



## **TENDER NOTICE # FZ/HRA&P/004/2024..**

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 new zones i.e. Faisalabad West Zone under Single Stage Two Envelope Procedure on at least 10 Years Terms. Building Owners of multi-story Buildings Measuring @ 14000 Sq.ft.(Approx.) registered with Income Tax/Sales Tax Department and located at Susan Road, Kohinoor Town/Surrounding Areas are required to submit their bids through EPADS.

The estimated cost of the tender is **Rs.8400000/-**

- 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 **18-11-2024** before 11:00 am, while it will be open on **same date at 11:30 am** on the below noted address.

For detailed specification, you may visit State life Office, Faisalabad, [www.statelife.com.pk](http://www.statelife.com.pk) or [www.eprocure.gov.pk](http://www.eprocure.gov.pk), or contact to the undersigned within office hours.

**Zahid Masood Sheikh**

**Secretary Zonal Procurement Committee.**

SLIC, 6<sup>th</sup> Floor, State Life Building, 2-Liaqat Road Faisalabad

Contact No.

Ph: 041-9201737, Mob: 03009653536,

**STATE LIFE INSURANCE CORPORATION  
OF PAKISTAN FAISALABAD WESTERN ZONE,  
HIRING OF OFFICE BUILDING ON RENT  
VIDE PPRA TENDER INQUIRY  
NO.FZ/HRA&P/004/2024.**

**TENDER  
DOCUMENTS**

## **1. INSTRUCTION TO BIDDERS**

### **(ITB) 1.1 Corresponding Address**

The contact number and the correspondence address for Tender Queries is as follows:

Incharge (HRA&P.)

State Life Insurance Corporation of Pakistan State

Life Building,2-Liaquat Road,Faisalabad Western

Zone

Ph: 041-9201737,0300-9653536

### **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 – Single 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.84,000/- in the form of CDR/Pay order in favor of State Life Ins. Corp. of Pakistan which is 1% of estimated annual Rental cost i.e. Rs.84,00,000/-.

### **1.4 Submission of Bids**

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

The bid shall comprise a Single package containing:

- (Eligibility Criteria) with following documents.
  - a) Copy of CNIC of the Bidder (Owner of the Property);
  - b) Certified copy of Ownership Documents;
  - c) Copy of Documentary proof of approved Commercialization of building from relevant Government building regulatory authority;
  - 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.
- 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 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 procurement process.

#### **1.4.3 Rejection of Bids**

SLIC shall summarily reject following Bids:

- a) Any Bid received after the Closing Date & Time i.e. 18 November, **2024 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. 18 November-**2024**); and bid shall be opened on or after **11:30 am** in the office of Zonal Incharge (HRA&P.), State Life Building, 2-Liaquat Road, Faisalabad Western Zone Ph: 041-9201737.

Bid shall be opened in the presence of the bidders or their representatives who may wish to be present with authority letter.

## **1.6 ELIGIBILITY CRITERIA FOR EVALUATION OF BIDS & AWARD OF CONTRACT**

All bids shall be evaluated as per the following criteria:

<b>Sr. No.</b>	<b>Features</b>	<b>Requirements</b>	<b>Marks(50)</b>
<b>01</b>	<b>Preferred Location</b>	Sussan Road, Kohinoor Town/ Surrounding Area	05
		Location of Building Near To Main Road	05
<b>02</b>	<b>Space Required</b>	Covered area at least 14000 sq.ft.	05
<b>03</b>	<b>Building Plan</b>	Ventilated Multi Story building	<b>05</b>
<b>04</b>	<b>Desired Amenities</b>	Telephone lines, Electric Lift, Furnished Office with Floor Tileing, Cealing with Completed Electric Work i.e. SMD Lights Generator Wiring etc. Glass Partition as Per Requirement, Toilets for Public & Office Use, Active Water Supply & Sanitary work	10
<b>05</b>	<b>Status of Building</b>	Approved Commercial Building from all relevant departments.	05
<b>06</b>	<b>Electricity</b>	Independent Electricity Transformer	05
<b>07</b>	<b>Parking</b>	Covered Car Parking (30 Cars & 50 Bikes)	05
<b>08</b>	<b>Registration</b>	Active NTN/GST Registered(Which is Applicable)	05

### **NOTE:**

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

### **1.6.1 Award Criteria**

SLIC will award the contract to the successful Bidder 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.

The Terms of increase in rent is as per Govt Rules & Regulations & it may be decided mutually and the agreement is also extendable(when Required) as per Mutual Consent of the

both parties time to time. i.e. 10 % Increase Per or 25 % Increase after Three Years

**Availability for Shifting**

As agreed upon by both parties.

**Rent Advance If any**

The advance rent will be treated as per State Life Rent Rules & Regulations and it is adjustable against monthly rent.

**2. FINANCIAL PROPOSAL**

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

**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.

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

Faisalabad Western Zone  
**FORM – A (REQUEST FORMAT)**

Zonal Incharge(HRA &P)

State Life Insurance Corporation of Pakistan

State Life Building,

Liaquat Road,

Faisalabad

**Subject: HIRING OF OFFICE BUILDING ON RENT.**

I.....(Owner of Property), hereby confirm the availability and offer the following Premises on Rental basis which contain following Features:

No.	Features	Detail
01	Location	
02	Available Space	
03	Approved BuildingPlan	
04	Parking Space	
05	Desired Amenities	
06	Availability forShifting	
07	Minimum Term	
08	Status of Building	

**Following Documents are annexed herewith:**

- Copy of CNIC of the Bidder (Owner of the Property);
- Certified copy of Ownership Documents;
- Copy of approved Building Plan / Map;
- Copy of Documentary proof of approved Commercialization of building;
- Any other relevant Document / information as deem essential.

**Particulars of Bidder**

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

**Full Name:**

**CNIC No:**

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

Faisalabad Zone Western

**FORM – B (FINANCIAL PROPOSAL)**

Zonal Incharge (HRA &P)

State Life Insurance Corporation of Pakistan

State Life Building,

Liaquat Road,

**Faisalabad**

I.....hereby extend my offer to provide the premises measuring.....

Sqft, on rental basis for at least 10-Years Terms on following Monthly Rent :

**a) RENT PROPOSAL:**

<b>Total Area</b>	<b>Rent Per Sq.ft. Per Month</b>	<b>Total Rent Per Month</b>

**Advance Rent Requirements**

**Particulars of Bidder**

**Full Name:**

**CNIC No:**

**Signature**

**Date**



