



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

HEALTH AND ACCIDENTAL INSURANCE (H&AI)

INVITATION TO E-BID FOR

**HIRING SERVICES OF A SERVICE
PROVIDER**

**FOR PROVISION OF FOOD/
REFRESHMENT AND OTHER SERVICES FOR
OFFICE**

Ref No: SLIC/H&AI/RO/ISB/RPD/TEN/SER/03/2026

EPADS-ID: F-26021742524

PREPARED BY:

Regional Procurement Department (RPD), Health and Accidental
Insurance (H&AI), Regional Office, Islamabad

INVITATION TO E-BID

1. Introduction:

State Life Insurance Corporation of Pakistan (SLIC), established in 1972, is the country's largest provider of Life and Health Insurance. We offer innovative solutions in Life, Health, Takaful, and Corporate Insurance, ensuring financial security for all Pakistanis while prioritizing customer satisfaction. SLIC's dedication to continuous improvement has enabled it to maintain a prestigious AAA rating in the insurance industry. Its assets having value in the trillions, highlight its financial strength and stability. Looking ahead, SLIC is committed to identify and capitalize on emerging opportunities within the insurance sector. This forward-thinking strategy aims to drive further expansion and innovation, allowing SLIC to explore untapped markets and contribute to the growth of Pakistan's insurance industry and overall economy.

2. Brief Scope:

Health and Accidental Insurance (H&AI) Regional Office, Islamabad State Life Insurance Corporation of Pakistan invites tenders for execution of subject works in Islamabad from eligible/reputed firms who have at least **Two (2)** years of experience and have rendered such services in Public and Private sector.

3. General Terms

- I. E-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk) and also on State Life Website at (<https://statelife.com.pk/en/tendernotices>)
- II. The electronic bids, must be submitted by using EPADS as per Single Stage One Envelope Procedure as per PPRA Rules-2004
- III. Only Electronic Bids submitted through EPADs will be accepted and the schedule is as follows:

Sr. No.	Tender Notice No.	Bid Security	Scope of Work	Last Date of Tender Submission & opening via EPADs
1	SLIC/H&AI/RO/ISB/RPD/TEN/SER/03/2026	PKR. 110,000/- in favour of "SLIC H&AI PREMIUM COLLECTIO N ACCOUNT" as Pay Order/ Demand Draft	Details specified in tender documents published on EPADs and State Life Website	<p style="text-align: center;"><u>Submission Timeline</u> 06-03-2026 @ 11:00 AM <u>Opening Timeline</u> 11:30 AM on same date</p>

- IV.** Bidders must apply via EPADs and also submit Bid Security (original) and other required documents as Mandatory Criteria outlined in RFP published on EPADs well before Bid Submission Timeline to the office of undersigned along with uploading of scanned copy of Bid Security with the proposal. Further submission of Bid Security (Hard Copy) and other required documents is solely bidders' responsibility without any liability on State Life and in case bidder fails to furnish Bid Security (Hard Copy) and other required documents before Bid Submission Timeline, his/her proposal will be declared as non-responsive and will be rejected even if submitted on EPADs.
- V.** Tenders not accompanied by Bid Security Deposit and tender cost in the prescribed form shall be summarily rejected. Suppliers are required to sign & stamp each and every page of tender documents. Incomplete/ partial and inappropriate tender documents will not be entertained/ considered.
- VI.** Bid Validity for the subject procurement is at least **Ninety (90)** days and any bid shorter than said period will be rejected
- VII.** Agreement as part of subject procurement will initially be made for a tentative period of **One (1)** Year subject to extension for **Two (2)** more years depending on requirement and mutual consent on same terms and conditions with a provision for rate revision upon expiry of one (1) year term.
- VIII.** Revision of rate after one-year initial term is sole discretion of State Life
- IX.** Conditional Bid will be rejected
- X.** State Life reserves the right to reject all bids as per the **PPRA Rule No. 33(1)**.
- XI.** For any clarification regarding tender documents following officials must be contacted during office hours Monday to Friday (9:00 AM to 5:00 PM):

For General Query:

- I. Mr. Masab Bin Shahid (Sr. Administration Officer (RPD):
Contact No: 0309-9435194
Email: Masabslic@gmail.com
- II. Mr. Muhammad Waqas (Sr. Administration Officer (RPD):
Contact No: 0312-5661775
Email: mwaqas.slic09@gmail.com

For Technical Query:

- i. Mr. Tariq Mehmood (System Architect, H&AI)
Contact No: 0333-5572173
Email: tariqmahmood@hotmail.com
- ii. Ramiz Tariq (Head of IT Operations, H&AI)
Contact No: 0333-8714010
Email: ramiztariq016@gmail.com;
dba.health.isb@statelife.com.pk

Clarity can also be requested through EPADs and all other modes up to **03-03-2026 @05:00 PM** and after that no clarity will be provided.

Incharge HR & Admin/RPD
Secretary Committee
H&AI Regional Office Islamabad,
State Life Insurance Corporation,
3RD Floor, State Life Tower,
F/7, Jinnah Avenue,
Islamabad
Ph. No. 051-9216344