

Punjab Tianjin University of Technology, Lahore



Bidding Documents for Hiring of Security Services

Bid Reference No:	PTUT/PC/12/2020-21
Package Name:	Hiring of Security Services
Procurement Procedure & Method:	Single Stage Two Envelope
Bid Opening Venue:	Conference Room PTUT
Last date and time for obtaining of bid documents	15 Nov 2021, 10:00 am
Last date and time for submission of bid documents	15 Nov 2021, 11:00 am
Opening of Bid Documents	15 Nov 2021, 11:30 am

TENDER DOCUMENT

Procurement 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 (Extendable up to 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 Project Director (B&W), Punjab Tianjin University of Technology, Lahore before closing (Time & Date) from 09 am to 04 pm (Monday to Friday) after depositing the Tender Fee of Rs. 1,000/- (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 Project Director (B&W) on or before 15-11-2021 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.

Project Director
Punjab Tianjin University of Technology, Lahore
Ph. 042-99332570

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 15-11-2021 on or before 11:00 AM in the office of Project Director (B&W), 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 (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. 254,000/-) of the total estimated amount (Rs. 12,700,000/-) (Refundable) in shape of CDR/ Pay Order, Demand Draft from a Scheduled Bank in favor of Project Director (B&W), 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 Receipt (CDR) in favor of Project Director (B&W), 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 allowed by the competent Authority.
11. The Security Company shall provide security cover on shift basis on all weekdays round the clock. 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 as guards (Age Limit 25-50 years) and security supervisors (retired from at least equivalent to the rank of Subedar less than 55 years age) 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 marks in technical bid evaluation.

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. The participating and qualifying firms are bound to follow all state and provincial Laws applicable to them.
31. University reserves the right to terminate the contract on one-month advance notice.
32. The Security Agency will be fully responsible to provide satisfactory services at PTUT.
33. 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.
34. Joint venture / consortium is not eligible for this tender
35. 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	03
	Security Guards with Weapons	28
	Ladies Security Guards	01
Total		32

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 shift basis on all weekdays round the clock.

36. 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.
37. Shifts can be managed as per directions from PTUT.
38. 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
39. 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.
40. 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.
41. Similarly, the company shall provide character certificates of each guard with verified antecedents.
42. 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.
43. The company will be responsible to introduce a guard to the in-charge PTUT security office Lahore before deployment as a substitute.
44. The Security guards can also be deployed at Raiwind and Sundar campus of PTUT.
45. 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.

46. The service Provider shall provide the list of reserve staff out of which replacement of removed/ absence/ left guards would be made done.
47. Procuring agency can verify any or all documents/ information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered for evaluation and the bid will be rejected.
48. Grievance (if any) against the tendering process shall be entertained up to 10 days after announcement of lowest bidder over PPRA. Any grievance received after this duration shall not stand valid/entertained.
49. The bid will be evaluated in correspondence to PPRA Circular vide letter No. L&M (PPRA)10-1/2011 dated 03 December 2018 “advising procuring agencies that they must evaluate the bids considering the fact that the rates quoted by the bidders include the baseline of minimum wages along with other applicable taxes”.
50. Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored.

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.

It is mandatory to fulfill above stated requirements for all bidders. Any bidder not fulfilling above criteria will be considered as non- responsive bidder and will not be taken into consideration for Technical and Financial Evaluation. However, the technically qualified bidder with lowest rates will be awarded the contract (subject to fulfillment of all required conditions of bidding document & PPRA Rules, 2014).

Rejection / Acceptance of the Tender

The Client shall have the right, at its exclusive discretion to reject any or all tender(s), cancel the Tendering process at any time prior to award of formal Contract, without assigning any reason or any obligation to inform the Bidder of the grounds for the Client's action, and without thereby incurring any liability to the Bidder and the decision of the Client shall be final.

The Tender shall be rejected if any of the following occurs:

- i. It is substantially non-responsive
- ii. Received without original bid security attached with technical bid
- iii. Received after the time and date fixed for its receipt
- iv. Not signed by authorized person on each page of tender document
- v. The offer is ambiguous
- vi. The offer is received by fax or e-mail
- vii. The offer is from a black listed firm
- viii. Offer received with shorter validity than required
- ix. The offer is not conforming to requirements indicated in the tender documents
- x. Any conditional offer
- xi. It is submitted in other than prescribed forms, documents / by other than specified mode; or it is incomplete, un-sealed, un-signed, partial, conditional, alternative, and late; or It is subjected to interlineations / cuttings / corrections / erasures / overwriting.
- xii. The Bidder submits more than one Tenders;
- xiii. The Bidder refuses to accept the corrected Total Tender Price; or The Bidder has a conflict of interest with the Client;
- xiv. The Bidder tries to influence the Tender evaluation / Contract award.
- xv. The bidder engages in corrupt or fraudulent practices in competing for the Contract Award
- xvi. There is any discrepancy found any time between issued bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or The Bidder submits any financial conditions as part of its bid which are not in conformity with the Tender Document.
- xvii. The Bidder fails to submit the required bid security
- xviii. The bidder intends to delay or mislead the tendering process by any means

- xix. Bid Received without Copy of Tender fee deposit slip.
- xx. The bid is from a bidder who is blacklisted, by any Government/ Semi-Government Department/ Autonomous Bodies in any part of Pakistan.
- xxi. Offering partial scope of work/ incomplete bids.
- xxii. The client has the right to forfeit the CDR in case the bidder is found guilty in above specified item.no x, xi, xii, xiii, and xvi.
- xxiii. The bid security will be forfeited, in case of withdrawal of bid after opening of bids
- xxiv. In case of non-acceptance/non-responsiveness of bidder after issuance of work order, three letters with an interval of 7 days will be written to the bidder to become responsive and in case of failure the CDR of bidder will be forfeited and necessary action will be taken as per law, additionally second lowest bidder can be contacted if approved by the procurement committee to proceed in tendering process.
- xxv. In case of non-responsiveness of bidder after signing of agreement, three letters with an interval of 07 days will be written to the bidder to become responsive and in case of failure the contract will be terminated including forfeit of CDR.
- xxvi. The bidder shall clearly mention all information precisely regarding bid validity, delivery schedule and the schedule of technical data / literature. Any incomplete information as required shall render the offer for rejection.

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 _____ 2021.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of

Technical Proposal Submission Form on the letter head of the firm
(Part of Technical Bid Envelope)

[Location, Date]

To

Project Director B&W,
PTUT Lahore.

Dear Sir,

We, the undersigned, offer to provide the _____ in accordance with your Request for proposal / bidding document.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, 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.

Authorized Signature

Name and Designation of Signatory

Name of Firm and Address

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).

Financial Proposal Submission Form on the letter head of the firm
(Part of Financial Bid Envelope)

[Location, Date]

To

Project Director B&W,

PTUT Lahore.

Dear Sir,

We, the undersigned, offer to provide the _____ in accordance with your request for proposal / bidding documents and our attached Financial Proposal is for the sum of (insert amount in words and figures).

Our financial proposal shall be binding upon us up to expiration of the validity period of the Proposal.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, 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.

Authorized Signature

Name and Designation of Signatory

Name of Firm and Address

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	03			
2.	Security Guards with Weapons (Day & Night Shift)	28			
3.	Ladies Security Guard	01			
Sub Total					A
GST					B
GRAND TOTAL					X=A+B
<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/ notification of minimum daily wage 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 up to 25% 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
- Financial Proposal evaluation will be conducted under the Punjab Procurement Rules. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal
- Unit Price will govern for arithmetic check and corresponding Grand Total "X" after arithmetic check will determine lowest bidder.
- If there is discrepancy between words and figures the small amount will prevail
- Prices must be quoted for all items.
- All items must be quoted for successful quote. Partial quotes are not acceptable and will be rejected

(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	

General Terms and Conditions

1. Currency:

Firm and final rates should be in Pak Rupees.

2. Arbitration

In case arising of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through the representatives of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.

3. Blacklisting

The procuring agency may, for a specified period, debar or prohibit the contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any sort of corrupt practice.

Blacklisting mechanism will be followed as per Punjab Procurement Rules 2014.

4. Miscellaneous

Any point which is not mentioned in the term and conditions contained in the bidding documents shall be decided in the light of the provisions laid down in PPRA rule 2014

5. Termination for Default:

The Procurement Committee without prejudice to any other remedy for breach of Contract, by written notice of default sent to the bidder, may terminate this Contract in whole or in part if:

1. The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
2. The successful bidder fails to deliver stationary items as per specifications mentioned in the bid.
3. The successful bidder fails to perform any other obligation(s) under the Contract.
4. The bidder, in the judgment of the Procurement Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

6. Force Majeure:

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises,

the Supplier shall promptly notify the Procuring Agency in writing with enough and valid evidence of such condition and the cause thereof. The Grievances Committee shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

7. Termination for Insolvency:

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

8. Acceptance of tender

As per provisions of Rule (55) of Punjab Procurement Rules, the Purchaser shall issue the Acceptance Letter to the successful bidder, at least after 10 days of announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules) and prior to the expiry of the original validity period or extended validity period of the Tender. The successful Bidder must submit performance guarantee @ 10% of the final contract amount within 10 days after the issuance of LOA/LOI. After receipt of performance guarantee from the bidder, Procurement Order will be issued. Bid Security of successful bidder will be released on receipt of performance guarantee. The Performance guarantee will be released after completion of all supplies, installation, and commission, training, and performance period as per contract agreement.

Draft Agreement/Contract for Security Services Staff

This agreement is made in the presence of the witnesses named below on this _____ day and _____ month of 2021 at _____ between Punjab Tianjin University of Technology, Lahore (hereinafter called “the Purchaser”) and M/s. _____. (here in after called “the Supplier”). Whereas the Purchaser invited bids for supply of _____ and has accepted a bid by the Supplier for the supply of _____ in the sum of Rs: (Rupees _____ only) [contract price in words and figures] (hereinafter called “the Contract Price”).

Now this agreement witnesses as follow:

In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to

Punjab Tianjin University of Technology, Lahore (hereafter referred to as Party No. 2). The Party No.2 has approved the Party No.1's professional skills, and personnel and technical resources and agreed to take Security services at PTUT, Lahore. in view of lowest bid. The Party No.2, PTUT, Lahore hereby agreed to award of contract of Security services with Twenty-Four 24 No's security person (22 Security Guards, 01 supervisor and 01 female guard). Supervisor shall supervise/control the workers as per requirement for the university, to Party No.1 M/s _____ for a period of One year effective from ----- with Contract Annual Amount PKR= _____ inclusive taxes and monthly payment of max up to Rs. _____ against the said persons already described above as per requirement. This agreement is for a period of one year effective from the date of signing of agreement or from _____ whichever is earlier. This contract may be renewed for another period up to two years by mutual consent (extendable on yearly basis subject to progress/satisfactory performance and report signed and sent by the concerned person.

Whereas _____ company has agreed to provide security services as per terms & conditions as set out in this agreement:

Terms of Agreement

1. This agreement is for a period of one year effective from **date** _____. The extension in contract will be the sole discretion of university subject to 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.
2. Company will be bound to arrange the security guards within 10 days after issuance of work order.
3. That Party **No.1** will provide cover to Party No.2 on throughout the week, 365days of the year through engaging healthy ex-serviceman for Security supervisor and civilian security guards as per requirement, in case of guard's absence, the company would be bound to provide immediate replacement from reserved staff.
4. That Party No. 1 will provide ex-serviceman & trained civil security guards and supervisors as per tender document. The strength may however be increased or decreased by the Party No 2.
5. The party no. 2 has the right to terminate the contract on one-month advance notice.
6. The monthly payment/salary shall be made as per attendance of guards according to the list provided by the Party No.1 to the university. If at any subsequent stage, agreed strength of guards, did not meet or attendance of guards does not show full agreed strength on duty or not verified by the Security in charge notified by the university, proportional deduction of salary/payment shall be made out of the total monthly agreed amount.
7. The Party No.1 shall submit monthly bill in the prescribed form to the Office of the Project Director (Building and works) for payment. The bill shall be accompanied with attendance sheet of guards, performance report by Security in charge notified by PTUT Lahore.

8. Frequent change of supervisors and guards will not be accepted. However, any change shall be made with the consultation of the University and no guard shall be allowed to work in the campus without enlistment with security office of the University.
9. That the Party No.1 shall provide duly attested two passport size photographs and copy of CNIC of their guards.
10. The **Party No.1** Security Staff will remain "firm", "fair" and friendly" while performing their duties.
11. That **party No.1** security staff will be responsible to screen the Visitors, prevent unauthorized entry and exit, safeguard life, property of party no 2.
12. The **Party No.1** Security staff while performing duty shall remain within the orbit of country's law and any divergence on their part shall not render party no 2 liable to such an act.
13. The **Party No.1** staff would follow safety precautions (SPs) and standard operating procedure (SOP's) of the University.
14. The **Party No.1** staff will not participate in any union activities but will maintain peace and order at any duty premises. The **Party No.1** staff will follow the University principle i.e., "Deterrence is better than action"
15. That party no.2 shall pay amount on contingent bill submitted by party no.1. The delay in payment is whatsoever reason shall not be compensated.
16. The company through its guards will protect the Chinese/Foreigners & Local faculty, students and university property with utmost vigilance by all means but would not be the part of any mishap to person and property or any kind of protest etc.
17. Provision of minimum wage to staff as per directions/guidelines of PPRA / Labor & HR department of Government of Punjab, would be the sole responsibility of Security Company.
18. 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).
19. The Security in charge notified by the university shall make periodic checks of guards deployed at various location to ensure quality service at all times and no objection. The guards shall work/ function under the directions/ instructions of PTUT Security In-charge.
20. Company will be fully responsible in case of misconduct caused by its security personnel.
21. The Supervisor & ex-armed personnel as Security Guards will be called "Standing Security Guards and will remain alert patrolling and vigilant throughout their duty hours, and any mishap will be responsibility of the security agency under all circumstances subject to the completion of all legal proceeding as per law.
22. The ex-armed personnel as Security Guards (Age Limit 25-50 years) and security supervisor (40-55 years) who are Physically & medically fit (Sole responsibility of party No.1), have adequate training of guarding services and such trainings are refreshed at periodic intervals, shall deploy both inside out.
23. Company will be fully responsible for all Taxes required to be paid under relevant law.
24. Violation like offensive behavior, 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 payment of the company.
25. The University reserves the right to impose conditions deemed necessary at any time during the period of this agreement without assigning any reason.
26. Terms and conditions mentioned in the tender documents, if not specified in this agreement shall be binding & strictly adhered to and be considered as part of the agreement.
27. The agreement will come into force with effect from date. Both the parties will maintain cooperative and cordial relations during the period of contract.
28. Daily attendance will be marked in the register. Daily attendance sheet shall be verified by the Contractor Supervisor and PTUT Security In charge.
29. Upon the termination of this agreement the contractor shall be permitted to remove all its apparatus and equipment which may have been placed by it.
30. If any terms and condition not covered under this agreement will be derived from tender document.
31. Party 2 will pay the service amount after the deduction of all permissible taxes.
32. If any employee of Party 1 is found guilty of being involved in theft along with the evidence, Party 1 will be responsible for any loss or theft items and same will be recovered from its invoice.

33. Tax deduction certificate will be provided of party 2 as and when demanded.
34. No party shall indulge in any litigation against each other.
35. In case of any conflict between Party 1 and Party 2; the decision of the Vice Chancellor will be treated as final.
36. The Security Company will submit the performance Guarantee of 10% of the contract amount within 10 days after the issuance of work order.
37. All the terms and conditions mentioned in the tender documents and contract agreement are agreed mutually on all terms and signing the agreement hereafter.

Party No. 1

Party. No. 2

M/s _____

On behalf of Party 2. (PTUT Lahore)

Name:

Name:

Designation:

Designation:

Witness 1

Witness 1

Name:

Name:

Designation:

Designation:

Witness 2

Witness 2

Name:

Name:

Designation:

Designation: