

TENDER NOTICE
HR&A/SLIC/RVK/008/2025**SALE / DISPOSAL OF OLD POLICY FILES (PHS RECORD ROOM)**

Sealed tenders are invited from reputed paper dealers / scrap purchasers registered with Income Tax and Sales Tax Departments under Single Stage Single Envelope Procedure, for the **purchase and destruction of old policy record files** lying in the **PHS Record Room, State Life Building, Rahim Yar Khan Zone**, under the following terms and conditions:

DETAIL OF RECORD

Sr. No.	Type of Files	Approximate Quantity	Remarks
1	Surrender Files	28,186 (approx.)	For destruction / sale as scrap paper
2	Maturity Files	10,102 (approx.)	For destruction / sale as scrap paper

TERMS & CONDITIONS

- 1. Tender Basis:**
 - The tender shall be submitted on a **rate per kilogram (kg)** basis.
 - The **total tender amount** shall be considered as a **whole package**, covering all files collectively.
- 2. Eligibility:**
 - Only **registered vendors / dealers** with valid **NTN and Sales Tax registration** are eligible to participate.
- 3. Inspection:**
 - Interested bidders may inspect the files during office hours before submitting bids, by coordinating with the **Incharge HR & Admin / Record Section**.
- 4. Submission of Tender:**
 - Sealed tenders must be submitted to the undersigned in clearly marked envelopes titled *“Tender for Sale/Destruction of Policy Files (PHS Record Room)”* on or before **10.11.2025 at 11:00 a.m.**
- 5. Opening of Tender:**
 - The tenders will be opened on the same day **10.11.2025 at 11:30 a.m.** in the presence of the bidders or their authorized representatives, at **State Life Zonal Office, Rahim Yar Khan**.
- 6. Earnest Money:**
 - An **Earnest Money Deposit (EMD)** of Rs. 50,000 **bid amount** must accompany the tender in the form of a **Pay Order / Demand Draft** in favor of **“State Life Insurance Corporation of Pakistan.”**