

**STATE LIFE INSURANCE CORPORATION  
OF PAKISTAN  
TENDER NOTICE  
NO.SLIC/H&AI/PESH/HR&ADMIN/51/2024**

INVITATION FOR BIDS:

**Office Space required in Mardan**

1. Sealed bids are invited in accordance with PPRA rules under “Single Stage-Single Envelop Procedure” for office use with minimum required area of at least 1000 sq ft on rent in Mardan. Offered building should preferably be located at accessible and in general vicinity of above-mentioned location. Preference will be given to area closer to Rashaki Motorway interchange.
2. Interested bidders may also view bidding advertisement on website of SLIC ([www.statelife.com.pk](http://www.statelife.com.pk)). Documents containing terms and conditions, method of procurement, evaluation criteria and other requirements can be obtained from Incharge HR & Admin, Health & Accident Insurance Ist Floor, 34 The Mall Peshawar Cantt. Copy of tender advertisement is also available on the website of PPRA([www.ppra.org.pk](http://www.ppra.org.pk)).
3. The bids must be submitted through EPADS. Otherwise tender will be rejected. Incomplete or bids other than EPADS will not be entertained. Competent authority may reject any or all bids at any time prior to the acceptance of a bid under rule 33 of PPRA-2004.

## **Terms & Conditions:**

1. Sealed bids (Single Stage- single Envelop Procedure) are invited from the individuals/vendors/service provider/Firms/Property Dealer/owners/joint ventures for District Office Mardan with minimum required area of 1000 sq. (Preference will be given to area closer to Rashaki Moterway interchange)) for the initial period of one years.
2. Single stage – Single envelope bidding procedure shall be followed.
3. Only EPADS Registered firm/vendor/property dealer/joint venture will be entertained.
4. **A draft/CDR of 50,000 to be attached with proposal**
5. The SLIC shall visit the given or proposed site as per given evaluation criteria without reference to the price and reject any proposal which does not conform to the specified requirements.
6. During the evaluation no amendments in the technical proposal shall be permitted.
7. After the evaluation and approval of the proposal, SLIC shall at a time within the bid validity period, publicly open the proposals of the accepted bids only. The Bid Security of bids, found technically non responsive shall be returned to the respective bidders.
8. The lowest price evaluated bid shall be accepted.
9. The bidder should quote its rent rates for every year in the Financial Proposal with no increase within one year.
10. Any increase then it should be written in the quotation submitted
11. The rates quoted shall remain valid for six (6) months from the date of opening of proposal.
12. Bid shall be in Pak rupees only and inclusive of all applicable taxes i.e. income tax etc., and any other tax/duties/surcharge as per current/prevalent GOP rules.
13. No claim on/off Escalation during the currency of contract will be entertained.
14. Monthly Payment shall be made at the end of every month through cross cheque for the quoted / agreed rent for the hired property.
15. Payment shall be made after deduction of applicable taxes i.e. Income Tax, GST etc. at source as per prevailing Government

Rules at the time of payment.

16. SLIC will initially hire premises for one-year period.
17. The hiring can be extended for further period with mutual consent of both parties with annually increase in rent@10%.
18. Offers are liable to be rejected if there is any deviation from the instructions as laid down in the bidding documents i.e. Incomplete bids and offers received after specified date and time, specification and other requirements are not properly adhered to or different from those given in the bidding documents shall not be accepted,
19. Any overwriting and cutting should be avoided. However, if it is inescapable then each overwriting/cutting is to be signed and stamped by the bidder and certificate in this regard be attached with the financial bid that these cutting/overwriting had been made prior to submission of bids.
20. In case of any dispute or conflict between lessor and Lessee, the case will be referred to Chairman SLIC, whose decision will be final and could not be challenged at any court of law.
21. State Life Insurance Corporation of Pakistan, Health & Accident Insurance, Peshawar Zone reserves the right to accept or reject part or whole of the tender any time under rule 33 of PPRA-2004

#### EVALUATION CRITERIA:

Technical proposals shall be evaluated as per the laid down criteria. All supporting documents must be attached with Technical Proposal.

House/building/premises shall be hired from the technically qualified bidder who has quoted the lowest financial bid and upon the recommendations of the relevant SLIC Procurement Committee. If two or more bidders quoted the same financial bid, then the contract will

be awarded to the one who Rented place will be closer to Rashaki Interchange.

Part A) Mandatory Requirement\*:

1. **The covered area of building should be minimum 1000 sq ft. (Enclose Documentary proof)**
2. **Owner should be of Pakistani National must have valid CNIC. (Enclose Documentary proof)**
3. **He must be owner of the premises / building. In case of two or more owners' application must be accompanied with the legal / legitimate power of attorney in the name of applicant. (Enclose Documentary proof)**
4. **In case of other than individuals/Owners are applying they must submit the affidavit that the said place has been handed over to the said/vendors/service provider/Firms/Property Dealer by the owner. In that case the said vendor/service provider/Firm/Property Dealer will be responsible for signing agreement with SLIC and SLIC will pay monthly rent and advance and sign other related agreements and documents with that /vendors/service provider/Firms/Property Dealer**
5. The building being offered must be free of encumbrances, possession able and free from all types of litigation. No loan has been taken against the property and it has not been pledged anywhere. House/building has been constructed as per the approved by laws of the concerned municipal / cantonment etc. agency. Previous taxes of the building (if any) have been paid by the owner. (Enclose Documentary proof)
6. Previous utility bills have been paid by the owner. (Enclose Documentary proof). In case of new place, no need for providing the said documents.
7. Building has approved building plan from concerned controlling agency. (Enclose Documentary proof) if any please provide
8. Building has all basic amenities like electricity, water, (Enclose Documentary proof)

Part B) General Criteria:

S. No	Description	Evaluation Criteria	Max	Earned Marks
1	Covered Area	a. 1000 Sq Feet or above b. Less than 1000 sqft	20Marks 0 Marks	20
2	Location of Premises	a. <b>Distance from Main Road</b> (less than 400 ft) b. Located on main road (between 400 ft &500 ft) c. More than 500 feet	20Marks 14Marks 10Marks	20
3	Accessibility	a. Public Transport available within 500 feet distance b. Public Transport available within 750 feet distance c. Public Transport available within 1000 feet distance	20Marks 14 Marks 10Marks	20
4	Hall	a. Yes b. No (bid will be rejected).	10 Marks 0 Marks	10
5	Bath rooms	a. 4bathrooms b. 1bathrooms	5Marks 3Marks	5
6	Flooring	a. Chips/tile flooring in good condition b. Cement flooring in good condition	5Marks 3Marks	5
7	Parking Space	a. Parking for 2 vehicles b. Parking for 1 vehicles parking is mandatory. without parking bid will be rejected	5Marks 3Marks	5
8	Security/Main Entrance room arrangement	a. Security/Main Entrance room or Barrier on main gate b. No Security/main entrance room or Barrier	10Marks 5Marks	10
9	Generator & UPS Wiring	a. Generator/ups wiring available b. Generator/ups wiring not available	5Marks 0Marks	5
<p>e. <b>Minimum qualifying marks are 60% in above table. 50% marks in each field are mandatory. SLIC will ask for supporting documents if deemed necessary.</b></p> <p>f. Financial Proposals, having 60% Marks and above in qualification shall be opened and non-qualified bids shall be returned unopened. <b>A draft/CDR of 50,000 needs to be attached with financial proposal.</b></p> <p>g. SLIC procurement committee shall visit the premises and marks shall be awarded as per criteria</p>				

#### **4: Financial Proposal:**

The bidder should quote its rent rates for one year in figures as well as in words. Bid shall be in Pak rupees only and inclusive of all applicable taxes i.e. income tax etc. and any other tax / duties / surcharge as per current / prevalent GOP rules

Name of individuals/vendors/service provider/Firms/Property Dealer/owners/Joint ventures \_\_\_\_\_

CNIC No. \_\_\_\_\_

Premises Address (Which is to be Sublet) \_\_\_\_\_

Residing Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ National Tax No: \_\_\_\_\_

Rent Per  
Month  
Rs \_\_\_\_\_

Amanullah  
Incharge HR&Admin  
State Life Insurance Corporation of Pakistan  
Health & Accident Insurance, Peshawar  
State Life Building, 1<sup>st</sup> Floor  
34-The Mall, Peshawar Cantt  
Phone 091-9213949  
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