



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

SARGODHA ZONE

TENDER DOCUMENT

TENDER NOTICE NO.P&GS/SGD/04/2024

Title:

SECURITY SERVICES

ADDRESS:

STATE LIFE, ZONAL OFFICE

QUEEN'S ROAD

SARGODHA

PH: 048-3215519, 048-9330179



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Important Note

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or attested certificates (if applicable) are liable to be rejected at the initial stage itself.

1. Invitation to Bids

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 and registered on EPADS. 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 and Sargodha city also. We require the services of Security Company for our following offices.

Tender Title: **SECURITY SERVICES**

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



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5	<u>Cash Counter Bhalwal</u> 01 Security Guard with Arm & Metal Detector for Day time & 01 Security Guard with Arm for Night	02	Numbers
6	<u>Cash Counter Sillanwali</u> 01 Security Guard with Arm & Metal Detector for Day time & 01 Security Guard with Arm for Night	02	Numbers
	Total Required Security Guards	15	Numbers

TERMS & CONDITIONS

- a- Bid document is available on EPADS free of cost.
- 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 28th August, 2024**. The envelop must bear the "Security Services" at its right hand corner of the envelop.
- c) Technical bids will be opened in the office of Secretary (Procurement), State Life, Zonal Office, Queen's Road, Sargodha on **28th August, 2024 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.
- a) The Armed Security Guards must be ex-servicemen / retired defense personnel have age limit between 25 years to 55 years, literate, healthy and fit, knowledge and control of weapon and having good moral character.
- b) The Corporation shall engage only such security guards, whose antecedents have been verified by the Police Department. The company shall be fully responsible for the conduct of his Security Guards. The company shall submit copies of the discharge books of ex-servicemen, before their deployment.
- c) The company shall be bound to submit Surety Bond of Rs.500,000/- on the Stamp Paper of worth Rs.100.
- d) The initial contract duration shall be for a period of Two (01) year, it may be renewed for further period 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 along 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
1st Floor, Zonal Office, Queen's Road, Sargodha
Ph: 048-3215519, 048-9330179



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2. Method of Advertisement

The rules number 12(2) of Public Procurement Rules 2004 has been adopted and tender has been advertised on www.ppra.org.pk , www.statelife.com.pk and English and Urdu newspapers.

3. Procedures of open competitive bidding

As per Rule 36 (b) of Public Procurement Rules 2004, Single stage – two envelope procedure will be adopted.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the State Life without being opened.
- (v) The Zonal Procurement Committee shall evaluate the Technical proposal in a manner prescribed in this tender document without reference to the price and reject any proposal which does not conform to the specified requirements.
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted.
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un- opened to the respective bidders; and
- (ix) The bid found to be the lowest evaluated bid shall be accepted.

4. Bid Security

The bidder shall submit bid security @ 2% on following estimated calculation:

Estimated Price for Provision of 24/7 Security Services	Description	Total Number of Security Guards Required	Rate Per Security Guard (Armed) (Per Month)	Total Cost (Per Month)	Total Cost (Per Year)
1	Security Guard (Armed)	15	Rs.30,000/-	Rs.450,000/-	Rs.54,00,000/-
Estimated Bid Security @ 2%			Rs.54,00,000 x 2% = Rs.108,000/-		



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- 4.1 The bids security shall be in the shape of Demand Draft / Pay Order issued in favour of State Life Insurance Corporation of Pakistan, Sargodha Zone.
- 4.2 The unsuccessful Tenderer will be returned the Bid Security only, after completion of technical & financial evaluation process on receipt of written request on company's letter head pad.
- 4.3 The Bid Security shall be forfeited by the State Life, on the occurrence of any / all of the following condition:
 - a- If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form
 - b- If the Tenderer does not accept the corrections of his Total Tender Price
 - c- If the Tenderer, having been notified of the acceptance of the Tender by the State Life during the period of the Tender validity, fails or refuses to provide the services.
- 4.4 The Bid Security shall be returned to the successful Tenderer upon completion of the contract tenure.

5. Bid Validity

The validity of bid shall be 90 days from the date of opening of bids. The bidder must mention bid validity period i.e 90 days on their company's letter head pad.

6. Correction of Errors / Amendment of Tender

- 6.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
- 6.2 If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
- 6.3 If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
- 6.4 If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 6.5 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
- 6.6 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.



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7. Rejection / Acceptance of the Bid

- 7.1 The State Life may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- 7.2 The Tender shall be rejected if it is:
 - a. Substantially non-responsive in a manner prescribed in this tender document; or
 - b. Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
- 7.3 Incomplete, partial, conditional, alternative, late; or
- 7.4 The tenderer refuses to accept the corrected total tender price; or
- 7.5 The tenderer has conflict of interest with the purchaser; or
- 7.6 The tenderer tries to influence the tender evaluation / contract award; or
- 7.7 The tenderer engages in corrupt or fraudulent practices in competing for the contract award;
- 7.8 The tenderer fails to meet all the requirements of tender eligibility/ qualification criteria;
- 7.9 The tenderer fails to meet the evaluation criteria requirements.
- 7.10 The tenderer has been blacklisted by any public or private sector organization;
- 7.11 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- 7.12 The Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
- 7.13 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

8. Guidelines

- 8.1 State Life Insurance Corporation of Pakistan, Sargodha Zone reserves the right to request submission of additional information from bidder in order to clarify/further understand aspects of technical proposal, if required.
- 8.2 State Life Insurance Corporation of Pakistan, Sargodha Zone reserves the right to verify any information provided by the bidders.
- 8.3 Duty rosters / deployment plan of the security personals may be varied and shall be decided by the authorized department of State Life, Zonal Office, Sargodha.

9. Conditions regarding Security Guards

- 9.1 The security companies shall have a sub-office in Sargodha
- 9.2 Prices quoted shall remain valid for a period of 90 days from the closing date of proposal.
- 9.3 Rates quoted should be in PKR inclusive of all applicable taxes.
- 9.4 Service provider will be bound to provide the security service within 7 days after issuance of work order.
- 9.5 Security services are based on 7 working days a week and 24 hours a day (two shifts 12 hours), and in case of absence or leave of any guard, the company would be bound to provide immediate replacement.
- 9.6 The Security Guard who will be deployed should have:
 - a. Height not less than 5 feet and 6 inches.
 - b. Age of the security guards shall be between 25 to 55 years.
 - c. 70% ex-servicemen (Army) security should be deployed.
 - d. No mental, hearing loss or physical disability.
 - e. Background checks / verifications by prescribed Government agency.
 - f. Identification cards preferable computerized, with security features containing the name of the Company, License number allotted to the Company by the authority,



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- name, National Identity Card Number and Photograph of the cardholder, issued by the Company.
- g. Weapons with valid Licenses and licenses must be renewed upon expiry.
- 9.7 Service provider needs to have adequate resources to provide backup at any time in case of any emergency. The details of backup may also be provided.
- 9.8 The security guards should be in proper uniform and boots etc. having the company monogram, Security personnel shall wear boots DMS with uniform. Supply of uniforms is purely the responsibility of the company, and the company must immediately provide new uniform items if they are worn out or faded.
- 9.9 Service provider will be fully responsible in case of misconduct caused by the security personnel.
- 9.10 State Life, Zonal Office, Sargodha reserves the right to increase or decrease the number of security guards as per the requirement during the contract period on the same terms and conditions and rates.
- 9.11 Successful firm may be offered a contract of two years from the date of commencement of the contract time as per agreement. Extension of contract will be negotiated on the same terms & conditions and rates, if mutually agreed by both parties on yearly basis extension for two terms only. Moreover, the number of Security Guards can be increased / decreased (if required) through addendum.
- 9.12 The deployment of security guards by the security company shall be subject to the relevant provisions of the Punjab Private Security Companies Rules 2003 and clearance from concerned Special Branch of Police or any other agency through Secretary to the Government of Punjab, Home Department, Lahore.
- 9.13 The Service Provider shall abide by all the rules and regulations laid down by the Corporation. The Service Provider shall perform but not limited to the following duties:
- Control unauthorized access during and after office hours.
 - Check entry and exit of the visitors, if required screen / inspect visitors and their baggage.
 - Perform suppression and removal of invaders, demonstrators and unauthorized entrants.
 - Safeguard the property against theft, damage and misuse. Damage shall include setting up of banners, posters, advertisements, graffiti etc. without prior permission of authorized Department of State Life.
 - In case of any theft / trespassing / unauthorized access or any other act that is under non-compliance of State Life rules and regulation, the security company will be held sole responsible to compensate for all damages / loses to the State Life.
 - Recognize and respond to security threats or breaches.
 - Recognize and respond to emergency situations and safety hazards such as fire, power outages, medical emergencies, accidents, short circuits.
 - The Service Provider shall patrol the premises from outside as required by this contract or as directed by the authorized Department of State Life.
 - Provide evidence of Security Staff attendance at each station on daily basis and whenever demanded.
 - The Service Provider shall provide, render and ensure Security Services as assigned by this office on round-the-clock basis, 24 hours per day each including Sunday & holidays. The Security Provider shall be required to perform time to time. Unless directed by the State Life the requirements of this Scope of Work shall continue uninterrupted despite strikes, threats of strikes or walkouts, terrorist activities, emergencies, and adverse weather conditions or disasters (natural, deliberate or accidental).
- 9.14 The Service Provider shall be responsible for furnishing all Guards, Uniforms, flashlights, batteries, chargers, and other related equipment.
- 9.15 The Service Provider will be responsible for seeing that regular supervision is maintained over all working personnel by taking action on and responding to performance concerns. It is



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service provider's responsibility to see that all their activities are properly coordinated with the authorized Department of State Life.

- 9.16 The Service Provider shall be responsible for all acts done by the personnel engaged by it. The Service Provider shall at all-time use all reasonable efforts to maintain discipline and good order amongst its personnel and ensure that all its personnel are aware of the code of conduct governing the services including the Security Services.
- 9.17 The Service Provider or its personnel shall not at any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the customers. The Service Provider shall provide appropriate and necessary management and supervision for all of its security guards and shall be solely responsible for instituting and invoking disciplinary action against employees not in compliance with State Life rules and regulations, and instructions.
- 9.18 The Authority shall not accept any responsibility of the security personnel in the event of natural or accidental death, injury, disablement or illness or in the event of any terrorism, natural calamity, disaster that may take place while performing / executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Service provider. The Service Provider shall keep the client indemnified against all penalties and liability of any kind for breach of any of the same.
- 9.19 The Service Provider shall be liable to the penalty for any theft, dacoity loss incurred or suffered / any damage caused to movable or immovable property of the Corporation, on account of delayed, deficient or inadequate Security Services, levied by the client. The security company will not raise any condition at all. Security Provider shall indemnify State Life for all damages caused by the involvement of Security Guards.
- 9.20 The Service Provider will be bound regarding Guards rotations at all stations.
- 9.21 The Service Provider shall ensure that none of his personnel reports in drunken state or consumes drugs, prohibited substances, etc, while on duty.
- 9.22 No security guard shall leave premises assigned, unless properly relieved by the next security guard. The security posts / places shall not be left unattended at any time during the period of the contract.
- 9.23 The contract shall be governed by and interpreted in accordance with the laws of Pakistan. The Service Provider shall, in all matters arising in the performance of the contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid any shall keep the client indemnified against all penalties and liabilities of any kind for breach of any of the same.
- 9.24 Personnel engaged by the Security Provider shall strictly confine to the indicated places of work and should not be permitted to visit any restricted area in premises.

10. Weapons

- 10.1 Every weapon should be licensed in the name of the Security Company and no Security Guard should be allowed to carry the weapon licensed in his name while on duty.
- 10.2 An attested copy of the license of the arms and the authority letter to possess the arms by a particular employee of the company shall accompany the arms and a copy may also be provided to authorized Department of State Life, Zonal Office, Sargodha.
- 10.3 Weapons will be checked by proper firing by the Zonal Management twice in a month with prior intimation to local Police Station.
- 10.4 Metal detector should also be in working condition on each station.

11. Payment:

- 11.1 Payment will be made on 100% successfully delivery of services by deployed guards.
- 11.2 All payments shall be subject to all taxes, fees, duties and levies applicable under the laws of Government of Pakistan and clearance of all losses, damages and claims.



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11.3 The payment will be made in shape of crossed cheque issued to concerned company.

11.4 Payment will not be made to any person.

12. Blacklisting

If the Contractor fails/delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders, as per provision of Public Procurement Rules 2004.

13. Termination for Default

If the Service Provider fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Corporation may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the contractor with a copy to the client, indicate the nature of the default (s) and terminate the contract, in whole or in part, without any compensation to the contractor. Provided that the termination of the contract shall be restored to only if the contractor does not cure its failure / delay, within fifteen working days (or such longer period as the client may allow in writing), after receipt of such notice.

14. Dispute Resolution

The provisions of this contract and the right and obligations shall be governed by and construed in accordance with the laws of the Islamic Republic of Pakistan. If at any time, any differences or dispute arise between the Parties, which can't be resolved by informal negotiation in a reasonable short period of time then either party may give the other party notice in writing of the existence of such difference or dispute specifying the nature and extent of the disputed points and the parties shall then proceed expeditiously and in good faith to resolve such matters by formal consultation and negotiation. If the parties are unable to resolve the issue with 15 days immediately commencing from the date of original notice of dispute/disputes, then they shall finally be settled through arbitration by a sole arbitrator appointed by the Corporation. The place of arbitration shall be Zonal Office, Sargodha.

15. Duty Hours

15.1 The armed Security Guards will perform duty on 12 hours shift (Day / Night).

15.2 State Life will pay overtime on hourly basis, if the services of any guard are required beyond duty hours by the Corporation.

**STATE LIFE****INSURANCE CORPORATION OF PAKISTAN****SARGODHA ZONE****Annexure-A****TECHNICAL EVALUATION PERFORMA FOR PRIVATE SECURITY COMPANIES**

Sr. No.	Evaluation Factor	Criteria & Grading Points	Documentary Evidence	Max Points	Points Obtained
1	Date of Establishment, Corporate Status & Registration Certificate, Company Profile	Yes = 10 points No = 0 points	Attach documentary evidence	10	
2	Company operations All Pakistan/Punjab	All Pakistan = 10 points Punjab = 5 points	Attach documentary evidence	10	
3	NTN/Income Tax/ Sales Tax Certificates/ EOBI Certificates	Yes = 10 points No = Knock-out	Attach documentary evidence	10	
4	Financial Worth / Bank Statement	Yes = 10 points No = Knock-out	Attach documentary evidence	10	
5	Government Authorized License for business	All Pakistan = 10 points Punjab = 5 points No = Knock-out	Attach documentary evidence	10	
6	Strength of Guards (Ex-Army men)	Upto 100% = 10 points More than 60% = 05 points Less than 60% = Knock-out	Attach documentary evidence	10	
7	List of Major Clients (banks, colleges, hospitals, plaza etc)	More than 10 = 05 points More than 5 = 02 points Less than 5 = knock-out	Attach documentary evidence	5	
8	Operational Instruments and Arms License	More than 20 = 05 points More than 10 = 03 points Less than 10 = knock-out	Attach documentary evidence	5	
Passing marks are 50, if any bidder knock-out from any of the above mentioned criteria, he will not participate in next state of Financial Proposal.				70	

Authorized Signature of Company Official with Seal



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Annexure-B

FINANCIAL EVALUATION PERFORMA

Sr. No.	Name of Station	No. of Armed Guards	Rate of Armed Security Guard	GST (%)	Total Cost Including GST Per month
1	State Life, Zonal Office, Sargodha	Day = 03 Night = 02 Total = 05	Rs.	Rs.	Rs.
2	State Life, Cash Counter, Mianwali	Day = 01 Night = 01 Total = 02	Rs.	Rs.	Rs.
3	State Life, Cash Counter, Jouharabad	Day = 01 Night = 01 Total = 02	Rs.	Rs.	Rs.
4	State Life, Cash Counter, Chiniot	Day = 01 Night = 01 Total = 02	Rs.	Rs.	Rs.
5	State Life, Cash Counter, Bhalwal	Day = 01 Night = 01 Total = 02	Rs.	Rs.	Rs.
6	State Life, Cash Counter, Sillanwali	Day = 01 Night = 01 Total = 02	Rs.	Rs.	Rs.
Total cost per month inclusive of GST					Rs.
Total Cost per annum inclusive of GST					Rs.

Authorized Signature of Company Official with Seal



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Annexure- C

On Stamp paper of Rs.100/-

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

It is further certified that our Company is not black listed by any Government, Semi Government, Financial Institution or Multinational company on any grounds.

Dated this _____ day of _____ 20__

Company's Authorized Signature

(Company Seal)



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Annexure- D

On Stamp paper of Rs.100/-

PERFORMANCE SECURITY GUARANTEE

State Life Insurance Corporation of Pakistan

Zonal Office, Queen's Road

Sargodha

WHEREAS, _____, NTN #

Address _____

has undertaken in pursuance a contract / agreement dated _____ for "Providing of Security Guard Service at State Life Zonal Office, Sargodha, Cash Counter, Mianwali, Cash Counter, Jouharabad, Cash Counter, Bhalwal, Cash Counter, Chiniot and Cash Counter, Sillanwali.

AND WHEREAS it has been stipulated by the State Life in the said contract that the contractor

_____ shall furnish you with a Guarantee for the sum specified therein as security for compliance with his obligations in accordance with the contract.

NOW THEREFORE, we _____

hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of Rs.500,000/- (Rupees Five Hundred Thousand Only) such sum being payable in the types and proportions or such currencies with the Contract Price is payable, and we undertake to pay, upon your first written demand and without cavil or argument, any sum or sums within the limits of Rs.500,000/- (Rupees Five Hundred Thousand Only) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein to which legal exceptions to this Bond would prevail.

We thereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand. This bond is subject to arbitration.

We further agree that no change or addition to or other modification of the items of the Contract or of the Works to be performed there-under or any of the Contract documents which may be made between the security company _____ and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall remain valid for one year from _____ to _____ and in full effect up to the date of works of the completion of the work in accordance with the terms and conditions of the contract whichever is earlier.

Signed and sealed at _____ on this _____.

Security Company



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16. OTHERS

16.1 The bidder must fill following bidder information form.

16.2 The bidder must sign and stamp each page of tender document.

BIDDER INFORMATION	
Name of Firm/Company	
Complete Postal Address	
Land Line Phone No.	
Land Line Fax Number	
Contact Person	
Designation	
Cell Number	
Company's E-Mail	
National Tax Number	
GST Number	

Sign & Company Stamp