STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENT

TENDER NOTICE NO. PO/CPD/HRD/37/2026

HIRING SERVICE OF SECP APPROVED/ AUTHORIZED INSTITUTES FOR THE CERTIFICATION OF AGEN'S FOUNDATION COURSE

Sealed bids are invited in accordance with PPRA rules (through EPADS) under the 'Single Stage – One Envelope Procedure', **from the institutes approved/authorized by the Securities and Exchange Commission of Pakistan (SECP)** for hiring the services of certification of Agent's Foundation Course. The institutes shall be registered with the relevant tax departments, have their own office and phone number. Initially contract will be signed for a period of 01 year (further extendable for 02 years) with mutual consent of both the parties.

Detailed Terms and Conditions are given below:

SCOPE OF WORK:

Certification of Foundation Course for sales agents. In terms of the Securities and Exchange Commission of Pakistan (SECP) Rule 34 (c) of the Insurance Rules 2017, It is pertinent to mention here that, the average participation in Foundation Course is expected to be between 8,000 to 15,000 persons. Furthermore, participation may increase/ decrease in any corresponding year.

CERTIFICATION PROCESS:

The participating institutes, while submitting their bids, shall comply with all mandatory requirements of the certification process, which shall not be limited to the requirements stated herein. These requirements shall be binding and shall form an essential part of the bidding and execution framework. The certification process shall be carried out through instructor-led, classroom-based, and paper-based assessment and record-keeping mechanisms. The modus operandi for the conduct of training, assessment, and certification shall be mutually agreed upon between State Life Insurance Corporation of Pakistan and the approved/selected institute.

TERMS AND CONDITIONS:

1- The Most advantageous Bid would be accepted.

2- Payment will be processed for

3- All the bids must include all applicable taxes.

4- **Bid validity:** The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.

5- Successful bidder will sign an agreement with SLIC after award of contract.

6- All bidders should submit Bid Securing Declaration on EPADS system completed in all respect before closing date and time (else their bid will be rejected on the EPADS system).

7- Evaluation of the submitted bids shall be carried out as per criteria given below;

   a. Approved/ Authorized by SECP (Mandatory requirement).
   b. NTN Registered (Mandatory requirement).
   c. Having own office address, phone number (Mandatory requirement).

8- Rates shall be submitted as per financial template given below;

S.N	Name of Certification to be issued	Rates per Certificate (inclusive of all taxes) in PKR
01	Agent's Foundation Course	Rs./=

9- 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.

Secretary CPC,
Central Procurement Division
5th Floor, State Life Building No. 9,
Dr. Ziauddin Ahmed Road,
Karachi. Tel: 021-99204521

BID SECURING DECLARATION

Tender No.: ___________________

To: **State Life Insurance Corporation**

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceeding for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid during the period of Bid validity specified in the letter of Bid; or

(b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the bidding documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder* ____

Name of the person duly authorized to sign the Bid on behalf of the Bidder ____________

Title of the person signing the Bid ____

Signature of the person named above ____

Date signed________________________________ day of __________________________

Rates shall be submitted as per financial template given below;

S.N	Name of Certification to be issued	Rates per Certificate (inclusive of all taxes) in PKR
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