

# **Tender Document**

## **SECURITY SERVICES**



Provision of 24/7 Security Services  
for Transport House, 11-A Egerton Road,  
Lahore

**TRANSPORT DEPARTMENT,  
GOVERNMENT OF PUNJAB**

**Important Note**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or attested certificates (if applicable) are liable to be rejected at the initial stage itself.

**Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

## **1. Invitation to Bid**

Transport Department, Government of Punjab, Lahore intends to hire 24/7 Security Services for Transport House, 11-A Egerton Road, Lahore.

### **1.1 PPRA Rules to be followed**

Punjab Procurement Rules, 2014 will be followed. These may be obtained from PPRA's website. <http://ppra.punjab.gov.pk>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

The Contract duration is for the period of one (1) year start from the date of issuance of Acceptance Letter/Purchase Order.

### **1.2 Mode of Advertisement(s)**

The bidding document carrying all details can also be downloaded from PPRA's website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) or Transport Department website <https://transport.punjab.gov.pk/>

The Services provided under this Contract shall conform to the specifications mentioned in the tender documents.

### **1.3 Type of Open Competitive Bidding**

As per Rule 38-2 (a) of PPRA Rules, 2014, **Single Stage – Two Envelope** shall be followed. This is as follows:

- i. The bid shall comprise of 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 to avoid confusion;
- iii. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- iv. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- v. The Procuring Agency shall evaluate the technical proposal in a manner prescribed in Section 4, 6, and Annexure-A of this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections.
- vi. The financial proposals of technically qualified bidders shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- vii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

## **2. Bidding Details (Instructions to Bidders)**

All bids must be accompanied by Bid Security (Earnest Money), as per provisions of this tender document clause "Bid Security" in favor of "**Section Officer (General)**". The complete bids as per requirements under this tender document must be delivered into the Office of Section Officer (General), Transport Department not later than **27.12.2019 before on 11:00 PM**, late bids shall not be considered. Bids shall be publicly opened in the committee room of Transport Department on **27.12.2019 at 11:30 AM**. The Bidder should be fully and completely responsible to provide services to the Procuring Agency.

The Primary Contact for all correspondence in relation to this bid is as follows:

**Section Officer (General)**  
**Transport Department, Government of Punjab**  
**Transport House, 11-A Egerton Road, Lahore, Pakistan.**  
**Tel: +92-42-99201147**

### 3. **Tender Scope**

3.1 Transport Department, Government of Punjab (hereinafter referred to as “the Procuring Agency”) Invites / requests Proposals (hereinafter referred to as “the Tenders”) for Provision of security services in **Transport House, 11- A Egerton Road, Lahore.**

3.2 Successful company will provide 24/7 hours uninterrupted security guard services with 12 hours shift to the Locations mentioned in the tender documents.

3.2 Detail requirements of the services required are as under:-  
and Section 4 to 6 of this document.

<b>Sr.No.</b>	<b>Description</b>	<b>No. Required</b>
1	Security Guard	09
2	Security Supervisor	01

### 4. **Tender Eligibility/Qualification Criteria**

4.1 Eligible Bidder/Bidder is a Bidder/Bidder who:

- 4.1.1 Has a registered/incorporated company/firm in Pakistan and registered with the Securities and Exchange Commission of Pakistan;
- 4.1.2 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those firms / companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate);
- 4.1.3 Has a valid Registration of General Sales Tax (GST) & National Tax Number (NTN) and must be included in Active Tax Payers List;
- 4.1.4 Has Certificate of registration from Home Department Government of Punjab;
- 4.1.5 Must have past 5 years' experience of providing security services to major companies/ public sector organizations in Pakistan.
- 4.1.6 Provide an affidavit of amount Rs.200/- that currently, the company has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization, autonomous body or Private Sector Organization anywhere in Pakistan.
- 4.1.7 Has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
- 4.1.8 Has equipped its security guards with the proper training essential for performing the guarding services.
- 4.1.9 Has licensed weapons and ammunitions (No charges will be paid).
- 4.1.10 Has appropriate communication facilities i.e. mobile sets, walkie-talkies, wireless set etc.
- 4.1.11 Has appropriate technical equipment i.e. metal detectors, vehicle mirrors, explosive detectors, etc.
- 4.1.12 Has background checks/verifications of the deployed employees by prescribed Government agency.
- 4.1.13 Has adequate resources to provide back up at any time in case of any emergency.

### 5. **Assignment/Subcontract**

The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part.

## 6. **Submission of Tender**

- 6.1 The Bidder will submit their respective bid in a manner explained in this tender document regarding submission of tender.
- 6.2 The Tender shall be in two parts i.e. the technical proposal and the financial proposal. Each proposal shall be in two sets i.e. the original and the copy. In the event of any discrepancy between the original and the duplicate, the original shall govern.
- 6.3 The Tender and all documents relating to the Tender, exchanged between the Bidder and the Procuring Agency, shall be in English.
- 6.4 The Bidder will submit Valid Registration Certificate for Income Tax & General Sales Tax and status of the Firm / Company on Active Tax Payer List
- 6.5 Bid Security (**Earnest Money**), as per provisions of the clause Bid Security of this document which is 60,288/-Rupees in PKR.
- 6.6 The Technical Proposal shall comprise the following, **without quoting the price**:
- 6.6.1 Technical Proposal Form (Annexure-B).
- 6.6.2 Covering letter duly signed and stamped by authorized representative. (Annexure-C).
- 6.6.3 Affidavit and Undertaking (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted and agreed) (Annexure-E & Annexure-F).
- 6.6.4 Detail of services provided to companies in the last 5 years. (Documentary proof i.e. copies of contract or work order or contact details of clients should be furnished)
- 6.6.5 Strength of male guards (Provide details of Ex-Servicemen from Public/Army and Civil Guards separately)
- 6.6.6 Details of licensed weapons/ammunition, communication facilities (mobile sets, walkie-talkies, wireless sets etc.), and technical equipment (Metal detectors, vehicle mirrors, explosive detectors, etc.)
- 6.6.7 In the Proposal, the Bidder is required to provide information of its financial status. This requirement can be met by submission of one of the following:
- 6.6.7.1 Audited financial statements for the last Three (03) years, supported by audit letters.
- 6.6.7.2 Certified financial statements for the last Three (03) years.
- 6.6.7.3 Tax returns duly signed and stamped by authorized representative.
- 6.6.8 The statement must be signed by the authorized representative of the Bidder.
- 6.6.9 Valid Registration Certificate for Income Tax & Sales Tax (copy required)
- 6.6.10 Copy of Valid Registration of General Sales Tax (GST) & National Tax Number (NTN) and must be included in Active Tax Payer List
- 6.6.11 Undertaking on Stamp paper that company has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- 6.6.12 Technical Proposals will be evaluated as per the technical evaluation Performa (**Annexure-A**).
- 6.6.13 Latest Certificate from Securities and Exchange Commission of Pakistan (Copy of registration certificate required)
- 6.7 The Financial Proposal shall comprise the following:
- 6.7.1 Financial Proposal Form (**Annexure-D**)
- 6.7.2 Bid Security (As per provisions of the clause 8 of the "Bid Security")
- 6.8 The bidder shall seal the Original Technical Proposal in an envelope duly marked as under:
- Original Technical Tender for [Tender Name]

[Name of the Procuring Agency]  
[Address of the Procuring Agency]

[Name of the Bidder]  
[Address of the Bidder]

[Phone No. of the Bidder]

- 6.9 The bidder shall seal the Original Financial Proposal in an envelope duly marked as under:  
Original Financial proposal for [Tender Name]

[Name of the Procuring Agency]  
[Address of the Procuring Agency]

[Name of the Bidder]

[Address of the Bidder]  
[Phone No. of the Bidder]

- 6.10 The bidder shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Tender for Tender Name. [Name of Tender].

Strictly Confidential

Open on [Last Date of submission of the Tender]

[Name of the Procuring Agency]  
[Address of the Procuring Agency]

[Name of the Bidder]  
[Address of the Bidder]  
[Phone No. of the Bidder]

## 7. **Tender Price:**

- 7.1 The quoted price shall be:
- 7.1.1 Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
  - 7.1.2 In Pak Rupees;
  - 7.1.3 Inclusive of all taxes i.e. GST, PST, Income tax, duties, levies, etc.
  - 7.1.4 The bidder shall follow the minimum wages fixed by the GoPB.

## 8. **Bid Security (Earnest Money):**

- 8.1 The Bidder shall furnish the Bid Security (Earnest Money) as under:
- 8.1.1 A sum equivalent to 2% i.e. PKR 60,288/ of the Total Estimated price i.e. PKR 3,014,388/-
  - 8.1.2 Denominated in Pak Rupees;
  - 8.1.3 In the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name Section Officer (General), Transport Department.
  - 8.1.4 Has a minimum validity period of One Hundred and Eighty days (180) days from the last date for submission of the Tender.
- 8.2 The Bid Security shall be forfeited by the Procuring Agency, on the occurrence of any / all of the following condition or as per PPRA-2014.
- 8.2.1 If the Bidder withdraws after opening of Financial Bid during the period of the Tender validity specified by the Bidder on the Tender Form; or
  - 8.2.2 If the Bidder does not accept the corrections of his Total Tender Price; or
  - 8.2.3 If the Bidder, having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, fails or refuses to provide the services.
- 8.3 The unsuccessful bidder will be returned the Bid Security only, after completion of technical & financial evaluation process.

## **9. Bid Validity**

The Tender shall have a minimum validity period of One Hundred and eighty days (180) from the last date of submission of the Tender. The Procuring Agency as per PPRA Rule 28 may solicit the Bidder's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Tender, the validity period of the Bid Security shall not exceed 180 days.

## **10. Correction of errors / Amendment of Tender**

10.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

10.1.1 If there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

10.1.2 If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.

10.1.3 If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

10.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Bidder.

10.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

## **11. Rejection / Acceptance of the Bid**

11.1 The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rule 35.

11.2 The Tender shall be rejected if it is:

11.2.1 Substantially non-responsive in a manner prescribed in this tender document; or

11.2.2 Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or

11.2.3 Incomplete, partial, conditional, alternative, late; or

11.2.4 The Bidder has conflict of interest with the Procuring Agency; or

11.2.5 The Bidder tries to influence the tender evaluation / contract award; or

11.2.6 The Bidder engages in corrupt or fraudulent practices in competing for the contract award;

11.2.7 The Bidder fails to meet all the requirements of tender eligibility/ qualification criteria;

11.2.8 The Bidder fails to meet the evaluation criteria requirements.

11.2.9 The Bidder has been blacklisted by any public or private sector organization;

11.2.10 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.

11.2.11 The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

11.2.12 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

## **12. Guidelines**

12.1 Transport Department, Government of Punjab reserves the right to request submission of additional information from Bidder in order to clarify/further

understand aspects of technical proposal, if required.

12.2 Transport Department Government of Punjab reserves the right to verify any information provided by the bidders.

### **13. Special Conditions**

#### 13.1 Security Guards and Security Supervisors

13.1.1 The security companies shall have office in Lahore

13.1.2 Prices quoted shall remain valid for a period of 180 days from the closing date of proposal.

13.1.3 Rates quoted should be in PKR inclusive of all applicable taxes.

13.1.4 Service provider will be bound to provide the security service within 10 days after issuance of work order/ Letter of Award.

13.1.5 Security services are based on 7 working days a week and 24 hours a day, and in case of absence or leave of any guard, the company would be bound to provide immediate replacement.

13.1.6 The Security guard and security supervisor who will be deployed, should have;

- a. Height not less than 5 feet.
- b. Age of the security guards shall be between 25 to 55 years and age for the supervisors should be between 30 years to 55 years
- c. No mental or physical disability.
- d. Background checks/verifications by prescribed Government agency.
- e. Identification cards preferably computerized, with security features containing the name of the Company, license number allotted to the Company by the Licensing Authority, name, National Identity Card number and Photograph of the cardholder, issued by the Company.
- f. Weapons with Valid Licenses and licenses must be renewed upon expiry

13.1.7 Service provider needs to have adequate resources to provide back up at any time in case of any emergency. The details of backup may also be provided.

13.1.8 The supervisors/guards should be in proper uniform having the company monogram. Supply of uniforms is purely the responsibility of the company, and the company must immediately provide new uniform items if they are worn out or faded.

13.1.9 Service provider will be fully responsible in case of misconduct caused by the security personnel.

13.1.10 The deployment of security guards and staff recruited by the security company shall be subject to the relevant provisions of the Punjab Private Security Companies Rules 2003 and clearance from concerned Special Branch of Police or any other agency through Secretary to the Government of Punjab, Home Department Lahore.

13.1.11 The Service Provider shall abide by all the rules and regulations laid down by the Transport Department and PPRA. The Service Provider shall perform but not limited to the following duties:

- a. Control unauthorized access to the given locations.
- b. Check entry and exit of the personnel, if required screen / inspect visitors and their baggage.
- c. Perform suppression and removal of invaders, demonstrators and unauthorized entrants.
- d. Safeguard the property against theft, damage and misuse. Damage shall include setting up of banners, posters, advertisements, graffiti etc. without Transport Department's permission in Transport House.

- e. In case of any theft/ trespassing/Unauthorized access or any other act that is under non-compliance of Transport Department's rules and regulations, the Service Provider may be delegated power to retain and handover or hold the offender as per Transport Department's Rules and Regulations to police as per case demand. The Service Provider shall lodge FIR if required.
- f. Recognize and respond to security threats or breaches.
- g. Recognize and respond to emergency situations and safety hazards such as fire, power outages, medical emergencies, accidents, short circuits.
- h. Maintain log of all security violations and report occurrences to the Transport Department as quickly as possible considering the nature of the violation.
- i. The Service Provider shall patrol the premises from outside as required by this contract or as directed by the Transport Department to prevent trespassing, vandalism, sabotage, catch a vehicle, etc.
- j. Perform monitoring and reporting of breach/breakage in fencing.
- k. Provide evidence of Security Staff attendance at each designated point on daily basis and whenever demanded.
- l. The Service Provider shall provide, render and ensure Security Services as assigned by the Transport Department on round- the-clock basis, 24 hours per day in two shifts of 12 hours each including Sundays and holidays. The Service Provider shall be required to perform all necessary security services and duties as assigned by the Transport Department from time to time. Unless directed by Transport Department the requirements of this Scope of Work shall continue uninterrupted despite strikes, threats of strikes or walkouts, terrorist activities, emergencies, and adverse weather conditions or disasters (natural, deliberate, or accidental).

13.2 The Service Provider shall be responsible for furnishing all Guards' uniforms, flashlights, batteries, cellular phones / communication devices, chargers, and other related equipment

13.2.1 The Service Provider will be responsible for seeing that regular supervision is maintained over all working personnel by taking action on and responding to performance concerns.

13.2.2 The Service Provider shall be responsible for all acts done by the personnel engaged by it. The Service Provider shall at all-time use all reasonable efforts to maintain discipline and good order amongst its personnel and ensure that all its personnel are aware of the code of conduct governing the services including the Security Services.

13.2.3 The Service Provider or its personnel shall not at any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the employees/ visitors. The Service Provider shall provide appropriate and necessary management and supervision for all of its employees and shall be solely responsible for instituting and invoking disciplinary action against employees not in compliance with Transport Department's rules and regulations, and instructions.

13.2.4 The Transport Department shall not accept any responsibility of the designated security personnel in the event of natural or accidental death, injury, disablement or illness or in the event of any terrorism, natural calamity, disaster that may take place while performing/executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Service Provider. The Service provider shall

keep the Procuring Agency indemnified against all penalties and liability of any kind for breach of any of the same.

- 13.2.5 The Service Provider shall be liable to the penalty for any theft, decoity loss incurred or suffered / any damage caused to movable or immovable property of the Transport Department, on account of delayed, deficient or inadequate Security Services on demand without any conditions.
- 13.2.6 The Service Provider will be bound regarding Guards' rotations at the office location.
- 13.2.7 The Service Provider shall ensure that none of its personnel reports in drunken state or consumes drugs, prohibited substances, etc., while on duty.
- 13.2.8 No security personnel shall leave premises assigned, unless properly relieved by the next security personnel. The security posts/places shall not be left unmanned at any time during the period of the contract.
- 13.2.9 The contract shall be governed by and interpreted in accordance with the laws of Pakistan. The Service Provider shall, in all matters arising in the performance of the contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Procuring Agency indemnified against all penalties and liabilities of any kind for breach of any of the same. The courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.
- 13.2.10 The Contractor shall adhere to local laws, Regulations as laid down by the authorities and shall indemnify the client against breach of Acts, Rules, Laws and Regulations and/or non-compliance thereto by its employees.
- 13.2.11 Personnel engaged by the Contractor shall strictly confine to the indicated places of work and should not be permitted to visit any restricted area premises. Decisions of the Client regarding the place of work and the restricted areas will be final and binding on the Service Provider.
- 13.2.12 If Transport Department decides to terminate the current contract during the current period, department can do so either by the one month's prior notice or payment of one month's Security Charges.
- 13.2.13 Upon the request of Transport Department, numbers of Security Guards may be increased / decreased.

### **13.3 Weapons**

13.3.1 Every weapon should be licensed in the name of the security company and no guard should be allowed to carry the weapon licensed in his name while on duty.

13.3.2 An attested copy of the license of the arms and the authority letter to possess the arms by a particular employee of the company shall accompany the arms and a copy may also be provided to Section Officer (General), Transport Department.

### **General Conditions:**

### **14. Performance Security**

The successful bidder shall furnish a Performance Security in the shape of a Bank Guarantee from a scheduled / recognized bank operating in Pakistan of the amount equivalent to 5% (Five percent) of the total contract amount, with annual validity before the signing of the contract. The performance guarantee shall be returned to the successful bidder upon completion of the contract tenure.

**15. Payment:**

Payment will be made on monthly basis and the Contractor shall provide all necessary supporting documents along with invoice. The invoices will be verified by the concerned person of Transport Department before payment. All payments shall be subject to all taxes, fees, duties and levies applicable under the laws of Government of Punjab, Pakistan and clearance of all losses, damages and claims.

**16. Contract Amendment**

No amendment or other variation of the contract shall be valid unless it is in writing, is dated, expressly refers to the contract, and is signed by a duly authorised representative of each party thereto.

**17. Blacklisting**

For blacklisting Rule 20 and 21 of the Punjab Procurement Rules (PPR), 2014 shall be followed.

**18. Termination for Default**

If the Contractor fails / delays in performance of any of the obligations, under the Contract /violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Procuring Agency may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

If the Procuring Agency terminates the Contract for default, in whole or in part, the Procuring Agency may procure, upon such terms and conditions and in such manner as it deems appropriate, Services, similar to those undelivered, and the Contractor shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Contractor shall continue performance of the Contract to the extent not terminated.

**19. Dispute Resolution**

The provisions of this contract and the right and obligations shall be governed by and construed in accordance with the laws of the Islamic Republic of Pakistan. If at any time, any differences or dispute arise between the Parties, which can't be resolved by informal negotiation in a reasonable short period of time then either party may give the other party notice in writing of the existence of such difference or dispute specifying the nature and extent of the disputed points and the parties shall then proceed expeditiously and in good faith to resolve such matters by formal consultation and negotiation. If the parties are unable to resolve the issue with 15 days immediately commencing from the date of original notice of dispute/disputes, then they shall finally be settled through arbitration by a sole arbitrator appointed by Transport Department who shall not be less than a Additional Secretary who shall act under the provision of the Arbitration Act 1940. The place of arbitration shall be Lahore, Pakistan and the language of the proceeding shall be English.

**20. Force Majeure**

- a. The Procuring Agency shall not forfeit security services provider's Performance Security or charge liquidated damages as assessed, or terminate the services provider's contract for default, if such delay in performance or failure to perform security services provider's obligations under this Contract is the result of an event of "Force Majeure".
- b. If a Force Majeure situation arises, security services provider (the effected

party), shall promptly notify to the (Procuring Agency or other party) by reason in writing of such a party is wholly or partially unable to carry out its obligations under this contract, conditions and the cause thereof. Unless otherwise directed by Procuring Agency in writing, security services provider's shall continue to perform its obligations under the contract as far as it is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## Annexure-A

### TECHNICAL EVALUATION PERFORMA FOR PRIVATE SECURITY COMPANIES

**Minimum Qualifying Marks: 65**

Category	Evaluation Criteria	Marks	Maximum Marks	Documents required
Years of Establishment of Company	05 Years of establishment	5	15	Copy of certificate of incorporation from SECP or Registration from Registrar of Firms.
	6-10 Years of establishment	10		
	11 or More Years of establishment	15		
Strength of Guards (Male) Ex-Servicemen from Army only	5 Guards	3	10	List of guards with their Appointment Letters and documentary proof that guards are Ex-service man from Army
	6-10 Guards	6		
	11-20 Guards	9		
	21 or Guards	10		
Strength of Guards (Male) Civil Guards	15 Guards	3	10	List of guards with their Appointment letters
	16-25 Guards	6		
	26-35 Guards	9		
	35 and Above	10		
Technical Equipment Held	Metal Detectors 20 or more	04	10	Provide Documentary evidence of purchase invoice etc. of these items
	Vehicle Mirror 20 or more	02		
	Explosive Detectors 2 or more	04		
No. of Clients Served.	Less than 10	5	20	Different companies/ firms experience certificates/ work order/ competition certificates/ contract letter
	11-20	10		
	21-30	15		
	31 or more	20		
Years Since Registered with APSAA. (Updated certificate is compulsory.)	Less than 5 year	05	10	Copy of valid certificate
	6 or more years	10		
Weapons	No. of Weapons (pistol, guns etc.) less than 30	10	25	Provide copy of valid licenses of weapons
	No. of Weapons (pistols, guns etc.) 30-60	15		
	No. of Weapons (pistols, guns etc.) more than 60	25		
<b>Total</b>			<b>100</b>	

**Note:** No marks will be awarded if no documentary evidence is provided.

**Annexure-B**  
**Technical Proposal Submission Form**

[Date]

To,  
(Insert Name and address of Client / Procuring  
Agency)

Dear Sir,

We, the undersigned, offer to provide the Security Services in Transport House, 11-A Egerton Road, Lahore in accordance with your Tender Document dated (insert date). We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We undertake, if our Proposal is accepted, to provide the services. We also confirm that the Government of Pakistan / Punjab has not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

(Signature)

(Insert Name and Designation of Signatory)

(Insert Name of Firm)

(Insert Address)

## **Annexure-C**

### **Format for Covering Letter**

To

(Name and address of Procuring Agency)

Sub: \_\_\_\_\_ . Dear Sir,

Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said services on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.

We undertake, if our proposal is accepted, to provide the services comprise in the contract within time frame specified.

We agree to execute a contract in the form to be communicated by the \_(insert name of the Procuring Agency)\_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.

We understand that you are not bound to accept the lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

\_\_\_\_\_  
Authorized Signatures with Official Seal

## Annexure-D

### Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Date]

To,  
(Name and address of Client / Procuring Agency)

Dear Sir,

We, the undersigned, offer to provide the Security Services in Transport House, 11-A Egerton Road, Lahore in accordance with your Tender Document dated (insert date) and our Technical Proposal. Our Financial Proposal of security services is as per terms and conditions laid down in the tender documents, according to prevailing and approved minimum rates of wages as notified by the Government of Punjab the sum of \_(insert amount in words and figures)\_. This amount is inclusive of all taxes. Details are as under:-

#### Amount in PKR

Sr.No.	Description	Qty	Rate per Guard Per Month Inclusive of all Taxes	Total Amount per Month Inclusive of all Taxes	Total Amount per year Inclusive of all Taxes
1	Security Guard	9			
2	Security Supervisor	01			
<b>Total</b>					

#### Breakup of Cost- per security guard

#### Amount in PKR

Sr. No.	Description	Total Amount per Month/ Security Guard
1	<b>Salary of one security Guard</b> (as per minimum wages notified by GoPb)	
2	Service charges/ profit/ others.	
<b>Total Exclusive of Taxes</b>		
Provincial Sales Tax (Pst.)		
Withholding Tax		
<b>Total Amount inclusive of all taxes</b>		

### Breakup of Cost- per Supervisor

Amount in PKR

Sr. No.	Description	Total Amount per Month/ Supervisor
1	<b>Salary of one Security Supervisor</b> (as per minimum wages notified by GoPb)	
2	Service charges/ profit/ others.	
<b>Total Exclusive of Taxes</b>		
Provincial Sales Tax (Pst.)		
Withholding Tax		
<b>Total Amount inclusive of all taxes</b>		

**Note:**

- i. Minimum wages as per the notification of Government of Punjab should be considered for the purpose of bid.
- ii. Any amendment/ revision in applicable government taxes shall be imposed upon Security services.
- iii. The bid must include all applicable taxes. If not specified in the financial bid, then it will be presumed that the prices include all the taxes.

We declare that the Government of Pakistan / Punjab has not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

Yours sincerely, (Signature)

(Insert Name and Designation of Signatory)

(Insert Name of Firm)

(Insert Address)

Stamp paper of relevant value

**Annexure-E**

**UNDERTAKING**

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature

(Company Seal)

\_\_\_\_\_  
In the capacity of

Duly authorized to sign bids for and on behalf of:

---

(To be submitted on legal stamp paper)

**AFFIDAVIT**

**(Integrity Pact)**

We (Name of the bidder / supplier) being the first duly sworn on oath submit, that Mr. / Ms. \_\_\_\_\_ (if participating through agent / representative) is the agent / representative duly authorized by (Name of the bidder company) hereinafter called the Contractor to submit the attached bid to the (Name of the Procuring Agency). Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the (Name of the Procuring Agency) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Procuring Agency and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Procuring Agency under any law, contract or other instrument, be voidable at the option of the Procuring Agency.

Notwithstanding any rights and remedies exercised by the Procuring Agency in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the Procuring Agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Procuring Agency in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from the Procuring Agency.

\_\_\_\_\_  
Signature & Stamp

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_20\_\_\_\_

\_\_\_\_\_Notary Public.

## CONTRACT AGREEMENT FORM

THIS AGREEMENT is made on (\_Date\_) between (security company name), incorporated and existing under the laws of Pakistan and holding its head office at ( \_ ), (hereinafter called “[Contractor / Security Service Provider]” of the first part.

AND

[Full name & address of the Procuring Agency] (hereinafter referred to as the “Procuring Agency”) of the other part.

WHEREAS the (“Procuring Agency”) is desirous of security Services Company having fully trained security guards for the security of its owned / rented premises, and has agreed with the security services company to maintain a security for the above premises.

WHEREAS the security services company has assured that he is capable to provide the services of desired security guards effectively to the entire satisfaction of [“Procuring Agency”].

WHEREAS the security services company is prepared to perform and undertake the services and agree to deploy its security staff as per requirement of (“Procuring Agency”) on designated places / positions as per TORs hereof on the terms and conditions specified herein below.

The following documents shall be deemed to form and be construed as part of this contract, each of there separately and together being an integral part hereto and are listed below in order of priority, provided that of the purposes of interpretation, the provisions / contents of all there documents shall be taken in to consideration.

1. This contract
2. The tender
3. General conditions of the contract of the bidding documents
4. Special conditions of the contracts provided in bidding documents
5. Bidding documents signed, stamped submitted by the bidder and Procuring Agency
6. All bids (Technical & Financial) including Annexes
7. Minutes of pre-bid meeting (if any)
  - a. This agreement with the company shall be governed, interpreted and construed in accordance with the law of Islamic Republic of Pakistan.
  - b. **Dispute Resolution:** In the event of dispute arising from the interpretation of this agreement, The Secretary, Transport department Will be the final Authority.

NOW IT IS HEREBY AGREED AS FOLLOWS

The security company shall operate and maintain a security services in respect of (“Address of Procuring Agency Premises”), premises (hereinafter called “The Premises”).

No alteration in this agreement shall be effective until a change order in writing issued by [Name of Procuring Agency] or the security services company setting for this effect of the said alteration has been signed by a duly authorised representative of each party.

IN WITNESS where of the parties to this agreement have set their respective hands and officials' seals below.

For and behalf of [Name of Procuring Agency]

for and behalf of [contractor / security services company]

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

in (block Letters):

in (block Letters):

Designation:

Designation:

WITNESS

1. Signature:

2. Signature:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

in (block Letters):

in (block Letters):

CNIC#

CNIC#

Address:

Address: