

STATE LIFE INSURANCE CORPORATION OF PAKISTAN **WESTERN ZONE LAHORE**

TENDER DOCUMENT OF HIRING SERVICES OF CASH CARRY/CASH IN TRANSIT VAN **AGAINST TENDER ENQUIRY #04/VAN/LZW/2024**

State Life Insurance Corporation of Pakistan, Western Zone Lahore situated at 4-Lytton Road, Lahore 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 preferably **based at LAHORE**, Cash Carry Van Services for the following places:-

1. Lahore Zone Western (Cash Counter), Ground Floor, 4-Ghazi IIm-ud-Din Shaheed Road (Lytton Road), Lahore.
2. Shahadara (Cash Counter), Al Mumtaz Center, 1st floor, Jia Musa near 25 no stop Shahadara.

Sr.	Job Description	Closing date and time for submission of Bids	Opening Date & Time for Bids Opening
01	<p>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.</p> <p>The service provider should have:-</p> <p>a. Minimum fleet size of 20 specifically fabricated cash vans (Own/Leased) in Lahore.</p> <p>b. The cash vans must be GPS enabled monitored live with Geo- fencing mapping.</p> <p>c. Cash vans to have CCTV inside.</p> <p>d. Vans must be bullet proof.</p>	<p>19-07-2024 at 10:30 AM</p>	<p>19-07-2024 At 11:00 AM</p>

Technical Evaluation:

Technical Evaluation sheet is attached. (Annexure A1)

General Terms & Conditions:

1. Bids to be submitted at EPADS system of PPRA Tender will be opened on **19-07-2024 at 11:00 am** in the office of In-charge (HRA&P) State Life Insurance Corporation of Pakistan, Western Zone, Lahore, in the presence of bidders or their authorized agents, who wish to be present on the occasion.
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 at any time before award of contract.
4. The quoted price must be irrevocable/unconditional.
5. Bid security/Earnest money must be in lump sum amount **Rs. 40,000/-** 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. 800,000/-).
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. 80,000/-** 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 90 days 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. Validity of the quoted rate per service/per visit with taxes shall be valid for 12 month from the date of opening of bid, which may be extendable for another 12 month with upto 10% increase (with solid justification) rate without changes in other terms and conditions on mutual consent.
12. The contract shall deemed 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.

Eligibility of Applicants

Applicant cannot apply if they:-

1. Are not GST/Income Tax registered company.
2. Are bankrupt or in process of going bankrupt.
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.

MEDIATORY REQUIREMENTS

One Cash Carry/Cash in transit Van as and when required during banking hours (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.

The service provider should have:-

- A. Minimum fleet size of 20 specifically fabricated cash vans (Own/Leased) in Lahore.
- B. The cash vans must be foolproof tracking systems GPS enabled monitored live with Geo- fencing mapping.
- C. Cash vans to have CCTV inside.
- D. Vans must be bullet proof.
- E. Van must be as per State Bank SOP's.(if any)
- F. Vendor must have comprehensive insurance coverage from an insurance company having A or AA rating by PACRA
- G. 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

- A. State Life reserves the right to cancel a location of service any time without any impact on rates and tender.
- B. Approximate average daily cash in transit/to be carried is Rs. 2 million during normal business days. This average increase manifold i.e., as Rs. 15-20 million daily during quarterly and annual closing days.
- C. Bidder shall be bound to provide services at locations/proposed locations at approved rates without any additional cost.
- D. 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.
- E. 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
2nd Floor, Old Building # 2, Lahore Zone (Western)
Phone # 042 – 99213959 (0321-4922260)

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.

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