



Tender # SLIC/SEC/09/2022

PPRA REF# _____E

TENDER DOCUMENT

FOR

SECURITY GUARDS SERVICES FOR STATE LIFE COMMERCIAL, RESIDENTIAL BUILDINGS, PLOTS AND LAND AT KARACHI.

Real estate division, principal office, Karachi.

STATE LIFE REAL ESTATE PROPERTIES.



Dated: _____

M/s. _____

Subject : **SECURITY GUARDS SERVICES FOR STATE LIFE COMMERCIAL,
RESIDENTIAL BUILDINGS , HUTS AND PLOTS LOCATED AT
KARACHI.**

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. 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 **05-10-2022 at 11:00 AM.**

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.

Regards,

Assistant Manager (C/S)

Encls: As above.



a) MANDATORY REQUIREMENT

- a) National Tax Number from FBR and holding the valid NTN Certificate (copy required).
- b) Certificate of Registration / Incorporation (SECP).
- c) Holding the valid Licenses as Security Company from province Home Department and/ or Ministry of Interior of concerned registered association (copy required).
- d) Affidavit on stamp paper (original), declaring that the company is not black listed by any Govt. agency / Corporation /private firms and is involving in litigation with any Government/ Public sector Organization.
- e) SST registration (Copy required).
- f) Registration with EOBI +ESSI.

g) The firms who have not fulfilled their contractual obligations with State Life shall not be eligible to participate in the bids.



GENERAL INFORMATION

- 1- The bid shall comprise a single package containing 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, the envelope of “Technical Bid” only 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 all qualified bidder(s).
- 5- The Financial Bid of technically disqualified bidders will be returned unopened to the respective bidders / their authorized representatives.
- 6- 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.
- 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, State life Real Estate Properties at Karachi”** addressed to:

Assistant Manager,
Real Estate Division,
5th Floor, State Life Building No. 09,
Dr. Ziauddin Ahmed Road, Karachi.
Phone No. 021-99204520

- 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 instructions issued by corporation 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 20 years & not more than 45 years.(Healthy and physically fit)



- 14- 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.
- 15- 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.
- 16- The Firm/Contractor will confirm in their offer that the Guards will use/ wear neat and clean uniform with cap and badges.
- 17- Firm/Contractor shall be responsible for personal hygiene of the Security Guards and confirmation in this regard should be submitted in their offer.
- 18- Indiscipline Security personnel involved in immoral activities will not be allowed to serve.
- 19- 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.
- 20- 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.
- 21- A bid security will be required. The amount of bid security required is Rs.1,200,000/-. 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 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.
- 22- 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.
- 23- Un-successful Bidder's bid security will be discharged/returned as promptly as possible.
- 24- 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.
- 25- 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.
- 26- 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.
- 27- The bids should be valid for 120 days from the date of opening of Tender otherwise their offer shall be rejected straightaway.
- 28- 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..
- 29- 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.



- 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.
- 31- 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.
- 32- 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.
- 33- 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. 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. The Security Company will keep a record of the Water Tankers delivered at the building and will intimate the Building In-charge concerned in case of any irregularity.
8. Proper parking of the authorized tenant's vehicles in the building will be the responsibility of the security staff deputed in the parking area.
9. All taxes, SST, Government levies and charges shall be borne by the Security Company.
10. All ex-Army security supervisors/ guards are required to produce Discharge certificate
11. 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 if and when required by concerned agency / department.
12. **The company shall deposit the salaries of the security staff deputed under this contract in to the respective bank account and submit the statement /documentary evidence to proof that wages are being paid as per government rules.**
13. 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.
14. 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.
15. All 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.
16. The security company will submit Bid Security of Rs.1,200,000/- 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.
17. State Life shall not be responsible for any loss, damage, injury sustained during the performance of their duties.
18. 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.
19. 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.



20. 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.
21. 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.
22. One (01) brand new, driver driven vehicle (1000 cc car of approved brand, Cultus /Wagon R or equivalent) at Principal Office will be provided by the Security Company for inspection 24/7. The cost of fuel and maintenance of the vehicle will be the responsibility of the Security Company for a maximum monthly running of 2500 kms each car on average basis. Salary of driver(s) will be borne by the security Company.
23. 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).
24. This contract will be for a period of one (01) year.
25. 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.
26. 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. Deduction for not providing car / equipment will be as under;

Not providing Car / vehicle	Rs. 3000/- per day
Car checking mirror.	Rs. 300/- per day
Metal detector.	Rs. 300/- per day
Torch.	Rs. 300/- per day
27. In case of placement of unarmed guard or insufficient guard, 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.
28. The working schedule of security guards deputed in the SLIC buildings & plots, 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.
29. The company/firm must ensure the duties of the security guards on fortnightly rotation basis.
30. 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 non-compliance on the part of the security company.
31. State Life will make 15% maximum deduction from the monthly bill of the security company in case of un-satisfactory performance.



c) TERMS AND CONDITIONS

1	Nature of Job.	Security Service contract for State Life Buildings Located in Karachi.
2	Place of submission of Tender.	Office of the Divisional Head, Real Estate Division, 5 th Floor, Principal office, State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi.
3	Date and time of opening of Tender.	a. Submission of bid on 05-10-2022 at 11:00 AM b. Opening of Technical Bid on same day at 11:30 AM. c. Opening of Financial Bid shall be intimated later to the post qualified bidders.
4	Tender – Bid Security.	Bid Security of Rs.1,200,000/-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 payorder/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, Huts & Plots in Karachi, 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.

**d) LIST OF BUILDINGS & STAFF DETAILS**

Sr. #	Building No.	Supervisor army	Supervisor (Civilian)	Lady Searcher	Armed Guard	Un-Armed Guard	Total
1.	SLB No. 01, I.I. Chundrigar Road, Karachi	1	1	-	12	2	16
2.	SLB No. 02, , Wallace Road, Karachi	1	1	-	10	2	14
3.	State Life Building # 3, Dr. Ziauddin Ahmed Road. Karachi	1	1	-	6	3	11
4.	SLB No. 04, Shahrae-e-Liaquat Karachi		1	-	5	2	8
5.	SLB No. 05 , Abdullah Haroon Road, Karachi	1		-	4	3	8
6.	SLB No. 06, M.A. Jinnah Road, Karachi	1		-	4	2	7
7.	SLB No. 07 , G. Allana Road, Karachi	1		-	4	2	7
8.	SLB-8, Saddar Karachi	-		-	2	-	2
9.	SLB No. 09, Dr. Ziauddin Ahmed Road, Karachi	2	1	2	11	3	19
10.	Principal Office [Protocol Duty]	1		-	6	1	8
11.	SLB No. 11, Abdullah Haroon Road, Karachi	1	1	-	6	2	10
12.	SLB-12	1			4	2	7
13.	70-A, Garden House	-		-	4	-	4
10.	Framroze Flats	-		-	4	-	4
11.	State Life Residential Building No. 1-B, Queens Road, Lalazar, Karachi	-		-	2	-	2
12.	State Life Residential Building No. 49-A, Queens Road, Lalazar, Karachi	-		-	2	-	2
13.	106 Clifton	-		-	2	-	2
14.	SLIC PLOTS at FTC		1		2	1	4
15.	Sandspit Hut	-		-	2	-	2
16.	Maqboolabad Bungalow[KEZ]	-		-	4	-	4
17.	SLIC Malir Land				5	5	10
	TOTAL	11	7	2	99	32	151

Note: The above quantity of security guards may vary/alter as per requirement of SLIC



e)BILL OF QUANTITY

(to be kept with sealed financial bid)

S. #	Description	Quantity A	Salary per person per month (Rs) as per Govt. rules including all Applicable Taxes , Profit, overheads, SST , etc. B	Grand Total per month= AxB
1	Security Supervisor – (Ex-Army-JCO)	11		
2	Security Supervisor – (Civilian)	07		
3	Lady Security Searcher – (Civilian)	02		
5	Armed Security Guards (Trained from reputed company/APSSA	99		
6	Un-Armed Security Guards	32		
7	Walkie Talkie Sets	05		
8	Mirrors detectors etc. in all buildings	LS		
9	Metal/Explosive Detectors in all buildings.	LS		
Total per month = Rs.				
Total Per Annum=				

Rupees in words (_____per annum)

(Name, Signature & seal of the authorized person)

For & on behalf of M/s. _____

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



f) BID EVALUATION CRITERIA

EVALUATION CRITERIA

a)MANDATORY REQUIREMENT

- i. National Tax Number from FBR and holding the valid NTN Certificate (copy required).
- ii. Certificate of Registration / Incorporation (SECP)
- iii. Holding the valid Licenses as Security Company from province Home Department and/ or Ministry of Interior of concerned registered association (copy required).
- iv. Affidavit on stamp paper (original), declaring that the company is not black listed by any Govt. agency / Corporation /private firms and is involving in litigation with any Government/ Public sector Organization.
- v. SST registration (Copy required).
- vi. Registration with EOBI + ESSi.
- vii. The firms who have not fulfilled their contractual obligations with State Life shall not be eligible to participate in the bids.**

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 7 years		2	
	8 to 10 years		3	
	11 to 20 years		4	
	More than 20 years		5	
1.2	Contracts executed by the firm during past 05 years of above Rs. 3 million per annum			
	2 and less than 3 contracts		5	25
	3 and less than 5 contracts		10	
	5 and less than 8 contracts		15	
	More than 8 contracts		25	
2	Relevant Experience (To be physically verified by SLIC team – if required) Firm to submit copies of work orders or contract			
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		1	05
	Upto 50 Ex-Army Guards		3	
	Upto 75 Ex-Army Guards		5	



2.2	Security Contracts /Projects (in hand -3 million per annum)			
	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	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		5	5
3	Average Balance in the bank account of the firm in the last one year			
	Less than Rs. 05(M)		05	25
	05 to 10 (M)		10	
	10 to 15 (M)		15	
	15 to 20 (M)		20	
	More than 20(M)		25	
4	ISO 9000 / UKAS Certification			05
5	Membership Certificate from All Pakistan Security Agencies Association (APSAA)			05
	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) 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	