 6th  **Floor Azaan Heights**

**Insurance Corporation of Pakistan Jahaz Chowk, Sahiwal**

**Sahiwal Zone Ph. 040-9200027**

 **Fax.040-9200024**

 **Toll Free.0800-09099**

 Date:-**16.05.2025**

**Deputy Director- (M&IMP)**,

Public Procurement Regulatory Authority,

(Cabinet Division),

1st Floor, F.B.C. Building G-5/2,

**Islamabad.**

Sub: Advertisement of Tender Notice # HR&ADMIN/SWL/02/2025.

Dear Sir,

Kindly advertise the State Life’s enclosed Tender Notice # HR&ADMIN/SWL/02/2025 on the Website of PPRA. The said caption of tender notice has also been sent to your given E-mail address info@ppra.org.pk. Advance Tender fee deposit slip is also attached herewith.

Thanking You.

Yours truly,

Madiha Farid

Incharge (HR&Admin)

Sahiwal Zone

CC:

 Divisional Head (IT)

 Please arrange to place this tender on

 State Life website earliest.

 6th  **Floor Azaan Heights**

**Insurance Corporation of Pakistan Jahaz Chowk, Sahiwal**

**Sahiwal Zone Ph. 040-9200027**

 **Fax.040-9200024**

 **Toll Free.0800-09099**

**TENDER NO. HR&ADMIN/SWL/02/2025 DATED 16 -05-2025**

**Courier Services at State Life Insurance Corporation**

**Of Pakistan Azaan Heights Sahiwal**

Sealed bids are invited from well-reputed firms registered with GST/NTN, under Single-Stage Single Envelope Procedure, for the **“ Hiring of Courier Services at Zonal Office State Life Insurance Corporation of Pakistan Sahiwal, 6th Floor Azaan Heights Sahiwal.**

|  |  |
| --- | --- |
| **S.No.** | **Scope of Work** |
| **1** | **Hiring Services of Courier Agency for Domestic / National & International Mails and Premium Notices of State Life Insurance Corporation of Pakistan Sahiwal Zone around 1 Million of official Daak as per detail given below:-**  |

|  |  |
| --- | --- |
| **S.No.** | **Weight** |
| 1 | Premium Notices  |
| 2 | Upto 0.5 kg |
| 3 | Upto 1 kg |
| 4 | Add. kgs |

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 | Bid Security |
|  **12-06-2025****11:00 a.m** | **12-06-2025****11:30 a.m** | **2% of Bid Amount** |

***TERMS AND CONDITIONS***

State Life Insurance Corporation of Pakistan invites quotations through E-PADS, under Single Stage Single Envelope ( Financial ) Procedure, from the experienced firms / contractors of the filed registered with Income Tax Department & who are an Active Taxpayers List of the Federal Board of Revenue (FBR) and eligible to provide the “ **Courier Services** ” for State Life Insurance Corporation of Pakistan Sahiwal Zone 6th Floor Azaan Heights Sahiwal.

Bidding Documents, containing detailed terms & conditions etc. are available for download on EPADS website <http://eprocure.gov.pk> free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through EPADS on or before **12-06-2025** upto 11:00 A.M. Bids will be opened on same day at 11:30 A.M.

Contractor is advised to submit original bid security & copy of bidding documents on or before **12-06-2025** at 11:00 A.M. in the office of undersigned.

This advertisement is also available on State Life Website [www.statelife.com.pk](http://www.statelife.com.pk) , however the bids shall be submitted through EPADS. Any bid submitted other than EPADS will not be considered.

State Life Insurance Corporation of Pakistan reserves the rights to accept / reject all bids in accordance with PPRA rules ( 33 ).

The Services will be hired for a period of 5 years.

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

**Madiha Farid**

Secretary – Procurement Committee

HR&Admin ­- Department

6th Floor Azaan Heights

Jahaz Chowk

Sahiwal.