



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN
GUJRANWALA ZONE

State Life Building,
G.T.Road, Gujranwala.

Phone No.055-9200286
October 31, 2024.

TENDER NOTICE#GRW/HRA&P/03/2024.

HIRING OF SERVICES FOR CASH CARRYING FROM STATE LIFE COLLECTION CENTRES TO NOMINATED BANK.

State Life Insurance Corporation of Pakistan, the Federal Government Owned Autonomous Corporation invites quotations/bid (only registered with EPADS) which is valid till 19-11-2024 under single stage one envelope procedure from well recognized firms registered with IncomeTax/SalesTax Departments for the Supply/Services in following heads:-

Hiring of Services for Carrying Cash from State Life Zonal Office, G.T.Road, Gujranwala and Cash Counters at Wazirabad, Hafizabad and Kamoke to nominated Bank.

- Tender Documents along with detailed terms & conditions/guideline can be seen/downloaded on EPADS system i.e. www.eprocure.gov.pk and State Life website i.e www.statelife.com.pk as well.
- Bids will be received only from those firms who are registered on E-PADS system, **(No bid will be entertained by hand/courier, only CDR must be received physically before the tender opening time).**
- The bids must be prepared in accordance with the instructions in the bidding document and must be submitted through EPADS latest by 19.11.2024 before 10:00 am, while it will be opened on **same date at 10:30 am** on the below noted address.
- The contract will renewable after one year under existing rates with mutual understanding by both parties.

For detailed specification, you may visit State life Office, State Life Building G.T.Road, Gujranwala Zone, or contact to the undersigned within office hours.


Tariq Nazir Chaddhar

Secretary Zonal Procurement Committee.

SLIC, 4th Floor, State Life Building, G.T.Road, Gujranwala.

Contact No.

Ph: 055-9200286, Mob: 03007406388,



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November 01, 2024.

TENDER DOCUMENT

HIRING OF SERVICES FOR CASHCARRY/CASH IN TRANSIT VAN TENDER ENQUIRY

TENDER NOTICE#GRW/HRA&P/03/2024

State Life Insurance Corporation of Pakistan, Gujranwala Zone intends to invite sealed bids (through EPADS), Under Single Stage, two Envelope procedure from NTN/GST Registered well-recognized Security Companies having Own Office, Phone/Fax number and email ID, Cash Carry Van Services for the following places:-

1. State Life Building Gujranwala Zone to UBL (G.T.Road, COC Branch, Gujranwala.)
2. Cash Counter Hafizabad Ali Pur Road to (UBL Sagar Road Branch)
3. Cash Counter Kamoke to UBL Kamoke.
4. Cash Counter Wazirabad to UBL main Bazar Branch, Wazirabad.

General Terms & Conditions:

1. Bids to be submitted at EPADS system of PPRA(No Physical Bid will be accepted except CDR) Last Date for tender is 19.11.2024 up to 10:00 a.m. and Tender will be opened on same date at 10:30 a.m. in the office of In-charge (HRA&P), Zonal Office Gujranwala.
2. Only GST registered Security Companies (active taxpayers) can participate in the tender.
3. Competent Authority reserves the right to reject any/all items or any/all bid(s) or proposals according to **PPRA Rules & Regulations**.
4. The quoted price must be irrevocable /unconditional.
5. Bid security/Earnest money must be in lump sum amount @5% of bid value and shall be deposited by the bidder/vendor in the form of CDR/Pay Order/Demand Draft favoring State Life Insurance Corporation of Pakistan (Estimated value of the procurement is Rs.29,00,000-). No cheque shall be entertained at all.
6. Bid Received after the above dead line or without Bid Security/Earnest Money and or less than required amount shall not be accepted.
7. The Successful bidder shall deposit Rs.145000/-in the form of CDR/Demand Draft/Pay Order as Performance Guarantee (PPRA rule 39). No Cheque shall be acceptable for this purpose.
8. The bid found to be the lowest evaluated shall be accepted.
9. Validity of the bid will be up to 31.12.2024 from the date of opening of bid, which may be extendable on mutual consent.
- 10.The bidder will provide latest on board along with corporate client list.



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11. The Bidders are here by informed that the State Life Insurance Corporation of Pakistan Shall deduct Income Tax & Sales Tax at the rate prescribed under provincial or federal tax laws, from all Payments of successful Bidder at the time of payments and Proper documentation is required for claim of tax exemption (if any).
12. The contract shall deem to be considered as cancelled if the vendor fails to provide agreed services.
13. The rates quoted should be in Pak Rupees inclusive of all applicable taxes as per Govt. rules and expenses (if any). The rates quoted will be treated as final and must be valid till ending of agreement period.
14. Agreement period shall start after placement of confirmed work order or signing of formal agreement whichever is earlier.
15. Office working days are Monday to Friday. Some time Saturday and Sunday Cash Counters open which shall be communicated one day before.

Applicant cannot apply if they:-

1. Are not GST/Income Tax registered company.
2. Are bankrupt or in process of going bankrupt/Blacklisted.
3. Have been convicted for an offence concerning the professional conduct.
4. Have not fulfilled obligations related to payment of taxes.
5. Are guilty of serious Mis-interpretation or Mis-representation off acts in supplying information.
6. Eligibility criteria mentioned in tender documents must be observed and fulfilled.
7. Single Stage Single Envelope Procedure will be adopted.

MANDATORY REQUIREMENTS

The service provider should have:-

- Minimum fleet size of 20 specifically fabricated cash vans (Own/Leased) in Major Cities of Punjab. The cash vans must be GPS enabled monitored live with Geo- fencing mapping.
- Cash vans to have CCTV inside.
- Vans must be bullet proof and must be as per State Bank SOP's.(Change Time By Time if any)
- One Cash Carry/Cash in transit Van (and one as a reserve to be available with service provider) with Crew members as two armed guards (Ex-Servicemen) One Executive member and One Driver for transporting cash between Bank and State Life offices.
- One Cash Carry/Cash in transit Van as and when required during banking hours and after banking hours in routine days and volt facility during holidays.
- Vendor must have comprehensive insurance coverage from an insurance company having A or AA rating by PACRA
- Vendor must have nation - wide collection and distribution network Head Office, Branch office/service center) fully equipped with reliable & experienced staff and fleet of modern armored vehicles



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SPECIAL INSTRUCTIONS

- State Life reserves the right to cancel allocation of service any time without any impact on rates and tender.
- Approximate average daily cash in transit/to be carried is Rs. 10-15 Million during normal business days. This average increase manifold i.e., as Rs. 25-30 million daily during quarterly and annual closing days.
- Bidder shall be bound to provide services at locations/proposed locations at approved rates without any additional cost.

- Bidder shall collect cash daily (working days) and during off days as per instructions official.
- Persons, the names of whom shall be communicated at the time of signing agreement.
- SOP's of cash collection from State Life, Cash Counters shall be discussed at the time of agreement with successful bidder.


SECRETARY

Zonal Procurement Committee,
SLIC, 4th Floor, State Life Building, G.T.Road, Gujranwala
Contact No. 055-9200286, Mob:0300-7406388



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Technical Evaluation Criteria

Following Documents are Mandatory

All the bidders must fulfill below mentioned conditions for technical qualification:-


1. The bidder (s) will submit the company profile, containing name of firm, its status, address, telephone number (s), fax number and other required certificates/documentation proof.
2. The list of reputed clients both from public and private sectors must be attached.
3. Bidder has NTN & GST Registration Certificate.(active taxpayers)
4. Bidder has attached all the necessary documentation as required in this tender.
5. Bidder has required number of vehicles and staff as required.
6. Bidder has registered business for performance of said services.
7. Minimum 05 years' experience of cash carry services.
8. Bidder must be based in required territory.
9. Must have at least 02 satisfactory service reports regarding Cash Carry/Cash in transit Van Service from reputed/well-known private or public clients during last three years.
10. Submission of Undertaking on legal valid and attested stamp paper Rs.100/- or more that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.

NOTE: after technical evaluation, Rates shall be compared among bidders for finding the most Economical bidder and financial bids shall be opened/announced for only technically qualified bidders.

Financial Bid

| Sr.No | Location | Van Collection Charges | Vault Charges | Seal Charges |
|-------|---|------------------------|---------------|--------------|
| 1 | State Life Zonal Office to UBL G.T.Road, Gujranwala | | | |
| 2 | Cash Counter Hafizabad to | | | |
| 3 | Cash Counter Kamoke to | | | |
| 4 | Cash Counter Wazirabad to | | | |

The Lowest Bidder for Each Location will be considered Successful.


Tariq Nazir Chaddhar
Secretary Zonal Procurement Committee,
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