



**TENDER NOTICE NO.SGD/04/2019**

The Federal Government owned Autonomous Corporation invites sealed technical and financial proposals in accordance with PPRA under "Single Stage- Two Envelop Procedure. The companies should have valid license from concerned Govt. authorized Department, Income Tax & Sales Tax Certificates. The company must have minimum five years working reputable experience in market. The company must have their own Office/ Landline Phone/Fax number (if found contrary the tender will be rejected) preferably based in Punjab. We require the services of Security Company for our following offices.

Tender Title: **SECURITY SERVICES**

SR.NO.	DESCRIPTION	QUANTITY	
1	<b><u>Zonal Office, Sargodha</u></b> 03 Security Guards with Arm & metal detector for Day time & 02 Security Guard with Arm for Night	05	Number
2	<b><u>Cash Counter Mianwali</u></b> 01 Security Guard with Arm & Metal Detector for Day time & 01 Security Guard with Arm for Night	02	Number
3	<b><u>Cash Counter Jauharabad</u></b> 01 Security Guard with Arm & Metal Detector for Day time & 01 Security Guard with Arm for Night	02	Number
4	<b><u>Cash Counter Chiniot</u></b> 01 Security Guard with Arm & Metal Detector for Day time & 01 Security Guard with Arm for Night	02	Number
5	<b><u>Cash Counter Bhalwal</u></b> 01 Security Guard with Arm & Metal Detector for Day time & 01 Security Guard with Arm for Night	02	Number
6	<b><u>Cash Counter Sillanwali</u></b> 01 Security Guard with Arm & Metal Detector for Day time & 01 Security Guard with Arm for Night	02	Number
	Total Required Security Guards	<b>15</b>	<b>Number</b>

**TERMS & CONDITIONS**

- a- Bid document with complete specifications of the above mentioned services can be obtained from the office of the undersigned on payment of tender fee Rs.500/- (non-refundable) in the shape of Pay order / Bank draft in favor of State Life Insurance Corporation of Pakistan, Sargodha Zone. Tender fee in cash or in the shape of postal order will not accepted.
- b- The sealed quotations should reach to the Secretary Zonal Procurement Committee, State Life, Zonal Office, Queen's Road, Sargodha up to **11:00 a.m. on 7<sup>th</sup> August, 2019**. The Envelop must bear the "Security Services" at its right hand corner of the Envelop.
- a) Technical bids will be opened in the office of Secretary (Procurement), State Life, Zonal Office, Queen's Road, Sargodha on **7<sup>th</sup> August, 2019 at 11:30 a.m.** in the presence of Bidders or their authorized representatives. The financial bids will be opened on the same day as per decision of the committee.
- b) The Armed Security Guards must be ex-servicemen / retired defense personnel have age limit between 35 years to 55 years, literate, healthy and fit, having good moral character.
- c) The company shall engage only such security guards, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The company shall be fully responsible for the conduct of his staff. The company shall submit copies of the discharge books of ex-servicemen, before their deployment.



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN  
SARGODHA ZONE

Tel # 048-3215519  
Fax # 048-3215516  
Email: [pgssgdzn@statelife.com.pk](mailto:pgssgdzn@statelife.com.pk)  
Address: State Life, Zonal Office,  
Queen's Road, Sargodha

Page/2

- d) *The initial contract duration shall be for a period of One (01) year, it may be renewed for further period s on the Terms and Conditions mutually agreed upon by the both parties.*
- e) *The estimated numbers of Security Guards mentioned above may vary at the time of issuing Job Order. The number of Security Guards may also be increased / decreased during the contract period.*
- f) *The Competent Authority may reject all bids / proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.*
- g) *Withholding Tax and Sales Tax will be deducted as per laid down Government Policy from monthly billing. The payment will be made through crossed cheque.*
- i) *The bidders must attach copies of their valid License, GST and NTN certificates and proof of Active Taxpayer with the tender.*
- j) *The Security Company will be bound to deploy Security Guards at our above mentioned desired locations as per mutual contract at a very short notice.*

[SECRETARY]

Zonal Procurement Committee  
State Life Insurance Corporation of Pakistan  
Sargodha Zone  
Personnel & General Services Department  
1<sup>st</sup> Floor, M.M. Plaza, Queen's Road, Sargodha  
Ph: 048-3215519 Fax: 048-3215516