



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

HEALTH & ACCIDENT INSURANCE  
(SWAT ZONE) HOUSE 5, ZTB ROAD,  
COLLEGE COLONY SAIDU SHARIF  
SWAT. 0946-728530

# INVITATION TO BID

Hiring of Office Space/Building for State  
Life Insurance Corporation H&AI, Zonal  
Office Swat

STATE LIFE INSURANCE CORPORATION OF PAKISTAN, H&AI,  
ZONAL OFFICE, SWAT

Website: <http://www.statelife.com.pk>





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Dated: \_\_\_\_\_

M/S \_\_\_\_\_

\_\_\_\_\_

Subject: **Hiring of Office Space/Building for State Life H&AI Zonal Office Swat**

Dear Sir,

Enclosed herewith are Tender documents of the above cited job comprising of:

- a) General Terms & conditions
- b) Requirements Pertaining to Property to be Rented
- c) Financial Bid

2. Sealed bids are invited in accordance with PPRA rules, under 'Single Stage–One Envelope Procedure', from vendors/Service Providers registered with GST/Income Tax Department if applicable, for hiring of office space/building for Sate Life Insurance Corporation H&AI Zonal Office Swat.

3. Please submit your quotation/bid duly completed in all respect. The Tender should be signed on each page, dated and witnessed in all places provided for in the said documents; all other papers should be duly signed (initialed) accordingly. Also ensure the submission of the bid on or before 15-04-2025 at 11: 00 AM. Tenders will be opened on same day i.e., 15-04-2025 at 11:30 AM.

3. The tender should be accompanied by Bid Security/Earnest Money Deposit in the form of demand draft. Tenders without bid security deposit shall be summarily rejected.

4. This letter shall form part of the **“CONTRACT”** and must be signed and returned along with the tender documents.

Thanking you.

Incharge Procurement  
**(H&AI) Zonal Office Swat.**

Encl: \_\_ Pages.

Signature of the Supplier with stamp





**TENDER No. SLIC/P&GS/H&AI/SWT/01/2025**

**Tender for Hiring of Office Space on Rent for Health and  
Accidental Insurance (H&AI) Swat Zone**

State Life Insurance Corporation of Pakistan intends to hire the services of reputed and experienced Service Provider/ vendor for “Hiring Office Space/Building on Rent for Health and Accidental Insurance, Swat Zone” registered with Income Tax /Sales Tax Department (as the case may be). In this regard Sealed Bids are invited in accordance with PPRA rules under “Single Stage – One Envelope Procedure”

**General Terms and Conditions:**

1. Sealed Envelope should be clearly marked as “Hiring Office Space on Rent for Health and Accidental Insurance, Swat Zone”
2. Bidder must print General Terms and Conditions and Requirements pertaining to rented property/office space on official letter head, properly signed and stamp with date
3. The bids will be accepted up to **15-04-2025** at **11: 00 AM** and will be opened on the same day at **11:30 AM** shortly.
4. Bid Security amounting to **PKR 50,000/-** in form of “Pay order/Demand Draft” in favor of “**(H&AI), State Life Insurance Corporation of Pakistan**” which will be refunded to the un- successful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained till the completion of agreement.
5. No tender will be acceptable without Bid Security
6. Bid validity is Ninety (90) Days
7. Bidders/ Vendors are required to submit following with their bids:
  - a. Bid Security Deposit as per clause-4
  - b. Affidavit on Rs.100 Stamp paper that the building is free from any dispute and Litigation.
  - c. Detail of other parties who have occupied space on rent in the building (if any)
  - d. Duly filled and signed Financial Proposal (Format is enclosed at **Annex-A**)
  - e. Application of property owner duly signed for offering his building/portion on rent with Ownership documents of the building.
  - f. Valid CNIC copy of the property owner.
  - g. In case of two or more owner’s application must be accompanied with the legal / legitimate power of attorney in the name of applicant. (enclose Documentary proof).
  - h. 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





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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).

8. The rent amount must be quoted both in words and figures.
9. The bidder must quote rent rate per month and subsequent accumulation to One Year. Initial agreement will be made for a period of Two (2) years, which will be extendable upon mutual consent for next term @ 10% escalation.
10. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery is on the part of the bidders.
11. Conditional tender is likely to be rejected.
12. Bidder must strictly ensure availability of proper facilities as agreed. In case of failure, penalty @ of 5% of monthly rent weekly will be imposed.
13. State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1)

**Requirements Pertaining to Property to be Rented:**

All bidders are required to meet following mandatory requirements regarding the rented office space/building:

- A. The office space required is approximately **7,800 Sq. ft.**
- B. The covered area of building should be minimum **6,400 Sq. ft** (enclose documentary proof).
- C. Building has all basic amenities like **electricity, water and telephone.** (enclose Documentary proof)
- D. There should be proper/dedicated/separate **three phase** electricity connection.
- E. The condition of space/building should be good looking and hygienic having no leakages and sanitation issues.
- F. There should be a proper dedicated parking space.
- G. The building should be within **300-500 meters** radius from main commercial roads of the city (preferably in Saidu Sharif Area)
- H. The premises must be directly approachable from main/link road.
- I. The road leading to the premises should be wide open having no residential hindrance or blockage and should be asphalt coated or concreted.

**Note: In case of any query, please contact undersigned**

**Incharge HR/Procurement**

State Life H&AI Zonal Office, Swat  
House # 5, ZTB Road Near NBP Regional Office,  
College Colony Saidu Sharif Swat.  
Ph. No. 0946-728532





**Annex-A**

**FINANCIAL PROPOSAL**

Sr. No	Particulars	Rate Per Month in PKR inclusive of all applicable Government Tax	Total Cost in PKR per Annum inclusive of all applicable Government Tax	Total Cost in PKR for Two (2) Years inclusive of all applicable Government Tax
01.	Rent Cost inclusive of all applicable tax			

**Total Cost in PKR for Two (2) Years Inclusive of all applicable Government Tax in Words:**

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**Note:**

1. Above Financial Proposal must be duly signed and stamped. All entries must be properly filled without any cutting/overwriting.
2. Income tax and Sales tax are optional, pertinent to applicability