



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENTS

FOR

HIRING OF SECURITY SERVICES AT STATE LIFE
ZONAL OFFICE THE MALL, RAWALPINDI AND
OUT STATIONS
CASH COLLECTION CENTERS

Prepared By:

Human Resources Admin & Procurement
State Life Insurance Corporation of Pakistan,
State Life Building No 1, The Mall, Rawalpindi.

RAWALPINDI ZONE

INTRODUCTION

State Life Insurance Corporation of Pakistan (SLIC), established in 1972, is the country's largest provider of Life and Health Insurance. We offer innovative solutions in Life, Health, Takaful, and Corporate Insurance, ensuring financial security for all Pakistanis while prioritizing customer satisfaction. SLIC's dedication to continuous improvement has enabled it to maintain a prestigious AAA rating in the insurance industry. Its assets having value in the trillions, highlight its financial strength and stability. Looking ahead, SLIC is committed to identify and capitalize on emerging opportunities within the insurance sector. This forward-thinking strategy aims to drive further expansion and innovation, allowing SLIC to explore untapped markets and contribute to the growth of Pakistan's insurance industry and overall economy.

TENDER DOCUMENT FOR
HIRING OF SECURITY SERVICES

Table of Contents

S. No.	CONTENTS	PAGE NO
1	Tender Notice	04
2	Invitation Letter	05
3	Scope of work	06
4	Instructions to the Bidders	08
5	Special Conditions	10
6	Miscellaneous	12
8	Bill of Quantity	16
9	Evaluation Criteria	18
10	Form of Bid	19
11	Undertaking	21

TENDER NOTICE NO SLIC/RZ/HRA&P/07/2025

FOR SECURITY SERVICES

State Life Insurance Corporation of Pakistan, Rawalpindi Zone invites Bids through EPADS (PPRA Portal) from License Holder Security provider Companies, registered with relevant Government Departments, for the provision of Security Services at Zonal Office, Rawalpindi Zone and Six (06) Cash Collection Centers Gujar Khan, Chakwal, Talagang, Rawalakot (AK), Bagh (AK), and Hajira (AK).

DETAIL OF TENDER/SCHEDULE

Nature of Services	Number Of Guards to be deployed	Estimated Cost of Tender	Bid Security Amount	Closing Date & Time for Bids	Opening Date & Time of Bids
Security Services at State Life Rawalpindi Zone & 06 Outstations Cash Collections Centers. 1. Gujar Khan 2. Talagang 3. Chakwal 4. Rawalakot (AJK) 5. Hajira (AJK) 6. Bagh (AJK)	A. 05 Armed Guards at Rawalpindi Zone. B. 12 Armed Guards at 06 Outstations Cash Collection Centers (02 at each)	10,200,000/- (annually)	510,000/-	02-10-2025 at 11:00 AM	02-10-2025 at 11:30 AM

The process shall be adopted under “**Single Stage-One Envelope**” method laid down in PPRA rules 2004. **Bids may be submitted through E-PADS only. Bids submitted other than E-PADS will not be considered.**

The tender documents can be purchased against Rs. 2000/- (Non-refundable) from following address during office hours (09:00 am to 05:00 pm).

State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).

In Case of any clarification or query the Companies may visit the office and contact Mr. Mudassar Rehman, Assistant Manager (HR&A), 7th floor, State Life Building No 1, The Mall Rawalpindi, Cell No. **0315-5337463** during office hours (9am to 5pm).

(Muhammad Younus)
In-Charge (HRA&P)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of Pakistan,
State Life Building No 1, The Mall, Rawalpindi.
Phone: 051-9271295,
Dated. 15-09-2025

Dated: _____

INVITATION LETTER

Subject: **INVITATION FOR BID IN RESPECT OF TENDER NO SLIC/RZ/HRA&P/07/2025**

We, the undersigned, declare that:

1. We have examined tender and do not have any reservation on the Bidding Documents.
2. We offer to execute in conformity with the Bidding Documents for "Security Services" for its office Buildings located at:

<u>S. No</u>	<u>Location/Property</u>	<u>Address</u>
1.	State Life Building and Out Stations Cash Collection Centers	State Life Building No 1 The Mall, Rawalpindi Cash Collection Centers (Gujar Khan, Chakwal, Talagang, Rawalakot, Bagh and Hajira- AK)

3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance guarantee in accordance with the Bidding Documents.
5. We also declare that Government of Pakistan or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that the client is not bound to accept highest ranked bid/ lowest bid or any other bid that the client may receive.

Yours sincerely,

Mr. Muhammad Younus,
Incharge (HRA&P)/Secretary (ZPC),