



# STATE LIFE

Insurance Corporation of Pakistan

KOHAT ZONE

KCB IV Street no 6

Adjacent To PSO Station, University Road, Kohat

Toll Free 0800-09099

Tel: 0922-933602

Fax No. 0922-862365

Date: May 17<sup>th</sup>, 2022

## TENDER FOR SECURITY SERVICES, KOHAT / BANNU / D.I. KHAN TENDER NOTICE NO. SECURITY/SLIC/P&GS/KOHAT/05/2022

Sealed Financial bids are invited in accordance with PPRA rules, Single Stage Single Envelope, from reputed registered companies / firm, having their own Offices and Phone/Fax Number, for providing the "Security Services". Last date for submission of bids is 08.06.2022 till 10:00 AM & opening of the same Financial Bids at 11:00 AM on 08.06.2022, at State Life Insurance Corporation of Pakistan, Kohat Zone, Zonal Office, University Road, Kohat, for the below mentioned Cash Counters / Collection Centers:

Stations / Locations of Cash Counters	Number of Security Guards	Closing date & time For Submission of tenders	Tender Opening date and time
1. Zonal Office Kohat	04 Zonal Office	08.06.2022	08.06.2022
2. Cash Counter Bannu	02 Cash Counter Bannu	10:00 AM	11:00 AM
3. Cash Counter D. I. Khan (SLIC Building D.I. Khan)	02 Cash Counter, D.I. Khan		
	<b>Total 08</b>		

### Terms & Conditions

- Bidders are required to submit their bids in a sealed envelope, clearly marked "**Tender for Security Services**" for State Life Insurance Corporation of Pakistan, Kohat Zone. The tenders can be submitted through Courier / Post within the above mentioned stipulated time and date. No tender will be acceptable after the due time and date i.e. **08.06.2022** by 10:00 AM.
- Bids should be sent along with a Pay Order / Bank Draft of the 02% of the value quoted in favour State Life Insurance Corporation of Pakistan, Kohat Zone as earnest money which will be returned immediately after completion of ZPC process to the un-successful bidders. No tender will be acceptable without earnest money.
- The Financial bid should be having the following details included in the bids:
  - Minimum Wage
  - ESSI Social Security
  - Group Insurance
  - EOBI
  - All Applicable Taxes (Income Tax, Sales, KPRA etc.)

The company will be bound to provide the break of their quoted bids, when and if required by the Corporation / Committee along with their profit margin.

- Any received total bid below the Minimum Wage as prescribed by the Provincial Government will not be entertained and subject to rejection, on opening of the bid.
- The following mandatory documents should attached, failing which the tender will not be acceptable:
  - National Tax Number from FBR
  - SST Registration Certificate



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- III. Registration with EOBI/SESSI
- IV. Current year dated undertaking on stamp paper for not black listing.
- V. Company Registration with S.E.C.P.
- VI. Company operating license from Provincial Home Department/Interior Ministry
- VII. Valid Insurance Policy / Documents for security guards

- This contract will initially be for a period of one year, extendable for a further period of 2 years on mutually agreed terms & conditions upon satisfactory performance.
- All queries clarifications **required by the bidders** shall be addressed **in writing** during working days by fax or letter at the address given below up to one week prior to close of Bid Submission date. No clarification shall be given on telephone.
- 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 **as per PPRA rules**.
- The bidder should confirm in their offer that they have their own ammunition / communication equipment required for Security Services.
- The **Quantity** /strength of Security Guards may be increase or decrease by the State Life / Competent Authority as per **its** requirement, quoted rates should be inclusive of all Prevailing Government duties and Taxes etc.
- The successful contractor will follow all verbal / written instructions of SLIC Officer concerned issued in connection of Security Services.
- The company will provide registered/licensed weapons and complete uniform with badges caps shoes etc. Extra uniform as and when required.
- The company shall abide by all relevant labor Laws, Acts / Rules **including Minimum Wages Acts**
- Firm/Contractor shall be bound to provide the manpower according to contract on holidays including Sundays and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.
- The Firm/Contractor shall be bound to provide the sanctioned strength of Security Guards at all-time even on holidays including Sundays and confirmation in this regard should be submit in their offer otherwise their bids shall be rejected straightaway.
- 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.
- The Firm/Contractor will confirm in their offer that the Guards will use/ wear neat and clean uniform with cap and badges. All such expenses will be borne by the Company.\_The Firm/Contractor shall be responsible for personal hygiene of the Security Guards.
- Indiscipline Security personal involved in immoral activities will not be allowed to serve.
- Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will not be accepted and returned unopened to the Bidder.
- The rates quoted / bid validity period should be for 120 days.



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- The successful Bidder will be required to keep his bid security valid till the agreement is signed with the Procuring Agency for the execution of the Services.
- 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.
- During duties if any guard is found asleep /missing from duty, State Life Insurance reserves the right to impose penalty / deduction of security charges. Security Company personnel posted shall maintain security register at each location detailing the duties, incidents etc. which will be duly checked by respective building In-charge when and if required.
- Maximum age of security guards will be 50 years. Ex-service men with clean record of past service will be preferred.
- The guards must be able to read and write healthy and medically fit and company must be registered with social security department.
- GST will be applicable as per rules of (KPRA).
- Taxes at source will be deducted as per rules.
- Guards will remain in security company uniform while on duty.
- The security company will replace guard within 48 hours if any guard found not suitable for job.
- State life will not be responsible for any loss damage injury sustained during the performance of duties.
- State life reserve the right to reject any bid under PPRA Rules.

## **SECRETARY**

Zonal Procurement Committee  
State Life Insurance Corporation of Pakistan  
Kohat Zone