



UNIVERSITY OF SINDH, JAMSHORO
Directorate of Campus Security



Bidding Document

For

BID NOTICE

NO. UOS/ Admin-2017

**“HIRING OF SECURITY SERVICES FOR
UNIVERSITY OF SINDH”**

TO BE SUBMITTED BY THE CONTRACTOR ON THEIR LETTER HEAD



UNIVERSITY OF SINDH, JAMSHORO

Directorate of Campus Security



Dated _____

The Registrar
University of Sindh
Jamshoro.

Subject: HIRING OF SECURITY SERVICES FOR UNIVERSITY OF SINDH, JAMSHORO.

Dear Sir,

Having inspected whole campus and studied the scope of works, terms and conditions etc. we hereby offer to execute the above job for a total amount of Rs. _____ Rupees _____) for one year @ Rs. _____ per month.

A pay Order/ Bank Draft No. _____ dated _____ from _____ Bank for 2% amount in rupees as bid security of bid offered for one year is enclosed herewith.

Thank you

Yours Sincerely,

For & on behalf of Contractor



UNIVERSITY OF SINDH, JAMSHORO

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TORs for hiring private security

Part-A

1. The Security Company will provide Shot Guns / Rifle (Semi automatic) and Pistols/ Revolvers in good and working condition duly licensed by Provincial Government and Federal Government to security guards.
2. The Security Company will provide complete uniform with badges, caps, shoes, to security services and Extra Uniform as and when needed.
3. University of Sindh, Jamshoro will not under any circumstances whatsoever provide any space for stay to security services beyond duty hours. Security Company, in case such situation arises, shall arrange space at its own.
4. University of Sindh, Jamshoro will provide only one room exclusively for changing and keeping uniforms. However, it will not be used for sleeping/night stay.
5. The Security Company shall provide hand metal detectors, car checking mirror and other security and safety related equipments in ample quantity for checking of pedestrians and vehicles.
6. The Security Company will provide copy of Army Discharge Book for Ex- Army men and for Civilian, they will provide copy for Police Verification, Finger Print Report, Character Certificate for Security Guards and Supervisors will submit to Office of Allama I.I Kazi Campus, University of Sindh, Jamshoro Before deployment of Security Guards.
7. All Taxes, Government levies and charges shall be borne by the Security Company.
8. The Security Company shall be responsible for any damage / stealing of any the office equipment / material. In case of any such happening Security Company will pay damages / compensation to the University.
9. University of Sindh, Jamshoro will supervise and regulate the duties of the staff through its Incharge Director Campus Security. The Security Company shall follow instructions in respect of work as mentioned in the Soope of Work.
10. The Security Company will provide good looking uniform and identity card to all staff deputed to attend the duties. All the workers should have their NIC and their age should be between 25-45 years.
11. The Security Company will submit earnest money with the tender equal to 2% of bid security in the shape of pay order in favour of University of Sindh. The tenders without bid security will be rejected.



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12. University of Sindh, Jamshoro shall not be responsible for any loss damage or injury sustained to Security personnel during the performance of their duties.
13. University of Sindh, Jamshoro reserves the right to terminate this contract without assigning any reason whatsoever with the advance notice of one month.
14. If any employee of the Security Company is found not suitable for the job then on the recommendation of officer of University of Sindh, Jamshoro, the same employee should be replaced by the Security Company immediately.
15. University of Sindh, Jamshoro Reserves the right to use any Armed Guards/ Supervisor as escort with senior officer(s) of University of Sindh, Jamshoro with the approval of Security Section.
16. In case of shortage in staff strength provided by Security Company the same shall be covered immediately otherwise University of Sindh, Jamshoro will deduct Rs. 500/- per Guard per day and in case of Supervisor Rs. 800/- per day.
17. The Security Company should have 05 years experience of serving in Educational Institutes.
18. Guards deployed in the Company should not have been involved in any of theft cases in last 05 years.
19. Security Company must have offices in Hyderabad / Karachi / Sukkur.
20. Security Company should have operations in Hyderabad Karachi / Sukkur or any other city for last 03 years.
21. Acceptance of bids and award of contract will be made in accordance of section 48 and 49 of SPPRA rules 2010.
22. Authority have right any time to increase or decrees number of security guards.
23. Authority have right to cancel or accept any bid.



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TOR

Part-B

1.	Nature of Job	Security Service Contract by deputing staff at Allama I.I Kazi Campus, University of Sindh, Jamshoro
2.	Place of submission of tender	Office of Registrar, University of Sindh, Jamshoro
3.	Date & time of opening of tender	On 12-09-2017 at 01:00 PM
4.	Amount of Earnest money in shape of pay order/ bank draft.	Pay order / Bank Draft for an amount of Rs. 2% of bid amount of one year in the name of University of Sindh Jamshoro.
5.	Release of Earnest money	To unsuccessful bidder on acceptance of the bid of the successful bidder.
6.	Place of duty	University of Sindh Jamshoro
7.	Mode of Payment	University of Sindh Jamshoro will pay monthly bills based on actual guards deployed for the services. The payment will be made on satisfactory service each month certified by Incharge Director Campus Security and Registrar, University of Sindh.
8.	Contract period	Initially the contract is for one year as per agreement
9.	Period of honoring the bill	Within 15 days subject to the certification by Officer University of Sindh Jamshoro.
10.	Date of commencement	30 days from the date of acceptance of letter of award.
11.	Deduction from bills	Income tax, absentees or other tax levied by the Government of Pakistan
12.	Mode of deployment	24 hours, (02 Shift System)
13.	Period of contract	The contract will be valid for one year extendable for another year subject to satisfactory performance
14.	Personnel requirement	Personnel required may increase or decrease as per ground realities and as per direction of Incharge Director Campus Security with approval of concerned authority University of Sindh and contractor will be bound to provide security personal.
15.	Deployment of Security	Deployment of Security personnel will be made in consultation with the Incharge Director Campus Security.



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Part-C

List of security staff & equipment

S.#	Location	No: of Security Supervisors Ex-Army (JCO)	Trained Security Guards(Civilian)	Weapons (round the clock availability)	Walkie Talkie (round the clock availability)
1.	University of Sindh Jamshoro	03	90	40	15

Note: The number of staff can be increased or decreased as per requirement of University of Sindh .

Technical and Financial proposals

The bidder must have valid registration of company name with Home Department, Federal Board of Revenue (FBR) and Sindh Revenue Board (SRB). The bidder must also hold valid Wireless License Certificate from PTA. Those bidders not registered with Home Department, FBR & SRB or without valid license shall be considered technically non-qualified.

Technical and financial bid proposals may be submitted in separate envelopes. Initially the Technical bids will be opened to calculate the score. The Financial bids will be opened for those firms who would qualify technically. The final assessment and decision will however be taken on the basis of overall score calculated from Technical bid (70% weight) and Financial bid (30% weight).



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Technical Bid (Specification/ Bio data)

Part-1

APPLICATION FORM

Please complete the following:

1. a. Submitted by _____
 b. Registered Address _____

2. **Company Information :**
 - a. Full Name of the Company/ Firm: _____
 - b. Registered Office Address: _____

 - c. Description of Company/ Firm: _____
 - d. Telephone Number: _____
 - e. E-mail: _____
 - f. Contracts Name –Title: _____
 - g. Name of present executive Director and Their Position in the company with Bio-Data:

Provide copy of memorandum and article of Association OR Partnership deed, whichever is applicable.

3. **Ability**
 - a. Security Company must have at least ten years security experience (Proof required).
 - b. Companies have an office in Hyderabad with fully equipped Control Room 24 hours basis.
 - c. Security Company have an frequency approved by PTA for internal communication & established contract with the Control Room of Company.
4. **Organization and Financial Data.**
 - a. Type of Business Organization (Proprietor, Corporation, Joint Venture, Partnership etc.)



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b. If partnership. Name of the partners with position held by each partner.s

c. If corporation, provide the name and the title of principals:(President, Vice President, etc)

When corporate _____ Where _____

Country/ State:



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TECHNICAL BID EVALUATION CRITERIA PROFORMA (70% Weight – Passing Marks 40)

S. No	Category	Criteria Documentary proof is mandatory * ¹	Marks obtained	Proof Page No.
1.	Company Profile (A, B, C) (50 Marks)			
	A. Company Service (10 Marks)	Up to 5 Years	(05)	
		Up to 10 Years	(08)	
		Above 10 Years	(10)	
	B. Company Strength	i. Percentage of ex-Army men in total security guards (10 Marks)	05 to 20%	(05)
More than 20%			(10)	
ii. Number of security personnel on company roster (attach guards payroll for last three months (10 Marks)		More Than 500 Persons	(05)	
		More than 1000 Persons	(10)	
iii. Number of active Clients* ² (Marks 10)	05 to 10	(05)		
	More than 10	(10)		
C. Company offices *³ (10 Marks)	Offices in all Provinces Including Islamabad, AJ&K, and Hyderabad	(10)		
	At 3 Major Cities including one in Hyderabad	(08)		
	Only at two major cities	(05)		
2.	Experience and Performance (A,B) (20 Marks)			
	A. Providing security (10 Marks)	To Multinational companies/Universities/ Embassies (01 Mark for each company)	(10)	
		B. Satisfactory Performance (10 Marks)	Certificates from Multinational/reputable National comp./Embassies (01 mark for each certificate)	(10)
3.	Financial Profile (A,B,C) (30 Marks)			
	A. Annual Turnover (2016) (10 Marks)	More than Rs. 10 Million	(05)	
		Between Rs. 11 to 80 Million	(08)	
		More than Rs. 80 Million	(10)	
	B. Financial statements (10 Marks)	Audited Financial statements Last Three years	(10)	
	C. Income Tax Returns (10 Marks)	Income Tax Returns last Three years	(10)	
	D. Bank Statement, latest Income statement, and Balance sheet (Mandatory)	Bank statement and Balance sheet for last one year (Mandatory)		
Total Marks Obtained				

*¹ Attach copies of supporting documents mentioning page number in last column of Table

*² Attach copies of work orders or agreements

*³ Give complete details of offices given on Company letter head with sign and stamp of company authority



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Financial Proposal Proforma (30% Weight)

S.#	Item:	Quantity	Unit (Rate)Per month Rs.	Amount per month Rs.	Amount per year Re.
1.	Security Supervisor (Ex- Army JCO)	03		3x	
2.	Trained Security Guards (Civilian)	90		90x	
3.	No.of Weapons(round the clock availability)	40		40x	
4.	Walkie Talkie(round the clock availability)	15		15x	
Total:					

Name Seal & Sign of the Authorized Person of the Security Company

For & on behalf of M/S _____

Dated _____



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Organization Details.

- a. What is the size of your permanent, full time work force?
- b. Provide organization chart of your firm. Indicate lines of communication and reporting responsibility.
- c. Detail of key personnel with their qualification and experience.
- d. Name of Bankers to the organization with Account Number and address.

Litigation etc.

Provide details of all cases against your company (Present and past under dispute of litigation/arbitration)

Necessary document to be submitted by company with the tender.

- I . NOC from the Federal Government and current renewal of licensed from Sindh province.
- II. Proof that guard carrying company weapons duly licensed by the Provincial Government.
- III. Do you have operations in Karachi / Hyderabad Jamshoro Mirpurkhas, Sukkur, Larkana, Badin, Dadu, and Nawabshah, please give addresses/ telephone number of 24 hours hot line along with name, Rank and Designation of Officer Incharge.
- IV. Copy of approval NOC from Ministry of Communication to operate wireless sets in company name and is it renewed for the current year. Please provide photo copies of approval renewal.
- V. Do you carry out professional security survey /audits, if so give details of those done to the last 12 months.
- VI. Last two years contribution of Employees Welfare Fund with EOBI and Education case etc.
- VII. Copies OF two last year's Paid Challan with ESSI.
- VIII. Leave / holiday Policy of the Firm / Company admissible for the employees.
- IX. Medical Policy or be firm / company admissible for the employees supported by document i.e. Paid Challan / Bills etc.



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Certification – Signature on company Letter head

It is certified to that the information submitted hereby in this tender document is correct to the best of my knowledge.

NAME _____

TITLE _____

SIGNATURE _____

DATED _____

SEAL _____



UNIVERSITY OF SINDH, JAMSHORO

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Issued to:

TENDER NOTICE FOR HIRING OF PRIVATE SECURITY AT ALLAMA I.I KAZI CAMPUS.
UNIVERSITY OF SINDH, JAMSHORO.

Documents

1. Security services for Deputing Staff and its Terms and Condition are attached to be submitted by the company on letter pad (10 Pages).
2. The Sindh University authorities (Procuring Agency) may reject all or any bids subject to the relevant provisions of SPPRA Rules or cancel bidding process as per provision of section 25 of SPPRA rules 2010(amended up to date).
3. The Tender document will be issued from **22-08-2017** up to **12-09-2017** and received back till **12-08-2017,12:00 PM** and shall be open on **12-09-2017 at 01:00 PM** in the office of the Registrar, University of Sindh in the presence of Bidders or their representatives, if they wish to be there.
4. Incomplete or conditional tender will not be accepted.
University of Sindh Jamshoro

I abide myself of the terms and condition

Name of Firm/Company Signature & Stamp

By dealer:

I am submitting a D.D. of Rs. _____ bearing No. _____

Date _____ issued by bank _____

1. Copy of License Security Company.
2. Income Tax and Sale Tax Departments.
3. Tender fee 2000/= University of Sindh CD-I.
4. Application from on letter Pad.