

**GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL,
EXCISE, TAXATION & NARCOTICS CONTROL PUNJAB**

BIDDING DOCUMENT

**HIRING OF SECURITY SERVICES AT 9 E&T SERVICE
CENTERS IN PUNJAB**

Note: The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

April 2017

1. INTRODUCTION / INSTRUCTIONS

1. The Competent Authority (procurement) Excise, Taxation & Narcotics Control, Punjab invites **sealed bids** from the interested bidders for provision of Security & Janitorial Services as per the given specifications.
2. The procurement process shall be governed by PPRA Rules 2014.
3. Bids are required to submit bids in sealed envelopes, for the mentioned Lot, as per PPRA 2014 rules specifying single stage two envelopes procedure. Proponents applying for bids should submit **two separate sealed bids in one envelope**, containing, Technical and Financial Proposals.
4. Bidders are required to supply services as per the given specifications and locations mentioned in the tender document.
5. The bidder shall furnish an indemnity bond along with the performance guarantee of 10 % of the total value of the agreed price
6. GST number of the bidder must be provided.
7. Lot wise quantity required is mentioned in the bidding document. However, the Competent Authority reserves the right to increase / decrease the quantity as per the actual need.
8. Failure to supply items within the stipulated time period will invoke penalty 2% of the PO Price per month, besides BLACKLISTING of the delinquent supplier as per the PPRA Rules 2014. In addition to that the company will not be allowed to participate in future tenders as well.
9. Financial Proposal should contain the rate per unit of the quoted item as per the Technical Specifications, provided under clause 2 of this document.
10. Prices shall be quoted in Pak Rupees (PKR).
11. The bidder/supplier must have the experience of delivering services of the same nature anywhere in Pakistan.
12. The bids shall remain valid for 60 days. Moreover, quoted price should valid for at least 90 days, with effective from the opening of Financial Proposals
13. The intended bidders are required to purchase this bidding document from the office of the Additional Director General/ Competent Authority(Procurement) Excise, Taxation & narcotics Control, Punjab 847-A,Shadman-I,Lahore on payment of Rs.1000/- (Non-refundable) for each LOT in the shape of Bank Draft, enables the Firms / Contractor to bid in the prescribed tender.
14. The firms are required to submit the Lot wise separate bids (both Technical & Financial).

15. 2% estimated price bid security of the tender must be furnished in the shape of Bank Draft or Pay Order in favor of Additional Director General/Competent Authority (Procurement), Excise, Taxation & Narcotics Control, Punjab. Lot wise bid security is given in following table:

| Lot # | Items | 2% bid Security (Rs.) |
|-------|---------------------|-----------------------|
| 1 | SECURITY SERVICES | Rs.72,000 /- |
| 2 | JANETORIAL SERVICES | Rs.198,000 /- |

16. Bidders are requested to quote their rates inclusive of all Taxes.
17. Delivery of services is mentioned in Schedule-A
18. Only GST registered Contractor / Firm should apply.
19. The bidders should clearly mention the Terms and Conditions of service agreements for the supplied of services.
20. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or Proposal.(Rule35(1))PPRA 2014.
21. Joint Venture is not allowed.
22. The Primary Contact for all correspondence in relation to this bid is as follows:

Project Director/Director Region-A
Excise, Taxation & Narcotics Control Department,
Government of the Punjab
847A, Shadman-I, Lahore
042-99211395
Email: detlhra@punjab.gov.pk

Additional Director General/Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Department,
Government of the Punjab
847A, Shadman-I, Lahore
042-99203567
Email: adgent@punjab.gov.pk

2. TECHNICAL SPECIFICATIONS

Lot wise and item wise Technical Specifications are given below; all the bidders are required to quote according to given specifications:

LOT # 1

| Security Services | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Sr. # | ITEMS | DESCRIPTION | QTY |
| 1 | Security Services | Security Guards in uniform who are medically fit and Age between 25-45 Years. Security Guards must have weapon handling experience. Security Guards must be with arms and metal detectors. Security Agency will provide 2 Security Guards at 9 Service Centers for 24 hour security. There are 4 service centers in Lahore, One at Faisalabad, One at Rawalpindi, One at Multan, One at Gujranwala, One at Bahawalpur. | 1 |
| Special Conditions(mandatory) : | | | |
| 1- Security Agency will provide Authorization from Home Department and provide security guards who are cleared from special branch/home department | | | |
| 2- The Security Agency will ensure that its personnel perform their security duties efficiently, vigilantly, honestly, faithfully and in the most substantial manner required in their profession. The persons employed by the Security Agency shall be treated as the Security Agency's employees. | | | |
| 3- The Security Agency will be responsible to provide medically fit & duly verified Security Guards from Punjab police. | | | |
| 4- Fixation of timings / place of duty / working hours for duty of Security Guards provided by the Security Agency shall be made by the Project Director - E&T Service Centers | | | |
| 5- The Security Agency will provide one weapon to each Security Guard along with appropriate ammunition & certificate without any extra charges. Ammunition used by the Security Guards while performing duties will not be charged from the Excise Department | | | |
| 6- In case, any of the Security Guard provided by the Security Agency is found guilty of misconduct, he will be returned to the Security Agency for taking necessary action. However, the Security Agency in the meantime shall immediately arrange replacement within 03 hours. | | | |
| 7- The Security Agency will be responsible for any loss due to negligence of Security Guards provided by him for security related matters. The value of damaged / stolen items will be determined by joint inquiry as per recommendations by both the parties. The inquiry committee will comprise one representative each from the Et & NCD and security agency. Inquiry report / facts / findings will be submitted to the Project Director- E&T Service Centers for his final decision. | | | |
| 8- The Security Agency will provide medically fit & duly verified Security Guards | | | |

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9- Security Guards must be capable of doing Entries in OUT and IN registers at the Gate |
| 10- Security Guards must be in proper uniform, in case of non-proper uniform, deduction for that day will be made from the monthly bill. |
| 11- Security agency will prior intimate to Project Director- E&T Service Centers about any replacement of security guard through letter along with CNIC of new security guard |
| 12- The security agency will not demand for any claim because of an accident / injury during the discharge of duties. |

LOT # 2

| Janitorial Services | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Sr. # | ITEMS | DESCRIPTION | QTY |
| 1 | Janitorial Services | Cleaning Services of E&T Service Centers, Services includes cleaning of tops of walls, stairs, cupboard fronts, desks, tables, vents, walls, Computers, Photocopiers, Printers, Scanners etc and other office equipment, Tables, Chairs Counters and Reception Furniture. Cleaning of waste bins. Inside and outside of all entry and exit points, compound, backyard, parking shed, access road and floors. Dusting of spider web. Any other cleaning related activity. Floor buffing / washing with machines. Vacuum cleaning of blinds / upholstery / carpets. Make sure any reading materials on tables are neat and presentable. Cleaning methods are proven to be eco-friendly, environmentally safe and hygienic. These services are required at 9 Service Centers. There are 4 service centers in Lahore, One at Faisalabad, One at Rawalpindi, One at Multan, One at Gujranwala, One at Bahawalpur. | 1 |
| Special Conditions(mandatory) : | | | |
| 1- Company will provide Fumigation / disinfestations service on quarterly basis using all necessary chemicals harmless to human beings to check and control the menace of cockroaches, flies, silver fish, spiders bedbugs, ants, mosquitoes (all sorts of flying and crawling insects in all areas including the carpeted areas) etc. for their complete elimination from the entire building and from outside (compound, rooftop, access road, backside). | | | |
| 2- The Bidder shall be responsible for providing uniforms, name tallies, and all the cleaning equipment & material required to carry out work to the workers. | | | |
| 3- The Bidder will be responsible for seeing that regular supervision is maintained over all working personnel by taking action on and responding to performance concerns. It is his responsibility to see that all their activities are properly coordinated | | | |
| 4- The Procuring Agency reserves the right to modify this coverage as deemed appropriate to meet its needs. | | | |
| 5- The Bidder shall abide by all relevant Labor Laws, Acts/Rules including but not limited to Minimum Wages Act, Employees Old Age Benefit Act, Social Security Act etc. | | | |
| 6- An authorized representative of the Bidder shall ensure his/her presence at short notice when required by the Procuring Agency. | | | |
| 7- The Bidder shall not sub-contract any of its responsibilities contained in this Agreement to any sub agent or subcontractor without prior written permission of the Procuring Agency, and if Procuring Agency gives such written permission (which permission may be of a general or specific nature), it shall not be construed as waiver of any accrued rights and / or liabilities and the Bidder shall be fully responsible for all acts and omissions of its sub-contractors or sub agents. | | | |

8- The Bidder is responsible for the medical and accident insurance of its staff, payment of all dues like social security, EOBI, education cess. The Procuring Agency shall not accept any responsibility of the designated personnel in the event of death, injury, disablement or illness that may take place while performing/executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Bidder.

9- The Bidder shall ensure that it does not engage or continue to engage any person with criminal record / conviction or otherwise undesirable persons and shall bar such person from participating directly or indirectly in the provision of janitorial Services

3. SUBMISSION OF BID

3.1. Labeling

- (a) To be addressed to the following address:

Additional Director General, Competent Authority(Procurement)
Excise, Taxation & Narcotics Control Department Punjab
847-A, Shadman-I
Lahore
Tel. No. 042-99203567

- (b) bear the following identification:

Bid for “Procurement of _____”
Lot # _____
DO NOT OPEN BEFORE 10th of May 2017.

- (c) Fax bid will not be entertained.

3.2 Deadline for Submission of Bid

- 3.2.1 The original bid must be received by the Purchaser / Client at the address specified in Clause 3.1 not later than:
Date: 10th of May 2017.
Time: **1200 hours**

3.3 Late Bid

The bid received by the Competent Authority(Procurement)/Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to Clause 3.2, will be rejected and returned unopened to the bidder.

3.4 Clarification of Bid Document

3.4.1. Prospective bidders at least seven (7) working days prior to last date of submission of proposal may request in writing for clarification of the tender document, the criteria for qualification or any other aspects of the tender document.

3.4.2. To assist in evaluation of bids, the Purchaser may, at its discretion, ask an applicant for a clarification. The bidder must respond within 5 working Days to all questions and provide complete information. Any lapses in providing essential information may result in the disqualification of the bidder.

4. OPENING AND EVALUATION OF BID

4.1 Opening of Bid

4.1.1 The bid shall be opened by the Purchaser/Client at **1400 Hrs on 10th of May 2017** in the presence of the bidder's representatives at the office of the Competent Authority(Procurement), given below:

Office of the Additional Director General/Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Punjab
847-A, Shadman-I
Lahore

4.2 Evaluation and Comparison of Bids

The Purchaser / Competent Authority(Procurement) will evaluate and compare the bids previously determined to be substantially responsive.

4.2.1. Technical Evaluation

All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the issuance of Purchase Orders. Failure to furnish any of the requisite documents will impact on the possibility of success of the bidder. A duly filled copy of the mandatory documents shall be annexed and attached with the sealed envelope by every bidder. An evaluation criterion is given below:

Total Marks / Points = 320

Passing Marks / Points = 70% of the total marks =

| Description | Criteria | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------|
| Certificate of Registration of Firms / Company | Mandatory | |
| Income Tax Registration | Mandatory | |
| General Sales Tax Registration | Mandatory | |
| Conformance to the RFP | Mandatory | |
| Undertaking that the firm is not blacklisted and involved in litigation with Government | Mandatory | |
| Company has been successfully in operation for last 3 Years | Mandatory | |
| Special Conditions | Mandatory | |
| Net Worth (Total Assets – Total Liabilities) (Max Points 60) <i>(The bidder should provide the verified statement showing the Net worth of the Company / Firm)</i> | Less than 1 million | 10 Points |
| | 1-2 million | 20 Points |
| | more than 2 up to 3 million | 30 Points |
| | more than 3 up to 4 million | 40 Points |
| | more than 4 up to 5 million | 50 Points |
| | more than 5 million | 60 Points |
| Total number of full time employees (Max Points 100) <i>(The bidder is required to provide the list with contact numbers)</i> | 4 point for each employee(Max Points 100) | |
| Number of Similar nature Projects in last 3 years (Max Points 80) <i>(Documentary evidences are required)</i> | 20 for each Project (Max 80) | |
| Number of Similar Projects with Government (in last 3 years (Max Points 80) <i>(Documentary evidences are required)</i> | 20 for each Project (Max 80) | |

4.2.2. Financial Evaluation

Financial bids of the successful bidders (Technically Qualified) will be opened publically and purchase order will be issued to the lowest bidder as per PPRA rules & regulations.

Financial bids of the technically disqualified proponents will be returned unopened.

PRICE SCHEDULE

Bidders are required to fill the tables below and attached along financial proposal

LOT # 1

| Sr.# | ITEM | QTY | UNIT PRICE (Inclusive of all Taxes) | TOTAL PRICE (Inclusive of all Taxes) |
|-------------|-------------------|------------|------------------------------------------------|-------------------------------------------------|
| 1 | SECURITY SERVICES | 1 | | |
| | | | G Total | |

LOT # 2

| Sr.# | ITEM | QTY | UNIT PRICE (Inclusive of all Taxes) | TOTAL PRICE (Inclusive of all Taxes) |
|-------------|---------------------|------------|------------------------------------------------|-------------------------------------------------|
| 1 | JANETORIAL SERVICES | 1 | | |
| | | | G Total | |

5. BID FORM

To:

Additional Director General/
 Competent Authority(Procurement)
 Excise,Taxation & Narcotics Control Department Punjab,
 847-A, Shadman-I, Lahore
 Tel. No. 042-99202775-76

Dear Sir

Having examined the bidding documents the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply / install the item mentioned below in conformity with the specification in the bidding documents as per the following price.

| Sr# | Item Name | QTY | Unit Price (PKR.) (inclusive of all taxes) | Total Price (PKR) (inclusive of all taxes) |
|------------|--------------------|------------|---------------------------------------------------|---------------------------------------------------|
| 1 | | | | |
| | Grand Total | | | |

We understand that the purchaser / Competent Authority(Procurement) to award the Purchase Order for the procurement of above mentioned services to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, we will complete the Works in accordance with the Execution Schedule provided in the Schedule-A Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance guarantee of 10 % of the total value of the purchase order. Our prices are inclusive of all applicable Government taxes from time to time and no revision shall be made on account of taxes during the contract period.

We understand that the process of procurement is governed by PP Rules 2014. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of -----2017

BIDDER**WITNESS**

Signature -----

Signature -----

Name-----

Name -----

Title:-----

Title-----

Address.-----

Address-----

6. SCHEDULE –A : SPECIAL STIPULATIONS

For ease of reference, certain information and Special Stipulations applicable to the Contract are set forth herein.

1.

Amount of Performance Guarantee before the issuance of Purchase Order 10% of the offer / total amount

2.

Delivery of Services: In Below locations in Punjab.

| S.NO | SERVICE | DISTRICT | QUANTITY OF SECURITY GUARDS |
|------|-------------------------------------|------------|---------------------------------|
| 1 | Security Services (Security Guards) | Lahore | 08 |
| | | Rawalpindi | 02 |
| | | Faisalabad | 02 |
| | | Multan | 02 |
| | | Bahawalpur | 02 |
| S.NO | SERVICE | DISTRICT | QUANTITY OF JANITORIAL SERVICES |
| 1 | Janitorial Services | Lahore | 04 |
| | | Rawalpindi | 01 |
| | | Faisalabad | 01 |
| | | Multan | 01 |
| | | Bahawalpur | 01 |

b) Execution / delivery Schedule Within 4-5 weeks

3.

Liquidated damages

a) Liquidated damages for delayed delivery 2% of the PO Price per Month, daily penalty will impose on the same basis

b) Limit of Liquidated Damages Not to exceed in the aggregate ten percent (10%) of Contract Price

7. PERFORMANCE SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Services and render the Services against Tender . _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____)

AND WHEREAS it has been stipulated in the Tender Document that the successful Tenderer shall furnish Performance Security, within fourteen working days of the receipt of the Acceptance Letter/PO from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to 10% of the contract value, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee; THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until all

Obligations have been fulfilled in accordance with the Contract, whichever is later. Date

this _____ day of 2017.

GUARANTOR

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____