

STATE LIFE INSURANCE CORPORATION
OF PAKISTAN MULTAN ZONE,
HIRING OF OFFICE BUILDING ON RENT
VIDE PPRA TENDER INQUIRY
NO.MUL/HRA&P/004/2026

TENDER
DOCUMENTS HIRING
OF BUILDING AT
SHUJABAD AND
KHANEWAL SECTOR
OFFICE / CASH
COUNTER

1. INSTRUCTION TO BIDDERS

(ITB)1.1 Corresponding Address

The contact number and the correspondence address for Tender Queries is as follows:

Incharge (HRA&P.)
State Life Insurance Corporation of Pakistan State
Life Building, Abdali Road Chowk Nawan Sheher
Multan Zone
Ph: 061-9200678 – 0300-6372594 -0321-7550639

1.2 Eligible Bidders

An owner or lawful Attorney of the Owner, having active National Tax Number (NTN), of the Property meeting with the Criteria provided in Clause 1.5.2 herein.

1.3 Preparation of Bids

1.3.1 Bidding Process

This is the **Single Stage – Single Envelope Procedure**

1.3.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and SLIC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.3.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SLIC must be written in English.

1.3.4 Bid Currencies

- All prices quoted must be in Pak Rupees.
- Rs.16,800/- in the form of CDR/Pay order in favor of State Life Ins. Corp. of Pakistan annual Rental cost i.e. Rs.840,000/- approximately at Shujabad.
- Rs.24,000/- in the form of CDR/Pay order in favor of State Life Ins. Corp. of Pakistan annual Rental cost i.e. Rs.1,200,000/- approximately at Khanewal.

1.4 Submission of Bids

1.4.1 Sealing and Submission of Bids on E-PAD (PPRA)

The bid shall comprise a Single package containing:

- (Eligibility Criteria) with following documents.
 - a) Copy of CNIC of the Bidder (Owner of the Property);
 - b) Certified copy of Ownership Documents;
 - c) Copy of Documentary proof of approved Commercialization of building from relevant Government building regulatory authority;
 - d) Affidavit on Rs.300/- Stamp Paper assuring that the building is free from any dispute, litigation and clear from any in cumbrance like pledge/guarantee.
 - e) Active NTN/STN Certificate
 - f) Floor wise Measurement Map/Plan
 - g) Consent from Building Owner regarding Alteration or Construction of any requirement deemed necessary by State Life
 - h) Any other relevant Document / information.
- Financial Proposal

1.4.2 Clarification of Bids

No bidder shall be allowed to alter or modify this bid after the closing time for submission of the bids.

The SLIC may, if necessary after the opening of the bid, seek and accept such clarifications of the bid as do not change the substance of the bid.

Any request for clarification in the bid, made by the SLIC and its response, shall invariably be in writing.

SLIC shall also have right to ask or demand any additional information or document for the purposes of its satisfaction and clarification during the procurement process.

1.4.3 Rejection of Bids

SLIC shall summarily reject following Bids:

- a) Any Bid received after the Closing Date & Time i.e. 01-06-2026 **at 11:00 AM;**
- b) Any Bid received incomplete;
- c) Any Bid containing false information or fake documents;
- d) Any Bid submitted in contradiction with Bidding Documents, etc.

1.5 Opening and Evaluation of Bids

1.5.1. Opening of Bids by SLIC

The date for opening of bids and the last date for submission of bids shall be the same i.e. 01-06-2026 and bid shall be opened on or after **11:30 am** in the office of Zonal Incharge (HRA&P.), State Life Building, Chowk Nawan Sheher Abdali Road Multan Zone Ph: 061-9200678, 0300-6372595. Bid shall be opened in the presence of the bidders or their representatives who may wish to be present with authority letter.

1.6 ELIGIBILITY CRITERIA FOR EVALUATION OF BIDS & AWARD OF CONTRACT AT SHUJABAD AND KHANEWAL.

All bids shall be evaluated as per the following criteria:

Sr. No.	Features	Requirements	Marks(50)
01	Preferred Location	Location of Building Near To Main City	05
02	Space Required	Shujabad: Covered area at least 1800 to 2100 sq.ft. Khanewal: Covered area at least 2700 to 3000 sq.ft.	05
03	Building Plan for Shujabad & Khanewal	Independent Portion or floor	05
04	Desired Amenities for Shujabad & Khanewal	Office with Floor Marbles, Ceiling & Completed Electric Work i.e. Lights Wiring etc.	05
		Toilets for Public & Office Use, Active Water Supply & Sanitary work	05
		Glass Partition as Per Mutual Agreement	05
		Meeting / Conference Hall	05
05	Electricity	Electricity facility availability	05
06	Parking	Shujabad Car Parking (3 Cars & 15 Bikes) Khanewal Car Parking (5 Cars & 25 Bikes)	05
07	Registration for Shujabad & Khanewal	Active NTN/GST Registered(Which is Applicable)	05

NOTE:

- The Premises not meeting the Eligibility Criteria shall not be considered for final evaluation or comparison.
- **Passing Marks = 25**

1.6.1 Award Criteria

SLIC will award the contract to the successful Bidder must obtain **25** Marks in evaluation criteria along with most advantageous bid, whose bid has been determined to be the substantially responsive and has been determined to be the Most Advantageous evaluated bid, upon the satisfaction of SLIC Management, with regard to requirements provided herein.

The Terms of increase in rent is as per Govt. Rules & Regulations & it may be decided mutually and the agreement is also extendable (when required) as per Mutual Consent of the both parties time to time. i.e. 10 % Increase Per Year or 25 % Increase after Three Years

Availability for Shifting

As agreed upon by both parties.

FINANCIAL PROPOSAL

Every Bidder shall submit Financial Proposal in accordance with the FORM-B provided herewith.

SPECIAL INSTRUCTIONS:

- a) Financial Proposal shall be prepared and submitted on this Form signed by Bidder;
- b) All government taxes regarding commercial property shall apply.
- c) Owner will be liable to pay all municipal, government, non-government, Commercialization, Income Tax and other taxes, etc. which may be levied by any Department, Authority, etc. in respect of the Rented Premises.
- d) Initially this tender is executed for 3 years which may be extended up to 5 years.
- e) State Life Insurance Corporation Multan Zone reserves the right to cancel / reject or discontinue this lease agreement after serving one month notice period.
- f) State Life Insurance Corporation reserves the rights to cancel / reject the bid at any time before its finalization of tender in accordance with PPRA rules #33.

FORM – A (REQUEST FORMAT)

Zonal Incharge(HRA &P)

State Life Insurance Corporation of Pakistan

State Life Building,

Chowk Nawan Sheher, Abdali Road

Multan

Subject: HIRING OF OFFICE BUILDING ON RENT.

I.....(Owner of Property), hereby confirm the availability and offer the following Premises on Rental basis which contain following Features:

No.	Features	Detail
01	Location	
02	Available Space	
03	Approved BuildingPlan	
04	Parking Space	
05	Desired Amenities	
06	Availability for Shifting	
07	Minimum Term	
08	Status of Building	

Following Documents are annexed herewith:

- a) Copy of CNIC of the Bidder (Owner of the Property);
- b) Certified copy of Ownership Documents;
- c) Copy of approved Building Plan / Map;
- d) Copy of Documentary proof of approved Commercialization of building;
- e) Any other relevant Document / information as deem essential.

Particulars of Bidder

Signature/Thumb: _____ Date: _____

Full Name:

CNIC No:

FORM – B (FINANCIAL PROPOSAL)

Zonal Incharge (HRA &P)

State Life Insurance Corporation of Pakistan

State Life Building,

Chowk Nawan Sheher, Abdali Road

Multan

I.....hereby extend my offer to provide the premises measuring
Sq ft, on rental basis for at least 03-Years Terms which extendable for further two years on
following Monthly Rent and as per agreement.

a) RENT PROPOSAL:

Total Area	Rent Per Sq.ft. Per Month	Total Rent Per Month

Advance Rent Requirements

Particulars of Bidder

Full Name:

CNIC No:

Signature

Date



STATE LIFE
Insurance Corporation of Pakistan
Multan Zone

TENDER NOTICE NO. MUL/HR&A/004/2026
HIRING OF SPACE AT KHANEWAL & SHUJABAD

Online bids are invited through E-PAD from well-reputed firms registered with GST/NTN, under Single-Stage Single-Envelope Procedure, for hiring of space at Khanewal and Shujabad.

Detail of Date & Time of Tender is as under:

<i>Last Date & Time for Submission of Tender Documents on E-PADS</i>	<i>Tender's Opening Date & Time</i>	<i>Bid Security</i>
<i>01-06-2026 11:00 am</i>	<i>01-06-2026 11:30 am</i>	<i>Shujabad Rs. 16800</i>
<i>01-06-2026 11:00 am</i>	<i>01-06-2026 11:30 am</i>	<i>Khanewal Rs. 24000</i>

Tender document containing all relevant details is available and can be downloaded from State Life official website www.statelife.com.pk , EPADS Portal www.eprocure.gov.pk and PPRA website www.pppra.gov.pk

The bids should be submitted through E-pads on or before **01-06-2026** at 11:00 am and bid will be opened on the same date i.e **01-06-2026** at 11:30 am in presence of bidders or their representatives in the office of undersigned.

For further details, the undersigned may be contacted during working hours in person or telephonically on phone No. 061- 9200678 / 03466662220

Syed M. Waqas Raza
Secretary – Procurement Committee
HRA&P Department
2nd Floor State Life Building
Chowk Nawan Shahar Multan.