



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENTS

FOR

HIRING OF TOUR SERVICES FOR
KAGHAN & NARAN

Prepared By:

Human Resources & Admin Department
State Life Insurance Corporation of Pakistan,
State Life Building No 1, The Mall, Rawalpindi.

RAWALPINDI ZONE

INTRODUCTION

State Life Insurance Corporation of Pakistan (SLIC), established in 1972, is the country's largest provider of Life and Health Insurance. We offer innovative solutions in Life, Health, Takaful, and Corporate Insurance, ensuring financial security for all Pakistanis while prioritizing customer satisfaction. SLIC's dedication to continuous improvement has enabled it to maintain a prestigious AAA rating in the insurance industry. Its assets having value in the trillions, highlight its financial strength and stability. Looking ahead, SLIC is committed to identify and capitalize on emerging opportunities within the insurance sector. This forward-thinking strategy aims to drive further expansion and innovation, allowing SLIC to explore untapped markets and contribute to the growth of Pakistan's insurance industry and overall economy.

TENDER DOCUMENTS FOR
HIRING OF TOUR SERVICES FOR KAGHAN & NARAN

Table of Contents

S. No.	CONTENTS	PAGE NO
1	Bid Invitation	04
2	Instructions to the Bidder (s)	06
3	Special Conditions	07
4	Bill of Quantity	08
5	Qualification Criteria	09
6	Form of Bid	10
7	Undertaking	12

BID INVITATION OF TENDER NO. RZ/HR&A/02/2025

State Life Insurance Corporation of Pakistan, Rawalpindi Zone invites Bids through E-PADS for Hiring of Tour Services for Naran & Kaghan as per following Schedule from reputed Firms/Vendors (**Islamabad /Rawalpindi based only**) that are registered with Tax Departments.

DETAIL OF TENDER/SCHEDULE

Nature of Services:	<u>1. Transportation 2. Accommodation 3. Meals, Breakfast and Refreshment.</u>
No of Days/ Nights:	<u>03 Days and 02 Nights</u>
No of Tourists:	<u>80 to 100 Approx</u>
Estimated Cost of Tender:	<u>Rs. 1,400,000/-</u>
Bid Security:	<u>Rs. 70,000/-</u>
Expected Dates of Tour:	<u>13-06-2025 to 15-06-2025</u>
Closing Date & Time for Bids:	<u>06-06-2025, 11: 00 AM</u>
Opening Date & Time of Bids:	<u>06-06-2025, 11: 30 AM</u>

2. Bidding process shall be adopted under Single Stage-Single Envelop method laid down in PPRA rules 2004.

3. The bids prepared in accordance with PPRA Rules and Tender terms & conditions may be submitted through E-PADS only and same will be opened as per above mentioned schedule in the presence of bidder (s) representatives who wish to be present.

4. State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).

5. In Case of any clarification or query the vendors/contractors may visit the office and contact Mr. Mudassar Rehman, Assistant Manager (HR&A), 7th floor, State Life Building No 1, The Mall Rawalpindi, or call on Phone. No. **0315-5337463** during office hours.

**In-Charge (HR&A)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of Pakistan,
State Life Building No 1, The Mall, Rawalpindi.
Phone: 051-9271295,
Dated: 21-05-2025**

EXPECTED TOUR SCHEDULE & DETAILE OF REQUIRED SERVICES

A. NATURE OF SERVICES: -

1. **Transportation:** Luxury Coasters (Air Conditioned)
2. **Accommodation:** Hotel Lenox or Equivalent, 02 persons/2 beds each room.
3. **Meals and Refreshment Services:** Breakfast, Lunch, Dinner, Tea / Cold Drinks and availability of mineral water in the vehicles.
4. **Medical (First Aid):** Availability of dressing and necessary medicine.
5. **No. of Tourists:** 80 to 100 Persons approx.

03 Days 02 Nights Kaghan & Naran Tour Plan

Day 1: Departure from Rawalpindi, State Life, Zonal Office, the Mall, Saddar to Kaghan & Naran

- Departure from Rawalpindi for 03 Days 02 Nights Trip
- 08:00 am – Rawalpindi to Kaghan & Naran Valley
- 01:00 pm – Lunch at Mansehra City or Balakot (subject to lunch time)
- 08:00 pm – Dinner at Naran City.

Day 02: Travel to Saif ul Mulook Lake

- 08: 00 am– Breakfast at Naran.
- 09:00 am – Visit to Saif ul Mulook Lake by Jeep.
- 02: 00 pm – Lunch at Naran City, Meal (**Mutton karahi with cold drink/salad, etc**).
- 03:00 pm –Near Sightseeing (subject to availability of time)
- 09:00 pm –Dinner, Meal (**Chicken karahi, Seekh Kabab with cold drink/salad, etc**)

Day 03: Near Sightseeing

- 08: 00 am– Breakfast, at Naran
- 10:00 am – Near Sightseeing (subject to availability of time)
- 1:00 pm – Lunch
- Travel back to Rawalpindi, expected time of arrival is 09: 00 pm.

INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill the tender in all respects.
3. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk).
4. Bids will be opened in the office of In-charge (HR&A/Secretary ZPC) Zonal Office, State Life, 7th floor, State Life Building No 1, The Mall RWP in the presence of the Vendors or their representatives who wish to be present. **The Single Stage – Single Envelope** procedure will be adopted for opening of competitive Bids.
5. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
6. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid ‘Bid Security’ shall be forfeited in the favor of State Life.
7. The bids without Earnest Money shall be rejected. Bidder(s) must send their Original Earnest Money through mail before the closing of tender.
8. If the quotation is found without/incomplete/conditional specification will be rejected.
9. Bids shall remain valid and open for acceptance for a period of 30 days from the last date of submission of Bids.
10. In case Client calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
11. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
12. Without/ Incomplete /conditional bids will be rejected.
13. **Number of tourists could increase or decrease however, payment will be made against exact numbers of tourists who will undertake tour.**

SPECIAL CONDITIONS

1. The bids should be accompanied by an Earnest Money Deposit @**Rs.70,000/-** in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The validity of the of Pay Order/CDR/ Demand Draft must be up to 06 months starting from the date of issue of this tender. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of **“ State Life Insurance Corporation of Pakistan RWP”** as earnest money, which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of tour to successful bidder (s) respectively.
2. Sales Tax Registration Certificate FBR must be attached with tender.
3. Certificate of National Tax Number.
4. Proof of Active Tax Payer
5. All rates must be quoted with applicable Taxes.
6. The tender submission after the due date & time will not be entertained. The in-time Submission of tender will be onus of bidder (s).
7. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
8. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
9. No Advance payment will be admissible; the whole payment will be made after completion of tender.
10. In case of any query please contact Mr. Mudassar Rehman, AM (HR&A), Phone. No : **0315-5337463**.

BILL OF QUANTITY

To be filled by vendor

Estimated Cost of Tour Rs: 1,400,000/- (with GST)

<u>Tour Services</u>	<u>No. of Tourists</u>	<u>Rate Per person inclusive of GST (16%)</u>
Three (03) days Two (02) nights of Naran & Kaghan with all services as mentioned in Tour schedule.	80 to 100 persons Approx	

(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

EVALUATION CRITERIA

Following documents are mandatory to be submitted to qualify the Tender.

S. No	Requirement	Marks
1	Copy Of Certificate of National Tax Number.	20
2	Copy Of GST Registration Certificate.	20
3	Copy Of Proof being Active Tax Payer.	20
4	Bid Security 03% (Return able)	20
5	Proof Of 05 Year's experience	20
	Total Marks	100

Eligibility Marks: 80

FORM OF BID

Incharge (HR&A)/ Secretary (ZPC),
State Life Building No.1
The Mall,
Rawalpindi

To be filled by Vendor

Dear Sir,

Tender Reference **No. NO HR&A/RZ/02/2025.**

Nature of Tender: **Hiring of Tour Service for Kaghan & Naran.**

Having examined the Bidding Documents, for the Hiring of Tour Service for Naran & Kaghan, we the undersigned, being a company/vendor doing business under the name _____ of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. _____ drawn in favor "State life"
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature _____

In the capacity of _____ duly authorized to sign bid for and or behalf of _____.

(Name of Bidder/Firm in Block Capitals)

(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

Name of Vendor/ Firm	_____
Registered Address	_____
Telephone No.	_____
Cell No.	_____
Fax No.	_____
E-Mail	_____
Name of Official (Who will represent vendor/ Firm on the day of tender opening)	_____
NTN No.	_____
Sales Tax No.	_____
Vendor/ Firm rep Signature	_____
CNIC No.	_____
Seal Of Firm	_____

Signature of the Authorized Signatory

Designation:
(Office seal of the Bidder)

UNDERTAKING

We, M/s _____/undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the applicant shall be responsible for action to be taken against him by the client as deemed fit.

We also under take that our company/firm is not black listed by any Government Department.
We are registered company/firm as per FBR Registration Rules, having status as active taxpayer.

We are not in the process of bankruptcy.

We have never been convicted for an offence concerning the professional conduct.

We have fulfilled all obligations related to payment of taxes to the Govt of Pakistan.

We were never found guilty of serious mis-interpretation/mis-representation of facts in supplying information in past nor providing herewith as such.

Signature of the Authorized Signatory
Name _____

Designation:
(Office seal of the applicants)

Date: - _____

Place: - _____

THE END