

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**SARGODHA ZONE**

**HIRING OF OFFICE BUILDING ON RENT**

**VIDE PPRA TENDER INQUIRY NO. SGD/02/2026**

**TENDER DOCUMENTS**

## **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 Zonal Office, Queen's Road, Sargodha

Ph: 048-9330179,0346-8687973

### **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 (Clearly mention tender No. on envelop)**

#### **1.3.2 Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid and State Life 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.120,000/- (One hundred and twenty thousand only) in the form of CDR/Pay order in favor of State Life Insurance Corporation of Pakistan which is 1% of estimated annual Rental cost i.e. Rs.12,000,000/-.

## **1.4 Submission of Bids**

### **1.4.1 Sealing and Submission of Bids**

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 and latest fard;
  - 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) Approved map, Layout Plan of the building
  - f) Active NTN/STN Certificate
  - g) Floor wise Measurement Map/Plan
  - h) Consent of Building Owner regarding Alteration or Construction of any requirement deemed necessary by State Life.
  - i) Any other relevant Document / information.
- Financial Proposal

### **1.4.2 Clarification of Bids**

- No bidder shall be allowed to alter or modify his 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. 10-06-2026 at **11:00 AM**;
- b) Any Bid received by hand;
- c) Any Bid uploaded on PPRA incomplete;
- d) Any Bid containing false information or fake documents;
- e) 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. **15-06-2026**); and bid shall be opened on or after **11:30 am** in the office of Zonal Incharge (HRA&P.), State Life, Zonal Office, Queen's Road, Sargodha Ph: 048-9330179. 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**

All bids shall be evaluated as per the following criteria:

<b>Sr. No.</b>	<b>Features</b>	<b>Requirements</b>	<b>Marks(50)</b>
<b>01</b>	<b>Preferred Location</b>	University Road from Khayyam Chowk to Qanchi More or Surrounding Main Area	05
		Khushab Road from DHQ to Canal Bridge	05
		Satellite Town Chowk to Qanchi More or surrounding area	05
<b>02</b>	<b>Space Required</b>	Covered area at least 20,000 sq.ft. to 22,000 sq.ft approximately	05
<b>03</b>	<b>Building Plan</b>	Ventilated Multi Story building	<b>05</b>

04	<b>Desired Amenities</b>	Electric Lift, Office with Floor Tiling, Ceiling & Completed Electric Work i.e. SMD Lights Generator Wiring etc.	<b>05</b>
		Toilets for Public & Office Use, separate active Water Supply & Sanitary work	<b>05</b>
		(i) Emergency exit from the building. (ii) Ramp for senior citizen and disable citizen	<b>05</b>
05	<b>Status of Building</b>	Approved Commercial Building from all relevant departments.	05
06	<b>Electricity</b>	Independent Electricity Transformer 100 KVA or higher with 02 Three Phase Electrical Meters	05
07	<b>Parking</b>	Covered Car Parking (30 Cars & 50 Bikes)	05
08	<b>Registration</b>	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.

**1.6.1 Award Criteria**

SLIC will award the contract to the successful Bidder obtained minimum 30 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 extendable (when Required) as per Mutual Consent of the both parties time to time. i.e.25 % Increase after Three Years

**1.6.2 Availability for Shifting**

The Shifting period of one month will be exempt from rent payment or as per mutual consultation of the both parties.

### **1.6.3 Possession of Shifting**

The rent payment will be started from the date of possession of the building subject to approval by the competent authority of State Life.

### **1.6.4 Advance Rent If any**

The advance rent will be treated as per State Life Rent Rules & Regulations and it is adjustable against monthly rent subject to approval by the competent authority of State Life.

## **2. FINANCIAL PROPOSAL**

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

### **NOTE:**

- 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.

**FORM – A (REQUEST FORMAT)**

Zonal Incharge(HRA &P)

State Life Insurance Corporation of Pakistan

State Life, Zonal Office,

Queen's Road,

Sargodha

**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 Building Plan	
04	Parking Space	
05	Desired Amenities	
06	Availability for Shifting	
07	Minimum Term	
08	Status of Building	

**Following Documents are annexed herewith:**

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

**Particulars of Bidder**

**Signature/Thumb: \_\_\_\_\_ Date: \_\_\_\_\_**

**Full Name: \_\_\_\_\_ CNIC No: \_\_\_\_\_**



Tel # 048-9330179  
Email: [pgssgdzn@statelife.com.pk](mailto:pgssgdzn@statelife.com.pk)  
Address: State Life, Zonal Office,  
Queen's Road, Sargodha

## FORM – B (FINANCIAL PROPOSAL)

Zonal Incharge (HRA &P)

State Life Insurance Corporation of Pakistan

State Life, Zonal Office,

Queen's Road,

**Sargodha**

I.....hereby extend my offer to provide the premises measuring.....  
Sq.ft, on rental basis for at least 10-Years Terms on following Monthly Rent :

a) **RENT PROPOSAL:**

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

**Advance Rent Requirements**

**Particulars of Bidder**

**Full Name:** \_\_\_\_\_ **CNIC No:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



Tel # 048-9330179

Email: [pgssgdzn@statelife.com.pk](mailto:pgssgdzn@statelife.com.pk)

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