



**TENDER DOCUMENTS FOR SECURITY
SERVICES CONTRACT FOR STATE LIFE
BUILDING @ CASH COUNTERS
LARKANA, SHIKARPUR & JACOBABAD.**

TENDER NO 02. STATE LIFE/HR&A/LARKANA ZONE 2025.

INCHARGE

HR&A, DEPARTMENT, LARKANA ZONE.

STATE LIFE BUILDING, QUAID -E- AWAM ROAD LARKANA.



Dated: _____

M/s. _____

Subject: **SECURITY SERVICES CONTRACT FOR STATE LIFE BUILDING, LARKANA ZONE.**

Dear Sir,

We are enclosing herewith the following tender documents of the above security guard services at the place Larkana cash counter Shikarpur cash counter & Jacobabad cash counter.

- a. Security service.
- b. Scope of Work.
- c. Terms & Conditions.
- d. List of Buildings.
- e. Bill of Quantities.
- f. Form 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 03-07-2025 at 12:00 hrs.**

The Bids will be opened on same day at 15:00 hrs in the presence of bidders or their authorized representatives who may desire to be present.

Thanking you,

Yours sincerely,

**Incharge (HR&A) Department
State Life Larkana Zone**

Encls: As above.



A. MANDATORY REQUIREMENTS

- I. National Tax Number from FBR
- II. SST Registration Certificate
- III. Undertaking on stamp paper for not black listing.
- IV. *Registration with S.E.C.P.*
- V. *Company operating license from Home Department/Interior Ministry.*
- VI. *Letters/certificates from at least three reputed Govt/Multinational Firms where the firm is currently engaged having similar nature and scope of works (in original).*



B. GENERAL INFORMATION

- 1- The envelopes shall be marked as "Financial Bid" legible letters to avoid confusion.
- 2- The Financial Bids of bidders **not post-qualified** technically will be returned unopened to the respective bidders.
- 3- All queries clarifications **required by the bidders** shall be addressed **in writing** during working days by fax or letter at the address given below up to one week prior to close of Bid Submission date. No clarification shall be given on telephone.
- 4- The offer must be submitted in sealed envelope containing Bids with bid Security in the name of State Life and should be **kept sealed** bearing the words **"BID FOR SECURITY SERVICES for 'State Life Offices located at Larkana, Shikarpur & Jacobabad addressed to:**
- 5- 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 **as per PPRA rules.**
- 6- The bidder should be registered and shall have N.O.C. from Ministry of Interior, Government of Pakistan, and Islamabad OR Provincial Home department.
- 7- The bidder should confirm in their offer that they have their own ammunition/communication equipment required for Security services.
- 8- The **Quantity** /strength of Security Guards may be increase or decrease by the State Life /Competent Authority as per its requirement, quoted rates should be inclusive of all Prevailing Government duties and Taxes etc.
- 9- The successful contractor will follow all verbal/written instructions of SLIC Officer issued in connection of Security Services.
- 10- 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.

- 11- The Firm/Contractor shall be bound to provide the manpower according to contract on holidays including Sundays and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.
- 12- The Firm/Contractor shall be bound to provide the sanctioned strength of Security Guards at all time even on holidays including Sundays and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.
- 13- 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.
- 14- The Firm/Contractor will confirm in their offer that the Guards will use/ wear neat and clean uniform with cap and badges.
- 15- Firm/Contractor shall be responsible for personal hygiene of the Security Guards and confirmation in this regard should be submitted in their offer.
- 16- Indiscipline Security personnel involved in immoral activities will not be allowed to serve.
- 17- 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.
- 18- Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will not be accepted and returned unopened to the Bidder.
- 19- A bid security will be required. **The amount of bid security required is two per cent (2%) of the Total Annual Bid Price.** 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" along with financial offer and do not attach or mention in their Technical offer otherwise their offer shall be rejected straightaway. The Bid security shall be in Pak Rupees & from a scheduled bank in Pakistan.
- 20- Bid security must be valid for twenty-eight (28) days after the end of the bid validity period of 120 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.
- 21- Un-successful Bidder's bid security will be discharged/returned as promptly as possible.
- 22- The successful Bidder will be required to keep his bid security valid till the agreement is signed with the Procuring Agency for the execution of the Services.
- 23- 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.
- 24- 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.

- 25- The bids should be valid for 120 days from the date of opening of Tender otherwise their offer shall be rejected straightaway.
- 26- The bidder should submit an Undertaking on stamp paper that the firm is not involved in any litigation or abandoned any work in any department with their bid, otherwise their bids shall be rejected straightaway.
- 27- 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..
- 28- 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.
- 29- Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to increases on any account. .
- 30- 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.



C. 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.
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 mirror and other safety related equipment at each building for proper checking of pedestrians and vehicles.
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. Proper parking of the authorized tenant's vehicles in the building will be the responsibility of the security staff deputed in the parking area.
8. All taxes, SST, Government levies and charges shall be borne by the Security Company.
9. All ex-Army security supervisors/ guards are required to produce Discharge certificate
10. All the payments to the workers of the contractor shall be made by the contractor himself 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 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 legal obligations.
12. State Life will supervise and regulate the duties of the staff through its HR&A Department Larkana. The Security Company shall follow instructions in respect of work as mentioned in the Scope of Work.
13. All 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 at least matriculate, preferably educated and can read identity cards, business cards, gate passes and can write in Urdu or English.

14. The security company will submit Bid Security with the tender @ 02% of bid value per annum calculated on monthly quoted price 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.
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 Army Guard / Supervisor as escort 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 per guard per day.
20. 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).
21. **This contract will initially be for a period of one year.**
22. During duties if any guard 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.
23. If services provided are not up-to mark, deduction from monthly bills in range of 02 to 05% of monthly 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;

1.	Metal detector.	Rs.100/- per day
2.	Torch.	Rs.100/- per day
24. Complaint of paying less then minimum wages will be dealt by the committee so formed by corporation upon the decision of committee, if payment is found less then minimum wages was proved, corporation reserve the right to deduct 1.5 times of difference from minimum wages for the period of default from the current bill of the firm and make the payment there to the complainant.



D. TERMS AND CONDITIONS

TENDER NO 01. STATE LIFE/HR&A/LARKANA ZONE 2025.

1	Nature of Job.	Security Services contract for Cash Counters Larkana Zonal Office Shikarpur Cash Collection Centre & Jacobabad Cash Collection Centre.
2	Place of submission of Tender.	Incharge-HR&A Department, State Life Building Quaid Awam Road larkana.
3	Date and time of opening of Tender.	a. Submission of bid on 03-07-2025 at 12:00 hrs. b. Opening of Bid on 03-07-2025 at 15.00 hrs.
4	Tender – Bid Security.	Bid Security of 02% of bid value per annum calculated on monthly quoted price in the shape of pay order / bank Draft.
5	Release of Bid Security.	a. Bid Security of lowest one bidder will be retained upto award of contract and will be returned to remaining bidders after financial evaluation of the bid of the successful bidder. b. To the successful bidder on providing Security Deposit equal to Rs. 1.5 million. This amount shall be returned on termination / conclusion of the contract without interest.
6	Place of duty.	Cash Counters Zonal Office Larkana, Shikarpur Cash Collection Centre & Jacobabad Cash Collection Centre.
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.
8	Contract Period.	Contract is for One Year (12 months).
9	Escalation	Difference in minimum wages of labor (if any) announced by Govt. (provincial) after issuance of letter of award.
10	Date of commencement.	'30' days from the date of acceptance of letter of award.
11	Deduction from Bills.	Income Tax, SST or any other taxes levied by the Government of Pakistan/ deductions as per contract.
12	Timings of work.	24-hours(in Shifts)
13	Insurance Cover.	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.



F. BILL OF QUANTITY

CASH COUNTERS ZONAL OFFICE LARKANA, SHIKARPUR CASH COLLECTION
CENTRE & JACOBABAD CASH COLLECTION CENTRE.

TENDER NO 02. STATE LIFE/HR&A/LARKANA ZONE 2025.

S. No	Description	Quantity	Rate Per Guard	Total Cost Per Month
01	Armed Guards/ Un-Armed Guards	06		
	Cost of Salaries	06		
	PROFIT			
	SST As Per Rule			
	INCOME Tax As Per Rule			
	Total			

(Rupees _____ per
month)

(Rupees _____ per
annum)

**Note: the rates quoted above shall be inclusive of all profits, taxes viz income tax, GST, SST
etc. as per prevailing government rules.**

(Name, Signature & seal of the authorized person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____



G. BID EVALUATION CRITERIA

EVALUATION CRITERIA

The Procuring Agency will evaluate and compare the bid that has been determined to be substantially responsive. The Bid evaluation will be performed on the basis of following parameters:

S.No.		Maximum Mark	Marks Obtained	Page / Annex
1	Company Profile			
1.1	Years of Experience in Security Works:			
	Less than 5 year	5		
	5 to 7 years	6		
	8 to 10 years	8		
	11 to 20 years	10		
	More than 20 years.	15		
1.2	Contracts executed by the firm during past 05 years:			
	More than 1 and less than 4 contracts upto Rs. 03 million (per Annum)	3		
	4 and less than 10 contracts, upto Rs. 05 million (per Annum)	5		
	10 and less than 15 contracts, upto Rs. 07 million (per Annum)	6		
	15 and less than 20 contracts, upto Rs.10 million (per Annum)	7		
	More than 20 contracts beyond Rs. 12 million (per Annum)	10		
2	Relevant Experience (To be physically verified by SLIC team – if required)			
2.1	Proof 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 25 Ex – Army Guards	3		
	Upto 50 Ex –Army Guards	5		
	Upto 75 Ex – Army Guards	10		
2.2	Security Contracts / Projects Handled by the Firm with reputed firms during last two years			
	Less than 3	2		
	4 to 6	7		
	7 to 9	8		
	More than 10	10		
2.3	Certificate of training in security related courses attended by security guards. Please attach their CV along with last 12 months pay roll to prove that they are permanent employees of the company	5	5	
2.4	Proof of latest weapons and security equipment available. Please attach documentary evidence.	10	10	
3	Financial Strength of the Firm Annual Turnover (ATO) of the firm / company			
	More than 10 million but less than 15 million	5		
	More than 15 million but less than 20 million	10		
	More than 20 million	20		
4	ISO 9000 / UKAS Certification	5	5	
5	Availability of training school with firing range (To be physically verified – If required)	5	5	
6	Membership Certificate from All Pakistan Security Agencies Association (APSAA)	10	10	
	Total marks =	100		

Minimum score required for Post-Qualification = 60 Marks.

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



H . UNDER TAKING

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 FINANCIAL BID ARE TRUE AND CORRECT.

**SIGNATURE AND STAMP
OF THE BIDDER**