PUNJAB GOVERNMENT SERVANTS HOUSING FOUNDATION

General Terms & Conditions

VOLUME-I

Tender Advertisement Published in Daily “Nawai-E-Waqat” 19-02-2020.

Document Selling Date : 20-02-2020 to 07-03-2020 04:00PM

Document Submission Tender Document : 10-03-2020, 11:00 AM
Technical Proposal Opening : 10-03-2020, 11:30 AM
Financial Proposal Opening : 12-03-2020, 11:30 AM

HIRING OF SECURITY SERVICES

Punjab Government Servants Housing Foundation Scheme, Dera Ghazi Khan
Shalimar Villas House No. 03 & 04, Near BISE Board Office DG Khan,
Ph # 0333-6113695, Email: pgshfdgk@gmail.com

Price Rs. ______/-
TENDER FORM OF THE WORK

Name of Work: OUTSOURCING OF SECURITY SERVICES

Estimated Cost: Rs. 4,032,000/- (for one year) (including all taxes)

Last Date of Issuance of Tender: 07-03-2020 upto 04:00 PM

Date of Tender Submission: 10-03-2020 at 11:00 AM

Date of opening of TechnicalBid: 10-03-2020 at 11:30 AM

Date of opening of Financial Bid: 12-03-2020 at 11:30 AM

Earnest Money: Rs.201,600/- (5% of estimated cost) (Refundable)

Tender Price: Rs.2,000/- (Non-Refundable)

Issued to: M/s ____________________________________________

On Payment of Rs.2,000/-.

Dated:_______________

Signature________________
(Official issuing the form)

Dated__________________

Official
Stamp________________

Note: The officer opening the tender shall reject the tender which does not bear the stamp and signature the issuing official and which is not submitted by the same contractor to whom form was issued.
(This page is to be filled by the issuing official)
TERMS AND CONDITIONS

Punjab Government Servants Housing Foundation, Scheme DG Khan, invites sealed tenders from the reputed security companies under the Punjab Private Security Companies Ordinance 2003 for providing of Security Services on PGSHF scheme, DG Khan.

Tenders will be ‘POST QUALIFIED’ on the basis of information submitted with the tender, security companies which fail to qualify shall not be considered.

Method of selection shall be quality cost based selection, Single stage, Two Envelopes procedure will be adopted. One Envelope containing information regarding post qualification of Tender shall be clearly marked “TECHNICAL QUALIFICATION INFORMATION”.

The Second envelope containing the price tender documents shall be clearly marked as “FINANCIAL BID DOCUMENTS” accompanied with the 5.0% earnest money of the estimated value in shape of (Call Deposit/Pay Order/Bank Draft) in favour of Project Director PGSHF DG Khan should be attached with the each offer.

Technical bids and Financial bids will be submitted on 11:00 AM on 10-03-2020 and the technical bid will be opened on 11:30 AM on the same day. In case the last date of bid submission falls on official holidays, then it will be submitted on next working day. Financial proposal of successful bidders shall be open on 12-03-2020 at 11:30 AM in presence of the representative of firms.

Bids received after the deadline, without earnest money, incomplete, not sealed, not signed or unstamped and submitted other than specified mode will not be considered.

1. The Financial bids of only qualified bidders may be opened in presence of Tender Opening Committee (TOC) or their representatives only after the technical scrutiny and the financial bids of unqualified bids will be returned “UNOPENED”. The competent authority may reject all Bids or Proposals at any time, prior to the acceptance of the bid or proposal, in accordance with the Rule 35 of the Punjab Procurement Regulatory Authority (PPRA) Rules, 2014. Disqualify any bidder on the ground that he had provided false, fabricated or materially incorrect information.

2. BID ELIGIBILITY / QUALIFICATION CRITERIA

Security Company incorporated in Pakistan with relevant business experience of last Six (06) years, technically and financially capable having adequate managerial capacity and experience of the same financial worth.

3. ACCEPTANCE LETTER

As per Punjab Procurement Rules 2014, the PMU DG Khan shall issue the Acceptance Letter to the successful security company.

4. REDRESSES OF GRIEVANCES AND SETTLEMENT OF DISPUTES: Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances within fifteen (15) days.
after the announcement of the bid evaluation report under rule 35 of Public Procurement Regulatory Authority (PPRA) Rules, 2014.

a. Complaints shall be lodged to the “Dispute Redresses Committee” of the PGSHS DG Khan. The Committee shall adjudicate the matter in accordance with the PPRA Rules.

**SCOPE, TERMS AND CONDITIONS FOR HIRING OF SECURITY SERVICES**

1. The security services are essentially required for the safety measures of MEPCO Electric Installations in the Scheme as Electric Conductors, Transformers & allied accessories etc., PGSH Scheme Installations i.e., Pumping Machinery at Water Works in Block A, B, C & D, Disposal Station, Street Lights along-with its Distribution Boards, Play Units of parks and the lives and precious articles of the members/inhabitants/residents of the PGSH Scheme, DG Khan

2. No conditional bid shall be accepted.

3. The security services will be required for a period of one year extendable, with the mutual consent of both the parties subject to satisfactory performance.

4. The company will provide security guards/supervisors, of ex-servicemen or efficient and active trained civilian guards personals of 18 to 55 years age during 24/7.

5. No bid shall be accepted without 5% of estimated cost (Refundable) in shape of Call Deposit / Pay Order / Bank Draft should be attached with the Financial Bid Documents in favour of “Project Director PGSHS DG Khan”. The earnest money of successful bidder will be retained and that of other bidders will be returned. The same shall be returned to successful bidder after completion of period of requisite services.

6. The company will provide the copies of CNIC / Discharge Book / certificate / Police verifications etc. before / after their joining their duties. The company will also provide complete list of their employees, showing name, father name, CNIC, Cell numbers and their residence address (applicable for any change or update).

7. The PMU DG Khan will provide 30 days after award of the contract to the company concerned for commencement. The company will also submit the agreement within 10 days after award of contract non-judicial Stamp Paper worth Rs. 100, duly signed and stamped by the both parties on the agreement.

8. The Security agency will be bound to replace undesirable employees/security Guards on written orders of the Project Director.

9. The company will provide Shot Guns / Rifle (Sami Automatic) and Pistols / Revolvers in good and working condition and should maintain proper record / register of weapons and ammunition through their security supervisor alongwith handing / taking over of the charge of weapons / ammunition issue to duty guards as per law.

10. The company will provide uniform along with armed for each employees and shall display identification cards preferably computerised, with security features containing the name of the company, license number allotted to the company by the licensing authority, name, CNIC number and photograph of the cardholder.
11. The PMU DG Khan reserves the right to increase or decrease the number of security guards / supervisors at any stage during the contract period.

12. The company will offer the rates inclusive prevailing and approved minimum rates of wages per month of each security staff in accordance with the labour laws and all applicable taxes, e.g. Income Tax, GST & PRA and other Taxes imposed by the Govt. on services, services charges etc.

13. Any other increased in the minimum wage limit in future during this security services contract period will be fully implemented according to the notifications issued by the concerned federal or provincial governments.

14. The cost of group insurance, uniforms, arms and ammunition, other security equipments and company services charges shall be the liability of the firm.

15. The company should submit their monthly bills along with attendance sheet before 5th of every month. The monthly payment should be made to the company through cheques within one week positively, after deduction of all Taxes.

16. The company should pay the salary of their security guards / supervisors at their point of posting not later than 10th of every month irrespective of the company’s monthly bill payment from the PMU DG Khan.

17. The PMU DG Khan will be deducted at source income tax and GST/PRA on services (if applicable) and deposited the same into authorised bank up to 15th of the each month.

18. The company will be fully responsible for the staff engaged by them for the said purpose, in all matters relating to an employee and employer relationship. The company will ensure that the staff would perform their duties with alacrity, alertness and cordiality.

19. The PMU DG Khan reserved the right to make deductions on pro-rata basis, of which the employer will be the sole judge, if the attendance of security guards / supervisor is irregular / absent.

20. The PMU DG Khan has right to terminate the contract on violation of terms and conditions by giving one month notice and make the total payment of all outstanding bills of the company, before termination.

21. The PGSHS and company shall comply with all the applicable laws of the land necessary or relevant for performance of this contract accordingly. The security services bidding documents / agreement terms and conditions can be revised at any time without prior notice in accordance with the federal and provincial governments’ instructions or update of the relevant rules, laws accordingly.

(Seal & Signature of the Security Company)
Pre-Qualification Evaluation Criteria for Security Services

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Description</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Company Registration SECP/Companies Ordinance 1984 Certificate:</td>
<td>= 05</td>
</tr>
<tr>
<td></td>
<td>Security Company Profile:</td>
<td>= 05</td>
</tr>
<tr>
<td></td>
<td>Company Year of Establishment:</td>
<td>= 05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td><strong>Last two (2) years</strong> Income Tax Returns copies:</td>
<td>= 06</td>
</tr>
<tr>
<td></td>
<td>NTN Certificate:</td>
<td>= 05</td>
</tr>
<tr>
<td></td>
<td>Registration with EOBI, PESSI, PRA / GST:</td>
<td>= 09</td>
</tr>
<tr>
<td></td>
<td>(3 marks for each Certificate)</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td><strong>Last two (2) years</strong> Financial Statements/Balance Sheet prepared by Charted Accountant Firm:</td>
<td>= 05</td>
</tr>
<tr>
<td></td>
<td><strong>Last two (2) years</strong> Bank Statements:</td>
<td>= 05</td>
</tr>
<tr>
<td>4</td>
<td><strong>Previous Experience of Company (Provide Agreements):</strong></td>
<td>= 05</td>
</tr>
<tr>
<td></td>
<td>above Half million Rupees: One client (Public Sector):</td>
<td>= 05</td>
</tr>
<tr>
<td></td>
<td>above One million Rupees: One client (Private Sector):</td>
<td>= 05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>List of present jobs in hand, with the name of clients &amp; (Agreement copies)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Undertaking on the Security Company letter head/Stamp Paper that which has never been black listed by any originations / Institute:</td>
<td>= 05</td>
</tr>
<tr>
<td>7</td>
<td>Details of Arms / Weapons Licences with up to date renewal should be attached:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td>All Pakistan Security Agencies Association (APSAA) Membership Certificate of <strong>Year, 2019:</strong></td>
<td>= 05</td>
</tr>
<tr>
<td></td>
<td>Chamber of Commerce &amp; Industry Membership Certificate:</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Punjab Home Department, Lahore, <strong>Valid Licence:</strong></td>
<td>= 04</td>
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<tr>
<td></td>
<td>Punjab Home Department, Lahore, <strong>NOC Letter:</strong></td>
<td>= 03</td>
</tr>
<tr>
<td></td>
<td>Ministry of Interior, GOP, Islamabad, <strong>NOC Letter:</strong></td>
<td>= 03</td>
</tr>
<tr>
<td></td>
<td></td>
<td>= 10</td>
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<tr>
<td></td>
<td></td>
<td><strong>Total Marks</strong></td>
</tr>
</tbody>
</table>

**Important Information’s:**


2. Minimum six years of operation is required. *(Company less than 06 years of operation will not be considered and technically disqualified)*
METHOD OF SELECTION:

3. A bidder, based on conditions listed above, not meeting the 60% pass marks limit or do not fulfil the mandatory requirement will be rejected in Technical Evaluation. The Financial proposal of only successful bidders shall be opened. The final score shall be calculated on the basis of aggregate marks i.e., 70% of Technical and 30% of financial proposal.  

\[ T_{AGR} = (0.7 \times T_{TCN}) + (0.3 \times T_{FIN}) \]

\( T_{TCN} \) = Total Score of Technical Proposal  
\( T_{FIN} \) = Total Score of Financial Proposal  

Note: The security services contract will be awarded to the bidder who obtained/scored overall highest marks in both the bids i.e., Technical & Financial.

4. Proof of Company Registration: Security & Exchange Commission of Pakistan (SECP) /Companies Ordinance 1984, NTN #, all other relevant certificates must be attached.

NOTE: This will be placed as a first page of their technical proposal.
The Project Director,
Punjab Government Servants Housing
Foundation Scheme, (PGSHS), DG Khan

Subject: - Hiring of Security Services at PGSHS DG Khan

Dear Sir,

We hereby offer to execute the above services for the total of Amount of Rs. __________ (in word of Rupees: ________________________ per month) according to the prevailing and approved minimum rates of wages per month as notified by the Government of the Punjab, with the labour laws and all applicable taxes accordingly.

The 2% earnest money amount of Rs. ______ in favour of Project Director PGSHS DG Khan issued by the _________ Bank under ___________ on dated ___________ is enclosed herewith.

________________________________________
(Seal & Signature of Security Company)

Financial Bid Documents
### SCHEDULE OF PRICES

**Hiring of Security Services at PGSHS DG Khan**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Quantity</th>
<th>Monthly Rate (Rs.)</th>
<th>Monthly Amount (Rs.)</th>
<th>12-Months Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Supervisors/ Guards (Armed)</td>
<td>02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Guards (Armed / Unarmed)</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of Company’s uniforms, Arms and ammunition, other Security Equipments and services charges, Employee’s group insurance, EOIB.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST / Sales Tax on Services Act, 2012 (if applicable)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Income Tax</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Amount = Rs.</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Rupees in words: __________________________________________________________

Including taxes mentioned in the break up cost.

**Note:** Missing or Incomplete filling of all the subject columns should not be considered in the Bid.

- The monthly expenditures as mentioned above include all the security guards / supervisors, uniforms, arms and ammunition, other security equipments charges as well as government taxes as per terms and condition of the documents/contract.

- **The Approved Minimum Wages as notified by the Government of the Punjab, including “SECURITY GUARDS” per month salary along with all applicable taxes and services etc, will be strictly followed in the bids.**

__________________________
(Seal & Signature of Security Company)