



STATE LIFE
Insurance Corporation of
Pakistan

Health & Accidental Insurance (H&AI),
Regional Office, 3rd Floor, State Life Tower,
Jinnah Avenue, Islamabad
Regional Procurement Department (RPD)
Phone: 051-9216344

**INVITATION TO TENDER FOR HIRING SERVICES OF A SERVICE
PROVIDER FOR PROVISION OF OFFICE SPACE ON RENT FOR
OFFICE AT GILGIT BALTISTAN (GB) REGION**

Tender Notice No. SLIC/H&AI/RO/ISB/RPD/TEN/SER/01/2026

E-PADS Tender No. F-26011594116

INVITATION TO BID

1. Health and Accidental Insurance (H&AI), Regional Office, Islamabad, State Life Insurance Corporation of Pakistan invites E-PADS bids from the Bidders/ Service Providers/General Order Suppliers having at least Two (2) -Years of experience and have rendered such services in Federal Government organizations, Banks and Multinational Companies. The firms should have proper office, telephone number, N.T.N and should be duly registered with E-PADS, FBR and on the ATL & GST list.
2. Bidding documents, containing detailed terms and conditions, etc. are available for download on State life's website www.statelife.com.pk and EPADS.
3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through E-PADS **on or before date/ time as stipulated by E-PADS on 28-01-2026 at 11:00 AM** and will be opened on the same day at **11:30 AM**.
4. Any bid submitted other than E-PADS would not be considered.

Incharge HR & Admin/ RPD
H&AI Regional Office, Islamabad
State Life Insurance Corporation,
3rd Floor, State Life Tower,
Blue Area, Islamabad
Ph. No. 051-9216344

TENDER NOTICE NO: SLIC/H&AI/RO/ISB/RPD/TEN/SER/01/2026
INVITATION TO TENDER FOR HIRING SERVICES OF A SERVICE
PROVIDER FOR PROVISION OF OFFICE SPACE ON RENT FOR OFFICE
AT GILGIT BALTISTAN (GB) REGION

State Life Insurance Corporation of Pakistan intends to hire the services of reputed and experienced Service Provider/ vendor for aforesaid procurement registered with Income Tax /Sales Tax Department. In this regard Bids are invited in accordance with PPRA rules under "Single Stage – One Envelope Procedure"

1. GENERAL TERMS AND CONDITIONS:

1. Bidders must apply on EPADs
2. Bid Validity is **Ninety (90)** days, and it must clearly be mentioned on Financial Proposal and any Bid having validity less than **Ninety (90)** days will be rejected
3. Conditional Bid will be rejected
4. The bids will be accepted up to **28-01-2026** at **11:00 AM** and will be opened on the same day at **11:30 AM** in the office of Regional Procurement Department, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad
5. Bid Security amounting to **PKR 35,000/-** in form of "Pay order/Demand Draft" in favor of "**SLIC H&AI PREMIUM COLLECTION ACCOUNT**" must be furnished as scanned copy on EPADs and also in hard copy at following address:

***"Office of Regional Procurement Department (RPD), H&AI Regional Office, 3rd Floor,
State Life Tower, Jinnah Avenue, Islamabad"***

6. Hard Copy (Original) Bid Security as per Clause-5 and non-blacklisting affidavit as per Clause-3 (d) must be furnished well before Bid Submission Timeline as per Clause-5 cited above and in case of non-submission of required documents within stipulated timeline the proposal will be declared as non-responsive no matter if proposal is furnished on EPADs
7. Bid Security will be refunded to the un- successful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be returned after submission of Bank Guarantee
8. Most Advantageous Bidder is required to furnish Bank Guarantee amounting to **10%** of overall lump sum cost in form of pay order in favor of "SLIC H&AI Premium Collection Account" and said Bank Guarantee must be valid for one (1) year from the date of effectiveness of the engagement.
9. Bank Guarantee as required must be furnished within Ten (10) days of issuance of Work Award. Failure to submission of Bank Guarantee within stipulated time will result in forfeiture of Bid Security without any notice and Work Award will also be cancelled

10. Bank Guarantee furnished will be returned upon expiry of One (1) year period from the date of effectiveness of engagement after deductions if any by the concerned officer
11. Bank Guarantee will be forfeited in case the selected vendor doesn't execute the agreement
12. Initial engagement as part of subject procurement will be for a period of **one (1)** year and subject to mutual consent the engagement can be extended on same terms and conditions
13. Per Month Rent quoted will remain valid/firm/unchanged for a period of one year from the date of effectiveness and no request for rate escalation whatsoever will be entertained under any circumstances during said period.
14. The decision regarding extension of existing engagement is solely based upon the requirement.
15. Health and Accidental Insurance (H&AI), State Life Insurance Corporation of Pakistan reserves the right to terminate the agreement any time during the course of engagement with one month notice
16. No Advance Payment such as security deposit etc will be made by SLIC under this engagement
17. Health and Accidental Insurance (H&AI), State Life Insurance Corporation of Pakistan reserves the right to terminate the agreement on expiry of the one-year period and resort to fresh tendering
18. Rental Agreement will be signed with most advantageous bidder. Agreement will include terms and conditions as outlined in this tender notice and draft approved by Competent Forum and duly negotiated with most advantageous bidder
19. Vendor must be well versed with relevant tax laws and must quote rate accordingly
20. Lowest in terms of cost alone doesn't make a bidder as most advantageous. Compliance with PPRA Rules and tender clauses is must along with cost

2. SCOPE OF WORK

Scope of Work basically involves hiring services of a vendor for provision of Office Space on rent as per following details:

A. Preferred Location:

The Space must be in close vicinity of Yadgar Chowk, Shahrah-e- Quaid-e-Azam near GDA Office, Gilgit City

B. Requirements:

- a. Office Space must have a covered area of at least 1500 SQ. FT (Documentary Evidence is needed)
- b. Owner must be a Pakistani National with a valid CNIC

- c. In case of other than individuals/Owners are applying on EPADs, they must submit the affidavit on a stamp paper of atleast **PKR. 50** that the said place has been handed over to the said Service Provider, Vendor by the owner. In that case the said Service Provider/ Vendor will be responsible for signing agreement with SLIC and SLIC will pay monthly rent and other related agreements and documents to Vendor/ Service Provider who has submitted bids on EPADs
- d. Vendor must note that bidder who furnishes proposal on EPADs will be responsible for all correspondence and he/she will be liable to ensure compliance with requirements. Further it is entirely vendors' responsibility to ensure that said space is available and in case of any issue vendor
- e. Said office Space must have at least three washrooms
- f. Office Space must have basic facilities such as electricity, water etc
- g. Office Space must have a separate electric meter (Documentary Evidence to be affixed)
- h. All Previous Utility Bills must be paid (Proof is to be affixed)
- i. The office space must be free from all forms of litigation (Undertaking on a stamp paper of worth at least PKR. 50 is required duly authorized by notary public)
- j. Building has approved building plan from concerned controlling agency. (Enclose Documentary proof) if any please provide
- k. No loan has been taken against the property, and it has not been pledged anywhere
- l. Space must be in close vicinity to main road and must be accessible through public transport
- m. Space must have proper parking space of at least three cars
- n. Space must have fully functional geyser
- o. Office Space must have proper flooring (preferably chips, marble etc)
- p. Space must have proper electric wiring
- q. All windows and doors must have proper lock provision
- r. Windows must have defective free glass

3. MANDATORY REQUIREMENTS:

Bidders must ensure compliance with following clauses:

- a. Bidder must have experience of at least two (2) years as General Order Supplier
- b. Vendor must be tax registered (Copy of Income Tax & Sales Tax Registration Certificates is to be affixed)
- c. Bid Security Deposit as per clause-5
- d. Proof of non-blacklisting 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 atleast Rs.100/- (One Hundred Rupees Only/-) duly authorized by Notary Public. Affidavit must be furnished as soft copy on EPADs, and hard copy must be furnished before bid submission timeline on address appended at Serial No.05
- e. Duly signed and stamped General Terms and Conditions on Official Letter head need to be attached with tender documents
- f. Duly filled and signed Financial Proposal (Format placed at Annex-A)

- g. Undertaking as per Clause-2(B(h) above
- h. All documentation as required in Clause-2(B) above
- i. Vendor must submit Purchase Order/ Work Order from at least three vendors both from Public and Private sector wherein two (2) years' experience is verified/justified

Note: Submission of all above documents and relevant compliance with all above Mandatory Requirements is compulsory and non-submission/ non-compliance will result in disqualification from further procurement proceedings no matter vendor is most advantageous/lowest in terms of cost.

State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1)

In case of any query, please contact undersigned

Incharge HR & Admin/RPD
H&AI Regional Office, Islamabad
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ANNEX-A: FINANCIAL PROPOSAL FORMAT

Sr. No	Particular	Per Month Rent in PKR without Tax	Applicable Tax if any	Per Month Rate with applicable tax if any
01.	Rent in PKR per Month			
02.	Yearly Financial Impact in PKR in figures (Per Month Rate in PKR with Tax * 12)			
03.	Yearly Financial Impact in PKR in Words (Per Month Rate in PKR with Tax * 12)			

Note:

- A. Rates must be quoted in PKR
- B. Per Month Rent will remain fixed for one year
- C. Rates must be inclusive of all applicable taxes
- D. Cutting/ Overwriting isn't allowed and if done must be initialed
- E. Proposal must be strictly as per above format and in case of non-compliance proposal will be declared non-responsive
- F. Proposal must be signed and stamped
- G. As said space is required in GB Region, therefore vendors must consider relevant laws and quote tax accordingly. In case no tax is applicable then leave the tax column as blank and rate quoted per month without tax will be considered as quoted rate