



# VOCATIONAL TRAINING INSTITUTE TOBA TEK SINGH

Government of the Punjab

Ref No: VTI/ADM/2021-

Dated: \_\_\_\_\_

## TENDER DOCUMENTS

### TECHNICAL BID

### For Security Services

in

VOCATIONAL TRAINING INSTITUTE (VTI) TOBA TEK SINGH &  
Satellite VTI Chak 388 JB Jhang Road Toba Tek Singh

Tender Submission: September 16, 2021 at 10:30 am

Tender Opening: September 16, 2021 at 11:00 am

Price Rs. 500/-

Signature & Stamp of Principal

Signature & stamp of bidder

.....  
Near DHQ Hospital, Rajana road, Toba Tek Singh, Phone # 046-9201135

Web: [www.pvtc.gop.pk](http://www.pvtc.gop.pk); E-Mail: [vtittsingh@pvtc.gop.pk](mailto:vtittsingh@pvtc.gop.pk)



# VOCATIONAL TRAINING INSTITUTE TOBA TEK SINGH

Government of the Punjab

Ref No: VTI/ADM/2021-

Dated: \_\_\_\_\_

## **Tender and Contract for Hiring Security Services.**

**Name of Works:** Hiring Security Services for VTI Toba Tek Singh & Satellite VTI Chak 388 JB Jhang road, Toba Tek Singh. (Day & Night Duty)

Estimated cost of contract with Taxes **Rs. 865,296/-** (Keeping in view minimum wages of Govt. of Punjab i.e. 20,000 without Tax)

**Note: Tender will be rejected if quoted price is less than minimum wages rate as per rules of Govt. of Punjab after deduction of all taxes.**

**Amount of Bid Security is Rs. 17,306/-** (2% of the estimated cost Rs. 865,296/-)

Call deposit receipt (CDR) in the favour of "Principal Vocational Training Institute Toba Tek Singh" (Refundable).

The procuring agency will reject the tender which does not bear the stamp and signature of the issuing official and which is not submitted by the same contractor to whom the tender form was issued.

### GENERAL ABSTRACT OF COST

Sr. No	Particulars	No. Of Security Guards To be Required	Day/Night Duty	Remarks
1	Armed & Uniformed Security Guard in VTI Toba Tek Singh	2	Day & Night	(24 hours) Security
2	Armed & Uniformed Security Guard in Satellite campus Chak 388 JB Jhang road, Toba Tek Singh	1	Night	(12 hours) Security

**Date of Submission and Opening at Principal office VTI Toba Tek Singh**

**Receipt of Tender: September 16, 2021 till 10:30 AM.**

**Opening of tender: September 16, 2021 at 11:00 AM**

**Signature & Stamp of Principal**

**Signature & stamp of bidder**

.....  
Near DHQ Hospital, Rajana road, Toba Tek Singh, Phone # 046-9201135

Web: [www.pvtc.gop.pk](http://www.pvtc.gop.pk); E-Mail: [vtitsingh@pvtc.gop.pk](mailto:vtitsingh@pvtc.gop.pk)



# VOCATIONAL TRAINING INSTITUTE TOBA TEK SINGH

Government of the Punjab

Ref No: VTI/ADM/2021-

Dated: \_\_\_\_\_

## **TERMS & CONDITIONS OF TENDER**

### **1. General:**

- i. Any offer which is not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
  - a. Received without bid security or less amount from mentioned amount.
  - b. It is received after the time and date fixed for its receipt.
  - c. The tender is unsigned.
  - d. The offer is ambiguous.
  - e. The offer is conditional.
  - f. The offer is from a black listed firm.
  - g. The offer is received by fax or e-mail.
  - h. Offer received with shorter validity than required.
  - i. The offer is not conforming to specifications indicated in the tender enquiry if any.
  - j. The tender documents are not signed by the Contractor or his authorized person(s).
- ii. Offer will remain valid for at least 90 days from the date of opening the tender.
- iii. The contract will be enforced for a period of financial year. No escalation in rate will be given during contract period, if Govt. of Punjab may increase/decrease wages rate then made effect on rate the same. Contract is extendable for every financial year.
- iv. The covering letter should indicate particulars of tender and date of opening. The envelope must be properly sealed.
- v. The contractor will be responsible for the free replacement of guard(s) if the same is found to be unsatisfactory by the procuring agency.
- vi. The bidder should indicate their National Income Tax No. and Sales Tax No.
- vii. The quoted price should be inclusive all taxes.
- viii. The Principal VTI is entitled to deduct all prevailing taxes.

### **2. Bid / Tender Opening Procedure:**

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal
- ii. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters.
- iii. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.

**Signature & Stamp of Principal**

**Signature & stamp of bidder**

.....  
Near DHQ Hospital, Rajana road, Toba Tek Singh, Phone # 046-9201135

Web: [www.pvtc.gop.pk](http://www.pvtc.gop.pk); E-Mail: [vtittsingh@pvtc.gop.pk](mailto:vtittsingh@pvtc.gop.pk)





# VOCATIONAL TRAINING INSTITUTE TOBA TEK SINGH

Government of the Punjab

Ref No: VTI/ADM/2021-

Dated: \_\_\_\_\_

- iv. The envelope marked as “FINANCIAL PROPOSAL” shall be opened, if the technical proposal meets all the terms & conditions of tender requirement at that time.
- v. **Keeping in view minimum wages rate as per Govt. of the Punjab, If the quoted financial bid found same of two or more bidders then bids evaluation will be on below mentioned facts:**

- a. *Preference will be given to more experienced firm which have valid license of Home Department Govt. of Punjab. So submit first register documents.*
- b. *Preference will be given to the security company who has got more numbers of Security Guards, locals of Toba Tek Singh, So security companies will submit the list of security guards locals of Toba Tek Singh.*

**Note: Technical Evaluation Criteria:**

- a. Valid Income Tax registration.  
b. Complete filled and signed documents as per demand in tender.  
c. Registration with home department.  
d. Bid Security.  
e. Acceptance of all terms & Conditions of tender.  
f. Not black listed from any Govt. department.

### 3. Technical Advice:

The President DBOM may seek technical advice for vetting tender offers from any person/persons having appropriate knowledge / experience in the relevant field.

### 4. Cancellation / Penalty:

- i. The acceptance of the tender not signed during the validity period by the successful bidder, the earnest money shall be forfeited.
- ii. In case, the offer is withdrawn, amended or revised during the validity period of the tender, earnest money shall be forfeited.
- iii. In case, the contractor fails to execute the contract in accordance with 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.
- iv. In case of poor performance, President DBOM 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.

Signature & Stamp of Principal

Signature & stamp of bidder

.....  
Near DHQ Hospital, Rajana road, Toba Tek Singh, Phone # 046-9201135

Web: [www.pvtc.gop.pk](http://www.pvtc.gop.pk); E-Mail: [vtitsingh@pvtc.gop.pk](mailto:vtitsingh@pvtc.gop.pk)



# VOCATIONAL TRAINING INSTITUTE TOBA TEK SINGH

Government of the Punjab

Ref No: VTI/ADM/2021-

Dated: \_\_\_\_\_

## 5. Inspection:

Before finalization, the security services will be inspected by the VTI Toba Tek Singh 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. Payment to the Supplier:

- i. Payment of the amount will be made through crossed cheque to the supplier against invoice submitted to the Principal VTI after satisfactory performance against the services within 10 days of next month. President DBOM and Principal VTI will determine the status of the completion of services and issue instruction for the release of payment.
- ii. Payment made partial arrangements to security guards will not be made.

## 7. Refund of Security Deposit:

Security deposit shall be refunded to unsuccessful bidders within 15 days after award of contract to successful bidder.

## 8. Deduction of Taxes:

Income and other taxes will be deducted while making payment as per Government instructions / notifications.

## 9. Performance Bond:

Performance bond/bank security equivalent to 5% of total contract price will have to be furnished before 1<sup>st</sup> payment/salary against services of security guards which will be refunded after completion of contract.

## 10. Termination of Contract:

The Procuring agency/President DBOM reserves the right to terminate contract full or part of tender on recommendation procuring committee with/without assigning any reason(s).

## 11. Information about firm:

The Security Agency will provide following information along with technical bid.

- i. Company profile and professional experience with proof.
- ii. Copies of tax registration certificates (active).
- iii. Approved licence/authorized from Home Department of Pakistan.
- iv. Affidavit for Non-blacklisting or not any other violation of law.

Signature & Stamp of Principal

Signature & stamp of bidder

.....  
Near DHQ Hospital, Rajana road, Toba Tek Singh, Phone # 046-9201135

Web: [www.pvtc.gop.pk](http://www.pvtc.gop.pk); E-Mail: [vtitsingh@pvtc.gop.pk](mailto:vtitsingh@pvtc.gop.pk)





# VOCATIONAL TRAINING INSTITUTE TOBA TEK SINGH

Government of the Punjab

Ref No: VTI/ADM/2021-

Dated: \_\_\_\_\_

## 12. Security services' terms & conditions:

- a- The Security Agency will provide 03 Armed Security Guards for VTI Toba Tek Singh (Day & Night Service 24 Hours) and Satellite VTI Chak 388 JB (Night Service 12 Hours).
- b- 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 Vocational Training Institute(s).
- c- 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.
- d- The persons employed by the Security Agency shall be treated as the Security Agency's employees.
- e- The Security Agency will provide medically fit & duly verified Security Guards to the VTI.
- f- Number of Security Guards can be increased / decreased by the VTI Toba Tek Singh which written request will be made to the Security Agency by the VTI.
- g- Fixation of timings / place of duty / working hours for duty of Security Guards shall be made by the VTI.
- h- The agreement will be extendable for every financial year. Every year performance of the firm will be reviewed by the management of VTI Toba Tek Singh. If performance of firm is not satisfactory, then agreement may be terminated by VTI with assigning the reason(s).
- i- The Security Agency will provide one weapon and uniform to each Security Guard along with appropriate ammunition without any extra charges.
- j- Ammunition used by the Security Guards while performing duties will not be charged from the VTI.
- k- In case, any 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.
- l- The Security Agency will be responsible for any loss due to negligence of Security Guard(s) provided to us for security related matters. The value of

**Signature & Stamp of Principal**

**Signature & stamp of bidder**

.....  
Near DHQ Hospital, Rajana road, Toba Tek Singh, Phone # 046-9201135

Web: [www.pvtc.gop.pk](http://www.pvtc.gop.pk); E-Mail: [vtitsingh@pvtc.gop.pk](mailto:vtitsingh@pvtc.gop.pk)



# VOCATIONAL TRAINING INSTITUTE TOBA TEK SINGH

Government of the Punjab

Ref No: VTI/ADM/2021-

Dated: \_\_\_\_\_

damaged / stolen items will be determined by joint inquiries 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 Executive Member TMC Toba Tek Singh for decision. This decision can be re-appealed to President DBOM Toba Tek Singh. The decision of President DBOM will be final and will not challengeable in any forum.

**Note:**

- Punjab Procurement Regulatory Authority (PPRA) Rules Applicable.
- No rebate on tendered rates will be acceptable.
- Contractor will examine the site for minor detail on his own expenses if any.
- Contract must have to be accomplished as per attached detail unless variation allowed by procuring agency.
- In case of any conflict/dispute before or after agreement will be resolved as per PPRA rules and president DBOM will be final authority and unchallengeable in any court of law.

**All terms & conditions accepted.**

Name of firm: M/S \_\_\_\_\_

Name of Representative with Designation: \_\_\_\_\_

NTN #: \_\_\_\_\_ GST #: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell No: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature & Stamp of Principal

Signature & stamp of bidder

.....  
Near DHQ Hospital, Rajana road, Toba Tek Singh, Phone # 046-9201135

Web: [www.pvtc.gop.pk](http://www.pvtc.gop.pk); E-Mail: [vtittsingh@pvtc.gop.pk](mailto:vtittsingh@pvtc.gop.pk)



# VOCATIONAL TRAINING INSTITUTE TOBA TEK SINGH

Government of the Punjab

Ref No: VTI/ADM/2021-

Dated: \_\_\_\_\_

## TENDER DOCUMENTS

### FINANCIAL BID

For Security Services  
in

VOCATIONAL TRAINING INSTITUTE (VTI) TOBA TEK SINGH &  
Satellite VTI Chak 388 JB, Jhang Road Toba Tek Singh

Sr.#	VTI With Address	Category	Strength	Service Charges without sales/service Tax for 01 Security Guard (Per month)	Sales/Service Tax for 01 security Guard (Per month)	Service charges with sales/service Tax for 01 Security Guard (Per month)
1	Vocational Training Institute Toba Tek Singh, Rajana road near DHQ Hospital, Toba Tek Singh	Armed & Uniformed Security Guard	2			
2	Satellite campus Chak 388 JB, Jhang road Toba Tek Singh.	Armed & Uniformed Security Guard	1			

Name of firm: M/S \_\_\_\_\_

Name of Representative with Designation: \_\_\_\_\_

NTN #: \_\_\_\_\_ GST #: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell No: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature & Stamp of Principal

Signature & stamp of bidder

.....  
Near DHQ Hospital, Rajana road, Toba Tek Singh, Phone # 046-9201135

Web: [www.pvtc.gop.pk](http://www.pvtc.gop.pk); E-Mail: [vtitsingh@pvtc.gop.pk](mailto:vtitsingh@pvtc.gop.pk)