

Tender Notice No. PO/CPD/HR&A/27/2026

**SCANNING, INDEXING & DIGITAL ARCHIVING
OF PERSONAL FILES OF STATE LIFE EMPLOYEES**

State Life Insurance Corporation of Pakistan (SLIC) invites financial bids in accordance with PPRA Rules-2004 under single stage one envelopes procedure from reputed service providers dealing in services as mentioned above. Intended bidders must be registered with Income Tax/Sales Tax Departments and having its own offices and telephone no (if found contrary Tender will be rejected).

Title of Work	Earnest Money (Fixed)	Last date & time for submission of bids	Date & Time for Opening of Technical Bids
Scanning, Indexing & Digital Archiving of Personal Files of State Life Employees (Details And Terms and Conditions as Per Tender Document)	PKR 20,000/-	30-06-2026 till 11.00 am	30-06-2026 11.30 am

- Tender Notice along with Tender Document can be seen/downloaded from PPRA website i.e. www.ppra.gov.pk also tender notice along with tender document has been uploaded on EPADS system and State Life website i.e. 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.
- Filled tenders must be submitted through their e-mail address latest by 30-06-2026 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.

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

SECTION-I: INSTRUCTIONS TO BIDDERS (ITB)

1.1 General

State Life Insurance Corporation of Pakistan (hereinafter referred to as "SLIC" or the "Procuring Agency") is a government-owned entity established under the State Life Insurance Corporation Ordinance, 1972. This procurement is governed by the Public Procurement Regulatory Authority (PPRA) Rules, 2004, as amended from time to time.

Bidders are requested to read these instructions carefully before preparing and submitting their bids. Failure to comply with any requirement may result in rejection of the bid.

1.2 Eligible Bidders

- The bidder must be a legally registered company / firm in Pakistan under SECP or the relevant authority.
- The firm must be an active income taxpayer and registered for Sales Tax (GST) where applicable.
- The firm must not be blacklisted by PPRA, any Government department, or under litigation involving fraud or corrupt practices.
- The firm must have a minimum of 3 (three) years of experience in document scanning and digital archiving.
- The firm must have relevant technical equipment for professional-grade scanning (ADF / paper tray scanners; lamp scanners are NOT acceptable).
- The firm must submit valid documentary evidence of all eligibility claims.

1.3 Language of Bid

The bid and all correspondence shall be written in English. Documents in other languages must be accompanied by an authenticated translation.

1.4 Documents Comprising the Bid

The bid must include:

- Bid submission letter (on company letterhead, signed by authorized person).
- Copy of NTN certificate (active taxpayer status).
- Copy of STRN / GST registration certificate.
- Bid Security (original bank guarantee or pay order).
- Completed BOQ with unit rates (Rs. per page) and total amount.
- List of equipment (make, model, ADF capacity, DPI capability).
- Company profile and experience certificates for at least 2 similar projects.
- Undertaking of non-blacklisting (on judicial stamp paper).
- Authorization letter of the signatory.

1.5 Bid Security

The bid must be accompanied by a bid security of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of a bank guarantee or pay order issued by a scheduled bank, valid for at least 90 days beyond the bid validity period. Bids without valid bid security shall be rejected.

The bid security shall be forfeited if the successful bidder fails to execute the contract or withdraws the bid after acceptance.

1.6 Bid Validity

Bids shall remain valid for a period of ninety (90) days from the date of bid opening. A bid valid for a shorter period shall be rejected as non-responsive.

1.7 Deadline for Submission of Bids

Bids must be submitted on or before [Date] at 12:00 Noon (Pakistan Standard Time). Bids received after this deadline shall not be considered. SLIC may extend the deadline by issuing an addendum in accordance with PPR Rule 25.

1.8 Bid Opening

Bids shall be opened publicly on [Date] at 12:30 PM at the HR&A Division, SLIC Head Office, Karachi. The names of bidders, bid amounts, and the presence or absence of bid security shall be announced. Bidders or their authorized representatives may attend.

SECTION-II: TERMS AND CONDITIONS OF CONTRACT

2.1 Contract Formation

Upon acceptance of the lowest evaluated responsive bid, SLIC shall issue a Letter of Intent (LoI). The contract shall be executed within 10 working days of LoI. Failure to execute the contract shall constitute abandonment and bid security shall be forfeited.

2.2 Period of Contract

The contract shall be completed within 30 days from the date of commencement. Time is of the essence of this contract.

2.3 Payment Terms

Payment shall be made on a per-page basis, strictly as per actual pages scanned, verified, and accepted by the authorized representative of SLIC. Withholding tax (Income Tax and Sales Tax) shall be deducted at source as per prevailing Government rates.

2.4 Confidentiality

The contractor shall maintain strict confidentiality of all employee data. No data shall be shared, copied, transferred, or retained beyond project completion. A confidentiality undertaking on judicial stamp paper shall be submitted before commencement of work.

All original files shall be returned intact to SLIC upon completion of scanning.

2.5 Data Security

The contractor shall ensure that:

- All scanning is performed at SLIC premises or designated secure location.
- No unauthorized personnel have access to the files.
- Scanned data is submitted only to authorized SLIC personnel on sealed USB storage media.
- No copies are retained by the contractor after project completion.

2.6 Quality Assurance

SLIC reserves the right to inspect and quality-check scanned files at any stage. The contractor shall re-scan any pages found to be below the prescribed quality standard at no additional cost.

2.7 Termination

SLIC may terminate the contract for cause (default, fraud, breach of confidentiality, substandard work after notice) or for convenience with 14 days written notice. In case of termination for cause, bid/performance security shall be forfeited and the contractor may be blacklisted.

SECTION-III: TECHNICAL SPECIFICATIONS & SCOPE OF WORK

3.1 Overview

The contractor shall provide complete Scanning, Indexing, and Digital Archiving services for personal files of State Life Insurance Corporation employees. The work shall be performed in accordance with the specifications detailed herein.

3.2 Scope of Work

- High-quality scanning of complete personal files of all covered employees.
- Proper indexing and tagging of each scanned file as per prescribed naming convention.
- Creation of structured digital folder hierarchy per employee.
- Delivery of scanned data on USB storage media in searchable PDF format.
- Verification and quality control of all scanned documents.
- Secure data handling and maintenance of a chain of custody log.

3.3 Technical Requirements

3.3.1 Scanning Equipment

- Scanner Type: ADF (Automatic Document Feeder) / Paper Tray scanner ONLY. Lamp/flatbed-only scanners are NOT permitted.
- Minimum scanning resolution: 600 DPI (color as appropriate).
- The contractor must provide a list of scanning equipment (make, model, ADF capacity) at bid stage.

3.3.2 Output Format

- All documents must be scanned as Searchable PDF (PDF/A-1b preferred).
- OCR (Optical Character Recognition) must be applied to all pages.
- File size must be optimized without compromising legibility.

3.3.3 File Naming Convention

Each employee's personal file shall be saved in a separate folder with the following naming format:

CS No - Employee Name - Designation - P.O

Example: CS-12345 – Ali Ahmed – Assistant Manager – P.O

- CS No: Unique identification number of the employee.
- Employee Name: Full name as per service record.
- Designation: Current/last-held designation.
- P.O: Personnel Order reference.

3.3.5 Quality Standards

- All scanned pages must be legible, properly oriented, and free from skew, shadow, or blur.
- A quality audit of at least 5% of scanned pages shall be conducted by both parties.
- Any page below acceptable quality shall be re-scanned at contractor's cost.

3.4 Delivery

- Scanned data to be delivered on USB storage media (encrypted, with hardware write protection).
- A detailed index/manifest file listing all scanned files to be provided.
- Delivery shall be in batches as agreed with SLIC's authorized representative

SECTION-IV: STANDARD OPERATING PROCEDURE (SOP)

4.1 Scanning Process

- Files must be handled with care to avoid damage to original documents.
- Scanner must be calibrated daily to ensure consistent output quality.
- Each page must be checked for proper orientation before scanning.
- Double-feeding must be detected and corrected immediately.
- Scanner type must be ADF (paper tray); lamp scanners are strictly prohibited.

4.2 Post-Scanning Process

- Scanned files must be reviewed page-by-page for quality before final saving.
- Files shall be named and saved per the prescribed naming convention.
- OCR must be applied before finalizing the PDF.
- A soft copy index file (Excel) listing all employee files, CS No, designation, and page count shall be submitted with each delivery.
- Original files shall be returned to SLIC in their original order and condition after scanning.

4.4 Security Protocol

- Access to scanning area shall be restricted to authorized contractor staff only.
- No mobile phones or personal recording devices shall be allowed in the scanning area.
- All USB media shall be encrypted and handed over directly to the designated SLIC officer.

SECTION-V: BILL OF QUANTITIES (BOQ)

S.No	Description of Service	Approx. Qty (Pages)	Unit Rate (Rs./page)	Total Amount (Rs.)
1	Scanning, Indexing & Digital Archiving of Personal Files (including OCR, naming, folder structure, and delivery on USB media)	650,000	_____	_____
	Total Bid Amount (Exclusive of GST)			Rs. _____
	GST @ ____%			Rs. _____
	GRAND TOTAL (Inclusive of GST)			Rs. _____

Note: Payment shall be made strictly as per actual scanned and verified pages. The estimated quantity of 650,000 pages is indicative only and does not constitute a guaranteed minimum.

SECTION-VI: EVALUATION CRITERIA

5.1 Basis of Evaluation

This procurement follows Single Stage – One Envelope procedure as per PPRA Rule 36. Bids will be evaluated on a Least Cost (L-1) basis after ensuring technical responsiveness.

5.2 Preliminary Examination

SLIC shall first examine bids for completeness and eligibility. Bids that do not meet the following shall be rejected:

- Bid Security not enclosed or invalid.
- Bid not signed by authorized representative.
- Mandatory eligibility documents missing.
- Bidder is blacklisted.

5.3 Technical Evaluation

Technically responsive bids shall be those meeting all minimum technical specifications including:

- ADF scanner (non-lamp) – confirmed by equipment list.
- 600 DPI or higher scanning capability.
- Experience of bidder in documents scanning services.
- Financial capabilities
- Number of Existing Clients provided with similar services
- List of professional on permanent strength.
- Confidentiality undertaking submitted.

5.4 Right of SLIC

SLIC reserves the right to reject all bids prior to acceptance as per PPRA Rule 33, without incurring any liability.