

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT HYDERABAD



**TENDER FOR SECURITY
GUARDS SERVICES AT
STATE LIFE BUILDINGS #
02, 03, HYDERABAD,
MIRPURKHAS, SUKKUR,
LARKANA & PLOT AT
BENAZIRABAD
(NAWABSHAH)**

TENDER DOCUMENTS
BILL OF QUANTITIES

ENGR. AMJAD ALI MEMON
Deputy Manager (RE) Hyd.

pg. 1

**TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)**

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 1 of 27

NOTICE INVITING TENDER

TENDER NO. RE-HYD/SECURITY SERVICES/04/2026

1. State Life Insurance Corporation of Pakistan (SLICP), invites through E-Pak Acquisition and Disposal System (EPAD) under Single Stage Two Envelope system from EPAD Registration and with Active Taxpayers List of the FBR / SRB (whichever is applicable for the ***Tender for Security Guards Services at State Life Buildings # 02, 03 Hyderabad, Mirpurkhas, Sukkur, Larkana & Plot at Benazirabad (Nawabshah)***). Bid Security cost is worth **PKR. 1,000,000/-**
2. The bids without submission of original bid security (Hard Copy) would be rejected and considered non-responsive IF:
 - ❖ Bids/Tenders received conditional and telegraphic:
 - ❖ Bids/ Tenders uploaded on EPADS after Specified date and time.
 - ❖ Non- submission of original set of documents in Hard Copy to the designated officer.
3. The bids prepared as per instruction in the bidding documents must be submitted on EPADS by 20-10-2026 up to 11:00 A.M along with bid security PKR. 1,000,000/-. Accordingly Bids will be opened on the same day i-e on 20-10-2026 @ 11:30 A.M at the bellow mentioned address in presence of committee and representative of bidder.
4. In case government announces any Public Holiday or any unfavourable circumstances, the tender / bids will be opened on next working day, with same venue and time. SLIC reserves the right to reject all or any bids subject to the relevant provision of public Procurement Rule.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on E-PADS at www.eprocure.gov.pk and on PA's website.

Engr. Amjad Ali Memon
Deputy Manager (RE) Hyderabad
State Life Insurance Corporation of Pakistan
7thFloor, Real Estate Department
State Life Building No#03,
Thandi Sarak, Hyderabad.
Phone #: 0229200353

pg. 2

**TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)**

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 2 of 27

TENDER DOCUMENT
FOR SECURITY GUARDS SERVICES
AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT
BENAZIRABAD (NAWABSHAH).



TENDER NO. RE-HYD/SECURITY SERVICES/04/2026

○ **SINGLE STAGE TWO ENVELOPE BIDDING
DOCUMENTS CONTAINING:-**

- a. **Mandatory Requirement**
- b. **Technical Bid Evaluation Criteria**
- c. **General Information**
- d. **Scope of Work.**
- e. **Terms & Conditions**
- f. **Salient Feature.**
- g. **List of Buildings / Required staff details.**
- h. **Bill of Quantities.**
- i. **Forms of undertaking.**
- j. **Bank Guarantee.**
- k. **Agreement for Provision of Security Services.**

pg. 3

TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 3 of 27

**Tender Document for Security Guards Services at State Life Buildings # 02, 03
Hyderabad, Mirpurkhas, Sukkur, Larkana & Plot at Benazirabad (Nawabshah).**

"You are requested to submit tender through e-procurement system of PPRA (EPADS). No any manually received tenders will be acceptable unless & until same is not uploaded at E-pads by the stipulated date & time. For further details & query, you may contact the below mentioned office before the opening of the Bid."

State Life Insurance Corporation of Pakistan,
Real Estate Department,
7th Floor, State Life Building No.3,
Thandisarak,
HYDERABAD.
022-9200353

Dear Sir,

1. Having examined the tender documents, schedules, site conditions for the above named works, we, the undersigned offer to carry out the said works in accordance with the said tender documents, with the conditions as for as applicable for the sum named in the schedule price / bill of quantity or such other sum as may be ascertained with the conditions of contract.
2. In consideration of your consent to examine this tender, we undertake if our Bid is accepted:-
 - a) To commence the work within the period mentioned on written orders to commence.
 - b) To sign the formal Contract Agreement after issuance of the Letter of Award of work and to pay all costs towards the preparation of Contract Agreement.
 - c) To abide by and fulfill all the terms and provisions of the said conditions of contract.
3. The bid security has been tendered, the full value of which is to be absolutely forfeited by you, without prejudice to any other rights and remedies which you may have, if we fail to commence the work or execute the formal Contract Agreement, within the specified period above.
4. We hereby confirm that we have examined the tender documents and schedules, have inspected the site and obtained all the information which may affect this tender. We understand that no claim will be admitted by you which may arise from our pleading ignorance of the nature of works.
5. We agree to abide by this tender for the period mentioned from the date of opening of the tenders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. We understand that you are not bound to accept the lowest or any tender you may receive, and that you will not defray any expenses incurred by us in tendering process.

ENGR. AMJAD ALI MEMON
Deputy Manager (RE) Hyd.

Encl: As above.

pg. 4

**TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)**

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 4 of 27

a) **MANDATORY REQUIREMENT FOR QUALIFICATION OF FIRMS**

- 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 Government Agency / Corporation / Private firms and is not involving in litigation with State Life OR any Government / Public sector Organization.
- V. SST registration (Copy required)
- VI. Registration with EOBI + SESSI
- VII. **The firms / contractors having already served in State Life for any period during last 10 years having received minimum of 03 unsatisfactory service letters / memos from SLIC for any period stand disqualified, shall not be eligible to participate in the bidding period.**

Seal & Signature of Contractor

b) TECHNICAL BID EVALUATION CRITERIA

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:			
	Above 15 years		10	
	11 to 15 years		08	
	8 to 10 years		06	
	5 to 07 years		04	
	Less than 4 years		02	
1.2	Security Contracts executed by the firm during past 05 years (Rs. 30 million or above per contract)			
	More than 10 contracts		20	
	10 contracts		15	
	05 contracts		10	
	03 contracts		05	
2	Relevant Experience (Copy of evidence required)			
2.1	Proof with details 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.			
	Above 05 Ex-Army Guards		10	
	Up-to 05 but not less than 03 Ex-Army Guards		05	
2.2	Security Contracts /Projects (in hand more that 30 million per annum per contract)			
	More than 05 contracts		20	
	More than 03 Contracts or equal to 05 contracts		15	

	03 contracts		10	
	02 contracts		05	
2.3	Last 12 months company pay roll to prove and shown the 50 number of security guards who are permanent employees of the company with employees' code.		5	
3	ISO Certified – 9001		5	
4	Total Turn Over in last 03 Years (Bank Certified Statements)			
	More than 40 Million		30	
	More than 30 Million		20	
	More than 20 Million		10	

Note: Qualifying marks = 70 or above

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

Seal & Signature of Contractor

pg. 7

**TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)**

Signature and Seal of the firm

TENDERN0:RE-HYD/SECURITY SERVICES/04/2026

Page 7 of 27

c) GENERAL INFORMATION

- 1- The bid shall be submitted online through EPADs contain separately the **"Financial Bid"** and the **"Technical Bid"**. All contractors / Firms are advised to submit Bid Securities physically on or before opening date and time.
- 2- After Technical Evaluation, **"Financial Bid"** of technically accepted bidders will be opened with prior intimation to all qualified bidder(s) through EPADs.
- 3- All queries / clarifications required from bidder shall be addressed through EPADs on working days before the closure of Bid Submission date. No clarification shall be given on telephone.
- 4- 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.
- 5- **The bidder should be registered and shall have N.O.C. from Ministry of Interior, Government of Pakistan, Islamabad or Provincial Home department.**
- 6- The bidder should confirm in their offer that they have its own ammunition & communication equipment required for Security services.
- 7- The deployment / number 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.
- 8- The successful contractor will follow all instructions issued by corporation in connection of Security Service.
- 9- Child Labor rules and basic human rights will not be violated by the Contractor.
- 10- 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.

- 11- 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.
- 12- The Firm / Contractor will confirm in their offer that the Guards will use / wear neat and clean uniform with cap and badges.
- 13- **Firm / Contractor shall be responsible for personal hygiene of the Security Guards and confirmation in this regard should be submitted in their offer.**
- 14- Indiscipline Security personnel involved in immoral activities will not be allowed to serve.
- 15- 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.
- 16- A bid security will be required. The amount of bid security required is **Rs.1.0 MILLION**. Each bidder shall furnish original Bid Security as stipulated in the Bidding Data in Pak Rupees in the form of Demand Draft or Pay Order in favor of **"State Life Insurance Corporation of Pakistan"** before closing time of bid submission with Employer (SLIC). Bid will be rejected if original bid security is not received by Employer before closing time.
- 17- **Bid security**
 - I. The security company will submit Bid Security of **Rs. 1.0 MILLION** 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. Must be valid twenty-eight (28) days after the end of the bid validity period of 180 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. Any e-bid not attached with Bid Security shall be rejected by the Employer as non-responsive.
 - IV. Un-successful Bidder's bid security will be discharged / returned as promptly as possible.

- V. The bid security will be returned to successful bidder upon submission of Performance Guarantee after signing of contract agreement.
 - VI. 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.
 - VII. 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.
- 18- The bids should be valid for 180 days from the date of opening of Tender otherwise their offer shall be rejected straightaway.
 - 19- 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.
 - 20- 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.
 - 21- 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.
 - 22- 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.**

- 23- 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.

d) 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. 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.
4. 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.
5. **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.
6. If any Guard / employee of the Security Company found not suitable for the job by State Life, the employee be replaced by the Security Company within one day of receiving notice.
7. 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.
8. Any change / turnover of guards / supervisory staff to be done with prior permission of State Life Insurance Corporation of Pakistan (at-least at 03 days prior notice).
9. This contract will be for a period of one (01) year.

10. **DEDUCTIONS & PENALTIES:**

- I. During duty if any guard(s) 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.
- II. If services provided are not up-to mark, deduction from monthly bills in range of up-to 10% of monthly bill excluding wages 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;

Car Checking Mirror	Rs. 500/- per day
Metal Detector	Rs. 500/- per day
Torch	Rs. 500/- per day
Improper / ill-uniformed	Rs.300/- per day
Performing Inefficient Duty / Restlessness	Rs.300/- per day

- III. In case of noncompliance of deployment of Guards as per contract i.e.
- IV. 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.
- V. **State Life will make up-to 10% deduction (excluding wages) from the respective monthly bill(s) of the security company in case of unsatisfactory performance** during that month.
- VI. **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 buildings & plots should follow 24/7/365.**
- VII. **Security Company shall ensure that no guard makes double duty at any location and also no other contract guards are allowed to make double duty on SLIC locations.**

- VIII. **EOBI/SESSI deposit receipts of last month for all security personals deputed at SLIC location must be submitted with every running bill.**
- IX. The company/firm to ensure the duties of the security guards on fortnightly rotation basis **with the approval of State Life.**
- X. **Security Supervisor / Officer of the firm shall submit “Performance Report” to respective Building In-Charge(s) of State Life on daily basis about “Guards and Security Services, Duty Inspection Performa”** to be prepared for inspection of guards and on non-submission of the weekly “Duty Officer Inspection Performa” would be considered as noncompliance on the part of the security company.
- XI. **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.

Seal & Signature of Contractor

e) TERMS AND CONDITIONS

1. State Life will not under any circumstances provide any space for stay of security guards beyond the duty hours. In case such situation arises, Security Company shall arrange space at its own.
2. State Life will provide only one room exclusively for changing and keeping uniforms. However, it will not be used for sleeping / night stay.
3. All taxes, SST, Government levies and charges etc shall be borne by the Security Company.
4. All Ex-Army security supervisors / guards are required to produce Discharge certificates
5. 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.
6. **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.**
7. 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**.
- 8- 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.
- 9- All **security staff** / workers should have their CNICs. The age of the security guards shall not be less than 20 years & over **55** years (Healthy and physically fit).

- 10- Height of deputed guard at SLIC locations is not less than 5 Feet and 4 Inches, weight not less 60 KG and more than 80 KG (not disable person)
- 11- 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- **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.**

Seal & Signature of Contractor

f) Salient Feature.

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 20-10-2026 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.	Original Bid Security of Rs. 1.0 MILLION in the shape of pay order / bank draft / Bankers Cheque in favor of " State Life Insurance Corporation of Pakistan " to be submitted before the time of opening. 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 up-to 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 Guarantee up-to 10 % of bid amount. This Guarantee shall be returned on satisfactory termination / conclusion of the contract (without interest).
6	Bid Validity Period	180 days
7	Places of duty.	State Life Commercial Buildings Hyderabad, Interior Sindh & Plots at Benazirabad (Nawabshah) in Annexure "A" .
8	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 after all deductions as per contractual obligations .
9	Contract Period.	One Year (12 months).
10	Date of commencement.	03 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 for non-fulfillment of contractual obligations referred in the Scope of Tender terms.
12	Timings of duty	24-hours (In shifts)
13	Bank Guarantee	10 % of Contract Amount
14	Insurance Cover.	The successful Security Firm shall have to arrange and provide an insurance coverage of Rs. 1,000,000/- (Rupees one million 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.
15	Rotation.	Duties of guards on quarterly rotation basis within or different locations.
16	Black Listing	As per State Life Black Listing Procedure / PPRA rules

Seal & Signature of Contractor

pg. 16

TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD, MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 16 of 27

(g) LIST OF BUILDINGS & STAFF DEPLOYMENT DETAILS

Sr. #	Building No.	Supervisor (Ex-Army)	Lady Searcher	Armed Guards	Total
1	SLB No.3, Thandi Sarak, Hyderabad	2	1	15	18
2	SLB No.2, Gul Centre, Fatima Jinnah Rd., Hyderabad.	-		3	3
3	State Life Plot, Sakrand Road, Banazirabad	-		2	2
4	SLB M. A. Jinnah Road, Mirpurkhas	1		5	6
5	SLB Minara Road, Sukkur.	1		4	5
6	SLB Quaid-e-Awam Road, Larkana	1		5	6
	TOTAL	5	1	34	40

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

Seal & Signature of Contractor

FINANCIAL BID



(i) **BILL OF QUANTITIES**

S. #	Description	Suggested Minimum wages/Salary per Guard per month (Rs) (Not less than as suggested below)	EOBI	SESSI	Profit	SST on Profit	Income tax	Total	QTY	Grand Total per month
		A	B	C	D	E	F	G=A+B+C+D+E+F	H	G X H
1	Security Supervisor (Ex-Army)								05	
2	Armed Security Guards (Trained from reputed company /APSSA								34	
3	Lady Searcher								01	
								TOTAL=	40	
	Total per month		=							
	Total Per Annum		=							

5	Walkie Talkie 04 Sets	Free of cost as per requirement
6	Mirrors detectors etc. in all buildings	
7	Metal/Explosive Detectors in all buildings.	

Rupees in words (_____ per annum)

Note: The above rates quoted shall be inclusive of all profits, all taxes viz income tax, SST, EOBI, SESSI, Group Insurance etc. as per government rules.

Seal & Signature of Contractor

pg. 19

TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD, MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 19 of 27

(j) **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.

Signature _____

STAMP _____

Name _____

Designation _____

Date and Place _____

Seal & Signature of Contractor

pg. 20

**TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)**

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 20 of 27

FORM OF PERFORMANCE SECURITY
J. (Bank Guarantee)

ANNEXURE "B"

Guarantee No.....
Executed on.....
Expiry date.....

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No. Dated.....

KNOW ALL MEN BY THESE PRESENTS that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____ (Name of Contract)
For the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause, Defects after Taking Over, of Conditions of Contract are fulfilled.

pg. 21

**TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)**

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 21 of 27

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

Signature _____
(Seal)

1. Name _____

Corporate Secretary (Seal)
Title & Address

2. Name _____

Title & Address
Corporate Guarantor (Seal)

pg. 22

**TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)**

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 22 of 27

K. AGREEMENT FOR PROVISION OF SECURITY SERVICES

This Agreement is made between **M/s.-----**. Having its office at -----
-----Herein after called and referred to as the **FIRST PARTY** and **M/s. State Life Insurance Corporation of Pakistan** having its office at State Life Building No.9, Dr. Ziauddin Ahmed Road, Karachi is referred to as the **SECOND PARTY**. **M/s.-----**, is to arrange security guards for **State Life Buildings No. 02 & 03, Hyderabad, Mirpurkhas, Sukkur, Larkana and State Life Plot, Benazirabad.**

The parties have mutually agreed to the following terms and conditions:-

1. **M/s. -----** shall supply its security guards to the second party for the security and safety of its premises. These security guards shall be Annex-A and BOQ and tender document having proper knowledge and training of their job. These guards will be with arms/weapons authorized provided to them by their security firm. They will wear security company's uniform and will display card photo on their pockets all the times when on duty.
2. The guards will be literate at least to the extent to read identity cards, business cards, gate passes etc.
3. The security will be provided round the clock. The fee, rates and total fee to be paid to Security Firm indicated in the tender against each:- **Rs.-----/- per month** (Rupees -----), as per quoted price by **M/s. -----** in their tender.
4. Security Company will provide Shot Guns/Rifles (Semi-automatic) and Pistols/Revolvers in good and working condition duly licensed by Federal / Provincial Government.
5. The Security Company will provide complete uniform with badges, caps, shoes etc. Extra Uniforms as and when needed.
6. 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.
7. State Life will provide only one room exclusively for changing and keeping uniforms. However, it will not be used for sleeping / night stay.
8. 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.
9. 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).
10. 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.
11. Proper parking of the authorized tenant's vehicles in the building will be the responsibility of the security staff deputed in the parking area.
12. All taxes, SST, Government levies and charges shall be borne by the Security Company.

pg. 23

TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD, MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 23 of 27

13. Captain (R), all ex-Army security supervisors/ guards are required to produce Discharge certificate.
14. 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.
15. 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;
- | | |
|--|-------------------|
| Car Checking Mirror | Rs. 500/- per day |
| Metal Detector | Rs. 500/- per day |
| Torch | Rs. 500/- per day |
| Improper / ill-uniformed | Rs.300/- per day |
| Performing Inefficient Duty / Restlessness | Rs.300/- per day |
16. Complaint of paying less then minimum wages will be dealt by the committee so formed by corporation upon the decision of committee, if payment is found less then 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.
17. The security Guards shall faithfully follow instructions of authorized officials of the second party in connection with the security of the above referred premises.
18. Security Company shall ensure that the personnel employed by it under this contract shall be in good health and free from communicable disease.
19. Any un-toward/un-called for incident shall be reported by the second party to the company immediately.
20. The first party shall have to arrange and provide an insurance coverage of **Rs.1,000,000/- (Rupees One Million)**, 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 buildings.
21. **(Bank Guarantee)** Performance Security as per tender documents.
22. That this contract is valid for a period of one year effective from -----.
23. The first party will assume duty on Date at time Hrs. at the premises till time Hrs. on Date. However if the contract has to be terminated, notice period of one month or one month's payment in lieu of the notice will be given by the second party. However, the second party may terminate the contract immediately in case of gross negligence of the security guard. The first party agrees that such termination shall not entitle it to any claim, demand, and right of damages against the second party other than of remuneration for service performed up to the date of termination as calculated by the second party in Clause-3 above.

pg. 24

24. On the termination of this agreement the Security Company shall be allowed to remove its Apparatus and Equipment which may have been placed by it upon the premises.
25. No alternation in this agreement shall be effective until a change in writing issued by the second party or the first party setting forth the effect of the said alternation has been signed by a duly authorized representative of each party.
26. The second party reserves the right to transfer the guards of the first party at any time to any other location of State Life property and buildings within the same city.
27. 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.
28. All 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 at least matriculate, preferably educated and can read identity cards, business cards, gate passes and can write in Urdu or English.
29. State Life shall not be responsible for any loss, damage, injury sustained during the performance of their duties.
30. State Life reserves the right to terminate the contract at any time without assigning any reason whatsoever by giving one month advance notice.
31. 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.
32. 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.
33. 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.
34. 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).
35. This contract will initially be for a period of one year.

M/s. _____
Signed By General Manager
(Contractor)

Name:

in the presence of

State Life Insurance Corporation Of Pakistan

Signed By Divisional Head
(Employer)

Name:

in the presence of

pg. 25

**TENDER DOCUMENT FOR SECURITY GUARDS SERVICES AT STATE LIFE BUILDINGS # 02, 03 HYDERABAD,
MIRPURKHAS, SUKKUR, LARKANA & PLOT AT BENAZIRABAD (NAWABSHAH)**

Signature and Seal of the firm

TENDERNO:RE-HYD/SECURITY SERVICES/04/2026

Page 25 of 27