TENDER DOCUMENTS

For Security Services

Estimate cost per month / 03 Security Guard: Rs. 63,000/-

Estimate cost 12 month / 03 Security Guard: Rs. 7,56,000/-

Price Rs. 500/-
TERMS & CONDITIONS

1. **General:**
   1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
   - received without earnest money
   - it is received after the time and date fixed for its receipt
   - not signed by authorized person on each page of tender document
   - the offer is ambiguous
   - the offer is received by fax or e-mail
   - the offer is from a black listed firm
   - offer received with shorter validity than required
   - the offer is not conforming to requirements indicated in the tender documents
   - rate quoted found other than the tender documents
   - Any conditional offer

1.2 Offer will remain valid for a period of 90 days. The contract will be enforced for a Period of 12 months. No escalation in rate will be given during contract period.

1.3 The cover envelop should indicate particulars of tender, and date of opening. The envelope must be properly sealed.

1.4 The earnest money / bank guarantee shall be forfeited if:
   a. The acceptance of tender is not received within ten days of issuance of order.
   b. The offer is withdrawn, amended or revised.
   c. The Security Agency fails to execute the contract strictly in accordance with terms and conditions.

1.5 The bidder should indicate their National Income Tax No. / Circle of Income Tax Department.

1.6 Whole or part of tender can be cancelled by the Competent Authority (PDBOM) VTI Sheikhupura with or without assigning any reason.

2. **Cancellation / Penalty:**

2.1 If the acceptance of the tender issued during the validity period of the tender is not acceptable by the bidder, the earnest money shall be forfeited.

2.2 In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money shall be forfeited.

2.3 In case, the bidder fails to execute the contract in accordance with the terms & conditions laid down in the contract, performance bond / bank guarantee will be forfeited and security services can be hired from another company at risk and cost of the bidder.

Signature & Stamp of bidder
2.4 In case of poor performance, Competent Authority (PDBOM) VTI Sheikhupura may cancel the contract or impose appropriate penalty. The penalty may be up to double the approved rate of per month of total service charges.

3. **Payment to the Security Agency:**
   3.1 Payment will be made through crossed cheque to the Security Agency against invoice after satisfactory performance against the services within 30 days.
   3.2 Payment against partial arrangements of Security Guards will not be made.

4. **Earnest Money:**
   4.1 Earnest money @ 2% of total tender amount Rs. 15,120/- will have to be deposited along with tender. It should be in the form of Pay Order / Bank Draft / Call Deposit in favor of VTI Sheikhupura. Earnest money of unsuccessful bidders shall be refunded on the finalization of the contract / tender whereas the earnest money of successful bidder shall be refunded on the submission of 06 months performance bond in the shape of CDR/DD.

5. **Inspection of Security Services**
The security services will be inspected by VTI Sheikhupura through authorized personnel who will coordinate with the security agency in lieu of performance of security guards as per tender requirements / terms & conditions of contract.

6. **Deduction of Taxes:**
   Any taxes (if applicable) will be deducted while making payment as per Government instructions / notifications.

7. **Payment of income tax & other taxes:**
   Contract will be executed with the firms registered with income tax. Income tax and all other such taxes will be liability of the Security Agency.

8. **Termination of Contract:**
   Competent Authority (PDBOM) VTI Sheikhupura may terminate contract with or without assigning any reason and will inform to the Security Agency about his decision in writing.

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

10. **Information about firm:**
    The Security Agency will provide information along with tender about the following:
    a. Company profile and professional experience
    b. Copies of tax registration certificate
    c. Authorization from Home Department

11. **Performance Guarantee**
    Successful bidder will submit 5% performance guarantee (refundable till completion of contract) favoring Principal Vocational Training Institute Sheikhupura.
11. **Security services’ terms & conditions:**

   a. The Security Agency will provide 03 Security Guards to VTI Sheikhupura/Mehmonwali, 02 for day & night and 01 for night duty (24 hours security) and they will perform the duties, tasks and works pertaining to the establishment and maintenance of an effective and reliable security services at the premises of VTI Sheikhupura situated at Opposite Govt Boys High School Jinnah Park Sheikhupura and SVTI Mehmonwali.

   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 & duly verified by special branch (verification duty will be of the security agency) Security Guards to VTI Sheikhupura and SVTI Mehmonwali.

   d. Fixation of timings / place of duty / working hours for duty of Security Guards provided by the Security Agency shall be made by VTI Sheikhupura/SVTI Mehmonwali.

   e. The contract will be enforced for a period of 12 months.

   f. The Security Agency will provide one weapon to each Security Guard along with appropriate ammunition without any extra charges. Ammunition used by the Security Guards while performing duties will not be charged from VTI Sheikhupura/SVTI Mehmonwali.

   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 03 hours.

   h. 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 VTI and security agency. Inquiry report / facts / findings will be submitted to the Competent Authority (PDBOM) VTI Sheikhupura for his final decision.

   i. The security guard of the security agency will be responsible to mark entries in INCOMING & OUTGOING Registers of the Visitors, moreover entry of incoming item/good and outgoing items/good will also be entered in the registers, security agency will inform in written about changing the security guard /replacing one security guard with second, to VTI Sheikhupura and SVTI Mehmonwali.
<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Category</th>
<th>Strength</th>
<th>Service Charges for 01 Security Guard Rs. (Per month)</th>
<th>Total Amount for 03 Security Guards Rs. (per month)</th>
<th>Total Amount for 03 Security Guards Rs. (12 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Security Guards (Armed)</td>
<td>03</td>
<td>21,000</td>
<td>63,000</td>
<td>756,000</td>
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</tbody>
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12. **Date of Submission / opening:**
Receipt of tenders : September 30th, 2020 till 10:00 AM
Opening of tenders : September 30th, 2020 at 10:30 AM at VTI Sheikhupura, Opposite Govt Boys High School Jinnah Park Sheikhupura

Signature & Stamp of bidder

Name of Firm: ________________________________
Address: _____________________________________
Phone: _______________________________________
Contact Person/Designation _____________________
Cell: _________________________________________
E-mail: ______________________________________
Fax: _________________________________________
NTN: _________________________________________
GST No. ______________________________________

Signature & Stamp of bidder