



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

MIRPUR (AK) ZONE

TENDER DOCUMENTS

FOR

**HIRING OF SECURITY SERVICES FOR ZONAL OFFICE
& SIX OUT-STATION CASH COLLECTION CENTERS,
MIRPUR (AK) ZONE.**

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Phone: 05827-927454,
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BID INVITATION OF TENDER NO.HR&A/MRAK/01/2025

The State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone invites Bids through EPADS for hiring of Security Services as per following Schedule from reputable Companies/Firms who have valid license from concerned Govt., authorities. The Companies/Firms must be registered with respective Income/Sales Tax Departments, social security and EOBI. The Companies/Firms should also be registered on E-Pads, PPRA. Firms must have at-least five (05) years successful working experience of providing Security Services with Federal Government Organizations, Banks, Multinational Company. Firms/companies registered with AJK Govt authorities will be given preference. The Companies/Firms must maintain their office in AJK as well and have landline telephone numbers and e-mail ID.

Type Of Procurement	Bid Security	Closing Date & Time for Submission of Bids	Opening Date & Time	Period
Hiring of Security Services	Rs. 100,000/-	23-04-2025 At 11:00 AM	23-04-2025 At 11: 30 AM	Initially for One Year (Extendable)

2. Bids should be uploaded along-with a scanned copy Pay Order/Bank Draft of the Bid Security in favor of **State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone** on E-Pads, PPRA. The Original Pay Order/Bank Draft must be submitted on below mentioned address before the closing date/time of the tender.

3. The **Single Stage-Single Envelope** method as laid down in PPRA rules 2004, shall be adopted for said procurement. The bids will be opened online as per above mentioned schedule. The bidder (s) Representatives who wish to participate in the bidding process may join bids opening on E-pads PPRA. ***The bid (s) submitted other than E-PADS will not be entertained.***

4. The Bidding documents, containing detailed terms and conditions etc. may be obtained from the office of the undersigned **on production of request letter on Company/Firm letter head along-with Cash Payment of Rs. 1000/- (non-refundable)**. The Company/Firm from out-side AJK may sent their request and payment of documents of **Rs.1000/-** in shape of DD/Pay Order in favor of State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone for provision of Tender documents.

5. The bidders must up-load copies of their valid License, Registration with social security & EOBI, GST & NTN Certificates and Proof being Active Taxpayer along with their bid on E-Pads.

(M. Haneef Abbasi)

Manager (HR& Admin)/Secretary,
Zonal Procurement Committee (ZPC),
Mirpur (AK). Phone: 05827-927454

INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill / complete the tender in all respects and then submit their bids through PPRA E-PADS (www.eprocure.gov.pk).
3. Tender will be opened online on 23.04.2025 at 11:30 A.M
4. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to record their attendance.
5. The agreement will be valid from 01.06.2025 to 31.05.2026, which could be extended for another two turns of One year each if satisfied and mutually agreed upon by both the parties.
6. The agreement could be terminated by either party on giving one-month notice in advance.
7. Bidders shall not be permitted to withdraw their bid or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or back-out after quoting the rates, the Bid Security shall be forfeited in the favor of State Life.
8. The bids up-loaded without Scanned copy of DD/PO shall be rejected.
9. Bids must be valid for 90 days from the last date of submission of Bids.
10. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor (if any) on E-PADS.
11. The State Life reserves the right to reject any or all bids without assigning any reason prior to its acceptance. However, on request shall communicate to any or all bidder the reason for rejection of bid, but not bound to justify the same as per PPRA rules.
12. The incomplete or conditional bid (s) shall be rejected.
13. The bid opening date, if subsequently declared as holiday by the Government, the Bids will be opened on immediate next working date on same time.
14. If any Bid found against the terms and conditions of Tender, same will be rejected.
15. The Security Company will require the Metal Detector & License Weapons to each security guard during duty hours.
16. The Security Guards must be equipped with good quality Repeater Guns.
17. Physically and Medically fit Ex-Servicemen Security Guards required to be deployed within the age bracket of 35-50 years and experienced Civilian 30-50 years.

SPECIAL CONDITIONS

1. The bid security shall be returned immediately to un-successful bidders after the completion of tendering process.
2. Rates must be quoted for each Security Guard with all applicable Taxes and in line with govt rules.
3. The tender submission after the due date & time will not be entertained. The in-time submission of tender will be onus of bidder (s).
4. All mandatory requirements must be fulfilled by all the bidders to be eligible as responsive and their financial bids shall be considered for final evaluation.
5. The most advantageous bid/Low cost bid shall be considered for final approval.

GENERAL/ SCOPE OF WORK:

1. The Security Company will provide Repeater/pump action (Semi-automatic) and Pistols/Revolvers in good and working condition duly licensed by Federal / Provincial /AJK Government in the name of firm/company.
2. The Security Company will provide complete uniform with badges, caps, shoes etc. and jackets during cold weather. 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 heavy duty torches, hand detectors, Vehicle checking mirrors and other safety related equipment's at each location for proper checking of pedestrians and vehicles etc.
6. The security Company shall provide security consultancy service to State Life as and when required by qualified professional security consultant. (This service will be free of cost as part of this contract).
7. All ex-servicemen security supervisors/ guards are required to produce Discharge certificate.
8. All the payments to the deployed guards be made by the security firm/contractor themselves within first five days of each month and as per Laws presently in force or amended in future and the Corporation shall not be responsible in any way.
9. 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. All taxes, Government levies and charges etc. shall be borne by the Security Company.

10. The company shall deposit the salaries of the security guards deployed under this contract in to their individual /respective bank accounts and submit the statement /documentary evidence to prove that wages being paid as per Government rules.
11. 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 all the damages / compensation and handle all lawful obligations with the concerned authorities.
12. State Life will supervise and regulate the duties of the guards through HR&Admin Department. The Security Company shall follow instructions in respect of work as mentioned in the Scope of Work.
13. All Security guards should have their CNICs. The Security Guards should ideally be matriculate; however, they must be as educated as they can read identity cards, business cards, gate passes and can write in Urdu or English.
14. The security company will submit Bid Security of Rs.100, 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.
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. One month prior notice in writing shall be served by the security company for termination of contract.
17. If any 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-servicemen Guard as escort or depute on duty with senior officers of State Life under intimation to Security Company.
19. In case of shortage in staff strength provided by the Security Company the same shall be covered immediately. Otherwise, State Life will deduct Rs. 1.5 times of wages quoted price equal to guard each day.
20. Any change / turnover of guards to be done with prior permission of State Life Insurance Corporation of Pakistan (at-least at 10 days prior notice).
21. The strength of Security Guards can be increased or decreased by the State Life Competent Authority as per requirement. Rates quoted should be inclusive of all prevailing Government duties and Taxes etc.
22. This contract will be initially for a period of one (01) year and can be extended for further two turns of one year each with mutual understanding & satisfaction.

23. During duties if any guard is found asleep /missing from duty, State Life Insurance reserves the right to impose penalty / deduction of security charges. Security Company shall maintain security register at each location detailing the duties, incidents etc., which will be duly checked by respective location In-charge daily and or HR&Admin department of State Life.
24. The duty schedule of security guards deployed at all locations, should have facility to avail at least one (01) day leave/holiday during a week for which a substitute guard should be available to maintain the required strength as per contract, in addition no deduction should be made from the relevant guard in this respect.
25. During night duties if any guard is found a sleep/ missing from the duty State Life reserve the right to impose penalization/deduction of security charges at the rate of 10% maximum of the monthly bill.
26. The Ex-Servicemen/civilian Security Guards will perform duties on 12 hours shift **(Day/Night)** basis **and** the Security Company will be required to deploy Security Guards at below mentioned locations as per requirement.

Duty Hours and Place of Duties:

S.#	LOCATION/STATION & DUTY HOURS	QUANTITY
01	ZONAL OFFICE MIRPUR(AK) <i>01 Security Guard with Arms & Metal Detector for Day time & 01 Security Guard with Arms for Night</i>	04
02	Cash Collection Centre (Kotli) <i>01 Security Guard with Arms & Metal Detector for Day time & 01 Security Guard with Arms for Night</i>	02
03	Cash Collection Centre (Senhsa) Distt. Kotli <i>01 Security Guard with Arms & Metal Detector for Day time & 01 Security Guard with Arms for Night</i>	02
04	Cash Collection Centre (Nakyal) Distt. Kotli <i>01 Security Guard with Arms & Metal Detector for Day time & 01 Security Guard with Arms for Night</i>	02
05	Cash Collection Centre (Khuiratta) Distt. Kotli <i>01 Security Guard with Arms & Metal Detector for Day time & 01 Security Guard with Arms for Night</i>	02
06	Cash Collection Centre (Bhimber) <i>01 Security Guard with Arms & Metal Detector for Day time & 01 Security Guard with Arms for Night</i>	02
07	Cash Collection Centre (Dadyal) Mirpur (AK) <i>01 Security Guard with Arms & Metal Detector for Day time & 01 Security Guard with Arms for Night</i>	02
	TOTAL	16

(Name, Signature & Seal of the authorized Person)

Mandatory Requirements for Responsive Bid

S. No	Description of Mandatory Requirement	Yes	No
1	Company/Firm Established/ Registered, Corporate status for more than Five years		
2	NOC/License from Ministry of Interior to Operate as a Security Company in Pakistan & AJK		
3	Active Tax Payer of Income Tax, Sales Tax certificates and active registration with EOBI & Social Security		
4	Valid License of all Arms/Weapons and operational instruments		
5	At least 60% strength of Security Guards must be Ex-Servicemen (with Ratio 6:4)		
6	No of deployed security Guards in total of the company is more than 1000		
7	License of Weapons & other security equipment held by the Company should be more than 500		
8	Certificates from at least three reputed govt/multinational firms where the security Company is currently engaged and providing security services of similar nature		
9	Annual Turnover (cash inflow/outflow) is over Rs.30 million		
10	Submission of undertaking on Rs. 100 legal / stamp paper that the company is not blacklisted by any Govt. Department, Autonomous Body or Private Sector Organization anywhere in Pakistan or AJK.		

Authorized Signature of Company Official with Seal.

For & on behalf of M/S. _____

Dated: _____ Seal: _____

Secretary (ZPC),
State Life,
Bary Mian Plaza,
Sector F/1, Kotli Road,
Mirpur (AK).

Dear Sir,

Tender Ref: No: **HR&A/MRAK/01/2025 for provision of Security Services.**

Having examined the bidding documents, for the hiring for Provision of Security Services, we the undersigned, being a Company/Vendor doing business under the name _____ address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete the job.

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid Security of Rs. _____ drawn in favor State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone.
3. We undertake, if our bid is accepted, we shall provide you services to your entire satisfaction as per terms & conditions of the tender.
4. We agree to abide by this Bid under the relevant laws.
5. We further undertake that you will not bound to accept the lowest or any bid you may receive.

Signature _____

In the capacity of _____ duly authorized to sign bid for
and or behalf of _____.

(Name of Bidder/Firm in Block Capitals)

(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

Name of Company/ Firm

Registered Address

Telephone No.

Cell No.

Fax No.

E-Mail

Name of Official
(Who will represent vendor/
Firm on the day of tender
opening)

NTN No.

Sales Tax No.

Vendor/ Firm rep Signature

CNIC No.

Seal Of Firm

Signature of the Authorized Signatory

**Designation:
(Office seal of the Bidder)**

On Stamp paper of Rs.100/-

UNDERTAKING

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also under take that our firm/Company is **not black listed** by any Government Department or private organization.

Signature of the Authorized Signatory

Designation:
(Office seal of the Bidder)

Date:- _____

Place:- _____

PERFORMANCE SECURITY GUARANTEE

WHEREAS, _____, NTN# _____

Address

has undertaken in pursuance a contract / agreement dated _____ for
"Providing of Security Guard Service at State Life Zonal Office, Mirpur (AK), Cash
Collection Centre Kotli, Cash Collection Centre Sehnsa ,Cash Collection Centre Nakyal,
Cash Collection Centre Khuiratta, Cash Collection Centre Bhimber, and Cash
Collection Centre Dadyal.

AND WHEREAS it has been stipulated by the State Life in the said contract that
the contractor _____ shall furnish you with a Guarantee for the sum specified therein
as security for compliance with his obligations in accordance with the contract.

NOW THEREFORE, we _____ hereby affirm that we are the Guarantor and responsible
to you on behalf of the Contractor, up to a total of Estimate cost of RS.5% such sum being
payable in the types and proportions or such currencies with the Contract Price is payable,
and we undertake to pay, upon your first written demand and without cavil or argument,
any sum or sums within the limits Estimate Cost of 5% as aforesaid without your needing to
prove or to show grounds or reasons for your demand for the sum specified therein to which
legal exceptions to this Bond would prevail.

We thereby waive the necessity of your demanding the said debt from the Contractor
before presenting us with the demand. This bond is subject to arbitration.

We further agree that no change or addition to or other modification of the items of
the Contract or of the Works to be performed there-under or any of the Contract
documents which may be made between the security company _____ and
the Contractor shall in any way release us from any liability under this Guarantee, and
we hereby waive notice of any such change, addition or modification.

This Guarantee shall remain valid for one year from to _____ and in
full effect up to the date of works of the completion of the work in accordance with
the terms and conditions of the contract whichever is earlier.

Signed and sealed at _____ on this _____.

Security Company