

INVITATION TO BID

TENDER NO: SLIC/SEC/01/ 2024

State Life Insurance Corporation of Pakistan (Real Estate Division) invites sealed bids from Security / firms Contractors registered with income Tax Sales Tax and who are active Tax payer list of the Federal Board of Revenue **Contract For Security Services for State Life Building Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 70-A, 49-A, Frame Rose, 1-B Queens Road, FTC Plot, 106 Clifton, Sandspit Hut, KEZ & Malir Land**

Title of Work	Bid Security (Fixed)	Tender Closing Date & Time	Tender Opening Date and Time
Contract For Security Services for State Life Building Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 70-A, 49-A, Frame Rose, 1-B Queens Road, FTC Plot, 106 Clifton, Sands spit Hut, KEZ & Malir Land	2.5 Million	29/05/2024 at 11.00 am	29/05/2024 at 11.30 am

1. Tender Notice along Bidding / Tender document can be seen / downloaded from www.ppra.org.pk and www.statelife.com.pk also tender notice along with tender document has been uploaded on **EPADS** system as well.
2. Bid will be received only from those firms who are registered with PPRA for e-procurement on EPADS system for tendering in SLIC through their email addressed which were provided by them to PPRA at the time of their registration.
3. **The bids, prepared in accordance with the instructions in the bidding document, must be submitted through EPADS.**
4. The Bidders/ firms are advised to submit bid security in original to the under signed on or before closing date & time.
5. State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.

**Syed Nadeem Jamshed
Manager (Services)**

State Life Insurance Corporation of Pakistan
Principal Office, Karachi

Tender # SLIC/SEC/01/2024

TENDER DOCUMENT

FOR

Security Services for State Life Building Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 70-A, 49-A, Frame Rose, 1-B Queens Road, FTC Plot, 106 Clifton, Sandspit Hut, KEZ & Malir Land

REAL ESTATE DIVISION, PRINCIPAL OFFICE KARACHI

a) MANDATORY REQUIREMENTS FOR QUALIFICATION OF FIRMS

- a) National Tax Number from FBR and holding the valid NTN Certificate (copy required).
- b) Certificate of Registration / Incorporation (SECP).
- c) Holding the valid Licenses as Security Company from province Home Department and/ or Ministry of Interior of concerned registered association (copy required).
- d) Affidavit on stamp paper (original), declaring that the company is not black listed by any Govt. agency / Corporation /private firms and is involving in litigation with State Life OR any Government/ Public sector Organization.
- e) SST registration (Copy required).
- f) Registration with EOBI +PESI/SESSI.
- g) **The firms who did not fulfilled their contractual obligations during their previous contract(s) or their services remained unsatisfactory with State Life shall not be eligible to participate in the bids.**

b) TECHNICAL BID EVALUATION CRITERIA

S.no	Parameters against which technical evaluation shall be done	Annexure/ Page ref#	Scoring brackets	Total / Maximum points allocated
1	Company Profile			
1.1	Years of Experience in Security Works:			
	Less than 5 years		1	05
	5 to 10 years		2	
	11 to 15 years		3	
	16 to 20 years		4	
	More than 20 years		5	
1.2	Contracts executed by the firm during past 05 years of above contract value Rs. 30 million per annum			
	2 and less than 3 contracts		5	20
	3 and less than 5 contracts		10	
	5 and less than 8 contracts		15	
	More than 8 contracts		20	
2	Relevant Experience (To be physically verified by SLIC team – if required) Firm to submit copies of work orders or contract			
2.1	Proof with details of Ex-Army guards to be proposed and deployed in State Life, CV's along with last 03 months pension slips and proof of company employee / pay roll.			
	Upto 15 Ex-Army Guards		15	25
	Upto 20 Ex-Army Guards		20	
	Upto 25 Ex-Army Guards		25	
2.2	Security Contracts /Projects (in hand -more that 30 million per annum per contract)			
	2 and less than 3 contracts		10	25
	3 and less than 5 contracts		15	
	5 and less than 8 contracts		20	
	More than 8 contracts		25	
2.3	Last 12 months company pay roll to prove and shown the number of security guards who are permanent employees of the company		5	5
3	Average Balance in the bank account of the firm in the last one year			
	05 to 10 (M)		10	20
	11 to 15 (M)		15	
	16 to 20 (M)		20	
	Total marks=			100

Note: Qualifying marks = 70 or above

(ANY MISDECLARATION/MISSTATEMENT WILL BE TAKEN SERIOUS AND COMPANY MAY BE BLACKLISTED. SAME WILL BE ANNOUNCED AND INFORMED IN THE NEWSPAPERS, PPRA AND TO OTHER RELEVANT AGENCIES)

GENERAL INFORMATION

- 1- The bids shall only be accepted through E-Pads. However a copy of bid (s) along with document & original bid security will be submitted in Service Section on or before 29.05.2024 at 11.00 hours.
- 2- All queries / clarifications required from bidder shall be addressed on working days by fax or letter at the address given below up to one week prior to closure of Bid Submission date. No clarification shall be given on telephone.
- 3- The offer must be submitted on E-Pad only
- 4- State Life will reject proposal for award of contract if it determine that the firm recommended for award of contract has engaged in corrupt or fraudulent activities in competing for the contract in question.
- 5- **The bidder should be registered and shall have N.O.C. from Ministry of Interior, Government of Pakistan, Islamabad or Provincial Home department.**
- 6- The bidder should confirm in their offer that they have its own ammuniton/communication equipment required for Security services.
- 7- The strength of Security Guards can be increased or decreased by the Competent Authority as per requirement, quoted rates should be inclusive of all Government duties and Taxes.
- 8- The successful contractor will follow all instructions issued by corporation in connection of Security Service.
- 9- Child Labor rules and basic human rights will not be violated by the Contractor. Age of Security Guard shall not be less than **25** years & not more than **50 years**.(Healthy and physically fit)
- 10- The Firm/Contractor shall be bound to provide the sanctioned strength of Security Guards at all-time even on holiday including Sunday and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.
- 11- The Firm/Contractor will be responsible for any theft or pilferage committed in the premises and shall make good all the loss incurred to SLIC.
- 12- The Firm/Contractor will confirm in their offer that the Guards will use/ wear neat and clean uniform with cap and badges.

- 13- Firm / Contractor shall be responsible for personal hygiene of the Security Guards and confirmation in this regard should be submitted in their offer.
- 14- Indiscipline Security personnel involved in immoral activities will not be allowed to serve.
- 15- The Procuring Agency may, at its discretion, extend this deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders will thereafter be subject to the deadline as extended.
- 16- Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.
- 17- A bid security will be required. The amount of bid security required is **Rs. 2.5 million/-**. This bid security is to be submitted in the form of Demand Draft or Pay Order/Bankers cheque in favor of "**State Life Insurance Corporation of Pakistan**" along with financial offer and do not attach or mention in their Technical offer otherwise their offer shall be rejected straightaway. The Bid security shall be in Pak Rupees & from a scheduled bank in Pakistan.
- 18- **Bid security**
 - a The security company will submit Bid Security of **Rs. 2.5 million** with the tender in the shape of Pay Order in favor of "State Life Insurance Corporation of Pakistan". The tender without bid security will be rejected
 - b Must be valid twenty-eight (28) days after the end of the bid validity period of 120 days. Accordingly, a bid with a bid security that expires before twenty-eight (28) days after the end of the bid validity period shall be rejected as non-responsive.
 - c Un-successful Bidder's bid security will be discharged/returned as promptly as possible.
 - d The bid security will be returned to successful bidder upon submission of Performance Guarantee after signing of contract agreement.
 - e The bid security may be forfeited; if a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form.
 - f In the case of successful Bidder, if the Bidder fails to sign the Contract in accordance with relevant clauses, the bid security will be forfeited.
- 19- The bids should be valid for 120 days from the date of opening of Tender otherwise their offer shall be rejected straightaway.

- 20- The bidder should submit an Affidavit that all the documents , particulars,/ information furnished are true and correct with their bid otherwise their bids shall be rejected straightaway..
- 21- The bid shall contain no alterations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid. Use of fluid or white on financial figures is prohibited.
- 22- The bidding documents and any Contract executed pursuant to this bidding documents shall be governed by and construed in accordance with the laws of Pakistan. The Government of Pakistan and all Bidders responding to this bidding documents and parties to any Contract executed pursuant to this bidding documents shall submit to the exclusive jurisdiction of the Pakistani Courts.
- 23- The successful Security Firm shall have to arrange and provide an Insurance Coverage of Rs. 1,000,000/- (Rupees Ten Lacs Only), in favor of State Life Insurance Corporation of Pakistan to cover any incident occurred or damage caused by the negligence on part of security personnel deployed by the Security Company in the building.
- 24- All the payments to the security staff /workers of the contractor shall be made by the contractor himself in the Bank Account of staff within first five days **of every month and as per Laws** presently in force or amended in future and the Corporation shall not be responsible in any way. **Contractor will ensure that the minimum wages announced by Government of Pakistan / Province will be adhered to at all times and should submit documentary evidence to the concerned agency / department as and when required.** Further the Contractor shall ensure regular payments of EOBI & SESSI to concerned department for staff deputed at State Life properties and shall submit undertaking to this effect with every month bill.
- 25- Bidder and SLIC will enclose list of deductions to be made from security guard upon their different negligence /short comings.

b) SCOPE OF WORK

1. The Security Company will provide Shot Guns/Rifles (Semi-automatic) and Pistols/Revolvers in good and working condition duly licensed by Federal / Provincial Government in the name of firm/company.
2. The Security Company will provide complete uniform with badges, caps, shoes etc. Extra Uniforms as and when needed.
3. State Life will not under any circumstances provide any space for stay beyond duty hours. In case such situation arises, Security Company shall arrange space at its own.
4. State Life will provide only one room exclusively for changing and keeping uniforms. However, it will not be used for sleeping / night stay.
5. The Security Company shall provide torches, hand detectors, car checking mirrors and other safety related equipment at each building / location **as per requirement** for proper checking of pedestrians and vehicles.
6. The Security Company will keep a record of the Water Tankers delivered at the buildings and will intimate the Building In-charge concerned in case of any irregularity.
7. Proper parking of the **State Life** Officials /authorized tenant's vehicles in the buildings will be the responsibility of the security staff deputed in the parking area.
8. All taxes, SST, Government levies and charges etc. . shall be borne by the Security Company.
9. All Ex-Army security supervisors/ guards are required to produce Discharge certificates
10. All the payments to the workers of the contractor shall be made by the Security firm/contractor within first five days **of the start of month** and as per Laws presently in force or amended in future and the Corporation shall not be responsible in any way. Contractor will ensure that the minimum wages announced by Government of Pakistan will be adhered to at all times and should submit documentary evidence if and when required by concerned agency / department.
11. **The company shall deposit the salaries of the security staff deputed under this contract in to the respective bank account and submit the monthly statement /documentary evidence to proof that wages are being paid as per government rules.**
12. The Security Company shall be responsible for any damage / theft of office equipment /assets and fixtures. In case of any mis-happening, security Company will pay for the damages / compensation and handle all lawful obligations/**litigations**.
13. State Life will supervise and regulate the duties of the staff through its Real Estate Division. The Security Company shall follow instructions in respect of work as mentioned in the Scope of Work.
14. All **security staff**/workers should have their CNICs. The age of the security guards shall not be less than 25 years & over **50** years. The Security Supervisors /guards should be at least

matriculate, preferably educated and can read identity cards, business cards, gate passes and can write in Urdu or English.

15. State Life shall not be responsible for any loss, damage, injury sustained during the performance of their duties.
16. **State Life reserves the right to terminate the contract at any time without assigning any reason whatsoever by giving one month advance notice.** Three months prior notice in writing shall be served by the security company for termination of contract.
17. If any Guard/employee of the Security Company is found not suitable for the job by State Life, the employee should be replaced by the Security Company within one day of receiving notice.
18. State Life reserves the right to use any Ex-Army Guard / Supervisor as escort or depute on duty with senior officers of State Life under intimation to Security Company.
19. Any change / turnover of guards / supervisory staff to be done with prior permission of State Life Insurance Corporation of Pakistan (at-least at 10 days prior notice).
20. This contract will be for a period of one (01) year.

21. **DEDUCTIONS & PENALTIES:**

- a During duty if any guard(s) is found asleep ,missing from duty, State Life Insurance reserves the right to impose penalty / deduction of security charges. Supervisor Security Company shall maintain security register at each location detailing the duties, incidents etc., which will be duly checked by respective building In-charge daily.
- b If services provided are not up-to mark, deduction from monthly bills in range of upto 10% of monthly bill value will be made as assessed by State Life Officer. Such decision will be binding on Contractor / Firm. Deduction for not providing equipment will be as under;

Car checking mirror.	Rs. 300/- per day
Metal detector.	Rs. 300/- per day
Torch.	Rs. 300/- per day

- c In case of noncompliance of deployment of Guards as per contract i.e. non-placement of **Ex-Army /Forces Guards** with placement of unarmed guards or insufficient guards, placement of over aged guard(s), lethargic guard, guards without proper uniform, and not as per contract deployment /terms , SLIC reserve the rights to deduct the salary @ 1.5 times the salary of guard per day for such guard.
- d **State Life will make upto 25% deduction from the respective monthly bill(s) of the security company in case of un-satisfactory performance** during that month
- e **Shifts are to be arranged by the Company so that each guard is provided adequate leave and is replaced by another guard during his absence from duty .To ensure full deployment and**

working schedule of security guards deputed in the SLIC buildings & plots should follow 24/7/365.

f Security Company shall ensure that no guard makes double duty at any location.

22. The company/firm to ensure the duties of the security guards on fortnightly rotation basis **with the approval of State Life .**
23. **Security supervisor /officer of the firm shall submit “Performance Report” to respective building in-charge(s) of State Life on daily basis about “Guards and Security Services , Duty Inspection Performa” to be prepared for inspection of guards and . Non submission of the weekly “Duty Officer Inspection Performa” would be considered as noncompliance on the part of the security company.**
24. **The Company will provide and ensure that their employees while providing Services must be in uniform, have received and understood the Services / duties to be performed and have the following in their possession:**
 - a. Computerized National Identity Card (CNIC)
 - b. Company identity card should be prominently displayed on his uniform.
 - c. A torch for guards on evening and night duty.
 - d. Licensed arms and all other equipment necessary for him to perform the Services.
 - e. For any licensed arms carried by any guard, arms license in relation thereto.
25. **In the employment of its staff the Company must ensure that all such persons are of reputable character and are adequately qualified/trained for rendering the Services as are required to be performed by this Agreement. For security reasons, the Company must maintain a profile of each of its employees. Their antecedents and character be verified from Police.**

c) SPECIAL TERMS AND CONDITIONS

1	Nature of Job.	Contract For Security Services for State Life Building Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 70-A, 49-A, Frame Rose, 1-B Queens Road, FTC Plot, 106 Clifton, Sandspit Hut, KEZ & Malir Land
2	Place of submission of Tender.	E-Pad only
3	Date and time of opening of Tender.	a. Submission of bid (s) at E-Pad on 29.05.2024 at 11:00 AM b. Opening of bid (s) at E-Pad on same day at 11.30 AM.
4	Tender – Bid Security.	Bid Security of Rs. 2.5 million in the shape of pay order / bank draft/Bankers Cheque in favor of “State Life Insurance Corporation of Pakistan”
5	Release of Bid Security.	a. Bid Security of lowest two bidders will be retained up to award of contract and will be returned to remaining bidders after financial evaluation of the bid of the successful bidder. b. To the successful bidder on providing Performance Guarantee in shape of Bank / Insurance Guarantee upto 10 % of bid amount. This Guarantee shall be returned on satisfactory termination / conclusion of the contract (without interest).
6	Places of duty.	State Life Buildings, Huts & Plots in Karachi, as listed in Annexure “A” .
7	Mode of payment.	State Life will pay monthly bills based on actual Guards deployed for the services. The payment will be made on satisfactory services each month after all deductions as per contractual obligations.
8	Contract Period.	One Year (12 months).
9	Date of commencement.	03 days from the date of acceptance of letter of award.
10	Deduction from Bills.	<ul style="list-style-type: none"> • Income Tax, SST or any other taxes levied by the Government of Pakistan • Deductions as per contract for non-fulfillment of contractual obligations referred in the Scope of Tender terms.
11	Timings of work.	24-hours (In shifts)
12	Insurance Cover.	The successful Security Firm shall have to arrange and provide an insurance coverage of Rs. 1,000,000/- (Rupees one million Only), in favor of “State Life Insurance Corporation of Pakistan” to cover any incident occurred or damage caused by the negligence on part of security personnel deployed by the Security Company in the building.
13	Rotation.	Duties of guards on quarterly rotation basis within or different locations.

d) LIST OF BUILDINGS & STAFF DETAILS

Sr. #	Building No. ,	Captain (R) to look after all locations	Supervisor, (Ex-service men)	Supervisor (Civilian)	Lady Searcher	Armed Guards	Total
1	SLB No. 01, I.I. Chundrigar Road, Karachi		1	1	-	14	16
2	SLB No. 02, , Wallace Road, Karachi		1	1	-	12	14
3	State Life Building # 3, Dr. , Ziauddin Ahmed Road. Karachi			1	-	9	10
4	SLB No. 04, Shakra-e-Liaquat Karachi			1	-	7	8
5	SLB No. 05 , Abdullah Haroon Road, Karachi		1		-	7	8
6	SLB No. 06, M.A. Jinnah Road, Karachi		1		-	6	7
7	SLB No. 07 , G. Allana Road, Karachi		1	1	-	6	8
8	SLB-8, Saddar Karachi		-		-	2	2
9	SLB No. 09, Dr. Ziauddin Ahmed Road, Karachi	1	2	1	2	14	20
10	Principal Office [Protocol Duty]		1		-	7	8
11	SLB No. 11, Abdullah Haroon Road, Karachi		1	1	-	8	10
12	SLB-12					6	6
13	70-A, Garden House		-		-	4	4
10	Framroze Flats		-		-	4	4
11	State Life Residential , Building No. 1-B, Queens , Road, Lalazar, Karachi		-		-	2	2
12	State Life Residential , Building No. 49-A, Queens , Road, Lalazar, Karachi		-		-	2	2
13	106 Clifton		-		-	2	2
14	SLIC Plots at FTC			1		3	4
15	Sandspit Hut		-		-	2	2
16	Maqboolabad Bungalow [KEZ]		-		-	4	4
17	SLIC Malir Land					10	10
	TOTAL	1	9	8	2	131	151

Note: The above quantity of security guards may vary/alter as per requirement of SLIC

DUTIES OF CAPTAIN(R)

1. He shall be responsible for overall Security services provided to State Life for its properties
2. He shall ensure that all the security personnel deputed by the company are as per criteria set forth by State life. Are fit to serve and possess good character and no criminal record.
3. Must check all the weapons provided by the company fortnightly. Ensure all the weapons are licensed and operative.
4. He will be stationed at State Life Building No. 09 Karachi during day office hours, six days a week. He will visit all the State Life properties in Karachi at-least once a week and in Sindh once in each quarter.
5. He will be required to inspect the properties from all Security aspects. Do the Risk assessment, propose security plan for implementation of State Life.
6. He shall make intermittent visits, ensure guards deputed are performing their duties, are properly dressed, fit and fine, ensure deployment plans, mitigate absenteeism, report and investigate any mishap, ensure liaison with law enforcing authorities. Shall lead in emergency response situation and containment.
7. Shall have proficiency in operating security technology like CCTV, access control systems, and alarms.
8. Meticulous attention to detail and a composed demeanor during high-pressure emergency scenarios.
9. Knowledgeable about pertinent security laws, regulations, and industry best practices.
10. Must workout security assessment, imminent threats, plan response and held regular meetings with SLIC for preventive or post mitigation.

e)BILL OF QUANTITY (to be kept with sealed financial bid)

S. #	Description	Suggested Minimum wages/Salary per Guard per month (Rs) (Not less than as suggested below)	Add all prevailing and applicable taxes EOBI, SESSI/PESI, etc	Profit, overheads,	SST	Income tax	Total	Quantity	Grand Total per month= AxB
		A	B	C	D	E	F=A+B+C+D+E	G	FxG
1	Captain (Retired)							01	
2	Security Supervisor (Ex-Servicemen)	Rs. 40,000						09	
3	Security Supervisor (Trained Ex-forces man)	Rs. 38,000						08	
5	Lady Security Searcher – (Civilian)	Rs. 32,000/-(prevailing minimum wage rates)						02	
6	Armed Security Guards (Trained from reputed company/APSSA)	Rs. 32,000/-(prevailing minimum wage rates)						131	
							TOTAL=	151	
	Total per month		=						
	Total Per Annum		=						

7	Walkie Talkie 05 Sets	Free of cost as per requirement
	Mirrors detectors etc. in all buildings	
	Metal/Explosive Detectors in all buildings.	
8	Transport mechanism for captain(R) for visits of properties in Karachi and quarterly visit to other areas in Sindh	

Rupees in words (_____per annum)

A transport mechanism in shape of car shall be provided to Captain(R) posted by company for inspection of properties as per assessment.

The Captain(R) shall visit properties in Sindh except Karachi, quarterly to inspect, work out security plan, assess risk and prepare preventive & post mitigation plan.

Cost of transport and visits shall be included in above quoted cost B.O.Q. State Life will not make any separate payment for this.

Note: the above rates quoted shall be inclusive of all profits, taxes viz income tax, SST etc. as per government rules.

G) UNDERTAKING

DATED: _____

IT IS CERTIFIED AND CONFIRMED THAT ALL THE TERMS AND CONDITIONS MENTIONED IN THE TENDER DOCUMENT/ PROPOSAL ARE READ CAREFULLY BY US AND ALL THE INFORMATION FURNISHED/ATTACHED BY US WITH THE TECHNICAL/FINANCIAL BID ARE TRUE AND CORRECT.

Name

Designation

Signature

Date and Place

SIGNATURE AND STAMP