



Board of Intermediate Education
Bakhtiari Youth Center, North Nazimabad,
Karachi - 74700

99260205
Phones: 99260214
99260207
99260219

Tender Document

for providing

SECURITY SERVICES

for the

Board of Intermediate Education, Karachi

Contract No: BIEK/Tender/Security/2016

Cost of Tender Document = Rs.1,000/-

VOLUME-I

TECHNICAL PROPOSAL

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INSTRUCTIONS TO BIDDERS

1. Board of Intermediate Education Karachi invites sealed bids on single stage two envelopes procedure as per Sindh Public Procurement Rules, 2010 from Registered Security Services Providers Firms/Security Agencies for providing security services for the Board of Intermediate Education Karachi.
2. Bidders are required to check that Tender Documents issued to them are complete in all respects as per summary of contents related to Instructions to Bidders, Salient Features / Terms & Conditions, Evaluation Criteria, Form of Tender, Form of Agreement, Scope of Work / Schedule of Requirements etc.
3. Bidders should examine carefully the Summary of Contents. They should visit and inspect the site at their own expense and responsibility and obtain all necessary information prior to submitting the Tender. Any detail/specification missing in the document should be obtained from the office of the Secretary BIE Karachi before bidding. Once the Tender is submitted, it will be assumed that no further clarification was required.
4. The rates to be inserted in the Bill of Quantities shall be deemed to include all costs of whatsoever description and expenses necessary for the providing security services together with all taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender price amended accordingly.
5. No authorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
6. Any clarification, revision, addition or deletion, in the Tender documents may be made by the Secretary BIE Karachi before the submission and opening of Tender in the form of Addendum/Corrigendum. This will be made only by formal Addendum/Corrigendum issued by the Secretary BIE Karachi and will become part of the Contract documents. Each Addendum shall be signed by the Tenderer and returned with other Tender documents.
7. The entire Tender Documents, listed duly priced, signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the salient features of the Tender.
8. The Security Agency, whose Tender is accepted by the Procurement Committee, will be required to enter into a Contract agreement as defined in the Form of Agreement.
9. All manufactured and other items should be used in the work in accordance with the instructions, specifications in the Tender Document and also in accordance with generally accepted norms of good workmanship.
10. The contract will be initially for a period of 12 months and agreement will be signed by both the parties within 30 days from the date of issue of work order. Contract may be extended further for one year on the same terms & conditions, if services are found satisfactory. The contract can be terminated during the operative period by giving one month's notice in writing by either party.
11. The Tender documents referred to above constitute a part of this Tender and comprise of the following documents:
 - a) Instructions to bidders.
 - b) Salient Features / Terms & Condition of Tender.
 - c) Evaluation Criteria.
 - d) Form of Agreement.
 - e) Scope of work / Schedule of Requirements
 - f) The Addendum (if any).
 - g) The Drawings (if any).

12. The Security Agencies are required to submit the Security Plan, Site Organization Chart, Methodology and Work Schedule along with Tender Documents.

Note: No tender will be accepted after closing of Tender Box, what so ever reasons may be.

SALIENT FEATURES / TERMS & CONDITIONS OF THE TENDER

| | | |
|-----|---|--|
| 1. | Name of Work & Address | Providing Security Services for the Board of Intermediate Education Karachi, Bakhtiari Youth Centre, North Nazimabad, Karachi. |
| 2. | Date & Time of Tender document issuance | 05-12-2016 to 20-12-2016 Between 09:00 a.m. to 01:00 p.m. |
| 3. | Place of Tender issuance | Office of the Secretary, Board of Intermediate Education Karachi. Bakhtiari Youth Centre, North Nazimabad, Karachi-74700. Phone: 99260211-13 |
| 4. | Method of Opening of Tender | It will be “single stage – two envelopes” procedure as per Sindh Public Procurement Rules 2010 (amended 2013). |
| 5. | Date & Time of Tender Submission | 20-12-2016 upto 02:30 p.m. |
| 6. | Date & Time of Tender Opening (Technical proposals) | 20-12-2016 at 03:00 p.m. |
| 7. | Date & Time of Opening of Financial proposals | It shall be informed in writing to the technically qualified bidders. |
| 8. | Venue of Submission & Opening of Tenders. | Committee Room of the Board of Intermediate Education, Karachi. |
| 9. | Validity of Tenders | As per SPPRA Rules 2010 (amended 2013) |
| 10. | Amount of Bid Security/Earnest Money | 2.5% in shape of Pay order / Call Deposit from scheduled bank, to be furnished with the Financial Proposal. |
| 11. | Providing of Services | Within Ten days of the notification of award. |
| 12. | Contract Agreement | The Security Agency shall enter and execute a formal agreement as per the format annexed, with such modifications as may be necessary, by the Secretary BIE Karachi. |
| 13. | Stamp duty requirement. | 0.30% of the contract value or as prescribed by the relevant Government Laws. |

| | | |
|-----|---------------------------------|---|
| 14. | Terms of Payment to firm | The Firm/Security Agency should submit Monthly Bill to the Secretary, Board of Intermediate Education Karachi, along with the invoice on first of every succeeding month, who will process the bills within one week for payment thereof. |
| 15. | Release of Bid Security | To un-successful bidders, the Bid Security shall be released after work is awarded. To successful bidder the Bid Security shall be released after acceptance of work order, furnishing of Performance Security and signing of formal agreement. |
| 16. | Performance Security | Performance Security shall be furnished @ 10% of contract value in shape of two pay orders (5% each), which will be released as per item 17. Bank Guarantee of equal amount from a scheduled bank in Pakistan will also be acceptable. |
| 17. | Release of Performance Security | After completion of maintenance or Defects Liability period of 06 months as under:- After satisfactory completion of maintenance period of Three Months – 5% After satisfactory completion of maintenance period of Six Months – 5% |
| 18. | Variation in Contract Price | No variation in price shall be allowed on any grounds including currency fluctuation/variation or whatsoever. |
| 19. | Discrepancy | If there is any discrepancy between Salient Features of Tender/Bidding Documents and respective contents mentioned elsewhere, Salient Features / Terms & Conditions and Additional Terms & Conditions of Tender will govern. |
| 20. | Taxes | As per government rules and prevailing rates. |
| 21. | Liquidity Damages | If the Security Agency fails to provide the satisfactory services within the stipulated period, the liquidity damages shall be imposed as per SPPRA Rules 2010 (amended 2013). |

GENERAL CONDITIONS OF CONTRACT

1. Total cost will only be considered on the form of bid issued by the Secretary, Board of Intermediate Education Karachi, for a period of 24 months from the date of award.

SCOPE OF WORK

- i) Provide Security to the assets & premises at all times during 24 hours;
 - ii) Maintain harmony under stressful situation;
 - iii) Provide Security for the equipment either installed or kept in the stores at various places and locations within and outside the buildings and premises;
 - iv) Provide 24/7 watch on the buildings and premises;
 - v) Constantly work watch and watch at the buildings and premises;
 - vi) Security Agency will be responsible to provide security to the assets and any other job assigned by the Secretary BIE Karachi in this regard;
 - vii) The number of guards can be increased / decreased and payment will be made accordingly;
 - viii) Time of 24 months can also be increased or decreased and payment will be made accordingly.
2. **Financial Proposal** shall be accompanied by Earnest Money amounting 2.5% in the form of Pay Order / Demand Draft drawn from any scheduled bank of Pakistan in favour of “Secretary, Board of Intermediate Education Karachi”.
 3. Each bid shall comprise, **Single Stage – Two Envelopes procedure basis**, envelope containing the **Technical & Financial Proposals** and required information as mentioned in the Tender Documents as well as in NIT of the said services and the same are to be submitted in the tender box in the office of Secretary BIE Karachi on 20-12-2016 at 02:30 p.m. The same shall be opened at 03:00 p.m. in presence of those bidders who wish to be present.
 4. The Communication between the Guards and Supervisory Staff should be with wireless system.
 5. **Award Criteria and Employers’ rights**
 - Secretary BIE Karachi will award the contract to the bidder whose bid has been determined to lowest evaluated bid in the Bidding Documents.
 - The Secretary BIE Karachi reserves the right to accept or reject any bid in terms of SPPRA Rules.

6. Notification of Award and signing of Contract Agreement

Prior to expiration of the period of bid validity prescribed by the Board of Intermediate Education Karachi, the successful bidder will be notified in writing "Letter of Acceptance" that his bid has been accepted.

7. Amount of Bid Security

Bid Security amounting 2.5% in shape of pay order/demand draft from schedule bank in favour of "Secretary, Board of Intermediate Education Karachi".

8. Number of Copies of the Bid to be submitted

One copy (in original) Technical Proposal along with Security Plan with photocopy of the Pay order / call deposit / demand draft (*without showing the amount*). Original shall be attached with the Financial Proposal.

9. Purchaser address for the submission of Bids

Committee Room of the Board of Intermediate Education Karachi.

HUMAN RESOURCES

- The Secretary BIE Karachi will declare **sensitive areas** (if required) and the list of Security Guards required for that area will be provided to the Security Agency. These Security Guards will be non-transferable and will not be terminated without taking a written permission from the Secretary BIE Karachi.
- The Firm/Security Agency should submit Monthly Bill to the Secretary BIE Karachi along with the invoice on first of every succeeding month who will process the bills within one week for payment.
- In case of any dispute between Security Guards / Workers with the Security Agency the matter shall be referred to the Secretary BIE Karachi for arbitration whose decision shall be final. The Security Agency shall provide duty roster of the Security persons accordingly to the Secretary BIE Karachi on monthly basis.
- Security Guards of the Security Agency will be bound to wear neat and clean uniform and name badges approved by the Authority. In case of violation fine will be imposed by the Secretary BIE Karachi which will be at least Rs. 50/- per employee per day.
- All Security Guards should have I.D Card of company which should be shown on demand.
- Indiscipline Guards involved in immoral activities will not be allowed to serve in / around the Board buildings or premises.
- Security Agency will be bound to change the Guards who are unwanted by the Administration immediately.

- Guards will work according to time table issued by the Secretary BIE Karachi.
 - a) Basic Human Rights will not be violated by the Security Agency.
 - b) Security Agency shall be bound to provide manpower according to contract on holidays.
 - c) Security Agency shall be bound to provide the sanctioned strength of Security Guards at all time, even on holiday.

AREA COVERED BY SECURITY AGENCY

- Security Agency will be fully responsible to keep the whole covered area including outside the building according to the entire satisfaction of the Secretary.
- Security Agency shall be responsible for round the clock Security Services of the inside & outside the building.

RECTIFICATION REPORT

- In case of any complaint or observation conveyed to the Security Agency or their Security supervisor by Secretary, the Security Agency will report the steps taken in order to rectify those observations in writing within stipulated time.

GENERAL TERMS OF WORK

- 1) Taxes will be deducted from the Security Agency's bill as imposed by the Government from time to time as well as Security Agency will be paid all the Government Institution's Contribution himself.
- 2) Security Agency will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of Board site.
- 3) Security Agency will not be allowed to sublet the contract and will be responsible to pay contribution / SST to the Government Institutions (If applicable).
- 4) In case of any dispute Security Agency will approach the Secretary BIE Karachi whose decision will be final.
- 5) The decision once taken will be final and will not be challenged in any Court of Law.
- 6) Secretary BIE Karachi has the right to cancel the contract at any stage and without issuing any prior notice
- 7) in case of violation of **Agreement/TOR** is proved as well as damages the prestige or property of the Board.
- 8) Security Agency will be responsible for any theft or pilferage committed by any of his employees or any other.
- 9) The employee will be liable to punishment under the rules.
- 10) In case of breach of the contract by the Firm/Security Agency Security Deposit will be forfeited partly or fully as decided by the Secretary BIE Karachi.

- 11) Any condition / clause of the Contract can be included / amended if required in the interest of the Board with the mutual understanding of both parties.
- 12) **Security Agency should have experience of at least (10) years in a renowned organization / institution. Security Agency shall have NTN with sound financial background else the offer will be rejected.**
- 13) Security Agency shall have its own ammunition / communication equipment required for Securities etc. Ammunition must be approved by the Secretary BIE Karachi before commencement of contract. The ammunition must be cleaned / greased as per required level.
- 14) The Security Agency should not violate himself or allow his Security Guards to violate the rules of the Sindh Government, the Security Agency may be fined upto Rs.5000.00 at one time and legal action will be initiated against him.
- 15) Security Agency shall be responsible for personal of the Security Guards.
- 16) **Only the Security Services Firm/Security Agency registered with Sindh Home Department / Federal Government since last 10 years will be allowed to participate.**
- 17) First scrutiny of **Technical Proposals** will be performed by the Procurement Committee. Financial Bids of only those Firm/Security Agency's will be opened who are qualified technically.
- 18) Firm/Security Agency must provide complete details of their financial standing, listing of similar work in Pakistan, bio-data of office with number of personals.
- 19) The Security Agency has to quote only one rate for each as per schedule of requirements. Hand written tenders or any over writing, cutting, should be signed.
- 20) If it has been found that the information submitted by the bidder regarding his qualification and professional, technical, financial, legal or managerial competence as Security Agency / Security Agency is / was false and materially inaccurate or incomplete at any stage, then the bidder will be disqualified.
- 21) Price escalation will not be allowed at all.
- 22) If Security Agency fails to provide security according to terms and conditions or in case of any other default, the Performance Security and Security Deposit would be forfeited and further action as per SPPRA rule would be taken against such Security Agency.

- 23) If the Security Agency fails to provide satisfactory services within the stipulated period, the clause of Liquidated charges will be imposed.
- 24) Conditional Tender(s) against the Government rules and non-compliance of instructions mentioned in Tender Form & Hand written tender(s) will not be entertained.
- 25) The Procurement Committee reserves the right to reject or accept any / all tender(s) as per SPP Rules, 2010.
- 26) The offer will remain valid as per SPP Rules, 2010 (amended 2013)

I / We agreed above mentioned terms & conditions.

Signature _____

Name of Security Agency _____

CNIC NO _____ (Copy must be attached).

Full Address _____

Phone No: _____, Cell No: _____

Fax No: _____, E-mail Address: _____

Rubber Stamp _____

CRITERIA FOR TECHNICAL EVALUATION OF BID

MANDATORY REQUIREMENT:

(In case of non-providing of following three requirements firm will be disqualified out-rightly).

- a) Should be registered with Income Tax / Sales Tax Department (Attach registration certificate).
- b) Should be registered as Security Services Providing Firm with the Government Agency/Home Department Government of Sindh / Government of Pakistan since last 10 years Registration Certificate should be attached).
- c) Certificate from agencies that neither the security agency/bidder involved in any litigation nor a defaulter of EOBI, SESSI, APSAA, SECP, Home Department and Income Tax & Sales Tax Departments (Certificate should be attached)

INITIAL EVALUATION CRITERIA

| <u>INITIAL EVALUATION CRITERIA</u> | <u>Marks</u> |
|---|---------------------|
| 1) Company Profile should be attached with technical bid | : 10 |
| 2) Provide the Security Plan for the Board premises should be attached with technical bid | : 20 |
| 3) Communication Equipment / List of Ammunition should be attached with technical bid which will be utilized by the Security Agency in the Board building to secure the assets (Licensed Guns / Repeater - one mark for each) (Licensed T.T. Pistol / Revolver - ½ mark for each). | : 10 |
| 4) Client List / Relevant experience / Previous years of performance should be attached with technical bid (05 marks per Clients) | : 25 + |
| 5) Registration Certificate with Employees Old-age Benefits Institution (EOBI) (Copy of Registration & Clearance of Payments Certificate should be attached) | : 05 |
| 6) Registration Certificate with Sindh Employees Social Security Institution (SESSI) (Copy of Registration & Clearance of Payments Certificate should be attached) | : 05 |
| 7) Registration Certificate with All Pakistan Security Agencies Associates (APSAA) (Copy of Registration should be attached with technical bid) | : 05 |
| 8) Registration Certificate with Securities & Exchange Commission of Pakistan (Copy of Registration Certificate should be attached with technical bid) | : 05 |
| 9) Registration Certificate with Income Tax Department / Sales Tax Department and evidence of E-Register/E-in roll with Sindh Revenue Board. Security Agency will be responsible to pay the tax themselves (Copies of registration certificate and clearance of all taxes should be attached with technical bid). | : 05 |
| 10) Ten million turnover of at least 03 years (Bank Certificate / Bank Statement for the last three years should be attached with technical bid) | : 05 |
| 11) Affidavit that the firm was not black listed by any department on Non-judicial stamp paper | : 05 |

Total Marks :-

100

Qualifying Marks :-

70

NOTE:

1. All photocopies must be attached duly attested from Oath Commissioner / Notary Public or Gazetted Government Officer.
2. Only those firm will be qualified who get 70 points.

FORM OF AGREEMENT

1. **THIS AGREEMENT** made this _____ day of _____
Between M/s. "Secretary, Board of Intermediate Education Karachi" being hereinafter called the "PROCURING AGENCY" which expression shall, wherever the context so permits, mean and include its successors in interest, executors, administrators, liquidators, nominees and assignees of the ONEPART, and Messrs. _____
_____ herein after called the "SECURITY AGENCY", which expression shall, wherever the context so permits, mean and include its heirs, successors in interest, executors, administrators, liquidators, nominees and assignees of the OTHER PART.

WHEREAS:

- a) The Procuring Agency had invited tenders from various Security Agencies for providing Security Services for the Board of Intermediate Education Karachi, in accordance with the requirements, drawings, plans and instructions prepared by the Procuring Agency, and contained in the tender documents issued by the Procuring Agency.
- b) In response to the invitation of the Procuring Agency, the Security Agencies have tendered their quotations and rates and have offered to carry-out the providing security services to the aforesaid Board and facilities in accordance with the requirements, conditions of contract, documents, standard quality, plans, drawings and instructions of the Procuring Agency.
- c) The Procuring Agency is willing and agreeable to accept the aforesaid quotation, rates and offer of the Security Agency on the various terms and conditions specified herein and in the documents listed is Clause-1, below.

NOW THEREFORE, THIS AGREEMENT WITNESSETH and in consideration of the mutual covenant and condition set forth herein, the parties hereto, do hereby agree, undertake and declare as under:-

1. The Following documents, hereinafter called "Contract Documents" shall be deemed to form, read and construed as an integral part of this Agreement:-
 - a. Tender documents including Addendum.
 - b. Security Agency's bid letter No. _____ dated _____.
 - c. Relevant Correspondence.
 - d. Letter of Award No. _____ dated _____.
2. Notwithstanding anything contained to the contrary or in conflict with the provisions of this agreement in any of the documents mentioned in Clause – 1, above, the provisions of this agreement shall prevail and the documents mentioned above shall be deemed to have been amended to the extent of inconsistency found therein, by the provisions of this Agreement, In case of inconsistency between any of the documents referred to herein, the later documents shall prevail and the tender documents shall be construed to have been amended to that extent.
3. In consideration of the Security Agency's supply, providing the security services for the Board, as described heretofore, in conformity in all respects with provisions of this contract to the entire satisfaction of the Procuring Agency, and the Security Agency acting, abiding and performing his duties and obligations strictly in accordance with the terms and conditions herein and documents of the contract mentioned herein above, the Procuring Agency shall pay to the Security Agency amount as per contract documents listed above.

4. This contract shall not be transferable or assignable in whole or part of any of the parties hereto, provided that the Procuring Agency may assign his rights and obligations in whole or in part to any other Company which shall be entirely owned Company belonging to the same Group of the Companies as the Procuring Agency, In such an event such other Company shall be entitled to act as Procuring Agency under this contract.

IN WITNESS WHEREOF the parties hereto, acting through their respective representative, have caused this agreement to be signed, sealed and delivered in their respective names on the day and the year first mentioned hereinabove.

SIGNED, SEALED AND DELIVERED
In the name and for and on behalf of
The PROCURING AGENCY

Name: _____

Designation: _____

WITNESS:

Signature: _____

Name: _____

Address: _____

SIGNED, SEALED AND DELIVERED
In the name and for and on behalf of
The SECURITY AGENCY.

Name: _____

Position: _____

WITNESS:

Signature: _____

Name: _____

Address: _____

SCOPE OF WORK / SCHEDULE OF REQUIREMENT

Providing Security Services for the Board of Intermediate Education Karachi

| S.No. | Description of Work | Criteria for Selection of Security Staff | Quantity | Experience |
|--|--|--|----------|------------|
| (i) | | | | |
| 1 | Supervisor | Ex-Military / Para-Military Force with good health (Non-commissioned) | 02 | |
| 2 | Armed Security Guard | <ul style="list-style-type: none"> • Ex-Military / Para-Military Force with good health <li style="text-align: center;"><u>OR</u> • Civilian with good health and matriculation passed (As per Police Standard) | 25 | |
| <p>NOTE:</p> <p>1) Security Services to be provided by the Security Agency as mentioned in the Terms & Conditions of the Bidding Documents in details.</p> <p>2) Security Staff will work under supervision of the Secretary BIE Karachi.</p> | | | | |
| (ii) | | | | |
| <p>List of Communication Equipment / Ammunition (Licensed) which will be utilized in the premises to secure the Board Assets and premises</p> | | | | |
| S.No. | Description of Items (to be supplied by Security Agency) | Quantity | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| <p>NOTE:</p> <p>1) The Strength of the staff can be increased or decreased as per requirement / fund release.</p> <p>2) The Security Agency should submit all offers on the letterhead of the firm/security agency.</p> | | | | |

Signature _____

Name of Security Agency _____

CNIC NO _____

Address _____

Rubber Stamp _____