, state share & name of partner)	Start date	Date of completion

Note: Relevant proofs in form of Work Award or Work Completion Certificate are required as well.

FORM - 2

List of all Projects/ Works of Similar Nature, which your firm has under way/In Progress at this time

Sr. No	Name of project & location	Full name & address of client	Type of contract / Period of contract	Contract value (indicate currency in PKR Only)	Delay penalties claims, arbitration	Type of work	Carried out along or in partnership (or in partnership, state share & name of partner)	Start date	Expected date of completion

Note: Work Award to be attached

(With Bid Documents).

Dated: _____

Incharge P&GS,

State Life Insurance Corporation of Pakistan

2nd Floor, State Life Building No.9, 33-E,

Blue Area,

I S L A M A B A D.

Phone: 051-92167400

Subject: PURCHASE/SUPPLY OF OFFICE FURNITURE FOR H&AI QUETTA ZONE,
BUNGALOW NO. 10-B, MODEL TOWN, QUETTA.

Dear Sir,

Having gone through the Tender document/ Pre/ Post Qualification Criteria for subject work, we hereby submit our Tender consisting of Technical & financial bid for your consideration please.

Pay order/ Demand draft having No. _____ drawn on _____ bank dated: _____ consisting of Rs. 75,000/- Bid Security is placed in financial bid envelop.

Thanking you,

Yours sincerely,

Signature: _____

Name: _____

Designation: _____

M/S: _____

ANNEX-B

NOTE: TO BE SUBMITTED BY THE CONTRACTOR ON THEIR LETTER-HEAD VIA e-PADS AND TO BE ATTACHED WITH FINANCIAL BID

Incharge HR & Admin,

State Life Insurance Corporation of Pakistan

2nd Floor, State Life Building No.9, 33-E,

Blue Area,

I S L A M A B A D.

Phone: 051-92167400

Subject: PURCHASE/SUPPLY OF OFFICE FURNITURE FOR H&AI QUETTA ZONE,
BUNGALOW NO. 10-B, MODEL TOWN, QUETTA.

Dear Sir,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications and visiting the site for execution of the above-mentioned works, we the undersigned, being a Company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such works and remedy and defects therein in conformity with the said documents including Addenda thereto for the Total Bid Price of Rs. _____ (Rupees _____ only) or such other sum as may be ascertained in accordance with the said documents.
2. We undersigned all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a 'Bid Security' in the amount of _____ drawn in your favor.
4. We undertake, if our Bid is accepted, to commence the works and the deliver and complete the works comprised in the contract within the time(s) stated in 'Contract Data' .
5. We agree to abide by this Bid for the period of **120** days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Thank you,

Yours Sincerely,

For and Behalf of Contractor/Firm
(With official seal)

Encl: -Pay Order/CD

PURCHASE/SUPPLY OF OFFICE FURNITURE FOR H&AI QUETTA ZONE, BUNGALOW NO. 10-B, MODAL TOWN,
QUETTA.

FINANCIAL BID

BILL OF QUANTITIES (Schedule of prices)

Sr. No	ITEM DESCRIPTION	Unit	Qty	Unit Rate	Total
OFFICE FURNITURE					
1	Round table for conference hall				
	Providing, supplying & fixing of Round Table wood or equivalent (14 x 5) for Conference Hall approved best quality, including testing, commissioning, complete with all respect & to the entire satisfaction of site incharge.	Sqft	70		
2	Executive chairs for conference hall				
	Providing, supplying of High Back Executive Chairs mesh Leather with Aluminum base or equivalent for Conference Hall approved best quality, including testing, commissioning, complete with all respect & to the entire satisfaction of site incharge.	Qty	2		
3	Revolving chairs for conference hall				
	Providing, supplying of High Back Revolving Chairs mesh leather or equivalent for Conference Hall approved best quality, including testing, commissioning, complete with all respect & to the entire satisfaction of site incharge.	Qty	12		
4	Revolving chairs for Zonal Office				
	Providing, supplying of High Back Revolving Chairs mesh leather or equivalent for Zonal Office approved best quality, including testing, commissioning, complete with all respect & to the entire satisfaction of site incharge.	Qty	8		
5	Visiting chairs for zonal office				
	Providing, supplying of visiting Chairs for Zonal Office Leather foam, wooden with steel legs or equivalent approved best quality, including testing, commissioning, complete with all respect & to the entire satisfaction of site incharge.	Qty	18		

6	Sofa set for zonal office				
	Providing, supplying of Sofa's for Zonal Office Fabric, Leather or equivalent approved best quality, including testing, commissioning, complete with all respect & to the entire satisfaction of site incharge.	Qty	8		
7	Work stations				
	Providing, supplying & fixing of work station wood or equivalent (2 x 4) in zonal office approved best quality, including testing, commissioning, complete with all respect & to the entire satisfaction of site incharge.	Qty	8		
Total Amount				Rs	
Tax (if applicable)				Rs.	
Grand Total Amount				Rs.	

Signature of the Contractor with official seal