

**JINNAH SINDH MEDICAL UNIVERSITY, KARACHI**

***BIDDING DOCUMENT FOR***

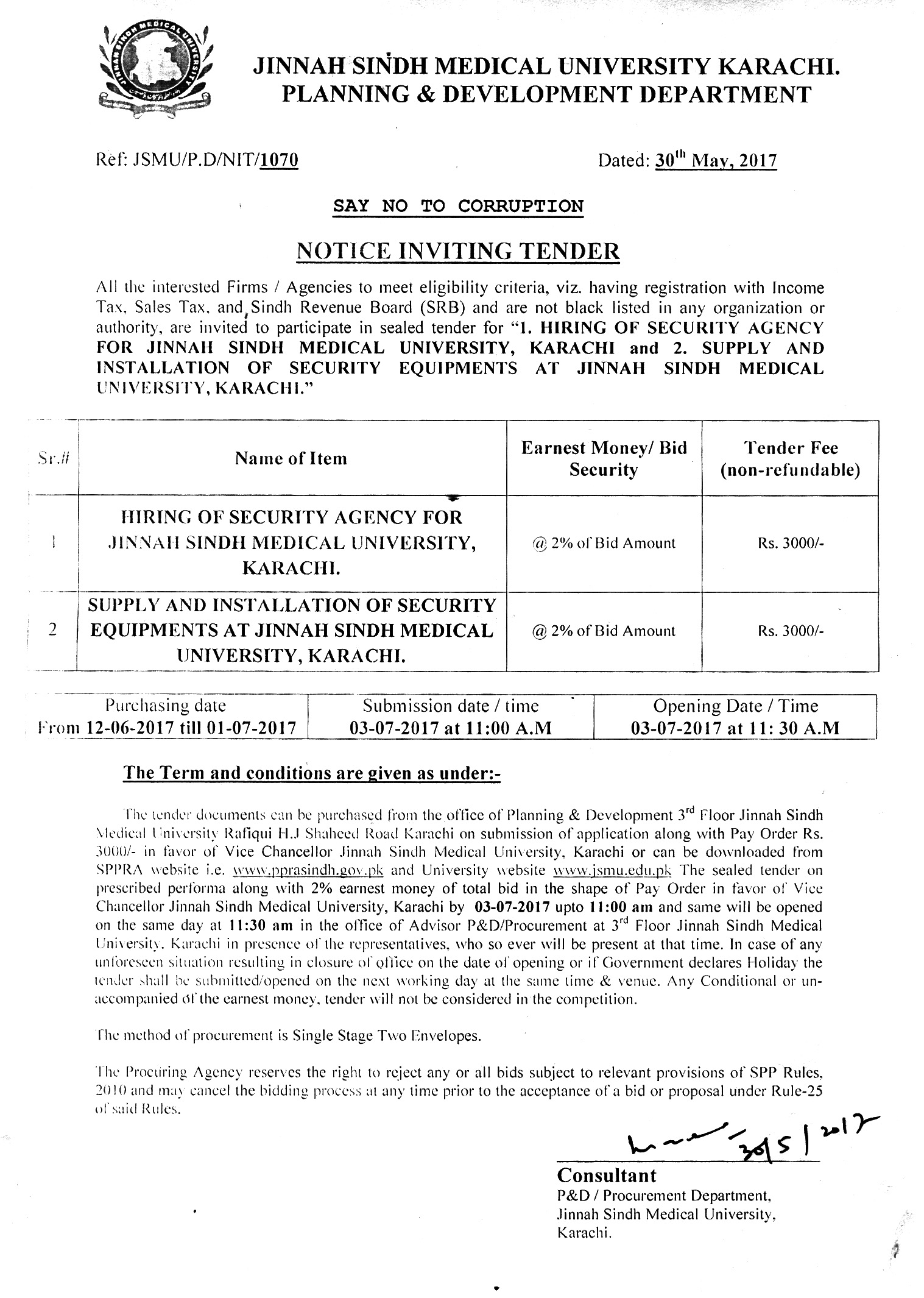
**TENDER FOR HIRING OF SECURITY AGENCY FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI.**

June, 2017

**Jinnah Sindh Medical University**

Rafiqui H.J. Shaheed Road, Karachi. Postal Code# 75510

[www.Jsmu.edu.pk](http://www.Jsmu.edu.pk) Tel: 35223812-15 (Ext- 350)

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**ELIGIBILITY CRITERIA FOR HIRING OF SECURITY AGENCY FOR**

**JINNAH SINDH MEDICAL UNIVERSITY, KARACHI.**

Private security companies must provide documentary evidence for the following:

1. NOC from Ministry of Interior Islamabad.
2. Valid operating license as a security company from Home Department (Govt. of Sindh).
3. Security Company operating license renewal for the year of 2017.
4. Valid Membership of APSAA (All Pakistan Security Agencies Association).
5. Minimum 15 years of experience in the field of security/ guarding services.
6. Working experience with Govt. University, Public Sector Organization and/ or Hospitals.
7. Company’s weapon licenses renewal till 31st Dec, 2017.
8. Valid license for wireless communication from PTA.
9. Valid ISO Certification.
10. Valid registration with the following:

* Income Tax
* Professional Tax
* Sindh Sales Tax
* SESSI Registration
* EOBI Registration
* SRB, Sindh Board of Revenue Certificate.

1. Sindh Sales Tax returns for last six months.
2. Audit Report (last three years).
3. Fifty Million Rupees Turnover for last three years (bank certificate / statement to be attached).
4. Undertaking on company’s letter head that the security company is financially sound and has sufficient funds to pay salaries to the guard force for one month period.
5. Affidavit (Rs. 100/-) that the security company is not black-listed / defaulter in /from any government / semi-government and / or private sector institutions.
6. Clientele list along with their contact persons’ names and landline phone numbers.
7. The final selection of private security company will be based on site visit to the Head Office / Regional Office of that company.

**TERMS AND CONDITIONS FOR HIRING OF SECURITY AGENCY FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI.**

1. The contract would be awarded for a period of one (01) year and extendable for further period, under terms and conditions mutually agreed by the JSMU and the Security Company and the agreement would be terminated by the either party by giving to the other a notice of not less than two (02) months.
2. The JSMU may deduct Rs. 1500/- (Fifteen Hundred Rupees) from the invoice of the security company, in case, any of the security staff found missing from duty or being late to report for duty.
3. Supervisors and Security Guards of the company have to report to the security in-charge of the JSMU.
4. Security Company would provide photocopies of the CNIC, two (02) photographs of each person and their Police Verification at the time of deployment.
5. In case of any typeoflosses/ damages due to the negligence of any of the security guards of the security company during the contract period, the Security Company would be responsible and liable to compensate/ reimburse for those damages.
6. Security Company would pay wages (not less than the minimum wage set by the Government) and compensations to their own security staff, deputed at JSMU (Jinnah Sindh Medical University) and / or any of its facilities, in case of injury / accidents during the course of their duties.
7. If security staff found to be involved in any kind of objectionable activities like political, moral etc. then the company would replace the concerned security guard on immediate basis.
8. The security company has to charge on the same rates as per the contract if extra guards are needed whether it be escort or stationary guard force.
9. The security company has to provide Ex Service Men (Pakistan Army, Navy, Air Force, and / or Pakistan Rangers) to be deputed at JSMU locations.
10. The guard force at JSMU premises must be physical / mental fit for performing security duties.
11. The age of a security staff must not exceed 55 (fifty five) years by 31stMay, 2017.
12. The minimum education level of a security staff must not below Matric.

**ACCEPTANCE CERTIFICATE FOR HIRING OF SECURITY AGENCY FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI.**

I/We, M/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby confirm that we have carefully read all terms & conditions of the tender and agree to abide by these during the validity of Tender.

Signature & full address of the agency­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Signing Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal & Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell/Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

CNIC No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVALUATION CRITERIA OF TECHNICAL BID FOR HIRING OF SECURITY AGENCY FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** |  | **TOTAL MARKS** | **OBTAINED MARKS** |
| **1** | **COMPANY GUARDINGSERVICES WITH EVIDENCE**  **Less than 2 YEARS = 0 MARKS**  **2 TO 7 YEARS = 10 MARKS**  **8TO 14 YEARS = 20 MARKS**  **15 OR MORE YEARS = 25 MARKS** | **25** |  |
| **2** | **WORKING EXPERIENCE IN PUBLIC SECTOR ORGANIZATIONS WITH EVIDENCE**  **Less than 2 Organization = 0 MARKS**  **2TO 7 GOVT. ORGANIZATIONS = 10 MARKS**  **8 TO 12GOVT. ORGANIZATIONS = 20 MARKS**  **MORE THAN 12 GOVT ORGANIZATIONS = 25 MARKS** | **25** |  |
| **3** | **RS. 50 MILLION (OR MORE) ANNUAL TURN OVER FOR LAST 3 YEARS**  **(ANUUAL AUDIT REPORT MUST BE ATTACHED WITH EVIDENCE)**  **ANNUAL TURN OVER**  **0 TO 10 MILLION = 0 MARKS**  **11 TO 30 MILLION 10 MARKS**  **31 TO 40 MILLION = 20 MAKRS**  **50 MILLION OR MORE = 25 MARKS** | **25** |  |
| **4** | **CLIENT LIST ALONG WITH THEIR CONTACT PERSONS NAME AND LANDLINE TELEPHONE NUMBER**  **1 TO 20 % VERIFIED = 0 MARKS**  **21 TO 40%VERIFIED = 5 MARKS**  **41% TO 60% VERIFIED = 10 MAKRS**  **61% TO 80 % = 15 MARKS**  **81% TO 100 % = 25 MARKS** | **25** |  |
| **Grand Total Marks** | | **100** |  |

Please do attach documentary evidence in support of your claims in technical proposal otherwise it will not be considered.

Minimum Qualification is 80 marks out of 100 marks. Less than 80 marks in technical evaluation criteria of technical bid will not be eligible for financial bid.

**TENDER FOR HIRING OF SECURITY AGENCY FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI.**

**REQUEST FOR PROPOSAL**

**(OPEND ON 03-07-2017)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Type of Guards** | **Quantity**  **(a)** | **Monthly Salary of a Guard Rates**  **(b)** | **Total Amount Monthly salary of all guards**  **C=a x b** |
| 1 | Security Guard - Ex Service Man (Pakistan Army / Navy / Air Force / Rangers) | 30 |  |  |
| 2 | Security Guard – Civilian (Trained) | 10 |  |  |
| 3 | Escort Guard (Ex Service Man) | 02 |  |  |
| 4 | Lady Guard | 04 |  |  |
| 5 | Security Supervisor | 02 |  |  |
|  | **Grand Total** | | |  |

The quoted prices must be inclusive of all Government applicable taxes.

**Note: -**Earnest money pay order should be attached (In Original) with financial bid

Signature & Stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Signing Person\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DEPLOYMENT PLAN FOR HIRING OF SECURITY AGENCY FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI.**

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| --- |
| **LOCATION** |
| Main University Building |
| Sindh Institute of Oral Health Sciences |
| APPNA Institute of Public Health |
| Institute of Pharmaceutical Sciences |
| Institute of Health & Business Management |
| JSMU Laboratory |
| Boys Hostel |
| Girls Hostel |