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| Bid Document For THE HIRING OF COURIER SERVICES Tender notice No.HR&Admin/SWL/02/2025State Life Insurance Corporation Of Pakistan 6th Floor Azaan Heights Sahiwal . |

**2025**

General Services (HR&Admin Department)

6th Floor, Azaan Heights State Life Insurance Corporation of Pakistan Sahiwal Zone

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| **Tender Document** Hiring of Courier Services Sahiwal Zone. |  |

1. **Introduction**

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion’s share of the Pakistan life insurance industry. Presently, Corporation intends to Hire Courier Services for Sahiwal Zone.

Sealed Financial bids are invited in accordance with PPRA rules, under ʺ**Single Stage–Single Envelope Procedure (Financial)**ʺ Through [*https://eprocure.gov.pk*](https://eprocure.gov.pk/)(**E-PADS)** from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of following Furniture Items.

1. **Detail is as under:-**

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| **S.No.** | **Scope of Work** |
| **1** | **Hiring Services of Courier Agency for Domestic / National & International Mails and Premium Notices of State Life Insurance Corporation of Pakistan Sahiwal Zone around 1 Million of official Daak as per detail given below:-** |

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| **S.NO.** | **WEIGHT** |
| 1 | Premium Notices |
| 2 | Upto 0.5 kgs |
| 3 | Upto 1 kg |
| 4 | Add. kgs |

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| Tender Inquiry No | HR&ADMIN/SWL/02/2025 |
| Closing date & time for submission of bids | 12.06.2025 11.00 a.m. Sharp |
| Date & time of opening of Financial bids | 12.06.2025 11.30 a.m. Sharp |
| Tender Fee | Rs.1000/- Cash (non Refundable) |
| Bid Security | 2% |
| Quotation valid till | Tender Validity Date |

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| **Tender Document For:****Hiring**  of **Courier Services**  Sahiwal Zone |  |

TERMS AND CONDITIONS

1. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
2. Bidders are required to submit their bids of **all category mentioned above** in a sealed envelope , clearly marked “Financial Proposal” for **‘Courier Services at State Life Insurance Corporation of Pakistan Sahiwal Zone**.
3. There will be a single-stage Single Envelope evaluation of bids on lowest items rates.

6. The lowest Evaluated Bid would be accepted.

7. Financial Proposals shall accompany a Pay Order/Bank Draft of the 2% of the total bid amount in favor of State Life Insurance Corporation of Pakistan as bid security. The same will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after completion of Tender period.

1. No bid will be accepted without bid security.
2. All the bids must include all government taxes.

1. 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 (33).

1. All the information provided by the bidder must be verifiable.

(Madiha Farid)

Department Head

HR&Admin

State Life Insurance Corporation of Pakistan

Sahiwal Office,

6th Floor, Azaan Heights Jahaz Chowk,Sahiwal.

Phone: 040-9200027

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#### Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Sign and stamp by Vendor)