



Sialkot Zone

Invitation for Bids

Tender Notice #SLIC/ Zonal Office/Skt/Security/03/2025

State Life Insurance Corporation of Pakistan, Sialkot Zone invites bids on EPADS on Single Stage Two Envelope Procedure from reputable experienced firms having Sales Tax & Income Tax registration by Federal Board of Revenue to provide Security Services including provision of Security accessories at above referred office located at Micro Plaza, Paris Road, Sialkot & other specified places of SLIC Offices for period of 03-years extendable as per both parties mutual understanding on same terms & conditions. The firm should have Active Status with FBR and eligible as per subject referred tender terms & conditions which are mentioned in tender documents.

Interested & eligible firms can submit their quotations/ bids in sealed envelopes at EPADS only as per Single Stage- Two Envelopes Procedure (Technical Proposal & Financial Proposal) under PPRA rules 2004 and amendments made from time to time. Tender Schedule is as follows:-

Tender Description	Closing Time for Bids Submission	Bids Opening Time	Location
Security Services	March 12, 2025 at 11:00 hrs	March 12, 2025 at 11:45 hrs	Incharge HR & Admin Deptt, State Life Insurance Corporation, Zonal Office, Sialkot
Note	Bids shall be opened at above specified date & time in presence of those bidders or their authorized agents who wish to be present at occasion		

Bidding / Tender Documents are available at EPADS, PPRA & State Life websites

Mian Zahid Hassan,

Secretary,

Zonal Procurement Committee,

State Life Insurance Corporation,

Sialkot Zone.



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Sialkot Zone

BIDDING DOCUMENT

HIRING OF SECURITY SERVICES

TENDER NOTICE # SLIC/ZONAL OFFICE /SKT/SECURITY/03/2025

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DISCLAIMER

1. This request for bid documents has been prepared by State Life Insurance Corporation of Pakistan, Sialkot Zone (SLIC). This tender constitutes no commitment on the part of SLIC to enter into any arrangement with any person / bidder regards to this proposed procurement or otherwise. SLIC reserves the right to withdraw from or cancel this tender bidding process or any part thereof, or to vary any of its term at any time, without incurring any financial obligation in connection therewith. The information contained in these bid documents or as may be subsequently provided to bidders (in document form) on behalf of SLIC, on the terms and conditions set out in this bid documents, are indicative only and are provided solely to assist in a preliminary assessment of the proposed procurement.
2. These bid documents do not constitute an agreement and its sole purpose is to provide interested bidders with information that may be useful to them in preparing their bids pursuant to these bid documents. These bid documents may not be appropriate for all persons and its not possible for SLIC to consider the objectives and particular needs of each party which reads or uses this bid documents. The assumption, assessment, statements & information contained in this bid document may not be complete, accurate and adequate or correct for the purposes of any or all bidders. Each bidder should thereof conduct its own investigation and analysis, check accuracy, adequacy, correctness, reliability and complete assumption, assessments, statements and information contained in this bid document and seek independent professional advice on any or all aspects of this bid document, as deemed appropriate.
3. All information submitted in response to this bid document shall become the property of procuring agency (SLIC) which does not accept any responsibility to maintain secrecy of material including any trade secrets or data etc, submitted by vendors.
4. The SLIC shall not responsible for non-receipt of any correspondence sent through any communication way (post / courier / e-mail/ fax). No decision should be based solely on the basis of the information provided for any statements, opinions or information provided in this bid documents.
5. **Upon submission of proposal in response to this tender document, each bidder shall certify that it reads & understands, accepts to this disclaimer set forth above.**

Instructions to Bidders

1. Introduction

- 1) State Life Insurance Corporation of Pakistan, Sialkot Zone located at Micro Plaza, Paris Road, Sialkot has appropriate budget for procurement of Security Services for its offices in District Sialkot

2. Eligible Bidders

This invitation for bids is open to all Security Service providers except as provided hereinafter by providing following documents.

- a. Valid License to operate in Punjab Province
- b. NOC Issued by Punjab Government
- c. Registration with Security Exchange Commission of Pakistan
- d. Copy of NTN & GST Registration Certificate having Active Status
- e. Registration with All Pakistan Security Agencies Association
- f. Registration with EOBI & ESSI institutions with deposit detail during last financial year.
- g. Affidavit that the bidder is not blacklisted by any Government / Semi Government or any other authority and not involved in any corrupt practice or facing such type of inquiry anywhere
- h. Earnest money in form of Call Deposit Receipt / Pay Order / Demand Draft in favor of State Life Insurance Corporation of Pakistan, Sialkot Zone having amount Rs 250000.
- i. A certificate that all Security Guards shall be paid monthly wages not less than minimum fixed wages of clause for Security Guard trade by Pakistan Government (time to time) and follow all applicable labor & other laws issued by government of Pakistan for its Security workers/staff. Further security guards have benefits from EOBI & ESSI institutions.

3. Bidding Form

- a. The bidder shall complete the Bid Form and appropriate price schedule furnished in bidding documents indicating the services & Security weapons / equipment to be supplied, a brief description of the goods & services, quantity and prices under this contract.
- b. Quoted price shall be quoted in Pak Rupee only.
- c. Earnest money in form of Call Deposit Receipt / Pay Order / Demand Draft in favor of State Life Insurance Corporation of Pakistan, Sialkot Zone having amount Rs 250000.

4. Scope of Work

<i>Location / Premises</i>	<i>Day Shift (Number of Guards)</i>	<i>Night Shift (Number of Guards)</i>	<i>Total Number of Guards</i>	<i>Remarks</i>
Siddique Plaza, Paris Road, Sialkot	<i>(1 + 3 = 4) 1 Guard Cum Supervisor & 3 Guards</i>	02	06	07-Days in a week
State Life Plot, Kutchehry Road, Sialkot	01	01	02	
Cash Counter / Sector Office, Bank Road, Daska	02	01	03	
Total	07	04	11	

- Wages, perks, working hours and other fringe benefits shall be followed by Security Company as per Government of Pakistan rules / regulations. If any revision occur with respect to Govt minimum wages and other fringe benefits in future as and when, it shall be considered and subsequent followed by procuring Agency whereas Security Firm Commission shall not be amended.
- Each Security Guard shall be entitled 04-days leave per month. However replacement of security guard during leave period is sole responsibility of Security Firm. Further extra guards as reliever will be provided without any extra charges.
- Security Company shall be responsible to take fitness certificate by Registered Medical Practitioner & character certificate / verification by police for each guard and submit complete file with verified antecedents of each incumbent / guard to this office before deployment at SLIC locations.
- The company should have licenses of weapons and provide to all security guards deputed at State Life premises.
- The company should have valid license and should be able to provide basic security equipment as per requirement.
- Young energetic and trained, conversant with security performance Security Guard whose ages should not less than 25-years and not more than 55-years be deputed at required site (SLIC) however retired army persons / guards shall be preferred.
- Only Medical fit declared individuals / guards shall be deputed at SLIC offices
- Security Company shall provide additional security guards (if so required on temporary basis) within 24-hours upon issuance / receipt of written demand by SLIC without any excuse.
- Service provider shall assure 100% Security staff attendance in office on daily basis.

- j. Security Firm shall float monthly duty roaster of deployed guards at SLIC locations with surprise check schedule.

5. Bid Security & Validity

- a) Earnest money in form of Call Deposit Receipt / Pay Order / Demand Draft in favor of State Life Insurance Corporation of Pakistan, Sialkot Zone having amount Rs. 250000. Successful bidder shall submit Performance Security of 5% of evaluated bid value for a year along Security Agreement.
- b) Bids shall remain valid up to 31-12-2025, however in exceptional circumstances, SLIC may solicit the Bidders Consent to an extension of the Period of Validity as prescribed in PPRA Rules
 - i) If a bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form
 - ii) In the case of a successful bidder, if the bidder fails to sign contract in this regard or submission of a fake document or fraudulent / illegal activities practice, earnest money shall be forfeited & necessary action shall be taken as per PPRA rules.
 - iii) Unsuccessful bidders bid security will be returned as soon as possible with respect to bid validity expiry by SLIC.

6. Submission of Bids.

- a. The envelope should be marked as Quotation for **Tender Notice # SLIC/Zonal Office /Skt/Security/03/2025**
- b. **Bidder shall submit its bid on EPADS as per PPRA Single Stage – Two Envelope procedure I after duly marking the each page and stamping, signing of bidding document each page.**
- c. SLIC reserves the right to extend tender deadline for the submission of bids by amending the bidding documents referred to PPRA rules.
- d. Bids shall not be received after Tender Deadline date & time.
- e. Bidder may modify or withdraw its bid after the bids submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the SLIC prior to one day of the deadline prescribed for submission of bids as per PPRA rule.
- f. The Bidders modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Deadline for Bids Submission. A withdrawal notice may also be dispatched but followed by a signed confirmation copy, postmarked not later than one day prior to deadline for submission of bids.
- g. Bid Security should be reached SLIC authority at the given address not later than specified tender date & time.
- h. The bidder shall complete the Bid Form **and appropriate price schedule furnished in bidding documents** indicating the services & Security equipment etc to be supplied, a brief description of the services & Security equipment etc, quantity and prices under this contract.

7. Opening & Evaluation of Bids

- a. Bids will be opened in the office of Incharge Personnel & General Services Department, Micro Plaza, Paris Road, Sialkot Zone on the date and time as specified above in presence of those bidders or their authorized agents who wish to be present at the occasion and the authorized agent / representative.

The Bidder shall submit bids which comply with tender document and alternative bid shall not be considered. Bidder can clarify its bid in writing during bids evaluation period prior to sign contract however no change in price or substance of the bid shall be sought, offered or permitted.

- b. Technical Bids will be opened first, evaluated on prescribed format, without refer to financial proposal, Technical proposal will be rejected if not confirm to specified requirements according to Tender Documents
- c. SLIC shall preliminary examine the bids to determine whether they are complete, required sureties have been furnished, documents have been proper signed and bids are generally in order.
- d. On opening of Technical Proposal, Sealed Financial Bids will be retained by Procuring Agency & opened after evaluation of Technical Proposal at time, date which may communicate to bidders. During the technical evaluation, no amends in the technical proposal shall be permitted

8. Qualification & Bids Evaluation

- a) In absence of prequalification, SLIC authority shall determine to its satisfaction whether the Bidder is qualified to perform the contract as per this tender criteria.
- b) Financial evaluation bid shall be free from all types of errors e.g. computational & arithmetical.
- c) Any effort by a bidder to influence the SLIC during bid evaluation may result in rejection of bidder's bid with forfeiting of its bid security and blacklisting.
- d) State Life Insurance Corporation of Pakistan, Sialkot Zone reserves the right to invite the next bidder in case the first bidder is unable to complete pre-requisite or failed to provide requisite manpower, weapons, security equipment, required documents as per pre decided schedule inclusive of all formalities.

9. Award of Contract

- a) SLIC will award the contract to successful bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest in Total Price, evaluated bid as per PPRA rules.
- b) SLIC reserves the right at the time of contract awarding to add / delete terms and conditions, the quantity of goods and services originally specified in the schedule of requirements without any change in price or other terms & conditions in accordance to prevailing rules & regulations.
- c) Upon notification acceptance by successful bidder, both parties shall sign contract with successful bidder within 07-days (provided in tender documents) as per PPRA rules.
- d) SLIC may require from the bidder (qualified) for submission of an integrity impact
- e) Failure to successful bidder to comply with the requirement regarding commencement of contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid or Performance security in which event or any other reason deems appropriate, SLIC may make award to next lowest evaluated Bidder or call for new bids.
- f) Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. However State Life on request shall communicate to any

supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals.

10. General Conditions

- 1) The Security staff & Service Provider shall adhere to all SLIC policies and norms
- 2) The Service Provider shall certify that all Security workers are not addicted to drugs / alcohol.
- 3) The Contractor shall adhere that all applicable laws including labor laws enforced by Government of Pakistan. **If any revision occur with respect to Govt minimum wages and other fringe benefits in future as and when, it shall be considered and subsequent followed by procuring Agency whereas Security Firm Commission shall not be amended.**
- 4) If security firm shall unable to provide requisite numbers of security staff, notice for non-compliance will be issued to the security company under intimation to the licensing authority and district administration. After three non-compliance notices the SLIC reserves the right to terminate contract agreement at any time.
- 5) The Security firm shall ensure that security personnel's do not indulge in unionism, strikes, political agitations and other such type of activities.
- 6) **The Security Company shall submit Bio Data Form with CNIC Copies, Medical Fitness Certificate etc of Security Staff as well as police verification report of Security staff.**
- 7) The Service provider shall provide uniform & Service Cards to its Security staff.
- 8) The SLIC at its discretion can increase / decrease the number of Security workers on this tender approved rate of payment on same T&C. the verbal instructions would be followed by written form mentioning therein the reasons on next working day. In case of Security workers number increase / decrease, payment shall be made on this tender approved rate accordingly.
- 9) In case of absence of any worker, Service provider shall be liable to provide the required strength at site otherwise SLIC reserves the right to impose penalty in form of deduction in wages as per Security staff absences proportional to number of days.
- 10) The agreement shall be effective from date of signing and shall continue in force for a period **of 03-years unless & until it is renewed or extended for further specified period upon mutual understanding of both parties on same terms & conditions / terminated in accordance with provision of tender document / agreement.**
- 11) The Service Providers shall be responsible to cover all financial rates of workers, including payment of wages to Security staff and all type of taxes.
- 12) Any increase or decrease in taxes rate by government or variation on supplies rate during the period of this tender / agreement shall be bar on Service Provider, SLIC shall not responsible for such type of claims.
- 13) The Service provider shall be responsible of any liability for its Security staff in case of compensation / legal course, injury, death (if any).
- 14) 03-month prior notice in writing shall be issued by either party for termination of contract in effective period
- 15) The service provider shall be responsible to complete all documentation as per requirement / notify from time to time.

- 16) An affidavit is required by Service Provider that firm is not black listed by any Government department / authority (if any) etc.
- 17) In case of any damage / loss / theft by Security Staff of Service Providers, Zonal Procurement Committee of SLIC- Sialkot Zone & Service Provider owner / representative shall determine the liability, and the decision would be followed by each party.
- 18) If any Security staff is lethargic or not works properly, Service Provider is bound to replace with efficient worker as and when notified by SLIC representative.
- 19) 100% payment shall be paid within 15 working days upon submission of bill by Service provider with duly signed / verified attendance sheet of Security staff (as per given record) after completion of each month
- 20) Bidders are encouraged to visit State Life Insurance Corporation of Pakistan, Sialkot Zone prior to quote cost / price**
- 21) No overwriting / cutting allowed on bid document.**
- 22) An enclosed agreement shall be made with successful Security Bidder on Stamp Paper of value Rs. 3000/- as per this tender terms & General conditions.

Secretary,

Zonal Procurement Committee,

State Life Insurance Corporation,

Sialkot Zone.

Undertaking by Bidder

It is certified that all information hereby furnished in this tender and subsequent document submitted is true and correct and nothing has been concealed or tampered with. We accept all terms & conditions of this tender mentioned in each clause of tender documents and is liable to any punitive action for furnishing false information / document.

This undertaking signed on _____ day of _____ 2025.

Signature _____

Company Seal _____

Designation of Signing Authority _____

Duly authorized to sign bid for and on behalf of:-

(Undertaking on Stamp Paper by Successful Bidder)

Undertaking

I /we hereby undertake and give assurance to State Life Insurance Corporation of Pakistan, Sialkot Zone authorities that our Security Service Provider Company M/s _____ has financially worth to pay the salaries of deputed Security Staff at State Life Insurance Corporation of Pakistan, Sialkot Zone and other misc expenses for the period of 02-months if payment is delayed by authority (SLIC) due to unavoidable circumstances or bills duly verification by us on time as the case may be.

Sign & Seal of Owner / Authorized Officer

Name _____

CNIC Number _____

Designation _____

State Life Insurance Corporation of Pakistan, Sialkot Zone

Financial Bid / Proposal Form Tender Notice #SLIC/ Zonal Office/Skt/Security/03/2025**Name of Firm / Service Provider with complete address & active phone numbers**

Bidder _____

Owner Name _____

CNIC /NTN # _____ GST Reg # _____

EOBI Reg # _____ ESSI Reg # _____

Main Office Address _____

Active Phone Numbers _____

Sialkot or Nearby Office Address _____

Active Phone Numbers _____

➤ **Bid Earnest Money Detail**

Issued by Bank	In Favor of	CDR/PO/DD #	Issue Date	Amount	Remarks

➤ **Financial Proposal**

Particulars	Amount	Remarks
Guard Cum Supervisor Rate per month (as per Govt Min Wages)		
10- Guard Rate per month (as per Govt Min Wages)		
11 Individuals Wages as per Govt Min Wages		
Security Firm Monthly Commission		
16% of Monthly Commission		
Total Monthly Commission		
Total Security Expense for a Month		
Total Security Expense for a Year		
Performance Security Amount (5 % of Total Security Expense for a Year)		

Bidder Seal & Stamp with Date

- I. Bidders are encouraged to visit State Life Insurance Corporation of Pakistan, Sialkot Zone prior to quote cost / price
- II. No overwriting / cutting allowed on bid document.
- III. If any revision occur with respect to Govt minimum wages and other fringe benefits in future as and when, it shall be considered and subsequent followed by procuring Agency whereas Security Firm Commission shall not be amended
- IV. Submit Detail of Security Equipment (if any) on prescribed format.
- V. Bid form should be completed in all aspects and shall be considered on this prescribed bid form.

State Life Insurance Corporation of Pakistan, Sialkot Zone**Technical Bid / Proposal Form Tender Notice #SLIC/ Zonal Office/Skt/Security/03/2025****Name of Firm / Service Provider with complete address & active phone numbers**

Bidder _____

Owner Name _____

CNIC /NTN # _____ GST Reg # _____

EOBI Reg # _____ ESSI Reg # _____

Main Office Address _____

Active Phone Numbers _____

Sialkot or Nearby Office Address _____

Active Phone Numbers _____

Detail of Security Equipment (which shall be provided to Security Guards)

Sr. #	Security Equipment Detail	Brand	Supply Quantity	Remarks
Weapons (Detail)				
1	Pistol			
2	Short Gun / Repeater			
3	Rifle			
4				
Scanners (Detail): State extra scanning material which shall bidder can offer				
1	Metal Detectors			
2	Mirrors			
3	Walk through Gate (if required)			
4				
5				
6				
Others				
1				
2				
3				
4				
5				

State Life Insurance Corporation of Pakistan, Sialkot Zone

Technical Bid / Proposal Form Tender Notice #SLIC/ Zonal Office/Skt/Security/03/2025**Name of Firm / Service Provider with complete address & active phone numbers**

Bidder _____

Owner Name _____

CNIC /NTN # _____ GST Reg # _____

EOBI Reg # _____ ESSI Reg # _____

Main Office Address _____

Active Phone Numbers _____

Sialkot or Nearby Office Address _____

Active Phone Numbers _____

Detail of Major Clients

Sr. #	Particulars	Total Marks	Marks Obtained	Remarks
List of Major Clients (Enclose issued work order copies of quoted offices as reference)				
	Government Offices / Banks /Autonomous Bodies/ Multinational / Embassy Offices / 5-Stars Hotels	10-Marks		Serve Period
1		02-Marks Each		
2				
3				
4				
5				
	Factories / Commercial Centers / Hospitals / Residential Societies	10 - Marks		Serve Period
1		01-Mark Each		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Experience of Security Firm __ Years Security Firm Registration date _____		10-Marks		2-Mark each year
Weapons & Security Equipment (Detail) (Available by Security Firm)		10-Marks each		
1		01-Mark Each		
2				
3				
4				
5				
6				
7				
8				
9				
10				
Companies License to use Weapons		05-Marks		License Validity Detail
1		01-Mark each		
2				
3				
4				
5				
Training of Guards / Refresher Courses Enclose Courses Certificate copies issued by institution		10-Marks		Course Institution Name
1		02-Marks each		
2				
3				
4				
5				

Performance Certificate by Major Clients (Enclosed Certificate Copies issued by major clients)		10-Marks		Attach only issued certificates from referred Major Clients
1		02-Marks each		
2				
3				
4				
5				

Note: it is stated that attach only quoted information reference only, irrelevant reference shall not be entertained.

Signature _____

Company Seal _____

Designation of Signing Authority _____

Duly authorized to sign bid for and on behalf of:-

For Office Use Only

Total Marks = 65

Qualifying Marks = 50% of Total Marks

Marks Obtained by Bidder _____

Technical Proposal Accepted / Rejected _____

I/C HRA&P
Secretary

Zonal Accountant

Incharge PHS

Incharge NB

Security Contract

Security Guards Services at State Life Insurance Corporation of Pakistan, Zonal Office Sialkot & Sector Office / Cash Counter Daska (Sialkot)

This agreement is made on _____ between State Life Insurance Corporation of Pakistan having its Principal Office at State Life Building # 09, Dr Zia ud Din Ahmed Road, Karachi (Hereinafter called "State Life" which expression where the context so demand means and include its successor in interest and assigned) of the "One Part" and M/s _____. Business concern having its place of business at Office # _____ (Hereinafter called the "Security Firm" which expression where the context so demand mean and include its successor in interest legal representative and assigns) of the "Other Part".

Whereas "State Life" housed in rented building known as Micro Plaza situated at Paris Road, Sialkot hereinafter referred the "Said Building".

Whereas State Life requires services of a Security Firm for execution of Job related to Security & Safety of the said building at Sialkot and other offices which detail is mentioned in serial # 02.

And whereas State Life invited tenders from the intending security firms who will be required to deploy on full time basis (24-Hours / 7-Days) their own crew who should be young / energetic.

And whereas the Security Firm after having inspected the said building and studied the scope of work, terms & conditions has offered to execute job of providing Security Guards at the said building and other offices mentioned at serial # 2 for the total Amount Rs. _____ per month including all applicable taxes per Security Guard with arms & security equipment.

And whereas State Life has agreed to accept tender as offered and the Security Firm has agreed to provide with Security Services in the said building and other offices mentioned at serial # 2 for a total amount Rs. _____ per month including all applicable taxes per Security Guard with Arms & security equipment, commencing from _____.

Scope of Work

Now therefore it is hereby agreed by and between the parties as follows:-

- i. That the Security Firm will be at liberty to employ on full time basis all the Security Guards required for Security & Safety at his own cost and choice. The Security Firm will provide its Security Guards to State Life Insurance Corporation of Pakistan for the security and safety of its building / premises. These Security Guards shall fulfill following criteria*

☞ Preferable retired Pak Army personnel

☞ Middle level education

- ☞ *Trained / Experienced in Security Matters without standing service record*
- ☞ *Good Physically, Mental, Medical health / Energetic man, Age Limit 25-55 year*
- ☞ *Antecedents & Physical Health are verified by concerned authorities, Moral character & other formalities should be verified by Police department*

Each Security Guard will be with arms / weapon, metal detector authorized / provided to them by Security Firm. Security Guards will wear uniform as per prescribed by Government and will display identity card with photograph on duty.

- ii. A certificate that all Security Guards shall be paid monthly wages not less than minimum fixed wages by Pakistan Government (time to time) and follow all applicable labor laws issued by government of Pakistan for its Security workers/staff. Further security guards have benefits from EOBI & ESSI institutions.
- iii. **Salaries, perks, working hours and other fringe benefits shall be followed by Security Company as per Government of Pakistan rules / regulations. If any revision occur with respect to Govt minimum wages and other fringe benefits in future as and when, it shall be considered and subsequent followed by procuring Agency whereas Security Firm Commission shall not be amended**
- iv. **Each Security Guard shall be entitled 04-days leave per month. However replacement of security guard during leave period is sole responsibility of Security Firm. Further extra guards as reliever will be provided without any extra charges.**
- v. **Security Company shall be responsible to take fitness certificate by Registered Medical Practitioner & character certificate / verification by police for each guard and submit complete file with verified antecedents of each incumbent / guard to this office before deployment at SLIC locations.**
- vi. Service provider shall assure 100% Security staff attendance in office on daily basis.
- vii. Security Firm shall float monthly duty roaster of deployed guards at SLIC locations with surprise check schedule.
- viii.
- ix. *The security will be provided round the clock i.e. 24-days / 7 days having shift of 12-hours. Security Guard's deputation at State Life Insurance Corporation of Pakistan, Zonal Office Sialkot is as follows*

<i>Location / Premises</i>	<i>Day Shift (Number of Guards)</i>	<i>Night Shift (Number of Guards)</i>	<i>Total Number of Guards</i>	<i>Remarks</i>

Siddique Plaza, Paris Road, Sialkot	<i>(1 + 3 = 4)</i> <i>1 Guard Cum Supervisor & 3 Guards</i>	02	06	<i>07-Days in a week</i>
State Life Plot, Kutchehry Road, Sialkot	01	01	02	
Cash Counter / Sector Office, Bank Road, Daska	02	01	03	
Total	07	04	11	

- x. *The Security Guards shall faithfully follow the instructions of Authorized Officials of State Life in connection with the Security of above referred premises.*
- xi. *The Security Guards will keep a vigilant watch against any intruder and shall stop any un-authorized entry to the premises.*
- xii. *State Life will have the right to get the Security Guards changed / replaced at any time if Security Guard is not considered up to standard. The Security Firm shall be liable to change such Security Guards immediately.*
- xiii. *The Security Firm shall ensure that the personnel employed by it under this contract shall be in good health and free from communicable disease.*

General Conditions

- xiv. *The officials of State Life shall not ask the Security Staff to perform any job // work except the Security of premises.*
- The Security staff & Service Provider shall adhere to all SLIC policies and norms*
 - The Service Provider shall certify that all Security workers are not addicted to drugs / alcohol.*
 - The Contractor shall adhere that all applicable laws including labor laws enforced by Government of Pakistan.*
 - If security firm shall unable to provide requisite numbers of security staff, notice for non-compliance will be issued to the security company under intimation to the licensing authority and district administration. After three non-compliance notices the SLIC reserves the right to terminate contract agreement at any time.*

- e. The Security firm shall ensure that security personnel's do not indulge in unionism, strikes, political agitations and other such type of activities.
 - f. The Security Company shall submit Bio Data Form with CNIC Copies, Medical Fitness Certificate etc of Security Staff as well as police verification report of Security staff.
 - g. The Service provider shall provide uniform & Service Cards to its Security staff.
 - h. The SLIC at its discretion can increase / decrease the number of Security workers on this tender approved rate of payment on same T&C. the verbal instructions would be followed by written form mentioning therein the reasons on next working day. In case of Security workers number increase / decrease, payment shall be made on this tender approved rate accordingly.
 - i. In case of absence of any worker, Service provider shall be liable to provide the required strength at site otherwise SLIC reserves the right to impose penalty in form of deduction in wages as per Security staff absences proportional to number of days.
 - j. The agreement shall be effective from date of signing and shall continue in force for a period of **03-years unless & until it is renewed or extended for further specified period upon mutual understanding of both parties on same terms & conditions / terminated in accordance with provision of tender document / agreement.**
 - k. The Service Providers shall be responsible to cover all financial rates of workers, including payment of wages to Security staff and all type of taxes.
 - l. Any increase or decrease in taxes rate by government or variation on supplies rate during the period of this tender / agreement shall be bar on Service Provider, SLIC shall not responsible for such type of claims.
 - m. The Service provider shall be responsible of any liability for its Security staff in case of compensation / legal course, injury, death (if any).
 - n. 03-month prior notice in writing shall be issued by either party for termination of contract in effective period
 - o. The service provider shall be responsible to complete all documentation as per requirement / notify from time to time.
 - p. In case of any damage / loss / theft by Security Staff of Service Providers, Zonal Procurement Committee of SLIC- Sialkot Zone & Service Provider owner / representative shall determine the liability, and the decision would be followed by each party.
 - q. If any Security staff is lethargic or not works properly, Service Provider is bound to replace with efficient worker as and when notified by SLIC representative.
 - r. 100% payment shall be paid within 15 working days upon submission of bill by Service provider with duly signed / verified attendance sheet of Security staff (as per given record) after completion of each month
- xv. *The Security Firm will certify that the Security Guards employed by it bear a good moral and courteous character and that they do not have any past criminal record.*
- xvi. *The Security Firm will be responsible to get the Police verification / Clearance of the Guards and to submit these verifications / clearances with P&LGS department of State Life – Sialkot Zone.*

- xvii. That all taxes Government levies, charges, salaries, wages, overtime, legal dues under labor laws shall be Security Firm's responsibility. The Security Firm shall also be responsible for any welfare scheme for his work force / employees and State Life will not assume or accept any responsibility what so ever in this regard.
- xviii. The State Life will supervise and regulate the Security Guards through its authorized officials. The Security Guards shall follow instructions given by authorized official in respect of all the works as contained in the scope of work.
- xix. The payment of Security Services shall be made through monthly bill submitted by Security Firm upon satisfactory Security services with respect to maintained Daily Attendance of Security Guards at each location.
- xx. In case of any breaking, stealing or any financial loss or any mishap a committee will be constituted comprising representatives of State Life and Security Firm and matter will be investigated and in case of any involvement of the Security Guard, the Security Firm will be totally responsible for the indemnity of loss.
- xxi. The number of Security Guards can be decreased or increased at any location as and when required by State Life at the same rate and terms / conditions.
- xxii. On 03-months (90-Days) prior notice either party can terminate / cease the contract after expiry of Probation period.
- xxiii. It will be the responsibility of Security Firm to provide additional / temporary Security Guards as and when required by State Life.
- xxiv. In case Security Firm changes its any Security Guard at any place of duty the complete particulars (duly verified as per above para number ____ of this contract) with recent / attested photograph will be provided to Stat Life by management of Security Firm.
- xxv. The rate per Security Guard is Rs. _____ (with weapon & scanning material), per month including all applicable taxes has been mutually agreed. The period of contract is will be ____ years commencing from _____ to _____ (extendable as per both parties mutual understanding upon same terms & conditions) having probation period of **06** months. During probation period Security Firm services may be terminated / ceased upon 15-days prior notice and Security Firm has no rights to challenge it. No other enhancement in rate what so ever will be demanded by the Security Firm within Contract period, however any enhancement announced by government regarding minimum wages in future will be considered / decided mutually.

In WITNESS whereof the parties hereto have signed on this ____ day of _____ in year _____ .

Security Firm

State Life Insurance Corporation of Pakistan
Sialkot Zone.

Witness:-

1. _____

2. _____