

**Tender Notice No. SLIC/H&AI/PESH/HR&ADMIN/70/2026 for Food and
Catering Services required for Health & Accident Insurance State Life
Insurance Corporation Of Pakistan
State Life Building
34-The Mall Peshawar Cantt.
0919213949**

2026-28

Introduction

The State Life Health & Accident Insurance Peshawar Zone (SLIC H&AI PESHAWAR) is an autonomous body established under the auspices of the Government of Pakistan Ministry of Commerce. State Life Health & Accident Insurance Peshawar Zone (SLIC H&AI PESHAWAR) is currently managing Sehat Sahulat Programme by providing free health coverage to the whole population of KP. The program was initially supported by KFW with the help of OPM and KP Government in four districts namely Mardan, Kohat Malakand and Chitral. Latter the program has been extended to all 25 district of KP. Due to Political nature, and international stake holders interest, the H&AI Peshawar office is being visited regularly by high level officials including minsters, government secretaries and international delegation from Germany and Korea, and service providers including hospital representatives and focal persons. In order to maintain a quality culture Beverages, meals and other refreshments to attendees are served which is also the policy of State Life Insurance Corporation of Pakistan. In order to smoothen the process, it has been directed by our competent authority to hire supplier/vendor for providing the said services in Peshawar Zone.

TENDER DOCUMENT

**For the Supply of Food/Refreshments & Catering Services at H&AI
Peshawar Zone**

**Deadline for submission of tender document: 11:00 AM, 12-10-26
Tender Opening: 11:30 AM, 12-10- 2026**

Tender Notice for Food and Catering Services required at Health & Accident Insurance Peshawar Zone

State Life Health and Accident Insurance, Peshawar invites proposals from EPADS Registered Bidder/Firm/Proponent/Catering Service Provider/Vendor/General Order Supplier. Sealed bids are invited who registered with relevant tax authorities, Government of Pakistan for the subject procurement/services. Tender documents containing Terms and Condition can be obtained from the undersigned during office hours or can be dispatched.

Sealed bids should be submitted latest by 12-10-26 at 11:00 AM.

Bids will be opened on the same day at 11:30 AM. in the presence of interested bidders or their authorized representatives, if any, in the Conference Room of the Health & Accident Insurance Peshawar, Peshawar on the above noted date and time.

**Incharge HR & Admin
Health & Accident Insurance State Life Insurance Corporation Of
Pakistan State Life Building
34-The Mall Peshawar Cantt.
091-9213949**

GENERAL INSTRUCTIONS TO THE BIDDERS

1. General Instructions

- The Bidder/Firm/Proponent/Catering Service Provider/Vendor/General Order Supplier must submit the proposals in sealed envelopes and as per specified procurement method (single Stage-Single Envelop) through EPADS.
- The envelopes should be on the name address and contact details of the addresses and the addressors.
- Contract will be signed with the successful Bidder/Firm/Proponent/Vendor/General Order Supplier and its terms and conditions will govern the executive of the contract.
- Bidder/Firm/Proponent/Catering Service Provider/Vendor/General Order Supplier has to provide all the services within the stipulated times as per contract with SLIC H&AI Peshawar from issuance of work order otherwise penalty clause of KPPRA Rules pertaining to delay & quality of goods/services will be invoked.
- Payment would be made upon the completion of each assignment at the end of week or as agreed by both parties.
- All due taxes would be deducted from payments, as per applicable Govt. rules.
- The request for quotation is non-transferable.
- Quotations must be submitted through EPADS on or before the given time and date to the officer-designate for the purpose. No late quotation for any reason whatsoever, will be considered.
- Each Bidder/Firm/Proponent/Catering Service Provider/Vendor/General Order Supplier can only submit one offer /quote.
- The quotation must carry the authorized signatures of the representative of the supplier.
- Successful Bidder/Firm/Proponent/Catering Service Provider/Vendor/General Order Supplier shall receive an officer letter from H&AI Peshawar and sign a formal agreement with SLIC H&AI Peshawar, for the procurement/services under consideration.
- Successful Bidder/Firm/Proponent/Catering Service Provider/Vendor/General Order Supplier has to coordinate with Incharge HR & Admin -SLIC H&AI Peshawar, for the successful implementation of the project and has to obey & implement all the instructions from HR & Admin -SLIC H&AI Peshawar,

2. Qualification of the Vendor

The following vendors are eligible to apply for the tender:

Registered with EPADS and KPRA.

Bidder must have to provide minimum of two years of a similar contract (food & Catering services) with government organization. The same will be verified by Incharge HR & Admin.

Pre Bid meeting is compulsory otherwise the bid will be rejected.

Tender documents containing detailed terms and conditions must be obtained from the office of Incharge HR & Admin at the cost of Rs. 5000/-

Due to the nature of service only KP based suppliers are eligible for apply, however preference will be given to Peshawar based.

3. Documents Required

The successful vendor is required to submit the following documents with their bidding proposal.

Valid registration KPRA with relevant tax authority.

Full Address and contact numbers of the office(s) printed on Letter Head

The Primary Contact & Secondary Contact for all correspondence in relation to this bid

Primary Contact

Name:

Designation:

Phone/Email:

Secondary Contact

Name:

Designation:

Phone/Email:

Method of Procurement:

- a. It will be a “Single Stage - Single Envelop” procedure.
- b. EPADS Registered firm only

Response time:

The sealed bids duly marked as “Bid/Proposal for Procurement of Food and Catering Services required this office.” must reach the SLIC H&AI PESHAWAR Mall road Peshawar on or before 11:00 a.m. on 12-10-26 and financial will be uploaded on EPAD.

Opening of bids:

Bids received shall be opened on 12-10-26 at 11:30 a.m. in the conference room of the H&AI Peshawar.

All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives who wish to attend.

Bid Price:

Bid prices quoted should be inclusive of all taxes.

Rejection of bids:

All bids submitted after the time prescribed shall be rejected and returned. Only bids submitted through EPADS will be accepted.

SLIC H&AI Peshawar reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

PAYMENT CLAUSE& FINANCIAL PROPOSAL
Must be printed on Letter Head and submit through EPADS

Area where Services are Required	Service charge on original Invoice in Percent or any other charges please specify.
SLIC Building 34 The Mall Peshawar Cantonment Area	Rate:

Name & Designation
Authorized Signature & Stamp

Note:

Payment shall be made on production of the following documents: -

- i. The Vendor will submit the bill manually properly signed previously by any staff/officer of H&AI Peshawar (List of Representative will be provided by SLIC). Upon submitting (signed by SLIC Representative) invoice of the following including canteen in SLIC building/food shops anywhere in the vicinity of SLIC Building/ Bakeries/ General Stores/purchases of condiments including coffee, sugar, creamer, biscuits, sandwiches, snacks etc/Restaurant/ Tanddor shop/Restaurants/Take Aways/Pizza Shops/Burger or online order by the representatives of SLIC anywhere in Peshawar signed and certifying that services rendered is in accordance with the contract. The invoice must show the details of services/food or any Lunch/Diner/Snacks/refreshments /Drinks rendered and endorsement of the same.
- ii. Successful vendor will pay bills to the canteen in SLIC building/food shops anywhere in the vicinity of SLIC Building/ Bakeries/ General Stores/purchases of condiments including coffee, sugar, creamer, biscuits, sandwiches, snacks etc/Restaurant/ Tanddor shop/Restaurants/Take Aways/Pizza Shops/Burger or online order, anywhere in Peshawar and will submit the same along with services charges other taxes on weekly/fortnightly or monthly basis or as agreed by both parties.
- iii. Office will be open 5 days a week however they will be also open on weekends depend on the work of zone and it will be the responsibility of the Incharge HR & Admin to inform the supplier for those days.
- iv. Estimated entertainment and Meeting and which will be used only for information purpose to successful vendor/supplier
- v. National Tax Number and Sales Tax Registration Number KPRA or as per Govt rules.
- vi. Bank Account Number and Branch.

Termination by the Client

The Client may, by a written notice of thirty (30) days to the supplier, terminate this Agreement. All accounts between the Client and the Service provider shall be settled not later than sixty (60) days of the date of such termination.

Termination by the Supplier

The Successful Service Provider/Supplier may suspend the Agreement by a written notice of thirty (30) days only if the supplier does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the supplier after thirty (30) days of notice of suspension, the Supplier/Vendor may terminate this Agreement in whole or

in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the supplier under such circumstances, the Procuring entity shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the supplier.

CONTRACT VALIDITY

Contract will be valid for two years. Contract will be extended for another one year period of time for an increase of 10 percent in service charges.

ORDERS/ONLINE ORDERS/ETC NOT MENTIONED IN DOCUMENTS

- The Contractor shall deliver the ordered item(s)/service(s) at the Health & Accident Insurance Office State Life Building 34 The Mall Peshawar Cantt or Its sub office at Health & Accident Insurance State Life Building 34 The Mall Peshawar Cantt. 091-9213949, Peshawar as per schedule or intimation given by the Purchase or his team concerned officer or your representative.
- Successful Bidder/Firm/Proponent/Catering Service Provider/Vendor/General Order Supplier will provide Food/Beverages/Lunch/Dinner/Snacks/ Burger/Pizza etc. or refreshments items not mentioned in above and will submit the same signed invoice already endorsed by H&AI Officer/Staff of along with service charges. State Life Representative List will be shared with successful Bidder/Firm/Proponent/Catering Service Provider/Vendor/General Order Supplier.
- In case of online order which will be given by State Life representative, the successful service provider will collect/pay the said items/refreshments. SLIC representative will properly sign the said receipt and will give it to Successful service provider and the service provider will submit the invoice along with service charge and other tax if any or as per government.
- The Purchaser (SLIC) reserves exclusive rights to decrease or increase the quantities of Items/ Services/refreshments/ food items etc. as mentioned in the last year and this year.

Successful vendor/supplier will Print on their letter head.

AFFADAVIT/CERTIFICATE

We undertake that our Firm M/S _____
is never black listed by any Government Department/Agency/Private
Organization in any part of Khyber Pakhtunkhwa/Pakistan and that currently
our firm/company is not in litigation with any other authority or organization in
this capacity.

I/we solemnly affirm and declare that contents of this undertaking are
true to the best of my information, knowledge and belief.

Signature: _____

Name: _____

Designation: _____

Company: _____

Company Seal: _____

Dated: _____