



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

**STATE LIFE INSURANCE  
CORPORATION OF PAKISTAN  
KASUR ZONE,**

**2024**

**HIRING OF OFFICE BUILDING ON RENT VIDE PPRA TENDER INQUIRY  
NO.03/SLIC/CRO/H-SPACE/KASURZN/2024.**

**TENDER  
DOCUMENTS**

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

## **1.1 Corresponding Address**

The contact number and the correspondence address for submitting the bids are as follow:

Regional Incharge (HR & Admin.)  
State Life Insurance Corporation of Pakistan (SLIC)  
State Life Building,  
15-A, Davis Road,  
Lahore  
Ph: 042-99205128

## **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.252,000/- in the form of CDR/Pay order in favour of State Life Ins. Corp. of Pakistan which is 3% of estimated annual 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 (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) 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 incumbrance 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 procurement process.

### **1.4.3 Rejection of Bidders**

SLIC shall summarily reject following Bids:

- a) Any Bid received after the Closing Date & Time i.e. **6<sup>th</sup> May, 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. **6<sup>th</sup> May-2024**); and bid shall be opened on or after **11:30 am** in the office of Regional Incharge (HR & Admin.), Regional Office, Central Region, 15-A, Davis Road, Lahore. Bid shall 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**

All bids shall be evaluated as per the following criteria:

<b>Sr. No.</b>	<b>Features</b>	<b>Requirements</b>
<b>01</b>	<b>Preferred Location</b>	Facing Main Lahore – Raiwind Road of Raiwind Town
<b>02</b>	<b>Space Required</b>	Covered area atleast 10000 sq.ft.
<b>03</b>	<b>Building Plan</b>	Ventilated Multi Story building having <b>bathrooms, meeting room with attached bathroom and Kitchen with allied necessities.</b>
<b>04</b>	<b>Covered Parking Space</b>	For atleast 30-Cars and 50-Motorcycles in the vicinity.
<b>05</b>	<b>Desired Amenities</b>	Telephone lines, Heavy Duty Electricity Connection, Electric Lift etc.
<b>06</b>	<b>Availability for Shifting</b>	May, 2024 or as agreed upon by both parties.
<b>07</b>	<b>Status of Building</b>	Approved Commercial Building from all relevant departments.

### **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:

<b>NO.</b>	<b>FEATURES</b>
1.	Eligibility Criteria
2.	Rate

### **1.6.2 Award Criteria**

SLIC will award the contract to the successful Bidder, 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**

**Kasur Zone**

**FORM – A  
(REQUEST FORMAT)**

Regional Incharge  
(HR & Admin)  
State Life Insurance Corporation of Pakistan  
Regional Office, Central Region,  
State Life Building, 15-A, Davis Road,  
**LAHORE**

**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	Preferred Location	
02	Space Required	
03	Approved Building Plan	
04	Parking Space	
05	Desired Amenities	
06	Availability for Shifting	
07	Minimum Term	
08	Status of Building	

**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 approved Building Plan / Map;
- d) Copy of Documentary proof of approved Commercialization of building;
- e) 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**

Kasur Zone

**FORM – B**

**(FINANCIAL PROPOSAL)**

Regional Incharge  
(HR & Admin)  
State Life Insurance Corporation of Pakistan  
Regional Office, Central Region,  
State Life Building, 15-A, Davis Road,  
**LAHORE**

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

**a) RENT PROPOSAL:**

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

