

**TENDER DOCUMENT FOR SECURITY SERVICES CONTRACT FOR
STATE LIFE BUILDINGS HYDERABAD, MIRPURKHAS, SUKKUR,
LARKANA & PLOT AT BENAIZIRABAD (NAWABSHAH)**



2023-2024

From:
In-charge,
Real Estate department,
State Life building no, 03, Thandi Sarak,
Hyderabad.

**TENDER DOCUMENT FOR SECURITY SERVICES CONTRACT FOR STATE LIFE BUILDINGS HYDERABAD, MIRPURKHAS,
SUUKUR, LARKANA & PLOT AT BENAIZIRABAD (NAWABSHAH)**

Signature and Seal of the firm

TENDERNO#RE-HYD/SECURITY /01/2023

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Dated: _____

M/s. _____

Sub **INVITATION OF BIDS FOR SECURITY SERVICES FOR THE YEAR 2023 – 24**

Dear Sir,

We are enclosing herewith the tender documents of the above job comprising the following:-

- a. Mandatory Requirement & General Information
- b. Scope of Work.
- c. Terms & Conditions.
- d. List of Buildings and staff required.
- e. Bill of Quantities.
- f. Evaluation Criteria.
- g. Forms 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 **12-06-2023 at 11:00 AM**. Bids must be submitted by the bidder and received by the Procuring Agency not later than the time and date specified. No late submissions will be accepted by the Procuring Agency

Technical Bids will be opened on above date at 11:30 AM in the presence of bidders /tenderers or their authorized representatives who may desire to be present

The envelopes shall be marked as "**Financial Proposal**" and "**Technical Proposal**" in bold and legible letters, to avoid any confusion. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Procuring Agency at the address given in the Invitation for Bids; and bear the name and address of the Bidding Company.

If the outer as well as inner envelopes are not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bids' misplacement or premature opening

Regards,

In-charge (RE)
Real Estate Department

Encls: As above.

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(a) BID EVALUATION CRITERIA

Evaluation Criteria

Stage I – Statutory Mandatory Requirements for Responsive Bid

Serial	Description	Attached	
		Yes	No
1	SECP Incorporation in case of Private or Public limited Companies		
2	Ministry of Interior's NOC to Operate as a Security Company		
3	Licenses to operate as Security Company in Sind, /ICT / Punjab/Khyber Pakhtunkhwa Provinces are mandatory for this bid (Additional NOCs of other provincial branch will earn extra marks under Stage II)		
4	Registration with PTA for the wireless frequency		
5	Registration / Membership of All Pakistan Security Agencies' Association (APSAA) and Pakistan Banking Association (PBA)		
6	Registration with EOBI & Social Security (for locations)		
7	Registration certificates / proofs of: NTN; Sales Tax; , register with PRAJ , Income Tax (active status for all jurisdictions)		
8	Submission of undertaking on Rs. 1000 legal / stamp paper that the company is not blacklisted by any Govt. Department, Autonomous Body or Private Sector Organization anywhere in Pakistan.		
9	Submission of copies of CNIC of the Shareholders or Directors for AML (Anti-Money Laundering) and CFT (Counter Financing of Terrorism) clearance.		
10.	The bidding document signed and stamped on all pages displaying that the Bidding Company agrees to execute the work accordingly.		
11	The firms who have not fulfilled their contractual obligations with State Life shall not be eligible to participate in the bids		
12	Original Letters/Certificates from at least three reputed govt/multinational firms where the firm is currently engaged and providing security services of similar nature and scope of services		

Evaluation Criteria

Stage II – Scoring Criteria for Technical Proposal (Total of 100 Marks)

Serial	Description Parameters against which technical evaluation shall be done	Scoring Brackets	Total Score <small>Maximum points allocated</small>	Annexure/ page Ref#
1	<p><u>Management Plan</u></p> <ul style="list-style-type: none"> • Brief History of the Bidding Company including Organizational Structure & Offices Infrastructure ✓ Incorporated more than 20 years with offices in each province: 5 points ✓ Incorporated between 15 to 20 years: 3 points ✓ Incorporated between 10 to 15 years: 2 points ✓ Incorporated between 5 to 10 years: 1 point ✓ Less than 5 years: zero point • Licenses & NOCs (1 Point each for a provincial license in addition to those compulsories under Stage I) • Memberships and Accreditations (2.5 points each for memberships of professional bodies over and above those required under Stage I) • Weapons' & Communication Equipment Held by the Bidding Company ✓ More than 2,000 weapon licenses: 5 points ✓ Between 1,500 & 2,000: 4 points ✓ Between 1,000 & 1,500: 3 points ✓ Between 500 & 1,000: 1 point ✓ Below 500: zero point 	<p>5</p> <p>5</p> <p>5</p> <p>5</p>	20	
2	<p><u>Recruitment & Training Methodology and Procedure</u></p> <ul style="list-style-type: none"> ✓ Training documents with proof of trainings conducted ✓ Documented Recruitment and Verification Process 	<p>5</p> <p>5</p>	10	
3	<p><u>Project Take-Over Plan</u></p> <ul style="list-style-type: none"> ✓ Week by week plan of take over ✓ Analysis of take-over plan 	<p>5</p> <p>5</p>	10	
4	<p><u>Number of Employees (Deployed Security Staff)</u></p> <ul style="list-style-type: none"> ✓ 3,000 and above ✓ 2,000 to 3,000 ✓ 1,000 to 2,000 ✓ 500 to 1,000 ✓ Below 500 	<p>10</p> <p>8</p> <p>6</p> <p>4</p> <p>zero</p>	10	
5	<p><u>Ratio of Ex-Servicemen and Civilian Guards (attach last two months payrolls of minimum five existing projects to prove the ratio)</u></p> <ul style="list-style-type: none"> ✓ 70:30 ✓ 60:40 ✓ 50:50 ✓ 40:60 ✓ 20:80 ✓ Below 20% Ex-servicemen 	<p>10</p> <p>8</p> <p>6</p> <p>5</p> <p>4</p> <p>zero</p>	10	

Serial	Description Parameters against which technical evaluation shall be done	Scoring Brackets	Total Score Maximum points allocated	Annexure/ page Ref#
6	Emergency Response Mechanism and 24/7 Control Room Availability. (Provide photographs of Control Room Infrastructure) <ul style="list-style-type: none"> ✓ Physical availability of 24/7 Control Room with Deployed Response Teams ✓ Response Teams without 24/7 Control Room ✓ No Response Teams 	5 3 zero	05	
7	Experience in Security Services in High Rise Buildings (Mention name of Firm, building and dates of deployment) Relevant Experience (To be physically verified by SLIC team – if required) Firm to submit copies of work orders or contracts <ul style="list-style-type: none"> ✓ Over 10 Years' Experience in Deploying Security Team(s) in High Rise Buildings ✓ Between 5 & 10 Years' Experience ✓ Below 5 Years or no High Rise Building Experience 	10 5 zero	10	
8	Security Contracts Projects (in hand each of above 30 million per annum) Firm to submit copies of work orders or contracts. <ul style="list-style-type: none"> ✓ More than 5: 5 points ✓ For each contract : 1point ✓ No project: zero point 	5	5	
9	Annual Turnover (Last Three Years) <ul style="list-style-type: none"> ✓ Over 250 Million ✓ Between 200 & 250 Million ✓ Between 150 & 200 Million ✓ Between 100 to 150 Million ✓ Below 100 Million 	20 15 10 5 zero	20	
	Total		100	

Note: Qualifying marks = 60 or above

(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)

(b) GENERAL INFORMATION

1. The bid shall comprise a single package containing two separate envelopes inside. Each envelope
2. shall contain separately the “**Financial Bid**” and the “**Technical Bid**”.
3. The envelopes shall be marked as “Financial Bid” and “Technical Bid” in bold and legible letters to avoid confusion.
4. On schedule date of Bid Opening, the envelope of “Technical Bid” only will be opened and envelope marked “Financial Bid” will be retained in the safe custody.
5. After Technical Evaluation, envelope of “Financial Bid” of technically accepted bidders will be opened with prior intimation to all qualified bidder(s). **Bidders who fail to submit Mandatory Documents as part of their Technical Proposal will be disqualified from the process**
6. The Financial Bid of technically disqualified bidders will be returned unopened to the respective bidders / their authorized representatives.
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 in sealed envelope containing Technical and Financial Bids with bid bond and should be forwarded bearing the words “**Bid For Security Services** for “**State Life Buildings Hyderabad, Mirpurkhas, Sukkur, Larkana & Plot at Benazirabad (Nawabshah)**” addressed to:
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 bidders should be registered and shall have N.O.C. from Ministry of Interior, Government of Pakistan, Islamabad or Provincial Home Department.
11. The bidders should confirm in their offer that they have its own ammunition, communication equipment required for Security services.
12. 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.
13. The successful bidder/contractor will follow all instructions issued by State Life in connection of Security Service.

14. Child Labor rules and basic human rights will not be violated by the Contractor. Age of Security Guard shall not be less than 20 years & not more than 45 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 gazette holidays including Sundays and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.
16. 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. The Firm/Contractor will confirm in their offer that the Guards will use, wear neat and clean uniform with cap and badges.
18. Firm/Contractor shall be responsible for personal hygiene of the Security Guards and confirmation in this regard should be submitted in their offer.
19. Indiscipline Security personnel involved in immoral activities will not be allowed to serve.
20. 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.
21. Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.
22. The amount of bid security required is **Rs.100,000/-**. 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 in sealed envelope and do not attach or mention this amount 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.
23. 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.
24. Un-successful Bidder's bid security will be discharged/returned as promptly as possible.
25. 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.

26. 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.
- 27- 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.
- 28- The bids should be valid for 120 days from the date of opening of Tender otherwise their offer shall be rejected straightaway.
- 29- The bidder should submit an Affidavit that all the documents, particulars, information furnished by them with their bid are true and correct otherwise their bids shall be rejected straightaway.
- 30- The bid shall contain no alterations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid.
- 31- 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.
- 32- The successful Security Firm shall have to arrange and provide an insurance coverage of **Rs. 1,000,000/- (Rupees Ten 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.
- 33- All the payments to the workers of the contractor shall be made by the contractor himself within first five days 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 by concerned agency / department.**
- 34- Bidder will enclose list of deductions to be made from security guard upon their different negligence /short comings.

(b) 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 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, car checking mirrors and other safety related equipments at each building 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. 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 security firm/contractor themselves within first five days of the 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.**
11. **The company shall deposit the salaries of the security staff deputed under this contract in to their individual /respective bank accounts and submit the statement /documentary evidence to proof that wages are being paid as per government rules.**

12. 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.
13. State Life will supervise and regulate the duties of the staff through its Real Estate Department/. The Security Company shall follow instructions in respect of work as mentioned in the Scope of Work.
14. All Security guards /workers should have their CNICs. The age of the security guards shall not be less than 20 years & over 45 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.
15. 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.
16. State Life shall not be responsible for any loss, damage, injury sustained during the performance of their duties.
17. 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.
18. 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.
19. **State Life reserves the right to use any Army Guard / Supervisor as escort or depute on duty with senior officers of State Life under intimation to Security Company.**
20. 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.**
21. 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).
22. **This contract will be for a period of one (01) year.**
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. Supervisor of 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.

24. If services provided are not up-to mark, deduction from monthly bills in range of 05 to 10% of monthly value will be made as assessed by State Life Officer. Such decision will be binding on Contractor / Firm. equipment will be as under;

Car checking mirror.	Rs. 300/- per day
Metal detector.	Rs. 300/- per day
Torch.	Rs. 300/- per day

25. In case of placement of unarmed guard or insufficient guards, placement of over aged guard, lethargic guard, guards without proper uniform, SLIC reserve the rights to deduct the whole partial salary for such guard in addition to other penalty as deem appropriate.
26. The working schedule of security guards deputed in the SLIC buildings & plot, 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.**
27. **The company/firm must ensure the duties of the security guards on fortnightly rotation basis.**
28. 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. Security officer of the firm shall submit State Life a weekly based "Duty Officer Inspection Performa" to be mutually prepared for inspection of guards. Non submission of the weekly "duty officer inspection Performa" would be considered as noncompliance on the part of the security company.**
29. **State Life will make 15% (maximum) deduction from the monthly bill of the security company in case of un-satisfactory performance.**

(d) TERMS AND CONDITIONS

1	Nature of Job.	Security Service contract for State Life Buildings Located in Hyderabad, Mirpurkhas, Sukkur, Larkana & Plot at Benazirabad (Nawabshah)
2	Place of submission of Tender.	Office of the in-charge Real State Department 7 th floor State Life Building No.03, Thandi Sarak Hyderabad.
3	Date and time of opening of Tender.	a. Submission of bid on 12-06-2023 at 11:00 AM b. Opening of Technical Bid on same day at 11:30 AM. c. Opening of Financial Bids shall be intimated later to the post qualified bidders.
4	Tender – Bid Security.	Bid Security of Rs.100,000/- in the shape of pay order / bank draft/Bankers Cheque in favor of “ State Life Insurance Corporation of Pakistan ” to be submitted with Tender. Tenders with pay order/bank draft having different names shall be rejected.
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 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.	State Life Buildings, Hyderabad, Mirpurkhas, Sukkur, Larkana & Plot at Benazirabad (Nawabshah) as listed in Annexure “A” .
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.	One Year (12 months).
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/ deductions as per contract.
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. 1,000,000/- (Rupees Ten 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.
13	Rotation.	Duties of guards on quarterly rotation basis within or different locations.

(e) LIST OF BUILDINGS & STAFF DEPLOYMENT DETAILS

Sr.	Building No.	Supervisor (Ex-Army)	Lady Searcher	Armed Guards	Un-Armed Guards	Total
1	SLB No.3, Thandi Sarak, Hyderabad	2	1	12	5	20
2	SLB No.2, Gul Centre, Fatima Jinnah Rd., Hyderabad.	-	-	3	1	4
3	State Life Plot, Sakrand Road, Banazirabad	-	-	2	-	2
4	SLB M. A. Jinnah Road, Mirpurkhas	1	-	5	1	7
5	SLB Minara Road, Sukkur.	1	-	5	1	7
6	SLB Quaid-e-Awam Road, Larkana	1	-	5	1	7
	TOTAL	5	1	32	09	47

Note: The above deployment /quantity of security guards may vary/alter as per requirement of State Life (SLIC) at any location/building.

(f) BILL OF QUANTITY

(to be kept with sealed financial bid)

S. No	Description	Qty	Rate Per Guard (Rs)	Total Rate (Rs)
01	Supervisor (Ex- Army)	05		
02	Lady Searcher	01		
03	Armed Guards	32		
04	Un-Armed Guards	09		
Cost of Salaries Per Month		47	----	
Cost of Salaries Per Annum				

Rupees in words (_____ per annum)

(Name, Signature & seal of the authorized person)

For & on behalf of M/s. _____

NOTE:

- Minimum wages/salary paid to the relevant category of security guards will be exclusive of all deductions.
- Expenses incurred to dispense the minimum wages/ salary shall be borne by the Service Provider.
- The service provider will be bound to pay minimum wages/ salaries and other benefits as per TORs and rules & regulations of Federal and /or Provincial Government, as per applicable.
- Unit rates i.e. Monthly Salary must be inclusive of management costs, EOBI, Social Security, Group Life Insurance (GLI) as applicable and all other applicable taxes, duties, and charges
- The rates quoted shall be inclusive of all profits, taxes viz income tax, SST etc. as per Government rules.

DATED: _____

(g) UNDERTAKING

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