



Principal Office
State Life Building No.9
Dr. Ziauddin Ahmed Road
Karachi –75530
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TENDER NOTICE # HRD/PO/29/2024
HIRING SERVICES OF SECP APPROVED/ AUTHORIZED INSTITUTES
FOR THE CERTIFICATION OF AGENT'S FOUNDATION COURSE.

Sealed bids are invited in accordance with PPRA rules (through EPADS) under the 'Single Stage – One Envelope Procedure', **from the institutes approved/authorized by the Securities and Exchange Commission of Pakistan (SECP)** for hiring the services of certification of Agent's Foundation Course. The institutes shall be registered with the relevant tax departments, have their own office and phone number. Initially contract will be signed for a period of 01 year (further extendable for 02 years) with mutual consent of both the parties.

Title of Work	Last date & time for submission of bids	Date & Time for Opening of Bids
Hiring Services of SECP approved/ authorized institutes for the Certification of Agents' Foundation Course	01-07-2024 till 1100Hrs	01-07-2024 At 1140Hrs

- Tender Notice along with Tender Document can be seen/ downloaded from PPRA website i.e www.ppra.org.pk also tender notice along with tender document has been uploaded on EPADS system and State Life website i.e www.statelife.com.pk as well.
- [Bids will be received only from those firms who are registered with PPRA for e-procurement on E-PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.](#)
- Filled tenders must be submitted through their e-mail address latest by 01-07-2024 before 11:00 am. Bids will be opened on the same day at 11:40 am.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Departmental Head (CPD)
Central Procurement Division, 2nd Floor,
Principal Office, State Life Building No. 9
Dr. Ziauddin Ahmed Road, Karachi. (Pakistan)
Tel: 021-99204521

TENDER DOCUMENT
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Detailed Terms and Conditions are given below:

SCOPE OF WORK:

Certification of Foundation Course for sales agents. In terms of the Securities and Exchange Commission of Pakistan (SECP) Rule 34 (c) of the Insurance Rules 2017, agents must complete the Foundation Course, following the SECP curriculum, and obtain certification from an SECP-approved institute within six months of entering into the agency contract.

It is pertinent to mention here that, the average participation in Foundation Course is expected to be between 8,000 to 15,000 persons. Furthermore, participation may increase/ decrease in any corresponding year.

TERMS AND CONDITIONS:

- 1- Bidders should provide the name of firm, complete address, Telephone No, Fax No, Email Address and web address (if any).
- 2- Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for single stage one-envelope method and clearly marked as “Certification of Foundation Course for State Life Sales Agents”.
- 3- The Proposals will be opened and downloaded from EPADS on the opening date and time as given above.
- 4- The Most advantageous Bid would be accepted.
- 5- Payment will be processed for
- 6- All the bids must include all applicable taxes.
- 7- **Bid validity:** The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
- 8- Successful bidder will sign an agreement with SLIC after award of contract.
- 9- All bidders should submit Bid Securing Declaration on EPADS system completed in all respect before closing date and time (else their bid will be rejected on the EPADS system).
- 10- Evaluation of the submitted bids shall be carried out as per criteria given below;

- a. Approved/ Authorized by SECP (Mandatory requirement).
- b. NTN Registered (Mandatory requirement).
- c. Having own office address, phone number (Mandatory requirement).

11- Rates shall be submitted as per financial template given below;

S.N	Name of Certification to be issued	Rates per Certificate (inclusive of all taxes) in PKR
01	Agent's Foundation Course	Rs./=

12- Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.

BID SECURING DECLARATION

Tender No.: _____

To: **State Life Insurance Corporation**

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceeding for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the bidding documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____