

SINDH INSTITUTE OF OPHTHALMOLOGY & VISUAL SCIENCES (SIOVS), HYDERABAD

@ Eye Hospital Journalist Colony, Hyderabad
Phone: +92-22-9210351-2, Fax: +92-22-2106802
Website : www.siovs.edu.pk , E-mail: info@siovs.edu.pk

(Tender Form Fees Rs.500/-(Non Refundable)

TENDER FORM

TENDER INQUIRY NO. 16 /2016-17

DUE ON 01-04-2017

DEPLOYMENT OF SECURITY GUARDS FOR THE YEAR 2016-17

Time of issuance of Tender form upto 31-03-2017 at 02:00 P.M

Time of Submission of Tender on 01-04-2017 at 11.00 A.M

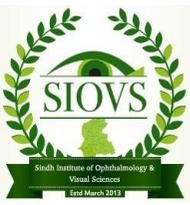
Time of Opening of Tender on 01-04-2017 at 11.30 A.M

| S.No. | DESCRIPTION | Unit of Measurement | Qty | RATE IN WORD EACH PER MONTH | RATE IN FIGURES EACH PER MONTH |
|-------|--|---------------------|-----|-----------------------------|--------------------------------|
| 02 | Security Guards with weapons | Per Month | | | |
| 03 | Security Guards with Detectors | Per Month | | | |
| 04 | Supervisors | Per Month | | | |
| 05 | Lady Searcher with Good Health 08 Hours Duty | Per Month | | | |
| 06 | Purchase of Electronic Walk Through Gates | As Per Requirements | | | |

INSTRUCTIONS FOR DEPLOYMENT OF SECURITY GUARD:.

The Private Security Companies who have fulfilled following requirements can participate in tenders.

1. Valid License from Interior Ministry and Sindh Government.
2. Experience (Minimum Two years)
3. Valid Registration Certificate from EOBI, SESSI, Income Tax, Professional Tax Certificate and Sindh Sales Tax (SST).
4. Clearance Certificate from Police, Special Branch and Investigation Bureau.
5. Two Years Audit Report
6. Details of training and experience of Guards.
7. Details of Last Refresher training course.



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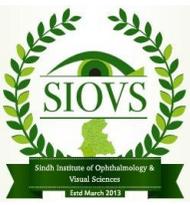
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8. An Affidavit of Rs.100/- (Non Judicial) that the firm is not black listed in any Government / Semi Government Department or Private Sector.
9. The Security Company should provide services round the clock including holidays.
10. The Security personnel shall not be beyond the age of 45 years.
11. This office shall have the right to ask the security company to remove any person considered incompetent or found unsuitable or for any reason and the person removed for the above reasons shall not be deputed again without the consent of this office.
12. The personnel ought to be polite, courteous, disciplined, physically fit, alert and smartly dressed in Uniform and attend with compliments the distinguished VIPs, staff, patients and attendants.
13. To be entirely responsible for thefts of easily movable items.
14. Not to leave the place of duty under any circumstance until and unless properly relieved i.e signing in handing / taking over register etc.
15. The names of the security guards should always be displayed by them on their uniforms for the purpose of identification.
16. The company should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards.
17. The company should provide a whistle, torch and lathi to the security guard on duty.
18. If it is found that any property of the hospital is lost / damaged due to the negligence or connivance of the security guards, the same shall be made good on the depreciated value of the property damaged / lost from the security company's bill.
19. The company shall furnish the names, addresses and photographs of the security staff posted in the hospital and also when there is any change in security guards.
20. The company shall submit a monthly report of compliance and happenings in the hospital, to the hospital authorities.
21. Retired Army Personnel will be preferred.
22. The Security guards shall timely comply with all directors and instruction of hospital administration. Non-compliance of instructions can lead to termination of agreement.

TERMS & CONDITION:

- 1.1 The tenders shall be submitted with all documents in sealed envelopes, with sealing wax in the shape of two envelope system i.e Technical and Financial The envelopes must contain tender inquiry No. on the top, separately by Technical and Financial. The name of Company should be affixed on the face of envelopes at the left side.
- 1.2 Tenders must be filled in with Blue or Black ink in the column provided / on separate letterhead duly signed.
- 1.3 The tenders must be free erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it.
- 1.4 The rates on each column should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: In case of discrepancy the price in words will be taken as authenticated and final.
- 1.5 Conditional tenders will be ignored and will not be considered/entertained/accepted.



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- 1.6 Tenders form shall be accompanied by Earnest money @ 2 ½ % (12 months) of the value of q quoted by them in form of Call Deposit / Pay Order in financial envelope and Photocopy of pay order / demand draft of earnest money in which amount should not be readable should be enclosed in technical envelope.
- 1.7 Original purchase receipt must be enclosed with their offer and for alternate offer a separate purchase receipt must be submitted otherwise alternate offer will be rejected.
- 1.8 The tendered rate should be inclusive of all taxes, Income & Sales Tax etc payable to Federal & Provincial Government or Local bodies and no claims on this account shall be entertained.
- 1.9 The envelope shall be marked as “FINANCIAL PROPOSAL“ and “ TECHNICAL PROPOSAL“ in bold and legible letters to avoid confusion.
- 1.10 Initially, only envelope marked as “ TECHNICAL PROPOSAL “ shall be opened.
- 1.11 The envelope marked as “ FINANCIAL PROPOSAL “ shall be retained in the custody of the procuring agency without being opened.
- 1.12 Director SIOVS Hyderabad reserve the right to impose the following penalties for any breach of the contract by tenderer.
 - Forfeiture of the Security money
 - Forfeiture of payment
 - Black listing of the firm

I/We solemnly declare that the information furnished by me/us is correct to the best of my/ our knowledge and if found incorrect our contract will be liable to be terminated.

NATIONAL TAX No......

SIGNATURE

GST No:

NAME OF CONTRACTOR

C.N.I.C No:

ADDRESS

CELL NO

Director,
**Sindh Institute of Ophthalmology
& Visual Sciences, Hyderabad**