



H&AI Regional Office, Islamabad
State Life Building No.9
33-E, Buland Markaz, Blue Area
2nd Floor, State Life Building No.
9 Islamabad
Phone: 051-9216740-41
Fax No. 051-9216344

TENDER NOTICE No. SLIC/P&GS/H&AI/QUET/01/2023

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

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

General Terms and Conditions:

1. Sealed Envelope should be clearly marked as "Hiring Office Space on Rent for Health and Accidental Insurance, Quetta Zone"
2. Bidder must print General Terms and Conditions and Requirements pertaining to rented property/office space on official letter head, properly signed and stamp with date
3. The bids will be accepted up to **31-10-2023** at **11:30 AM** and will be opened on the same day at **12:00 PM** in the Office of undersigned
4. Bid Security amounting to **PKR 110,000/-** 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 completion of agreement i.e. Two (2) Years
5. No tender will be acceptable without Bid Security
6. Bid validity is Ninety (90) Days
7. Bidders/ Vendors are required to submit following with their bids:
 - a. Copy of Income Tax/Sales Tax Registration Certificates of property owner
 - b. Bid Security Deposit as per clause-4
 - c. Affidavit on Rs.100 Stamp paper that the building is free from any dispute and Litigation.



Handwritten signature and text:
Dep. Head for m. tower.
P&GS.

- d. Road map where building is situated with outside picture of the building
 - e. Detail of other parties who have occupied space on rent in the building (if any)
 - f. Duly filled and signed Financial Proposal (Format is enclosed at **F/A**)
 - g. Application of property owner duly signed for offering his building/portion on rent Ownership documents of the building.
 - h. Map of the building duly approved by local authorities.
 - i. Valid CNIC copy of the property owner
 - j. 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)
 - k. 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)
 - l. Proof of all previous utility bills (paid) must be furnished
8. The price quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges. Further prices must be quoted both in words and figures
 9. The bidder must quote rent rate per month and subsequent accumulation to One Year
 10. Initial agreement will be made for a period of Two (2) years which may be extended based upon mutual agreement
 11. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of items as per list rest with the bidders.
 12. Conditional tender is likely to be rejected
 13. Bidder must strictly ensure availability of proper facilities as agreed. In case of failure, penalty @ of 5% of monthly rent weekly will be imposed
 14. State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1)

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Pr. Dept PACS on form.



Requirements Pertaining to Rented Property:

All bidders are required to meet following mandatory requirements regarding the rented office space:

- A.** The office space required is approximately 5490 Sq. ft
- B.** The building should be at main commercial roads of the city (preferably in Hali Road Area)
- C.** The approach of the building should be direct from main road
- D.** There should be a proper dedicated parking space
- E.** Building has all basic amenities like electricity, water and telephone. (enclose Documentary proof)
- F.** There should be proper/dedicated/separate three phase electricity connection
- G.** The said space must have at least (4) washrooms.
- H.** The covered area of building should be minimum 4200 Sq. ft (enclose documentary proof)

In case of any query, please contact undersigned

Departmental Head P&GS

H&AI Regional Office, Islamabad
State Life Insurance Corporation,
2nd Floor, State Life Building No. 09,
33-E Buland Markaz, Blue Area, Islamabad
Ph. No. 051-9216740




M. Ali
for Dept Head P&GS m
to w.

FINANCIAL PROPOSAL

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	Total Cost in PKR for Two (2) Years inclusive of all applicable Government Tax
01	Rent Cost inclusive of all applicable tax			

Total Cost in PKR for Two (2) Years Inclusive of all applicable Government Tax in Words:

Note: Above Financial Proposal must be duly signed and stamped. All entries must be properly filled without any cutting/overwriting


 for Dept Head P&G
 or team