

Dated:13.01.2025.



**TENDER NOTICE # GRW/HRA&P/001/2025.**

State Life Insurance Corporation of Pakistan, the Federal Government Owned Autonomous Corporation invites e-quotations through E-PADS for hiring of Building on Rent for establishment of its Sector Office Wazirabad under Single Stage Two Envelope Procedure on at least 03 Years Terms/ extendable. Buildings Measuring @ 2500 Sq.ft.(Approx.) registered with Income Tax/Sales Tax Department and located at Centre of City Wazirabad, Main Road, Surrounding Areas are required to submit their bids through EPADS.

The estimated cost of the tender is **Rs.840000/ annually-**

- Tender Documents along with detailed terms & conditions/guideline can be seen/ downloaded on EPADS system i.e. [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and State Life website i.e [www.statelife.com.pk](http://www.statelife.com.pk) as well.
- Bids will be received only from those firms who are registered on E-PADS system, **(No bid will be entertained by hand/courier, only CDR must be received physically before the tender opening time)**
- The bids must be prepared in accordance with the instructions in the bidding document and must be submitted through EPADS latest by **03.02.2025** before 11:00 am, while it will be opened on same date at **11:30 am** on the below noted address.

For detailed specification, you may visit State life Office, State Life Building G.T.Road, Gujranwala Zone, or contact to the undersigned within office hours.

**Secretary Zonal Procurement Committee.**

SLIC, 4<sup>th</sup> Floor, State Life Building, G.T.Road, Gujranwala.

Contact No.

Ph: 055-9200286, Mob: 0300-9643950,

## **1. INSTRUCTION TO BIDDERS (ITB)**

### **1.1 Corresponding Address**

The contact number and the correspondence address for Tender Quarries is as follow:

Incharge (HRA&P.)  
State Life Insurance Corporation of Pakistan (SLIC)  
State Life Building,  
G.T.Road,  
Gujranwala,  
Ph: 055-9200286,0300-9643950

### **1.2 Eligible Bidders**

An owner or lawful Attorney of the Owner, having active National Tax Number (NTN), of the Property meeting with the Criteria provided in Clause 1.5.2 herein.

### **1.3 Preparation of Bids**

#### **1.3.1 Bidding Process**

This is the **Single Stage – Two Envelope Procedure (Clearly mention tender No. on envelop)**

#### **1.3.2 Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid and SLIC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **1.3.3 Language of Bid**

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SLIC must be written in English.

#### **1.3.4 Bid Currencies**

- All prices quoted must be in Pak Rupees.

**Rs.16800/- in the form of CDR/Pay order in favor of State Life Ins. Corp. of Pakistan  
Gujranwala Zone which is 2% of estimated annual cost i.e. Rs.840,000/-.**

### **1.4 Submission of Bids**

#### **1.4.1 Sealing and Submission of Bids**

The bid shall comprise a Single package containing (Two Envelope):

- First Envelope Signed Form – A (Eligibility Criteria) with following documents.
  - a) Copy of CNIC of the Bidder (Owner of the Property);
  - b) Certified copy of Ownership Documents;
  - c) Map of the premises to be hired for rent.
  - d) Affidavit on Rs.300/- Stamp Paper assuring that the building is free from any dispute, litigation and clear from any in cumbrance like pledge/guarantee.
  - e) Any other relevant Document / information.
- Second Envelope Signed Form – B (Financial Proposal);

#### **1.4.2 Clarification of Bids**

No bidder shall be allowed to alter or modify his bid after the closing time for submission of the bids.

The SLIC may, if necessary after the opening of the technical bid, seek and accept such clarifications of the bid as do not change the substance of the bid.

Any request for clarification in the bid, made by the SLIC and its response, shall invariably be in writing.

SLIC shall also have right to ask or demand any additional information or document for the purposes of its satisfaction and clarification during the hiring process of proposed building.

#### **1.4.3 Rejection of Bidders**

SLIC shall summarily reject following Bids:

- a) Any Bid received after the Closing Date & Time i.e.03-02-2025 at 11:00 AM.
- b) Any Bid received in Open or unsealed Envelope;
- c) Any Bid received incomplete;
- d) Any Bid containing false information or fake documents;
- e) Any Bid submitted in contradiction with Bidding Documents, etc.

### **1.5 Opening and Evaluation of Bids**

#### **1.5.1. Opening of Bids by SLIC**

The date for opening of bids and the last date for submission of bids shall be the same (i.e. 03-02-2025 and bid shall be opened on or after **11:30 am** in the office of Zonal Incharge (HRA&P.), 4<sup>th</sup> floor, State Life Building, G.T.Road, Gujranwala. Ph: 055-9200286.

Bid shall be opened in the presence of the bidders or their representatives who may wish to be present with authority letter. Such authority letter holder must have liberty to decide and act for the satisfaction of SLIC.

#### **1.5.2 Eligibility Criteria**

All bids shall be evaluated as per the following criteria:

| <b>Sr. No.</b> | <b>Features</b>                  | <b>Requirements</b>   |
|----------------|----------------------------------|---|
| 01             | <b>Preferred Location</b>        | In the Centre of city Wazirabad where Financial activities take place.  |
| 02             | <b>Space Required</b>            | Covered area at least 2500 sq.ft.   |
| 03             | <b>Building Plan</b>             | Ventilated building having <b>bathrooms, meeting room with attached bathroom and Kitchen with allied necessities.</b>   |
| 04             | <b>Covered Parking Space</b>     | For at least 3-Cars and 10-Motorcycles in the vicinity.   |
| 05             | <b>Desired Amenities</b>         | Telephone lines, Electricity Connection, Electricity Meter 3 Phase, Furnished Office with Floor Tiling, Ceiling with Completed Electric Work i.e. SMD Lights Generator Wiring etc. Toilets for Public & Office Use, Active Water Supply & Sanitary work |
| 06             | <b>Availability for Shifting</b> | As agreed upon by both parties.   |
| 07             | <b>Map of the premises</b>       | Map of the Premises to be offered for rent.   |

#### **NOTE:**

- The Premises not meeting the Eligibility Criteria shall not be considered for final evaluation or comparison.

## **1.6 EVALUATION OF BIDS & AWARD OF CONTRACT**

### **1.6.1 Evaluation of Bids**

SLIC will evaluate the Bids as per the following criteria:

| Sr.No | Detail                                 | Marks |
|-------|--|-------|
| 1.    | Eligibility Criteria                   | 20    |
| 2.    | Independent.Electricity Meter          | 05    |
| 3.    | Covered Car Parking                    | 05    |
| 4.    | Active NTN/GST Registered              | 10    |
| 5     | Location of Building Near To Main Road | 10    |

### **1.6.2 Award Criteria**

SLIC will award the contract to the successful Bidder who must obtain 30 Marks in evaluation criteria along with most advantageous bid, whose bid has been determined to be the substantially responsive and has been determined to be the lowest evaluated bid, upon the satisfaction of SLIC Management, with regard to requirements provided herein.

## **2. FINANCIAL PROPOSAL.**

Every Bidder shall submit Financial Proposal in accordance with the FORM-B provided herewith.

**STATE LIFE INSURANCE  
CORPORATION OF PAKISTAN  
Gujranwala Zone**

**FORM – A  
(REQUEST FORMAT)**

Zonal Incharge  
(HRA &P)  
State Life Insurance Corporation of Pakistan  
State Life Building,  
G.T. Road,  
Gujranwala.

**Subject: HIRING OF OFFICE BUILDING ONRENT.**

I, \_\_\_\_\_ (Owner of Property), hereby confirm the availability and offer the following Premises on Rental Basis for a period 03 years renewable after every 03-Years, which contain following Features:

| No. | Features                                   | Details |
|-----|--|---------|
| 01  | Preferred Location                         |         |
| 02  | Space Required                             |         |
| 03  | Building Plan                              |         |
| 04  | Parking Space                              |         |
| 05  | Desired Amenities                          |         |
| 06  | Availability for Shifting                  |         |
| 07  | Minimum Term                               |         |
| 08  | Map of the Premises to be offered for rent |         |

**Following Documents are annexed herewith:**

- a) Copy of CNIC of the Bidder (Owner of the Property);
- b) Certified copy of Ownership Documents.
- c) Copy of Map of the premises to be hired for rent.
- d) Any other relevant Document / information as deem essential.

**Particulars of Bidder**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ /**

**Full Name: \_\_\_\_\_ CNIC No: \_\_\_\_\_**  
(IN BLOCK LETTERS)

**STATE LIFE INSURANCE  
CORPORATION OF PAKISTAN**

**Gujranwala Zone**

**FORM – B**

**(FINANCIAL PROPOSAL)**

Zonal Incharge  
(HRA &P)  
State Life Insurance Corporation of Pakistan  
State Life Building,

G.T.Road,  
Gujranwala.

I, \_\_\_\_\_ (Bidder), hereby extend my offer to provide the premises measuring \_\_\_\_\_ Sqft, on rental basis for 03-Years on following Rates:

a) **RENT PROPOSAL:**

| Total Area     | Rent Per Sq.ft. Per Month | Total Rent Per Month |
|----------------|---------------------------|----------------------|
| <i>(Sq.ft)</i> | <i>(in Figures)</i>       | <i>(in Figures)</i>  |
|                | <i>(In Words)</i>         | <i>(In Words)</i>    |

**NOTE:**

- a) Financial Proposal shall be prepared and submitted on this Form signed by Bidder;
- b) All government taxes regarding commercial property shall apply.
- c) Owner will be liable to pay all municipal, government, non-government, Commercialization, Income Tax and other taxes, etc. which may be levied by any Department, Authority, etc. in respect of the Rented Premises.

**Particulars of Bidder**

**Signature**

**Date:**