

**MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY,  
SHAHEED ZULFIQAR ALI BHUTTO CAMPUS, KHAIRPUR MIR'S**

**TENDER DOCUMENT**

**FOR**

**OUTSOURCE SECURITY (SECURITY SERVICES) OF THE CAMPUS**

Tender No ..... issued to .....

Receipt No ..... Dated ..... Amount Rs.2000/-

Last date of submission of tender : 25-08-2015 at 12:00 noon.

Date of opening of tender : 25—8-2015 at 12.30 P.M.

**Note :**

1. Please attach second copy of cash receipt or demand draft of Rs. 2000/- with the quotation.
2. All pages of tender documents issued by the Campus should be attached with the quotation duly signed with seal of the firm as acceptance of terms and conditions of tender.

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**Instructions to Tenderers in addition to terms & conditions of contract**

1. Tenderers responding to tender notice shall be deemed to be agreeable to the terms contained and conditions herein
2. All the terms and conditions laid down in the tender shall be binding on the Tenderers.
3. Tender Form should be filled in neatly, legibly and carefully.
4. MUET SZAB Campus will process the tender as per its norms & procedures in the light of SPPRA Rules 2010.
5. Tenders must be enclosed in a properly sealed envelope addressed to the Deputy Director Finance, MUET SZAB Campus, Khairpur Mir's. The tenders must be super-scribed. "Tender for Outsource Security (Security Services) of the Campus".
6. **Eligible bidders should meet the following minimum qualification criteria:**
  - a. The bidder (i.e. Security Service Provider) must be registered with Home Department, Government of Sindh, Karachi.
  - b. The quantity can be increased or decreased as per requirement from time to time.
  - c. The bidder will provide arms/ ammunitions required by all its Security Officer/Supervisor/ Guards for effective duties. Licensed weapons like 12 Bore Shot Gun, 30Bore Pistols/ Revolvers will be used by the Agency.
  - d. The bidder will be responsible for replacement of guards in case of sickness, leave and any weapon found unserviceable.
  - e. The bidder shall be responsible for his employee's discipline, pay rolls, taxes, and all other payments required under Government laws in force.
  - f. The bidder shall keep all information which may come to knowledge in strict confidence.
  - g. The bidder will undertake to indemnify the MUET SZAB Campus for any loss or any damage caused to the MUET SZAB Campus on account of negligence of its guards.

- h. The bidder should submit evidence of at least 05 years successful experience of same services of any university or large reputed organization in this regard the bidder must submit evidence like (Name & nature of the work and their locations with contact numbers)
  - i. The bidders should submit affidavit to the effect that the firm / contractor have not been black listed previously by any executing Procuring agency.
  - j. The bidders should submit affidavit to the effect that all documents, particulars & information furnished are true & correct.
  - k. Bidder should be registered with taxation authorities and submit the registration certificate of FBR, SRB.
7. While submitting tender, bidders must submit sealed envelope.
8. The tenders shall be opened in the presence of the bidders or authorized representatives on the date and time mentioned in the tender notice/document. In case, the date of opening falls on a holiday declared by the Institute, tenders will be opened on the next working day, following the holiday, at the scheduled time.
9. Authorized signatory should sign in all the pages of the tender document. Bids without signatures authorized signatory will be rejected.
10. All the columns of the tender documents shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The word "No quotations" should be written across any or all of the items in the schedule for which a tenderer does not wish to tender.
11. No alteration should be made in any of the terms and conditions of the tender or overwriting in the rates.
12. The Competent Authority may reject any or all bids subject to relevant provisions of SPPRA Rules, 2010.
13. The terms and conditions of contract in schedule 'B' should be returned to this office duly signed along with bid and with details of items otherwise the tender will be ignored.
14. Tender failing to comply with all the terms & conditions mentioned in tender document would result in the tender being summarily rejected.
15. All disputes will be settled within the jurisdiction of the Campus.
16. The bidder must be registered with the taxation authorities and enclose all related documents with the tender document, failing which the tender shall be rejected.
17. The Call Deposits/ Security Deposits of Rs.150,000/= or 2% (of total yearly amount) whichever is higher must be attached with the tender document in favor of Deputy Director Finance, MUET SZAB

- \* Campus, Khairpur Mir's and will be refunded on completion of agreement / contract. Without Call Deposit / Security Deposit the tender shall be rejected.

The instructions to Tenderers shall also form part of the contract.

**Acceptance**

I/We hereby declare that all the terms and condition of the tender documents has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender and shall comply with them strictly.

Name of authorized signatory: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of tenderers : \_\_\_\_\_ Seal of firm: \_\_\_\_\_

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

Contact No. \_\_\_\_\_ E-mail id: \_\_\_\_\_

Date: \_\_\_\_\_

## **SCHEDULE – B**

### **(i) FOR CAMPUS**

<b>S.NO</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>RATE/MONTH</b>	<b>TOTAL AMOUNT</b>
1	Supervisor/shift In-charge (Ex-Army Service)	Nos	2		
2	Security Guard Ex-Army Service (Armed)	Nos	6		
3	Security Guard (Armed)	Nos	8		
4	Security Guard (Un- Armed)	Nos	8		
5	Walky Talky set	Nos	7		
6	Metal Detector	Nos	-		
7	Vehicle Mirror/Metal Detector	Nos	1		
8	Base Set	Nos	1		
<b>GRAND TOTAL in Rs.</b>					

**NOTE: (i) THE QUANTITY CAN BE INCREASED OR DECREASED AS PER REQUIREMENT FROM TIME TO TIME**

**(ii) PLEASE INCLUDE ALL RELEVANT TAXES WITH THE BID**

**CONTRACTOR**

## SCHEDULE – B

### (ii) NEW RESIDENTIAL LAND

S.NO	DESCRIPTION	UNIT	QUANTITY	RATE/MONTH	TOTAL AMOUNT
1	Supervisor/shift In-charge (Ex-Army Service)	Nos	4		
2	Security Guard Ex-Army Service (Armed)	Nos	6		
3	Security Guard (Armed)	Nos	6		
4	Security Guard (Un- Armed)	Nos	4		
5	Walky Talky set	Nos	7		
6	Metal Detector	Nos	2		
7	Vehicle Mirror/Metal Detector	Nos	2		
8	Base Set	Nos	-		
<b>GRAND TOTAL in Rs.</b>					

**NOTE: (i) DEPLOYMENT OF SECURITY ON NEW RESIDENTIAL LAND SHALL BE EFFECTIVE FROM 1<sup>ST</sup> JANUARY 2016.**

**(ii) PLEASE INCLUDE ALL RELEVANT TAXES WITH THE BID**

**(iii) THE QUANTITY CAN BE INCREASED OR DECREASED AS PER REQUIREMENT FROM TIME TO TIME**

**CONTRACTOR**