



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN
JHANG ZONE

State Life Zonal Office
Near District Courts
UBL Chowk, Civil Line,
Jhang Saddar
Fax 047- 9200391
Phone 047- 9200169

**Monthly Contract for Security Guard Services at State Life Zonal Office & Sector Office Under
Zonal Territory Kamalia T T SING ,Gojra ,Grah More & Bhakkar..**



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TENDER DOCUMENTS FOR SECURITY
GUARDS SERVICES

AT

- 1- STATE LIFE ZONAL OFFICE JHANG***
- 2- SECTOR OFFICE GOJRA***
- 3- SECTOR OFFICE T.T.SINGH***
- 4- SECTOR OFFICE KAMALIA***
- 5- SECTOR OFFICE GARH MORE***
- 6- SECTOR OFFICE BHAKKAR***

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GENERAL TERMS AND CONDITIONS

1. The bids must be submitted through EPADS (PPRA) under “**single stage two envelop procedure**”. No any bid received by hand or through courier will be entertained.
2. The bids should be submitted through EPADS as Financial Bid and Technical Bid separately to avoid any confusion.
3. On schedule date of Bid Opening, the Technical Bid will be opened in the presence of bidders who intend to be there.
4. After Technical Evaluation, Financial Bids of technically accepted bidder will be opened with prior intimation to all qualified bidder. Financial bid be submitted in Pakistan Rupee and as per format and number mentioned in break -up of security guards services attached with this document separately for each Centre.
5. All bidders will submit a bid security equal to 2% of bid value amount per annum basis in shape of Pay order/Demand Draft in favour of State Life Ins. Corporation Jhang Zone by hand or through coriour on or before tender opening date/time.
- 6- Initially we require services of **15 Security guards including one Supervisor, Seven Armed guards and Seven Unarmed Guards** however number of guards required can be increased or decreased as and when needed to do so.
 - 7- All queries / clarification required from bidder shall be addressed on working days through telephone, fax, email or letter at the address given below up to one week prior to close of Bid submission date.
 - 8- 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.
 - 9- The bidder should confirm in their offer that they have its own ammunition/communication equipment required for Security Services.
 - 10- The successful contractor will follow all verbal/written instruction by SLIC Officer/In charge (HR & Admin) concerned issued in connection of Security Services.
 - 11- The firm/contractor will be responsible for any theft or pilferage committed in the premises and shall provide all the loss incurred to SLIC.
 - 12- The firm/contractor will confirm their offer that the Guards will use/wear neat and clean uniform with cap and badges and shoes.
 - 13- 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 bid shall be rejected straightaway.

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- 14- Firm/contractor shall be responsible for personal hygiene of the security Guards and confirmation in this regard should be submitted in their offer.
- 15- Indiscipline security personal involved in immoral activities will not be allowed to serve.
- 16- The bids should be valid for 120 days from the date of opening of Tender otherwise their offer shall be rejected straightaway.
- 17- The bidder should submit an undertaking on stamp paper that the firm in not involved in any litigation or abandoned any work in any department with their bid otherwise their bids shall be rejected straightaway.
- 18- The bidder should submit Affidavit that all the document /particular / information /furnished are true and correct with their bid otherwise their bids shall be rejected straightaway.
- 19- The bid shall contain no alteration erasures, or overwriting, expect to correct errors made by the Bidder. In which case such correction shall be initialed by the person or persons signing the bid.
- 20- Price quoted by the bidder shall be fixed during the Bidder's performance of the contract and not subject to increases on any account.
- 21- 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 to the exclusive jurisdiction of the Pakistan Courts.
- 22- The incomplete Submitted Tender/Quotations will be rejected (Like without including All Government Taxes, PRA/EOBI/PESSI/ etc.
- 23- State Life reserves the right to reject any one or all bids without assigning any reason thereto.



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Scope & Particular Condition of Security Services Contract:

1. The security company will provide trained (Certification by APSA/Training By any Recognized Security institute) Efficient , Active (Age not below 30 years and not over 50 years) & literate (at least matriculate) security guard for the security & safety of the buildings. The security company will provide copy of discharge book, police verification, finger print report, character certificate etc. before deployment of security guards.
2. The security company will provide complete uniform with badges, cap, and shoes etc, extra uniform as & when needed.
3. The security company will provide shoot guns/Raffle (semi-automatic) and pistols/Revolvers in good & working condition duly licensed by the Government along with Security equipment as detailed below :
 - Hand Held Metal Detector at main entrance
 - Explosive / Mirror Detector for Cars
 - Any other security & safety related equipment as required for proper checking of visitors & vehicles.
 - Power full Torch / Search Light for use during Power Failure / Night
4. If the terms 1,2,3,4 mentioned above are not fully complied, state life reserves the right to make deductions up to 10 % of the security Firms Monthly Bill, of which the State Life will be the sole judge.
5. State life will not provide any space for stay within the building premises beyond duty hours. State Life will provide only one room / space for changing and keeping uniform, however, it will not be used for sleeping / night shift stay.
6. Proper parking of authorized vehicle in the building is the responsibility of the security staff deputed in the Parking Area.
7. ALL Taxes, including Government levies and charges shall be borne by the security company.
8. The security company will be responsible for any damage / stealing/ thefts of the office equipment's. In case of any incident of theft, Security Company will pay damage/ compensation.
9. Time of work:
The security company will be providing around the clock security. The duty of each guard will be 12 hours / shift wise.

Security supervisors (day) : 7:00 A.M to 7:00 P.M
Security guards (day) : 7:00 A.M to 7:00 P.M
Security guards (night) : 7:00 P.M to 7:00 A.M

- 10- State Life shall not responsible for any loss, damages injury sustained by security guards during the performance of their duties.

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11. In case of shortage in staff strength provided by Security Company the same shall covered. Otherwise, State Life will deduct Rs.1.5 times of wages quoted per guard per day.
12. Security Company will pay wages of their guards at their point of posting not later than 5th of every month irrespective of the security company's bill payments from State Life.
13. If any guard of the security company is not found suitable for the job by concerned state life officer, the same is replaced by the security company with in one day.
14. The employer reserves the right to make deduction on pro-rata basis, of which the employer shall be the sole judge, of the attendance of security guard if found irregular.
15. State life reserves the right to terminate the contract at any time without assigning any reasons by giving one month Notice.
16. The entire representative must have authority letter from their respective company.
17. Tempering and cutting are not allowed; such tender document will not be accepted.
18. The Bidder must not be blacklisted by any Government Department/Institutions etc.

(Seal & Signature of the Security Firms)

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UNDER TAKING

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

**SIGNATURE AND STAMP
OF THE BIDDER**

Dated: _____

**Monthly Contract for Security Guard Services at State Life Zonal Office & Sector Office Under
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JHANG ZONEState Life Zonal Office
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Phone 047- 9200169**Special Conditions of Security Contract**

1	Amount of the Earnest Money (Bank Draft / pay order) submitted with tender.	2% of bid value amount per annum basis
2	Release of Earnest Money	Shall be released to unsuccessful bidder on acceptance of the lowest bidder Earnest money of the successful bidder will be returned after expiry of the contract.
3	Insurance coverage	The security company has to arrange & provide insurance coverage of Rs.500,000/- in favor of State Life to cover any incident theft and damage caused by the negligence on the part of security guards/company; in addition to clause 8 of Scope & Particular Condition of Security Services Contract.
4	Working Days Trimming of Work Days Hours = Night hours =	The security will be round of clock (12 hours shifts) 7:00 A.M to 7:00 P.M 7:00 P.M to 7:00 A.M
5	Place of Duty	State life Zonal Office jhang & Sector Offices Under Zonal Territory i.e. Kamalia, T T SING, Gojra, Grah More & Bhakkar.
6	Date of Commencement	Not later than 30 days from the date of issuance of Letter Of Award of work
7	Period of contract	One Year
8	Mode of Payment	Through Monthly Bills
9	Period of Honoring Bill	Within One week after verification by the State Life Officer, upon submission of monthly bill along with attendance sheet
10	Deduction from Bill	1. All applicable Taxes including PRA on Security Services levied by the Government 2. Absences of Security guards or non-provision of security Equipment as determined by the State Life Officer / representative.

(Seal & Signature of the Security Firms)

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TECHNICAL EVALUATION CRITERIA

MANDATORY/ PRE-REQUISITE REQUIREMENT

- NTN / GST CERTIFICATE FROM FBR
- PRA REGISTRATION & SOCIAL SECURITY/ EOBI VALID LICENSE FROM HOME DEPARTMENT PUNJAB GOVERNMENT/ NOC FROM MINISTRY OF INTERIOR GOVT.OF PUNJAB
- UNDERTAKING ON STAMP PAPER THAT THE FIRM WAS NEVER BLACK LISTED, FROM ANY GOVT, SEMI GOVT OR PRIVATE ORGANIZATION.
- TECHNICAL EVALUATION CRITERIA TO BE FILLED BY THE VENDOR ALONG WITH CONTENTS.

Sr.#	Content	Max Marks
1	(Company Profile) A: Years of Experience; 04 marks = for more than 20 years 02 marks = for experience between 10 to 20 years B: Sole proprietorship = 2 Partnership =4 Limited company =6	10
2	Financial Soundness / Bank Certificate /Statement <ul style="list-style-type: none">• 10 Marks= annual turnover above 50 million;• 08 Marks=for above 40 Million• 06 Marks =for above 30 Million• 04 Marks =for above 20 Million• 02 Marks =for above 10 Million	10
3	Experience of similar nature of work in the Past 20 years: (above Rs.500,000 per month per job) in reputed organization proof of Experience of firm (04 marks / each) 1-5 jobs = 04 marks 5-10 jobs = 08 marks 10-15 jobs = 12 marks 15-20 jobs = 16 marks 20 and above = 20 marks	20
4	List of present clients Registration / Enlistment with Govt. / Financial / Private organization / Semi Govt (04 marks / each) 1-5 clients = 04 marks 5-10 clients = 08 marks 10-15 clients = 12 marks 15-20 clients = 16 marks 20 and above = 20 marks	20
5	Detail of Legal dispute / arbitration / litigation etc. in the past & present. Under taking that the firm was never black listed by any agency.	10
6	List of staff Total Number of Guards on active list with experience related to Security <ul style="list-style-type: none">• below 300 = 5• 300 to 500 =10• Above 500 =15	15
7	Details of security equipment /tools /weapons etc. with proof duly licensed by the Government or concerned authorities	15

1. Minimum years of operation = 10 years (firms having less than 10 years of security services operation will not be considered).
2. A bidder, based on condition listed above and attaining 70 % marks along with meeting mandatory requirements will be considered successful in Technical Evaluation.

Dated: - _____

Subject: Monthly Contract for Security Guard Services at State Life Life Zonal Office & Sector Office Under Zonal Territory Kamalia T T SING ,Gojra ,Grah More & Bhakkar..



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M/S -----

TENDER NOTICE FOR PROVISION OF SECURITY GUARD SERVICES

Tender No. hra&p/jhng/ss/01/2024

Dear Sir,

We are enclosing herewith the tender document of the above job comprising the following:-

- a. Mandatory & General Information
- b. Scope of work
- c. Terms & conditions
- d. List of security /staff
- e. Bill of Quantities
- f. Evaluation criteria
- g. Forms of undertaking.

Kindly submit your bid for the along with above document duly signed so as to reach this office on or before 22-07-2024 at 02:30 PM. Technical Bids will be opened on same day at 03:00 PM in the presence of bidders / their authorized representative who may desire to be present.

Thanking you,

Regards,

**IN charge HR & Admin
State Life Zonal Office
Jhang.**

Enclosed: As above.



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TO BE SUBMITTED BY SECURITY COMPANY ON THEIR LETTER HEAD

To,
The Incharge
HR & Admin
State Life Zonal Office
Jhang Zone.

TENDER NOTICE FOR PROVISION OF SECURITY GUARD SERVICES

Tender No. hra&p/jhng/ss/01/2024

Dear Sir,

I have visited all the building & studied the Scope of work, Terms and Conditions etc.
We hereby offer to execute the services for total amount of Rs.....
(Rupees)..... per month.

Earnest money Amount Rs..... In favor of SLIC issued by Bank
Dated is enclosed.

Thanking You,

Yours Sincerely

For and the behalf of security company



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MONTHLY BREAK UP OF COSTS

Monthly Contract of Security Guard Services for State Life Zonal Office Jhang.

Staff	Quantity	Rate/guard	Total Amount
Security Supervisor	01	Rs.	Rs.
Security Guards (Armed)	02	Rs.	Rs.
Security Guards (Unarmed)	02	Rs.	Rs.
Total	05		Rs.

Total Amount = Rs _____ (Rupees _____) Per Month

Note:-

- 1. Rates quoted should include Govt. approved minimum Wages, benefits, cost of uniform, cost of using arms, cost of security equipment's, EOBI, PESSI, insurance, services charges, all applicable taxes including (as per F B R Rules) PRA and levies, overheads and profit.**
- 2. Government rules Vis-à-vis minimum wages and other terms and conditions must be ensured by the vendor / Contractor.**

(Seal & Signature of the Security Firms)



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MONTHLY BREAK UP OF COSTS

Monthly Contract of Security Guard Services for State Life Zonal Office & Sector Office
Under Zonal Territory Kamalia T T SING ,Gojra ,Grah More & Bhakkar..

Sector Office Gojra

Staff	Quantity	Rate/guard	Total Amount
Security Guards (Armed)	01	Rs.	Rs.
Security Guards (Unarmed)	01	Rs.	Rs.
Total	02		Rs.

Total Amount = Rs _____ (Rupees _____) Per Month

Note:-

1. Rates quoted should include Govt. approved minimum wages, benefits, cost of uniform, cost of using arms, cost of security equipment's, EOBI, PESSI, insurance, services charges, all applicable taxes (as per FBR Rule) PRA and levies.
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**Incharge HR & Admin
State Life Zonal Office
Jhang.**



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MONTHLY BREAK UP OF COSTS

Monthly Contract of Security Guard Services for State Sector Office T T Singh

Staff	Quantity	Rate/per guard	Total Amount
Security Guards (Armed)	01	Rs.	Rs.
Security Guards (Unarmed)	01	Rs.	Rs.
Total	02		Rs.

Total Amount = Rs _____ (Rupees _____) Per Month

Note:-

- 1. Rates quoted should include Govt. approved minimum wages, benefits, cost of uniform, cost of using arms, cost of security equipment's, EOBI, PESSI, insurance, services charges, all applicable taxes (as per F B R Rule) PRA and levies, overheads and profit.**
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MONTHLY BREAK UP OF COSTS

Monthly Contract of Security Guard Services for State Life Sector Office

KAMALIA SECTOR

Staff	Quantity	Rate/per guard	Total Amount
Security Guards (Armed)	01	Rs.	Rs.
Security Guards (Unarmed)	01	Rs.	Rs.
Total	02		Rs.

Total Amount = Rs _____ (Rupees _____) Per Month

Note:-

- 1. Rates quoted should include Minimum Wages, benefits, cost of uniform, cost of using arms, cost of security equipment's, EOBI, PESSI, insurance, services charges, all applicable taxes (as per F B R Rule) PRA and levies, overheads and profit.**
- 2. Government rules Vis-à-vis minimum wages and other terms and conditions must be ensured by the vendor / Contractor.**

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MONTHLY BREAK UP OF COSTS

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GRAH MORE SECTOR

Staff	Quantity	Rate/per guard	Total Amount
Security Guards (Armed)	01	Rs.	Rs.
Security Guards (Unarmed)	01	Rs.	Rs.
Total	02		Rs.

Total Amount = Rs _____ (Rupees _____) Per Month

Note:-

- 1. Rates quoted should include Minimum Wages, benefits, cost of uniform, cost of using arms, cost of security equipment's, EOBI, PESSI, insurance, services charges, all applicable taxes (as per F B R Rule) PRA and levies, overheads and profit.**
- 2. Government rules Vis-à-vis minimum wages and other terms and conditions must be ensured by the vendor / Contractor.**

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MONTHLY BREAK UP OF COSTS

Monthly Contract of Security Guard Services for State Life Sector Office
BHAKKAR SECTOR

Staff	Quantity	Rate/per guard	Total Amount
Security Guards (Armed)	01	Rs.	Rs.
Security Guards (Unarmed)	01	Rs.	Rs.
Total	02		Rs.

Total Amount = Rs _____ (Rupees _____) Per Month

Note:-

- 1. Rates quoted should include Minimum Wages, benefits, cost of uniform, cost of using arms, cost of security equipment's, EOBI, PESSI, insurance, services charges, all applicable taxes (as per F B R Rule) PRA and levies, overheads and profit.**
- 2. Government rules Vis-à-vis minimum wages and other terms and conditions must be ensured by the vendor / Contractor.**

(Seal & Signature of the Security Firms)