Govt. of the Punjab
Technical Education & Vocational Training Authority (TEVTA)

BIDDING DOCUMENTS

FOR

SECURITY SERVICES (SECURITY GUARD 01 NOS)
AT GOVT. TECHNICAL TRAINING INSTITUTE (W) TOWNSHIP, LAHORE

<table>
<thead>
<tr>
<th>Tender Reference No:</th>
<th>GTTI (W) / S.S / 2020 / 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Name:</td>
<td>SECURITY SERVICES (SECURITY GUARD 01 NO)</td>
</tr>
<tr>
<td>Method of Procurement</td>
<td>Single Stage Single Envelope. As Per Comparative Statement Lowest Cost against estimated budget amount of tender.</td>
</tr>
<tr>
<td>Last date of issuance of tender / bidding documents:</td>
<td>03-10-2020 DURING OFFICE HOURS</td>
</tr>
<tr>
<td>Last Date &amp; Time of Receipt of Tenders / Bid (Closing Date &amp; Time)</td>
<td>05-10-2020 &amp; 11:00 A.M</td>
</tr>
<tr>
<td>Tender / Bid Opening Date &amp; Time:</td>
<td>05-10-2020 &amp; 11:30 A.M</td>
</tr>
<tr>
<td>Estimated Budget AMOUNT (ANNUALLY IMPACT)</td>
<td>Rs. 300,000/-</td>
</tr>
<tr>
<td>Earnest Money (5%) of Bid Price</td>
<td>Rs. 15,000/-</td>
</tr>
</tbody>
</table>

ISSUED TO ____________________________________________________________

Dispatch No. ________, Dated : __________

PRINCIPAL

(SIGNATURE & STAMP OF BIDDER)

BID NAME: SECURITY SERVICES
BRIEF INTRODUCTION OF THE ORGANIZATION

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Name of the Organization</td>
<td></td>
</tr>
<tr>
<td>02.</td>
<td>Name of the Sole Proprietor</td>
<td></td>
</tr>
<tr>
<td>03.</td>
<td>National Tax Number</td>
<td></td>
</tr>
<tr>
<td>04.</td>
<td>Sales Tax Registration Number</td>
<td></td>
</tr>
<tr>
<td>05.</td>
<td>PRA Registration Number</td>
<td></td>
</tr>
<tr>
<td>06.</td>
<td>Valid License Number / Details from Home Department</td>
<td></td>
</tr>
<tr>
<td>07.</td>
<td>Date of Establishment</td>
<td></td>
</tr>
<tr>
<td>08.</td>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>09.</td>
<td>Corporate Status (Proprietor, Partnership, Private Limited, Public Limited)</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Bidder Name and Designation in the Organization</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Mailing address</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Contact / Cell No.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Fax No.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>E-Mail Address</td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS TO BIDDERS

1. Single stage single envelope bidding procedure will be adopted.
2. Erasing, cutting/ overwriting should be avoided. However in case of erasing, cutting / overwriting, the same shall properly be signed.
3. Envelope should be properly sealed so that contents of the bid are fully enclosed and cannot be known until duly opened.
4. Bid Name should clearly be written on top left corner of the envelope.
5. Address and contact No. of the bidder on the envelope should be written.
6. The bid / proposal should be properly page numbered along with index. Separators should be used for differentiation of various documents.
7. Bid Security as demanded in advertisement / invitation to bid must be placed in bid.
8. Bid / Proposal should consist of price / rates on the prescribed format available in the bidding documents.
9. Bids will publically be opened on the exact date and time given in the advertisement in the presence of the bidders / authorized representatives who may choose to be present.
10. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
11. All bids must be received in the office of Principal Govt. Technical Training Institute (W), Township Lahore, not later than the time and date stipulated in the invitation for bid.
12. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
13. Bidding documents should properly be signed and stamped.
14. Bidders must submit bids on the basis of complete scope and details. Any bidder offering partial scope and details shall be rejected as non-compliance in terms of PPRA RULES-2014.
15. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery,
16. Bidders should accept the terms & conditions of bidding documents and conditional bid should not be submitted.
17. Duly filled, signed and stamped bidding documents must be attached in the bid / proposal as token of acceptance of terms of conditions of bidding documents.
18. During the evaluation of bid no amendments in the bid / proposal shall be permitted.
19. The financial proposals of bids meeting the specifications after technical evaluation shall be made publicly at a time date in the office of Principal Govt. technical Training Institute (W) Township, Lahore.
20. Any grievance against rejection of bid / proposal can be registered in writing immediate after the decision announced by the Institute Committee.
21. Any extra details can be provided on company letter head.

PRINCIPAL

(SIGNATURE & STAMP OF BIDDER)

BID NAME: SECURITY SERVICES
TERMS & CONDITIONS

1. GENERAL.
   i. This tender is called for the hiring of security services for Govt. Technical Training Institute(W) Township, Lahore.
   ii. Only valid license holder registered in home department having at least five years’ relevant experience in security services and Tax registered service providers / firms / companies are eligible to participate in the tender.
   iii. Any offer which is not received as per terms and conditions of this tender documents’ enquiry is liable to be ignored. No offer shall be considered if;
       a) Received without earnest money (5% of the estimated budget as published in advertisement on PPRA & TEVTA web sites) in shape of CDR/DD/PO/Banker’s Cheques in favor of Principal Govt. Technical Training Institute(W) Township, Lahore.
       b) It is received after the time and date fixed for its receipt.
       c) The offer is ambiguous.
       d) The offer is conditional.
       e) The offer is from a black listed firm / Security Services Agency / Provider.
       f) The offer is received by fax or e-mail.
       g) Offer received with shorter validity than required.
       h) The offer is not conforming to specifications/requirements indicated in the tender document.
       i) The tender documents are not signed by the supplier or his authorized person(s).
   iv. Offer/Rates Quoted will remain valid till One Years from the opening date of tender / bid. The contract will be enforced for a period of One Year. No escalation in rate will be given during contract period.
   v. The cover envelop should indicate particulars of tender and date of opening. The envelope must be properly sealed.
   vi. Principal Govt. Technical Training Institute (W) Township, Lahore reserves the right to accept full or part or ignore / scrap / reject / cancel the tender without assigning any reason and will not accept any objection in this regard.
   vii. The earnest money / security shall be forfeited if;
       a) The acceptance of tender is not received during the validity period by the successful bidder with in stipulated time period.
       b) The offer is withdrawn, amended or revised during the validity period of the offer without approval of the buyer.
       c) The Security Agency fails to execute the contract strictly in accordance with terms and conditions of the tender.
   viii. The quoted price should include all applicable taxes.
   ix. The purchaser is entitled to deduct all prevailing taxes.
   x. Whole or part of tender can be cancelled by the Competent Authority of the Institute without assigning any reason.
   xi. Order will be issued by the Principal Govt. technical Training Institute (W) Township, Lahore after completion of the formalities.
   xii. Security deposit shall be refunded to unsuccessful bidders within 15 days after the award of the contract.

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BID NAME: SECURITY SERVICES
xiii. Successful tenderer will receive the security deposit within 01 (One) month from the completion of formalities and satisfactory performance.

xiv. One year ban guarantee equivalent to 10% of the total contract price will have to be furnished by the successful tenderer.

2. CANCELLATION / PENALTY OF DELAY
i. If the acceptance of the tender issued during the validity period of the tender is not accepted by the tenderer, the earnest money will be forfeited and the services can be hired at his risk and cost.

ii. In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money shall be forfeited.

iii. In case bidder fails to execute the contract in accordance with terms and conditions laid down in the contract and tender documents, the earnest money or bank guarantee (as the case may be) will be forfeited and security services can be hired from another company at risk and cost of the bidder.

iv. In case of poor performance or the offer is withdrawn, amended or revised by the bidder, Principal Govt. Technical Training Institute (W) Township, Lahore may cancel the contract, the bank guarantee shall be forfeited.

3. PAYMENT TO THE SECURITY AGENCY.

i. Bills/Monthly invoices will be submitted to Principal Govt. Technical Training Institute (W) Township, Lahore.

ii. Payment will be made through cross cheque to the security agency against monthly invoice after satisfactory performance against the services within 10 (Ten) days of receipt of bills/invoices after deduction of taxes every month.

iii. Payment against partial performance / partial arrangements of Security Guards will not be made during any month.

4. PERFORMANCE BOND.

One Year performance bond in the shape of Bank Guarantee from any scheduled bank to the satisfaction of Principal Govt. technical Training Institute (W) Township, Lahore equivalent to 10% of the total contract amount will have to be furnished within 10 (ten) days after the award of contract. Bank Guarantee will be returned after successful completion of the contract period.

5. INSPECTION OF SECURITY SERVICES.
The Security Services will be inspected by the Principal / Estate Security Officer or any person deputed / authorized personnel by the Competent Authority who will coordinate with security agency in lieu of performance of security guards as per requirements / terms & conditions of contract.

6. DEDUCTION OF TAXES.

Any taxes (if applicable such as Income tax, Sales tax, PRA Tax and any other taxes) will be deducted while making payment as per Government / TEVTA instructions / notifications. Income Tax and all others such taxes will be liability of the bidder.

7. PAYMENT OF SALES & OTHERS TAXES, DUTIES, LEVIES.

Contract shall be made/executed with the firm’s registered with income tax and sales tax. Income, Sales and any others such taxes, will be the liability of Security Agency.

PRINCIPAL (SIGNATURE & STAMP OF BIDDER)
BID NAME: SECURITY SERVICES
8. **TERMINATION OF CONTRACT.**
Competent Authority may terminate contract with and without assigning any reason in case of violation of terms & conditions of Tender Documents and / or Contract. This will be informed to the Security Agency about the decision in writing. In this case the performance guarantee / bond will be forfeited and will not be returned.

9. **DISPUTE.**
In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules 2014.

10. **INFORMATION ABOUT FIRMS (COMPANY PROFILE).**
The Security Agency will provide information along with tender about the following;
   a) Company profile and professional experience (Last Five Years).
   b) List of satisfied customers / companies along with their address and contact numbers / contact persons.
   c) Copy of NTN, GST and PRA certificate.
   d) Authorization from the Home Department of Govt. of Punjab.

11. **OTHERS TERMS & CONDITIONS.**
   a) The Security Agency will provide Ex-Army persons as Security Guards 02 (Two) with armed to Govt. Technical Training Institute(W) Township, Lahore where he will perform the duty either day or night on 12 hours basis on alternate shift of 15 days. The Security Guard will perform the duties, tasks and works pertaining to the establishment and maintenance of an effective and reliable security services at the premises of Institute.
   b) 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.
   c) The Security Agency will provide medically fit (18 to 50 years of age) & duly verified Security Guards to Govt. Technical Training Institute (W) Township, Lahore.
   d) Fixation of timings / place of duty / working hours for duty of security Guard provided by the Security Agency shall be made by the Principal of Institute.
   e) The contract will be for a period of 12 (twelve) months. The contract may be cancelled by the Principal of Institute if found unsatisfactory. In this case the performance bond will be forfeited and will not be returned
   f) The Security Agency will provide one weapon to Security Guard along with appropriate ammunition without any extra charges. Ammunition used by the Security Guard while performing duties not is charged from Institute.
   g) 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 forthwith for taking necessary action. However, the Security Agency in the meantime shall immediately arrange replacement within 02 Hours.
   h) In case of issues as mentioned in above point clause (g) of Para 11 and / or absence / leave of the Security Guard from the duties without permission or with permission, Security Agency will arrange replacement within 02 Hours.

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BID NAME: SECURITY SERVICES
i) In case of the leaves of the Security Guard, Security Agency is responsible for the arrangement of the replacement during the leave period. Leave(s) must not be approved by the Security Agency without arrangement of Security Guard to the Institute and information to the head / focal person of Institute in writing.

j) Security services to the Institute must be continued without any disturbance, discontinuation and / or any issue in letter and spirit. In case any disturbance or discontinuation or issue raised company will be responsible to resolve it within 03 hours positively.

k) 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 Institute and security agency. Inquiry report / facts / findings will be submitted to the Principal of Institute for his final decision.

12. TECHNICAL EVALUATION.
   a) The company should be Security Service provider from the last five years.
   b) The Company should have valid license holder for Security Services from Home Department of Govt. of Punjab.
   c) Firm should provide the affidavit that it is not black listed by any of the Security Institution in Punjab especially Home Department of Govt. of Punjab.
   d) Annual turnover of Firm for the last three years.
   e) Company will provide their direct and indirect presence in Lahore City including, Support Center, Numbers of employees working, Profiles of support representative and Address and facilities details in each location.
   f) Response / Rectification time for complaints handling will be 03 hours after registration of complaint. After 06 Hours, Institute will make arrangements for the problem at risk and cost of bidder. Firm shall provide proof and procedure for the response / rectification.
   g) The contract will be extended for 1 year after the satisfaction of security Committee of the institute.

13. THE RATES WILL BE OFFERED AS PER THE FOLLOWING SCHEDULE.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Category</th>
<th>Strength</th>
<th>Service Charges without Sales Tax for 01 Security Guard (Rs.) (Per Month)</th>
<th>Sales Tax</th>
<th>Service Charges with Sales Tax for 01 Security Guard (Rs.) (Per Month)</th>
<th>Total Amount for 01 Security Guard with Sales tax. (Rs.) (Per Month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Security Guards (Armed) (12 Hours, Each)</td>
<td>01 NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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