



# VOCATIONAL TRAINING INSTITUTE, GOJRA

Govt. of the Punjab

Tender No. VTI/Gjr/Tender/2020-21/

Dated:

## TENDER DOCUMENTS

### For Security Services

### Technical Bid

Price Rs. 200

## 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

Tender received through Fax or Email

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

**Tender will be reject if quoted price is less than government minimum wage rate after deduction of all taxes.**

- 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. Contract is extendable for the period of 03 years. Maximum 5% increase per year after approval of competent authority (if approved by District Board of Management Toba Tek Singh).
- 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:
- The acceptance of tender is not received within ten days of issuance of order.
  - The offer is withdrawn, amended or revised.
  - 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.

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1.6 Whole or part of tender can be cancelled by the President DBOM VTI Gojra 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2.2 In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money shall be forfeited.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.

2.4 In case of poor performance, President DBOM VTI Gojra 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:**

Earnest money @ 2% of total tender amount which is Rs. 15,840/- 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 Gojra. 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 5 % performance bond.

### 5. **Inspection of Security Services**

The security services will be inspected by VTI Gojra 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 (prevailing rates).

### 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.



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### 8. Termination of Contract:

President DBOM VTI Gojra 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' Clause 67 & 68 and President DBOM will be the final authority.

### 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.
- d. Affidavit for Non-blacklisting or not any other violation of law

### 11. Performance Guarantee

Successful bidder will **submit 5% performance guarantee** (refundable after completion of successful contract) favoring Vocational Training Institute Gojra.

### 12. Technical Evaluation criteria

- i. Valid Income Tax registration
- ii. Complete filled and signed documents as per demand in tender
- iii. Registration with home department
- iv. Bid Security
- v. Acceptance of all terms & Conditions of tender
- vi. Not black listed from any Govt. department

### Security services' terms & conditions:

The Security Agency will provide 03 Security Guards 1 for Main Campus (12 Hours Security) and 2 for sub campus Mongi Bangla of VTI Gojra, for day and 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 Gojra.

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.

The Security Agency will provide medically fit (Medical certificate from registered medical practitioner) & duly verified Security Guards to VTI Gojra.



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Number of Security Guards can be increased / decreased by VTI Gojra for which written request will be made to the Security Agency by VTI Gojra.

Fixation of timings / place of duty / working hours for duty of Security Guards Provided by the Security Agency shall be made by VTI Gojra.  
The contract will be enforced for a period of 01 Year, which may be extended on yearly Basis by VTI Gojra on satisfactory performance of security agency.

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 Gojra.

- h. Security Guards must be in proper uniform, in case of not proper uniform, deduction for that day will be made from the monthly bill.**
- i. Security Guard must have minimum 15 numbers of rounds of ammunition every time during duty.
- j. Security Guards must be capable of doing entries in OUT and IN registers at the Gate.**
- k. Security Agency must ensure the payment of salaries to security guards till maximum 10th of each month.
- l. 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.
- m. 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 President DBOM VTI Gojra for his final decision.
- n. Security agency will prior intimate to VTI Gojra about any replacement of security guard through letter along with CNIC of new security guard.**
- o. Provided Security guards must be cleared by the special branch/home department.**
- p. Security company will provide uniform and weapon to security guards



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## q. Acceptance of Terms & Conditions

Sr. #	Category	Strength	Acceptance of terms & Conditions by Bidder
01	Security Guards (Armed)	03	

## 13. Date of Submission / opening:

Tenders will be receive & open in the presence of authorized persons (if present at the time of tender opening) by the company at Vocational Training Institute Gojra with detail as under

Receipt of tenders : May 10, 2021 till 11:00 AM  
Opening of tenders : May 10, 2021 at 11:30 AM at VTI Gojra,

\_\_\_\_\_  
Signature & Stamp of bidder

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person/Designation \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

NTN: \_\_\_\_\_

GST No. \_\_\_\_\_

\_\_\_\_\_  
Signature & Stamp of bidder



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### For Security Services

### Financial Bid

Sr.	Category	Strength	Service Charges for 01 Security Guard Rs. (Per month) including all Taxes	Total Amount for 03 Security Guards Rs. (Per month) including all Taxes
01	Security Guards (Armed)	03		

**Date of Submission / opening:**

Receipt of Tenders : May 10, 2021 till 11:00 AM at VTI Gojra

Opening of tenders : May 10, 2021 at 11:30 AM at VTI Gojra,

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person/Designation \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

NTN: \_\_\_\_\_

GST No. \_\_\_\_\_

\_\_\_\_\_  
Signature & Stamp of bidder