STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

State Life Insurance Corporation of Pakistan

Tender Document
Tener Notice No PO/CPD/HR&A/30/2026

Hiring of Human Resource Consulting Firm for Executive Search, Head Hunting and Recruitment Process Outsourcing (RPO) Services.

Date of Issue : 07.11.2026
Last Date & Time of Submission : 23.11.2026 **(11:00 am)**

At Principal Office, 05th Floor, State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi.

INVITATION OF BID

1. BACKGROUND

The State Life Insurance Corporation of Pakistan is owned by Government of Pakistan and was established under the Life Insurance (Nationalization) Order, 1972. The major function of State Life Insurance Corporation of Pakistan is to carry out Life and Health Insurance Business; however, it is also engaged in other related business activities such as investment of policy holders fund in Government securities, Stock market, Real Estate etc.

2. INVITATION TO BIDS

State Life Insurance Corporation of Pakistan (hereinafter referred as "SLIC") invites sealed bids/proposals for provision of services of HR Firm for recruitment under the Head Hunting in different cadres of SLIC as and when required basis (tax registered and experienced HR Firm). Technically and financially qualified HR Recruiting Firm will be offered contract for completion of the tasks mentioned above.

3. INSTRUCTION TO HR FIRMS (THIRD PARTY)

SLIC will follow Public Procurement Rules, 2004 (PPRA) and the Procurement of Consultancy Services Regulations, 2010 for the entire bidding process. **The quality and cost method shall be adopted for selection of HR Firm.** SLIC will adopt single stage two envelopes bidding procedure to call for proposals.

(i) **Technical Proposal**

In the first instance, the "Technical Proposal" shall be opened from the EPAD system. The SLIC shall evaluate the technical proposal as per evaluation criteria given below in this document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the SLIC shall download the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The HR firms who will get required marks in technical evaluation will be called for financial bid opening.

(ii) **Financial Proposal**

The financial bids of firms whose technical proposals are found nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be

evaluated on the basis of SLIC evaluation criteria. Bidder Firms are required to submit the financial proposal on their Firm / Company letter head as per following format:

Sr.N		Management Cadres	Quoted Rate in Percentage as % of Salary (including of all taxes)
1	Head Hunting	i. For Position of Senior Management , Chiefs and Divisional Head, C-Level or Specialized (Salary Range) at least Rs.500,000	
		ii. Upto the Manager Level (Salary Range) At least Rs. 250,000	
		iii. Junior Management upto Dy. Manager Level Salary Range (at least Rs. 75,000)	

Most advantageous bidder would be awarded the work order.

4. CONDITIONS FOR ELIGIBILITY

The successful HR Firm, fulfilling the following criteria, will be considered as eligible HR Firm for the bidding process:

4.1 Eligibility for HR Recruiting Firm:

i. The firm must be registered as a HR Recruiting Firm.
ii. Firm must have NTN certificate, SRB Certificate and must fall under the category of "ACTIVE FILER" of taxes.
iii. The HR Firm must have HR qualified professionals (List of professionals is mandatory along with their necessary documents)
iv. The HR Firm must have HR qualified professionals (List of professionals is mandatory along with their necessary documents)

Note: Verifiable documentary proof for all above requirements is a mandatory requirement, non-compliance will lead to disqualification.

5. SCOPE OF SERVICES:

State Life is leading insurance provider in Pakistan, providing several scheme and product to the various segment of society under the head of Life and Health insurance services, through its field force and agencies, State Life administrative unit is dealing with providing support of account audit, actuarial, legal, IT, Investment, Real Estate and other supportive services for the smooth running of the Agencies services and better facilities to the policy holder. In order to fill the gap various vacancies in SLIC, A HR Firm is going to be hired as stop gape arrangement.

5.1 Recruitment Process:

- Provide Human Resources as skill set demanded by SLIC.

a. Advertisement

(i) HR Firm ensures to meet all the codal formalities required for induction as per current directions provided by the Federal Govt.

(ii) Publish the advertisements for all the positions as may be declared vacant by the SLIC from time to time for various job groups.

(iii) Hold at least one consultation meeting with SLIC's focal person and provide expert advice/Input to ensure that the draft advertisement captures the job requirements.

(iv) The Calling of applications (Applications may be received through on-line or through conventional method or both as mutually agreed) at the closing date of advertisement. The official advertisement for the vacancies will be issued by the selected bidder in the newspaper; however, the SLIC will post/use the same advertisement for sourcing purposes on its official sites or job boards. In case of any discrepancy from the actual post advertised by bidder is found, firm will be solely responsible.

(v) The selected bidder/ firm will be bound to provide the draft of advertisement in accordance with the SLIC's provided requirement for vetting purpose. After vetting/ verification, the same will be process for publication in the newspaper and in the job ad, email/ postal address (as mutually agreed between SLIC and Firm).

b. Applications Handling:

(i) Candidates will directly apply on the medium prescribed by firm and SLIC (mutually agreed) in the given advertisement.

(ii) The firm will receive the direct applications against the advertised as well as firm will reach out to potential candidates and provide information regarding position, by using multiple mediums. The firm shall use all efforts to attract qualified & experiences candidates to apply for the job.

(iii) The Firm will receive the applications against the advertised positions by assigning an "Application No." and with record of "Date of receipt of application". This "Application No." and "Date of receipt of application" should be duly traceable, if required and will be provided to the applicants as acknowledgment of receipt of application. The Firm will ensure a mechanism that no application should be considered after the expiry of last date of submission of Applications.

(iv) The firm will develop a valid and reliable database for maintaining the record of all applicants against advertised posts and will ensure the minimum fields of the data base are available as determined by SLIC. This database will be classified information and will not be used for any purpose other than for SLIC.

(v) The firm must have the ability to process and evaluate above 1000 or more applications for recruitment of different categories.

(vi) The Firm will be responsible for answering any query raised by the applicants and will resolve/guide the candidates in case of any difficulty/ambiguity faced by them during the application process by maintaining a valid telephone number and a responsive e-mail facility.

(vii) The Firm will ensure a mechanism that only eligible candidates are able to submit applications against a particular position however information provided by the applicant will be crossed check with documentary evidence.

C. Screening Process:

(i) The screening of the applications will be made by the Firm as per criteria mentioned in advertisement and generate the candidates list with 'Eligible', 'Ineligible'.

(ii) Within 7 working days from the closing date for submission of applications, the firm shall share summary of applications received along with relevant information for the advertised position prior to shortlisting.

(iii) Firm shall receive all the applications, screen in line with the job requirements

i.e. age, qualification, and experience and generate list of eligible and ineligible candidates.

(iv) Firm shall conduct initial written test/ interviews, of all the candidates fulfilling the minimum requirement, to evaluate the technical and behavioral aspects of eligible candidates and share a detailed report containing advice and record of the written test/ interview proceedings to SLIC for final interviews by the Selection Committee of SLIC.

(v) Along with detailed report, initially firm shall share top 05 shortlisted candidates with their complete attested documents (as per advertised criteria) i.e. Education, experience certificates, equivalence certificates (if required), initial interview assessment sheet, scoring, suitability with the role for final interviews. However, the SLIC reserves the right to increase or decrease the number of candidates to be appeared for interviews against any post in final interview round with selection committee based on the detailed report submitted by the firm and organizational requirements (if deemed required).

Firm will liaise with candidates throughout the recruitment process to ensure that candidates have a positive experience.

D. Reporting:

Provide weekly updates to SLIC on the recruitment process in form of mutually agreed format.

Handover complete data of project pertaining to each recruitment with SLIC HR upon closure of the position.

The HR Firm (Third party) shall ensure that there is no conflict of interest of any of its shortlisting team with candidates.

The HR Firm shall provide access to the process as and when required by SLIC for monitoring purpose.

The HR Firm (Third party) shall ensure that the entire evaluation process shall be carried out in highly transparent, professional, and objective manner using most modern techniques and best HR practices prevalent in the corporate world.

The HR Firm (Third party) shall be exclusively responsible to address complaints, demands and claims if any from the prospective candidates or any third party about shortlisting of candidates by the Headhunting Firm or any other act done in the course of performance of its duties accruing from the contract. The HR Firm (Third party) also undertakes to indemnify SLIC against any such complaints, demands and claims.

The HR Firm (Third party) shall ensure that all applicable laws are strictly adhered to in the course of evaluation/screening/shortlisting process.

SLIC reserves the right to withdraw one or more positions at any time (before and during the execution of contract), especially, if the referred candidates do not meet the desired quality and experience.

E. Deliverables / Services with timelines:

Timelines for provision of deliverables / services are as under from the awarding of Contract to successful HR Firm:

The HR Firm will provide list of initial scrutinized candidates for required positions within 07 Days to SLIC from the last date of receipt of applications as mentioned in job advertisement.

Summary Reports of eligibility/ineligibility status of applicants along with reason & resumes and related forms. Any other ancillary deliverable, if so required.

6. Documents Required:

The Firms have to submit applications with all necessary documents:

a) ***Registration with Income Tax / Services Revenue Board SRB (Service Tax) (Mandatory)***
b) Company profile (Human Resource details, Financial Health)
c) Client portfolio- National & International
d) Summary of all pending litigation by or against the company or any of its Directors or key Executives is required to given on an Undertaking duly signed by Chief Executive
e) Should have proved track record of Minimum 05 years of providing HR Recruitment services to reputable Multinational and Public Sector Organizations (local & foreign)
f) Experience of handling public sector organization preferably in Human Resource Management.
g) List of Sr. Executives and lead Consultants
h) An affiliation with a renowned National / International HR Consortium / Body shall be preferred.
i) A dedicated and experienced team under the company's lead consultant to undertake Project / Assignment.
j) Complete details, including qualifications and experience and technical & professional expertise of the personnel who would be dedicated / made available to State Life Insurance Corporation of Pakistan.
k) Last three years financial audited reports duly issued /verified by QCR ratings by ICAP/ SBP approved auditor.
l) Bank statement showing financial strength (five years)
m) Affidavit / undertaking on Rs. 100 stamp paper that the company is not black listed and nor under any litigation, duly attested by notary public

Note: **Verifiable documentary proof for all above requirements is a mandatory requirement, non-compliance will lead to disqualification.**

7. The services of HR Firm (Third party) is required for the initial period of three (03) years and further extendable in terms of defined Rules & Regulations.

8. Technical Evaluation Criteria (Total Marks:100)

Qualification Marks: 70
(50% in each category except # 02)

HR Recruitment Firms will be evaluated as per criteria defined below:

1. Company Profile & Experience

(Marks Allocated 10)

Experience (specifically in relevant field)	Marks
07 years & above	10
05 years & above	05
03 years & above	03

*Experience certificate signed by CEO/Senior Executive with supporting documents i.e. contract copies etc. must be attached with technical bid.

2. Registered Operational Office / Branch Office **(Marks Allocated 10)**

No of Registered Offices	Marks
At least 01 office at Karachi	02
At least 01 office at Islamabad	02
At least 01 office at Lahore	02
At least 01 office at Peshawar	02
At least 01 office at Quetta	02

(Karachi/Lahore /Islamabad office is mandatory)

(Please provide all details of registered offices on company letter along with complete address, telephone, fax and key person detail for verification purpose)

3. Public Sector Client Portfolio / Experience of No. of relevant HR Assignments / Projects successfully completed through Recruitment as Third Party

(Marks allocated 10)

Client Details	Marks
20+ well recognized clients (Public Sector Enterprise) at National/International Level	10
10-20 well recognized clients (Public Sector Enterprise) at National/International Level	07
5-10 well recognized clients (Public Sector Enterprise at National/International Level	05

*Participants will provide the list of clients and a certificate from client or any evidence of completion of similar assignment for the respective client.

4. Private Sector Client Portfolio / Experience of No. of HR Assignments / Projects successfully completed through Recruitment / Head Hunting

(Marks allocated 10)

Client Details	Marks
20+ well recognized clients (Private Sector Enterprise) at National/International Level	10
10-20 well recognized clients (Private Sector Enterprise) at National/International Level	07
5-10 well recognized clients (Private Sector Enterprise) at National/International Level	05

*Participants will provide the list of clients and a certificate from client or any evidence of completion of similar assignment for the respective client.

5. Qualification and Competence of the Key Staff detailed

(Marks allocated 20)

A dedicated team of full time personnel who have adequate exposure to undertake the relevant type of assignment, as well as substantial knowledge of National issues and the domestic scenarios.

Personnel constituting the team would comprise of Senior Professionals & Lead Consultant.

Position	Qualification	Recruitment Experience	Nos.	Marks
Team Leader/ Senior Project Manager	At least Graduate	06 years	At least 05 members	10
Sr. Associates		04 Years	At least 04 members	06
Team Member/Associate		03 Years	At least 04 members	04

(The CVs of all professional should be enclosed including proof of their employment with bidder)

6. Financial Strength:

(Marks allocated 10)

Financial Turn over	Marks
Annual Turnover of Rs. 500+ Million	10 Marks
Annual Turnover of Rs.300-499 Million	07 Marks
Annual Turnover of Rs. 100-299 Million	05 Marks

6. Adequacy of the proposed Work Plan and Methodology in responding to TORs

(Marks allocated 30)

Qualification	Marks
Organizational Structure illustrating the composition and reporting relationship of the team	10
Methodology and approach for tasks identified in TORs	10
Work giving comprehensive description of the work activities and time schedule etc.	10

GENERAL TERMS AND CONDITIONS:

Bid Security / Earnest Money

a. Earnest Money Deposit Rs. 100,000/- would be furnished by the bidder in form of Pay-order /Demand Draft in favor of "State Life Insurance Corporation of Pakistan" at the time of submission of technical bid on EPAD system and original hard copy shall be delivered at the mentioned address before closing date and time.

b. This amount will be returned to unsuccessful bidders after completion of codal formalities and to successful bidders at the time of issuance of work order.

c. In case selected respondent refuse to sign the agreement within the reasonable time may result in punitive action/ forfeiting of bid security or both.

d. All bidders shall submit integrity pact along with their technical bids as per format attached at- Annex-A if the value of bid is more than 10 million.

e. All terms and conditions of the PPRA Rules are essential parts of this Tender.

I. Arbitration/Resolution of disputes

1. Dispute if arises before contract implementation may be settled in line with PPRA Grievance Redressal method.
2. Any difference or dispute arising out of or in connection with the contract between the SLIC and the successful Bidder which cannot be amicably resolved shall be referred to Arbitration, two Arbitrators to be appointed by each party of such difference / dispute and to an Umpire to be appointed by the Arbitrators. Such Arbitrators and Umpire shall together proceed to adjudicate the dispute in accordance with the Pakistan Arbitration Act, 1940 as amended from time to time.
3. During the course of arbitration, the successful bidder shall not suspend the performance of his responsibilities and obligations under the Contract unless authorized by the SLIC in writing to do so.
4. The agreement shall be governed by Pakistan Law and the arbitration language shall be English.

II. Blacklisting policy

Blacklisting policy will be implemented in line with PPRA Rules and SLIC Blacklisting Policy.

III. Termination of Contract

1. In case a contract / order is placed on the basis of this tender SLIC may without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier terminate the Contract in whole or in part:
   i. If the successful bidder fails to deliver any or all of the goods/ performances within the time period(s) specified in the Contract / Order, or any extension thereof granted by SLIC.
   ii. If the successful bidder fails to perform any other obligations(s) under contract/order, or.
   iii. If the successful bidder, in either of the above circumstances, does not cure its failure within a period of 30 days after receipt of the default notice from SLIC.
   iv. In case of any instruction received from Federal Government.
2. In case 1st lowest evaluated bidder does not respond within due time, then earnest money of the respective successful bidder will be confiscated, old purchase order/ agreement will be cancelled and new purchase order/ agreement will be issued to 2nd lowest evaluated bidder.

IV. Payment Mode & Terms:

i. The payment for each position will be made to the HR Firm (Third Party) after the completion of whole assigned project. SLIC will pay fee to the firm after deduction of all taxes and any penalty imposed etc. (if any).

ii. The HR Firm shall submit an error free Invoice, in terms of the above said payment schedule, to SLIC with all supporting data / documents.

iii. Subject to deductions of applicable taxes, levies, and penalties, if any, the Company undertakes to pay all valid Invoices in full within Thirty (30) days from raising of invoice.

iv. If a hiring process gets ended without selection of candidate (s) due to any SLIC management decision, the fee will be paid as follows:

Last Step of Recruitment	Amount Payable to the Firm
Position cancelled by SLIC after Advertisement but prior to applications submission deadline.	SLIC will pay all cost of advertisement only.
Applications screening & initial applications Shortlisting Performed	SLIC will pay 10% of total fee per advertised position.
Initial written/ Interviews & assessments conducted by Firm	SLIC will pay 30% of total fee per advertised Position.
Interviews conducted by SLIC selection committee, and no suitable candidate found.	SLIC will pay 50% of total fee per advertised position.
In Case of re-screening from the same pool	SLIC will not pay any additional charges. Payment will be made upon selection of candidate from the re-screened same pool.
In Case of re-advertisement of the said post	It will be treated as a new assignment and payments will be made according to the payment terms upon completion of project on quoted rate.

v. PERFORMANCE GUARANTEE:

Successful bidder shall be required to submit performance guarantee equivalent to 02% of the total bid value which shall be retained for entire contract period and shall be returned after expiry of the contract or may be confiscated in case of any violations in terms of relevant tender clause.