**Tender Notice**

**INVITATION TO BID**

**TENDER NO. RE/PO/Firefighting /10/2024**

State Life Insurance Corporation of Pakistan (SLIC) invites bids through **EPADs**, under single stage two envelope procedure, from the experienced firms / contractors of the field registered with Income Tax Department, Sindh Revenue Board for SST & who are on Active Taxpayers List of the Federal Board of Revenue **(FBR)** and eligible to handle the work for **Providing Service of Safety Patroling and Consultancy Service in State Life Building in Sindh & Rahim Yar Khan.**

Bidding Documents, containing detailed terms and conditions etc. are available for download on **EPADs PPRA** website [www.ppra.org.pk](http://www.ppra.org.pk) and **State Life** website [www.statelife.com.pk](http://www.ppra.org.pk) free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through e-PADS on or before **02/10/2024** up to **11:00 A.M.** Bids will be opened on **EPADS** on same day at **11:30 A.M.**

Contractor is advised to submit original bid security along with photocopy biding documents in the office of undersigned on before closing **02/10/2024 up to 11:00 A.M**

This advertisement is available on **PPRA** website[www.ppra.org.pk](http://www.ppra.org.pk) and **State Life** website [www.statelife.com.pk](http://www.statelife.com.pk), however the bids shall be submitted through EPADs. Any bid submitted other than EPADs will not be considered.

State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rule

**MANAGER (SERVICES)**

 **(REAL ESTATE DIVISION)**

State Life Insurance Corporation of Pakistan

5th Floor, Real Estate Division

State Life Building No.9, Principal Office,

Dr. Ziauddin Ahmed Road, Karachi.

Phone #: 021-99204520

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**REAL ESTATE DIVISION**

**TENDER NO. RE/PO/Firefighting /10/2024**

**INVITATION OF TENDER FOR PROVIDING SERVICES OF FIRE SAFETY PATROLLING AND CONSULTANCY SERVICES IN STATE LIFE BUILDINGS IN SINDH & RAHIMYAR KHAN**

|  |
| --- |
| **TECHNICAL DOCUMENTS** |

**FIRE FIGHTING SECTION (RE)**

**5TH FLOOR, STATE LIFE BUILDING #. 9,**

**DR. ZIAUDDIN AHMED ROAD,**

**KARACHI**

Sub: **Providing Services Of Fire Safety Patrolling And Consultancy Services In State Life Buildings In Sindh & Rahimyar Khan**

**Instructions to Bidders**

1. Bidding document can be down loaded from E-Pad
2. Bids will be accepted through E-Pad only. However Copy of bidding document, relevant papers dully stamped with original bid security will be submitted in Real Estate Division (Services Section) for record purpose on or before **02/10/2024** at 11.00 A.M.
3. The bids will opened on same day at 11.30 A.M on E-paid before of firms / contractors representatives

**Terms & Conditions**

1. All the works shall be carried out / executed in accordance with the bill of quantities and fire safety practice as applicable locally.
2. Fire Superintendent will carry out the overall management and detailed inspection of the work under the supervision of the Fire In-charge. All the firefighting material to be used must be approved by fire consultant / In-charge.
3. Contractor shall repair all the defects in the work executed by him if those are found during defect liability period.
4. All the rates quoted should be inclusive of all prevailing cost of labour, material, taxes, profit etc.
5. All payments to contractor will be paid by SLIC, directly into its bank account by digital banking, for which contractor shall provide details of its bank account.

Scope Of Work

1. To Advice on technical matters as and when required pertaining to Fire Fighting / Safety arrangements in order to up-grade the fire safety system up to the requirements of IAP rules and fire codes, applicable in the country.
2. Preparation of all Firefighting related feasibility reports, technical papers and technical notes as and when required by State Life.
3. Monitoring of purchase of firefighting equipment for the buildings including administrative and technical responsibilities as under:-
	* 1. Monitoring daily diary of events and state of firefighting equipment and refilling due for fire extinguishers.
		2. Preparation of technical specifications and BOQ for purchase of firefighting equipment.
		3. Settlement of disputes with suppliers of other related agencies including meeting with relevant authorities for achieving required progress.
		4. Seeking approval of competent authority and Government Agencies for fire Safety arrangements in the building as per their requirement.
		5. To attend various meetings with the Suppliers and other agencies working for State Life at Office or at site.
4. Conduct half yearly lecture/training and practical demonstration for nominated personnel at State life Building # Karachi, Hyderabad, Sukkur, Larkana, Mirpurkhas & Rahim Yar Khan, using audio / video training aids for fire safety system at their own expenses.
5. Be responsible against all types of fires, firefighting arrangements up­grading and its maintenance in the all buildings under this contract / letter of award.
6. Assume complete responsibility whatsoever regarding Fire Fighting / fires in the buildings, responding/ dealing with all concerned Govt. agencies and departments, shall also be completely responsible for making and ensuring proper, adequate and effective fire safety arrangements in the buildings with due approval of State Life.
7. Fire hazard drill along with false alarm will be organized on regular basis
8. Provide training to at least four (04) State Life Security guards so that they may be able to fight fire, in case of emergency.

9. To Provide and depute round the clock trained and certified Fire Fighting personnel to be present in the buildings (including holidays) in order to fight any probable, outspread of fire. Details of personnel required are given in **Annexure - "A**".

10. To Arrange frequent visits of a government certified Fire Surveyors for maintenance and up-gradation of firefighting equipment and issue certificate for insurance purpose.

11. The minimum wages and other terms and conditions of employment of personnel engaged for the job shall not be less than fixed by the Government / law of Land.

12. The contractor should strictly perform his duties as per terms and conditions mentioned above, if found any deficiency, damages shall be imposed equivalent to actual / assessed amount and shell be recovered from its due payment.

13. In case of untoward fire incident, the company’s shall immediately call fire brigade/SDMA and coordinate with them on time complete in all respects.

14. The Company/firm shall be solely responsible for any legal repercussions resulting fire in loss of lives, material values and utilities etc. in the buildings.

15. To provide details regarding offices operating in Pakistan with addresses & telephone numbers.

16. In case of an emergency the company must have adequate resources available to provide back up at the needed location/s.

17. Contractor shall bound its staff to wear company I.D card throughout duty time.

18. Contractors who downloaded pre-qualification documents from state life website shall submit proof of payment of pre-qualification documents fee while submitting the tender.

19. Contractor should inform regarding validity of equipment’s (9) months before expiry and its conditions.

20. Fire hazard drill along with false alarm will be organized on regular basis.

Sub: **Providing Services of Fire Safety Patrolling And Consultancy Services In State Life Buildings In Sindh & Rahimyar Khan**

CRITERIA, DATA, AND INFORMATION REQUIREMENT FOR QUALIFICATION OF FIRMS

*ALL FIRMS ARE REQUIRED TO SUBMIT THEIR DOCUMENTS COMPLETE IN ALL RESPECTS AND WITH ALL THE RELEVANT DETAILS TO BE CONSIDERED DURING PRE QUALIFICATION.*

**MANDATORY REQUIREMENTS FOR PRE-QUALIFICATION***,*

1. National Tax No.
2. Registration with sales tax on services with provincial government
3. Certificate of Association/membership with FPAP.
4. Registration with SRB for Sales Tax on Service
5. Registration with EOBI & SESSI
6. Under Taking On Stamp Paper That Company /Firm Is Not Black Listed Or Under Litigation From Any Firm , Govt., Semi Govt. Or Private Organizations. Firms Under Litigation /Or Black Listed Need Not To Apply.

***CRITERIA OF EVALUATION OF TECHNICAL BIDS***

|  |  |
| --- | --- |
| **NAME OF THE FIRM****ADDRESS****Contacts.****Email:** |  |
| S# | **Description** | **Details** | **Marks Allocation** |
|  | Company Profile | * Years of establishment=10 marks
 | * 1 mark per year
 |
|  | Structure Of the Firm, Numbers & Name Of Permanent Officers / Staff And Allied Facilities. | 10 marks | 20 person = 10 marks |
|  | Number of organization where fire protection services have been provided in last 10 years | 20 Marks | 1 Firm = 4 Marks |
|  | Number of organization where fire protection services are being providing currently. | 20 Marks | 1 Firm = 4 Marks |
|  | Annual Turn Over, Financial Status Of The Firm with Income Tax Returns Of The Last three Years. (Attach Financial statements) | 10 Marks | Above Rs. 10 million = 10 Marks• Above Rs. 6 million = 08 Marks• Above Rs. 4 million = 06 Marks • Above Rs. 2 million = 04 Marks• Below Rs. 1 million = 02 Marks |
|  | Valid registration/membership certificate from National Fire Protection Association (NFPA) USA or any other equivalent membership certificate which is recognized and accepted nationally/internationally  | 10 Marks | 1 membership = 5 Marks (Max) |
|  | Original satisfactory performance certificates from at least two reputed firms /organizations (other than State Life) where services of similar nature , are being provided by the firm  | 15 Marks | 7.5 marks for each |
|  | ISO Certification | 05 marks | 05 marks |
|  | **Total marks** | **100** |  |
|  | **Qualifying Marks** |  | **60 Out Of 100** |

**Annexure "A"**

Sub: **Providing Services Of Fire Safety Patrolling And Consultancy Services In State Life Buildings In Sindh & Rahimyar Khan.**

LIST OF BUILDINGS AND STAFF DEPLOYMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***S#*** | **Building #** | **Fire Supervisor** | **Fire Man** | **Total** |
| **KARACHI** |
| 1 | SLB No. 01, Annexe, 1-A, 1-B, 1-C, I.I. Chundrigar Road, Karachi  | 1 | 4 | 5 |
| 2 | SLB No. 02, 2-A, 2-B, Wallace Road, Karachi  | 1 | 4 | 5 |
| 3 | State Life Building # 3, Dr. Ziauddin Ahmed Road. Karachi  | - | 3 | 3 |
| 4 | SLB No. 04, Shahrae-E-Liaquat Karachi  | - | 3 | 3 |
| 5 | SLB No. 05 & 5-A, Abdullah Haroon Road, Karachi  | - | 3 | 3 |
| 6 | SLB No. 06, M.A. Jinnah Road, Karachi  | - | 3 | 3 |
| 7 | SLB No. 07 , G. Allana Road, Karachi  | - | 3 | 3 |
| 8 | SLB No. 09, Dr. Ziauddin Ahmed Road, Karachi  | 1 | 4 | 5 |
| 9 | SLB No. 11,Abdullah Haroon Road, Karachi  | 1 | 3 | 4 |
| 10 | SLB No. 12,, Abdullah Haroon Road, Karachi  | - | 3 | 3 |
| **Interior Sindh** |
| 11 | SLB-2 Gul Center Hyderabad | - | 3 | 3 |
| 12 | SLB-3 Thandi Sarak Hyderabad  | 1 | 4 | 5 |
| 13 | Mirpurkhas  | - | 3 | 3 |
| 14 | Sukkur  | - | 3 | 3 |
| 15 | Larkana |   | 3 | 3 |
| **Rahim Yar Khan** |
| 16 | State Life Building Rahim Yar Khan |  | 3 | 3 |
|  | **Grand Total** | **5** | **52** | **57** |

Note:

State Life may vary the quantity of above firefighting staff to any extent as per its requirements.

SPECIAL CONDITIONS

|  |  |  |
| --- | --- | --- |
| 1 | Nature of Job. | Fire Safety and Patrolling Services deputing at State Life Buildings in Karachi, Interior Sindh & Rahim Yar Khan. |
| 2 | Place of submission of Tender. | 1. On E-Paid.
2. The copy of bidding document with relevant papers along with original bid security will be submitted in Real Estate Division (Services Section), 5th Floor, Principal Office, State Life Building No. 9, Dr. Ziauddin Ahmed Road, Karachi on or before **02/10/2024** at 11.00 AM
 |
| 3 | Date and time of opening of Tender. |   Opening of Financial Bid on **02/10/2024 at 11:30 AM**  |
| 4 | Tender-Bid Security. | 1. Rs: **900,000/-**Bid Security Fixed in the shape of pay order / bank draft in favour of State Life Insurance Corporation of Pakistan.
 |
| 5 | Release of Bid Security. | To the unsuccessful bidder on the acceptance of the bid by the successful bidder. |
| 6 | Retention Money | 05% of certified amount of bill every month |
| 7 | Performance Security | 5% of quoted amount in shape of Bank Guarantee. |
| 8 | Release of retention money | After one month of successful completion of tender period |
| 9 | Place of duty. | State Life Buildings as listed in **Annexure "A**". |
| 10 | Mode of payment. | State Life will pay monthly bills based on actual Firemen deployed for the services. The payment will be made on satisfactory services each month and will be paid by SLIC directly into bank account by digital banking. |
| 11 | Contract Period. | One (01) year |
| 12 | Date of commencement. | Within 07 (Seven) days from the date of acceptance of letter of award. |
| 13 | Deduction from Bills. | Income Tax, SST, any other tax as levied by the Government of Pakistan. |
| 14 | Deduction for absenteeism | Rs. 1.5 time salary per day per person will be deducted in case absenteeism |
| 15 | Deduction for damage/theft (if any) | Actual amount of loss + issuance of displeasure/unsatisfactory service certificate.Depending upon the loss, action could be blacklisting the contractor/firm or police action. |
| 16 | Timings of work. | (03 shift system) 8 x 3 = 24 hours |

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**REAL ESTATE DIVISION**

**TENDER NO. RE/PO/Firefighting /10/2024**

**INVITATION OF TENDER FOR PROVIDING SERVICES OF FIRE SAFETY PATROLLING AND CONSULTANCY SERVICES IN STATE LIFE BUILDINGS IN SINDH & RAHIMYAR KHAN**

|  |
| --- |
| **FINANCIAL BID DOCUMENTS** |

**FIRE & FUMIGATION SECTION (RE)**

**5TH FLOOR, STATE LIFE BUILDING #. 9,**

**D****R. ZIAUDDIN AHMED ROAD, KARACHI**

Sub: **Providing Services Of Fire Safety Patrolling And Consultancy Services In State Life Buildings In Sindh & Rahimyar Khan**

### BILL OF QUANTITY

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. #  | Description  | **Suggested** Minimum wages/Salary per Guard per month (Rs.) (Not less than as suggested below) | Add all prevailing and applicable taxes EOBI, SESSI/PESI, etc | Profit, overheads, | SSTOn profit | Income tax | **Total** | Quantity | **Grand Total per month** |
|  |  | A | B | C | D | E | **F=A+B+C+D+E** | G | **FxG** |
| 1  | **Fireman:**Providing skilled and experienced fireman in shifts of 08 hours each, round the clock. | 32,000 |  |  |  |  |  | **52** |  |
| 2  | **Supervisors:**Providing skilled and experienced fire supervisor in two shifts of 12 hours each round the clock | 35,000 |  |  |  |  |  | **05** |  |
|  |  |  |  |  |  |  | **TOTAL=** | **57** |  |
|  | **Total per month** | = |  |
|  | **Total Per Annum** | = |  |

Rupees in words ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per annum)

Note:

* **The above quoted rates of salaries should be inclusive of all prevailing taxes, Sales tax on services, profits, overheads, miscellaneous charges, levies etc. as per prevailing govt. rules during the course of contract period.**
* The above staff strength /quantities can be changed to any extent as per requirement.

The strength of staff deployed will be communicated to the service provider as per requirement and at any time after awarding the contract.

* The contractor shall abide to pay minimum wages to staff as per Govt notification. If it is reported that minimum wages are not being paid by the firm to the staff, the contractor will be responsible for any legal/financial consequences thereof.
* All the staff deputed must be well trained & shall have capacity to operate fire hydrant, fire extinguishers & any other fire suppressing system.
* Contractor shall pay/transfer all wages to its staff in their bank accounts.

# FORM OF PERFORMANCE SECURITY

**(Bank Guarantee)**

 Guarantee No. Executed on Expiry date

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address:

Name of Principal (Contractor) with address:

Penal Sum of Security (express in words and figures)

Letter of Acceptance No. Dated

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound

unto the (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of

Acceptance for

(Name of Contract) for the

(Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the

Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause , Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show

grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer’s designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

 Guarantor (Bank)

Witness: Signature

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name

 Corporate Secretary (Seal) Title

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name, Title & Address

Corporate Guarantor (Seal)