



GOVERNMENT OF SINDH



Sindh

Solid Waste Management
Board

BID DOCUMENT

(Reference No.SSWMB/NIT-27)

Single Stage – One Envelop Procedure As per SPP Rules 2010 (Amended – 2013)

**Services: Providing of Security Guards (Male) at office of the
Sindh Solid Waste Management Board Karachi**

Note:

- i. This document is also available on SPPRA website and can be downloaded and submitted on the day and time as mentioned in the NIT along with Tender Cost fee.*
- ii. All bidders are required to sign and stamp each and every page of the bidding document before submission, else their bids shall be considered non-responsive.*

Client:

Bungalow No. 13, Al-Hamra Society, Shaheed e Millat Road, Karachi
Tel No.021-99333700-06 Fax 021- 99333707
URL: www.sswmb.gos.pk Email: info@sswmb.gos.pk

Bidding Documents

(Reference No.SSWMB/NIT-27)

Services: Providing of Security Guards (Male) at office of the Sindh Solid Waste Management Board Karachi

SCHEDULE

Issuance	8th June to 22nd June, 2016
Bid Submission	23rd June, 2016 At 10:30 A.M.
Bid Opening	23rd June, 2016 By 11:30 A.M.
Date of issue:	
Name of Contractor:	
Contractor's Representative	
Name & Signature of Tender Issuing Officer:	

SEAL AND SIGNATURE OF THE CONTRACTOR

TABLE OF CONTENTS

<i>Sr. No.</i>	<i>Description</i>	<i>Page No.</i>
1.	Invitation For Bids	4
2.	Notice Inviting Tender (NIT)	5
3.	Instructions to Bidders	6
4.	Preparation of Bid	7-10
5.	Condition of Contract	11-17
6.	Article of Agreement	18-19
	ANNEXURES	
7.	Annexure "A" Form of Bid	20-21
8.	Annexure "B" Bid Particular	22
9.	Annexure "C" Eligibility & Minimum Qualification Criteria	23
10.	Annexure "D" Evaluation Criteria	24
11.	Annexure "E" Bill of Quantity (BoQ)	25-26
12.	Annexure "F" Schedule of Price	27-28

INVITATION FOR BIDS

NOTICE INVITING TENDER (SSWMB/NIT-27)
As per guidelines of SPP Rule 2010 (Amended-2013)

- Sindh Solid Waste Management Board (SSWMB) is established under Sindh Solid Waste Management Board Act, 2014 to execute integrated project for municipal, medical and industrial hazardous waste in Sindh Province.
- Sindh Solid Waste Management Board (SSWMB) invites sealed bids for **Providing of Security Guards (Male) at office of the Sindh Solid Waste Management Board in Karachi** from interested & registered firms mentioned below.

Sr. No.	Name of Services	Bidding System	SCHEDULE		
			Tender Document Issuance	Bid Submission Date	Bid Opening Date
1.	Providing of Security Guards (Male) at office of the Sindh Solid Waste Management Board in Karachi.	Single Stage- One Envelope Procedure As per SPPRA rule 46 (1), 2010 (Amended 2013)	8 th June 2016 To 22 th June 2016	23 th June 2016 at 10:30 AM	23 th June 2016 by 11:30 AM

1. The interested suppliers / contractors / firms may obtain RFP Document / Bid Document from the office of Assistant Director (Finance), SSWMB on payment of **Rs.1000/-** in shape of Pay Order/ Bank Draft in the name of Sindh Solid Waste Management Board as per the schedule given above. Alternatively these can be downloaded from the website of www.sppra.gov.pk and www.sswmb.gos.pk.
2. If the submission or opening date falls on a public holiday or on account of any emergency beyond human capacity the next working day with same timing will be considered as the deadline.
3. SSWMB reserves the right to accept or reject any or Bid Documents / RFPs prior to the award of contract as per SPPRA Rules-2010 (Amended 2013).
4. **All bidders are required to sign and stamp each and every page of the bidding document before submission.**
5. **No bid shall be accepted unless proof of payment of fee for bidding documents.**

Executive Director (Finance & Administration)
Sindh Solid Waste Management Board Karachi.

Bungalow No. 13, Al-Hamra Society, Shaheed e Millat Road, Karachi
 Tel No.021-99333700-06 Fax 021- 99333707
 URL: www.sswmb.gos.pk Email: info@sswmb.gos.pk

INSTRUCTIONS TO BIDDERS

The Sindh Solid Waste Management Board, Government of Sindh, Karachi intends to purchase following items on **"Single Stage – One Envelop Procedure"**. This Bid is issued for the Providing of Security Guards (Male) at office of the Sindh Solid Waste Management Board in Karachi as per Schedule of requirements given in this Bid Document.

In accordance with Sindh Public Procurement Rules, 2010 (amended 2013), the Executive Director (Finance & Administration), Sindh Solid Waste Management Board, Government of Sindh, Karachi invites sealed Bids for providing of the Security Guards (Male) experienced Companies / Firms duly registered with Sales Tax and Income Tax Department:

- Tender Fee (Non-refundable): **Rs. 1000/-**
- Purchase of Bid Documents: **From 8th June to 22nd June, 2016.**
- Tender Submission: **Upto 10:30 AM on 23rd June, 2016.**
- Tender Opening: **by 11:30 AM on 23rd June, 2016.**

PREPARATION OF BID

1. Language of Bid

The Bid along with any accompanying literature shall be prepared in English language only.

2. Submission of Bid

- a. The bid shall comprise a Single Stage - One Envelope Procedure.
- b. The bid found to be the lowest evaluated bid shall be accepted.
- c. The Form of Bid (Annexure "A"), Bid Particulars (Annexure "B"), Eligibility and Minimum Qualification Criteria (Annexure "C"), Evaluate Criteria (Annexure "D"), Bill of Quantities (Annexure "E") and Schedule of Price (Annexure "F"), enclosed herewith, shall be submitted in duplicate. The authorized person signing the Bid documents must state his full name and authorized position / designation underneath his signature.
- d. The erasing and / or alternations, if any, in the Bid shall be authenticated by the authorized person by his / her full signature and with stamp.
- e. The Bid shall be accompanied with the original quotations from the manufactures, in case the Bid is submitted through their authorized agents or distributors, and shall be supported by credentials establishing the experience and standing of the manufactures and / or their authorized agents or distributors.
- f. Ambiguous and incorrect answers and / incorrect filling of Bid Documents will render the Bid liable to rejection.
- g. Quotations through cable, telegraph, telex, fax, or e-mail shall not be considered.
- h. The Bids shall not rely on any interpretation or correction given by any person except the written addenda and / or corrigenda to documents issued by the competent authority.

3. Bid Security Form and Bid Performance Security Form

- a. The Bidder shall enclose BID SECURITY with his / her Bid a Pay Order or Demand Draft to this Bid Documents, issued by a scheduled / commercial bank doing business in Pakistan, for an amount **2%** of the total Bid of the Items as per the Bid submitted by him / her.

- b. The Bid Security shall be in favor of Sindh Solid Waste Management Board, Karachi. The security so furnished shall remain valid for a period of 28 days beyond the period of validity of the Bid or till it is revalidated / extended for a period mutually agreed upon by the Bidder and the Procurement Agency.
- c. If the Bid is rejected, the Bid Security will be returned as soon as possible after rejection.
- d. The Successful Bidder shall have to give a Contract Performance Security in the shape of Pay Order or Demand Draft or Bank Guarantee, to the extent of **10%** of the total value of the contract (inclusive of Bid Security).
- e. The Performance Security shall be retained by the Sindh Solid Waste Management Board, Karachi for at least 90 days beyond the date of completion of the contract.
- f. In case the Bidder after acceptance of Bid fails / refuses, the Earnest Money / Bid Security will be forfeited.

4. Literature

The Bidders must furnish with their Bids catalogues giving full technical details of the Store to enable the Procurement Committee to check their offers technically against the prescribed specifications failing which the offers will be liable to rejection.

5. Country of Origin

The Bidder must state in his Bid the country of origin of the Items offered.

6. Prices

The Price quoted must be total per personal / guard in Pakistani Rupees as shown in Annexure "E" & "F" and shall include.

7. Validity of Prices / Bid

- a. The prices quoted shall be valid for a period of at least 90 days from the date of opening of the Bid.
- b. Until the final Contract is executed, the successful Bidder shall be bound by the terms and conditions of this Bid document.

8. Acceptance of the Terms

The Submission of the Bid against this Bid inquiry by the Bidder means that the Bidder has read and accepted the terms and conditions relating to all Bids document and annexures, and that he / she has thoroughly examined the specifications and particulars in the Bid document. Further the Bidder shall be

deemed to be duly aware of the nature of the Items and the purpose for which they are required and shall be bound to accept the Contract if placed with him / her on the basis of the prices and of the delivery schedule as indicated in clause 12 hereof within the validity of his / her Bid.

9. Delivery Period

The guards must be provided to SSWMB, within 3 days after receiving the letter of award of the Contract.

10. Rights of the Procurement Committee

- a. The Procurement Committee of Sindh Solid Waste Management Board reserves the right to reject any or all Bids subject to provision of SPP Rules 2010 (Amended-2013).
- b. The Procurement Committee reserves the right to award the Contract to one Bidder or divide it among several Bidders on item wise basis.
- c. The Procurement Committee of the Sindh Solid Waste Management Board reserves the right to increase or decrease the quantity of the item at its discretion without assigning any reason whatsoever, within the limit allowed under SPP Rules 2010 (Amended-2013).
- d. The Procurement Committee reserves the right to cancel the offer of the Bidder whose Bid has been found / evaluated to be the lowest if it is revealed to the Procurement Committee that the Bidder does not have the capability or financial resources or facilities to carry out the Contract in accordance with the terms and conditions of this Bid Document.

11. Evaluation & Comparison of Bid.

- a. In comparing Bids, the Procurement Committee will consider, besides the prices quoted, such other factors as compliance with Specifications, relative quality, past experience of the Bidder, after sale service facilities available in Pakistan, the Bidder's capacity to perform, their financial stability through confidential bank statement and Sales / Income Tax Certificate in the following manner.
- b. The evaluation criteria specification mentioned in the Specification will also be considered for evaluation of the Bids.
- c. For the purpose of evaluation of Bids, the prices to be compared shall be the total prices as stated in titled "Prices" below.

12. Contracting the Purchaser

Any effort by a Bidder to influence the authorities of Sindh Solid Waste Management Board, Karachi/ Procurement Committee in the decisions in respect of Bid evaluation, or Contract award will result in the rejection of the bidders bid.

13. Errors in the Bids

- a. Any arithmetic errors found during evaluation of Bids shall be rectified on the following basis.
- i. If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the Procurement Committee shall correct the total price.
 - ii. If there is a discrepancy between the words and figures, the amount in words shall prevail.
 - iii. If there is any discrepancy between the total Bid price entered in the Articles of Agreement and the total shown in the schedule of Price, the amount stated in the Articles of Agreement shall be corrected by the Procurement Committee in accordance with the corrected Schedule of Prices.
- b. If the Bidder does not accept the corrected amount of Bid, his/ her Bid will be rejected and the Bid Security submitted with the Bid shall be forfeited.

CONDITIONS OF CONTRACT

1. Scope of the Contract

a. The Scope of the Contract shall be the supply, deliver, installation, putting into operation and demonstration of the working at the consignee's end, in accordance with the technical Specification and Bill of Quantities enclosed in this Bid Document.

b. The Contractor shall within a period of 7 days of the execution of the agreement furnish a detailed program for supply and delivery of various items of the Items for necessary approval by the Inspection Committee.

2. Definition of Terms

In writing these conditions of Contract, Specifications and Bill of Quantities, the following words shall have the meanings hereby indicated, unless there is something in the subject matter or contract inconsistent with such condition.

- i) SINDH SOLID WASTE MANAGEMENT BOARD means Sindh Solid Waste Management Board.
- ii) The Procurement Committee shall mean the Procurement Committee of Sindh Solid Waste Management Board constituted for this (and similar) procurement.
- iii) The SECRETARY, SINDH SOLID WASTE MANAGEMENT BOARD shall mean the Secretary of SINDH SOLID WASTE MANAGEMENT BOARD.
- iv) Purchaser / Procuring Agency means Authorized Officer of the SSWMB including his successor in office and assignees, empowered to act in all matters pertaining to this (and similar) Procurement of Sindh Solid Waste Management Board.
- v) The Contractor or Supplier shall mean the Bidder whose Bid has been accepted by the Procurement Committee and shall include the Bidder's executors, administrators, and successors and permitted assignees.
- vi) The Items shall mean and include all the machinery, apparatus, equipment, material and articles to be provided by the Contractor under the Contract.
- vii) The Contract shall mean the agreement signed by the Contractor with the Purchaser (Sindh Solid Waste Management Board) for the Supply, delivery, installation, putting into operation and demonstration for the working of the Items, as stated under the Scope of the contract above.
- viii) The Contract Price shall mean the sum mentioned in or calculated in accordance with the provision of the contract, which is to be paid to the contractor for satisfactory execution of the Contract in accordance with these conditions of contract.
- ix) The Specification shall mean the specifications annexed to or issued herewith.
- x) Month shall mean the Calendar month.

- xi) Writing shall include any manuscript, type written, printed or other statement reproduced in any visible form and whether under seal or under hand.

3. Contract Documents

The terms Contract Document shall mean the following documents, which shall be deemed to form an integral part of the Contract:

- a. Article of Agreement:
- b. Instruction to Bidders:
- c. Conditions of Contract:
- d. Contractor's Proposal / Offer including the relevant correspondences prior to signing of the agreement with all Annexure duly filled in:
- e. The Specifications of the Items; and
- f. Bill of Quantities with prices.

In the event of any conflict between the above-mentioned documents, the present Articles of Agreement and Conditions of Contract shall prevail.

4. Signing of the Contract Agreement

Within 15 days of the issue of the letter of Acceptance, the successful Bidder (Bidders) will be required to sign an agreement with the Sindh Solid Waste Management Board for the for Providing of Security Guards (Male), in whole or in part, of the Bided Items as will be communicated to him / her (them) in the letter of Acceptance.

5. Contract Period

The contract for 12 month and may be extended for 01 to 03 years subject to satisfactory performance of contractor.

6. Inspection

There shall be joint inspection / visit of performance (if required) by the Inspection Committee of SINDH SOLID WASTE MANAGEMENT BOARD Head Office at Karachi. The inspection committee shall sign the inspection report. The Contractor or his authorized representative will arrange the inspection (if required) within 7 days on completion of supply as per work order.

7. Completion / Performance Certificate

After completion one year contract, a certificate is be obtained by the contractor from SSWMB.

8. Terms of Payment

The contractor shall be submitted its bills on monthly basis which shall be checked scrutinized for the fulfillment of contractor obligation under the contract and shall be paid after verification and approval of the authority.

9. Warranty / Guaranty

The Contractor shall guarantee of **Providing of Security Guards (Male)** in accordance with the Specifications.

10. Breach of Contract

In case of breach of Warranty / Guarantee or Contract, the damages suffered by the SINDH SOLID WASTE MANAGEMENT BOARD shall be recovered from the Contractor out of any payment due to the Contractor and / or in accordance with the terms and conditions of the Contract Performance Security given at Annexure "D" enclosed with this Document, without notice the Contractor.

11. Contractor's Default Liability

- a) The SINDH SOLID WASTE MANAGEMENT BOARD may upon written notice of default to the Contractor terminate the contract and to forfeit the amount of contract performance Security in the circumstances detailed hereunder:
 - i. If in the judgment of the SINDH SOLID WASTE MANAGEMENT BOARD the Contractor fails to make delivery of the Items within the time specified in the Contract Agreement or within the period for which extension has been granted by the board: and
 - ii. If in the judgment of the SINDH SOLID WASTE MANAGEMENT BOARD the Contractor fails to comply with any of the other provisions of the Contract.
- b) In the event the SINDH SOLID WASTE MANAGEMENT BOARD terminates the Contract in whole or in part as provided in Clause 13 (a) above of CC, the SINDH SOLID WASTE MANAGEMENT BOARD reserves the right to purchase on such terms and conditions as it may deem appropriate, Items similar to the one terminated and the Contractor will be liable to the SINDH SOLID WASTE MANAGEMENT BOARD for any Additional Costs for such similar Items.
- c) The SINDH SOLID WASTE MANAGEMENT BOARD will pay to the Contractor the contract Price for the completed Items delivered to and accepted by it.

12. Termination of Contract

If, for any cause as set forth in Clause 15 hereafter, the Contractor finds it impracticable to continue operation or, if owing to force majeure or to any cause beyond its control, the SINDH SOLID WASTE MANAGEMENT BOARD finds it impossible to continue with the contract, then prompt notification in writing shall be given by the party affected to the other.

13. Force Majeure

The Contractor shall not be liable for any additional cost for delay or any failure to perform the Contract arising out of force majeure or cause beyond his / her control including acts of God, or of the public enemy, or of the government, fires, floods, strikes, freight embargoes and provided that the Contractor shall within ten (10) days from the beginning of such delay notify the SINDH SOLID WASTE MANAGEMENT BOARD in writing of the causes of the delay. The SINDH SOLID WASTE MANAGEMENT BOARD shall ascertain the facts and the extent of the delay and extend the time for completing the supplies as in its judgment the findings justify.

14. Rejection

In the event any portion of the Items supplied by the Contractor is found before taking over to be defective in material or workmanship, or otherwise not in conformity with the requirements of the Contract, the Procurement Committee shall have the right to either reject or require, in writing, rectification of the Items. In the later case, the Contractor shall with utmost diligence, and at his own expense, made remove the defects so specified or replace the defective Items. If the Contractor fails to rectify or replace the rejected Items, the SINDH SOLID WASTE MANAGEMENT BOARD may terminate the Contract according to the terms & conditions of Contract.

15. Extension of Time

If the completion of the Contract is delayed due to reason beyond the control of the Contractor, the Contractor shall without delay request the SINDH SOLID WASTE MANAGEMENT BOARD in writing of his claim for an extension of time. The SINDH SOLID WASTE MANAGEMENT BOARD on receipt of such request may agree to extend the completion date as may be reasonable in the circumstances of the case by without prejudice to other terms and conditions of the Contract.

16. Delays in Delivery- Liquidated Damages

- a) Should the progress of the contract at any time be lagging behind the program agreed between the Sindh Solid Waste Management Board and the Contractor, the SINDH SOLID WASTE MANAGEMENT BOARD will notify the Contractor in writing and the Contractor shall there upon take such steps as he / she may deem fit to expedite the progress of the Contract. Non-issuance of this notice by the SINDH SOLID WASTE

MANAGEMENT BOARD shall not in any way absolve the Contractor of the liquidated damages.

- b) If the Contractor fails to complete the Contract, in full, within the time laid down in the Contract Agreement or any extension thereof, there shall be deducted from the Contract Price, as Liquidated damages, a sum of one half of one percent (0.5%) of the Contract price of each unit of the delayed Items for each calendar week a delay subject to the maximum of 10 percent of the Contract Price of the unit or units so delayed, and such deduction shall be in full satisfaction of the Contractor's liability for the said failure. The Procurement Agency has right to terminate the contract impose liquidity damages and other remedial measures as provided in the contract agreement.

17. Period of Guarantee / Warranty

- a) The term period of guarantee shall normally mean the period of twelve (12) months from the date on which the Items have been put into operation and demonstrated to the SINDH SOLID WASTE MANAGEMENT BOARD. In any case this period shall not exceed eighteen (18) months from the date of taking-over certificate.
- b) During the period of guarantee, the Contractor shall remedy, at his / her expense, all defects in design, materials, and workmanship that may develop or are revealed under normal use of the said Items upon receiving written notice from the SINDH SOLID WASTE MANAGEMENT BOARD; the notice shall indicate in what respect the Items are faulty.
- c) The provisions of this Clause include all the expenses that the Contractor may have to incur for delivery and installation of such replacement parts, material, and equipment as are needed for satisfactory operation of the SINDH SOLID WASTE MANAGEMENT BOARD.
- d) The contractor shall provide guarantee (if required) for supply of spare parts as consumable for at least 03 years.
- e) The contractor (if required) shall remain responsible for providing after sale service after even expiry of warranty period for 03 years (minimum).

18. Non-assignment

The Contractor shall not have the right to assign or transfer without the prior approval of the SINDH SOLID WASTE MANAGEMENT BOARD the benefit and obligations of the Contract or any part thereof.

19. Expenditure under Contract

The Contractor shall not make any expenditure for the purpose of this contract in any country not authorized by the Government of Pakistan.

20. Withholding Tax, Sales Tax and other Taxes

The Contractor is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan / Sindh, from all payments for services rendered by any Contractor who signs a contract with the SINDH SOLID WASTE MANAGEMENT BOARD. The Contractor will be responsible for all taxes on transaction and / or income, which may be levied by Government. If Contractor or any supplies are exempted from any specific taxes, then it will provide the relevant documents with the proposal.

21. Stamp Duty

Stamp duty for contract documents shall be borne by Contractor / bidder at the time of signing of contract at the rate fixed by the Government.

22. Payments Due from the Contractor

All costs, ascertained damages or expenses for which under the Contract that Contractor is liable to the SINDH SOLID WASTE MANAGEMENT BOARD may be deducted by the Sindh Solid Waste Management Board from the money due or may become due to the Contractor under the Contract or may be recovered by action of law or otherwise from the Contractor.

23. Legal proceedings

The laws of Pakistan and no proceedings to govern the Contract and the Bid Documents or arising out of any of them shall be instituted in any courts other than those situated at Karachi.

24. Dispute

Should any question or dispute arise as to the material, design, construct or delay in the supply of the Items or the purpose or the performance for which they are required or are warranted, the SINDH SOLID WASTE MANAGEMENT BOARD shall nominate an independent certifier / expert having knowledge of Items, who will, after affording the parties to the dispute an opportunity to present their contention, and after having tests made as the certifier deems fit, certify whether there has been any breach of Contract or warranty and, if so, what sum shall be paid to the Sindh Solid Waste Management Board in diminution or extinction of price, and such certificates shall be paid to the Sindh Solid Waste Management Board in diminution or extinction of price, and such certificates shall be final and binding and shall not be questioned and shall be acted upon in arbitral or other legal proceedings. The award of the costs of the certifier will be within his / her own discretion and shall be recoverable from the party against which the costs are awarded.

25. Arbitration

All disputes and matters of difference whatsoever (other than those relations to the certificate of expert certifier) between the Sindh Solid Waste Management Board and the Contractor relation to and arising out of the Contract and Bid Documents thereof, each party nominating its own arbitrator. The arbitrators within the first three-arbitral hearings will nominate the umpire. The award of the arbitrators or of the umpire shall be final and binding upon the parties. The arbitral proceedings shall be held at Karachi.

ARTICLES OF AGREEMENT

This Agreement made this _____ day of _____ 2016, by and between the Secretary, Sindh Solid Waste Management Board, Karachi, hereinafter called the "Party No.1", of the one part, And _____

(Name and designation of the authorized person)

of _____ located at _____ hereinafter called the "Party No.2" which expression shall include their successor, legal representatives of the second part.

Whereas the Party No.1 requires the Items and related services for its various offices, and whereas the Party No.2 has agreed to supply, install, put into operation and demonstrate the working of the said Items valued at _____ in the period of _____ days /

(Amount in figures and words)

months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the Party No.2.

Now this Agreement witnessed as follows:

1. In this agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by _____

(Name and designation of the authorized person)

on behalf of the Party No.2, and by Secretary, Sindh Solid Waste Management Board, Karachi all of which shall be deemed to form and be read and construed as a part of this

Agreement via: -

- a) Articles of Agreement;
 - b) Instructions to Bids;
 - c) Condition of Contract;
 - d) Offer of Party No.2 including the relevant correspondences prior to signing of this Agreement with all Annexure duly filled in:
 - e) The specifications of the Items; and
 - f) Bill of quantity with prices.
3. In consideration of the payment to be made to the Party No.2, the Party No.2 hereby covenants with the Secretary, Sindh Solid Waste Management Board, and Karachi to supply, deliver, install, put into operation and demonstrate the working of the Items in conformity in all respects of the Contract.

4. **The Secretary, Sindh Solid Waste Management Board, Karachi** hereby **covenants** to pay the contractor in consideration of the supply, delivery, installation, putting into operation and demonstration of the working of the equipment the contract price in the manner prescribed by the contract and approved by the Sindh Solid Waste Management Board, Karachi.

In witness thereof the parties have hereunto set their respective hands and seals, the day month and year above written.

Secretary
Sindh Solid Waste Management Board
Karachi

WITNESSES OF PARTY NO.1:

Witness No. 1:

Signature: _____

Name: _____

Designation: _____

Witness No. 2:

Signature: _____

Name: _____

Designation: _____

WITNESSES OF PARTY NO.2:

CONTRACTOR

Witness No. 1:

Signature _____

Name: _____

Designation: _____

Witness No. 2:

Signature: _____

Name: _____

Designation: _____

Form of Bid
(Letter of Offer)

Bid Reference No. _____ Dated: _____, 2016

Name of Contract: **Providing of Security Guards (Male) at office of the Sindh Solid Waste Management Board in Karachi**The Secretary,
Sindh Solid Waste Management Board,
Karachi.

Dear Sir,

1. Having examined the Bid Documents including instructions to Bidders, Conditions of Contract, Specifications, Schedule of Prices etc. for the execution of the above-named Contract, we, the undersigned, being a company doing business under the name and address _____
_____ being duly incorporated under the laws of Pakistan hereby offer to execute and complete such contract and remedy any defects therein in conformity with the requisite Documents for the Total Bid Price of Rs. _____ (in figures and words) or such other sum as may be ascertained in accordance with the said documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security referred to in Clause 4 of the Instructions to Bidders in the amount of Rs. _____ (in words and figures) drawn in favor of or made payable to Secretary, Sindh Solid Waste Management Board, Karachi and valid for a period of 28 days beyond the period of validity of this Bid.
4. We undertake, if our Bid is accepted, to complete the whole of the work comprised in the above-named Contract within the time.
5. We agree to abide by this Bid for the period of 90 days beyond the date of opening of the Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
6. Unless and until a formal Contract Agreement is signed, this Bid, together with your acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to execute the Contract Performance Security referred to in Clause 4 of the Instructions to Bidders for due performance of the Contract.

8. We understand that you are not bound to accept the lowest or any Bid you may receive.
9. We do hereby declare that this Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a Bid for the above- named Contract.

Dated this _____ of _____ 2016

Signature: _____ in the capacity of

_____ Authorized to sign Bid for and on behalf of

(Name of Bidder in Block Letter)

Address: _____

Witness:

Name: _____

CNIC No. _____

Address: _____

Occupation: _____

Telephone No. _____

Bid Particulars

The Bidders must provide the following specific information for each item or group of items of the Items:

1. Conformation of Items:

Whether the Items offered conform to the particulars specified in the Schedule.

2. Providers Details:

a) Brand of Items:

- i. Name and address of Provider; and
- ii. Country of origin of Items.

b) Providing schedule:

- i. Earliest date by which providing can be effected;
- ii. Complete schedule of providing; and
- iii. If the providing period is different for different items, it must be indicated item-wise.

**ELIGIBILITY & MINIMUM QUALIFICATION CRITERIA
FOR****Work: Providing of Security Guards (Male) at office of the Sindh
Solid Waste Management Board in Karachi****Eligibility Criteria:**

- The bids are received in properly sealed envelope duly marked the name of work, company name, contact, Postal details & NIT Numbers.
- NTN valid Certificate.
- Registration with Sindh Revenue Board (SRB).
- Valid Professional Tax (Paid up original challan or its attested copy).
- Bid Security, as mentioned in the NIT & Bidding Documents, is furnished.
- All rates quoted including the total amount of the bid shall be in figures & words.
- All corrections/ overwriting shall be clearly re-written with initials & duly stamp by the bidders.
- The bid shall be properly signed, named & stamped by the authorized person authorization letter for signatory shall be enclosed with the tender by the authorization, if other than the signatory of the firm else their bids shall be considered non-responsive.

Minimum Qualification Criteria:

- Current Bank Certificate in original to the effect that financial position of interested manufacturers authorized dealers & experienced suppliers, firms.
- Financial Capacity must have turnover Rs.5 million or above in last 3 years.
- Experience of minimum 2 similar nature works completed in the last 3 years.

The supporting documents of each above qualification criteria shall be duly signed & stamped on each paper & enclosed with the tender documents.

Those bids which will meet all Eligibility & Minimum Qualification Criteria shall be declared as “Substantial Responsive Bidder” and their FINANCIAL OFFER will be evaluated and others will be declared as “rejected”.

EVALUATION CRITERIA

The Bids Shall be Evaluated on the basis of following parameters:				
Sr. #	Evaluation Parameters		Total Marks	Brief
	Company / Firm / Individual Information			
	Required Field	Marks		
1.	No. of Years in Business	10	45	02 marks for each year in business (Max10)
	Annual Turnover in Millions	10		0.75 marks per million turnovers (Max 10).
	NTN Registration Certificate	10		10 marks if firm has NTN Certificate
	Sales Tax Registration Certificate	08		08 marks if firm is registered with Sales Tax Department.
	Registration with Sindh Revenue Board (SRB) Certificate.	07		07 marks if firm is registered with Sindh Revenue Board (SRB).
2.	Technical Proposal Specifications & Brochures	10	10	10 marks if firm Produce Brochures & Specifications.
3.	Financial Capabilities			
	Income Tax Annual Returns of 5 Years.	10	45	02 marks for each year in business.
	Audited Financial Statements of 5 years	10		02 marks on production of Financial Statement Report (Max 10)
4.	Relevant Field Experience	25		05 marks for each similar complexity assignment (documented proof) Max 5 Assignment.
Note: <i>Firm must get 70% marks in Technical Evaluation for qualifying as per above mentioned Criteria.</i>				

BID EVALUATION CRITERIA FOR FURNITURE & FIXTURE

The Bidder should provide tag with serial number mentioned in evolution criteria along with relevant document separately.

Bill of Quantities

Services: Providing of Security Guards (Male) at office of the Sindh Solid Waste Management Board in Karachi

S. No	Description	Qty.	Rate / Months / Guard (Rs/-)	Rate / Month (Rs/-)	Amount 01 Year in Rs with Includes
1	<p>Providing of Male Security Guards at office of the Sindh Solid Waste Management Board in Karachi for 24/7 hours services (in day and night shift.)</p> <p><u>Includes :</u></p> <p>a. Age of security guards not more than 45 years.</p> <p>b. Height of security guards not less than 5'.6".</p> <p>c. Latest Automatic repeater with each security guard.</p> <p>d. All security guards are fully trained and in clean uniform with logo of firm.</p>	03 Nos.			

- Quantity of above mentioned store could be increased or decreased according to SPPRA Rules 2010 (Amended-2013).
- Interested firms, authorized agents & experienced suppliers may obtain the Bid documents for the above mentioned service contract from the office of the Assistant Director (Finance), Sindh Solid Waste Management Board, Government of Sindh, Bungalow No. 13, Al-Hamra Society, Shaheed e Millat Road, Karachi from 8th June to 22nd June, 2016 during office time by submitting application on their letterhead along with requisite Tender fee with valid copies of Income Tax, Sales Tax Registration Certificate registered with Sindh Revenue Board and computerized CNIC.
- Sealed Bid on prescribed proforma along with 2% bid security of the total bid in the form of Pay Order / Demand Draft in favour of Sindh Solid Waste Management Board should reach in office of the Chairman Procurement Committee / Secretary, Sindh Solid Waste Management Board, Government of Sindh, Bungalow No. 13, Al-Hamra Society, Shaheed e Millat Road, Karachi latest by 23rd June, 2016 at 10:30AM as mentioned above against each.
- The bid shall contain original bid document purchased by the bidder and each page.
- Rate quoted must include Income Tax and other taxes according to Government rules.
- The Bid will be opened by Procurement Committee on 23rd June, 2016 at 11:30AM in presence of representatives of the bidders who choose to be present on the occasion, in the office of the Chairman Procurement Committee / Secretary, Sindh Solid Waste Management Board, Government of Sindh, Bungalow No. 13, Al-Hamra Society, Shaheed e Millat Road, Karachi.

- Only bids offered on the prescribed tender form either issued by the Sindh Solid Waste Management Board, Government of Sindh, Karachi or download for the website of SPPRA or SSWMB shall be accepted. However additional sheets may be attached, if required.
- Conditional Bid / application will not be entertained.
- Any further information needed, may be obtained from the office of the Assistant Director (Finance), Sindh Solid Waste Management Board, Government of Sindh, Bungalow No. 13, Al-Hamra Society, Shaheed e Millat Road, Karachi on any working day during office hours.
- The competent authority reserves the right to reject any or all Bids in accordance with the SPPRA Rules 2010 (Amended-2013).
- In case Government announces a public holiday or unforeseen circumstances arise on the date of submission and opening of bid documents then same will be opened on the next working day.

Schedule of Price

Services: Providing of Security Guards (Male) at office of the Sindh Solid Waste Management Board in Karachi

S. No	Description	Qty.	Rate / Months / Guard (Rs/-)	Rate / Month (Rs/-)	Amount 01 Year in Rs with Includes
1	<p>Providing of Male Security Guards at office of the Sindh Solid Waste Management Board in Karachi for 24/7 hours services (in day and night shift.)</p> <p><u>Includes :</u></p> <p>a. Age of security guards not more than 45 years.</p> <p>b. Height of security guards not less than 5'6".</p> <p>c. Latest Automatic repeater with each security guard.</p> <p>d. All security guards are fully trained and in clean uniform with logo of firm.</p>	03 Nos.			
Total Bid Amount in Rs:					
Total Bid Amount in words:					

Tender are required to comply with all the clauses mentioned in the terms and conditions of the tender along with submission of all the relevant documents required. In case of any deviation / incomplete documents from tenderer will be prohibited for competing in the tender / tender their offer in invalid.

Pay Order/ Demand Draft No _____ drawn on _____ (Name & address of the Bank) for an Amount of Rs.

_____ in words (_____)
of Bid Security equal to 2% of the total bid amount (original must be attached with Bid).

Full Name & Address of Firm _____

CNIC No. of authorized Person _____

Signature of Authorized Person _____

Seal / Stamp of Firm _____

Secretary

Contractor 27

updated & uploaded for N117-27
16-6-2016.