

# **BIDDING DOCUMENTS**

**ZULFIKARABAD DEVELOPMENT AUTHORITY**

**GOVERNMENT OF SINDH**

**Contract NO: -D(Admin)-ZDA – KHI/01-(2016-2017)**

**TENDER DOCUMENTS FOR**

**PROVIDING SECURITY SERVICES**

**ZULFIKARABAD DEVELOPMENT AUTHORITY**

**Headquarter Located at Bunglow No. D-18, Block-I,  
Kahkashan, Near Zia-ud-din Hospital Chawrangi, Al-  
Mustafa Medical Trust, Clifton, Karachi.**

**VOLUME-I  
(TECHNICAL BID)**

**INSTRUCTIONS TO BIDDERS, SALIENT  
FEATURES / TERMS & CONDITION OF THE  
TENDER, ESSENTIAL REQUIREMENTS /  
EVALUATION CRITERIA, FORM OF  
AGREEMENT, SCOPE OF WORK AND  
SPECIFICATIONS**

## **SUMMARY OF CONTENTS**

SUMMARY OF CONTENTS .....	2
INSTRUCTIONS TO BIDDERS .....	3
SALIENT FEATURES/TERMS & CONDITION OF THE TENDER .....	5
GENERAL CONDITIONS.....	7
CRITERIA FOR TECHNICAL EVALUATION OF THE BID: -.....	11
FORM OF AGREEMENT .....	12
SCOPE OF WORK / SCHEDULE OF REQUIREMENTS (TECHNICAL OFFER).....	15

## **INSTRUCTIONS TO BIDDERS**

1. Zulfikarabad Development Authority invites sealed bids on single stage two envelopes procedure as per Sindh Public Procurement Rules, 2010 from Registered Security Services Providers Firm/Security Company's for **Providing Security Services for Zulfikarabad Development Authority, with its Headquarter located at Bunglow No. D-18, Block-I, Kahkashan, Near Zia-ud-din Hospital Chowrangi, Al-Mustafa Medical Trust, Clifton, Karachi.**  
**Contract No: -D(Admin)-ZDA Head Office – KH/01-(2016-2017)**
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 premises 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 Director (Administration), Zulfikarabad Development Authority 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 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 Director (Administration), Zulfikarabad Development Authority 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 Director (Administration), Zulfikarabad Development Authority and will become part of the Contract documents. Each Addendum shall be signed by the Tenderer and returned with other Tender documents. The clarification from bidders to reach Zulfikarabad Development Authority 7 days before the opening date.
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 Company's whose Tender is accepted, by the Procurement Agency, will be required to enter into a Contract agreement as defined in the Form of Agreement.

9. The Tender documents referred below and in preceding paras to constitute a part of this Tender:

- a) Instructions to bidders.
- b) Salient Features / Terms & Condition of the 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).

**NOTE: No tender will be accepted after closing of the Tender Box, whatsoever reasons may be.**

## SALIENT FEATURES/TERMS & CONDITION OF THE TENDER

1.	Name of Work & Address	Providing Security Services for Zulfikarabad Development Authority, with its Headquarter located at Bunglow No. D-18, Block-I, Kakhkashan, Near Zia-ud-din Hospital Chowrangi, Al-Mustafa Medical Trust, Clifton, Karachi. <u>Contract No:- D(Admin)-ZDA- KHI/01-(2016-2017).</u>
2	Time & Date of issue of Tenders	From the date of publishing of the advertisement upto 25 <sup>th</sup> April, 2017 at 1300 Hours.
3	Place of Issuance of Tender	Office of the Director (Administration), Zulfikarabad Development Authority, Karachi.
4	Date of pre-bid meeting	Scheduled on Thursday 20 <sup>th</sup> April, 2017. Firms to forward queries / observation of any by 17 <sup>th</sup> April, 2017.
5	Method of opening of Tender	It will be Single Stage Two Envelope Procedure as per Sindh Public Procurement Rules, 2010. Technical bid along with Bid Security will be inserted in a separate envelope marked as Technical Bid on top of right side (outside) and sealed similarly Financial Bid will be inserted in an another separate envelope marked as Financial Bid and sealed. Both the envelope will be kept in one separate Envelope marked as Bid Documents for <b>Provision of Security Guards for Zulfikarabad Development Authority</b> . Technical Bid will be opened by Procurement Committee first. Financial Bid will not be opened and will be kept with Zulfikarabad Development Authority till evaluation of bid by the Procurement Agency. Technically qualified bidders will be informed for opening of Financial Bid.
6	Date & Time of Submission of Tenders	As published in newspapers (26 <sup>th</sup> April, 2017 at 2:00 PM).
7	Date & Time of Opening of Tenders / Technical Proposals	As per NIT published in newspapers (3:00 PM 26 <sup>th</sup> April, 2017).
8	Date of Opening of Financial Proposals	As informed by Director Administration to all participants who are technically qualified.
9	Venue of submission & opening of Tenders	Conference Room situated at Zulfikarabad Development Authority Government of Sindh, D-18, Block-I Khekashan Clifton, Karachi.
10.	Validity of Tenders	As per SPPRA Rules, 2010.
11.	Amount of Bid Security	Rs. 18,000/= in shape of pay-order from schedule Bank in favour of Zulfikarabad Development Authority to be submitted along with Technical Proposal.

12.	Providing of Services		With immediate effect after receiving of Work Order.
13. (a)	Contract Agreement		The Security Company shall enter & execute a formal Agreement as per the "Form" annexed with such modification as may be necessary, by the Director Administration.
(b)	Stamp Paper requirement for Agreement.		- Rs. 0.30% of the Contract Value or as prescribed by Government Laws.
14	Terms of Payment to Security Agency's		The Security Company should submit Monthly Bill to the Director (Administration), Zulfikarabad Development Authority, Head Office, Karachi along with the invoice on first of every succeeding month who will process the bills within 5 working days for payment.
15	Release of Bid Security of Rs. 18,000/=		Bid Security will be released to successful bidder after purchase order is released as per SPP Rules 2010 amended 2013.
16	VARIATION IN CONTRACT PRICE.		NO VARIATION IN PRICE SHALL BE ALLOWED ON ANY GROUND INCLUDING CURRENCY FLUCTUATION / VARIATION OR WHATSOEVER.
17	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 / prevail.
18	Taxes.		All applicable taxes as per Government Rules will be deducted at source by Zulfikarabad Development Authority.
19	COST TO BE QUOTED IN BOQ.		<ul style="list-style-type: none"> <li>• Cost of Ex-Armed Forces Guards (Preferably from Army) and Experienced Civilian Guards alongwith type of weapons to be provided must be indicated. It is mandatory to quote both rates and type of weapons.</li> </ul>

## **GENERAL CONDITIONS**

Total cost will only be considered in the form of bid issued by the Director (Administration), Zulfikarabad Development Authority, Karachi for a period of 12 months from the date of award.

### **1. SCOPE OF WORK:**

- a. Maintain harmony under stressful situation.
- b. Provide Security for the Personnel Mechanical Transport, the equipments either installed or kept at various places and locations within and outside the buildings.
- c. Maintain Vigilance and stay alert.
- d. Security Company will be responsible to provide security to the assets and any other job assigned by the Director (Administration) in this regard.
- e. The number of guards can be increased / decreased by Zulfikarabad Development Authority and payment will be made accordingly.
- f. Period of twelve months can also be increased or decreased on mutual consent.

2. TECHNICAL BID DOCUMENTS shall be accompanied by Bid Security equivalent to Rs. 18,000/= in the form of Pay Order / Demand Draft drawn from any scheduled bank of Pakistan in favour of “Zulfikarabad Development Authority”.

3. Each bid shall comprise Single Stage Two Envelope 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 at the Reception of the Zulfikarabad Development Authority, Karachi situated at Bunglow No. D-18, Block-I, Kahkashan, Near Zia-ud-din Hospital Chowrangi, Al-Mustafa Medical Trust, Clifton, Karachi upto 1400 Hours (2:00 PM). The same will be opened at 1500 Hours (3:00 PM) on the same day in presence of those bidders who wish to be present.

### **4. AWARD CRITERIA & EMPLOYERS' RIGHT:**

- a. The Managing Director, Zulfikarabad Development Authority, Karachi will award the contract to the bidder whose bid has been determined the lowest evaluated and recommended by Procurement Committee.
- b. Zulfikarabad Development Authority, Karachi reserves the right to accept or reject any bid in terms of SPPRA Rules.

### **5. NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT:**

- a. Prior to expiration of the period of bid validity the successful bidder will be notified in writing that his bid has been accepted and “Letter of Award” will be issued accordingly after 07 days Bid Evaluation Report (BER) has been hoisted on SPPRA Website.

### **6. AMOUNT OF BID SECURITY:**

- a. Rs. 18,000/= in the shape of Pay Order in favour of the “Zulfikarabad Development Authority” Karachi.

**7. NUMBER OF COPIES OF THE BID TO BE SUBMITTED:**

- a. One Copy (In original) Technical Proposals along with original Pay Order / Demand Draft for Rs. 18,000/= be attached with the Technical Proposals.

**8. EMPLOYERS' ADDRESS FOR THE PURPOSE OF BID SUBMISSION:**

- a. Reception of the Zulfikarabad Development Authority, Bunglow No. D-18, Block-I, Kahkashan, Near Zia-ud-din Hospital Chowrangi, Al-Mustafa Medical Trust, Clifton, Karachi.

**9. HUMAN RESOURCES:**

- a. Security Guards of the Security Company will be smartly turned out and bound to wear neat and clean uniform.
- b. All Security Guards should have I.D Card of Security Company which should be shown on demand.
- c. Security Supervisor of Security Company will check the guards on daily basis and sign the register with his remarks.
- d. Indisciplined Guards involved in any immoral activities will not be allowed to serve in Zulfikarabad Development Authority.
- e. Security Company will be bound to change the Guards who are unwanted by the Administration immediately and provide a suitable replacement.
- f. Guards will work according to time table issued by the Director Administration, Zulfikarabad Development Authority.
- g. Security Company shall be bound to provide the sanctioned strength of Security Guards at all-time even on holiday.
- h. The Security Company should submit Monthly Bill to the Director Administration Zulfikarabad Development Authority, Karachi along with the invoice on first of every succeeding month who will process the bills within 5 days of submission for payment.

**10. AREA COVERED BY THE SECURITY COMPANY:**

- a. Security Company will be fully responsible to keep the whole covered area including outside the building covered accordingly to the entire satisfaction of the Director Administration, Zulfikarabad Development Authority.
- b. Security Company shall be responsible for round the clock Security Services of Designated Location(s).

**11. RECTIFICATION REPORT:**

- a. In case of any complaint or observation conveyed to the Security Company or their Security supervisor by Director Administration, the Security Company will take corrective measures and report the steps taken in order to rectify those observations in writing within stipulated time.

## **GENERAL TERMS OF THE ASSIGNMENT / RESPONSIBILITIES OF SECURITY**

### **COMPANY:**

- 1) All applicable taxes as levied by the Government (Federal / Provincial) from time to time will be deducted from the Security Company's Bill.
- 2) Security Company will not be allowed to participate in any Political / Immoral / Illegal activities on the premises of this Authority.
- 3) Security Company will not be allowed to Sublet the Contract.
- 4) In case of any dispute Security Company will approach the Competent Authority (Managing Director, Zulfikarabad Development Authority) whose decision will be final.
- 5) The decision once taken will be final and will not be challenged in any Court of Law.
- 6) Competent Authority has the right to cancel the contract at any stage and without issuing any prior notice in case of violation of Condition of Contract Agreement and damages to the Zulfikarabad Development Authority or property or assets occurs necessary compensation will be charged from Security Company.
- 7) Security Company will be responsible for any theft or pilferage committed by any of their employees or any other person.
- 8) The Security Guard will be liable to punishment under the rules.
- 9) In case the Security Company fails to execute the Contract, the Bid Security will be forfeited in full.
- 10) Any condition / clause of the Contract can be included / amended if required in the interest of the Authority with the mutual understanding of both parties.
- 11) Security Company should have experience of at least ten (10) years in a renowned organization / institution. Security Company should have NTN with sound financial background.
- 12) Security Company shall have its own weapons ammunition and communication equipments required for security duties. Ammunition must be approved by the Director (Administration) before commencement of contract. The ammunition must be cleaned and weapons oiled / cleaned and inspected by the Companies Armor at least once a month.
- 13) Security Company shall be responsible for the good conduct of the Security Guards employed at Zulfikarabad Development Authority locations.
- 14) Only the Security Company registered with Sindh Home Department / Federal Government since last 10 years will be allowed to participate.
- 15) First scrutiny of Technical Bids will be performed by the Procurement Committee. Financial Bids of only those Firm/Security Company's will be opened who are qualified technically and all concerned will be informed accordingly.
- 16) Security Company must provide complete details of their financial standing, listing of similar work in Pakistan, bio-data of officers with number of personals.
- 17) The Security Company has to quote rate for both type of Guard i.e. Ex-Armed Forces Security Guards (preferably Ex-Army) and Experienced Civilian Guards alongwith type of weapon to be provided to guards. Calculation will be based on the grand total.

In case of tie weightage will be given to type of weapon (Caliber Automatic / Semi-Automatic etc.). Hand written tenders or any over writing, cutting, should be signed on page with stamp of the Security Company.

- 18) If it is found that the information submitted by the bidder regarding his qualification and professional, technical, financial, legal or managerial competence of Security Companies as false and materially inaccurate or incomplete at any stage, then the bidder will be disqualified.
- 19) Price escalation during the pendency of contract will not be allowed.
- 20) If Security Company fails to provide security according to terms and conditions or in case of any other default, Zulfikarabad Development Authority retains the right to initiate action as per SPPRA rule against concerned Security Company.
- 21) Conditional Tender(s) against the Government rules and non-compliance of instructions mentioned in Tender Form & Hand written tender(s) will not be entertained.
- 22) The Procurement Committee reserves the right to reject or accept any / all tender(s) as per SPP Rules, 2010.
- 23) The offer will remain valid as per SPP Rules, 2010.

I / We agreed above mentioned terms & conditions:

Name of Security Company \_\_\_\_\_ Signature \_\_\_\_\_

CNIC NO \_\_\_\_\_ (Copy must be attached).

Full Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_, Cell No: \_\_\_\_\_

Fax No: \_\_\_\_\_, E-mail Address: \_\_\_\_\_

Rubber Stamp \_\_\_\_\_

## **CRITERIA FOR TECHNICAL EVALUATION OF THE BID: -**

**MANDATORY REQUIREMENTS:** (In case of non-providing of following three requirements firm will be disqualified outrightly and bid document will not be processed).

- 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 Company/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 Company/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) and other related department if any.

### **INITIAL EVALUATION CRITERIA**

1) Company profile should be attached with Technical bid.	:	10
2) Communication Equipment / list of Weapon Ammunition to be provided to guards should be attached with which will be utilized by the Security Company to secure the Zulfikarabad Development Authority assets (Licensed Guns / Repeater - 4 Mark for each) (Automatic Weapon 5 Marks) / (Heavy Calibre Weapons 5 Marks extra) (Licensed TT pistol / Revolver – 1 Marks).	:	15
3) Client List / Relevant experience / Previous years of performance should be attached with technical bid (02 marks per Clients).	:	30
4) Registration Certificate with Employees Old-age Benefits Institution (EOBI) (Copy of Registration & Clearance of Payments Certificate should be attached with technical bid).	:	10
5) Registration Certificate with Sindh Employees Social Security Institution (SESSI) (Copy of Registration & Clearance of Payments Certificate should be attached with technical bid).	:	10
6) Registration Certificate with All Pakistan Security Agencies Associates (APSAA) (Copy of Registration should be attached with technical bid).	:	05
7) Registration Certificate with Securities & Exchange Commission of Pakistan (Copy of Registration Certificate should be attached with technical bid).	:	05
8) Registration Certificate with Income Tax Department / Sales Tax Department.	:	05
9) Turnover of at least 03 years (Bank Certificate / Bank Statement for the last three years should be attached with technical bid).	:	05
10) Affidavit that the firm has not Black Listed by any Organization / Department on Non-judicial stamp paper of Rs. 100/=.	:	05
<b>TOTAL MARKS</b>		<b>: 100</b>
<b>QUALIFYING MARKS</b>		<b>: 70</b>

### **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

THIS AGREEMENT made this day of \_\_\_\_\_ between M/s. Zulfikarabad Development Authority, Government of Sindh, Karachi having its Headquarter located at Banglow # D-18, Block-I, Kehkashan, Clifton, Karachi. Tel: +9299332392 being hereinafter called the “**EMPLOYER**” which expression shall, wherever the context so permits, mean and include its successors in interest, executors, administrators, liquidators, nominees and assignees of the **ONE PART**,

### AND

M/s. \_\_\_\_\_, a Company incorporation under the Company Ordinance 1984 vide SECP Regulation No. \_\_\_\_\_ dated \_\_\_\_\_, and having its registered office located at \_\_\_\_\_, Karachi. Whereas,

M/s. \_\_\_\_\_ is registered and approved by the Government of Sindh vide operating license No. \_\_\_\_\_ dated \_\_\_\_\_ providing security services at locations of the parties / client (hereafter called the **SECURITY COMPANY**) which expression shall where ever the context so permits, mean and include its heirs, successors in interest, executors in interest, executors, administrators, liquidators, nominee and assignee of the **OTHER PART**.

### **WHEREAS:**

- a. The **EMPLOYER** had invited tenders from various Security Agencies for **Providing Security Services for the Zulfikarabad Development Authority, Government of Sindh, with its Headquarter located at Banglow # D-18, Block-I, Kehkashan, Clifton, Karachi. (Contract No. D(Admin) – ZDA – KHI/01 – (2016-2017).**
- b. In response to the invitation of the **EMPLOYER**, the Security Companies have tendered their quotations and rates and have offered to carry out the providing security services to the aforesaid Authority in accordance with the requirements, conditions of contract, documents, standard quality and instructions of the **EMPLOYER**.
- c. The **EMPLOYER** is willing and agreeable to accept the aforesaid quotation, rates and offer of the Security Company on the various terms and conditions specified herein and in the documents listed in 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 Company’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. The Security Company to operate and maintain a security system based on security guards operating in two shifts for guarding and protecting the establishment / officers / personnel / assets / locations of the **EMPLOYER** accordingly i.e. security of headquarters and location where assets are located at present alongwith personnel within Karachi.
4. This Agreement shall remain in force from \_\_\_\_\_ to \_\_\_\_\_.
5. The **SECURITY COMPANY** shall provide services hereafter mentioned; “**Armed Forces Personnel (Preferably Ex-Army) or Experience Civilian Guards with good health minimum Middle Pass** Equipped with all Accessories for guarding and protecting the establishment / offices / personnel / assets / locations of the “**EMPLOYER**” accordingly. Payment of fee to the **SECURITY COMPANY** for the services provided during each calendar month or period thereof shall be made by 5th of each month on provision of respective invoice by 1st of each month.
6. The “**EMPLOYER**” may increase or decrease the number of Guards i.e. “**Armed Forces Personnel (Preferably Ex-Army) or Experience Civilian Guards**” subject to availability) as per rates (inclusive of all applicable taxes) exhibited at M/s \_\_\_\_\_ formal quotation alongwith original quotation.

*A twenty four (24) hours notice will be given for this purpose by ZDA, the SECOND PARTY to the Agreement.*

7. This Agreement may be terminated by either party by giving one month's prior notice in writing.
8. If Guard is not present at the location replacement will be provided immediately. In case no replacement is provided for the absent Guard then deduction will be made from the fee of the **SECURITY COMPANY** @ of per day of monthly charges plus Rs. 100/= as fine.
9. As validity of this contract is one year. On further extension of same contract Security charges may be revised up-to maximum of 5% of the existing rates as mutually agreed.
10. The **SECURITY COMPANY** is responsible to provide round the clock security services to the “**EMPLOYER**”. In case of any ZDA’s location outside Karachi or for provision of Security Escort for field duties, Company charges to be finalized as agreed on case to case basis. The duties will be divided in two shifts. In both the shifts (Day/Night) the Security Guard provided should be well trained, turned-out in clean uniform, having serviceable weapon / ammunition and all the accessories listed at Schedule - A. Upon the termination of this Agreement the **SECURITY COMPANY** shall be permitted to remove all its devices and equipment which may have been placed by it at premises etc of **EMPLOYER** from time to time.
11. The Company shall give Notice to the **EMPLOYER** for the suspension of its services under circumstances beyond Company’s control such as Act of God, event of War / enemy action or alike. No payments will be charged by Company for the period while Company’s Services remaining suspended under clause 3 of this Agreement. Amounts already paid to be refunded by the Company for the period while Company remaining unable to provide services. The **EMPLOYER**, shall have the Right to Terminate this Agreement in case of such a situation.
12. The **SECURITY COMPANY** is independent and all services rendered under this Contract are to be performed as such, it being understood that the direction and manner of the performance of services by the **SECURITY COMPANY** employees shall be solely within control of the **SECURITY COMPANY**. Also the **SECURITY COMPANY** shall

be responsible for the due payments to its employee's wages, salaries, EOBI and taxes etc as applicable under the rules.

13. The **SECURITY COMPANY** will take all responsibilities for payment of compensation etc to the family of the deceased in case a guard is found dead on duty or expires while performing duty with the **EMPLOYER**.
14. The **SECURITY COMPANY** shall be responsible for damages caused due to negligence / absence of Guard or their involvement in any incident. In all such cases an FIR shall be registered. Guards found guilty, will be dealt with by the **SECURITY COMPANY** or as provided in law. Any Loss to the **EMPLOYER** i.e. property etc. whether, intentionally or unintentionally by the duty Guard will be made good by the **SECURITY COMPANY**.
15. This contract shall not be transferable or assignable in whole or part of any of the parties hereto, provided that the **EMPLOYER** 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 **EMPLOYER**, in such an event such other Company shall be entitled to act as **EMPLOYER** 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 EMPLOYER**

\_\_\_\_\_  
**SIGNED, SEALED AND DELIVERED**  
**In the name and for and on**  
**Behalf of the SECURITY COMPANY**

**NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**CNIC #** \_\_\_\_\_

**CNIC #** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**WITNESS:**

**WITNESS:**

**1. NAME:** \_\_\_\_\_

**1. NAME:** \_\_\_\_\_

**CNIC #** \_\_\_\_\_

**CNIC #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**2. NAME:** \_\_\_\_\_

**2. NAME:** \_\_\_\_\_

**CNIC #** \_\_\_\_\_

**CNIC #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SCOPE OF WORK / SCHEDULE OF REQUIREMENTS (TECHNICAL OFFER)**

Providing Security Services for the Zulfikarabad Development Authority, Karachi.

S. No	Description of Work	Type of Guards	Number of Guards	Type of Weapons and No of Rounds	Year of Experience
(1)	(2)	(3)	(4)	(5)	(6)
<b>(i)</b>					
1.	Armed Security Guards	Armed Forces Personnel (Preferably Ex-Army) or Experience Civilian with good health minimum Middle Pass	05 Nos. or 05 Nos.		

**NOTE:**

- 1) Security Services to be provided by the Security Company as mentioned in the Terms & Conditions of the Bidding Documents in details.
- 2) Security Staff will work under supervision of the Director (Administration).

<b>(ii)</b>					
List of Additional Equipment, that will be provided _____.					

S. No.	Description of Items (To be supplied by Security Company)	Quantity
1.		
2.		
3.		

**NOTE:**

- 1) **The Strength of the staff can be increased or decreased as per requirement.**
- 2) **THE SECURITY COMPANY SHOULD SUBMIT ALL OFFERS ON THE LETTER HEAD OF THE FIRM/SECURITY COMPANYS.**

Signature of Security Company /

Security Company: \_\_\_\_\_

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

Designation \_\_\_\_\_

Computerized NIC No: \_\_\_\_\_

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

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