



TENDER DOCUMENT

TENDER NOTICE # FWZ/HRA&P/003/SwatTour/2026

State Life Insurance Corporation of Pakistan, Faisalabad Western 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/Deals Tour Operation and having their own offices for Services to Faisalabad Western Zone as per following plan.

The estimated cost of the tender is Rs.2,000,000/- i.e 8.5 Lakh for Swat Tour & 11.5 Lakh for Muree Tour.

Closing date for submission of bid is 19-08-2026 11:00 am

Opening date of bids 19-08-2026 11:30 am

01-Plan for Tour of Swat Valley (03 Days & 02 Nights) in September-2026

Start of Tour from Zonal Office at 10:30 pm

Break in Behra for Refreshment and travel to Islamabad

Day 01: Towards Malam Jabba

Islamabad to Fizeghat: 01 Hour Break for breakfast, Exploration of Swat River

Way to Malam Jabba: Visit Malam Jabba Ski Resort and surroundings area (All tickets and park fares are participant responsibility), Lunch at Malam Jabba.

Way to Kalam: Overnight stay at Kalam

Day 02: Kalam/Mahodand Lake

Breakfast at Kalam

Way to Ushu Forest, Paloga & Mahodand Lake on 4*4 Prado: Explore Ushu Forest, Explore Paloga Park, Kalam Waterfall and move towards Mahodand Lake, Exploration of Mahodand Lake (Boating & Horse Riding can be explored)

Note: The participant may visit the said area at his own expense, or, alternatively, explore Kalam free of cost.

Way to Kalam:

Dinner in Kalam.

Overnight stay at Kalam



Day 03: Return to Home

Check Out from hotel.

Breakfast at Kalam

Start returning journey, Visit on way attractions.

Short Stay at Bahrin

Lunch in Islamabad: Savour Foods.

Way to Faisalabad: Refreshment at Moterway

Return to Zonal Office, Western Zone

Service Included: Private Booked Air Conditioned (Coaster Salonn 4c/Hi-Roof GC)
Fuel Expenses, All Tolls, Taxes & Chalans)

02 Nights Hotel Accommodation with Twin to Quad Sharing but only Beds (Mattress not allowed), 02 Rooms special for single executive.

03 Breakfast, 03 Lunch & 02 Dinner, Professional Tour Guide, Experienced & Licensed Driver

Service Excluded

Jeeps or any 4*4 Charges

Any kind of ticket expense, Room Heater

Extra at hotels (Mineral water, Drinks, Eatables & Laundry Pressing)

02-Plan for Tour of Muree (02 Days & 01 Night) in September-2026
(Service Required Except Conveyance)

Day 01: Towards P.C Bhurban

Start of Tour from Zonal Office at 12:00 am

Break in Behra for Refreshment and travel to Islamabad

Break in Islamabad, Breakfast in Islamabad

Way to Muree, Stay in hotel for dress change etc. and go to P.C Bhurban.

Way to P.C Bhurban: Conduct Convention in P.C Bhurban, Hi-tea in PC Bhurban

Way to Muree: Overnight stay at Muree

Day 02: Visit Patrayata and way Back to Faisalabad

Breakfast at Muree

Go to Patryata (Note: The participant may visit the said area at his own expense, or, alternatively, explore Muree free of cost.)

Way back to Islamabad and Kalar Khara, Explore Kalar Kahar Lake and surroundings and take a Lunch in Kalar Kahar.



Service Included:

01 Nigh Hotel Accommodation with Twin to Quad Sharing but only Beds (Mattress not allowed), 02 Rooms special for single executive.

02 Breakfast, 02 Lunch & 01 Dinner, Professional Tour Guide, Experienced & Licensed Driver

Service Excluded

Private Booked Air Conditioned (Coaster Salonn 4c/Hi-Roof GC)

Fuel Expenses, All Tolls, Taxes & Chalans)

Jeeps or any 4*4 Charges

Any kind of ticket expense, Room Heater

Extra at hotels (Mineral water, Drinks, Eatables & Laundry Pressing)

Note:

Refreshment Mean: Cold Drink/Tea with Chips, Biskit or Cup Cake

Breakfast Mean: Paratha,Chappti,Halwa Pori,Haleem Naan,Chana Aloo Bhujia Omelate,Jam/Bread/ Fresh Tea

Lunch Mean: Kabuli Polao,Biryani,Chicken Qourma,Chicken Karahi,Rooti Naan,Ratia Salad Cold Drink, except lunch which is planned in Savour Foods.

Dinner Mean: Chicken Qarahi/Bar B-Q,Dal Chana/Daal Mash Naan Rooti Cold Drink/Tea

Hi-Tea: As per standard in P.C Bhurban

Detail of Tender:

03rd Floor 10-C Aqsa Mall Kohinoor City Jaranwala Road,, **Faisalabad** Phone # 041-9450603



Deptt./Organization	HRA&P/State Life Ins. Corporation of Pakistan, Faisalabad Western Zone
Tender Title	FZ/HRA&P/003/Swat & Muree Tour/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 Closing Date & Time (Technical & Financial Bid)	19-08-2026 up to 11:00 A.M 19-08-2026 at 11:30 A.M
Person to be contacted	Sh. Zahid Masood, Incharge HRA&P 10C Aqsa Mall, Koh e Noor City, Jaranwala Road, Faisalabad. <u>Contact No.</u> Ph: 0300-2292141, 0300-9653536, 0321-6688137

Tour Term & Conditions:

1. For the Swat tour, complete service is required as mentioned, whereas for Murree only services except conveyance are needed, as conveyance is already managed by the corporation.
2. Tour is planned to execute 15-09-2026 to 30-09-2026 (Date for both tour will be finalized with the consent of bid winner separately)
3. Proposed tour may be modified due to adverse weather conditions or with the consent of Tour Committee.
4. Menu of Refreshment, Breakfast, Lunch & Dinner slightly modified on the basis of availability but with the consent of Tour Committee.
5. The expected Qualifiers for this tour is 33 for Swat & 69 for Muree (Final Number of Officials will be mentioned in work order which may be changed slightly and bill will be paid according to number of visitors travelled). In 03rd Floor 10-C Aqsa Mall Kohinoor City Jaranwala Road,, **Faisalabad** Phone # 041-9450603



- case if number of visitors is less than work order then only travelling cost will be paid and other expense i.e meal, hotel booking etc will not be paid.
6. The quotation must elaborate head wise cost so that the deduction if any may be imposed as per quotation as mentioned above point.
 7. The hotel for stay must be A Category located at main area of Kalam for Swat and for muree near to Mall Road.
 8. The bidder Must Mention the menu of Meal in quotation if any difference from demanded.
 9. Quotation will be Per Head (Rate includes all applicable taxes). The Tour Committee will represent the State Life Faisalabad Western Zone.
 10. 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-The closing dated of quotation/tender is 19-08-2026 at 11:00 am while the tender will be opened on same date i.e 19-08-2026 at 11:30 am.
- 2-Bid Security amount 04% 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 quoted amount as Performance Guarantee which will be released after to complete the tour.
- 3-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 the fine a suitable amount.
- 4- 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.
- 5- 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.



- 6- Income Tax & Sale Tax will be Applicable / Deducted according to Federal/Provincial Govt. policies, and the quotations will be considered as including all taxes.
- 7- 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.
- 8- 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.
- 9- 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.
- 10- The Corporation reserves the right to cancel / reject any one or whole tender as per PPRA rules.
- 11- 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.
- 12- The quotation must elaborate only the unit cost including all Taxes.
- 13- The payment will be made by cheque on the completion of satisfactory tour.
- 14- For documents details please visit www.statelife.com.pk, www.epms.ppra.gov.pk/, E-Pads V2.0 <https://pa.epads.gov.pk/>, or contact to the Secretary Procurement.
- 15- **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.

DISQUALIFICATIONS

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

- i. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- ii. 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
- iii. Submitted a proposal that is not accompanied by required documentation or is non-responsive
- iv. Failed to provide clarifications related thereto, when sought
- v. Submitted a proposal with price adjustment / variations or conditions.
- vi. Are bankrupt or in process of going bankrupt/Blacklisted.
- vii. Have been convicted for an offence concerning the professional conduct.
- viii. Have not fulfilled obligations related to payment of taxes.
- ix. Are guilty of serious Mis-interpretation or Mis-representation of facts in supplying information.
- x. Eligibility criteria mentioned in tender documents must be observed and fulfilled

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. Bidders are not permitted to modify, substitute, or withdraw proposals after its opening.
- iv. 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.



CRITERIA FOR TECHNICAL EVALUATION(30 Marks For Qualification)

Sr.No	Requirements	Total Marks (50)
1	<u>Company Profile</u> 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	<u>Financial Position</u> Financial Turn over in last year) 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	<u>Managerial Capacity</u> 1-3 =3 Marks Up to 10=5 Marks, 10-20=7 Marks More than 20=10 Marks	10
4	<u>Relevant Work Experience</u> Number of existing Clients provided with similar services/supplies, For each Corporate/multinational, Govt.,Semi Govt. 5 marks of each Clients	10
5	<u>Active NTN/STN Number (Mandatory)</u>	10

FINANCIAL EVALUATION AND AWARD

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