**INVITATION TO BID**

**ANNUAL MAINTENANCE CONTRACT OF SECURITY SERVICES PROVIDER FOR GUARDING SERVICES AT STATE LIFE BUILDING G.T ROAD, GUJRAT.**

**TENDER NO. SLIC/RE/SEC/GUJ/019/11/2024**

**e-PADS Tender No.F-241038681**

*1. State Life Insurance Corporation of Pakistan* invites e-PADS bids eligible/ reputed companies/ firms that are having capacity & relevant experience of minimum Five (05-Years) or more in relevant job/ works and have rendered such services in Federal Government organizations, Banks and Multinational Companies in Pakistan and registered with the concerned authorities for “Annual contract of Security Services of State Life building G.t road, gujrat**”**. The firms should have proper office, telephone number, N.T.N and should be duly registered with e-PADS, FBR on the ATL & GST list.

2. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life’s website[**www.statelife.com.pk**](http://www.statelife.com.pk)free of cost*.*

3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before date/ time 15-11-2024 at 11:00 am, as stipulated by e-PADS** will be opened on the same day **at 11:30 am**. This advertisement has been published via PPRA e-PADS website.

4. Any bid submitted other than e-PADS would not be considered.

 DGM/ **INCHARGE (Real Estate)**

 *State Life Insurance Corporation of Pakistan*

 *Basement, State-Life Building No.5,*

 *Phase-II, Jinnah-Avenue, Islamabad.*

 *Ph:051-9203347*

|  |
| --- |
| **TENDER DOCUMENT FOR SECURITY SERVICES CONTRACT FOR STATE LIFE BUILDING G.T ROAD, GUJRAT** |
| **TENDER NO. SLIC/RE/SEC/GUJ/019/09/2024** |
| **DGM/ INCHARGE** **(REAL ESTATE DEPARTMENT)**STATE LIFE BUILDING NO.5, JINNAH AVENUE, ISLAMABAD. |

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: **SECURITY GUARDS SERVICES FOR STATE LIFE BUILDING G.T ROAD, GUJRAT.**

Dear Sir,

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

1. Mandatory & General Information
2. Scope of Work.
3. Terms & Conditions.
4. List of Buildings / staff.
5. Bill of Quantities.
6. Evaluation Criteria.
7. Forms of undertaking.

Kindly submit your bid for the job along-with the above documents duly signed so as to reach this office on or before **15-11-2024 at 11:00 AM.**

Technical Bids will be opened on same day at 11:30 AM, in the presence of tenderers or their authorized representatives who may desire to be present.

Regards,

DGM I/c Real Estate,

Islamabad.

Encl.: As above.

# a) MANDATORY REQUIREMENTS FOR QUALIFICATION OF FIRMS

1. National Tax Number from FBR and holding the valid NTN Certificate (copy required).
2. Certificate of Registration / Incorporation (SECP).
3. Holding the valid Licenses as Security Company from province Home Department and/ or Ministry of Interior of concerned registered association (copy required).
4. Affidavit on stamp paper (original), declaring that the company is not black listed by any Govt. agency/ Corporation/ private firms and is involving in litigation with State Life OR any Government/ Public sector Organization.
5. SST registration (Copy required).
6. Registration with EOBI/ PESSI/ SESSI.
7. **The firms who did not fulfilled their contractual obligations during their previous contract(s) or their services remained unsatisfactory with State Life shall not be eligible to participate in the bids**.

### b) TECHNICAL BID EVALUATION CRITERIA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.no**  | **Parameters against which technical evaluation shall be done**  | **Annexure/ Page ref#**  | **Scoring brackets**  | ***Total /*** ***Maximum points allocated***  |
| **1**  | **Company Profile**  |  |  |  |
| 1.1  | Years of Experience in Security Works:  |   |   |  |
|   | Less than 5 years  |   | 1  | *05* |
|   | 5 to 10 years  |   | 2  |
|   | 11 to 15 years  |   | 3  |
|   | 16 to 20 years  |   | 4  |
|   | More than 20 years  |   | 5  |
| **1.2**  | **Contracts executed by the firm during past 05 years of above contract value Rs. 30 million per annum**  |  |  |  |
|   | 2 and less than 3 contracts  |   | 5  | *20*  |
|   | 3 and less than 5 contracts  |   | 10  |
|   | 5 and less than 8 contracts  |   | 15  |
|   | More than 8 contracts  |   | 20  |
| **2**  | **Relevant Experience (To be physically verified by SLIC team – if required ) Firm to submit copies of work orders or contract**  |  |  |  |
| 2.1  | **Proof with details of Ex-Army guards to be proposed and deployed in State Life**, **CV’s along with last 03 months pension slips and proof of company employee / pay roll.** |   |   |  |
|   | Upto 15 Ex-Army Guards  |   | 15 | *25*  |
|   | Upto 20 Ex-Army Guards  |   | 20  |
|   | Upto 25 Ex-Army Guards  |   | 25  |
| 2.2  | Security Contracts /Projects (in hand -more that 30 million per annum per contract )  |   |   |  |
|   | 2 and less than 3 contracts  |   | 10  | *25*  |
|   | 3 and less than 5 contracts  |   | 15  |
|   | 5 and less than 8 contracts  |   | 20  |
|   | More than 8 contracts  |   | 25  |
| 2.3  | **Last 12 months company pay roll to prove and shown the number of security guards who are permanent employees of the company** |   | 5  | *5*  |
| 3  | Average Balance in the bank account of the firm in the last one year  |   |   |  |
|   | 05 to 10 (M)  |   | 10  | 20 |
|   | 11 to 15 (M)  |   | 15  |
|   | 16 to 20 (M)  |   | 20  |
|   | Total marks=  |   |  | *100*  |

***Note:* Qualifying marks = 60 or above**

**(ANY MISDECLARATION/MISSTATEMENT WILL BE TAKEN SERIOUS AND COMPANY MAY BE BLACKLISTED. SAME WILL BE ANNOUNCED AND INFORMED IN THE NEWSPAPERS, PPRA AND TO OTHER RELEVANT AGENCIES)**

# GENERAL INFORMATION

1. The bid shall comprise a single package containing two separate e-BIDS.

1. The e-BIDS shall be marked as “Financial Bid” and “Technical Bid’ in bold and legible letters to avoid confusion.

1. On schedule date of Bid Opening, the e-PADS “e-BIDS” will be opened.

1. After Technical Evaluation “Financial Bid” of technically accepted bidders will be taken into consideration via e-PADS.

1. The Financial Bid of technically disqualified bidders will not be considered and declared as non-responsive summarily via e-PADS.

1. All queries/ clarifications required from bidder shall be addressed on working days by fax or letter at the address given below up to one week prior to closure of Bid Submission date. No clarification shall be given on telephone.
2. The offer must be submitted via e-PADS consisting of Technical and Financial Bids with bid bond and should be forwarded bearing the words **“BID FOR SECURITY SERVICES for “State Life Building G.T Road, Gujrat”** addressed to:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

Real Estate,

Basement, State Life Building No. 05 (Phase-II Jinnah Avenue, Islamabad.

Phone No. 051-9203347

1. 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.

1. **The bidder should be registered and shall have N.O.C. from Ministry of Interior, Government of Pakistan, Islamabad or Provincial Home department.**

1. The bidder should confirm in their offer that they have its own ammunition/communication equipment required for Security services.

1. The strength of Security Guards can be increased or decreased by the Competent Authority as per requirement, quoted rates should be inclusive of all Government duties and Taxes.

1. The successful contractor will follow all instructions issued by corporation in connection of Security Service.

1. Child Labor rules and basic human rights will not be violated by the Contractor. Age of Security Guard shall not be less than **25** years & not more than **50 years**.(Healthy and physically fit)

1. 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 bids shall be rejected straightaway.

1. 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.

1. The Firm/Contractor will confirm in their offer that the Guards will use/ wear neat and clean uniform with cap and badges.

1. **Firm/Contractor shall be responsible for personal hygiene of the Security Guards and confirmation in this regard should be submitted in their offer.**

1. Indiscipline Security personnel involved in immoral activities will not be allowed to serve.

1. 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.

1. Any bid received by the Procuring Agency other than e-PADS would not be considered

1. A bid security will be required. The amount of bid security required is **Rs.200,000/-**. This bid security is to be submitted in the form of Demand Draft or Pay Order/Bankers cheque in favor of **“State Life Insurance Corporation of Pakistan”** . The Bid security shall be in Pak Rupees & from a scheduled bank in Pakistan and required to be submitted in hard form to Incharge (Real Estate) Office within stipulated time constraints.

1. **Bid security**
2. The security company will submit Bid Security of **Rs.200,000/-** with the tender in the shape of Pay Order in favor of “State Life Insurance Corporation of Pakistan”. The tender without bid security will be rejected
3. must be valid twenty-eight (28) days after the end of the bid validity period of 180 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.
4. Un-successful Bidder's bid security will be discharged/ returned as promptly as possible.
5. The bid security will be returned to successful bidder upon submission of Performance Guarantee after signing of contract agreement.
6. 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.
7. 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.

1. The bids should be valid for 180 days from the date of opening of Tender otherwise their offer shall be rejected straightaway.

1. The bidder should submit an Affidavit that all the documents, particulars, / information furnished are true and correct with their bid otherwise their bids shall be rejected straightaway.
2. The bid shall contain no alterations, erasures, or overwriting, except 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 whito on financial figures is prohibited.

1. 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 submit to the exclusive jurisdiction of the Pakistani Courts.

1. The successful Security Firm shall have to arrange and provide an Insurance Coverage of Rs. 500,000/- (Rupees Five Lacs Only), in favor of State Life Insurance Corporation of Pakistan to cover any incident occurred or damage caused by the negligence on part of security personnel deployed by the Security Company in the building.

1. 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 & SESSI to concerned department for staff deputed at State Life properties and shall submit undertaking to this effect with every month bill.

1. Bidder and SLIC will enclose list of deductions to be made from security guard upon their different negligence /short comings.

## b) SCOPE OF WORK

1. The Security Company will provide Shot 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 will 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 at each building / location **as per requirement** for proper checking of pedestrians and vehicles.
6. The Security Company will keep a record of the Water Tankers delivered at the buildings and will intimate the Building In-charge concerned in case of any irregularity.
7. Proper parking of the **State Life** Officials /authorized tenant’s vehicles in the buildings will be the responsibility of the security staff deputed in the parking area.
8. All taxes, SST, Government levies and charges etc., shall be borne by the Security Company.
9. All Ex-Army security supervisors/ guards are required to produce Discharge certificates
10. 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 at all times and should submit documentary evidence if and when required by concerned agency / department.
11. **The company shall deposit the salaries of the security staff deputed under this contract in to the respective bank account and submit the monthly statement /documentary evidence to proof that wages are being paid as per government rules.**
12. 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**.
13. State Life will supervise and regulate the duties of the staff through its Real Estate Division. The Security Company shall follow instructions in respect of work as mentioned in the Scope of Work.
14. All **security staff**/workers should have their CNICs. The age of the security guards shall not be less than 25 years & over **50** years. The Security Supervisors /guards should be at least matriculate, preferably educated and can read identity cards, business cards, gate passes and can write in Urdu or English.
15. State Life shall not be responsible for any loss, damage, injury sustained during the performance of their duties.
16. **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.
17. 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 one day of receiving notice.
18. State Life reserves the right to use any Ex-Army Guard / Supervisor as escort or depute on duty with senior officers of State Life under intimation to Security Company.
19. Any change / turnover of guards / supervisory staff to be done with prior permission of State Life Insurance Corporation of Pakistan (at-least at 10 days prior notice).
20. This contract will be for a period of one (01) year.
21. ***DEDUCTIONS & PENALTIES*:**
	1. During duty if any guard(s) is found asleep, missing from duty, State Life Insurance reserves the right to impose penalty / deduction of security charges. Supervisor Security Company shall maintain security register at each location detailing the duties, incidents etc., which will be duly checked by respective building In-charge daily.
	2. If services provided are not up-to mark, deduction from monthly bills in range of upto 10% of monthly bill value will be made as assessed by State Life Officer. Such decision will be binding on Contractor / Firm. Deduction for not providing equipment will be as under;

 Car checking mirror. Rs.300/- per day

 Metal detector. Rs.300/- per day

 Torch. Rs.300/- per day

* 1. In case of noncompliance of deployment of Guards as per contract i.e. non- placement of **Ex-Army /Forces Guards** with placement of unarmed guards or insufficient guards, placement of over aged guard(s), lethargic guard, guards withou**t** proper uniform, and not as per contract deployment /terms , SLIC reserve the rights to deduct the salary @ 1.5 times the salary of guard per day for such guard.
	2. **State Life will make upto 25% deduction from the respective monthly bill(s) of the security company in case of un-satisfactory performance** during that month
	3. **Shifts are to be arranged by the Company so that each guard is provided adequate leave and is replaced by another guard during his absence from duty. To ensure full deployment and** **working schedule of security guards deputed in the SLIC building should follow 24/7/365.**
	4. **Security Company shall ensure that no guard makes double duty.**
1. The company/firm to ensure the duties of the security guards on fortnightly rotation basis **with the approval of State Life**.
2. **Security supervisor /officer of the firm shall submit “Performance Report” to respective Building Incharge(s) of State Life on daily basis about “Guards and Security Services , Duty Inspection** Performa**”** to be prepared for inspection of guards and . Non submission of the weekly “Duty Officer Inspection Performa” would be considered as noncompliance on the part of the security company.
3. **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:**
4. Computerized National Identity Card (CNIC)
5. Company identity card should be prominently displayed on his uniform.
6. A torch for guards on evening and night duty.
7. Licensed arms and all other equipment necessary for him to perform the Services.
8. For any licensed arms carried by any guard, arms license in relation thereto.
9. **In the employment of its staff the Company must ensure that all such persons are of reputable character and are adequately qualified/trained for rendering 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.**

  **c) SPECIAL TERMS AND CONDITIONS**

|  |  |  |
| --- | --- | --- |
| 1  | Nature of Job.  | Security Service contract for State Life Building G.T Road, Gujrat.  |
| 2  | Place of submission of Tender.  | Office of the DGM I/c Real Estate, Basement, State Life Building No.5 (Phase-II) Jinnah Avenue, Islamabad.  |
| 3  | Date and time of opening of Tender.  | 1. Submission of bid on 14-11-2024 **at 11:00 am**
2. Opening of Technical Bid on same day **at 11:30 am.**
3. Opening of Financial Bid shall be intimated later to the post qualified bidders.
 |
| 4  | Tender – Bid Security.  | Bid Security of **Rs.200,000/-** in the shape of pay order / bank draft/Bankers Cheque in favor of **“State Life Insurance Corporation of Pakistan”** to be submitted with Tender. Tenders with pay order/bank draft having different names shall be rejected.  |
| 5  | Release of Bid Security.  | 1. Bid Security of lowest two bidders will be retained upto award of contract and will be returned to remaining bidders after financial evaluation of the bid of the successful bidder.
2. To the successful bidder on providing Performance Guarantee in shape of Bank / Insurance Guarantee upto 10% of bid amount. This Guarantee shall be returned on satisfactory termination/ conclusion of the contract (without interest).
 |
| 6  | Places of duty.  | State Life Building G.T Road, Gujrat**.**  |
|  7  | Mode of payment.  | State Life will pay monthly bills based on actual Guards deployed for the services. The payment will be made on satisfactory services each month after all deductions **as per contractual obligations**.  |
|  8  | Contract Period.  | One Year (12 months).  |
| 9  | Date of commencement.  | 03 days from the date of acceptance of letter of award.  |
| 10  | Deduction from Bills.  | * **Income Tax**, **SST** or any other taxes levied by the Government of Pakistan
* Deductions as per contract for non-fulfillment of contractual obligations referred in the **Scope of Tender** terms.
 |
| 11  | Timings of work.  | 24-hours (In shifts)  |
| 12  | Insurance Cover.  | The successful Security Firm shall have to arrange and provide an insurance coverage of Rs.500,000/- (Rupees Five Lac Only), in favor of **“State Life Insurance Corporation of Pakistan”** to cover any incident occurred or damage caused by the negligence on part of security personnel deployed by the Security Company in the building.  |
| 13  | Rotation.  | Duties of guards on quarterly rotation basis within or different locations.  |

**Annexure “A”**

1. **DETAIL OF BUILDING & STAFF**

**State Life Building G.T Road, Gujrat**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No**. | **Category** | **SHIFT** | **TENTATIVE REQUIREMENT GUARDS** | **No. of Guards** |
| **SLIC Building****GUJRAT** |
| 1. | **ARMED Guards**(also Capable of maintaining entry/ exit register) | DAY | 05 | **05** |
| NIGHT | 02 | **02** |
| 2. | **Security Supervisory****(Ex-Army)** | DAY | 01 | **01** |
| NIGHT | - | **-** |
|  | **REQUIRED MANPOWER** | **Armed****Guard** | **07** | **07** |
|  |  | **Supervisor** | **01** | **01** |

NB:-

|  |  |  |  |
| --- | --- | --- | --- |
| **SHIFT** | **Guards** | **Duration of Duty at Post** | **Shifts (1 Shift + ½ Shift)**  |
| **DAY** | 1 Nos. Guard for **DAY** | Max 12 Hours | (8 Hours + 4 Hours)= **12 HOURS** |
| **NIGHT** | 1 Nos. Guard for **NIGHT** | Max 12 Hours | (8 Hours + 4 Hours)= **12 HOURS** |

\*Day Supervisor shall be Ex – Army.

**NOTE:-**

**“THE RATES QUOTED SHALL BE COMPLIANT WITH GOVT. MINIMUM WAGES AND OTHER COMPULSORY BENEFITS EOBI, ESSI (SOCIAL SECURITY), GROUP INSURANCE ETC. AND INCLUSIVE OF ALL PROFITS, TAXES VIZ INCOME TAX, GST, SST ETC. AS PER GOVERNMENT RULES.”**

e) **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, | SST | Income tax | **Total** | Quantity | **Grand Total per month=****AxB** |
|  |  | A | B | C | D | E | **F=A+B+C+D+E** | G | **FxG** |
| 1  | Security Supervisor  (Ex-Servicemen )  | Rs. 45,000 |  |  |  |  |  | **01** |  |
| 2  | Armed Security Guards (Trained from reputed company/APSSA  | Rs. 41,625/-(prevailing minimum wage rates)(For 12-Shift) |  |  |  |  |  | **07** |  |
|  |  |  |  |  |  |  | **TOTAL=** | **08** |  |
|  | **Total per month** | = |  |
|  | **Total Per Annum** | = |  |

|  |  |  |
| --- | --- | --- |
| 3  | Willkie Talkie 02 Sets. | Free of cost as per requirement |
| 4. | Mirrors detectors etc. |
| 5. | Metal/Explosive Detectors. |
| 6. | Surprise Visit must of Building Specially in Night Shift on Weekly basis & report submitted to concern Building Incharge.. |

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

**Note:-**

NB: - All Govt. Taxes should be included in Contract amount/ consumable item. GST/ SST/ PST is applicable only to Mandate/ Profit of the Contractor.

\*\* GST/ SST @18%/15% for ICT Islamabad and PST @16% for Punjab.

 Amount in words (For One (01) Years)

\*\*Note:-

1. Total consolidated monthly amount including Minimum Wages @Rs.37,000/- (ESSI, EGI, EOBI etc.) per person should be quoted by the bidder under each of the category separately.
2. The bidder should quote the details (price-break up) of the monthly consolidated amount in the Table-B given on next page.
3. Payments shall be made by the Client as per the terms and conditions of the Tender Documents.
4. Prices shall be valid for a period of one year. However, on revision of minimum wages by O/o The Labour Welfare Department, ICT Islamabad and O/o The Labour Welfare Department,

Punjab and O/o The Labour Welfare Department, Khyber Pakhtunkhwa the same shall be revised by the Client. However, even on revision of minimum wages*, the contractor’s profit in absolute terms (not in percentage terms) shall remain the same throughout the contract period as was quoted by the contractor in his bid.*

1. The quoted consolidated monthly amount prices shall be inclusive of all charges including Client’s contribution towards EGI, EOBI, Gratuity, Bonus, Substitutes. It shall also include cost of training and uniform, Supervision of company etc.
2. The prices in the Price Schedule shall be exclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate. (vii) The Contractor shall mandatorily ensure that the cost per head as at ‘A’ in Table ‘B’ is paid as monthly wages to their PERSONNEL who are deployed in Client’s premises for cleaning services.
3. Bidder may compete the bidding process with respect to own profit margin. Any bid having price quoted below the Govt. determined minimum wage rate i.e., @Rs.37,000/- for 8 hour shift for 26 days a month (for the year 2023 excluding statutory benefits, profits, over heads, taxes etc., of the bidder) would be considered non workable and liable to rejection summarily forthwith.
4. Price Break-up of the quoted prices shall be submitted by the Contractor in the format given in Table B at next page:

The basic wage for 8 hours should be computed @Rs.**1423/-** per day for 8 hours shift for 26 days as per Govt. determined Minimum Wage Rate i.e., @Rs.37,000/- pm The bidder may compete the bidding process with respect to own profit margin.

The payment shall be made by the following formula with relevant changes as per above. The Contractor shall also pay to his personnel by this formula. This formula takes care of all the paid weekly holidays, National holidays and other gazetted holidays.

**Formula**:

Wages payable to individual = (Total Monthly Wages as above/ No. of working days in the month) x (No. of days worked in the particular month by the individual).

In addition to the Tender Terms & Conditions, Contractor shall adhere to the minimum wages as announced by Govt. of Pakistan, in case of failure;

1. The contract will not be awarded.
2. The contract will be terminated at any stage, if contractor is found at default.
3. The Cleaning Duty hours shall be to suit the working hours of the Employer. According to current Employer’s working hours (Monday to Saturday), the Duty shall be as follows:-
	* **Shift-I From 08:00 A.M. to 04:00 P.M. + 4 hours OT**
	* **Shift-II From 08:00 P.M. to 04:00 A.M. + 4 hours OT**
* Rate per Day basic wages including DA etc., quoted by tender/ should not be lesser than the minimum Wages prescribed by the provincial/ Federal Govt. (Whichever is higher).
* ***Statutory liabilities*** such as ESSI, EGI/ EOBI Goods Service tax etc., will be paid as per prevailing rates as declared by the State/ Federal Government from time to time.
* While quoting **minimum** **Service Charge @5% (max upto 11%),** the Service Provider should take care of all ***Statutory Payments (EOBI, ESSI, EGI etc.***) and liabilities that may arise like Bonus, Gratuity etc., if any or any charge that may be levied by the Statutory authority in future.
* The difference in subsequent minimum wages rates due to revision of the rates by the Labour Welfare Department/ State Government will be adjusted by the corporation accordingly.
* Income Tax will be deducted at source at the time of payment as per Rules.
* No any other charges will paid by SLIC except as mentioned in terms and condition.
* The bidder’s mandate/ profit must not exceed 25% of the contract net worth (excluding workers’ salaries)

* + **The rates quoted shall be compliant with Govt. minimum wages and other compulsory benefits EOBI, ESSI (Social Security), Group Insurance etc., and inclusive of all profits, taxes viz income tax, GST, SST etc. as per government rules.**
	+ **The Supervisor & Armed Security Guards shall be Ex – Army Men.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Name, Signature & seal of the authorized person)**

For & on behalf of M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G)**  **UNDERTAKING**

 **DATED: \_\_\_\_\_\_\_\_\_\_**

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

Name

Designation

Signature

Date and Place

**SIGNATURE AND STAMP**

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