



**TENDER DOCUMENT**

**TENDER NOTICE # FZ/HRA&P/009/SwatTour/2026**

State Life Insurance Corporation of Pakistan, Faisalabad Eastern Zone the Federal Government Owned Autonomous Corporation invites e-quotations Through EPADS under **Single Stage Single Envelopes Procedure** from well Experienced & Well Reputed GST/Income Tax registered (Federal & Provisional) Firms/Dealers Tour Operator having their own offices for Services for Faisalabad Eastern Zone on the below noted general terms and conditions.

**Detail of Tour Services**

The approved Tour Operator required for Providing Following Service

1. 3 Days & 2 Nights Swat & Surrounding Areas.
2. For **67** No Of Expected Qualifiers (Final Number of Officials will be mentioned in work order and bill will be paid according to number of visitors travelled). In case if number of visitors is less than work order quantity then only travelling cost will be paid from the quoted price.
3. Tour starting from 17-07-2026 To 19-07-2026 Final Date may be changed due to Country Conditions
4. Air Conditioned Luxury Transportation Facility from State Life Zonal Office Faisalabad to Swat & surrounding Area (Excluding any other Facility) & Back To Faisalabad
5. During Travelling Refreshment i.e. Water Biscuits Cupcake Juices/Soft Drink)
6. With Two Nights Hotel Stay with Sharing (Beds only no mattress) A Category Hotel located on Main Area Of Swat (Category Must be Mentioned in Quotation)
7. Meal Includes 3 Lunch 3 Breakfast 2 Dinners (Must Mention the menu of Meal in quotation) The menu is any of the following  
Breakfast Menu :-Paratha,Chappti,Halwa Pori,Haleem Naan,Chana Aloo Bhujia Omelate,Jam/Bread/Fresh Tea  
Lunch Menu:-Kabuli Polao,Biryani,Chicken Gourma,Chicken Karahi,Rooti Naan,Ratia Salad Cold Drink,  
Dinner Menu:- Chicken Qarahi/Bar B-Q,Dal Chana/Daal Mash Naan Rooti Cold Drink/Tea  
The Hotel For Entertainment is A category.
8. Quotation will be Per Head (Rate includes all applicable taxes). The Tour Committee will represent the State Life Faisalabad
9. All types of tool Charges, Road Expenses, Driver Expenses etc includes in the package. No separate payment will be claimed.

**GENERAL TERMS AND CONDITIONS.**

- 1- Bid Security amount 01% of Quoted amount in form of CDR which must be reached physically in office by the bidders, without CDR quotations will not be considered for Comparison, No cash or party cheque will be accepted. Successful Bidder will have to submit 01% of estimated amount as Performance Guarantee which will be released within stipulated time and bid security will be released after receiving Performance Guarantee/Company Guarantee. The Performance Guarantee will be released after issuance of payments for supply of items.
- 2- The Successful Bidder, on finding Sub-Standard quality of services or refuse Provide the Services as per quoted rates, the Corporation reserves the right on the recommendation of committee, any of the below noted penalties
  - a) To forfeited security amount or
  - b) To impose fine minimum of Rs.25000/- or
  - c) Charge the rate difference
- 3- If a successful bidder failed to provide desired item against work order issued, a notice with a period of 15 days will be served and in case of non-compliance, corporation reserve the rights to obtain the desired Services items form the next advantageous bidders with his quoted rates and the difference of quoted rate will be charged from the successful bidder as mention above in point 2.



- 4- If a bidder submits the rates of item which is equivalent to our demanded Specification, he is bound to provide all the required Proof/Evidence which justifies the specification.
- 5- The bidder will have to attach copies of their Company Profile, Experience Related Documents, Managerial Capacity, Financial Position, Active NTN/STN (Where Applicable) with the tender. This use for Technical Evaluation Criteria for prequalification of Bidders. The every slot has 10 marks, while for qualification minimum 30 marks are required for each vender, However the Physical CDR & Active Status of NTN/STN is compulsory and in case of failure of these points the bidder will be disqualified.
- 6- The bidding firm showing most advantageous bid which reflects from qualification criteria and lowest rate (which has 80% weightage) will be treated as most advantageous bid i.e winner of the bid. The lower gross cost bidder will not be treated as winner except the criteria noted above.
- 7- Income Tax & Sale Tax will be Applicable / Deducted according to Federal/Provincial Govt.policies, and the quotations will be considered as including all taxes. In case of any type of Tax exemption, all valid required documents i.e. Exemption Certificates etc must attach with quotation and it is not accepted during the submission of bills and payment will be made without exemption.
- 8- The successful bidder is bound to Provide services according to quoted rates as per validity. No price difference in the market will effect your quoted rate in any condition. The rates should be market driven, in case the rates does not match with the market control rates the committee reserve the right to cancel/reject the said item after assigning the proper reason in the best interest of corporation.
- 9- The State Life is only responsible for payment of services provided by approved bidder and not responsible for any commitment made by the bidder in the market i.e. to Transport, Hotel, and Meals etc.
- 10- The E- Quotation must be submitted through EPADS registered suppliers. No physical/by hand bid will be accepted however CDR must reached physically by hand/by post before the closing date and time.
- 11- The Corporation reserves the right to cancel / reject any one or whole tender as per PPRA rules.
- 12- The quantity of the Participants mentioned is approximate Figure. The cost of tender is as per prevailing market rates and it is also just to fix the bid security amount. Our work order will confirm the final figure (with in demanded quantity) which can be increased or decreased as per our requirement in accordance with PPRA rules. If the quoted rates exceeds from estimated cost, the committee will decide for obtaining the Services.
- 13- The quotation must elaborate only the unit cost including all Taxes.
- 14- The payment will be made by cheque on receipt of satisfactory shipment.
- 15- For documents details please visit [www.statelife.com.pk](http://www.statelife.com.pk), [www.epms.ppra.gov.pk/](http://www.epms.ppra.gov.pk/), Epads [www.eprocure.gov.pk](http://www.eprocure.gov.pk), or contact to the undersigned within office hours State life Office,02 Liaquat Road Faisalabad.

**MANDATORY QUALIFYING REQUIREMENTS UPLOADED ON EPADS:**

- 1- Valid NTN/ Sales Tax Registration(If the renewal of registration is under process, its proof shall be provided in document. Evaluation committee will not consider an undertaking citing the excuses like the registration will be provided or obtained or is under process. Only proof / receipt of concerned department will be considered).



- 2- Submission of Bid Security document i.e CDR, in original at given address through Courier/By hand before closing time of tender.
- 3- Undertaking on Rs. 100/- stamp paper, that the firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan

**DISQUALIFICATIONS**

State Life may during the evaluation of proposal, disqualify any Bidder, if the Bidder has:

- i. Submitted the proposal documents after the response deadline.
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive
- v. Failed to provide clarifications related thereto, when sought
- vi. Submitted a proposal with price adjustment / variations or conditions.
- vii. Not GST/Income Tax registered company.
- viii. Are bankrupt or in process of going bankrupt/Blacklisted.
- ix. Have been convicted for an offence concerning the professional conduct.
- x. Have not fulfilled obligations related to payment of taxes.
- xi. Are guilty of serious Mis-interpretation or Mis-representation of facts in supplying information.
- xii. Eligibility criteria mentioned in tender documents must be observed and fulfilled

**REQUEST FOR PROPOSAL**

The Bidder is expected to study the instructions, guidelines, terms and conditions mentioned in the document. Failure to furnish all the necessary information as required for submission of a proposal will be treated non responsive which shall be at Bidder's own risk and may be liable for rejection. If the Bidders find in the Tender documents - especially in the selection procedure and evaluation criteria – any ambiguity, omission or internal contradiction, or any feature that is unclear, they should seek clarification from State Life well in advance. However, no relaxation or exemption shall be provided to the Bidder on any term or condition of the Tender for reasons of non-receipt of any clarification. Bidders should ensure that they submit a fully responsive proposal including all the supporting documents requested in the Tender. It is essential to ensure accuracy in the submitted proposal. Once proposals are received through EPADS and opened, Bidders shall not be permitted to change the proposal. Non-compliance with eligibility criteria will result in rejection of the proposal.

**PREPARATION OF PROPOSAL**

The Bidder shall comply with the following during preparation of the proposal:



- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal
- ii. The proposal shall be typed and shall be signed by the Bidder or duly authorized person(s) to bind the Bidder to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.
- iii. Proposals received in physical through courier/by fax or email shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received through EPADS prior to the closing time and date of the proposals shall be taken as valid
- iv. All expenses related to participation in this Tender shall be borne by the Bidders
- v. Bidders are not permitted to modify, substitute, or withdraw proposals after its opening.
- vi. All the pages of the proposals should be signed by the authorized person(s) and should confirm strictly to the formats and procedures laid down in this Tender.

**SUBMISSION OF PROPOSALS**

Bidder shall submit responses (referred to as 'Proposals' herein) through **EPADS (PPRA)** as per guideline in the tender document/advertisement on or before closing time and date. The list of additional documents to be submitted as part of proposal is given below;

**RECEIPT OF PROPOSALS**

The proposals would be received through e-PADS and will be opened/downloaded in presence of Bidders/their representatives who choose to present as per the given dates.

**PROPOSAL OPENING**

State Life will open all proposals through EPADS in the presence of Bidders/their authorized representatives who choose to attend, at the time/ date and the place specified. Bidders/Representatives shall sign attendance as a proof.

**EVALUATION OF PROPOSALS - FORMATION OF COMMITTEES**

State Life will form an Evaluation Committee to evaluate the proposals,

- i. During evaluation of technical proposals, the Committee, may, at its discretion, ask the Bidders for clarification of their proposals. However, such clarification would not effectuate any change in the substance of the proposal.
- ii. After the technical evaluation the committee would make financial evaluation of those Bidders who qualified on the basis of technical evaluation. The process for evaluation of proposals is as given below:

**EVALUATION OF TECHNICAL PROPOSAL**

The committee will evaluate the technical proposals on the basis of given qualification parameters. The proposals meeting the qualification criteria shall be declared as technically responsive. After evaluations and approval of technical proposals, the financial proposals of technically accepted vendor shall be considered.

- 1- The bidder will have to attach copies of their, Experience Related Documents, Active NTN/STN (Where Applicable) with the tender. This use for Technical Evaluation Criteria for prequalification of Bidders. The every slot has 10 marks, while for qualification minimum 30 marks are required for each vender,

06<sup>th</sup> Floor, State Life, Building-2 Liaquat Road, **Faisalabad** Phone # 041-9201737



However the Physical CDR & Active Status of NTN/STN is compulsory and in case of failure of these points the bidder will be disqualified.

**CRITERIA FOR TECHNICAL EVALUATION(30 Marks For Qualification)**

Sr.No	Requirements	Total Marks(50)
1	<b><u>Company Profile</u></b> Experience of the firm (Taken from date of registration of business) Less than 3 Years = 5 Marks, 4-5 Years = 7 Marks More than 5 Years = 10 Marks	10
2	<b><u>Financial Position</u></b> Financial Turn over in last year (01.01.2024 to 31.12.2024) Attached business Bank statement 0-0.5 Million Marks = 2, 0.6 To 1 Million=4 From-1-2 million Marks = 7 2-3 million Marks = 10	10
3	<b><u>Managerial Capacity</u></b> 1-3 =3 Marks Up to 10=5 Marks, 10-20=7 Marks More than 20=10 Marks	10
4	<b><u>Relevant Work Experience</u></b> Number of existing Clients provided with similar services/supplies, For each Corporate/multinational, Govt., Semi Govt. 5 marks of each Clients	10
5	<b><u>Active NTN/STN</u></b> Number (Mandatory)	10

**FINANCIAL EVALUATION AND AWARD**

After technical evaluation of bidder, financial bids will be opened on the date to be announced later.

After evaluation, the work will be considered for award to the most advantageous, subject to fulfillment of all rules, terms and condition of the bid.

Deptt./Organization	HRA&P/State Life Ins. Corporation of Pakistan Faisalabad Eastern Zone
Tender Title	FZ/HRA&P/009/SwatTour/2026
Method of Procurement	Single Stage Single Envelop Procedure
Criteria for Evaluation	Most advantageous Bid.
Tender Description/Specification	Services for Transportation Hotel Accommodation & Entertainment As per detailed attached
Tender Closing Date & Time Tender Opening Date & Time (Technical & Financial Bid)	30-06-2026 up to 11:00 A.M 30-06-2026 at 11:30 A.M
Person to be contacted	Aamir Sattar Malik Incharge HRA&P SLIC, 6 <sup>th</sup> Floor, State Life Building, 2-Liaquat Road Faisalabad <u>Contact No.</u> Ph: 041-9201737, 03047745769, 03216688137