

**STANDARD BIDDING DOCUMENTS**

**SECURITY SERVICES**

**AT**

**CIVIL HOSPITAL – KARACHI**

<b>COST OF TENDER DOCUMENTS:</b>	<b>Rs. 1,000/= Rupees One Thousand Only (Non-Refundable)</b>
<b>TENDER SELLING DATE :</b>	<b>From the date of publishing to 8<sup>th</sup> January, 2017</b>
<b>TENDER SUBMISSION DATE AND TIME:</b>	<b>On 9<sup>th</sup> January, 2017 from 9.00 a.m. to 11:00 a.m.</b>
<b>TENDER SUBMISSION PLACE :</b>	<b>Office of the A.M.S (Procurement) 1<sup>st</sup> Floor Administration Block, Civil Hospital – Karachi</b>
<b>TENDER OPENING DATE AND TIME :</b>	<b>On 9<sup>th</sup> January, 2017 at 12.00 Noon.</b>
<b>TENDER OPENING PLACE :</b>	<b>Committee Room 2<sup>nd</sup> Floor Administration Block Civil Hospital – Karachi</b>

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



**CIVIL HOSPITAL**  
**BABA E URDU ROAD – KARACHI**  
**Ph: 99215740 - 5 Fax: 99215733**

**TERMS AND CONDITIONS FOR THE CONTRACT OF SECURITY SERVICES  
AT CIVIL HOSPITAL, KARACHI**

1. Rate will only be considered on the tender form issued by Hospital for the period of one year from the date of award of this contract or till the finalization of the next tender.

**SCOPE OF WORK:**

- i) Provide Security at all time.
  - ii) Maintain harmony under stressful situation.
  - iii) Maintain **Traffic Inflow** during peace and emergency time and arrange to Park the Vehicles as per policy of the Hospital Administration.
  - iv) Provide Security to all Staff in Ward and in the Hospital premises.
  - v) Constantly work on emergency plans and procedure with Hospital Management.
  - vi) Provide 24/7 watch on all Hospital activity.
  - vii) Security Agency will be responsible to provide the Security to the Hospital assets and any other job assigned by the Hospital Administration in this regard.
2. **“FINANCIAL BID DOCUMENT”** shall be accompanied by Earnest Money equivalent to 2% of the Annual bid quoted amount in the form of Bank Guarantee / Pay Order / Demand Draft drawn from any scheduled bank of Pakistan in favour of Medical Superintendent Civil Hospital, Karachi.
3. Each bid shall comprise **Single Stage Two Envelop Procedure basis**, envelope containing the **Technical and Financial** proposal and required information as mentioned in the bid 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 the AMS (Procurement) 1<sup>st</sup> Floor Admin Block Civil Hospital Karachi on **9<sup>th</sup> January, 2017 @ 11:00 hours**. The same will be opened at **12:00 Noon** in presence of those bidders who wish to be present.
4. **Award Criteria & Employer’s Right:**  
The Medical Superintendent Civil Hospital, Karachi will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the best evaluated bid price, provided that such bidder has been determined to be qualified to perform the Contract satisfactorily.  
The Medical Superintendent Civil Hospital, Karachi reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Employers action except that the grounds for its rejection of all bids shall upon request be communicated to any bidder who submitted a bid without justification of the grounds.
5. **Notification of Award & Signing of Contract Agreement.**  
Prior to expiration of the period of bid validity prescribed by the Medical Superintendent Civil Hospital, Karachi the successful bidder will be notified in writing “Letter of Acceptance” that his bid has been accepted.

6. **Amount of Bid Security:**  
2% of the Annual Bid Price in the shape of Pay Order or an irrevocable Bank Guarantee issued by a Scheduled Bank in favour of the Medical Superintendent Civil Hospital, Karachi.
7. **Number of Copies of the Bid to be submitted:**  
One Copy (In Original) Technical Proposal along with Security Plan with photo copy of the Call Deposit **without** showing the amount and original Call Deposit / Pay Order / Bank Draft may be attached with the Financial Proposals.
8. **Employer's Address for the Purpose of Bid Submission:**  
Medical Superintendent Civil Hospital, Karachi Baba-e-Urdu Road Karachi Tel: 021-99215759  
Fax: 021-99215733

### **HUMAN RESOURCES:**

The Services of the 46 Security Guards / Chowkidar of this Hospital will assist the Contractor for Security Services @ Civil Hospital Karachi. In case of complaint or absentee of Hospital Security Staff is reported necessary action will be taken against them by the Hospital Administration as per rules.

Contractor shall ensure to post the Security Staff as per Security Plan submitted by him for Hospital.

Authorized Officer / Official will declares **Sensitive Areas** (if required) and the list of Security Guards required for that area will be provided to the Contractor. These Security Guards will be non-transferable and will not be terminated without taking a written permission from the Hospital Authorities.

A Security Services Monthly Bill will be submitted to the AMS (Security) along with the invoice on first of every succeeding month who will useful the bills within 2/3 days and submit the bills through Authorized Officer / Official to the Accounts Department by 5<sup>th</sup> of same month.

1. The payment will be paid according to attendance of Security Guards as per I.T record.
2. The attendance will be mark through I.T Machine.
3. In case of leave of Security Guards alternative should be provided.

In case of any dispute between Security Guards / workers with the contractor the matter shall be referred to the Administration for arbitration whose decision shall be final. Contractor shall provide duty roster of the Security persons accordingly to the Administration on the monthly basis.

Security Guards of the Contractor will be bound to wear neat and clean uniform & Name Badges approved by the authority. In case of violation fine will be imposed by the Concerned Additional Medical Superintendent or Authorized Officer, Civil Hospital 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 the Hospital.

Contractor will be bound to change the Guards who are unwanted by the Hospital Administration immediately.

Guards will work according to time table (12 hours duty) issued by the Authorized Officer / Additional Medical Superintendent, Civil Hospital, Karachi.

- i. Basic Human Rights will not be violated by the contractor.
- ii. Contractor shall be bound to provide manpower according to contract on holidays.
- iii. Contractor shall be bound to provide the sanctioned strength of Security Guards at all time even on holiday.

#### **AREA COVERED BY THE CONTRACTOR:**

- a. Contractor will be fully responsible to keep the whole covered area including Neuro Surgery till shifting to Trauma Centre unit based at Services Hospital Karachi, OPD Compound and open space according to the entire satisfaction of the Hospital Administration.
- b. Contractor shall be responsible for round the clock Security Services of the areas under contract.

#### **RECTIFICATION REPORT:**

In case of any complaint or observation conveyed to the contractor or their Security supervisor by Hospital Authorities / AMS (Security) the contractor will report the steps taken in order to rectify those observations in writing within stipulated time.

#### **GENERAL TERMS:**

1. Taxes will be deducted from the contractor's bill as imposed by the Government from time to time as well as Contractor will be paid all the Government Institution's Contribution himself.
2. Contractor will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of Civil Hospital, Karachi.
3. Contractor will not be allowed to sublet the contract and will be responsible to pay contribution / Sindh Sales Tax to the Government Institutions as per Government policy.
4. In case of any dispute contractor will approach the Additional Medical Superintendent (General) Civil Hospital, Karachi. If he is not satisfied with the decision of the Additional Medical Superintendent (General) then he has the right to approach the Medical Superintendent Civil Hospital, Karachi. The decision of the Medical Superintendent Civil Hospital, Karachi will be final.
5. Medical Superintendent Civil Hospital, Karachi has the right to cancel the contract at any stage and without issuing any prior notice in case of violation of **Agreement / ToR** is proved as well as damages the prestige or property of this Hospital.
6. Contractor will be responsible for any theft or pilferage committed by any of his employees. The employee will be liable to punishment under the rules.
7. In case of breach of the contract by the firm security will be forfeited partly or fully as decided by the Medical Superintendent Civil Hospital, Karachi.
8. Any condition / clause of the Contract can be included / amended if required in the interest of the Hospital with the mutual understanding of both parties.
9. Contractor should have experience of at least (03) years in a renowned organization / institution. Contractor shall have NTN/SNTN with sound financial background else the offer will be rejected.
10. Contractor shall have its own ammunition / communication equipments required for Securities etc. Ammunition must be approved by the Authorized Officer of Civil Hospital Karachi before commencement of contract.
11. The contractor should not violate himself or allow his Security Guards to violate the rules of the Sindh Government.
12. In case of violate of the rules the contractor may be fined upto Rs. 5,000/- at one time and legal action will be initiated against him.

13. Contractor shall be responsible for personal of the Security Guards.
14. In case of dispute decision of the Medical Superintendent Civil Hospital, Karachi shall be final and Contractor will not challenge in the Court of Law.

**SIGNATURE OF THE CONTRACTOR**

**STAMP**

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

CNIC No : \_\_\_\_\_

(Copy duly attested must be attached)

Ph. No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address.

### **CRITERIA FOR EVALUATION OF SECURITY SERVICES BID**

<b>S. #</b>	<b>Criteria for Evaluation of Security Services Bid</b>	<b>Points</b>
1	Company Profile	10
2	Security Plan for Civil Hospital, Karachi	10
3	Communication Equipments / List of Ammunition (which will be utilized by the Security Agency in Hospital to secure the Hospital assets.)	20
4	Client List / Relevant Experience / Previous year performance	30 ±
5	Copy of the Registration Certificate with EOBI	05
6	Copy of the Registration Certificate with SESSI	05
7	Copy of the Registration Certificate with Income Tax Department N.T. Number Registration with Sindh Revenue Board) Contractors will be responsible to pay Sindh Sales tax 4/5 <sup>th</sup> themselves and remaining 1/5 <sup>th</sup> will be deducted at source.	05
8	Copy of the Registration Certificate with Home Department Government of Sindh/Government of Pakistan.	05
9	Turnover of at least three years (20.000 (M) each year (Bank Certificate / Bank Statement for the last three years should be attached and an undertaking on Letter Head that the firm concerned is financially sound and have sufficient funds to pay three months salary from their source (if undertaking has not been given than offer will be rejected).	10

**Note:**

**S. No. 5, 6, 7 & 8 Mandatory and in remaining only those firm (s) will be considered / qualified who will get 70% points in each criteria.**

“A”  
**Technical Offer**  
**(On Firm Letter Head)**

(i)

S. No.	Particular	B.O.Q	Age	Experience
01	<b>*Head Supervisors:</b> Ex Military / Para Military Force with Good Health (Non Commissioned)	01		
02	<b>*Supervisors:</b> Ex Military / Para Military Force with Good Health (Non Commissioned)	03		
03	<b>Security Guards (Armed)</b> Ex Military / Para Military Force with Good Health	20		
04	<b>Security Guards:</b> (Civilian) Good Health and Matriculation Passed (As per Police Standard)	70		
05	<b>Lady Searcher:</b> Good Health and Matriculation Passed	06		
06	<b>Security Clerk:</b> Intermediate	01		
<b>Total =</b>		<b>101</b>		

**Note:**

- i) Security Services to be provided by the Contractor as mentioned in the Terms & Conditions of the Bid Documents in details.
- ii) Security Staff will work under supervision of the Hospital Administration.

(ii)

List of Communication Equipments / Ammunition, which will be utilized in Hospital for safety of Hospital assets.

S.No.	Description (Equipments)	Quantity

**Note:**

The offer will not be considered without signature & Stamp of the contractor.

Signature of  
Contractor / Supplier

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

C.N.I.C No. : \_\_\_\_\_

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

Stamp : \_\_\_\_\_

**“B”**  
**Financial Offer**  
**(On Firm Letter Head)**

S.No.	Particular of Post(s)	B.O.Q	Per Month	Total Amount For 12 Month
01	<b>*Head Supervisors:</b> Ex Military / Para Military Force with Good Health (Non Commission)	01		
02	<b>*Supervisors:</b> Ex Military / Para Military Force with Good Health (Non Commission)	03		
03	<b>Security Guards (Armed)</b> Ex Military / Para Military Force with Good Health	20		
04	<b>Security Guards:</b> (Civilian) Good Health and Matriculation Passed (As per Police Standard)	70		
05	<b>Lady Searcher:</b> Good Health and Matriculation Passed	06		
06	<b>Security Clerk:</b> Intermediate	01		
<b>Total =</b>		<b>101</b>	<b>Grand Total =</b>	

**Note:**

- (i) Bid Security Pay Order / Demand Draft should be attached (In Original).
- (ii) The Strength of the said staff can be increased / decreased as per SPP Rules 2010 (Amended 2013/14).
- (iii) The offer will not be considered without signature & Stamp of the contractor.

Signature of  
Contractor / Supplier

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

C.N.I.C No. : \_\_\_\_\_

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

Stamp : \_\_\_\_\_



## **INSTRUCTIONS:-**

- a) Each bid shall comprise Single Stage Two Envelope containing the Technical and Financial proposal and required information.
- b) The security Contractor will be provided Security Staff on daily two shift basis, as offered even on holiday(s).
- c) Bid Security may be attached in shape of DD / Pay Order / Bank Guarantee issued by the scheduled Bank(s) in Pakistan.
- d) Bid should be dropped in the office of the Additional Medical Superintendent (Procurement) 1<sup>st</sup> Floor Admin Block Civil Hospital Karachi and the same will be opened at Board Room 2<sup>nd</sup> Floor Admin Block Civil Hospital Karachi.
- e) Bid / offer will be evaluated as per criteria for evaluation of Security Service.
- f) Tender price will be assessed / computed on best bid evaluated cum lowest basis as mentioned at “B”.
- g) Bid should be inclusive all Government taxes Contributions will be paid themselves by the Contractors except withholding tax which will be deducted at source in office of the Accountant General Sindh Karachi.
- h) Civil Hospital Karachi shall disqualify a contractor, whether pre-qualified or not, if it find at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as contractor was false and materially inaccurate or incomplete at any stage.
- i) Document(s) for Evaluation of Security Services must be paged / flagged by the bidders.
- j) Technical Proposal will be opened on **9<sup>th</sup> January, 2017** and the Financial Proposal will be opened only those firms who will be qualified.
- k) Sindh Sales tax 4/5<sup>th</sup> will be deposited by the contractor and remaining 1/5<sup>th</sup> will be deducted at source.

**Signature of Contractor**  
**Stamp**