

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

State Life Building Minara Road Sukkur

Phone # 0719310506

2026

TENDER DOCUMENTS

Hiring of Office Building on Rent vide PPRA Tender Inquiry No:

HR&A/SUK/10/2026

1. INSTRUCTION TO BIDDERS (ITB)

1.1 Corresponding Address

The contact number and the correspondence address:

Zonal In-charge HR&Admin
State Life Insurance Corporation of Pakistan (SLIC)
State Life Building Minara Road,
Sukkur
Ph # 071-9310506

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.

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.

1.4 Submission of Bids

1.4.1 Submission of Bids

The submitted bids shall be valid for (90) days from the last date for submission of bids. Bid validity may be extended as per PPRA Rules. The bid shall be submitted through EPADS only along with the following documents:

- a) Signed Form – A (Eligibility Criteria);
- b) Signed Form - B (Financial Proposal);
- c) Copy of CNIC of the Bidder (Owner of the Property);
- d) Copy of Ownership Documents;
- e) Copy of Documentary proof of Commercialization of building;
- f) Any other relevant Document /information.
- g) affidavit that property is not under litigation or any dispute.
- h) Bid security of Rs.150,000/= in shape of pay order/ demand draft in favor of State Life Insurance Corporation of Pakistan. Soft copy of the Bid Security shall be uploaded on the EPADS and the Original bid security shall reach at address of Secretary (CPC), Sukkur Zonal office as given in tender document else bid will be rejected.

1.4.2 Clarification of Bids

All the clarifications shall be obtained through EPADS only.

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

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

Any request for clarification in the bid, made by the SLIC, Sukkur Zone and its response, shall invariably be in writing (through EPADS only).

SLIC Sukkur Zone, shall also have right to ask or demand any additional information or document for the purposes of its clarification/ evaluation during the procurement process.

1.4.3 Rejection of Bidders

SLIC shall summarily reject following Bids:

- a) Any Bid received incomplete;
- b) Any Bid containing false information or fake documents;
- c) Any Bid submitted in contradiction with Bidding Documents, etc.
- d) Any bid received without bid security.
- e) Conditional bids will not be accepted. In case of contradictory clause in the submitted bids, the terms and conditions of the SLIC tender documents will prevail.

1.5 Opening and Evaluation of Bids

1.5.1 Opening of Bids by SLIC Sukkur Zone, Sukkur

The date for opening of bids and the last date for submission of bids shall be the same (**i.e. 11th September – 2026 before 11:00 am**); and bid shall be opened/ downloaded from

EPADS on or after **11:30 am** in the office of (HR&A) State Life Building, Ground Floor, Minara Road Sukkur. Bids will be opened in the presence of the bidders or their representatives who may wish to be present with authority letter.

1.5.2 Eligibility Criteria

No.	Features	Requirements
01	Required Location	Main National Highway, Gambat City.
02	Space Required	Covered area 5,000 to 7,000 sq.ft approximately.
03	Building Plan	A well-ventilated building comprising at least a ground floor and first floor, with attached bathrooms equipped with English commodes and toilet seats, space for kitchen, and one common bathroom, proper drainage/sewerage system. The internal office layout/design may be provided to the owner by SLIC, Principal Office, Karachi.
04	Parking Space	For at-least 20 vehicles in the vicinity.
05	Desired Amenities	Availability of essential utilities and services, including water and gas supply, electricity connection with a dedicated/exclusive transformer of at least 40 KVA capacity, telephone lines, along with other necessary facilities. SLIC should be allowed to install generator or any other back up or alternative source of electric supply on the roof or adjoining ground area. State Life shall be allowed to make partitioning in future in the building as per its requirements.
06	Availability for Shifting	Last Week of September, 2026 or as agreed upon by both parties.
07	Status of Building	Commercial Building.
08	NTN	Owner must be NTN Registered with filer status as well.

NOTE:

► The Premises not meeting the Eligibility Criteria shall not be considered for final evaluation or comparison of financial rates.

1.6 EVALUATION OF BIDS & AWARD OF CONTRACT

1.6.1 Evaluation of Bids

SLIC will evaluate the Bids as per the following criteria:

NO.	FEATURES
1.	Eligibility Criteria
2.	Rate

1.6.2 Award Criteria

SLIC will award the contract to the successful Bidder, whose bid have been determined to be the substantially responsive and has been determined to be the lowest evaluated bid/ most advantageous bid, with regard to requirements provided herein.

Standard rental contract/agreement with standard terms and conditions will be signed with lowest evaluated bidder/ most advantageous bidder. Rent may be enhanced as decided in the contract and in line with laid down instructions of Government of Sindh. Termination/ Renewal clauses and other classes will be defined in the contract.

2. FINANCIAL PROPOSAL

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

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

State Life Building Minara Road, Sukkur

FORM – A (REQUEST FORMAT)

The Zonal In-Charge (HR&A)
State Life Insurance Corporation of Pakistan
State Life Building Minara Road,
Sukkur

Subject: HIRING OF OFFICE BUILDING ON RENT.

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	Required Location	
02	Space Required	
03	Building Plan	
04	Parking Space	
05	Desired Amenities	
06	Availability for Shifting	
07	Minimum Term	
08	Status of Building	
09	Owner NTN registration and filing status	

Following Documents are annexed herewith:

a) Copy of CNIC of the Bidder (Owner of the Property);

- b) Copy of Ownership Documents;
- c) Copy of Building Plan /Map;
- d) Copy of Documentary proof of Commercialization of building;
- e) Any other relevant Document /information as deem essential.
- f) Copy of NTN certificate.
- g) Affidavit that property is not under litigation or any dispute.

Particulars of Bidder

Signature: _____ Date: _____

Full Name: _____ (IN BLOCK LETTERS) CNIC No: _____

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

State Life Building Minara Road, Sukkur

FORM – B
(FINANCIAL PROPOSAL)

The In-charge (HR&A)

State Life Insurance Corporation of Pakistan

State Life Building Minara Road,

Sukkur

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 and are paid.
- c) Owner will be liable to pay all municipal, government, non-government and other taxes, etc. which may be levied by any Department, Authority, etc. in respect of the Rented Premises.

Particulars of Bidder

Signature: _____

Date: _____