



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

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## **BID DOCUMENT**

**FOR**

**THE HIRING OF COURIER SERVICES  
TENDER NOTICE No.HR&ADMIN/SWL/02/2025  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN 6<sup>TH</sup>  
FLOOR AZAAN HEIGHTS SAHIWAL .**

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**2025**

**GENERAL SERVICES (HR&ADMIN DEPARTMENT)  
6<sup>TH</sup> FLOOR, AZAAN HEIGHTS STATE LIFE INSURANCE CORPORATION  
OF PAKISTAN SAHIWAL ZONE**

## 1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to Hire Courier Services for Sahiwal Zone.

Sealed Financial bids are invited in accordance with PPRA rules, under "**Single Stage-Single Envelope Procedure (Financial)**" Through <https://eprocure.gov.pk> (E-PADS) from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of following Furniture Items.

## 2. Detail is as under:-

S.No.	Scope of Work
1	Hiring Services of Courier Agency for Domestic / National & International Mails and Premium Notices of State Life Insurance Corporation of Pakistan Sahiwal Zone around 1 Million of official Daak as per detail given below:-

S.NO.	WEIGHT
1	Premium Notices
2	Upto 0.5 kgs
3	Upto 1 kg
4	Add. kgs

Tender Inquiry No	HR&ADMIN/SWL/02/2025
Closing date & time for submission of bids	12.06.2025 11.00 a.m. Sharp
Date & time of opening of Financial bids	12.06.2025 11.30 a.m. Sharp
Tender Fee	Rs.1000/- Cash (non Refundable)
Bid Security	2%
Quotation valid till	Tender Validity Date

## **TERMS AND CONDITIONS**

3. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
4. Bidders are required to submit their bids of **all category mentioned above** in a sealed envelope , clearly marked "Financial Proposal" for '**Courier Services at State Life Insurance Corporation of Pakistan Sahiwal Zone.**
5. There will be a single-stage Single Envelope evaluation of bids on lowest items rates.
6. The lowest Evaluated Bid would be accepted.
7. Financial Proposals shall accompany a Pay Order/Bank Draft of the 2% of the total bid amount in favor of State Life Insurance Corporation of Pakistan as bid security. The same will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after completion of Tender period.
8. No bid will be accepted without bid security.
9. All the bids must include all government taxes.
10. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA Rules (33).
11. All the information provided by the bidder must be verifiable.

**(Madiha Farid)**  
Department Head  
HR&Admin  
State Life Insurance Corporation of Pakistan  
Sahiwal Office,  
6<sup>th</sup> Floor, Azaan Heights Jahaz Chowk, Sahiwal.  
Phone: 040-9200027

*Undertaking:*

**We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.**

**Signature and stamp:**  
**(Sign and stamp by Vendor)**





**STATE LIFE**  
Insurance Corporation of Pakistan  
Sahiwal Zone

6<sup>th</sup> Floor Azaan Heights  
Jahaz Chowk, Sahiwal  
Ph. 040-9200027  
Fax.040-9200024  
Toll Free.0800-09099

Date:-16.05.2025

**Deputy Director- (M&IMP),**  
Public Procurement Regulatory Authority,  
(Cabinet Division),  
1<sup>st</sup> Floor, F.B.C. Building G-5/2,  
**Islamabad.**

**Sub: Advertisement of Tender Notice  
# HR&ADMIN/SWL/02/2025.**

Dear Sir,

Kindly advertise the State Life's enclosed Tender Notice # HR&ADMIN/SWL/02/2025 on the Website of PPRA. The said caption of tender notice has also been sent to your given E-mail address [info@ppra.org.pk](mailto:info@ppra.org.pk). Advance Tender fee deposit slip is also attached herewith.

Thanking You.

Yours truly,

**Madiha Farid**  
Incharge (HR&Admin)  
Sahiwal Zone

CC:

Divisional Head (IT)  
Please arrange to place this tender on  
State Life website earliest.



**STATE LIFE**  
Insurance Corporation of Pakistan  
Sahiwal Zone

6<sup>th</sup> Floor Azaan Heights  
Jahaz Chowk, Sahiwal  
Ph. 040-9200027  
Fax.040-9200024  
Toll Free.0800-09099

**TENDER NO. HR&ADMIN/SWL/02/2025 DATED 16 -05-2025**

**Courier Services at State Life Insurance Corporation  
Of Pakistan Azaan Heights Sahiwal**

Sealed bids are invited from well-reputed firms registered with GST/NTN, under Single-Stage Single Envelope Procedure, for the “ **Hiring of Courier Services at Zonal Office State Life Insurance Corporation of Pakistan Sahiwal, 6<sup>th</sup> Floor Azaan Heights Sahiwal.**

S.No.	Scope of Work
1	Hiring Services of Courier Agency for Domestic / National & International Mails and Premium Notices of State Life Insurance Corporation of Pakistan Sahiwal Zone around 1 Million of official Daak as per detail given below:-

S.No.	Weight
1	Premium Notices
2	Upto 0.5 kg
3	Upto 1 kg
4	Add. kgs

Detail of Date & Time of Tender is as under:

Last Date & Time for Submission of Tender Documents on E-PADS	Tender's Opening Date & Time	Bid Security
<b>12-06-2025 11:00 a.m</b>	<b>12-06-2025 11:30 a.m</b>	<b>2% of Bid Amount</b>

**TERMS AND CONDITIONS**

State Life Insurance Corporation of Pakistan invites quotations through E-PADS, under Single Stage Single Envelope ( Financial ) Procedure, from the experienced firms / contractors of the filed registered with Income Tax Department & who are an Active Taxpayers List of the Federal Board of Revenue (FBR) and eligible to provide the “ **Courier Services** ” for State Life Insurance Corporation of Pakistan Sahiwal Zone 6<sup>th</sup> Floor Azaan Heights Sahiwal.

Bidding Documents, containing detailed terms & conditions etc. are available for download on EPADS website <http://eprocure.gov.pk> free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through EPADS on or before **12-06-2025** upto 11:00 A.M. Bids will be opened on same day at 11:30 A.M.

Contractor is advised to submit original bid security & copy of bidding documents on or before **12-06-2025** at 11:00 A.M. in the office of undersigned.

This advertisement is also available on State Life Website [www.statelife.com.pk](http://www.statelife.com.pk) , however the bids shall be submitted through EPADS. Any bid submitted other than EPADS will not be considered.

State Life Insurance Corporation of Pakistan reserves the rights to accept / reject all bids in accordance with PPRA rules ( 33 ).

The Services will be hired for a period of 5 years.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 040- 9200027.

**Madiha Farid**

Secretary – Procurement Committee  
HR&Admin - Department  
6<sup>th</sup> Floor Azaan Heights  
Jahaz Chowk  
Sahiwal.





**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

**Tender Notice No. SLIC/PO/21/2024**

**PROCUREMENT OF SCANNERS FOR E-OFFICE APPLICATION FOR VARIOUS  
DIVISION AND DEPARTMENT, STATE LIFE PRINCIPAL OFFICE**

State Life Insurance Corporation of Pakistan (SLIC) invites sealed technical and financial bids (through EPADS) in accordance with PPRA Rules under single stage two-envelopes procedure from well recognized firms dealing in sale, services of Scanners for the supply of Scanners for E-Office Application for Various Division and Department of State Life, Principal Office Karachi. Intended bidders must be registered with Income Tax/Sales Tax Departments and having their own offices and telephone/Fax no (if found contrary Tender will be rejected).

<b>Title of Work</b>	<b>Bid Security (Fixed)</b>	<b>Last date &amp; time for submission of bids</b>	<b>Date &amp; Time for Opening of Technical Bids</b>
Supply Of ADF Scanners For E-Office Application (Quantity of The Items, Details and Terms and Conditions as Per Tender Document)	Rs.50,000/-	20-05-2025 till 11:00 AM	20-05-2025 At 11:30 AM

- Tender Notice along with Tender Document can be seen/downloaded from PPRA website i.e. [www.ppra.org.pk](http://www.ppra.org.pk) also tender notice along with tender document has been uploaded on EPADS system and State Life website i.e. [www.statelife.com.pk](http://www.statelife.com.pk) as well.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E- PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.
- Filled tenders must be submitted through their e-mail address latest by 20-05-2025 before 11:00 AM. Technical Bid will be opened on the same day at 11:30 AM
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Divisional Head,  
Central Procurement Division,  
State Life Insurance Corporation of Pakistan,  
State Life Building # 11, 10<sup>th</sup> Floor,  
Abdullah Haroon Road Karachi.  
**Phone # 021-99204521**



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

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## **BID DOCUMENT**

**FOR**

**PROCUREMENT OF SCANNERS FOR E-OFFICE  
APPLICATION FOR VARIOUS DIVISION AND  
DEPARTMENT, STATE LIFE PRINCIPAL OFFICE  
TENDER NOTICE NO. SLIC/PO/21/2025  
STATE LIFE INSURANCE CORPORATION OF PAKISTAN  
PRINCIPAL OFFICE, KARACHI.**

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**2025**

**CENTRAL PROCUREMENT DIVISION  
10<sup>TH</sup> FLOOR STATE LIFE BUILDING NO 11,  
ABDULLAH HAROON ROAD, KARACHI**



## PURCHASE SCANNERS FOR E-OFFICE APPLICATION FOR VARIOUS DIVISIONS

## 1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase Scanners for E-Office Application for Various Division and Department of State Life, Principal Office Karachi.

## 2. Detail Specification & Quantities / Schedule:

Detailed specifications and estimated quantity for required electrical items is as under: -

Item/ Specifications	QTY
<b>General Specification of ADF Scanner or equivalent</b>	20
Sheetfed Document Scanner	
Document Feeding: Sheet Feed (ADF)	
ADF Paper Size A4, Legal, Letter	
SCANNING SPEED 30 PPM / 60 IPM in B/W @200 dpi and 300 dpi 30 PPM / 60 IPM in Color @ 200 dpi and 300 dpi	
Capable to Scan: A4 and Legal Size	
Scanning side Front/Back/Duplex	
Scanning Resolution: Up to 600dpi or higher	
ADF capacity 60 sheets (80 g/m2 paper) or higher	
Duty cycle 3,500 pages daily or higher	
Interface Hi – Speed USB 2.0 and 3.0 compatible	
Make: EU/JAPAN/USA	
One-year Local Warranty.	

<b>Tender enquiry No</b>	<b>SLIC/PO/21/2025</b>
<b>Closing date &amp; time for submission of bids</b>	<b>20-05-2025 before 11:00 AM</b>
<b>Date &amp; time of opening of technical bids</b>	<b>20-05-2025 at 11:30 AM</b>

**Delivery and after sales service of Consignment:**

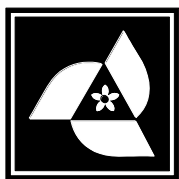
**Delivery and after sales service of items at Principal office, SLB 09 and (without any extra cost) at other Division situated in Various State life building within Karachi.**

**TERMS AND CONDITIONS**

1. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
2. Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage two-envelope method i.e. separate “Technical Proposal” and “Financial Proposal” respectively and clearly marked as **“Purchase of Scanners for E-Office Application for Various Divisions and Department”**. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
3. Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice. Time and date for opening of Financial Proposals of technically qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPADS system accordingly.
4. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Financial bid of only technically qualified bidders would be considered for further processing. **(Technical evaluation of bids / point scoring criteria are available with bidding document).**
  - i. Experience of bidders in sales / marketing of relevant equipment.
  - ii. Financial Capabilities.
  - iii. Number of existing clients provided with similar equipment.
  - iv. List of professionals on permanent strength- for installation and after sales services.**(Technical evaluation of bids / point scoring criteria are available with bidding document).**
5. The Bidder will submit the earnest money of Rs. 50,000/= in shape of pay order must be submitted in original to the address on date 00-00-205 and time 11:00 am. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract. However, successful bidder will be required to submit performance guarantee of 5% in shape of Pay Order (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contract and will be released after expiry of warranty period.

6. No bid will be accepted without bid security.
7. All the bids must include all government taxes.
8. Most Advantageous bidder will be required to deliver items within (02) weeks after issuance of Purchase Order.
9. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
10. The quantity of items may vary at the time of issuing purchase order.
11. The Contractor / Supplier will be liable for any mistake in calculation of price/rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
12. Successful supplier has to deliver respective items at the desired offices and provide onsite support for the entire warranty period. If the after sales services is not provided satisfactory performance guarantee will be forfeited.
13. Warranty of the items will start from the date of delivery.
14. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
15. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
16. All the information provided by the bidder must be verifiable.
17. Performance guarantee of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
18. If the 1<sup>st</sup> lowest evaluated/ Most Advantageous bidder fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2<sup>nd</sup> lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.
19. In Case of item are not delivered within due time, a penalty equivalent of 05% of the total contract value will deduct for each day (up to a maximum 10 %) of total contract Value.
20. In case of contradictory clause in the submitted bid, the terms and conditions of SLIC tender document will prevail

Divisional Head,  
Central Procurement Division,  
State Life Insurance Corporation of Pakistan, Principal Office,  
State Life Building # 11, 10<sup>th</sup> Floor,  
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**TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA**

	<b><u>Max. Points</u></b>
1. Experience of bidder in Supply / installation of relevant equipment <i>(On the basis of work order)(05 points for each complete year)</i>	25
2. Financial Capabilities for having annul transaction more than 50 million <i>(Annual Report for each year/ Tax Return for each year =5 points)</i>	25
3. Number of Existing Clients provided with similar Equipment having value 10 million Or more. <i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	25
4. List of Professionals - for installation and after Sales services <i>05 points for each qualified personnel)</i> qualified mean having engineering or diploma in relevant field	25

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Total Points: 100

Note:

Minimum 50 % score is required to Technically Qualify in each category and 60% on over-all basis.