



**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.24.02.2025

**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/01/2025.

Dear Sir,

Kindly advertise the State Life's enclosed Tender Notice # HR&ADMIN/SWL/01/2025 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.



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**TENDER NO. HR&ADMIN/SWL/01/2025 DATED 24 -02-2025**

**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

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>25-03-2025 11:00 a.m</b>	<b>25-03-2025 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://eprocare.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 **25-03-2025** 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 **25-03-2025** 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

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## **BID DOCUMENT**

**FOR**

**THE PURCHASE OF COURIER SERVICES  
TENDER NOTICE No.HR&ADMIN/SWL/01/2025  
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

Tender Inquiry No	HR&ADMIN/SWL/01/2025
Closing date & time for submission of bids	25.03.2025 11.00 a.m. Sharp
Date & time of opening of Financial bids	25.03.2025 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 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)**