



**SINDH EMPLOYEE'S SOCIAL
SECURITY INSTITUTION
(HEAD OFFICE)**

AWAN-E-MUHARAT KASHIF-17, BLOCK-6
GULSHAN-E-IQBAL, KARACHI-75300

Ph: 0213-4960655, email: sssprocurement@gmail.com

**TENDER NOTICE FOR
SECURITY SERVICES**

1. Sealed tenders are invited from the registered Security Services Provider Firms with Income Tax and Sindh Revenue Board, for providing the security staff to the Institution on contract rate basis for one year (Extendable till the finalization of the next Tender) as per Clause 46(2) of SPPRA Rules 2010, (Amended 2013).
2. Tenders along with Terms & Conditions (in duplicate) may be purchased from the office of Cashier of the Institution on submission of pay order of Rs.2,000/- (non-refundable) in favour of Commissioner SESSI with effect from the date of publishing in newspapers to 12-04-2017 during 9:00 a.m. to 5:00 p.m. Receipt of this amount along with a copy of Terms & Conditions duly signed and stamped by the tenderer, will be attached with the quotations/tenders as conclusive evidence of acceptance of the Terms & Conditions.
3. The Terms & Conditions form is part and parcel of, and supplementary to, this tender notice.
4. Tenders shall be accompanied by Bid Security @ 2.5% of the value of tender quoted by them in form of Pay Order/ Demand Draft in favor of Commissioner SESSI, Karachi which shall remain valid for 28 days beyond the Bid validity period.
5. Tenders in sealed envelopes should be addressed to Commissioner SESSI, Social Security House St-17 Block-6, Rashid Minhas Road, Gulshan-e-Iqbal, Karachi-75300 (SESSI Head Office) and should be dropped in Tender Box at Head Office on 13-04-2017 up to 11:30 a.m. This will be opened on the same date at 12:30 p.m. in the presence of those tenderers who may wish to be present.
6. In case of any unforeseen situation resulting in holidays or closure of office on the date of submission/ opening or if Government declares holidays the tender shall be submitted/ opened on the next working day at the same time and venue.
7. The Procuring Agency may reject all or any bids subject to the relevant provisions of SPPRA Rules 2010, (Amended 2013).

**DIRECTOR PROCUREMENT
FOR COMMISSIONER**

INF/KR/1-103/2017



سنت ايملائيز سوشل سيڪيورتي انسٽيٽيوشن (هيڊ آفيس)

اعوان محنت ڪش ST-17، بلاڪ-6، گلشن اقبال، ڪراچي-75300
فون: 0213-4960655 اي ميل: sessiprocurement@gmail.com



سيڪيورتي سروسز لاءِ ٽينڊر نوٽيس

1. SPPRA رولز 2010 (2013) ۾ ترميم ڪيل) جي شق (2) 46 تحت سيڪيورتي سروسز مهيا ڪندڙ اهڙين رجسٽرڊ فرمن کان جيڪي انڪم ٽيڪس ۽ سنڌ روڊ بورڊ وٽ ادارن کي هڪ سال لاءِ ڪانٽريڪٽ ريت بنياد تي سيڪيورتي مهيا ڪري ڏيڻ لاءِ رجسٽر ٿيل هجن (پني ٽينڊر جي مڪمل ٿيڻ تائين وڌائڻ جو ڳو) سيل مهر ٿيل ٽينڊر گهرائجن ٿا.
2. (ڊبليڪيٽ ۾) شرطن ۽ ضابطن سميت ٽينڊر، انسٽيٽيوشن جي ڪيشئر وٽان 2000 رپين جي اڏاڻگي (ناقابل واپسي) تي 2017-04-12 صبح 9.00 وڳي کان 5.00 وڳي تائين خريد ڪري سگهجن ٿا، هن رقم جي رسيد گڏوگڏ شرطن ۽ ضابطن جي صحيح ٿيل ڪاپي ۽ ٽينڊر پرينٽڙن پاران اسٽئمپ ٿيل، ڪوٽيشن/ٽينڊر مان شرطن ۽ ضابطن جي قبوليت جي حتمي ثبوت طور شامل هوندي.
3. شرطن ۽ ضابطن جو فارم هن ٽينڊر نوٽيس جو حصو ۽ پاڳو ۽ ضميمو آهي.
4. ٽينڊرن سان ڄاڻايل ٽينڊر قيمت جو 2.5 سيڪڙو واک سيڪيورتي پي آرڊر/ڊمانڊ ڊرافٽ جي صورت ۾ بحق ڪمشنر SESSI، ڪراچي شامل ڪيو ويندو جيڪو واک جي ڪارگر هئڻ واري مدي پويان 28 ڏينهن لاءِ ڪارگر رهندو.
5. مهيند لافن ۾ ٽينڊر ڪمشنر SESSI، سوشل سيڪيورتي هائوس، St-17، بلاڪ-6، راشد منهاڙ روڊ، گلشن اقبال، ڪراچي-75300 (SESSI) هيڊ آفيس) ڏانهن موڪلڻ گهرجن ۽ 2017-04-13 صبح 11.30 وڳي تائين هيڊ آفيس ۾ رکيل ٽينڊر باڪس ۾ وجهڻ گهرجن. اهي ساڳي تاريخ تي منجهند 12:30 وڳي موجودگي جي خواهشمند ٽينڊر پرينٽڙن جي روبرو ڪوليا ويندا.
6. اهڙي ڪنهن به ناخوشگوار صورتحال ۾ جنهن ڪري موڪل ٿي هجي يا اماڻڻ ۽ ڪولڻ واري تاريخ تي آفيس بند هجڻ جي صورت ۾ جيڪڏهن حڪومت موڪل جو اعلان ڪندي ته پوءِ اهي پني ڪم ڪار واري ڏينهن ۽ هنڌ تي ڪوليا ويندا.
7. پروڪيورنگ ايجنسي ايس پي آر اي رولز-2010 ترميم ٿيل 2013 جي واسطيدار فترن تحت سمورا پاڪي پرواڪرڊ ڪري سگهي ٿي.

ڊائريڪٽر پروڪيورمينٽ
فار ڪمشنر

INF/KRY/1403/2017





**SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION
(HEAD OFFICE)**

AIWAN-E-MEHNAT KASH ST-17, BLOCK-6, GULSHAN -E- IQBAL, KARACHI -75300
Ph-0213-4960655, email: sessiprocurement@gmail.com

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7. The Procuring Agency may reject all or any bids subject to the relevant provisions of SPPRA Rules 2010 (Amended 2013).


DIRECTOR PROCUREMENT
FOR COMMISSIONER





**SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION
(HEAD OFFICE)**

AIWAN-E- MEHNAT KASH ST-17, BLOCK-6, GULSHAN -E- IQBAL, KARACHI -75300
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TENDER FOR SECURITY SERVICES

COST OF TENDER DOCUMENTS:	Rs.2,000.00 (Rupees Two Thousand Only) Non-Refundable
TENDER SELLING PERIOD:	From the date of publishing to 12-04-2017
TENDER SUBMISSION DATE AND TIME:	On 13-04-2017 from 9.00 a.m. to 11:30 a.m.
TENDER SUBMISSION PLACE:	Office of the Director Procurement, Aiwan-e-Mehnatkash, SESSI Head Office, ST-17, Block- 6, Rashid Minhas Road, Gulshan-e-Iqbal, Karachi.
TENDER OPENING DATE AND TIME:	On 13-04-2017 at 12.30 p.m.
TENDER OPENING PLACE:	Conference Room 2 nd Floor SESSI Head Office Karachi

NOTE:- Tender shall not be accepted after sealing of the Tender Box.

TERMS & CONDITIONS

- a. Provide Security at all time.
- b. Security Agency shall be responsible to provide the security to the Institution/ staff/ offices/ patients of the Institution mentioned above and any other job assigned by the administration of the Institution.

Offers shall remain valid for 90 days from the date of opening. The bidders shall quote their prices inclusive of all applicable duties / Taxes and transportation etc. Price should be quoted in Pak rupees in Figures & Words both, failing which the offer will be ignored.

1.0 GENERAL CONDITIONS & INSTRUCTIONS:

- 1.1 In this tender, method of procurement shall be **"SINGLE STAGE TWO ENVELOPE"** procedure as per SPPRA rules 2010.
- 1.2 Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes should be marked **Technical Proposal** and **Financial Proposal** as in bold and legible letters to avoid confusion. The envelope must contain tender inquiry No. on the top, the name of the Bidder should be affixed on the face of the envelope on the left side. The envelope should be sealed and addressed to Commissioner SESSI Karachi and inserted in Tender box on the scheduled date and time.
- 1.3 **Technical Proposal should have the following documents:**
 - a. Original Tender receipt
 - b. NTN Certificate.
 - c. Sales Tax Registration Certificate.
 - d. Sindh Revenue Board Certificate
 - e. Last three years tax returns, showing Annual Turnover of more or equal to Rs.20 (Twenty) Million of Bidder.
- 1.4 **Financial Proposal should have the following documents:**
 - a. Original Pay Order Bank Draft of Earnest money.
 - b. Original copy of the Bid offer with Quoted price.



- 1.5 The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it, duly stamped.
- 1.6 Rates of each item should be written in **figures as well as in words**. Arithmetical errors will be rectified on this basis. In case of discrepancy the price in words will be authenticated and final.
- 1.7 No Tender will be entertained without Bid Security. Conditional tender will not be accepted.
- 1.8 Tenders shall be accompanied by Bid Security @ 2.5 % of the value of tender quoted by them in form of Pay Order / Demand Draft in favor of Commissioner SESSI, Karachi which shall remain valid for 28 days beyond the Bid validity period.
- 1.9 The Bid Security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidders or the validity period has expired.
- 1.10 The Bid Security shall be released to successful bidders after submission of performance security.
- 1.11 The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the contractors / suppliers.
- 1.12 The Bid duly filled with stamped & signed by the bidder bidder's Letter head for which the rates are to be quoted. Any alteration/ correction must be initialed and each page is to be signed and stamped at the bottom.
- 1.13 The supplier shall submit a Completion Certificate/ Performance Certificate to the Procuring Agency within the 30 days of closing of contract as per Clause 57(1) of SPPRA Rule 2010, Amended 2013.
- 1.14 The quoted rates once offered by the firms will not be changed during the contract period.
- 1.15 The Technical evaluation carried out by the Technical Committee will be final as per following Evaluation Criteria. The supplier does not pledge himself to accept the lowest tender; preference shall be given upon quality and economy of the product. The decision of the Technical Committee shall neither be reversible nor challengeable.

CRITERIA FOR EVALUATION OF SECURITY SERVICES BID

Sr. No.	Description	Point
1	Company Profile (Introduction teams including HR, experienced, trained personnel, methodology of hiring, training and continuous evaluation of security personnel, age group of security personnel, work experience with private and government firms, and capability to handle training internally/ externally, alliance or registration with defense training organizations for training of personnel etc.)	50
2	Security Plan for Social Security Head Office / Hospitals/ Circles/ Directorates	10
3	Communication Equipments/ List of Ammunition (which will be utilized by the Security Agency in the Social Security Head Office / Hospitals/ Circles/ Directorates)	15
4	Client List/ Relevant Experience/ Previous Performance	15
5	Copy of the registration certificate with EOBI	05
6	Copy of the registration certificate with of this Institution (SESSI)	05

Following requirements will be assessed on knock-out basis:-



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 th themselves and remaining 1/5 th will be deducted at source.	
8	Copy of the registration certificate with Home Department Government of Sindh/ Government of Pakistan.	
9	Turnover of at least three years showing 20.00 Million Annually, 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 sources (if undertaking has not been given than offer will be rejected).	

Firms obtaining 80% of total score and meeting other requisite criteria will be considered as qualified.

2.0 SPECIAL CONDITIONS:

- 2.10 Valid License from Federal Interior Ministry and Sindh Government.
- 2.11 Fifteen (15) years Experience in relevant field with documentary proof.
- 2.12 Valid Registration certificates from Income Tax, Professional Tax and Sindh Sales Tax.
- 2.13 Clearance certificate from Police Special Branch and Intelligence Bureau.
- 2.14 Two years Audit Report.
- 2.15 Detail of training and experience of guards.
- 2.16 Detail of Last Refresher training course.
- 2.17 An affidavit of Rs.100/- (Non Judicial) that the firm is not black listed in any government/ semi government or private sector.
- 2.18 Registration/ Authorization certificate of training from Ministry of Interior, Government of Pakistan.
- 2.19 The security personal shall not be beyond the age of 45 years.
- 2.20 This Institution 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 Institution.
- 2.21 The personnel ought to be polite, courteous, disciplined, physically fit, alert and smartly dressed in Uniform.
- 2.22 Security Company entirely responsible for thefts of easily movable items, i.e. motor bikes, cars or any other items/ assets in the jurisdiction of deployment.
- 2.23 Not to leave the place of duty under any circumstances until and unless properly relieved i.e. signing in handing/ taking over register etc.
- 2.24 The name of the security guards should always be displayed by them on their uniforms for the purpose of identification.
- 2.25 The company should arrange for surprise checks (during day and night) to check alertness and attentiveness of the security guards.
- 2.26 The company should provide a whistle, torch, LATHI and weapon to the security guard on duty.
- 2.27 If it is found that any property of the Institution 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.
- 2.28 The company shall furnish the names, address and photographs of the security staff posted and there is any changes in security guards.

3. TERMS AND CONDITIONS ACCEPTANCE CERTIFICATE

I / we, M/s. _____ is hereby confirmed that I/we have carefully read all terms and conditions of the tender and also agreed to abide SPPRA-2010, (Amended 2013) for providing security till the validity of the tender.

Signature of Vendor _____

Name of Authorized Person _____



Designation _____

Seal and Address _____

Tel No. _____ Fax No. _____

E-mail address _____

Witnesses

Name _____ Signature _____

Name _____ Signature _____

Note:

- All the above said instructions must be read carefully for compliance.
- Department reserve the right to ask and verify any document related with manufacturing of item, to assess the quality.





Date of Closing of Tender 13-04-2017 AT: 11:30 AM

Date of Opening of Tender 13-04-2017 AT: 12:30 PM

SINDHI EMPLOYEE'S SOCIAL SECURITY INSTITUTION

Detail of Requirement/ Deployment of Security Guards / Supervisors

S.#	Premises of Deployment	No Of Security Guards	No Of Security Supervisors
1	Social Security (SESSI) Head Office	8	1
2	K.V.S.S. SITE Hospital	36	2
3	Social Security Landhi Hospital	36	2
4	Social Security Kotri Hospital	6	-
5	Social Security Hyderabad Hospital	4	-
6	Social Security Hyderabad Circle	7	-
7	Social Security Kotri Circle	6	-
8	Social Security SITE Circle	8	-
9	Social Security SITE West Directorate	2	-
10	Social Security Federal B. Area Directorate	2	-
11	Social Security Landhi Kidney Center	10	1
12	Social Security City Circle	1	-
13	Social Security Landhi Circle	7	-
14	Social Security Korangi Circle	5	-
15	Social Security City Directorate	1	-
16	Social Security SITE East Directorate	2	-
17	Social Security Landhi Directorate	2	-
18	Social Security Korangi Directorate	1	-
	Total =	144	6





**SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION
(HEAD OFFICE)**

AIWAN-E-MEHNAT KASH ST-17, BLOCK-6, GULSHAN -E- IQBAL, KARACHI-75300

NOTIFICATION

In suppression of previous SESSI, Head Office Order No.SS-Admn/2015-16/1206 dated 29-1-2016 and with the reference to the Department letter No. SS-Admn/2016/1502 dated 21-03-2016, No. SS-Admn/2016/1193 dated 26-12-2016 and letter No. DIR(A&F)/SPPRA/SESSI-PC/15-16/9771 Government of Sindh regarding guideline of Procurement Committee as per SPPRA Rules, 2010 (Amended 2013), with the approval of the Competent Authority a Procurement Committee is hereby constituted as per Clause 7 of SPPRA Rules 2010 (Amended 2013) for "**Administration Side**" of SESSI as Under:

1. DIRECTOR ADMINISTRATION, SESSI	CHAIRMAN
2. DIRECTOR FINANCE SESSI	MEMBER
3. DIRECTOR PROCUREMENT SESSI	MEMBER/ SECRETARY
4. MR. NOOR UL HADI, DEPUTY DIRECTOR NILAT	MEMBER
5. MR. ASHRAF NAQVI, JOINT DIRECTOR LABOUR, LABOUR DIRECTORATE	MEMBER

7. Zahid Butt
12/1
MUHAMMAD ZAHID BUTT
DIRECTOR ADMINISTRATION
FOR COMMISSIONER

12/1
Dated: January, 2017

No.SS-Admn/2015-16/ *1296*

Copy to:

1. All the Members of the Committee
2. The Director (A & F) SPPRA, Government of Sindh. With reference to letter No.DIR(A&F)/SPPRA/SESSI-PC/15-16/9771 "B" dated 30-3-2016
3. P.S. to Honorable Advisor to Chief Minister Sindh for Labour & Human Resource Department.
4. P.S. to Commissioner, SESSI Head Office
5. P.A. to Vice Commissioner, SESSI Head Office
6. P.A. to Medical Advisor SESSI Head Office
7. Office Order File



SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION
(HEAD OFFICE)

ATWAN-E-MEHNAT KASH ST-17, BLOCK-6, GULSHAN -E- IQBAL, KARACHI-75300

NOTIFICATION

With the approval of the Competent Authority, The **Complaint Redressal Committee** (CRC) is hereby constituted as defined in Rule 31 of SPPRA Rules 2010 (Amended 2013) comprising of the following members to redress the matters regarding tenders (Medical, Engineering and Administration sides) of the Institution:-

- | | | |
|----|--------------------------------|----------|
| a. | Vice Commissioner SESSI | Chairman |
| b. | A Representative of A.G. Sindh | Member |
| c. | An independent Professional | Member |

47.2ebw/160
12/1
MUHAMMAD ZAHID BUTT
DIRECTOR ADMINISTRATION
FOR COMMISSIONER

12/1
Dated: January, 2017

No.SS-Admn/2015-16/ *1294*

Copy to:

1. All the Members of the Committee
2. The Director (A & F) SPPRA, Government of Sindh. With reference to letter No.DIR(A&F)/SPPRA/SESSI-PC/15-16/9771 "B" dated 30-3-2016
3. P.S. to Commissioner, SESSI Head Office
4. P.A. to Vice Commissioner, SESSI Head Office
5. P.A. to Medical Advisor SESSI Head Office
6. Office Order File



SINDH EMPLOYEE'S SOCIAL SECURITY INSTITUTION

ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2016-17

Following is the Annual Procurement Plan as per budgetary position for the financial year 2016-17:-

S No.	Heads	Admin	Medical	Total Budget Allocation
1	LAB. O.T. , X-RAY, C.T. SCAN DISPOSABLE ITEMS AND ORTHO IMPLANTS		58,653,000.00	58,653,000.00
2	HOSPITAL MEDICAL, LABORATORY AND X-RAY EQUIPMENTS		445,955,000.00	445,955,000.00
3	MEDICINES		380,000,000.00	380,000,000.00
4	DIETARY ITEMS		13,980,000.00	13,980,000.00
5	PRIVATE SECURITY GUARDS	2,400,000.00	18,000,000.00	20,400,000.00

Director Procurement
SESSI Head Office

- 1 Director Finance/ Audit / Accounts SESSI Head Office
- 2 P.S. to Commissioner SESSI Head Office
- 3 P.A. to Vice Commissioner SESSI Head Office
- 4 P.A. to Medical Advisor SESSI Head Office