



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

**Zonal Office**  
4th floor State Life Building  
Abu Dhabi Road Rahim Yar Khan  
Ph:068-9230027 Fax:068-9230028  
E-Mail:zhrykzn@statelife.com.pk  
Toll Free:0800-09099

**Tender Notice #HR&A/SLIC/RYK/003/2026 Rahim Yar Khan**  
**Invitation to Bid**  
**For Hiring of Office Space on Rental Basis**

State life Insurance Corporation of Pakistan, Rahim Yar Khan Zone intends to acquire building in commercial area Model Town A Link Road Near Model Bazar Khanpur District Rahim Yar Khan with the space of 1904 Sq feet ground floor, on purely rental basis. Interested bidder may download evaluation criteria and other requirements of bidding document from the website of PPRA, & State life website and Zonal Office Rahim Yar Khan Zone.

The bids on prescribe format/proformas should be submitted through dak as per following schedule:

- **Tender closing Date & Time:** June 02, 2026 at 11:00 AM
- **Tender Opening Date & Time:** June 02, 2026 at 11:30 AM
- **Procurement Method:** Single Stage one Envelope Procedure

Bids shall be accepted through Dak.

Secretary  
**Zonal Procurement Committee**  
State Life Insurance Corporation of Pakistan  
4<sup>th</sup> Floor State Life Building Abudahbi Road  
Rahim Yar Khan  
068-9230036  
0332-7626276



## **Terms and conditions for Hiring of Building**

### **Tender Notice #HR&A/SLIC/RYP/003/2026 Rahim Yar Khan Zone**

The Procuring Agency (State Life Insurance Corporation of Pakistan, Rahim Yar Khan) invites sealed bids from the eligible reputed Landlords/Property Agents/Owners for Hiring of Rental Building for Sector Office of State Life Insurance Corporation of Pakistan commercial area Model Town A Link Road Near Model Bazar Khanpur District Rahim Yar Khan through Single Stage One Envelope Procedure.

#### **Bidding Schedule**

- ❖ **Tender closing Date & Time:** June 02, 2026 at 11:00 AM
- ❖ **Tender Opening Date & Time:** June 02, 2026 at 11:30 AM
- ❖ **Procurement Method:** Single Stage one Envelope Procedure

#### **Scope of Work – Required Premises on rental basis & facilitate to be available in the Sector Office through This Tender**

1. Security amount must be deposited amounting Rs.20000/- of the approximate value (noted above) of the tender in form of “Pay Order/Demand Draft” or “Call Deposit receipts” in favour of “State Life Insurance Corporation of Pakistan” as earnest money which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender. All interested parties, must submit their bid security in original through Courier/Dak prior to the opening, failing which, the tender will not be considered at all.
2. Safe & Secure Premises building in commercial area of commercial area Model Town A Link Road Near Model Bazar Khanpur with the required area of ground floor 1904 Sq ft. The said space/premises is used for office of Sector Office/Cash Counter State Life Insurance Corporation of Pakistan on rental basis
3. The premises must consist of two rooms with separate indoor entrances. Partitioning through brickwork, wooden panels, or glass partitions shall also be acceptable. The premises should further include a furnished kitchen, equipped washroom, reception area, and vehicle parking space in front of the premises. Moreover, the landlord shall construct a strong room near the cash counter and ensure that the cash counter area is fully secured in all respects, including installation of a proper safety door and other necessary security arrangements.
4. Separate Entrance to Premises. If Premises are consisted on a hall, Bidder shall provide above referred required site plan before handling over possession on its own risk & cost.
5. Premises should be neat & clean, whole premises (indoor & outdoor) should be painted before handing over activity & once in a year.
6. Safe & secure Electricity Wiring including UPS Connectivity Wiring, Leakage free Water & Gas Wiring.
7. Separate Electricity Connection, Water Supply Availability / Separate Connection, Sui Gas Connection / Availability (Optional)
8. Premises shall be situated at Main Road and available/required should be on a ground.



9. Emergency Exit should be available at Building / Plaza as per Municipal Corporation By-laws
10. State Life has rights to alter indoor structure regarding room's partition, also install its required equipment's etc on its own cost and bidder shall has no objection on such type of activities And such type of furniture / fixture / equipment's / wiring etc shall be property of Procuring Agency (State Life) and shall dismantle upon vacation of premises.

#### **Bid Validity Period**

11. The bid validity period shall be up to 31 Dec 2026 for finalization of this tender procurement and subsequent signing of valid lease agreement for 3-year which shall be extendable on mutual consent of both parties as per this tender & signed lease agreement T&C or 25% Rent will be increased after every three years or 10% annually where bidder or state life agreed upon.

#### **Attached Documents with this Tender**

12. Bidding prescribed form
13. Lease Agreement Specimen (it is hereby clarified that any T&C shall be admissible later in this lease agreement w/r to this tender finalization & as per premises requirement and also shall be deleted which shall be irrelevant. This activity shall be performed as per mutual consent of Lessor & Lessee)

#### **General Terms & Condition**

14. All bids should be accompanied with bid prescribed format and required affidavits etc.
15. Overwriting, Cutting on bid document is strictly prohibited; such type of bid shall not be considered.
16. Bidder shall submit complete bid through PPRA , incomplete bidding document shall not be considered without any clarification / explanation
17. Quoted price shall be as per premises requirement mentioned in this tender document
18. Quoted price is final and has not may option of adjustment or amendment.
19. Bid shall be inclusive of all applicable TAXES (W/H & PST) which shall be deducted at source from payment as per Govt prescribed ratio.
20. In case of responsive / most advantageous bidders withdrawal of bid up to final stage of this tender, second lowest responsive bidders bid shall be accepted accordingly.
21. Any false information or misstatement on the part of the bidder will lead to disqualification / blacklisting / legal proceeding regardless of the price of quality of the product as per provisions of PPRA Rules.
22. Landlords /Property Agents/Owners must submit an undertaking with the bid that he is not blacklisted by any organization.
23. The bids received other than PPRA shall not be considered as per PPRA rule.
24. Procuring Agency (State Life) has rights for disqualification of bidder Property Agents/Owners who submit false bid or not realistic data



25. Bidder shall mention its status of premises Owner / Property Dealer / Agent on bid document and also provide its Attorney supporting legal document exclusive to Owner to premises of fulfillment of all codal formalities (Signing of lease agreement, monthly rent payment etc)
26. Premises Ownership Deed copy (Registry / Inteqal Document / Power of Attorney etc) should also be enclosed with bidding document of convenience.
27. Acknowledgement shall be required from premises owner / Attorney that quoted premises are free from any type of litigation, family dispute etc.
28. NOC is required from Bidder regarding Premises Security & Safety
29. Zonal Procurement Committee and evaluated as per required facilities (mentioned in this tender), if any discrepancy shall be found later, bid shall not be accepted of that bidder which premises has may discrepancy
30. If required, prior to evaluation of the bid, State Life may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document.
31. Bidder shall sign each paper of his tender document as endorsement that bidder has read this tender carefully and has not any obligation in this regard.
32. Zonal Procurement Committee decision regarding this procurement / suitability of offered premises w/r to requirement shall be final as per PPRA rule.

#### **Award Criteria**

33. Procuring Agency (State Life) will award the contract to the successful Bidder, whose bid has been determined to be the most advantageous bid, provided the information given in the bidding document and subsequent least cost based, is on ground verified by the Procurement Committee.

#### **Rejection of Bids**

34. Procuring Agency (State Life) may cancel the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s) as per PPRA rule

#### **Signing of Contract / Lease Agreement**

35. Upon completion of all codal formalities of PPRA & Procuring Agency, successful bidder shall sign lease agreement (copy available with this tender) within 15-days w/r to receipt of Contract Award letter

#### **Force Majeure**

36. The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

#### **Extension of Time**

37. Any period within which a party shall, pursuant to this Contract complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
38. Upon sign of lease Agreement, if no advance payment shall be paid to successful bidder, monthly rent shall be paid on regular monthly basis and if advance payment shall be paid on mutual consent



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of both parties, regular monthly rent payment shall be started after completion of paid advance amount rent period.

39. Routine monthly rent payment shall be paid from premises possession handing over date to Procuring Agency as per signed lease agreement. Tender Evaluation & its Processing time shall not be considered for rent payment.