TENDER FORM

FOR THE PROVISION OF SECURITY SERVICES FOR CAMPUS AND BUSES OF GOVT. SPECIAL EDUCATION CENTRE, SADDAR, BAHAWALPUR FOR (FINANCIAL YEAR 2019-20)

Headmaster, Govt. Special Education Centre, Saddar, Bahawalpur invites sealed bids from eligible bidders for provision of Security Services for School campus and School buses for financial year 2019-20.

1. General Conditions
   a. No offer shall be considered if:-
      i. Not according to the terms and conditions of the tender enquiry.
      ii. Not signed by the owner of the firm.
      iii. Received without 2% earnest money in the shape of call deposit from the bidder.
      iv. Tender document is unsigned and offer is ambiguous.
      v. The offer is conditional, incomplete or received after time fixed for receipt.
      vi. The offer is supplementary or revised.
      vii. Participating Firm is black listed, suspended or removed from the approved list by PPRA.
      viii. Offer received by any other means other than sealed single envelope received through mail/courier/by hand before the expiry of submission time.
      ix. Validity of offer is not according to the tender requirement.
      x. The offer is not according to the specified instructions of tender enquiry.
   b. Earnest money, security deposit (where applicable) and performance guarantee shall be forfeited if:-
      i. Acceptance of tender issued during the validity period of the offer is not accepted by the tender.
      ii. The offer is withdrawn, amended or revised during the validity period of the contract period of offer.
      iii. Contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract and tender enquiry.
      iv. If it is found at any later stage that fake, forge, or bogus documents were submitted with the bid.
   c. Participating firm must be Tax registered.
   d. Quoted price must include all applicable taxes.
   e. All applicable taxes shall be deducted at source according to the prevalent tax rules and ratios.
   f. Bid validity for this tender will be two months from the date of opening of tender.
   g. Bid shall be rejected if not found according to the specified evaluation criteria (clause 6.) of this tender.
   h. Competent Authority reserves the right to reject all bids or proposals (according to PPRA rule 35) at any time prior to the acceptance of such bid.
2. **Special Instructions/Conditions**
   a. Tender must be submitted before the expiry of advertised submission date and time through by hand in a sealed single envelope addressed to the Headmaster, Govt. Special Education Centre, Saddar, Bahawalpur
   b. Any erasing, cutting, crossing etc appearing in the offer must be properly signed by the person signing the tender. Offer with any over writing (without signature) shall not be accepted.
   c. Successful bidder(s) will be required to submit performance guarantee call at deposit of @8% of contract price of services in favour of Headmaster, Govt. Special Education Centre, Saddar, Bahawalpur.
   d. Firm shall be bound to provide security services from 07 a.m. to 07 p.m. for Centre campus and/or for Centre Buses (for student pick n drop) for the whole contract period (mentioned in contract agreement).
   e. Security Guards/Personal shall perform their duty under the supervision of Security Officer of School notified by the Headmaster.
   f. All Security guards shall be bound to follow the code of conduct, instructions and duty roster issued from time to time by the Security Officer or Competent Authority.
   g. Firm shall be responsible for background checking/clearance of security guards provided by the Special Branch and Home Department.
   h. Firm shall be bound to supply 7mm/Kalashnikov style semi-automatic licensed weapon gun with 30 rounds to the provided security guards. Each gun will be trial-fired (four rounds one in every week) every month (on the company expense) under the supervision of Security Officer to ascertain working condition of weapon.
   i. Firm shall ensure provision of working, reliable and licensed weapon and their proper repair and maintenance (at the expense of firm) whenever required.
   j. Security of weapons and ammunition provided shall be the responsibility of the security guards provided by the firm and shall devise and convey its SOPs regarding safety of weapons and ammunition to the Security Officer.
   k. Firm will be bound to follow all the rules and regulations as and when circulated by the Home Department Punjab.
   l. Firm shall provide Home Department guided/directed uniform to the Security guards.
   m. Rate quoted for per Security Guard/month should include messing and all other expenses.

3. **Billing & Payment**
   a. Billing shall be subject to the attendance of the security personal provided by the company.
   b. Security Officer shall record and maintain attendance of security guards/personal.
   c. Full absence or partial absence from duty shift shall be liable to deduction accordingly.
   d. No show/Full absent per personal from duty shall result in no payment per personal along with 10% compensation claim deduction.
   e. Partial absence during duty shall be deducted @per hour ratio of rate quoted per security guard per month.
f. Performance guarantee shall be forfeited and contract shall be cancelled if 5 or more times in a month full duty remained empty/no show on duty for full shift timing.

g. Competent authority reserves the right to return any personal/refuse admittance, if said person violates the instructions, orders, code of conduct or duty roster specified time to time by the Security Officer.

h. Company shall be bound to replace the person returned by the institution in such a way that security duty post-slot is always filled.

4. **Documents to be Submitted in a Sealed Envelope**

   Following documents should be submitted in a sealed envelope on or before the closing date of tender as prescribed in the tender notice.

   1. Duly filled, completed, signed by bidder Original tender form
   2. Bid Security Call at Deposit @ 2% of estimated cost of Services /Tender. 
      *(in favor of Headmaster Govt. Special Education Centre, Saddar, Bahawalpur)*
   4. Duly attested CNIC of bidder *(managing partner of the firm where applicable)*
   5. Certificate of bid validity *(two months from date of opening of tender)*
   6. Complete/duly signed undertaking *(provided at the end of tender document)* on appropriate value Stamp paper drawn *(Issued in favor of Headmaster Govt. Special Education Centre, Saddar, Bahawalpur)*
   7. Single page summary reference of previous security services provided to Govt. Departments.

5. **Tender Schedule**

a. Last Date for Submission of bids

   i. Date & Time: **AS GIVEN IN TENDER NOTICE**

b. Opening of Tender

   i. Date & Time: **AS GIVEN IN TENDER NOTICE**

      *(Only bidder or one representative is allowed to be present)*

5. **Bid Evaluation Criteria**

   Bid submitted by the bidder should qualify following mandatory requirements else rates will not be considered and bid shall be rejected.

   a. Clear rate for security services *(per person per month)* inclusive of all applicable taxes duly signed and stamped by the owner of the firm/company on the official company letterhead.

   b. Copy of Valid Tax registration Certificate and CNIC of the bidder.

   c. Copy of Valid License/Clearance/NOC to provide security services.

   d. Proof of previous experience of providing security services to Govt. departments.

   e. Refundable Bid Security CDR of 2% of estimated cost of services / tender.

   f. Undertaking as mentioned in Tender Form Clause 4. (6).
7. **Tender Award Criteria**
   
   1. Tender shall be awarded on the basis of lowest rate per person per month (inclusive of all taxes) as provided by the eligible bidder.
   
   2. Successful bidder shall deposit Performance guarantee @8% of the contract price of provision of services before the issuance of Provision of Services order.
   
   3. A bidder shall be considered as eligible bidder who has qualified all mandatory requirements as specified in Clause 6 of this tender.

   Name of Tenderer: ____________________________

   Signature of Tenderer: _________________________

   Designation: _________________________________
TO BE SUBMITTED ON THE APPROPRIATE VALUE STAMP PAPER

CERTIFICATE / UNDERTAKING

1. I/We hereby confirm to have read carefully the description of services and condition of your tender and also all the Special Instructions, procedures, billing and payment conditions prescribed in the said tender enquiry. We agree to abide by all those instructions/conditions unconditionally.

2. I/We also hereby categorically confirm that our firm is a licensed firm authorized to provide security services.

3. I/We also hereby confirm that Special Branch/Home Department Cleared personals shall be provided to Govt. Special Education Centre, Saddar, Bahawalpur for Campus and/or Centre Buses Security.

4. I/We accept that if the required earnest money is not furnished or offer is found lacking in any respect of your tender enquiry, our offer may be rejected and may not be considered at all.

5. I/We hereby confirm to adhere to all the conditions, instructions, procedures, billing and payment conditions and other instructions/procedures prescribed in the said tender enquiry, along with other requirements mentioned in the tender enquiry which would be the essence of the contract and in case of non-compliance by me/us, I/we agree un-conditionally to accept the compensation for non-payment of the bill at the rate mentioned in the tender form.

6. It is also our commitment that security guards / personals shall be paid keeping in view of minimum wage rate set by the Govt.

7. It is certified that rates quoted per person per month are inclusive of all taxes and expenses and these rates shall remain valid for full contract period.

8. It is certified that our firm has not been blacklisted/debarred by any Govt/Public or Private agency for participation in the procurement / tender process.

Name of Firm: ____________________________

Signature of Owner: _______________________

Designation: _____________________________

Stamp of Firm: ___________________________

Witness Name: ___________________________

Signature: _______________________________

Full Address: _____________________________

Dated: _________________________________