



State Life
Insurance Corporation of Pakistan

Health & Accidental Insurance (H&AI)
Zonal Office State Life Building, 1st Floor
Mall Road Peshawar-

INVITATION TO E-BID FOR

PROCUREMENT OF OFFICE FURNITURE FOR OFFICE USE H&AI PESHAWAR OFFICE

PREPARED BY:

HR & Admin Department, Health and Accidental Insurance (H&AI), Zonal Office,
Peshawar



TENDER DOCUMENTS

Ref: SLIC/H&AI/PESH/HR&ADMIN/30/2026

Procurement of Office Furniture H&AI Peshawar Office

1. Introduction:

State Life Insurance Corporation of Pakistan (SLIC), established in 1972, is the country's largest provider of Life and Health Insurance. We offer innovative solutions in Life, Health, Takaful, and Corporate Insurance, ensuring financial security for all Pakistanis while prioritizing customer satisfaction. SLIC's dedication to continuous improvement has enabled it to maintain a prestigious AAA rating in the insurance industry. Its assets having value in the trillions, highlight its financial strength and stability. Looking ahead, SLIC is committed to identify and capitalize on emerging opportunities within the insurance sector. This forward-thinking strategy aims to drive further expansion and innovation, allowing SLIC to explore untapped markets and contribute to the growth of Pakistan's insurance industry and overall economy.

2. Brief Scope:

Sealed technical & financial bids are invited in accordance with PPRA rules, under '**Single Stage – Two Envelope Procedure**', from Vendors/General Order Suppliers registered with **EPAD** / GST/Income Tax Department, own offices and phone/fax numbers, for the purchase of Office Furniture. Quotation is acceptable for this tender through EPADS only, other than EPADS platform, quotation shall not be entertained.

The sealed bids should reach to the office of the under signed on **20-08-2026** at 03:00 P.M and bids will be opened on the same day at 03:30 PM in the presence of the bidders or their representatives at **Health & Accident Insurance, State Life Building, Mall Road, Peshawar.**

Terms & Conditions

1. Quotation is acceptable for this tender through **EPADS** only, other than **EPADS** platform, quotation shall not be entertained.
2. Bidders shall deliver Bid Security before tender closing time to undersigned office, in original form of a Pay Order / Bank Draft equivalent to 5% of total quoted price in favor of State Life Insurance Corporation of Pakistan which will be returned immediately after issuance of Supply / Work Order to un- successful bidders and after satisfactory completion of job to successful bidder. however, bid security of successful bidder shall be retained by SLIC as performance security and subsequent warranty for guarantee period.
3. Bid Security will be send to H&AI Peshawar Office before closing of bids. Otherwise bid will be rejected.
4. No Bid will be accepted without Bid security & other than **EPAD** Platform, Bidding Advertisement are available on PPRA, **EPADS**, State Life website.
5. Documents containing specifications of all items can be obtained from office during office timing.
6. The bid validity of tender will be 120 days from the date of opening the tender.
7. **The Most Advantageous Bidder shall be considered. Bidder are required to apply for all items. Bid will be rejected if bidder applied for one item or a few items or left some items blanked.**
8. The envelope should be marked as Bid Security for Tender Notice No: SLIC/H&AI/PESH/HR&ADMIN/30/2026
9. Income Tax & General Sales Tax as per government rule will be deducted at the source from the payment.
10. Supply should be according to tender specifications. Any defective delivery / Material will be taken back by supplier at his own risk & cost.
11. **Material will be as it as shown in photo. No compromise on quality. Otherwise bid will be rejected. Work Order can be changed according to the budget availability.**
12. Successful bidder will be responsible for installation of furniture / fixture at site. Delivery and installation cost will be the responsibility of the supplier.
13. It is compulsory for the successful vendor to provide 8mm glass with laser etching printing on all applicable tables, including the SLIC logo and design. Sample of glass and design can be seen in the office of Incharge HR & Admin. Cost will be the responsibility of the supplier.



14. It shall be the responsibility of the successful bidder (general order supplier/vendor) to submit the installation invoice of the furniture prior to delivery. (The installation invoice refers to the separate fee paid to a technical expert of that company from which furniture is procured, other than the original cost of the furniture, for installation at the designated location. In the case where the successful bidder is the manufacturer, submission of an installation receipt or proof shall not be required; however, the bidder will remain responsible for carrying out complete and proper installation of the furniture with all necessary tools and expertise.
15. The successful vendor will provide the installation bill, as well as the purchase invoice from the furniture supplier/manufacturer/factory, for the purpose of quality verification.
16. The bidder shall execute work at his own cost and Quality of work shall be inspected before final payment, subsequent bidder shall be responsible to fulfill requirement as per site w/r to committee proposal
17. Bidder shall provide 1-year guarantee certificate of its performed work, any repair shall be free of cost including labor & material within guarantee period by bidder
18. Supply items shall be brand new & according to tender specification. Photos of furniture are shown and can be discussed with Incharge HR & Admin H&AI.
19. Bidders are encouraged to visit office before submission of bid for their ease as Samples are available at H&AI, Peshawar Zonal Office. For this purpose, Pre-Bid meeting is scheduled through EPADS.
20. Pre Bid Meeting is compulsory, otherwise the bid will be rejected. Date, time and venue for pre bid meeting is notified through EPADS platform.
21. If a vendor having difficulty or any issue in submitting their bids/quotation or any other document pertaining to this tender, they may submit their documents in hard form as well, State life has the right to ask for any documents quoted in the bid documents. However, bids must be submitted through EPADS.
22. Tender documents must reach in hard before closing date and time.
23. Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals.

Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: _____

Secretary
Zonal Procurement Committee
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