

Punjab Tianjin University of Technology, Lahore



Bidding Documents for Hiring of Security Services

Bid Reference No:	PTUT/PC/08/2020-21
Package Name:	Hiring of Security Services
Procurement Procedure & Method:	Single Stage Two Envelope
Bid Opening Venue:	Conference Room PTUT

TENDER DOCUMENT

Tender Notice

HIRING OF SECURITY SERVICES FOR THE PUNJAB TIANJIN UNIVERSITY OF TECHNOLOGY, LAHORE.

The Punjab Tianjin University of Technology (PTUT), Lahore intends to hire services of a well reputed and well-equipped Security Company for provision of persons consisting of ex-armed personnel/ security guards for a period of one year (that can be extended up to two more years total three years) on yearly basis with mutually agreed increase up to a maximum of 10 percent)

Interested security firms may obtain The Bidding Documents from the office of Director Planning & Development, Punjab Tianjin University of Technology, Lahore before closing (Time & Date) from 09am to 04pm (Monday to Friday) after depositing the Tender Fee of Rs. 1000/- (non-refundable) at BOP, Township (College Road) Branch, Lahore A/c No. 6580064981000010. The Bidding Document will be available on websites www.ptut.edu.pk and www.ppra.punjab.gov.pk

The sealed bids complete in all respect as detailed in bidding documents must reach in the office of the Director Planning & Development on or before 23-06-2021 until 11:00 A.M. The proposal will be opened on the same day at 11:30 AM in the presence of the bidders or their representatives. Date of financial bid opening will be informed later after technical bid evaluation.

Registrar

Punjab Tianjin University of Technology, Lahore

Ph. 042-99332439

E-mail: PlanninganddevelopmentPTUT@gmail.com

AFFIDAVIT (Stamp paper of Rs: 100/-)

We do hereby confirm that we have carefully read the requirements and instructions of this bidding document and all the terms and conditions of security service and also do hereby confirm as follows:

1. That, M/s ____ shall abide by all the instructions/conditions of the bidding documents and in addition the other conditions and PTUT rules and regulations, all other special instructions given time to time and enforced PPRA Rules.
2. That, M/s ____ is not blacklisted by any Govt. Department/Authority in Pakistan.
3. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, PTUT reserve, the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: _____

Signature: _____

Designation: _____

Instructions for the Bidders / TOR's

1. The Punjab Tianjin University of Technology (PTUT), Lahore invites sealed bids from Company/ Organization registered with home Department/ Interior Division. Income Tax, NTN/Sales Tax/PSTN etc Registration Certificates must be provided and should have proven record of providing security services to large government / semi government and other organizations etc. (to be verified by the clients). Company/ Organization should attach valid copies of certificates issued by relevant departments. Bids must be submitted in a sealed envelope clearly marked "Tender for Hiring of Security Services for The Punjab Tianjin University of Technology" Lahore" latest by 23-06-2021 on or before 11:00 AM in the office of Director Planning & Development, Punjab Tianjin University of Technology, Lahore.
2. Bidding shall be conducted through Open Competitive Bidding **Single Stage Two Envelope** procedures specified in the Rule 38-2-a of PPRA rules 2014, and is open to all eligible bidders as defined in the bidding document.
3. The bidding procedure shall be Single Stage Two Envelopes as per Rule No. 38-2-A of PPRA Rules, 2014. The bidder shall seal the original Technical and Financial bid (separately sealed) into a single envelope. The Bidder shall seal the bid in envelopes, duly marking the envelopes as "Technical" & "Financial". And the single sealed envelope should be clearly marked "Tender for Hiring of Security Services for The Punjab Tianjin University of Technology" Lahore. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late". No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.
4. The bidders are requested to give their best and final prices as no negotiations are permissible as per PPRA Rules and regulations
5. Proposal submitted must contain company profile, detail of offices operating in Pakistan with addresses & telephone numbers, total no. of employees, number of years in the business, list of present /past clients, proof of company as legal entity. affidavit indicating that the company has never been blacklisted by any government/semi government or other organizations etc.
6. Price quoted shall remain valid for a period of 90 days from the closing date of bid submitted. However, bidders are encouraged to extend the validity of their bid. The rates quoted should be in Pak rupee (PKR) and inclusive of all applicable government taxes.
7. The Bid submitted must be accompanied by Bid Security 2% (Rs. 132,000/-) of the total estimated amount (Rs. 6,600,000/-) (Refundable) in shape of CDR/ Pay Order, Demand Draft from a Scheduled Bank in favor of Treasurer, Punjab Tianjin University of Technology, Lahore. Bids

submitted without CDR / Pay Order, Demand Draft will not be considered and rejected straight away.

8. Bid Security of unsuccessful bidders shall be refunded on the finalization of the contract / tender whereas the successful bidder shall submit performance guarantee @10 % of the contract value in the form of Call Deposit (CDR) in favor of Treasurer, Punjab Tianjin University of Technology, Lahore.
9. The extension in contract will be the sole discretion of university subject to the satisfactory performance of the service provider that can be up to two more years (total three years) on yearly basis with mutually agreed increase up to a maximum of 10 percent.
10. PTUT shall not pay any security deposit or advance payment against hiring the security services. Company will be bound to arrange the security guards within 10 days after issuance of work order or any extended period if allows by the university.
11. The Security Companies shall provide security cover on 12 hours shift basis on all weekdays. In case of guard's absence, the company would be bound to provide immediate replacement from reserved staff.
12. Provision of benefits such as group insurance, registration with EOBI and social security etc. would be the sole responsibility of Security Company.
13. In case of an emergency the security company must have adequate available resources and bound to provide back up on demand at desired location(s).
14. Background/ personal verifications of the security guards/supervisors etc. who are assigned to provide security services under the agreement to PTUT through relevant Security Agencies/ Departments are mandatory and is the sole responsibility of the security company.
15. The Security Company shall deploy only such ex-armed personnel's as guards (Age Limit 20-50 years) and security supervisors (less than 55 years) who are Physically & medically fit, have adequate training of guarding services and such trainings are refreshed at periodic intervals.
16. Details of weapons in use and their licenses are to be provided.
17. Any other scientific solution for enhancing security measures would be considered as an edge.
18. That University Security Officer/Assistant Security Officer/ Caretaker or any other authorized officer will make periodic checks of guards deployed at various locations to ensure quality service at all times and no objection. The guards shall work/ function under the directions/ instructions of PTUT Security Officer/Assistant Security Officer/ Caretaker/ Authorized Officer.
19. Company will be fully responsible in case of misconduct caused by the security personnel.

20. If two or more bidders quoted equal rate in bid, then the contract will be awarded to one gained higher experience in providing security services to government, semi government and other departments.
21. The Security Company will be responsible to get each guard medically examined by a registered medical practitioner. The company shall also ensure that character certificates of each guard have been verified.
22. During the contract, the security company will provide Security Services as per terms and conditions of the tender document/ agreement.
23. An agreement will be made between PTUT Lahore and service provider on judicial paper of 0.25% of Contract value that will be provided by the successful bidder.
24. The bid of all bidders will be opened publicly at a time, date and venue specified in tender/advertisement) observing SOPs of COVID 19.
25. The lowest responsive/evaluated bid shall be accepted.
26. The employees of Security Company shall on no account indulge in UNIONISM.
27. When circumstances warrant, PTUT may refuse to accept services from any employees of Company whose work has been found unsatisfactory or not in accordance with the requirements of this agreement. In addition, penalties / actions would be initiated in case of unsatisfactory performances.
28. Violations like offensive behavior that involves scuffling etc. will lead to a penalty of up to 5% of the monthly bill. All fines and penalties will be deducted by PTUT from the monthly payments of the Company.
29. Company shall be responsible for all the taxes required to be paid under relevant law.
30. University reserves the right to terminate the contract on one-month advance notice.
31. The Security Agency will be fully responsible to provide satisfactory services at PTUT.
32. The security guard/ supervisor must be energetic, smart, literate and healthy/ex-serviceman with complete uniform, fully conversant with the security performance and should be deployed at PTUT. Bulky, overweight guards will not be accepted.
33. The Security Supervisor shall be a retired person of the army (at least equivalent to the rank of Subedar and having an age less than 55 years) and for Security Guards (20-50 years)
34. The Security Guards holding Rifle 222 Caliber (Foreign made) or POF with 6-8 Magazine 60-80 Extra Rounds on top of the roof and the guards deputed on Camp Area/ Entry Gate holding 12 bore Pump Action (with minimum 18 inch barrel with minimum five shot capacity) of foreign made only

and the security guard deputed on OP posts holding 308 semi-automatic made by POF (any foreign made bolt or semi- automatic rifles with telescope 1.5-9 x magnification) as per details given below: -

Campus/ Location	Particulars	Number
PTUT Near Green Town Police Station, Lahore	Security Supervisor	01
	Security Guards with Weapons (Day & Night Shift)	22
	Ladies Security Guards	01
Total		24

Note: Besides above-mentioned numbers, security supervisor/ security guards may be increased or decreased in numbers as per requirement. The Security Companies shall provide security cover on 12 hours shift basis on all weekdays.

35. Daily attendance will be marked in the register at the point as well as daily at daily register. Daily attendance sheet shall be verified by Supervisor and PTUT Security In charge.
36. The deployed security guards shall possess the following;
 - a. CNIC
 - b. Company ID Card
 - c. Authority Letter for Carrying weapon
 - d. Weapon license (if required)
 - e. Weapon/ hand held detector
 - f. Whistle & Torch
37. The security company will ensure that each guard on duty has received and understood written instruction for basic duties and is fully equipped to discharge his duties.
38. The Armed Guards will be called "Standing Security Guards" and will remain alert, patrolling and vigilant throughout their duty hours, and any mishap will be the responsibility of the Security Agency under all circumstances subject to the completion of all legal proceedings as required by law.
39. Similarly, the company shall provide character certificates of each guard with verified antecedents.
40. The total contract period is for one year extendable up to two (02) more years on yearly basis (total of 03) years on satisfactory performance, with mutually agreed increase up to a maximum of 10 percent.
41. The company will be responsible to introduce a guard to the in-charge PTUT security office Lahore before deployment as a substitute.

42. The contractor shall provide 02 passport size photographs and copy of CNIC, duly attested by the in-charge of the concerned security firm, of all deputed security guards for Client record
43. The service Provider shall provide the list of reserve staff out of which replacement of removed/ absence/ left guards would be made done.
44. The last date for obtaining bidding document is 23rd June 2021 till 10:00 a.m. The last date for the receipt of tenders is 23rd June 2021 till 11:00 a.m. and will be opened on same day at 11:30 a.m. in the Conference hall of the PTUT in the presence of bidders or their authorized representatives who may wish to be present.
45. Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - i. Received without earnest money
 - ii. Received after the time and date fixed for its receipt
 - iii. Not signed by authorized person on each page of tender document
 - iv. The offer is ambiguous
 - v. The offer is received by fax or e-mail
 - vi. The offer is from a black listed firm
 - vii. Offer received with shorter validity than required
 - viii. The offer is not conforming to requirements indicated in the tender documents
 - ix. Any conditional offer

Mandatory Requirements

Bidder must furnish following information:

1. Valid license to operate in the Province of Punjab. NOC issued by the Govt. of Punjab. Home Department should be attached.
2. NTN, PST (Provincial Sales Tax), Active Taxpayer (ATL) Certificates and Annual Audit Report / Financial Report must be attached.
3. Affidavit that the firm has not been blacklisted by any Government /Semi Government or other Organizations.
4. Proof of financial soundness from a scheduled bank accompanied with bank statement for the last two year.
5. Performance certificates by the major clients where the security company has been providing security services in last two years.
6. Security & Exchange Commission of Pakistan (SECP), Registration Certificate.
7. Undertaking on company letterhead that if any information / document found false / forged, shall be disqualified straightway at any stage by the Procuring Agency.
8. List of Arms / Weapons/ Security Equipment with their Licenses indicating bore in tabulated form.

Technical Evaluation Criteria

TECHNICAL EVALUATION CRITERIA FOR HIRING SECURITY SERVICES

Sr #	Technical Criteria	Maximum Marks
1.	No. of clients (1 Mark per client)	20
2.	Number of Ex-army /police personals Employees on Company Payroll, Attach List No. of employees greater than 100 = 20 marks 51 to 99 = 15 marks Less than 50 =10 marks	20
3.	Work Order of similar or higher value and performance certificate (5 marks for each work order)	20
4.	Age of Company (2 Marks per year)	10
5.	Income Tax return for last 2 years (5 marks each years)	10
6.	Offices held in Pakistan in various cities, Attach List (2 Marks per office across Pakistan)	10
7.	Bank Financial statement and bank financial soundness letter (5 marks each years)	10
	Total Marks	100

60 Marks are compulsory to be technically qualified. All bids will be evaluated on basis of above given evaluation criteria and the bidders who do not obtain 60 marks as per above mentioned evaluation criteria will be considered as technically non- responsive bidders and will not be taken into consideration for Financial Evaluation. However technically qualified bidders (Responsive to Evaluation Criteria) will be considered as responsive bidder, and among technically responsive and qualified bidders, the bidder with lowest rates will be awarded the contract (subject to fulfillment of all required conditions of bidding document & PPRA Rules, 2014).

BIDDING FORMS

BID SUBMISSION FORM

Date: _____
No: _____

To [Client Address]

Having examined the bidding documents including, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for, hiring of security guard services in conformity with the said bidding documents.

We undertake, if our Bid is accepted, to deliver the services in accordance with the deliver schedule specified.

If our Bid is accepted, we will obtain the guarantee of a Bank/CDR or any other form acceptable to the client in a sum equivalent to 10% of the Contract Price for the due performance of the Contract, in the form prescribed by the Client.

We agree to abide by this Bid for a period up to 90 days fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of

Price Schedule / Financial Bid Form for Security Services

Sr No.	Staff Description	Quantity	Unit Rate / day Excluding taxes	Total Amount Excluding Taxes (One year)	Total Amount (Inclusive of all types of applicable Taxes)
1.	Security Supervisor	01			
2.	Security Guards with Weapons (Day & Night Shift)	22			
3.	Ladies Security Guard	01			
<u>Grand Total in figures (Inclusive of all types of applicable Taxes)</u>					
<u>Grand Total in Words (Inclusive of all types of applicable Taxes) :</u>					

NOTE: Please read carefully before filling of above-mentioned columns.

- Minimum rates of wages notification copy must be attached herewith for proving their rates.
- Any fresh tax / charges imposed or exempted (both conditions) by any federal / provincial governments, will be adjusted / accepted by both the parties as per rules / laws.
- Missing or Incomplete filling of all the subject columns of this Financial Proposal will not be considered and should result in disqualification.
- The number of guards can be increased / decreased and the cost of increase / decrease will be adjusted accordingly.
- Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation

(Seal & Signature of Security
Company)

GENERAL PARTICULARS OF APPLYING FIRM

Firms' Information	
Name of Firm/Company	
License Number	
Complete Postal Address	
Phone	
Contact Person/ Designation	
Mobile Number	
E-Mail	
Fax Number	
Type of Organization	
Place of Incorporation/ Registration	
Year of Incorporation /Registration	
Validity	
National Tax Number	