

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
LAHORE ZONE (CENTRAL)
TENDER DOCUMENTS against TENDER ENQ # 06/LZC/2024
CASH CARRY VAN SERVICES

State Life Insurance Corporation of Pakistan, Central 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 Central (Cash Counter), Ground Floor, 4-Ghazi IIm-ud-Din Shaheed Road (Lytton Road), Lahore.
2. Pattoki Cash Counter, Mian Tower, Darbar Stop main Multan Road, Pattoki
3. Kasur Cash Counter, Safdar Building, Capt Naseem Shaheed Road, Kasur

Sr.	Job Description	Closing date and time for submission of Bids	Opening Date & Time for Bids Opening
01	<p>One Cash Carry Van (and one as a reserve to be available with service provider) with Crew members as:</p> <ul style="list-style-type: none"> • two armed guards (Ex-Servicemen) • One Executive member and • One Driver for transporting cash between Bank and State Life offices. <p>The service provider should have:-</p> <ol style="list-style-type: none"> a. Minimum fleet size of 20 specifically fabricated cash vans (Own/Leased) in Lahore. b. The cash vans must be 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) <p>Technical Evaluation Criteria is attached as (Annex-I)</p>	<p>12-06-2024 at 10:30 AM</p>	<p>12-06-2024 At 11:00 AM</p>

Terms & Conditions

1. Bids are required to submit/upload their bids at EPADS (eprocure.gov.pk) as per laid down PPRA procedure for **Single Stage Single Envelope** method with title as “**CASH CARRY VAN SERVICE**” before submission time. Submitted Bids will be opened on date and time mentioned above at address given below, as per PPRA Rules 2004.

Security amount details

2. Estimated Cost is of this procurement is Rs. 800,000/-.
3. Bid Security amount (Earnest money) of Rs.40,000/- (including taxes) in the shape of CDR/Pay order favoring “State Life Insurance Corporation of Pakistan” must be submitted by bidders at the address given in tender notice / documents before closing date & time, else bid will be rejected.
4. Bid Security will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after expiry of agreement period as per tender requirements.

Documents to be attached

5. 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.
6. Proof of active registration with Tax authorities and other Regulatory Bodies must be attached.
7. The list of reputed Clients both from public and private sectors must be attached.
8. An affidavit on Rs.100/- non judicial stamp paper regarding eligibility of bidders must be provided for participation in subject tender regarding eligibility Criteria below:-

[SECRETARY]
Zonal Procurement Committee (ZPC),

Eligibility of Applicants

We M/s _____ is eligible to participate in subject tender because we:-

- i. Are registered company/firm.
 - ii. Are not bankrupt or in process of going bankrupt.
 - iii. Have not been convicted for an offence concerning the professional conduct.
 - iv. Have fulfilled obligations related to payment of taxes to Govt of Pakistan.
 - v. Are not found guilty of serious mis-interpretation/mis-representation of facts in supplying information thereof.
 - vi. Follow all the instructions, Terms & Conditions of this tender which are compulsory. And if we fail in any of the terms and condition, our tender shall be rejected technically.
9. The bid shall be considered non-responsive in case of non-completion/missing of material information.
10. State Life Insurance Corporation of Pakistan reserves the right to accept or reject any bid or to nullify or withdraw the bidding process or add/remove any place for cash carry service within agreement period and reject all bids at any time prior to award of contract as per PPRA rules 2004, without thereby incurring any liability to the Bidders
11. 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.
12. The rates quoted should be in Pak Rupees inclusive of all applicable taxes. The rates quoted will be treated as final and must be valid till ending of agreement period.
13. Agreement period shall start after placement of confirmed purchase order or signing of formal agreement whichever is earlier.
14. After expiry of one year agreement period, approved rate may be extended for a further period of one year at 10% increase without changes in other terms and conditions with mutual consent of both parties.
15. Successful bidder must have to start service immediately after confirmation of agreement or placement of order.
16. Office working days are Monday to Friday. Sometime Saturday and Sunday Cash Counters open which shall be communicated one day before.

SPECIAL INSTRUCTIONS

- (a) Collection of cash daily from cash counters as per places mentioned and submission at bank branch. New proposed locations are also in consideration as below, where same service may also be required for cash carry in near future.
- New proposed location of Kasur (shall be communicated after approval.)
 - Any other location proposed at nearby Lahore (within 100km) where State Life management plans to open new Cash Counter.
 - 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) Quoted rates must include all taxes and expenses (if any).
- (e) Bidder shall collect cash daily (working days) and during off days as per instructions of focal persons names of whose shall be communicated at the time of agreement signing.
- (f) SOP's of cash collection from State Life, Cash Counters shall be discussed at the time of agreement with successful bidder.

NOTE: after technical evaluation, Rates shall be compared among bidders for finding the most economical bidder.

[SECRETARY]

Zonal Procurement Committee (ZPC),

Technical Evaluation Criteria

All the bidders must fulfill below mentioned conditions for technical qualification in addition to scoring brackets given below:-

- 1** Bidder has NTN & GST Registration Certificate.
- 2** Bidder has attached all the necessary documentation as required in this tender.
- 3** Bidder have required no of vehicles and staff as required.
- 4** Bidder has registered business for performance of said services.
- 5** Minimum 05 years' experience of cash carry services.
- 6** Bidder must be based in Lahore.
- 7** Must have at least 02 satisfactory service reports regarding Cash Carry Van Service from reputed/well-known private or public clients during last three years.
- 8** Provided affidavit with bid as per para 8 of terms & conditions.

[SECRETARY]
Zonal Procurement Committee (ZPC),
HRA&P Department,
State Life Insurance Corporation of Pakistan
Central Zone Lahore, 4th Floor Building No.6,
4-Ghazi Ilm -ud- Din Shaheed Road (Lytton Road), Lahore.
Phone # 042-99210594, Cell no. 0335-1412976