

**REQUEST FOR PROPOSAL**  
**FOR**  
**PREQUALIFICATION OF VENDORS**  
**UNDER OPEN FRAMEWORK AGREEMENT**  
**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**Name of the Respondent:** \_\_\_\_\_

**Address for Correspondence:** \_\_\_\_\_

**Telephone No:**

**Fax No:**

**Email:**

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State Life Insurance Corporation of Pakistan, Health & Accident Insurance Regional Office, 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad, Phone No: 051-9216344





## SECTION I: INVITATION FOR PROPOSAL

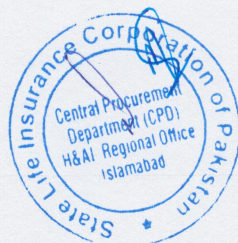
1. State Life Insurance Corporation of Pakistan intends to hire the services of a reputed Service Provider/Bidder/Firm for subject procurement
2. State Life Insurance Corporation (hereinafter referred to as “the Purchaser”) is seeking sealed proposals to prequalify suppliers/vendors/service providers under Open Framework Agreement in following areas:
  - i. Category-01: Office Equipment Repair
  - ii. Category-02: Furniture and Fixture Repair
  - iii. Category-03: Glass and Civil Works Repair
  - iv. Category-04: IT Equipment Repair
  - v. Category-05: Toner Refilling
  - vi. Category-06: Office Shifting
3. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules

#### 4. Tender Schedule

B	Last Date & Time for Submission of proposals via EPADs	06-05-2025 @11:00 AM
C	Date of Opening of Proposals via EPADs	06-05-2025 @11:30 AM

5. Address for Submitting, Clarification and Opening of Proposal: **Departmental Head Admin and HR/ Incharge CPD, Health and Accidental Insurance (H&AI), 3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad**

Email: [masabslic@gmail.com](mailto:masabslic@gmail.com), [mwaqas.slic09@gmail.com](mailto:mwaqas.slic09@gmail.com)





## SECTION II: INSTRUCTION TO RESPONDENTS

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### 1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the document submitted in response to subject procurement
- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Competent Authority" means the Chairperson/ Chairman State Life.
- d) "RFP" means Request for Proposal
- e) "Committee" means committee constituted by State Life for evaluation of proposals
- f) "Government" means the Government of Pakistan
- g) "Service Provider / Firm/ Respondent/ Vendor" means any entity that has placed an offer/ proposal for performance of services sought in this document
- h) "PPRA Rules" Public Procurement Rules 2004
- i) "SOW" means Scope of Work
- j) "H&AI" means Health & Accidental Insurance
- k) "Category" corresponds to respective area i.e. Office Equipment Repair, Furniture and Fixture Repair, Glass and Civil Works Repair, IT Equipment Repair , Toner Refilling and Office Shifiting

### 1. INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to entire population (referred as beneficiaries herein). Health and Accidental Insurance has also initiated Corporate Health Insurance Program wherein services are provided to both private and public sector clients

State Life has also started Corporate Health Insurance Program and multiple Corporate Clients form part of our client base.

### 2. VALIDITY OF PROPOSALS

Proposals must be valid for a period of **90 (Ninety)** days after the date of its submission prescribed in RFP. A proposal valid for shorter period will be rejected. State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals)

### 3. RIGHT TO ACCEPT / REJECT PROPOSAL

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby





incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

#### **4. FRAUD AND CORRUPTION**

State Life requires that respondent hired through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. In pursuance of this policy, State Life defines, for the purposes of this provision, the terms as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of State Life by any representative of Respondent(s) in contract execution.
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence procurement process or the execution of a contract, to State Life, and includes collusive practice among Respondents (prior to or after proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive State Life of the benefits of free and open competition;
- iii. "Unfair trade practices" mean rendering of services different from what is ordered on
- iv. "Coercive practices" mean harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of agreement.

##### **State Life would**

- i. Reject a proposal for award, if it determines that the Respondent recommended for award, has been determined to having been engaged in practices listed at 4(i) to 4(iv) above.
- ii. Declare a respondent ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, and unfair trade practice in competing for or in executing the agreement.

#### **5. CLARIFICATIONS**

During evaluation of the proposals, State Life may, at its discretion, ask Respondents for clarifications on their proposals. The Respondents are required to respond within the time frame prescribed by State Life.

#### **6. ESSENTIAL QUALIFYING CRITERIA:**

Eligible Service Provider/Respondent who:

- i. Bidder must be registered on EPADs and must submit bids via EPADS





- ii. Have an overall experience of atleast two (2) years
- iii. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those respondents who are validly registered with Government legal entities, sales tax and income tax departments) and on active tax payer list;
- iv. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- **(One Hundred Rupees Only/-)** is mandatory);
- v. Vendor must submit complete Company Profile on official letter head duly signed and stamped on each page
- vi. Vendor must submit details of past projects/ assignments
- vii. Vendor must have office set up in Islamabad/ Rawalpindi
- viii. Vendors to submit undertaking on stamp paper worth PKR. 50 wherein they will clearly mention that the response time if they are selected will be maximum three working days except in emergency
- ix. Must obtain minimum 60 points in Evaluation with 50% marks in each category
- x. Bid Security amounting to **PKR 50,000/-** as per PPRA Rules in the form of Pay order/ Bank Draft in favor of "SLIC H&AI PREMIUM COLLECTION ACCOUNT" must be attached as per PPRA Rules and must be valid for one (1) year from the date of tender/ bid opening

Bid Security must be uploaded on EPADs and hard copy must also be furnished to following address well before Bid Closing Timeline:

**Office of Central Procurement Department (CPD),  
Health and Accidental Insurance (H&AI), Regional Office,  
3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad**

**NOTE:** Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above.

## 7. DISQUALIFICATIONS

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal documents after the response deadline
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years





- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive
- v. Failed to provide clarifications related thereto, when sought
- vi. Submitted a proposal that is conditional
- vii. Bid security is not submitted in hard copy well Bid Closing timeline. It is entirely vendors' responsibility to ensure timely submission of Bid Security in Hard Copy and no claim in this regard will be entertained
- viii. Any violation/non submission of Clause-6 of this document
- ix. Bid not furnished via EPADs.

## **8. PREQUALIFICATION PROPOSAL:**

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in this document. Failure to furnish all the necessary information as required by the document shall be at Respondent's own risk and may be liable for rejection. When Respondents receive this document, and if they can meet the requirements of this document they should make arrangements necessary to prepare a responsive proposal

If the Respondents find in these documents - especially in the selection procedure and evaluation criteria - any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from State Life well in advance via EPADs, Email, Telephonic Conversation thereof. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

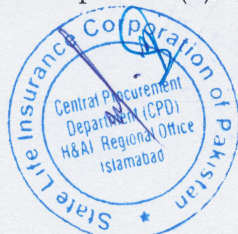
Respondents/Service Providers should ensure that they submit a fully responsive proposal including all the supporting documents requested in this document.

Once proposals are received and opened, respondents shall not be permitted to change the proposal. Non-compliance with Eligibility criteria will result in rejection of the proposal.

## **9. PREPARATION OF PROPOSAL**

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of





authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.

- iii. Proposals received by fax or email shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this document

## 10. SUBMISSION OF PROPOSALS

All proposals must be furnished via EPADs and Bid Security is required to be submitted in Hard Form well before Bid Closing Timeline to the following address:

“ Office of Central Procurement Department,  
Health and Accidental Insurance (H&AI), Regional Office,  
3<sup>rd</sup> Floor, Jinnah Avenue, Islamabad”

If a bidder fails to furnish Bid Security in hard form well before Bid Closing timeline then proposal will be rejected no matter if bidder has applied on EPADs.

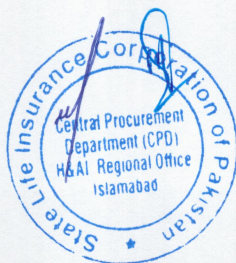
## 11. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official company letter head
- iii. Bidder may apply for all categories and may also apply for respective categories as mentioned in Section-III Scope of Work
- iv. All documents as mentioned in Clause-5 in Section-II: Instruction to Respondents
- v. Details as required in Annex-A, Annex-B, Annex-C and Annex-D are must

All the above papers should be duly signed by the authorized signatory.

## 12. RECEIPT OF PROPOSALS

The proposals would be received at the address specified in Section I Clause 5. The proposals will be kept in safe custody till they are opened in presence of respondents who choose to present as per the schedule listed in Section I Clause 4.





### 13. PROPOSAL OPENING

State Life will open all proposals including withdrawals and modifications, in public, in the presence of respondents/their authorized representatives who choose to attend, at the time, on the date and the place specified in this document.

### 14. EVALUATION OF PROPOSALS - FORMATION OF COMMITTEES

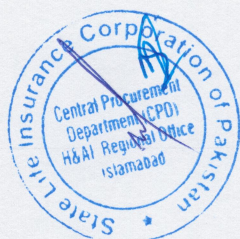
State Life will form a Regional Procurement Committee to evaluate the proposals as per criteria outlined in this document

#### 15.1. EVALUATION SCORING:

Sr. No	Requirements	Points
<b>1.</b>	<b>Overall Experience</b>	<b>20</b>
a.	2+ Years	20
b.	2 Years	10
c.	Below 2 Years	0
<b>2.</b>	<b>No of Projects</b>	<b>20</b>
a.	5+ Projects	20
b.	4-5 Projects	10
c.	1-3 Projects	5
d.	Below 1 Project	0
<b>3.</b>	<b>Financial Strength (Bank Statement for last two years i.e. 2023 and 2024)</b>	<b>20</b>
a.	1+ Million	20
b.	0.6-1 Million	15
c.	0.3-0.6 Million	10
d.	0.1-0.3 Million	5
e.	Below 0.1 Million	0
<b>4.</b>	<b>Office Set up</b>	<b>20</b>
a.	Islamabad	20
b.	Rawalpindi	15
<b>5.</b>	<b>HR Strength</b>	<b>10</b>
a.	Employees (10+)	10
b.	Employees (5-10)	5
c.	Employees (Below 5)	0
<b>6.</b>	<b>Experience with Public/Private Sector in Last Five Years in respective category</b>	<b>10</b>
a.	3+ Clients/ Projects	10
b.	1-3 Clients/ Projects	05
c.	Below 1 Clients/ Projects	0
<b>Total points</b>		<b>100</b>

**Minimum Qualifying Marks = 60** (Minimum 50% marks in each category)

**Category corresponds to Sr. No 1-6**





## 15. BID SECURITY DEPOSIT

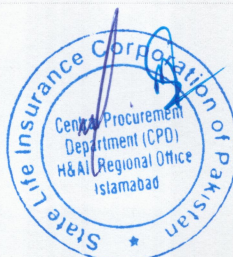
Bid Security amounting to **PKR 50,000/-** would be furnished by the respondent in shape of Demand Draft/Pay order in favor of "SLIC H&AI Premium Collection Account".

Bid security of prequalified bidder in respective category/ categories will be retained till completion of assignment i.e. for a period of One (1) year from the intimation of prequalification and in case the framework agreement is extended on same terms subject to satisfactory performance and mutual consent the Bid Security will be retained for the extended period as well

Bid security of un-successful bidders will be returned after completion of procurement proceeding as per PPRA Rules

## 16. OWNERSHIP OF DATA/INFORMATION

All information processed, stored, or transmitted by Service Provider's equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.





## Section III: Scope of Work

### 1. BACKGROUND

State Life Health Insurance is implementing Sehat Sahulat Program. As part of this program, beneficiaries are provided health care facilities. Further continuous expansion of program also require provision of proper facilities

### 2. GOAL:

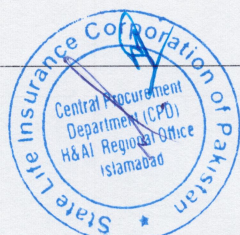
1. To ensure availability of a vendor pool
2. To ensure maximum competition
3. To ensure timely processing of requirements
4. Get time value of money as per PPRA Rules

### 3. SCOPE OF WORK:

As part of subject procurement we intend to prequalify vendors initially for a period of One (1) year which can be extended upto three (3) under Open Framework Agreement. The vendors must have prior experience of working in public and private sector. Vendor may apply for all Categories or a Single Category

The areas in which we intend to prequalify suppliers are grouped as follows:

Area of Operation	Particular
Repair Maintenance and Shifting	<p><b>Category-1:</b> Office Equipment Repair (Includes repair of all electrical works such as repair of any wire, switch boards, lights, power switch, equipments etc)</p> <p><b>Category-2:</b> Furniture and Fixture Repair (Includes repair of office table, chairs, sofas, workstations, desks, window blinds etc)</p> <p><b>Category-3:</b> Glass and Civil Works Repair (Repair of Window Glass, Door Glass, Partitions, floor, washroom, tiles repair, Paints repair work etc)</p> <p><b>Category-04:</b> IT Equipment Repair (Includes repair of laptops, printers, scanners, card printing machines, photocopier machine etc)</p> <p><b>Category-05:</b> Toner Refilling</p> <p><b>Category-06:</b> Office Shifting</p>





In case during repair a part is required to be replaced then it will be charged as per actual market and inclusive of all applicable tax or cess as per Govt of Pakistans' Policy. Vendor is required to furnish a market survey in order to ascertain that quoted rates are market competitive

Time is the essence of subject procurement and any delay will not be tolerated and necessary penalty as per following will be imposed:

- A.** Delay of more than 3 Working Days -----Work will be executed from alternate vendor and necessary proceedings will be initiated
- B.** Delay of more than 3 Working days in Two (2) assignments ---- Bid Security will be forfeited and further proceedings as per PPRA Rules will be initiated
- C.** Non-Execution of assignment as required: Bid Security will be forfeited and vendor will be blacklisted as per PPRA Rules

In case of any event that has resulted in delay which is beyond the human control above conditions will not apply. Further vendor must also submit a proper timeline and proper reasoning in case of delay

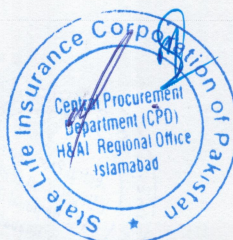
#### **4. RESPONSIBILITIES OF SERVICE PROVIDER**

- I.** Service Provider must ensure that he provides necessary support as required in his/her respective category wherein he is prequalified
- II.** Service Provider must ensure high standards of quality
- III.** Must ensure timely response to queries raised by H&AI from time to time
- IV.** Must deploy enough HR for any assignment/event/project as part of above said assignment
- V.** Must ensure that the quoted cost is as per prevailing market and overcharging must be avoided. We may conduct a cost survey at our own and in case overcharging is observed necessary action will be initiated

#### **5. PAYMENT SCHEDULE**

All payments shall be made in Pak Rupees and subject to following conditions:

- A.** Upon submission of invoice by supplier against requisite items as required, all payments will be made within **30 (Thirty)** days subject to fulfillment of quality standards
- B.** No payment shall be made in advance to the selected bidder as mobilization advance
- C.** Payment shall be subject to deduction of all applicable government taxes
- D.** H&AI shall have the right to return any Requisite Item not meeting the quality requirements or in case it does not comply with the samples provided by the Supplier.





# **ANNEX-A: COVERING LETTER FOR PREQUALIFICATION UNDER OPEN FRAMEWORK AGREEMENT**

(On Respondent's letterhead)

Date: \_\_\_\_\_

Proposal Reference No. xx/2025

**Incharge CPD**

State Life Insurance Corporation of Pakistan,  
Health & Accident Insurance Regional Office 3<sup>rd</sup> floor,  
State Life Tower, Jinnah Avenue, Islamabad  
Islamabad Ph: 051-9216740

**Subject: PROPOSAL FOR PRE-QUALIFICATION UNDER OPEN FRAMEWORK  
AGREEMENT**

Dear Sir,

1. Having examined this document, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken
2. We / I have read the terms and conditions of this document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter and all attachments are valid for a period of **90** days from the date fixed for submission of proposal as stipulated in this document.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of this document. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of





their authenticity. The financial proposal has been prepared separately as desired and duly signed.

8. We / I am submitting herewith a demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ in favor of STATE LIFE INSURANCE CORPORATION OF PAKISTAN as bid security deposit
9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

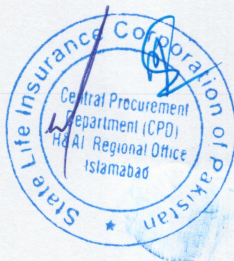
Name & Address of Firm

Affix rubber stamp

Email/Fax No.

Income Tax Certificate

Return Submitted





## ANNEX-B

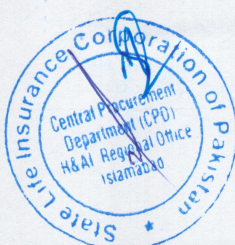
### List Previous Experience of Similar Nature of Works in Respective Category in last Five (5) Years

Sr. No	Name of project & location	Full name & address of client	Type of contract/ Period of contract	Contract value (indicate currency in PKR Only)	Delay penalties claims, arbitration	Type of work	Carried out along or in partnership (or in partnership, state share & name of partner)	Start date	Date of completion

**Note:**

Relevant proofs such as Work Order/ Purchase Order for works/ projects/ assignments/ tasks that are complete must be furnished against details mentioned above .

Work/ Projects/ Assignments/ Tasks completed means all work that has been completed before opening date of the current tender.



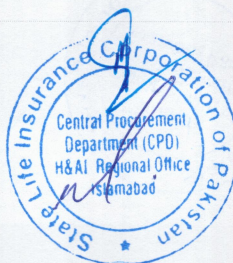


**ANNEX-C:**

**FORMAT REGARDING BID PARTICIPATION**

Sr. No	Category Applied

*Vendor must clearly specify the respective category for which he/she intends to apply*





#### ANNEX-D: LIST OF CLIENTS

Sr. No	Name of Client	Category (Public/ Private)	Relevant Verifiable Proof

**NOTE:** Vendor must clearly mention/ specify complete clients details. Further Work Order/ Purchase Order must be enclosed

