

**TENDER DOCUMENTS STATE LIFE INSURANCE
CORPORATION ABBOTTABAD ZONE**

**TENDER NO. HRA&P/ SLIC-ABTZ /001/2026
TENDER FOR COMPLETE RELOCATION
/SHIFTING OF ZONAL OFFICE (ABBOTTABAD
ZONE) WITHIN CITY(INCLUDING PACKING
TRANSPORTATION & REINSTALLATION).**



State Life
Insurance Corporation of Pakistan

MIR ALAM SHOPPING PLAZA MANSHERA ROAD JHANGI ABBOTTABAD

PHONE NO: 0992-920013-14-15, E-mail: pgsabtzn@statelife.com.pk

TENDER DOCUMENTS

**PREQUALIFICATION OF DISMANTLING PACKING, TRANSPORTATION AND
REINSTALLATION OF OFFICE EQUIPMENT & FURNITURE FIXTURES ZONAL OFFICE
MIR ALAM SHOPPING PLAZA MANSEHRA ROAD JHANGI TO CENTRAL PLAZA
OPPOSITE ARMY BURN HALL COLLEGE BOYS MAIN MANSEHRA ROAD
ABBOTTABAD.**

1. SLIC Zonal Office Abbottabad intends to hire the services of a well reputed Professional Firms for relocation or logistics service providers, for provision of mentioned services at SLIC Abbottabad Zone. **RELOCATION, SHIFTING PACKING, TRANSPORTATION& FURNITURE REPAIR (Any damage occurred during transaction) SERVICES** Which Comprise of Relocation, dismantling and reinstallation of equipment's are includes (Generator with four core wire(Coper) installation as required, A/C'S , Main frame system along with complete IT Setup IP Camera's, Record/Policy Files & Furniture Fixture Fully update ready to shift office without any disturbance.) **From Mir Alam Shopping Plaza Main Mansehra Road Abbottabad to Central Plaza Opposite Army Burn Hall College For Boys Main Mansehra Road Abbottabad.**
2. The services will be hired according to PPRA Single stage – Two **envelops** procedure.
3. **Salient of single stage rule-36(b)** – Two envelopes procedure are enumerated below:-
Each bid shall comprise two envelopes containing, financial proposal and technical proposal (Separately). All bids received shall be opened and evaluated in the manner prescribed in the bidding document. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICALPROPOSAL” in bold and legible letters to avoid confusion;
 - a. SLIC Zonal Office Abbottabad will evaluate the technical proposal first without reference to the **price and reject any proposal** which does not conform to the specified requirements;
 - b. During the technical evaluation no amendments in the technical proposal shall be permitted;
 - c. The financial proposals of technically qualified bids will be opened publicly at a time, date and venue announced and communicated to the bidders.
 - d. After the evaluation and approval of the technical proposal, SLIC Zonal Office Abbottabad shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal Of bids found technically non-responsive shall be returned unopened to the respective bidders; and;
 - e. **If multiple bidders qualify, the contract should go to the bidder offering the best combination of financial and technically sound services, in other words, to ensure cost-effectiveness without compromising service quality.**

4) Mandatory Requirements:

- a) All bids shall be evaluated on the basis of mandatory requirements which must be fulfilled for technical & financial evaluations of the tender documents. Failing to meet any one of the mandatory requirements shall result into disqualification of the bidder. The bidders must furnish documentary evidence for following mandatory requirements:

S. No	DOCUMENTARY PARTICULARS
01	Registration with SECP as private limited company/Registered Firms (Documentary evidence mandatory)
04	National Tax Number (NTN) Certificate of FBR

05	Sales Tax Registration Certificate from concerned Govt. Office
06	Copy of Annual Audited Accounts of Last Financial Year filed with SECP
07	Copy of Latest Annual Tax Returns filed with FBR
08	Certificate of Registration with Old Age Benefit Institute (EOBI) ,SSI and SESSI
10	Company Profile covering all the required technical & Financial details as per Annex-A of this document
11	Details of important clients and its retention ratio presentation must be ten companies at least.
12	The firm must provide details of skilled manpower for dismantling and reinstallation availability of transport vehicles (Covered Truck, Loaders, etc.) Equipment and packing materials the firm must have experience in handling & installing IT equipment's, Office Records, and Office furniture's & Repair of it on spot.
13	Insurance coverage transit insurance for goods /furniture & coverage against damage theft fire accident required.
14	If any representative wants to attend the bid process he must bring with him authority letter on company letter head pad duly verifying his status(designation, CNIC+ Company ID Card) to attend the process by company competent authority (stamped +signature is mandatory),otherwise such claiming representative will not be allowed at any cost to attend the process.
15	Affidavit of no blacklisting by any government organization.
16	Security & compliance (very important) undertaking for confidentiality of official record commitment for safe handling of documents over than 150,000 in quantity policy files responsibility for loss/damage compensation & attachments of copy of CNIC'S of key staff (optional but useful for security).
17	Any documentary evidence required by SLIC Abbottabad Zone at any time of initial processing to further vet & scrutinize, must be furnished by the Firms/Logistic Companies.
18	Evidence about the firm that the firm must have successfully completed at least 03 similar assignments of office relocation (Preferably for Government /Semi Government /Corporate Organizations

- b) Affidavit on Rs.100/- judicial stamp paper that the firm has not been black listed by any Government / Semi Government organization.
- c) Certificate of financial soundness from a scheduled bank.
- d) Bankers Cheque / bank draft of 5% of total quoted price for the One year shall accompany the financial proposal as Bid Security/ Earnest money. Technical proposal must contain a certificate regarding attachment of earnest money along with financial bid. Failing to do so will result into disqualification.
- e) Transit insurance coverage required against damage, theft, fire and accident during shifting of office furniture fixture equipment's (IT, Generator, etc.).
- f) Performance certificates from major clients (Multinational Companies, Banks, Embassies and 5-Star Hotels only) where your company has been provided services **since last two years.**
- g) The company should have own vehicles loaders and skilled workers of specified fields required in dismantling and reinstallation of office equipment's (include valid documentary evidences)
- h) Affidavit (on judicial stamp paper of Rs. 100) that the documents/facts/details/information submitted to SLIC Abbottabad Zone are true and

liable to be rejected if proven false and in that case legal action is also liable on that company.

- i) Firms/companies also, providing work experience with Government/Semi Government/Corporate will be preferred.
- j) Based on the record/documentary evidence submitted by the bidders, each bidder shall be evaluated as per the Technical Evaluation Criteria at **Annex-A which is 70%**, and full filling of Mandatory Conditions. Qualifying for financial evaluation as per **Annexure -B is also mandatory**. A logistics Company will be considered, for award of contract if it fulfills/qualifies the entire selection criterion {both A+B} accordingly, under rule-38.
4. If two or more bidders quote the same price in financial proposal, then the contract will be awarded to the one with highest marks in technical evaluation.
5. An agreement will be made between SLIC Abbottabad Zone and contractor on judicial stamp paper of worth of Rs. 100/-.
6. Interested Companies may forward their proposals as per above instructions to the undersigned latest by _____ hrs.
7. SLIC Zonal Office Abbottabad reserves the right to accept or reject the tender without assigning any reason as per PPRA rule-33.
8. **Bid Validity**.
Bids shall remain valid for 90 days after the date of tender opening. Earnest money will be returned to the unsuccessful bidders not later than expiry of the Bids.
9. **Contract Agreement**:
All terms and conditions laid down herein shall be part and parcel of the contract agreement, in case of failure to adhere with terms and conditions laid down in contract agreement, SLIC Abbottabad Zone reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit/Performance Bond and any amount due towards Security Company.

10. Alteration/Modification of Agreement:

The Firm/Logistic Company shall reproduce draft agreement provided by SLIC Abbottabad Zone on stamp paper with stamps affixed of Rupees One Hundred. The Company shall not alter/add/delete any article, clause or chapter of the draft agreement. However, The Company may rephrase any clause or chapter with the consent of SLIC Abbottabad Zone for purpose of clarity, legality, or otherwise except where scope of work, terms and condition and service charges is not adversely affected against SLIC Abbottabad Zone.

Annexure-“A”

11. TECHNICAL EVALUATION CRITERIA FOR HIRING OF SECURITY GUARD SERVICES

S No	Criteria	Max. Marks
1	Experience in office shifting (3-----5) projects. 5 points Experience in office shifting (5-----10) projects 10 points Experience in large scale /High - Value office shifting >10 projects 15 points. <u>Documents proof required (PO's, contracts client's certificates.</u>	15
2	Valid Registration SECP 03 POINTS, NTN 03 POINTS, GST 03, Professional Tax Certificate 02, Valid Trade License & experience certificate 04.	15

	<u>Mandatory missing documents ----- leads to disqualification.</u>	
3	Experience of the company ____ years (1 Mark for each year) NOT LESS THAN 03 YEARS OF EXPERIENCE ACCEPTABLE	5
4	Post-Performance/ Client Feedback (Marks 5 points) Satisfactory feedback/Public sector clients. 03 points Feedback from reputed private sector clients. 01 points	5
5	Manpower & Staff Capacity (Marks 15 points) Total skilled labor available (Packers, movers) 5 points Supervisory staff Project Manager /Team Leader) 5 points Staff training in handling delicate /IT Equipment's 05 points	15
6	Equipment's & Transport (Marks 20) i. Availability of moving trucks/vehicles 8 points ii. Material handling equipment's (trolleys , dollies , lifts) 6 points iii. Packing material (boxes bubble wrap crates) 6 points	20
7	Detailed shifting plan/ timeline 2.5 points Risk management /Contingency plan 2.5 points	5
8	Company's Assets i. Bank statement (last 3 to 5 years 5 points ii. Annual turnover(PKR 5 To 50 M+) 5 Points iii. Audited financial statement 5 Points	15
9	Insurance : Goods in transit insurance 2.5 points Staff safety measures & compliance 2.5 points	5
Total Score		100
Minimum Score to Pass Technical Evaluation		70

Note: Submission of documentary evidences/proof for each evaluation criteria is mandatory for marks allocation. Bidder shall be considered ineligible if fail to comply it, in submitting as per PPRA Single stage two envelopes bidding process, the mentioned documents at the time of assessment of technical evaluation process be submitted in shape of mentioned tender procedure.

Secretary ZPC

SLIC Zonal Office

Abbottabad.

Ph No.0992-920014

Annexure-“B”

FINANCIAL PROPSAL

Hiring of Office shifting /Relocation Services for Zonal Office Abbottabad

[A]Lump Sum Cost (Main Items):

S#	Place	Unit	Qty	Rate(PKR)	
				Total Rate Rs	Total Amount Rs
1	Complete office shifting (Packing, Loading, Transport, Unloading, Unpacking, Repair of furniture fixture &	Job	1	XXXXXXXX	XXXXXXXX

	placement				
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[B] DETAILED COST BREAKDOWN (MONDATORY FOR TRANSPARENCY).

S/No	Description	Unit	Qty	Rate	Amount
1	Carton Boxes (Small /Medium/Large)	No's			
2	Bubble Wrap/Foam sheets	Kg			
3	Packing Tape/Labeling Material	Lot			
4	Wooden crates (for sensitive items)	No's			

[C] TRANSPORTATION COST

S/No	Description	Unit	Qty	Rate	Amount
1	Trucks /Mazda/Shehzore/Large	Trips			
2	Fuel Cost	Lump Sum			
3	Loading & Unloading Time Charges	Hours			

[D] LABOR COST

S/No	Description	Unit	Qty	Rate	Amount
1	Skilled labor (packers)	Persons			
2	Unskilled Labor	Persons			
3	Supervisor/Team Leader	Persons			

[E] SPECIAL HANDLING CHARGES

S/No	Description	Unit	Qty	Rate	Amount
1	IT Equipment handling (Servers,PCs)	Lot			
2	Heavy Items (Safes,Cabnets)	No's			
3	Dismantling & reinstallation(Furniture)	Lot			

[F] INSURANCE & RISK COVERAGE.

S/No	Description	Unit	Qty	Rate	Amount
1	Goods in transit insurance	% lump sum			

[G] TAXES & DUTIES

S/No	Description	Unit	Qty	Rate	Amount
1	GST (%)				
2	Any Other Tax				

GRAND SUMMERY

Description	Amount (PKR)
Subtotal	XXXXX
Taxes	XXXX
Grand Total/Inclusive of All Taxes/Duties	

Note:

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- a) The bid amount should be inclusive of GST or any other governmental taxes (if declared).
 - b) Attach 5% earnest money of bid price along with this bid form in original. Technical proposal must contain a certificate regarding attachment of earnest money along with financial bid, failing to which may result in disqualification.
 - c) Rates must be inclusive of all costs (labor, transport, packing, etc.) & GST, income tax along with any applicable duty.
 - d) The bidder must have an operational office or proven working presence within Khyber Pakhtunkhwa, preferably in or near Abbottabad /Haripur/Mansehra, to ensure timely execution.
 - e) The firm must demonstrate ability to mobilize manpower and equipment at site within 24 hours.
 - f) **Bidder must visit the existing and new office locations before submission of bids and attach "A site visit certificate duly signed by the concerned office".**
 - g) Firm must have completed at least 2-3 similar office shifting projects in government or reputed organizations within the last 5 years.
 - h) The entire shifting must be completed within seven **07** days. Delay will result in penalty 01 % daily.
 - i) The contractor shall be fully responsible for any loss/damages to office equipment's furniture's or record during shifting.
 - j) Replacement at market rate insured it, Insurance (Optional but recommended).
 - k) **Payment will be made after complete satisfactorily shifting and verification by the ZPC committee Along with satisfactory report of each Departmental Head regarding his Department each items.**
 - l) **Performance Guarantee 10% after award of contract must be submitted by the vendor on the name of SLIC. Which will released to vendor after successful completion of contract & satisfactory report of committee.**
 - m) **Abnormally low or conditional bids may be rejected as per rules.**
 - n) **Firms blacklisted by any Govt/Semi-Govt organization are not eligible.**

AGREEMENT FOR OFFICE SHIFTING SERVICES

This agreement is made on this _____ day of _____ 2026

BETWEEN

STATE LIFE INSURANCE CORPORATION OF PAKISTAN, ABBOTTABAD ZONE
(hereinafter referred to as the "Client")

&

M/s _____

(Hereinafter referred to as the "Contractor")

BASIS OF AGREEMENT

This agreement is based on:

1. Tender Documents.
2. Technical & Financial proposals submitted by the contractor.
3. Work order issued by the client.
4. All terms and conditions mentioned in the tender documents shall form **integral part of this agreement.**

SCOPE OF WORK.

The contractor agrees to execute the office shifting /relocation services as per tender documents and instructions of the client.

CONTRACT VALUE.

Total contract price PKR_____ (Inclusive of all applicable taxes)

COMPLETION.

The work shall be completed within the stipulated time as mentioned in the work order:

TERMS & CONDITIONS.

All rights, obligations, penalties, payments terms, and conditions shall be governed strictly in accordance with the tender documents and applicable rules of Public Procurement Regulatory Authority.

BINDING EFFECT.

This agreement shall be binding upon both parties and shall remain in force until successful completion of the contract.

SIGNATURES

For Client:

Name:_____

Designation:_____

Signature:_____

For Contractor

Name_____

Designation:_____

Signature:_____



TENDER NOTICE

**TENDER NOTICE FOR SHIFTING /RELOCATION OF ZONAL OFFICE
FURNITURE , FIXTURE, OFFICE EQUIPMENTS, RECORDS AND
OTHER OFFICE ASSETS, INCLUDING ALL ALLIED /LOGISTICS
SERVICERS OF STATE LIFE ABBOTTABAD ZONE.**

TENDER NO.HRA&P/SLIC-ABTZ/001/2026

State Life Insurance Corporation of Pakistan, Abbottabad Zone Sealed Tenders (Single Stage, Two Envelope Procedure/Rule-36(b) for State Life Zonal Office Abbottabad from eligible/ reputed firms/individuals who are willing to contest the tender and are /is registered with concerned governmental authorities.

Title	Date & Time of Purchasing of Documents	Tender Closing Date & Time	Tender Opening Date & Time	Bid Security	Period of Contract
Shifting of Zonal Office within city from current	20.07.2026 09:30 am to 04:00 pm	10.08.2026 10:00 am	10.08.2026 11:00 am	5% of bid amount Calculated	15 days

location to newly hired space of State Life Zonal Office Abbottabad Zone					
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The advertisement is also available on the web site of PPRA, www.ppra.org.pk and State Life website www.statelife.com.pk

The Bid documents containing all relevant conditions / details, may be acquired from the address mentioned below during office hours upon payment of Rs.3,000/- (Non-refundable) as per above schedule.

Single-stage, two envelope Tender procedure will be adopted. Documents will be opened at the date and time given above, at the below-mentioned address, in the presences of Bidders or their authorized representatives, in writing, who wish to be present.

In case of any query, please do not hesitate to contact Incharge (Human Resource Administration & Procurement Services) State Life Insurance Corporation of Pakistan Mir Alam Shopping Plaza Manshera Road Jhangi, Abbottabad. [Tel:0992-9311014](tel:0992-9311014), [from 10:00AM to 04:30PM](#)

Incharge Human Resource Administration
& Procurement Services, Department,
Mir Alam Shopping Plaza
Manshera Road Jhangi,