



**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN  
JHANG ZONE

State Life Zonal Office

Near District Court,  
Civil Line, Jhang Saddar  
Phone : 047-9290169

Sep.29-2025

Divisional Head (IT)  
State Life Principal Office  
KARACHI

Sub: Advertisement of Tender Notice # HR&A/JG/07/2025.

Dear Sir,

Kindly advertise the State Life's enclosed Tender Notice # HR&A/JG/07/2025 on our SLIC Website. Tender documents also enclosed.

Thanking You.

Yours truly,

**Muhammad Jhangir Khan**  
Incharge (HR & Admin)



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Phone :047-9200169

Date.29-09-2025

## **INVITATION FOR BIDS**

### **TENDER NOTICE NO.HR&ADMIN/007/2025/Jhang Zone**

#### **For Hiring of Office Space on Rental Basis**

State life Insurance Corporation of Pakistan, Jhang Zone intends to acquire a constructed Building or a customized building on a plot to be constructed in the period of 6 months as per required structure mentioned in the bidding documents in commercial Area with in the radius of 02 KM of District Courts, Civil Lines Jhang on purely rental basis as under;

Approximate Covered area

= 18000 to 20000 sq ft

Parking Space with Complete strong Fiber/ iron Shade

= 4000 sq ft \

Interested bidder may download evaluation criteria and other Requirements of bidding document from the website of PPRA, & State life website i.e <https://eprocure.gov.pk> & [www.statelife.com.pk](http://www.statelife.com.pk).

The bids on prescribe format/performs should be submitted through PPRA E-Pads and Courier as per following schedule:

- Tender closing Date & Time: Oct 17, 2025 at 11:00 AM
- Tender Opening Date & Time: Oct 17, 2025 at 11:30 AM
- Procurement Method: Single Stage single Envelope Procedure

**Muhammad Jhangir Khan**  
(SECRETARY) Zonal Procurement Committee,  
State Life, Jhang Zone.(047-9200169,0343-6325031)



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## **BIDDING DOCUMENTS**

### **Scope of Work**

#### **TENDER NOTICE NO.HR&ADMIN/007/2025/JG**

The Procuring Agency (State Life Insurance Corporation of Pakistan, Jhang Zone) invites sealed bids from the eligible reputed Landlords/Property Agents/Owners for Hiring a Building on rental basis for Zonal Office, State Life Insurance Corporation of Pakistan Jhang Zone through Single Stage Single Envelope Procedure.

#### **Bidding Schedule**

- Tender closing Date & Time:	Oct 17, 2025 at 11:00 AM
- Tender Opening Date & Time:	Oct 17, 2025 at 11:30 AM
- Procurement Method:	Single Stage single Envelope Procedure

Required Safe & Secure Premises/Building on rental basis in commercial area with following approximately space.

Approximate Covered area = 18000 to 20000 sqft  
Parking Space with Complete strong iron Shade = 4000 sqft

#### **Location:**

In charge HR & Admin Dep't, State Life Office, U B L Chowk Civil Lines Zonal Office, Jhang.

Bids shall be opened at above specified date & time in presence of those Bidders or their authorized agents who wish to be present at occasion.

Bidding/Tender Documents are available at EPADS, PPRA & State Life websites i.e. <https://eprocure.gov.pk> & [www.statelife.com.pk](http://www.statelife.com.pk)

#### **Terms and conditions for Hiring of Building/Customized building on plot**

1. State Life reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with PPRA Rules No. 33.

Approximate Covered area = 18000 to 20000 sq ft  
Parking Space with Complete strong iron Shade = 4000 sq ft

Building must be divided into floors or in shape of rooms at ground floor with indoor separate entrances (Wooden / Glass Partition for rooms is also acceptable), Equipped with at least 20 Washroom,(including attach and sprite) Reception and Vehicle Parking Area at in front of premises.



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**Attached Documents with this Tender**

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 Landlords/Property Agents and State Life Jhang Zone.

**General Terms & Conditions**

1. All bids should be accompanied with bid prescribed format and required affidavits etc.
2. Overwriting, Cutting on bid document is strictly prohibited; such type of bid shall not be considered.
3. Bidder shall submit complete bid through PPRA E.PADS, incomplete bidding document shall not be considered without any clarification / explanation.
4. Quoted price shall be as per premises requirement mentioned in this tender document.
5. Security wise viable location and easily accessible by public transport.
6. *Landlords/Property Agents/Owners shall provide a reasonable space to display sign board, direction board, name plate, logo, and emblem over the roof/facial/boundary wall of the building.*
7. The Bidder will provide a suitable Space for the installation of heavy generator.
8. Provisioning of Rooftop for installation of Satellite Dish Antenna / Transmitter etc.
9. Building must not be constructed on encroached land.
10. Quoted price is final and has not may option of adjustment or amendment.
11. Bid shall be inclusive of all applicable TAXES (W/H & PST) which shall be deducted at source from payment as per Govt prescribed ratio.
12. 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.
13. Any false information or misstatement on the part of the bidder will lead to disqualification / blacklisting / legal proceeding



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regardless of the price of quality of the product as per provisions of PPRA Rules.

14 Landlords /Property Agents/Owners must submit an undertaking with the bid that he is not blacklisted by any organization.



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1. Procuring Agency (State Life) has rights for disqualification of bidder Property Agents/Owners who submit false bid or not realistic data.
2. 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).
3. Premises Ownership Deed copy (Registry / Initial Document / Power of Attorney etc) should also be enclosed with bidding document of convenience.
4. Acknowledgement shall be required from premises owner / Attorney that quoted premises are free from any type of litigation, family dispute etc.
5. NOC is required from Bidder regarding Premises Security & Safety.
6. 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.
7. 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.
8. 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.
9. Zonal Procurement Committee decision regarding this procurement / suitability of offered premises w/r to requirement shall be final as per PPRA rule.
10. That the lease agreement is revocable on three months' notice from either sides.
11. Landlords/Property Agents/Owners shall be responsible to paint/ white wash after every 02 years.



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### **Award Criteria**

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.

### **Signing of Contract / Lease Agreement**

Upon completion of all codal formalities of PPRA & Procuring Agency, successful bidder shall sign lease agreement within 15-days w/r to receipt of Contract Award letter.

### **Force Majeure**

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**

1. 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.
2. Upon sign of lease Agreement, no advance payment shall be paid to successful bidder; monthly rent shall be paid on regular monthly basis: (in form of cheque)
3. 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.

**Muhammad Jhangir Khan**

(SECRETARY) Zonal Procurement Committee,  
State Life, Jhang Zone.(047-9200169,0343-6325031)