

**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN ISLAMABAD ZONE

TENDER NOTICE NO. SLIC/ISB/SECURITY/SERVICE/03/07/2025**HIRING SECURITY OF CASH COUNTER AND CAHS INTRANSIT/CASH CARRY VAN SERVICES FOR CASH COUNTERS.**

The Federal Government–owned Autonomous Corporation invites sealed technical and financial proposals under the Single Stage–Single Envelope Procedure in accordance with PPRA Rules. Eligible security companies must hold valid licenses from the concerned government authorities, be registered with Income Tax, Sales Tax, and EPADS, and have a minimum of five years of reputable market experience. The company should have its own office with a functional landline phone and fax number, preferably located in Punjab, particularly in Islamabad/Rawalpindi. Proposals are invited for the provision of security services at the Corporation’s designated offices.

Type Of Procurement	Bid Security	Closing Date & Time for Submission of Bids	Opening Date & Time
Hiring of Security Services LOT-1	Rs. 64840	17/11/2025 At 11:00 AM	17/11/2025 At 11: 30 AM
Cash in transit/cash carry van services LOT-2	Rs. 45000/-		

2. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life’s website www.statelife.com.pk free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS on or before date/ time as stipulated by e-PADS will be opened on the same day at 11:30 am. This advertisement has been published via PPRA e-PADS website.

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, Islamabad 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. Comprehensive schedules outlining the security requirements for cash counters and carry vans are contained within the tender document.

(Muhammad Yousaf)

SECRETARY Z.P.C/INCHARGE HR/(A&P)

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

BUILDING NO. 9. 33-E BLUE AREA ISLAMABAD.



TENDER NO. SLIC/ISB/SECURITY/SERVICE/03/07/2025

**HIRING SECURITY OF CASH COUNTER AND CASH INTRANSIT/CASH
CARRY VAN SERVICES FOR CASH COUNTERS.**

OF

STATE LIFE INS. CORP. OF PAKISTAN,
ISLAMABAD ZONE

AT

- i. **ISLAMABAD**
- ii. **ATTOCK (PB)**
- iii. **HASANABDAL (PB)**
- iv. **MUZAFFARABAD AK**

STATE LIFE Insurance Corporation of Pakistan, Islamabad Zone
(A Government of Pakistan Enterprise)

Website: <http://www.statelife.com.pk>

INCHARE HRA&P
The Secretary (ZPC)

State Life Insurance Corp. of Blue Area, Islamabad -9207363-03325222350



MANDATORYRE REQUIREMENTS FOR CASH COUNTER SECURITY SERVICES AND CASH INTRANSIT/CASH CARRY VAN SERVICES

- a)** A valid National Tax Number (NTN) issued by FBR, along with a copy of the NTN certificate.
- b)** Certificate of Incorporation/Registration with SECP.
- c)** Valid license(s) as a Security Company, issued by the respective Provincial Home Department and/or the Ministry of Interior through the relevant registered association (copy required).
- d)** An original affidavit on stamp paper declaring that the company is neither blacklisted by any government agency, corporation, or private entity, nor engaged in any litigation with State Life or any government/public sector organization.
- e)** Valid SST registration (copy required).
- g)** Firms that previously failed to meet contractual commitments or whose services were found unsatisfactory by State Life will not be considered eligible for participation in the bidding process.

For Cash In-transit/ Transportation The service provider should also have: -

- Minimum fleet size of 20 specifically counterfeited cash vans (Own/Leased) in Major Cities of Punjab and AJK. The cash vans must be GPS enabled monitored live with Geo- fencing mapping.
- Cash vans to have CCTV inside.
- Vans must be bullet proof and must be as per State Bank SOP's. (Chang Time By Time if any)
- One Cash Carry/Cash in transit Van (and one as a reserve to be available with service provider) with Crew members as two armed guards (Ex-Servicemen) One Executive member and One Driver for transporting cash between Bank and State Life offices.
- One Cash Carry/Cash in transit Van as and when required during banking hours and after banking hours in routine days and volt facility during holidays.
- Vendor must have comprehensive insurance coverage from an insurance company having A or AA rating by PACRA
- Vendor must have nationwide collection and distribution network Head Office, Branch office/service center) fully equipped with reliable & experienced staff and fleet of modern armored vehicles



Description of security services (cash counters) LOT-1

Sr. No.	CASH COUNTER STATION	ADDRESS
1	ISLAMABAD 01 Security Guards with Arm & metal detector for Day time & 01 Security Guard with Arm for Night	SLB – 9, Blue Area, Islamabad ICT
2	ATTOCK. 01 Security Guards with Arm & metal detector for Day time & 01 Security Guard with Arm for Night	Sector Office, Attock
3	HASANABDAL PB 01 Security Guards with Arm & metal detector for Day time & 01 Security Guard with Arm for Night	Wah Cantt., Rawalpindi
4	MUZAFFARABAD AK. 01 Security Guards with Arm & metal detector for Day time & 01 Security Guard with Arm for Night	Muzaffarabad, Azad Kashmir

Description of security services (cash transportation) LOT-2

Sr. No.	CASH COUNTER STATION	ADDRESS
1	ISLAMABAD	SLB – 9, Blue Area, Islamabad ICT
2	ATTOCK	Sector Office, Attock
3	HASANABDAL PB	Wah Cantt., Rawalpindi
4	MUZAFFARABAD AK	Muzaffarabad, Azad Kashmir
	BUILDIN/CASH COUTNERS	BANK ADDRESSES
1	ISLAMABAD	All related SOPs and cash transportation locations will be negotiated after agreement
2	ATTOCK	
3	HASANABDAL PB	
4	MUZAFFARABAD AK	

- One Cash Carry/Cash in transit Van (and one as a reserve to be available with service provider) with Crew members as two armed guards (Ex-Servicemen) One Executive member and One Driver for transporting cash between Bank and State Life cash counters.



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN ISLAMABAD ZON.

(b) TECHNICAL BID EVALUATION CRITERIA (Equally applicable for both LOT-1 and LOT-2)

S.no	Parameters against which technical evaluation shall be done	Annexure/ Page ref#	Scoring brackets	Total / Maximum points allocated
1	Company Profile			
1.1	Years of Experience in Security Works:			
	Less than 5 years		1	05
	5 to 10 years		2	
	11 to 15 years		3	
	16 to 20 years		4	
	More than 20 years		5	
1.2	Contracts executed by the firm during past 05 years of above contract value Rs. 30 million per annum			
	2 and less than 3 contracts		5	20
	3 and less than 5 contracts		10	
	5 and less than 8 contracts		15	
	More than 8 contracts		20	
2	Relevant Experience (To be physically verified by SLIC team – if required) Firm to submit copies of work orders or contract			
2.1	Proof with details of Ex-Army guards to be proposed and deployed in State Life, CV's and proof of company employee / pay roll.			
	Upto 15 Ex-Army Guards		15	25
	Upto 20 Ex-Army Guards		20	
	Upto 25 Ex-Army Guards		25	
2.2	Security Contracts /Projects (in hand -more that 25 million per annum per contract)			
	2 and less than 3 contracts		10	25
	3 and less than 5 contracts		15	
	5 and less than 8 contracts		20	
	More than 8 contracts		25	
2.3	Last 12 months company pay roll to prove and shown the number of security guards who are permanent employees of the company		5	5
3	Average Balance in the bank account of the firm in the last one year			
	05 to 10 (M)		10	20
	11 to 15 (M)		15	
	16 to 20 (M)		20	
	Total marks=			100

Note: Qualifying marks = 60 or above

*** Participant companies should have valid license to operate across all over Pakistan and A.J.K.**

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

☞☞ To ensure a fair and accurate technical evaluation, all bidders must upload documents in the specified order and include a comprehensive index. Non-compliance may lead to evaluation delays or disqualification.



TERMS AND CONDITIONS/GENERAL INFORMATION

- 1- The bid shall comprise of a package containing two separate E-BIDS for each lot.
- 2- The e-BIDS shall be marked as "Financial Bid" and "Technical Bid" in bold and legible letters to avoid confusion.
- 3- On schedule date of Bid Opening, the e-PADS "e-BIDS" will be opened for **Lot-1** and **LOT-2**,
- 4- After Technical Evaluation "Financial Bids" for **LOT-1** and **LOT-2** of technically accepted bidders will be taken into consideration via e-PADS.
- 5- The Financial Bids of technically disqualified bidders will not be considered and declared as non-responsive summarily via e-PADS.
- 6- The Tender Bid shall be evaluated as Lot Wise Job. a single bidder can participate in both bids or in single bid.
- 7- All queries/ clarifications required from bidder shall be addressed on working days by fax or letter at the address given below up to one week prior to closure of Bid Submission date. No clarification shall be given on telephone.
- 8- The offer must be submitted via e-PADS consisting of Technical and Financial Bids with bid bond and should be forwarded bearing the words **"BID SECURITY OF CASH COUNTER AND CASH INTRANSIT/CASH CARRY VAN SERVICES FOR CASH COUNTERS ISLAMABAD ZONE"**.
- 9- 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.
- 10- **The bidder should be registered and shall have N.O.C. from Ministry of Interior, Government of Pakistan, Islamabad or Provincial Home department.**
- 11- The bidder should confirm in their offer that they have its own ammunition/communication/Vehicles/Drivers equipment required for Security counters security services and cash transportation services.
- 12- The strength of Security Guards and No of cash carry vehicle trips can be increased or decreased by the Competent Authority as per requirement, quoted rates should be inclusive of all Government duties and Taxes.
- 13- The successful contractor will follow all instructions issued by corporation in connection of Security Services of cash counters and cash transportation.
- 14- 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 **55 years**. (Healthy and physically fit)
- 15- The Firm/Contractor shall be bound to provide the sanctioned strength of Security Guards at all time even on holiday including Sunday and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.
- 16- In case of Cash counters security, 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.
- 17- Security personnel involved in immoral activities will not be allowed to serve.



- 18- 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.
- 19- Estimated project cost for **LOT-1 Rs. 3242000/-** and **LOT-2 is Rs. 2250000/-**
- 20- Any bid received by the Procuring Agency other than e-PADS would not be considered
- 21- A bid security will be required. The amount of bid security for LOT-1 is **Rs. 64840** and for LOT-2 is **Rs.45000/-**. 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”**. The Bid security shall be in Pak Rupees & from a scheduled bank in Pakistan and required to be submitted in hard form to Incharge (HRA&P) Office within stipulated time constraints.
- 22- **Bid security**
 - i The security companies will submit Bid Security 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
 - ii bid security must be valid 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.
 - iii Un-successful Bidder's bid security will be discharged/ returned as promptly as possible.
 - iv The bid security will be returned to successful bidder upon submission of Performance Guarantee after signing of contract agreement.
 - v 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.
 - vi 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.
- 23- The bid (for both lots) should be valid for 120 days from the date of opening of Tender otherwise their offer shall be rejected straightaway.
- 24- 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.
- 25- 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. Use of fluid or white on financial figures is prohibited.
- 26- 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.



- 27- The successful Security Firm shall have to arrange and provide an Insurance Coverage of Rs. 500,000/-(Rupees Five Lacs Only) for LOT-1, LOT-2 respectively, 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.
- 28- All the payments to the security staff /workers of the contractor shall be made by the contractor himself in the Bank Account of staff within first five days **of every month and 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/ Province will be adhered to at all times and should submit documentary evidence to the concerned agency/**

department as and when required. Further the Contractor shall ensure regular payments of EOBI & SESSI to concerned department for staff deputed at State Life properties and shall submit undertaking to this effect with every month bill.

b) SCOPE OF WORK - CASH COUNTER SECURITY SERVICES

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 in the name of firm/company.
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. The Security Company shall provide torches, hand detectors, car checking mirrors and other safety related equipment at each building / location **as per requirement** for proper checking of pedestrians and vehicles.
5. Proper parking of the **State Life** Officials /authorized tenant's vehicles in the buildings will be the responsibility of the security staff deputed in the parking area.
6. All taxes, SST, Government levies and charges etc., shall be borne by the Security Company.
7. All Ex-Army security supervisors/ guards are required to produce Discharge certificates
8. All the payments to the workers of the contractor shall be made by the Security firm/contractor within first five days **of the start of month** and 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.
9. **The company shall deposit the salaries of the security staff deputed under this contract in to the respective bank account and submit the monthly statement /documentary evidence to proof that wages are being paid as per government rules.**



10. 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 all lawful obligations/**litigations**.
11. All **security staff**/workers should have their CNICs. The age of the security guards shall not be less than 25 years & over **55** years. The Security Supervisors /guards should be at least matriculate, preferably educated and can read identity cards, business cards, gate passes and can write in Urdu or English.
12. State Life shall not be responsible for any loss, damage, injury sustained during the performance of their duties.
13. **State Life reserves the right to terminate the contract at any time without assigning any reason whatsoever by giving one-month advance notice.** Three months' prior notice in writing shall be served by the security company for termination of contract.
14. If any Guard/employee/driver of the Security Company (for any job lot-1 or lot-2) 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.
15. State Life reserves the right to use any Ex-Army Guard / Supervisor as escort or depute on duty with senior officers of State Life under intimation to Security Company. _
16. 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).
17. This contract will be for a period of one (01) year and extendable on mutual consent of both parties.

SCOP OF WORK FOR CASH TRANSPORTATION SERVICES

- Approximate average daily cash in transit/to be carried is Rs. 10-15 Million during normal business days. This average may increase manifold i.e., as Rs. 25-50 million daily during quarterly and annual closing days.
- Bidder shall be bound to provide services at locations/proposed locations at approved rates without any additional cost.
- Bidder shall collect cash daily (working days) and during off days as per instructions of focal Persons, the names of whom shall be communicated at the time of signing agreement.
- SOP's of cash collection from State Life, Cash Counters shall be discussed at the time of agreement with successful bidder.

18. DEDUCTIONS & PENALTIES:

- a If services provided are not up-to mark, deduction from monthly bills in range of upto 10% of monthly bill value will be made as assessed by State Life Officer. Such decision will be binding on Contractor / Firm.
- b In case of noncompliance of deployment of Guards as per contract i.e. Non- placement of **Ex-Army /Forces Guards** with placement of unarmed guards or insufficient guards, placement of over aged guard(s), lethargic guard, guards without proper uniform, and not as per contract deployment /terms , SLIC reserve the rights to deduct the salary @ 1.5 times the salary of guard per day for such guard.



- c **State Life will make upto 25% deduction from the respective monthly bill(s) of the security company in case of un-satisfactory performance during that month**
 - d Shifts are to be arranged by the Company so that each guard is provided adequate leave and is replaced by another guard during his absence from duty. To ensure full deployment and working schedule of security guards deputed in the SLIC building should follow 24/7/365.
 - e Security Company shall ensure that no guard makes double duty.
19. For cash counter security the bid winning company/firm to ensure the duties of the security guards on fortnightly rotation basis **with the approval of State Life.**
20. **The Company will provide and ensure that their employees while providing Services must be in uniform, have received and understood the Services/ duties to be performed and have the following in their possession:**
- a. Computerized National Identity Card (CNIC)
 - b. Company identity card should be prominently displayed on his uniform.
 - c. A torch for guards on evening and night duty.
 - d. Licensed arms and all other equipment necessary for him to perform the Services.
 - e. For any licensed arms carried by any guard, arms license in relation thereto.
21. **In the employment of its staff the Company must ensure that all such persons are of reputable character and are adequately qualified/trained for rendering the Services as are required to be performed by this Agreement. For security reasons, the Company must maintain a profile of each of its employees. Their antecedents and character be verified from Police).**



SPECIAL TERMS AND CONDITIONS FOR LOT-1 AND LOT-2

1	Nature of Job.	Cash counter security and cash in transit services for all counters of SLIC Islamabad Zone.
2	Place of submission of Tender.	Office of the Incharge HRA&P, Building NO. 9 33-E Buland Markez, Jinnaha Avenue, Blue Area Islamabad.
4	Tender – Bid Security.	Bid security for LOT-1 is Rs. 64840 and for LOT-2 is Rs.45000/- in the shape of pay order / bank draft/Bankers Cheque in favor of “State Life Insurance Corporation of Pakistan” to be uploaded with Tender documents, and original copy should reach in above office before tender closing time .
5	Release of Bid Security.	a. Bid Security of lowest two bidders 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 Performance Guarantee in shape of Bank / Insurance Guarantee upto 5 % (both for LOT-1, LOT-2 separately) of bid amount. This Guarantee shall be returned on satisfactory termination/ conclusion of the contract (without interest).
7	Mode of payment.	State Life will pay monthly bills based on actual Guards deployed for the services and cash carry van trips. The payment will be made on satisfactory services each month after all deductions as per contractual obligations.
8	Contract Period.	One Year (12 months) and extendable for further period as desired by both parties.
9	Date of commencement.	03 days from the date of acceptance of letter of award.
10	Deduction from Bills.	• Income Tax, SST or any other taxes levied by the Government of Pakistan (if applicable) • Deductions as per contract for non-fulfillment of contractual obligations referred in the Scope of Tender terms.
11	Timings of work.	24-hours (In shifts)
12	Insurance Cover.	The successful Security Firm shall have to arrange and provide an insurance coverage of Rs.500,000/- (Rupees Five Lac Only), (both for LOT-1, LOT-2 separately) 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.
13	Rotation.	Duties of guards on quarterly rotation basis within or different locations.



Annexure "A-1"

D. DETAIL OF BUILDING & STAFF

Sr. No.	Category	SHIFT	REQUIREMENT SECURITY GUARDS (TENTITIVE)				No. of Guards
			ISLAMAABD	Muzarafaba d	Hasanabdai	Attock	
1.	ARMED Guards (also Capable of maintaining entry/ exit register)	DAY	01	01	01	01	04
		NIGHT	01	01	1	1	04
2.	Security Supervisory	DAY	-		-	-	
		NIGHT	-		-	-	
	REQUIRED MANPOWER	Armed Guard	02	02	02	02	08
		Supvrs.	-	-	-	-	

NB:- SCHUDLE FOR ALL STATIONS.

SHIFT	Guards	Duration of Duty (ON PLACE)	Shifts (1 Shift + ½ Shift)
DAY	1 Nos. Guard for DAY	Max 12 Hours	(8 Hours + 4 Hours) = 12 HOURS
NIGHT	1 Nos. Guard for NIGHT	Max 12 Hours	(4 Hours + 8 Hours) = 12 HOURS

Detail of location (Cash Carry Van Services)

Annexure "A-2"

Sr. No.	CASH COUNTER STATION	ADDRESS
1	ISLAMABAD	SLB – 9, Blue Area, Islamabad ICT
2	ATTOCK	Sector Office, Attock
3	HASANABDAL PB	Wah Cantt., Rawalpindi
4	MUZAFFARABAD AK	Muzaffarabad, Azad Kashmir
BUILDIN/CASH COUTNERS		BANK ADDRESSES
1	ISLAMABAD	All related SOPs and cash transportation locations will be negotiated after agreement.
2	ATTOCK	
3	HASANABDAL PB	
4	MUZAFFARABAD AK	



- One Cash Carry/Cash in transit Van as and when required during banking hours (and one as a reserve to be available with service provider) with Crew members as: • two armed guards (Ex-Servicemen) • One Executive member and • One Driver for transporting cash between Bank and State Life office

e) BILL OF QUANTITY (Security of cash counter services)

Annexure "B-1"

s.#	Description	Suggested Minimum wages/Salary per Guard per month (Rs) Rs.37,000/- (Not less than minimum wage Rate ordered by Govt) as suggested below)	Add all prevailing and applicable taxes EOBI, SESSI/PESI, etc	Profit, overheads,	SST	Income tax	Total	Quantity	Grand Total per month= Ax B
		A	B	C	D	E	F=A+B+C+D+E	G	FxG
1	Armed Security Guards (Trained from reputed company/APSSA	Rs. (prevailing minimum wage rates) (For 12-Shift)						08	
							TOTAL=	08	
	Total per month		=						
	Total Per Annum		=						
	3	Willkie Talkie 02 Sets.			Free of cost as per requirement				
	4.	Mirrors detectors etc.							
	5.	Metal/Explosive Detectors.							
	6.	Surprise Visit must of Building Specially in Night Shift on Weekly basis & report submitted to concern Building Incharge..							

Rupees in words (_____ per annum)



BILL OF QUANTITY (CASH INTRA/CASH CARRY VAN SERVICES)

Annexure "B-2"

Sr.No	Location	Van Collection Charges	Vault Charges	Seal Charges
1	ISLAMABAD SLB – 9, Blue Area, Islamabad ICT			
2	SECTOR OFFICE ATTOCK: Pleader Lane Attock City.			
3	SECTOR OFFICE HASSAN ABDAL (WAH CANNT): Upper story, Askari bank, Oppo Larri adda.			
4	Sector office Muzaffarabad. 1st floor, allied bank, old civil Road- Muzaffarabad.			

Note:-

NB:- All Govt. Taxes should be included in Contract amount/ consumable item. GST/ SST/ PST is applicable only to Mandate/ Profit of the Contractor.

Amount in words (For One (01) Years)

****Note:-**

(i) Total consolidated monthly amount including Minimum Wages (as per law presently in force and may amended in future including /- (ESSI, EGI, EOBI whichever is applicable.) per person should be quoted by the bidder under each of the category separately.

(ii) The bidder should quote the details (price-break up) of the monthly consolidated amount in the **Table-B** given on next page.

(iii) Payments shall be made by the Client as per the terms and conditions of the Tender Documents.

(iv) Prices shall be valid for a period of one year. However, on revision of minimum wages by O/o The Labour Welfare Department, ICT Islamabad and O/o The Labour Welfare Department, Punjab and O/o The Labour Welfare Department, Khyber Pakhtunkhwa the same shall be revised by the Client. However, even on revision of minimum wages, the contractor's profit in absolute terms (not in percentage terms) shall remain the same throughout the contract period as was quoted by the contractor in his bid.

(v) The quoted consolidated monthly amount prices shall be inclusive of all charges including Client's contribution towards EGI, EOBI, Gratuity, Bonus, Substitutes (whichever and when applicable).



(viii) The prices in the Price Schedule shall be exclusive of any service tax, education, secondary and higher education or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate. Bidder may compete the bidding process with respect to own profit margin. Any bid having price quoted below the Govt. determined minimum (currently in force and may emended in future) wage rate for 8 hour shift for 26 days a month for the year 2025 (excluding statutory benefits, profits, over heads, taxes etc., of the bidder) would be considered non workable and liable to rejection summarily forthwith.

(ix) Price Break-up of the quoted prices shall be submitted by the Contractor in the format given in Annexure "A".

The basic wage for 8 hours should be computed @Rs. **(minimum wage)**/- per day for 8 hours shift for 26 days as per Govt law in practice. The bidder may compete the bidding process with respect to own **profit margin**.

The payment shall be made by the following formula with relevant changes as per above. The Contractor shall also pay to his personnel by this formula. This formula takes care of all the paid weekly holidays, National holidays and other gazetted holidays.

Formula:

Wages payable to individual = (Total Monthly Wages as above/ No. of working days in the month) x (No. of days worked in the particular month by the individual).

In addition to the Tender Terms & Conditions, **Contractor shall adhere to the minimum wages as announced by Govt. of Pakistan, in case of failure;**

- a. The contract will not be awarded.
- b. The contract will be terminated at any stage, if contractor is found at default.
- c. The Cleaning Duty hours shall be to suit the working hours of the Employer. According to current Employer's working hours (Monday to Saturday), the Duty shall be as follows:-

☐ **Shift-I From 08:00 A.M. to 04:00 P.M. + 4 hours OT**

☐ **Shift-II From 08:00 P.M. to 04:00 A.M. + 4 hours OT**

☐ **Cash carry van: One shift per day under normal routine, with additional shifts as and when required outside the normal schedule.**

- Rate per Day basic wages including DA etc., quoted by tender/ should not be lesser than the minimum Wages prescribed by the provincial/ Federal Govt. (Whichever is higher).



- **Statutory liabilities** such as ESSI, EGI/ EOBI Goods Service tax etc., will be paid as per prevailing rates as declared by the State/ Federal Government from time to time.
- While quoting **minimum Service Charge** the Service Provider should take care of all **Statutory Payments (EOBI, ESSI, EGI etc. where applicable)** and liabilities that may arise like Bonus, Gratuity etc., if any or any charge that may be levied by the Statutory authority in future.
- The difference in subsequent minimum wages rates due to revision of the rates by the Labor Welfare Department/ State Government will be adjusted by the corporation accordingly.
- Income Tax will be deducted at source at the time of payment as per Rules.
- No any other charges will paid by SLIC except as mentioned in terms and condition.
- The bidder's mandate/ profit must not exceed 25% of the contract net worth (excluding workers' salaries)
- The rates quoted shall be compliant with Govt. minimum wages and other compulsory benefits EOBI, ESSI (Social Security), Group Insurance etc—when and where applicable., and inclusive of all profits, taxes viz income tax, GST, SST etc. as per government rules.

(Name, Signature & seal of the authorized person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

INCHARE HRA&P

The Secretary (ZPC)

State Life Insurance Corp. of Blue Area, Islamabad -9207363-03325222350



G) **UNDERTAKING**

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 TECHNICAL/FINANCIAL BID ARE TRUE AND CORRECT.

Name

Designation

Signature

Date and Place

SIGNATURE AND STAMP

(Name, Signature & seal of the authorized person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____