

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
FAISABAD ZONE EAST & WEST
TENDER DOCUMENT OF HIRING SERVICES OF CASH CARRY/CASH IN TRANSIT VAN
TENDER ENQUIRY #FZ/HRA&P/004/Cash Van/2024

State Life Insurance Corporation of Pakistan, Faisalabad Zone intends to invite sealed bids (through EPADS), Under Single Stage, Single Envelope procedure, from NTN/GST Registered well-recognized Security Companies having Own Office, Phone/Fax number. Cash Carry Van Services for the following places:-

1. State Life Building 2 Liaquat Road Faisalabad Zone.

2. Cash Counter Fawara Chowk Jaranwala

3-Cash Counter Gojra Road Samundree.

General Terms & Conditions:

1. Bids to be submitted at EPADS system of PPRA(No Physical Bid Accepted Except CDR) Last Date for tender is 09-08-2024 up to 11:00 AM and Tender will be opened on 09-08-2024 at 11:30 AM in the office of In-charge (HRA&P),6th Floor State Life Building 2- Liaquat Road Faisalabad Zone,
2. Only GST registered Security Companies (active tax payers) can participate in the tender.
3. Competent Authority reserves the right to reject any/all items or any/all bid(s) or proposals According To PPRA Rules & Regulations.
4. The quoted price must be irrevocable /unconditional.
5. Bid security/Earnest money must be in lump sum amount Rs. 57,000/- shall be deposited by the bidder/vendor in the form of CDR/Pay Order/Demand Draft favoring State Life Insurance Corporation of Pakistan (Estimated value of the procurement is Rs.1900,000/-).
6. Bid Received after the above deadline or without Bid Security/Earnest Money and or less than required amount shall not be accepted.
7. The Successful bidder shall deposit Rs. 57,000/-in the form of CDR/Demand Draft/Pay Order as Performance Guarantee (PPRA rule 39).
8. The bid found to be the lowest evaluated bid shall be accepted.
9. Validity of the bid will be valid up to 28-02-2025 from the date of opening of bid, which may be extendable on mutual consent.
10. The Bidders are hereby informed that the State Life Insurance Corporation of Pakistan shall deduct Income Tax & Sales Tax at the rate prescribed under provincial or federal tax laws, from all Payments of successful Bidder at the time of payments and Proper documentation is required for claim of tax exemption (if any).
- 11.The contract shall deem to be considered as cancelled if the vendor fails to provide agreed services.
- 13.The rates quoted should be in Pak Rupees inclusive of all applicable taxes as per Govt rules and expenses (if any). The rates quoted will be treated as final and must be valid till ending of agreement period.
14. Agreement period shall start after placement of confirmed work order or signing of formal agreement Whichever is earlier.
15. Office working days are Monday to Friday. Sometime Saturday and Sunday Cash Counters open which shall Be communicated one day before.

Applicant cannot apply if they:-

1. Are not GST/Income Tax registered company.
2. Are bankrupt or in process of going bankrupt/Blacklisted.
3. Have been convicted for an offence concerning the professional conduct.
4. Have not fulfilled obligations related to payment of taxes.
5. Are guilty of serious Mis-interpretation or Mis-representation of facts in supplying information.

6. Eligibility criteria mentioned in tender documents must be observed and fulfilled.

7. Single Stage Single Envelope Procedure will be adopted.

MANDATORY REQUIREMENTS

The service provider should have:-

Minimum fleet size of 20 specifically fabricated cash vans (Own/Leased) in Major Cities of Punjab.

The cash vans must be GPS enabled monitored live with Geo- fencing mapping.

Cash vans to have CCTV inside.

Vans must be bullet proof and must be as per State Bank SOP's.(Chang Time By Time if any)

One Cash Carry/Cash in transit Van (and one as a reserve to be available with service provider) with Crew members as two armed guards (Ex-Servicemen) One Executive member and One Driver for transporting cash between Bank and State Life offices.

One Cash Carry/Cash in transit Van as and when required during banking hours and after banking hours in routine days and volt facility during holidays.

Vendor must have comprehensive insurance coverage from an insurance company having A or AA rating by PACRA

Vendor must have nationwide collection and distribution network Head Office, Branch office/service center) fully equipped with reliable & experienced staff and fleet of modern armored vehicles

SPECIAL INSTRUCTIONS

- State Life reserves the right to cancel a location of service any time without any impact on rates and tender.
- Approximate average daily cash in transit/to be carried is Rs. 10-15 Million during normal business days. This average increase manifold i.e., as Rs. 25-30 million daily during quarterly and annual closing days.
- Bidder shall be bound to provide services at locations/proposed locations at approved rates without any additional cost.
- Bidder shall collect cash daily (working days) and during off days as per instructions of focal
- persons, the names of whom shall be communicated at the time of signing agreement.
- SOP's of cash collection from State Life, Cash Counters shall be discussed at the time of agreement with successful bidder.

SECRETARY

Zonal Procurement Committee,

State Life Insurance Corporation of Pakistan

6th Floor, State Life Building,2 Liaquat Road Faisalabad Zone

Phone # 041-9201737(03009653536)

Technical Evaluation Criteria Annex-I

(Following Documents are Mandatory)

All the bidders must fulfill below mentioned conditions for technical qualification:-

1. The bidder (s) will submit the company profile, containing name of firm, its status, address, telephone number (s), fax number and other required certificates/documentation proof.
2. The list of reputed Clients both from public and private sectors must be attached.
3. Bidder has NTN & GST Registration Certificate. (active tax payers)
4. Bidder has attached all the necessary documentation as required in this tender.
5. Bidder have required number of vehicles and staff as required.
6. Bidder has registered business for performance of said services.
7. Minimum 05 years' experience of cash carry services.
8. Bidder must be based in Lahore.
9. Must have at least 02 satisfactory service reports regarding Cash Carry/Cash in transit Van Service from reputed/well-known private or public clients during last three years.
10. Submission of Undertaking on legal valid and attested stamp paper Rs.100/- or more that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.

NOTE: after technical evaluation, Rates shall be compared among bidders for finding the most Economical bidder and financial bids shall be opened/announced for only technically qualified bidders.

Financial Bid

Sr.No	Location	Van Collection Charges	Vault Charges	Seal Charges
1	State Life Building Liaquat Road Faisalabad Zone			
2	Cash Counter Fawara Chowk Jaranwala			
3	Cash Counter Gojra Road Samundree			

The Lowest Bidder for Each Location will be considered Successful.

SECRETARY

Zonal Procurement Committee,

State Life Insurance Corporation of Pakistan

6th Floor, State Life Building, 2 Liaquat Road Faisalabad Zone

Phone # 041-9201737(03009653536)