



STATE LIFE

Insurance Corporation of Pakistan
Sahiwal Zone

6th Floor Azaan Heights
Jahaz Chowk, Sahiwal
Ph. 040-9200027
Fax.040-9200024
Toll Free.0800-09099

1st June 2026.

TENDER NOTICE FOR HIRING OF OFFICE SPACE # HR&ADMIN /SWL/03/2026 SAHIWAL ZONE.

State Life Insurance Corporation of Pakistan Sahiwal Zone, Sealed financial bids are invited under Single Stage / Single Envelope in accordance with PPRA Rules from pre-qualified GST/NTN registered for the "Hiring of Office Space on rental basis" for our Sector Office / Cash Counter Okara for State Life Insurance Corporation Sahiwal Zone through PPRA E-Pad only as per tender documents. The Single Stage Single Envelope procedure for the following Hiring of Office Space on given terms and conditions.

Detail of Date & Time of Tender is as under:

Last Date & Time for Submission of Tender Documents on E-PADS	Tender's Opening Date & Time
23-06-2026 11:00 a.m	23-06-2026 11:30 a.m


TERMS AND CONDITIONS.

- The required premises should preferably be ready to use commercial space suitable for financial / public dealing operations and must fulfill the following operational requirements.
- Covered area approximately 1400 to 1600 sqfts.
- Preferably located on First Floor with safe and convenient access for staff and public.
- One large hall suitable for establishment of public dealing / cash counter operations.
- One dedicated secure room / strong room suitable for safe custody of cash and confidential records.
- One separate office room for Incharge Cash Counter / administrative use with attached washroom.
- One additional Hall /working area for staff operations and record handling.
- Separate veranda/open access area with attached washroom facility.
- Independent approach/access route for operational convenience and security.
- For security and operational safety purposes, the cash counter hall and operational rooms should preferably be located in the rear/back portion of the premises to ensure controlled public access and enhanced protection of cash handling activities.

- Proper electricity, water supply, sewerage, and ventilation arrangements.
- Availability of internet/telecommunication feasibility.
- Sound structural condition and compliance with local building safety requirements.
- Premises should be immediately available for possession and operational use.
- The premises should be situated within the commercially active and operationally suitable vicinity of Okara City, preferably in an Area easily accessible to Policy Holders , Staff and General Public.

1. Quotation shall be accepted only through PPRA (EPAD) only.
2. Taxes will levied (if applicable) as per laid down Govt. Policy.
3. The Corporation reserves the rights to cancel / reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
4. The Bidders must attached copies of their NTN Certificates with the Tender.
5. The bidder / owner must provide copy of valid CNIC, Proof of ownership/title documents of the property, authority letter in case of authorized representative, latest property tax documents / utility bills, complete address and contact details, affidavit confirming that the property is free from dispute/litigation, rent demand/financial offer in sealed form
6. The premises shall be hired on monthly rental basis.
7. Rent shall be payable after execution of formal agreement and possession.
8. Initial rental period will be 3 years, extendable on mutually agreed terms, increase in the rent will be 25% after 3 years.
9. The successful firm / Supplier is bound to handover the possession of space within one month as per requirement after acceptance of bid.
10. Tender will be open in the office of Incharge (HR&Admin) department State Life Insurance Corporation of Pakistan Sahiwal Zone on 23.06.2026 at 11.30 a.m. in presence of Bidders or their representatives who are available.

For further details the undersigned may be contacted during working hours in person or telephonically on **Phone No. 040-9200027**.



Secretary
Zonal Procurement Committee,
State Life Insurance Corporation of Pakistan
Sahiwal Zone.