

INVITATION TO BID

Hiring of Security Services for State
Life Insurance Corporation of Pakistan
(H&AI, Zonal Office Swat)

STATE LIFE INSURANCE CORPORATION OF PAKISTAN, H&AI,
ZONAL OFFICE, SWAT

Website: <http://www.statelife.com.pk>

Dated: _____

M/S _____

Subject: **Hiring of Security Services for State Life Insurance Corporation of Pakistan (H&AI,
Zonal Office Swat)**

Dear Sir,

Enclosed herewith are the Tender documents of the above cited job comprising of:

- A) Mandatory Documents**
- B) Evaluation Criteria**
- C) General Information**
- D) Scope of Work**
- E) Terms & Conditions**
- F) Form of Undertaking**

Kindly submit your bid for the Job along with the above documents on PPRA EPADS on or before 22-08-2024 at 11: 00 AM. Tenders will be opened on same day i.e., 22-08-2024 at 11:30 AM.

4. This letter shall form part of the "**CONTRACT**" and must be signed and returned along with the tender documents.

Thanking you.

Incharge P&GS
(H&AI) Zonal Office
Swat.

Encl: __ Pages.

Signature of the Supplier with stamp

**A: MANDATORY/VERIFIABLE DOCUMENTARY
PROOF**

- Verifiable documentary proof for all below requirements is mandatory.
- The bidders who have duly complied with the Eligibility / Qualification and Evaluation criteria will be eligible for further processing.

Sr. No.	Eligibility / Evaluation Criteria	Requirement	Supporting Documents to be Attached as	Page No.
1	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A	
2	Income Tax Registration (copy of certificate)	Mandatory	Annex-B	
3	Experience Certificate for similar work (copy of certificate)	Mandatory	Annex-C	
4	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D	
5	Proof of Active Taxpayer List	Mandatory	Annex-E	
6	Earnest Money/ Bid Security 2% of total tender amount through bank draft/ pay order	Mandatory	Must be submitted to the undersigned before closing date.	

For & on behalf of M/s. _____

B: TECHNICAL EVALUATION OF FIRMS

The technical bid/proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria.

The Bids which do not conform to the technical Specifications or conditional bid from the Bidders without adequate capabilities for supply of Goods/Items/Services will be rejected

	Eligibility/Evaluation Criteria	Supporting Documents to be attached as	Page No
A.	COMPANY PROFILE		
	i. The company established within 1 to 2 years (Proprietorship) = 10 Marks ii. The company established more than 2 years = 25 Marks Note: Certificates Required	25 Marks Maximum	Annex-F
B.	SIMILAR WORK EXECUTED BY FIRM in IN PAST 5 years:		
	2 and less than 3 contracts = 5 Marks 3 and less than 5 contracts = 10 Marks 5 and less than 7 contracts = 15 Marks 7 and less than 8 contracts = 20 Marks More than 8 contracts = 25 Marks	25 Marks Maximum	Annex-G
C.	SECURITY CONTRACTS/PROJECTS IN HANDS IN PROGRESS/AT PRESENT:		
	<ul style="list-style-type: none"> • 2 and less than 3 contracts = 5 Marks • 3 and less than 5 contracts = 10 Marks • 5 and less than 7 contracts = 15 Marks • 7 and less than 8 contracts = 20 Marks • More than 8 contracts = 25 Marks 	25 Marks Maximum	Annex-H
D.	FINANCIAL STATUS :(Verified by Bank Statement, Annual Tax Return)		
	Annual Turnover <ul style="list-style-type: none"> • Between 2- 5 million = 5 Marks • 5-10 million = 15 Marks • 10-15 million= 20 Marks • Above 15 million = 25 Marks (Max) 	25 Marks Maximum	Annex-I

Maximum Marks=100

Minimum Qualification Marks= 70

For & on behalf of M/s. _____

C: GENERAL INFORMATION

1. Singal Stage single envelop procedure will be followed.
2. Financial bids of technically qualified bidders will be considered.
3. All queries / clarifications required from bidder shall be addressed on working days.
4. 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 completing for the contract in question.
5. **The bidder should be registered and shall have N.O.C. from Ministry of Interior, Government of Pakistan, Islamabad or Provincial Home department.**
6. The strength of Security Guards can be increased by the Competent Authority as per requirement, quoted rates should be inclusive of all Government duties and Taxes.
7. The successful contractor will follow all instructions issued by corporation in connection of Security Services.
8. Child Labor rules and basic human rights will not be violated by the Contractor. Age of Security Guard shall not be less then 25years & not more than 60years. (Health and physically fit)
9. 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.
10. The Firm/Contractor will confirm in their offer that the Guards will use/ Wear neat and clean uniform with cap and badges/shoes.
11. **Firm/Contractor shall be responsible for personal hygiene of the Security Guards and confirmation in this regard should be submitted in their offer.**
12. Indiscipline Security personnel involved in immoral activities will not be allowed to serve.
13. The Procuring Agency may, at its discretion, extend this deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders will thereafter be subject to the deadline as extended.
14. A bid security of 2% of the quoted amount will be required in the form of Demand Draft or Pay Order/Bankers cheque in favor of "**State Life Insurance Corporation of Pakistan**" and must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained. The Bid security shall be in Pak Rupees & from a scheduled bank in Pakistan.

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15. Bid security
 - a. Bid Security in favor of "State Life Insurance Corporation of Pakistan" must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained.
 - b. Must be valid twenty-eight (28) days after the end of the bid validity period of 90 days. Accordingly, a bid with a bid security that expires before twenty-eight (28) days after the end of the bid validity period shall be rejected as non-responsive.
 - c. Un-successful Bidder's bid security will be discharged/returned as promptly as possible.
 - d. The bid security will be returned to successful bidder upon submission of Performance Guarantee after signing of contract agreement.
 - e. The bid security may be forfeited; if a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form.
 - f. 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.
16. The bidder should submit an Affidavit that all the documents, particular, / information furnished are true and correct with their bid otherwise their bids shall be rejected straightaway.
17. The bid shall contain no alterations, erasures, or overwriting, expect to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid. Use of fluid or whitener on financial figures in prohibited.
18. All the payments to the security staff / workers of the contractor shall be made by the contractor himself in the Bank Account of staff within first five days **of every month and as per Laws** presently in force or amended in future and the Corporation shall not be responsible in any way. **Contractor will ensure that the minimum wages announced by Government of Pakistan / Province will be adhered to at all times and should submit documentary evidence to the concerned agency / department as and when required.** Further the Contractor shall ensure regular payments of EOBI & ESSI to concerned department for staff deputed and shall submit undertaking to this effect with every month bill.

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D: SCOPE OF WORK

1. The Security Company will provide Short Guns/Rifles (Semi-automatic) and Pistols/Revolvers in good and working condition duly licensed by Federal / Provincial Government in the name of firm/company.
2. The Security Company will provide complete uniform with badges, caps, shoes etc. Extra Uniforms as and when needed.
3. State Life will not under any circumstances provide any space for stay beyond duty hours. In case such situation arises, Security Company shall arrange space at its own.
4. State Life provide only one room exclusively for changing and keeping uniforms. However, it will not be used for sleeping / night stay.
5. The Security Company shall provide torches, hand detectors, car checking mirrors and other safety related equipment as per requirement for proper checking of pedestrians and vehicles.
6. All taxes, SST, Government levies and charges etc, shall be borne by the Security Company.
7. All the payments to the workers of the contractor shall be made by the Security firm/contractor within first five days **of the start of month** and as per laws presently in force or amended in future and the Corporation shall not be responsible in any way. Contractor will ensure that the minimum wages announced by Government of Pakistan will be adhered to all times and should submit documentary evidence if and when required by concerned agency / department.
8. The Security Company shall be responsible for any damage / theft of office equipment /assets and fixtures. In case of any mis-happening, security Company will pay for the damages / compensation and handle all lawful obligations/**litigations**.
9. State Life will supervise and regulate the duties of the staff and the Security Company shall follow instruction in respect of work as mentioned in the Scope of work.
10. All **security staff**/workers should have their CNICs. The age of the Security guards shall not be less than 25 years & over **60** years.
11. State life should not be responsible for any loss, damage, Injury sustained during the performance of their duties.
12. State life reserves the right to terminate the contract at any time without assigning any reason whatsoever by giving one-month advance notice. Three months prior notice in writing shall be served by the security company for termination of contract.
13. If any Guard/Employee of the Security Company is found not suitable for the Job by State Life, the employee should be replaced by the Security Company within on day of receiving notice.
14. Any change / turnover of guards/ supervisor staff to be done with prior permission of HR department of office (at-least at 10 days prior notice).
15. This contract will be for the period of one (1) year.
16. During duty if any guard(s) is found asleep, missing from duty, State Life Insurance reserves the right to impose penalty / deduction of security charge. To ensure full deployment and working schedule of Security guards deputed in the office should follow 24/7/365.

18. The Company will provide and ensure that their employees while providing services must be in uniform, have received and understood the services / duties to be performed and have the following in their possession:

- a. Computerized National identity Card (CNIC)
- b. Company Identity card should be prominently displayed on his uniform.
- c. A torch for guards an evening and night duty.
- d. Licensed arms and all other equipment necessary for him to perform the services.
- e. For any licensed arms carried by any guard, arms license in relation thereto.

19. In the employment of its staff the company must ensure that all such persons are of reputable character and are adequately qualified/trained for sending the services as are required to be performed by this agreement. For security reasons, the company must maintain a profile of each of its employees. Their antecedents and character be verified from Police.

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E: TERMS AND CONDITIONS

1	Nature of job	Security service contract is for State Life Zonal Office H&AI Swat Zone
2	Number of Guards required	Two (2), may be increased according to the requirement
3	Date and time of opening of tender.	a. submission of bid on 22-08-2024 at 11.00 AM b. opening of technical bid on same day at 11.30 AM
4	Tender-Bid Security.	Bid security in the shape of pay order/bank draft/Bankers cheque in favor of State life insurance corporation of Pakistan must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained.
5	Release of Bid security.	a. Bid security of lowest two bidders will be retained up to award of contract and will be returned to remaining bidders after financial evaluation of the bid of the successful bidders b. To the successful bidders on providing performance guarantee in shape of bank guarantee 05% of bid amount. This bank Guarantee shall be returned on satisfactory termination /conclusion of the contract (without interest).
6	Please of duty.	State life H&AI Zonal Office House # 5 Near NBP Regional Office ZTB Road College Colony Saidu Sharif Swat.
7	Mode of payment.	The payment will be made on satisfactory services each month after deductions if any as per contractual obligations.
8	Contract period.	Two years (24 months)
9	Date of commencement.	03 days from the data of acceptance of letter of award.
10	Deduction from Bills.	Income Tax, PST or any other taxes levied by the Government of Pakistan
11	Timings of work	24-hours (in shifts) 1. 07:00 AM to 07:00 PM 2. 07:00 PM to 07:00 AM
12	Tendering process	Single stage single Envelop system/procedure

For & on Behalf of M/s. _____

F: UNDER TAKING

DATED: _____

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

Name:

Designation:

Signature:

Date and place:

Signature and Stamp

For & on Behalf of M/s. _____