

TENDER NOTICE
HR&A/SLIC/RVK/008/2025**SALE / DISPOSAL OF OLD POLICY FILES (PHS RECORD ROOM)**

Sealed tenders are invited from reputed paper dealers / scrap purchasers registered with Income Tax and Sales Tax Departments under Single Stage Single Envelope Procedure, for the **purchase and destruction of old policy record files** lying in the **PHS Record Room, State Life Building, Rahim Yar Khan Zone**, under the following terms and conditions:

DETAIL OF RECORD

Sr. No.	Type of Files	Approximate Quantity	Remarks
1	Surrender Files	28,186 (approx.)	For destruction / sale as scrap paper
2	Maturity Files	10,102 (approx.)	For destruction / sale as scrap paper

TERMS & CONDITIONS

- 1. Tender Basis:**
 - The tender shall be submitted on a **rate per kilogram (kg)** basis.
 - The **total tender amount** shall be considered as a **whole package**, covering all files collectively.
- 2. Eligibility:**
 - Only **registered vendors / dealers** with valid **NTN and Sales Tax registration** are eligible to participate.
- 3. Inspection:**
 - Interested bidders may inspect the files during office hours before submitting bids, by coordinating with the **Incharge HR & Admin / Record Section**.
- 4. Submission of Tender:**
 - Sealed tenders must be submitted to the undersigned in clearly marked envelopes titled *“Tender for Sale/Destruction of Policy Files (PHS Record Room)”* on or before **10.11.2025 at 11:00 a.m.**
- 5. Opening of Tender:**
 - The tenders will be opened on the same day **10.11.2025 at 11:30 a.m.** in the presence of the bidders or their authorized representatives, at **State Life Zonal Office, Rahim Yar Khan**.
- 6. Earnest Money:**
 - An **Earnest Money Deposit (EMD)** of Rs. 50,000 **bid amount** must accompany the tender in the form of a **Pay Order / Demand Draft** in favor of **“State Life Insurance Corporation of Pakistan.”**

7. Award of Tender:

- The highest bidder shall be awarded the contract **subject to approval by the Competent Authority and compliance with PPRA Rules.**

8. Payment & Collection:

- Full payment shall be made before collection of files.
- The successful bidder shall lift the material at his own cost and responsibility under supervision of the concerned officer.

9. Record Destruction Certification:

The purchaser shall ensure **complete destruction of all files** and provide a **Certificate of Destruction**, duly verified by the Zonal Office Committee.

- 10.** Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Vendor will also attach affidavit that not blacklisted by any Organization from Anywhere in Pakistan.

- 11.** This advertisement is available on EPAD **PPRA** website and **State Life** website .

12. Authority Rights:

- The Competent Authority reserves the right to **accept or reject any or all bids** as per **Rule 33 of PPRA Rules 2004**, without assigning any reason.

DOCUMENTS REQUIRED WITH BID

- Copy of **Company Registration Certificate** (if applicable)
- Valid **NTN and Sales Tax Registration Certificate**
- Copy of **CNIC** (for individual bidders)
- **Pay Order/Draft** for Rs.50000/- earnest money

Makhdoom Shahrukh Jamil
Secretary ZPC/Incharge (HR&Admin),
4th FLOOR, SLIC Zonal office,
State Life Building Abu Dahabi Rd
Rahim Yar Khan
Ph: 068 – 9230036 0332-7626276



SALE / DISPOSAL OF OLD POLICY FILES (PHS RECORD ROOM)

(To be submitted on company letterhead along with sealed tender and earnest money)

Name of Bidder / Firm: _____
NTN No.: _____ Sales Tax Reg. No.: _____
CNIC No. (in case of individual): _____
Address: _____
Contact No.: _____ Email (if any): _____

QUOTED RATES

Sr. No.	Type of Files	Approx. Quantity	Quoted Rate per Kg (Rs.)	Total Quoted Amount (Rs.)	Remarks
1	Surrender Files	28,186 (approx.)	Rs. _____ /-	Rs. _____ /-	
2	Maturity Files	10,102 (approx.)	Rs. _____ /-	Rs. _____ /-	

Grand Total Amount (Rs.) = Rs. _____ /-
(in words: _____ Rupees only)

EARNEST MONEY DETAILS

Pay Order / Demand Draft No.: _____
Date: _____ **Amount (2% of total bid):** Rs. _____ /-
Bank Name: _____

DECLARATION

I / We hereby declare that:

The quoted rates are firm and inclusive of all applicable taxes.

I / We have read and understood all terms and conditions of the tender notice and agree to abide by them.

The material will be lifted and destroyed under supervision of State Life representatives after full payment.

Signature of Bidder / Authorized Representative: _____
Name: _____
Designation: _____
Seal / Stamp of Firm: _____
Date: _____