STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

HEALTH & ACCIDENT INSURANCE
(SWAT ZONE) HOUSE 5, ZTB ROAD,
COLLEGE COLONY SAIDU SHARIF
SWAT. 0946-728530

INVITATION TO BID

Hiring of Office Space/Building for State Life Insurance Corporation H&AI, Zonal Office Swat

STATE LIFE INSURANCE CORPORATION OF PAKISTAN, H&AI,
ZONAL OFFICE, SWAT
Website: http://www.statelife.com.pk

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Dated: _____

M/S _____

_____

SUBJECT: HIRING OF OFFICE SPACE/BUILDING FOR STATE LIFE H&AI ZONAL OFFICE SWAT

Dear Sir,

Enclosed herewith are Tender documents of the above cited job comprising of:

a) General Terms & conditions
b) Requirements Pertaining to Property to be Rented
c) Financial Bid

2 Sealed bids are invited in accordance with PPRA rules on EPADS version.2, under 'Single Stage–One Envelope Procedure', from vendors/Service Providers registered with GST/Income Tax Department, for hiring of office space/building for Sate Life Insurance Corporation H&AI Zonal Office Swat.

3. Please submit your quotation/bid duly completed in all respect. The Tender should be signed on each page with date. All other papers should be duly signed (initialed) accordingly. Also ensure the submission of the bid on or before 12-10-2026 at 11: 00 AM. Tenders will be opened on same day i.e., 12-10-2026 at 11:30 AM.

3. The tender should be accompanied by Bid Security/Earnest Money Deposit in the form of demand draft. Tenders without bid security deposit shall be summarily rejected.

4. This letter shall form part of the **"CONTRACT"** and must be signed and returned along with the tender documents.
Thanking you.

Incharge Procurement
(H&AI) Zonal Office Swat.

Encl: __ Pages.

Signature of the Supplier with stamp

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TENDER NO. SLIC/H&AI/HR& ADMIN/SWT/02/2026

Tender for Hiring of Office Space on Rent for Health and Accidental Insurance (H&AI) Swat Zone

State Life Insurance Corporation of Pakistan intends to hire the services of reputed and experienced Service Provider/ vendor for "Hiring Office Space/Building on Rent for Health and Accidental Insurance, Swat Zone" registered with Income Tax /Sales Tax Department. In this regard Sealed Bids are invited to be submitted on EPADS version 2, in accordance with PPRA rules under "Single Stage – One Envelope Procedure"

GENERAL TERMS AND CONDITIONS

1. Technical and financial proposals should be submitted on EPADS PPRA within the closing dates.
2. The procedure for the said procumbent will single stage one envelops.
3. The hard copies of Technical and Financial proposals clearly marked as **"Hiring of Office Space/Building for State Life Insurance Corporation H&AI, Zonal Office Swat"**
4. Bidder must print **General Terms and Conditions and Requirements,** pertaining to property/office space and properly signed with date.
5. The bids will be accepted up to **12-10-2026** at **11: 00 AM** and will be opened on the same day at **11:30 AM** shortly.
6. Bid Security amounting to **PKR 20,000/-** in form of "Pay order/Demand Draft" in favor of "**(H&AI), State Life Insurance Corporation of Pakistan"** which will be refunded to the un- successful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained till the agreement is signed between the two parties.
7. The original **Bid Security instrument** should the office of undersigned before the closing date.
8. No tender will be acceptable without Bid Security
9. Bid validity is Ninety (90) Days
10. Bidders/ Vendors are required to submit following with their bids:
    a. Bid Security Deposit as per clause-4
    b. Affidavit on Rs.100 Stamp paper that the owner and the premises/building is free from any dispute and Litigation public and private.
    c. Detail of other parties who have occupied space on rent in the building (if any)

d. Duly filled and signed Financial Proposal (Format is enclosed at **Annex-A**)

e. Application of property owner duly signed for offering his building/portion on rent with Ownership documents of the building.

f. Valid CNIC copy of the property owner.

g. In case of two or more owner's application must be accompanied with the legal / legitimate power of attorney in the name of applicant. (enclose Documentary proof).

h. The building being offered must be free of encumbrances, possession able and free from all types of litigation. No loan has been taken against the property and it has not been pledged anywhere. House/building has been constructed as per the approved by laws of the concerned municipal/cantonment etc. agency. Previous taxes of the building (if any) have been paid by the owner. (enclose Documentary proof).

11. The rent amount must be quoted both in words and figures.

12. The bidder must quote rent rate per month and subsequent accumulation to One Year. Initial agreement will be made for a period of three (3) years, which will be extendable upon mutual consent for next term.

13. There will an annual escalation @ 10% per Anum.

14. The Tender received after the due date and time will not be entertained.

15. Conditional tender is likely to be rejected.

16. Bidder must strictly ensure availability of proper facilities as agreed. In case of failure, penalty @ of 5% of monthly rent weekly will be imposed.

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

REQUIREMENTS / FACILITIES THAT THE PREMISES MUST HAVE

All bidders are required to ensure that the proposed rented office premises/building fully comply with the following mandatory requirements and facilities:

1. Covered Area
The proposed office premises should have an approximate covered area of 9,800 square feet to adequately accommodate the operational and administrative requirements of the office.

2. Parking Facility
The premises must have a dedicated and adequate parking facility capable of accommodating at least 15 LTVs/cars.

3. Basic Amenities
The building must have all essential basic amenities and utility services, including electricity, water supply, and telephone connectivity.

4. Three-Phase Electricity Connection
The premises must have a proper, dedicated, and separate three-phase electricity connection sufficient to meet the operational requirements of the office.

5. Drainage System
The premises must have a proper and functional drainage system to ensure effective disposal of wastewater and prevent water accumulation.

6. Condition, Hygiene, and Sanitation
The overall condition of the building and office space should be good, presentable, hygienic, and well-maintained. The premises must be free from water leakages, dampness, structural deficiencies, and sanitation-related issues.

7. Location
The building should preferably be located within a 300–500-meter radius of the main commercial roads of the city, with Saidu Sharif being the preferred area, to ensure convenient access for staff, visitors, and stakeholders.

8. Accessibility
The premises must be directly and conveniently accessible from the main/link road and should not require passage through narrow or difficult-to-access streets.

9. Road Access
The road leading to the premises should be sufficiently wide, open, and easily accessible, without residential obstructions, encroachments, or other hindrances. The access road

should preferably be properly asphalted or concrete-paved to ensure smooth and convenient access throughout the year.

Note: In case of any query, please contact undersigned

Incharge HR/Procurement
State Life H&AI Zonal Office, Swat
House # 5, ZTB Road Near NBP Regional Office,
College Colony Saidu Sharif Swat.
Ph. No. 0946-728532

HEALTH & ACCIDENT INSURANCE
(SWAT ZONE) HOUSE 5, ZTB ROAD,
COLLEGE COLONY SAIDU SHARIF
SWAT. 0946-728530

Annex-A

FINANCIAL PROPOSAL

Hiring of Office Space/Building for State Life Insurance Corporation H&AI, Zonal Office Swat (2026)

Sr. No	Particulars	Rate Per Month in PKR inclusive of all applicable Government Tax	Total Cost in PKR per Annum inclusive of all applicable Government Tax
01.	Rent Cost inclusive of all applicable tax		

Total Cost in PKR for one Year Inclusive of all applicable Government Tax in Words:

Note:

1. Above Financial Proposal must be duly signed and stamped. All entries must be properly filled without any cutting/overwriting.
2. Income tax and Sales tax are optional, pertinent to applicability