

INVITATION TO BID

State Life Insurance Corporation of Pakistan (SLIC) invites sealed bids from owners, authorized lessors, companies and firms for hiring a parking facility for its employees at State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi.

The procurement shall be conducted under Open Competitive Bidding (Single Stage – One Envelope Procedure) in accordance with the Public Procurement Rules, 2004. Interested bidders may obtain the Tender Documents from the office of the undersigned during office hours.

OBJECTIVE

State Life intends to hire a secure parking facility situated within a radius of **200 meters** from State Life Building No.9 for parking of employees' vehicles.

SCOPE OF WORK

The successful bidder shall provide:

- a) Parking facility for approximately 75 Cars
- b) Parking facility for approximately 75 Cars
- c) Provide 02 Valet Driver for used to Park the cars in parking from SLB-09
- d) 24 hours security.
- e) Entry and exit control.
- f) Parking management.
- g) Clean and maintained premises.
- h) Lighting arrangements.
- i) CCTV surveillance.
- j) Fire safety arrangements.
- k) Dedicated parking area exclusively for State Life employees.
- l) Emergency response arrangements.

State Life may increase or decrease the required number of parking spaces during the contract period. No exclusive right over unused parking slots shall accrue to the contractor unless specifically requisitioned by State Life.

LOCATION REQUIREMENT

The offered parking facility must:

- a) be situated within **200 meters** of State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi;
- b) have direct and safe pedestrian access;
- c) be free from encroachments;
- d) have legal ownership or lawful possession;
- e) not be subject to any litigation affecting its use.

Any bid offering premises beyond 200 meters shall be rejected.

CONTRACT PERIOD

Initial Contract One (01) Year and extendable for two further one-year periods subject to:

- a) satisfactory performance;
- b) mutual consent;
- c) approval of competent authority;

ELIGIBILITY CRITERIA

The bidder must submit:

- Valid CNIC (Individual)
- Partnership Deed (if applicable)
- Company Registration Certificate (if applicable)
- NTN Certificate
- Active Taxpayer Certificate
- Sales Tax Registration (where applicable)
- Ownership documents OR registered lease authorizing subletting/parking operations
- Authority letter (if representative)
- Affidavit regarding blacklisting
- Affidavit regarding litigation

Failure to provide mandatory documents shall render the bid non-responsive.

MANDATORY TECHNICAL REQUIREMENTS

The offered parking facility shall have:

- a) Minimum required parking capacity.
- b) Proper boundary wall.
- c) Security guards.
- d) CCTV Cameras.
- e) Adequate lighting.
- f) Fire extinguishers.
- g) Proper drainage.
- h) Entry & Exit Management.
- i) Emergency access.
- j) Clean environment.
- k) No legal disputes.

SITE INSPECTION

State Life reserves the right to inspect the offered premises before award of contract.

Inspection shall include:

- a) Measurement
- b) Accessibility
- c) Security
- d) Ownership verification
- e) Physical condition
- f) Parking capacity
- g) Utility arrangements

Any incorrect information shall lead to disqualification.

BID SECURITY

Bid Security shall be Rs.200,000/- in the shape of Pay Order in favour of State Life Insurance Corporation of Pakistan. Unsuccessful bidders' securities shall be returned as per PPRA Rules.

PERFORMANCE SECURITY

Successful bidder shall furnish 10% of annual contract value within fifteen (15) days of issuance of Letter of Acceptance. Failure shall result in cancellation of award.

BID VALIDITY

The bid shall remain valid for 180 Days

PRICE

The quoted price shall include, rent, taxes, maintenance, security, lighting, cleaning, management charges and any incidental expenses. No escalation shall be admissible during the contract period unless specifically approved.

PAYMENT TERMS

Payment shall be made monthly after satisfactory services and certification by the concerned officer. The applicable taxes shall be deducted under law.

GENERAL CONDITIONS

The contractor shall maintain cleanliness, provide uninterrupted parking services, ensure adequate security, be liable for acts of negligence by its staff, comply with applicable laws, maintain insurance (if applicable), provide trained staff.

RESPONSIBILITIES OF STATE LIFE

State Life shall nominate focal person to verify monthly services, process payments, inspect facility, issue directions.

PENALTIES

State Life may impose deductions for:

Failure	Penalty
Security absent	Rs. 300/- per day
Lighting failure	Rs. 1,000/- per day
CCTV non-functional	Rs. 1,000/- per day
Poor cleanliness	Rs. 500/- per day

Repeated violations may lead to termination.

TERMINATION

The contract may be terminated on breach of contract, submission of false documents, poor performance, insolvency, blacklisting or public interest. State Life may terminate by giving 30 days' written notice.

FORCE MAJEURE

Neither party shall be liable for failure due to flood, earthquake, war, riot, Government restrictions, natural disasters.

DISPUTE RESOLUTION

Any dispute arising out of or relating to this Agreement shall, in the first instance, be resolved amicably within 30 days.

AFFIDAVIT

The bidder shall submit an affidavit confirming that information supplied is true, premises are legally available, bidder is not blacklisted, taxes are paid, no litigation affecting the offered premises exists.

CHECKLIST

Document	Attached
CNIC	☐
NTN	☐
Tax Certificate	☐
SRB Registration	☐
Ownership Documents	☐
Authorization Letter	☐
Photographs	☐
Bid Security	☐
Affidavit	☐
Price Schedule	☐

24. FORM OF BID

I/We hereby offer to provide parking facilities in accordance with the Tender Documents.

Name:

Designation:

Firm:

Signature:

Seal:

Date: