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| Bid Document For THE HIRING OF SECURITY GUARD SERVICES Tender notice No.HR&Admin/SWL/04/2025State Life Insurance Corporation Of Pakistan 6th Floor Azaan Heights Sahiwal . |

**2025**

General Services (HR&Admin Department)

6th Floor, Azaan Heights State Life Insurance Corporation of Pakistan Sahiwal Zone

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| **Tender Document** Hiring of Security Guard Services Sahiwal Zone. |  |

1. **Introduction**

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion’s share of the Pakistan life insurance industry. Presently, Corporation intends to Hire Security Guard Services for Zonal Office and Cash Counters of State Life Insurance Corporation of Pakistan Sahiwal Zone as per location given below:-

Sealed Financial bids are invited in accordance with PPRA rules, under ʺ**Single Stage–Single Envelope Procedure (Financial)**ʺ Through [*https://eprocure.gov.pk*](https://eprocure.gov.pk/)(**E-PADS)** from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of following Furniture Items.

1. **Detail is as under:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO.** | **NAME OF PLACE** | **NO. OF GUARDS** | **ELIGIBILITY** |
| 1 | Sahiwal | 6 | Trained ( Ex-Army / Services ) Efficient, Active with Armed and Uniform |
| 2 | Okara | 2 |
| 3 | Bahawal Nagar | 2 |
| 4 | Haroonabad | 2 |

Detail of Date & Time of Tender is as under:-

|  |  |  |
| --- | --- | --- |
| Last Date & Time for Submission of Tender Documents on E-PADS | Tender’s Opening Date & Time | Bid Security |
|  **12-06-2025****11:00 a.m** | **12-06-2025****11:30 a.m** | **2% of Bid Amount** |

***TERMS AND CONDITIONS***

State Life Insurance Corporation of Pakistan invites quotations through E-PADS, under Single Stage Single Envelope ( Financial ) Procedure, from the experienced firms / contractors of the filed registered with Income Tax Department & who are an Active Taxpayers List of the Federal Board of Revenue (FBR) and eligible to provide the “ **Security Guard Services** ” for State Life Insurance Corporation of Pakistan Sahiwal Zone of above mentioned locations

Bidding Documents, containing detailed terms & conditions etc. are available for download on EPADS website <http://eprocure.gov.pk> free of cost.

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| **Tender Document For:****Hiring**  of **Security Guard Services**  Sahiwal Zone |  |

TERMS AND CONDITIONS

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through EPADS on or before **12-06-2025** upto 11:00 A.M. Bids will be opened on same day at 11:30 A.M.

Contractor is advised to submit original bid security & copy of bidding documents on or before **12-06-2025** at 11:00 A.M. in the office of undersigned.

This advertisement is also available on State Life Website [www.statelife.com.pk](http://www.statelife.com.pk) , however the bids shall be submitted through EPADS. Any bid submitted other than EPADS will not be considered.

State Life Insurance Corporation of Pakistan reserves the rights to accept / reject all bids in accordance with PPRA rules ( 33 ).

The Services will be hired initially for a period on **One Year**, extendable for further period of **4 years with mutual consent of both parties**.

The Companies in question should have the experience of more than 5 years in providing Security Guards at the palaces mentioned above.

All taxes, Government levies and charges shall be born by the Security Companies.

The Company has to submit an affidavit being not black listed, from any department.

Payments will be made on monthly basis.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 040- 9200027.

(Madiha Farid)

Department Head

HR&Admin

State Life Insurance Corporation of Pakistan

Sahiwal Office,

6th Floor, Azaan Heights Jahaz Chowk,Sahiwal.

Phone: 040-9200027

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#### Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Sign and stamp by Vendor)