

REQUEST FOR PROPOSAL
FOR
PREQUALIFICATION OF VENDORS
UNDER OPEN FRAMEWORK AGREEMENT
SLIC/H&AI/PESH/HR&ADMIN/10/2026
STATE LIFE INSURANCE CORPORATION OF PAKISTAN

Name of the Respondent: _____

Address for Correspondence: _____

Telephone No:

Fax No:

Email:

State Life Insurance Corporation of Pakistan, Health & Accident Insurance, 1st Floor, State Life Building, 34 The Mall Peshawar Cantt.

SECTION I: INVITATION FOR PROPOSAL

1. State Life Insurance Corporation of Pakistan intends to hire the services of a reputed Service Provider/Bidder/Firm/Stationers/Vendor/General Order Supplier for subject procurement
2. State Life Insurance Corporation (hereinafter referred to as “the Purchaser”) is seeking sealed proposals to prequalify Service Provider/ Bidder/ Firm/ Stationers/Vendor/General Order Supplier under Open Framework Agreement.
3. Tender documents, including the Scope of Work and Evaluation Criteria, are available at the office of Incharge HR & Admin H&AI, 1st Floor, 34-The Mall, Peshawar Cantt, and can be obtained during working hours (09:00 AM to 05:00 PM, Monday to Friday) on payment of Rs. 1,000/- (Non-refundable) from the office of the Incharge HR & Admin.
4. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.
5. Tender Schedule

I	Last Date & Time for Submission of proposals via EPADs	23-07-2026 at 03:00 PM
II	Date of Opening of Proposals via EPADs	23-07-2026 at 03:30 PM

5. Address for Submitting, Clarification and Opening of Proposal: **Office of Incharge HR & Admin, Health and Accidental Insurance (H&AI), 1st Floor, 34-The Mall, State Life Building, Peshawar Cantt, Peshawar.**

Email: amanmohmand@yahoo.com

SECTION II: INSTRUCTION TO RESPONDENTS

1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) “Proposals” means the document submitted in response to subject procurement

- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Competent Authority" means the Chairperson/ Chairman State Life.
- d) "RFP" means Request for Proposal
- e) "Committee" means committee constituted by State Life for evaluation of proposals
- f) "Government" means the Government of Pakistan
- g) "Service Provider /Firm/Respondent/Vendor" means any entity that has placed an offer/ proposal for performance of services sought in this document
- h) "PPRA Rules" Public Procurement Rules 2004
- i) "SOW" means Scope of Work
- j) "H&AI" means Health & Accidental Insurance
- k) "Category" corresponds to respective area i.e. Office Equipment Repair etc.

1. INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to entire population (referred as beneficiaries herein). Health and Accidental Insurance has also initiated Corporate Health Insurance Program wherein services are provided to both private and public sector clients.

State Life has also started Corporate Health Insurance Program and multiple Corporate Clients form part of our client base.

2. VALIDITY OF PROPOSALS

Proposals must be valid for a period of **90 (Ninety)** days after the date of its submission prescribed in RFP. A proposal valid for shorter period will be rejected. State Life may solicit the Respondents' consent to extend proposal validity (without modification in proposals)

3. RIGHT TO ACCEPT / REJECT PROPOSAL

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

4. FRAUD AND CORRUPTION

State Life requires that respondent hired through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. In pursuance of this policy, State Life defines, for the purposes of this provision, the terms as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of State Life by any representative of Respondent(s) in contract execution.
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence procurement process or the execution of a contract, to State Life, and includes collusive practice among Respondents (prior to or after proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive State Life of the benefits of free and open competition;
- iii. "Unfair trade practices" mean rendering of services different from what is ordered on
- iv. "Coercive practices" mean harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of agreement.

State Life would:

- i. Reject a proposal for award, if it determines that the Respondent recommended for award, has been determined to having been engaged in practices listed at 4(i) to 4(iv) above.
- ii. Declare a respondent ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, and unfair trade practice in competing for or in executing the agreement.

5. CLARIFICATIONS

During evaluation of the proposals, State Life may, at its discretion, ask Respondents for clarifications on their proposals. The Respondents are required to respond within the time frame prescribed by State Life.

6. ESSENTIAL QUALIFYING CRITERIA:

Eligible Service Provider/Respondent who:

- i.** Bidder must be registered on EPADs and must submit bids via EPADS
- ii.** Have an overall experience of at least two (2) years
- iii.** Must be registered with Tax Authorities as per prevailing latest tax rules (Only those respondents who are validly registered with Government legal entities, sales tax and income tax departments) and on active tax payer list;
- iv.** Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal

stamp paper of worth Rs.100/- (**One Hundred Rupees Only/-**) is mandatory);

- v. Vendor must submit complete Company Profile on official letter head duly signed and stamped on each page
- vi. Vendor must submit details of past projects/ assignments
- vii. Vendor must have office set up in Peshawar.
- viii. **Due to nature of work only Peshawar based vendor can apply. Documentary proof must be provided. HR&Admin have the right to visit the site/office of the vendor. If not found, the proposal shall be rejected.s**
- ix. Vendors to submit undertaking on stamp paper worth PKR. 50 wherein they will clearly mention that the response time if they are selected will be maximum three working days except in emergency.
- x. Must obtain minimum 60 points in Evaluation with 50% marks in each category.
- xi. Bid Security amounting to **PKR 20,000/-** as per PPRA Rules in the form of Pay order/ Bank Draft in favor of “H&AI, State Life Insurance Corporation of Pakistan” must be attached as per PPRA Rules and must be valid for one (1) year from the date of tender/ bid opening.
Bid Security must be uploaded on EPADs and hard copy must also be furnished to following address well before Bid Closing Timeline:
Office of Incharge HR & Admin, Health & Accident Insurance, 1st Floor, State Life Building, 34 The Mall Peshawar Cantt.

NOTE: Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above.

7. DISQUALIFICATIONS

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent 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 that is conditional

- vii. Bid security is not submitted in hard copy well Bid Closing timeline. It is entirely vendors' responsibility to ensure timely submission of Bid Security in Hard Copy and no claim in this regard will be entertained
- viii. Any violation/non submission of Clause-6 of this document
- ix. Bid not furnished via EPADs.

8. PREQUALIFICATION PROPOSAL:

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in this document. Failure to furnish all the necessary information as required by the document shall be at Respondent's own risk and may be liable for rejection. When Respondents receive this document, and if they can meet the requirements of this document they should make arrangements necessary to prepare a responsive proposal

If the Respondents find in these documents - especially in the selection procedure and evaluation criteria – any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from State Life well in advance via EPADs, Email, Telephonic Conversation thereof. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

Respondents/Service Providers should ensure that they submit a fully responsive proposal including all the supporting documents requested in this document.

Once proposals are received and opened, respondents shall not be permitted to change the proposal. Non-compliance with Eligibility criteria will result in rejection of the proposal.

9. PREPARATION OF PROPOSAL

The Respondent 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 Respondent or duly authorized person(s) to bind the Respondent 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 by fax or email shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid
- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this document

10. SUBMISSION OF PROPOSALS

All proposals must be furnished via EPADs and Bid Security is required to be submitted in Hard Form well before Bid Closing Timeline to the following address: “Office of Incharge HR & Admin, Health & Accident Insurance, 1st Floor, State Life Building, 34 The Mall Peshawar Cantt.”

If a bidder fails to furnish Bid Security in hard form well before Bid Closing timeline, then proposal will be rejected no matter if bidder has applied on EPADs.

11. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL

- i. Cover letter on respondent’s official letter (format is attached as Annex-A)
- ii. Verifiable information of number of clients served on official company letter head
- iii. Bidder may apply for all categories and may also apply for respective categories as mentioned in Section-III Scope of Work. (Must be obtained from office during office hours)
- iv. All documents as mentioned in Clause-5 in Section-II: Instruction to Respondents
- v. Details as required in Annex-A, Annex-B, Annex-C and Annex-D are must

All the above papers should be duly signed by the authorized signatory.

12. RECEIPT OF PROPOSALS

The proposals would be received at the address specified in Section I Clause 5. The proposals will be kept in safe custody till they are opened in presence of respondents who choose to present as per the schedule listed in Section I Clause 4.

13. PROPOSAL OPENING

State Life will open all proposals including withdrawals and modifications, in public, in the presence of respondents/their authorized representatives who choose to attend, at the time, on the date and the place specified in this document.

14. EVALUATION OF PROPOSALS - FORMATION OF COMMITTEES

State Life will form a Zonal Procurement Committee to evaluate the proposals. Tender documents, including the Scope of Work and Evaluation Criteria, are available at the office of Incharge HR & Admin H&AI, 1st Floor, 34-The Mall, Peshawar Cantt, and can be obtained during working hours (09:00 AM to 05:00 PM, Monday to Friday) on payment of Rs. 1,000/- (Non-refundable) from the office of the Incharge HR & Admin.

15. BID SECURITY DEPOSIT

Bid Security amounting to **PKR 20,000/-** would be furnished by the respondent in shape of Demand Draft/Pay order in favor of “H&AI, State Life Insurance Corporation of Pakistan”.

Bid security of prequalified bidder in respective category/ categories will be retained till completion of assignment i.e. for a period of One (1) year from the intimation of prequalification and in case the framework agreement is extended on same terms subject to satisfactory performance and mutual consent the Bid Security will be retained for the extended period as well

Bid security of un-successful bidders will be returned after completion of procurement proceeding as per PPRA Rules

16. OWNERSHIP OF DATA/INFORMATION

All information processed, stored, or transmitted by Service Provider’s equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

Section III: Scope of Work

1. BACKGROUND

State Life Health Insurance is implementing Sehat Sahulat Program. As part of this program, beneficiaries are provided health care facilities. Further continuous expansion of program also requires provision of proper facilities

2. GOAL:

1. To ensure availability of a vendor pool
2. To ensure maximum competition
3. To ensure timely processing of requirements
4. Get time value of money as per PPRA Rules

3. SCOPE OF WORK:

As part of subject procurement we intend to prequalify vendors initially for a period of One (1) year which will be extended up to three (3) under Open Framework Agreement upon "work done satisfactory". The vendors must have prior experience of working in public and private sector. Vendor may apply for all Categories or a Single Category. (Document containing Scope of work/categories are available at the office of Incharge HR & Admin during office hours).

Time is the essence of subject procurement and any delay will not be tolerated and necessary penalty as per following will be imposed:

- A.** Delay of more than 3 Working Days -----Work will be executed from alternate vendor and necessary proceedings will be initiated
- B.** Delay of more than 3 Working days in Two (2) assignments ---- Bid Security will be forfeited and further proceedings as per PPRA Rules will be initiated
- C.** Non-Execution of assignment as required: Bid Security will be forfeited and vendor will be blacklisted as per PPRA Rules

In case of any event that has resulted in delay which is beyond the human control above conditions will not apply. Further vendor must also submit a proper timeline and proper reasoning in case of delay

4. RESPONSIBILITIES OF SERVICE PROVIDER

- I.** Service Provider must ensure that he provides necessary support as required in his/her respective category wherein he is prequalified
- II.** Service Provider must ensure high standards of quality
- III.** Must ensure timely response to queries raised by H&AI from time to time
- IV.** Must deploy enough HR for any assignment/event/project as part of above said assignment
- V.** Must ensure that the quoted cost is as per prevailing market and overcharging must be avoided. We may conduct a cost survey at our own and in case overcharging is observed necessary action will be initiated

5. PAYMENT SCHEDULE

All payments shall be made in Pak Rupees and subject to following conditions:

- A. Upon submission of invoice by supplier against requisite items as required, all payments will be made within **30 (Thirty)** days subject to fulfillment of quality standards
- B. No payment shall be made in advance to the selected bidder as mobilization advance
- C. Payment shall be subject to deduction of all applicable government taxes
- D. H&AI shall have the right to return any Requisite Item not meeting the quality requirements or in case it does not comply with the samples provided by the Supplier.

ANNEX-A: COVERING LETTER FOR PREQUALIFICATION UNDER OPEN FRAMEWORK AGREEMENT

(On Respondent's letterhead)

Date: _____
Proposal Reference No. xx/2026

Incharge HR & Admin

State Life Insurance Corporation of Pakistan,
Health & Accident Insurance Zonal Office,
1st Floor, State Life Building, 34 The Mall Peshawar Cantt.

Subject: PROPOSAL FOR PRE-QUALIFICATION UNDER OPEN FRAMEWORK AGREEMENT

Dear Sir,

1. Having examined this document, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken
2. We / I have read the terms and conditions of this document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter and all attachments are valid for a period of **90** days from the date fixed for submission of proposal as stipulated in this document.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of this document. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.

8. We / I am submitting herewith a demand draft No. _____ dated _____ in favor of STATE LIFE INSURANCE CORPORATION OF PAKISTAN as bid security deposit
9. The letter of authorization by the competent authority is also attached herewith.
10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name & Address of Firm

Affix rubber stamp

Email/Fax No.

Income Tax Certificate

Return Submitted

ANNEX-B

List Previous Experience of Similar Nature of Works in Respective Category in last Five (5) Years

Sr. No	Name of project & location	Full name & address of client	Type of contract/ Period of contract	Contract value (indicate currency in PKR Only)	Delay penalties claims, arbitration	Type of work	Carried out along or in partnership (or in partnership, state share & name of partner)	Start date	Date of completion

Note:

Relevant proofs such as Work Order/ Purchase Order for works/ projects/ assignments/ tasks that are complete must be furnished against details mentioned above.

Work/ Projects/ Assignments/ Tasks completed means all work that has been completed before opening date of the current tender.

ANNEX-C:

FORMAT REGARDING BID PARTICIPATION

Sr. No	Category Applied

Vendor must clearly specify the respective category for which he/she intends to apply. Categories of work/Scope of work are available at the office of Incharge HR & Admin during office hours.

ANNEX-D: LIST OF CLIENTS

Sr. No	Name of Client	Category (Public/ Private)	Relevant Verifiable Proof

NOTE: Vendor must clearly mention/ specify complete clients details. Further Work Order/ Purchase Order must be enclosed