



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Zonal Office
4th floor State Life Building
Abu Dhabi Road Rahim Yar Khan
Ph:068-9230027 Fax:068-9230028
E-Mail:zhrykzn@statelife.com.pk
Toll Free:0800-09099

Tender Notice #HR&A/SLIC/RYP/007/2025 Rahim Yar Khan
Invitation to Bid
For Hiring of Office Space on Rental Basis

State life Insurance Corporation of Pakistan, Rahim Yar Khan Zone intends to acquire building in commercial area 87 Bank Road Liaquatpur District Rahim Yar Khan with the space of 2200 Sq feet, on purely rental basis. Interested bidder may download evaluation criteria and other requirements of bidding document from the website of PPRA, & State life website and Zonal Office Rahim Yar Khan Zone.

The bids on prescribe format/proformas should be submitted through dak as per following schedule:

- **Tender closing Date & Time:** **August 01, 2025 at 11:00 AM**
- **Tender Opening Date & Time:** **August 01,2025 at 11:30 AM**
- **Procurement Method:** **Single Stage one Envelope Procedure**

Bids shall be accepted through Dak.

Secretary
Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
4th Floor State Life Building Abudabhi Road
Rahim Yar Khan
068-9230036
0332-7626276



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Terms and conditions for Hiring of Building

Tender Notice #HR&A/SLIC/RYP/007/2025 Rahim Yar Khan Zone

The Procuring Agency (State Life Insurance Corporation of Pakistan, Rahim Yar Khan) invites sealed bids from the eligible reputed Landlords/Property Agents/Owners for Hiring of Rental Building for Sector Office of State Life Insurance Corporation of Pakistan 87 Bank Road Liaquatpur District Rahim Yar Khan through Single Stage One Envelope Procedure.

Bidding Schedule

- ❖ **Tender closing Date & Time:** August 01, 2025 at 11:00 AM
- ❖ **Tender Opening Date & Time:** August 01,2025 at 11:30 AM
- ❖ **Procurement Method:** Single Stage one Envelope Procedure

Scope of Work – Required Premises on rental basis & facilitate to be available in the Sector Office through This Tender

1. Safe & Secure Premises building in commercial area of 87 Bank Road Liaquatpur with the required area of 2200 Sq ft. This premises is used for Office purpose at location of 87 Bank Road Tehsil Liaquat Pur District Rahim Yar Khan, The said space/premises is used for office of State Life Insurance Corporation of Pakistan on rental basis
2. 2-Rooms with indoor separate entrances (Bricks / Wooden / Glass Partition for rooms is also acceptable), Furnished Kitchen, Equipped Washroom, Reception and Vehicle Parking Area at in front of premises
3. Separate Entrance to Premises. If Premises are consisted on a hall, Bidder shall provide above referred required site plan before handling over possession on its own risk & cost.
4. Premises should be neat & clean, whole premises (indoor & outdoor) should be painted before handling over activity & once in a year.
5. Safe & secure Electricity Wiring including UPS Connectivity Wiring, Leakage free Water & Gas Wiring.
6. Separate Electricity Connection, Water Supply Availability / Separate Connection, Sui Gas Connection / Availability (Optional)
7. Premises shall be situated at Main Road and available/required should be on a ground.
8. Residential Area Premises and Street Premises are not acceptable.
9. Emergency Exit should be available at Building / Plaza as per Municipal Corporation By-laws
10. State Life has rights to alter indoor structure regarding room's partition, also install its required equipment's etc on its own cost and bidder shall has no objection on such type of activities And such type of furniture / fixture / equipment's / wiring etc shall be property of Procuring Agency (State Life) and shall dismantle upon vacation of premises.

Bid Validity Period

11. The bid validity period shall be up to 31 Dec 2025 for finalization of this tender procurement and subsequent signing of valid lease agreement for 3-year which shall be extendable on mutual consent of both parties as per this tender & signed lease agreement T&C or 25% Rent will be increased after every three years.



Attached Documents with this Tender

12. Bidding prescribed form
13. Lease Agreement Specimen (it is hereby clarified that any T&C shall be admissible later in this lease agreement w/r to this tender finalization & as per premises requirement and also shall be deleted which shall be irrelevant. This activity shall be performed as per mutual consent of Lessor & Lessee)

General Terms & Condition

14. All bids should be accompanied with bid prescribed format and required affidavits etc.
15. Overwriting, Cutting on bid document is strictly prohibited; such type of bid shall not be considered.
16. Bidder shall submit complete bid through PPRA , incomplete bidding document shall not be considered without any clarification / explanation
17. Quoted price shall be as per premises requirement mentioned in this tender document
18. Quoted price is final and has not may option of adjustment or amendment.
19. Bid shall be inclusive of all applicable TAXES (W/H & PST) which shall be deducted at source from payment as per Govt prescribed ratio.
20. In case of responsive / most advantageous bidders withdrawal of bid up to final stage of this tender, second lowest responsive bidders bid shall be accepted accordingly.
21. Any false information or misstatement on the part of the bidder will lead to disqualification / blacklisting / legal proceeding regardless of the price of quality of the product as per provisions of PPRA Rules.
22. Landlords /Property Agents/Owners must submit an undertaking with the bid that he is not blacklisted by any organization.
23. The bids received other than PPRA shall not be considered as per PPRA rule.
24. Procuring Agency (State Life) has rights for disqualification of bidder Property Agents/Owners who submit false bid or not realistic data
25. Bidder shall mention its status of premises Owner / Property Dealer / Agent on bid document and also provide its Attorney supporting legal document exclusive to Owner to premises of fulfillment of all codal formalities (Signing of lease agreement, monthly rent payment etc)
26. Premises Ownership Deed copy (Registry / Inteqal Document / Power of Attorney etc) should also be enclosed with bidding document of convenience.
27. Acknowledgement shall be required from premises owner / Attorney that quoted premises are free from any type of litigation, family dispute etc.
28. NOC is required from Bidder regarding Premises Security & Safety
29. Zonal Procurement Committee and evaluated as per required facilities (mentioned in this tender), if any discrepancy shall be found later, bid shall not be accepted of that bidder which premises has may discrepancy



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30. If required, prior to evaluation of the bid, State Life may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document.
31. Bidder shall sign each paper of his tender document as endorsement that bidder has read this tender carefully and has not any obligation in this regard.
32. Zonal Procurement Committee decision regarding this procurement / suitability of offered premises w/r to requirement shall be final as per PPRA rule.

Award Criteria

33. Procuring Agency (State Life) will award the contract to the successful Bidder, whose bid has been determined to be the most advantageous bid, provided the information given in the bidding document and subsequent least cost based, is on ground verified by the Procurement Committee.

Rejection of Bids

34. Procuring Agency (State Life) may cancel the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s) as per PPRA rule

Signing of Contract / Lease Agreement

35. Upon completion of all codal formalities of PPRA & Procuring Agency, successful bidder shall sign lease agreement (copy available with this tender) within 15-days w/r to receipt of Contract Award letter

Force Majeure

36. The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

Extension of Time

37. Any period within which a party shall, pursuant to this Contract complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
38. Upon sign of lease Agreement, if no advance payment shall be paid to successful bidder, monthly rent shall be paid on regular monthly basis and if advance payment shall be paid on mutual consent of both parties, regular monthly rent payment shall be started after completion of paid advance amount rent period.
39. Routine monthly rent payment shall be paid from premises possession handing over date to Procuring Agency as per signed lease agreement. Tender Evaluation & its Processing time shall not be considered for rent payment.