



Tender no. S-01/Hyd /2020

Tender Documents
For
SECURITY SERVICES CONTRACT
for State Life Buildings
HYDERABAD, MIRPURKHAS, SUKKUR,
LARKANA AND
PLOT AT BENAZIRABAD (NAWABSHAH)

Incharge Real Estate Department,
State Life Building, Thandi Sarak, Hyderabad.

Dated: _____



M/s. _____

Subject: **SECURITY SERVICES CONTRACT FOR STATE LIFE BUILDINGS HYDERABAD, MIRPURKHAS, SUKKUR, LARKANA AND PLOT AT BENAIZIRABAD (NAWABSHAH).**

Dear Sir,

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

- a. Mandatory & General Information
- b. Scope of Work.
- c. Terms & Conditions.
- d. List of Buildings / Staff.
- e. Bill of Quantities.
- f. Evaluation Criteria.
- g. 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 24-09- 2020 at 11:00 hrs.**

Technical Bids will be opened on same day at 11:30 hrs in the presence of tenderers or their authorized representatives who may desire to be present.

Thanking you,

Yours sincerely,

Incharge (RE)
Real Estate Department

Encls: As above.



A. MANDATORY REQUIREMENTS

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- I. National Tax Number from FBR**
- II. SST Registration Certificate**
- III. Registration with EOBI/SESSI .**
- IV. Undertaking on stamp paper for not black listing.**
- V. *Registration with S.E.C.P.***
- VI. *Company operating license from Home Department/Interior Ministry.***



GENERAL INFORMATION

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- 1- The bid shall comprise a single package two separate envelopes inside. Each envelope shall contain separately the **“Financial Bid”** and the **“Technical Bid”**.
- 2- The envelopes shall be marked as **“Financial Bid”** and **“Technical Bid”** in bold and legible letters to avoid confusion.
- 3- On schedule date of Bid Opening only the envelope of **“Technical Bid”** will be opened and envelope marked **“Financial Bid”** will be retained in the safe custody.
- 4- After Technical Evaluation, envelope of **“Financial Bid”** of technically accepted bidders will be opened with prior intimation to successful bidder(s).
- 5- The Financial Bid technically non-conforming bidders will be returned unopened to the respective bidder.
- 6- All queries clarifications required from Purchaser, shall be addressed on 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.
- 7- 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 located at Hyderabad, Mirpurkhas, Sukkur, Larkana And Plot at Benazirabad “Nawabshah”** addressed to:
- 8- 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.
- 9- The bidder should be registered and shall have N.O.C. from Ministry of Interior, Government of Pakistan, Islamabad OR Provincial Home department.
- 10- The bidder should confirm in their offer that they have its own ammunition/communication equipment required for Security services.
- 11- The strength of Security Guards can be increased or decreased by the Competent Authority as per requirement, quoted rates should be inclusive of all Government duties and Taxes.
- 12- The successful contractor will follow all verbal/written instructions of SLIC Officer issued in connection of Security Service.
- 13- 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.



- 14- The Firm/Contractor shall be bound to provide the manpower according to contract on holidays including Sunday and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.
- 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 submit 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 personal 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- 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.
- 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 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.
- 30- 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..
- 31- 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.
- 32- Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to increases on any account. .
- 33- 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.

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.
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 Real Estate Division. 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, extendable for a further period of 2 years on mutually agreed terms & conditions upon satisfactory performance. Escalation shall be calculated as per clause-9 of terms and conditions.

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.	Car checking mirror.	Rs.100/- per day
2.	Metal detector.	Rs.100/- per day
3.	Torch.	Rs.100/- per day

24. Complaint of paying less than minimum wages will be dealt by the committee so formed by corporation upon the decision of committee, if payment is found less than 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.



C. TERMS AND CONDITIONS

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1	Nature of Job.	Security Services contract for State Life Buildings Hyderabad, Mirpurkhas, Sukkur, Larkana and plot at Benazirabad (Nawabshah).
2	Place of submission of Tender.	Incharge-RE, State Life Building ,Thandi Sarak, Hyderabad
3	Date and time of opening of Tender.	a. Submission of bid on 24-09-2020 at 11:00 hrs. b. Opening of Technical Bid on 24-09-2020 at 11:30 hrs. c. Opening of Financial Bid shall be intimated later to the post qualified bidders.
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/Bankers Cheque
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 and plot at Benazirabad (Nawabshah). 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.	Initially the contract is for One Year (12 months). Can be mutually extended for further period, if the services are found satisfactory (maximum 02 years).
9	Escalation	i. Upto maximum rate of yearly inflation announced by State Bank Of Pakistan. ii. Difference in minimum wages of labor (if any) announced by Govt. (provincial) after issuance of letter of award. iii. Any additional tax announced after 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.



D. LIST OF BUILDINGS & STAFF DETAILS

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Sr. #	Building No.	Supervisor (Ex-Army) / Civilian	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	M. A. Jinnah Road, Mirpurkhas	1	-	5	1	7
5	Minara Road, Sukkur.	1	-	5	1	7
6	Quaid-e-Awam Road, Larkana	1	-	5	1	7
	TOTAL	5	1	32	09	47

*Day Supervisor shall be Ex – Army, whereas night Supervisor can be experienced Civilian

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



E. BILL OF QUANTITY

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S. #	Description	Quantity	Rate / Month (Rs.)	Rate / Year (Rs.)
1	Security Supervisor – (Ex-Army men)	04		
2	Security Supervisor – (Civilian)	01		
3	Lady Security Searcher – (Civilian)	01		
4	Armed Security Guards	32		
5	Un-Armed Security Guards	09		
Total = Rs.				

(Rupees _____)

Note: the rates quoted shall be 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: _____



F. BID EVALUATION CRITERIA

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EVALUATION CRITERIA

- 1) The Procuring Agency will evaluate and compare the bid that has been determined to be substantially responsive. The evaluation will be performed, the Contract will be awarded to the firm securing maximum marks (Technical + Financial marks) for the entire information system.
- 2) The Procuring Agency's evaluation of responsive bids will take into account technical factors, in addition on to cost factors. The following weights will be used in the evaluation of bids.
- Description of Weight-age :

Technical Evaluation 70%
Financial Evaluation 30%

- 3) Formula for determining Financial Score, $S = 100 * \text{lowest price} / \text{quoted price}$.
- 4) This is a quality based tender and does not necessitate lowest coated bidder will be awarded. The firm getting highest score calculated as per Formula based on technical and financial evolution will be awarded contract. An example is given at **Annexure-Z**

The Technical Bids shall be evaluated on the basis of following parameters:

S.no	Parameters against which technical evaluation shall be done	Annexure/ Page ref#
1	<u>Company Profile</u>	
1.1	Years of Experience in Security Works:	
	Less than 5 year	
	5 to 7 years	
	8 to 10 years	
	11 to 20 years	
	More than 20 years	
1.2	Contracts executed by the firm during past 05 years:	
	More than 1 and less than 4 contracts upto Rs. 03 million (Per Anum)	
	4 and less than 10 contracts, upto Rs. 05 million (Per Anum)	
	10 and less than 15 contracts, upto Rs. 07 million (Per Anum)	
	15 and less than 20 contracts, upto Rs. 10 million (Per Anum)	
	More than 20 contracts beyond Rs. 12 million(Per Anum)	
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	



	Upto 50 Ex-Army Guards	
	Upto 75 Ex-Army Guards	
2.2	Security Contracts /Projects Handled by the Firm with reputed firms during last two years	
	Less than 3	
	4 to 6	
	7 to 9	
	More than 10	
2.3	Certification 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	
2.4	Proof of latest weapons and security equipment available. Please attach documentary evidence.	
3	Financial Strength of the Firm Annual Turnover (ATO) of the firm/company	
	More than 10 million but less than 15 million	
	More than 15 million but less than 20 million	
	More than 20 million	
4	ISO 9000 / UKAS Certification	
5	Availability of training school with firing range (To be physically verified – if required)	
6	Membership Certificate from All Pakistan Security Agencies Association (APSAA)	
	Total marks=	

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)



G . UNDER TAKING

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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.

**SIGNATURE AND STAMP
OF THE BIDDER**



ANNEXURE-Z

SAMPLE WORKING FOR EVALUATION OF BIDS [QUALITY BASED TENDERS]

Description		Firm-A	Firm-B	Firm-C
Amount quoted (Suppose)	A	Rs. 105,000	Rs. 135,000	Rs. 110,000
Technical Qualification Marks	B	70.00	72.00	80.00
Technical Evaluation at 70% weightage	$C=0.7 \times B$	49.00	50.40	56.00
$S=\text{Lowest Price}/\text{quoted Price by Firm} \times 100$	D	100.00	77.78	95.45
Financial Evaluation 30% weightage	$E=0.3 \times D$	30.00	23.33	28.64
Final Evaluated Score	$F=C+E$	79.00	73.73	84.64

Note: Firm getting highest score in evaluation will be considered as explained in the above example.