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Phones:

Board of Intermediate Education

Bakhtiari Youth Center, North Nazimabad,

Karachi - 74700



**Tender Document**

**for Hiring**

**of**

**SECURITY SERVICES**

**for the**

**Board of Intermediate Education, Karachi**

**Contract No: BIEK/Tender/Security/2017**

**VOLUME–I**

**TECHNICAL PROPOSAL**

**Summary of Contents**

|  |  |  |
| --- | --- | --- |
| **Sr.**  **No.** | **Description** | **Page** |
| 1 | Scope of Work/Schedule of Requirement | 02-06 |
| 2 | Eligibility Criteria | 07 |
| 3 | Technical Evaluation Criteria | 08 |
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**Board of Intermediate Education**

**Bakhtiari Youth Center, North Nazimabad,**

**Karachi - 74700**

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Phones:

**DEPLOYMENT OF SECURITY SERVICES**

**DATE OF SUBMISSION OF TENDER : 18-10-2017**

**DATE OF OPENING OF TENDER : 19-10-2017**

***At the Board of Intermediate Education Karachi, Secretary Office, Bakhtiari Youth Center, North Nazimabad Karachi.***

**SCOPE OF WORK**

The interested bidders will provide the “SECURITY SERVICE” on monthly charges basis to, ***The Board of Intermediate Education (BIEK), Karachi***.

***TERMS & CONDITIONS***

1. Bids should be submitted in accordance with SPPRA Rules 46 (2) – **Single Stage Two Envelope Procedure:**
2. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
3. Envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
4. Initially only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
5. Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring committee without being opened.
6. Procuring committee shall evaluate the technical proposal in a manner prescribed in advance without reference to the price and reject any proposal which does not conform to the specified requirements.
7. No amendments in the technical proposal shall be permitted during the technical evaluation.
8. Financial proposals of technically qualified bias shall be opened publicly at a time date and venue announced and communicated to the bidders in advance.
9. Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders and.
10. Best evaluated bidder with 75% Technical and 25% Financial shall be accepted.
11. The committee in the presence of the bidders or their authorized representatives who may like to present will open the bids.
12. The Bids shall be evaluated in accordance with the specified evaluation criteria.
13. In case of discrepancies between the Invitation for Bids (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the bidding documents shall take precedence.
14. Any bid not received as per terms and conditions of the Bid Documents is liable to be ignored. Offer shall not be considered if:
15. Bid received without original bid document purchase receipt.
16. Bid received without prescribed Bid Security.
17. Bid received after the time and date fixed for the bid opening.
18. Unsigned Bid.
19. Ambiguous Bid.
20. Conditional Bid.
21. Bid from a firm blacklisted suspended or removed from the approved list.
22. Bid through telegram.
23. Bid with shorter bid validity period.
24. Bid not conforming to the technical requirements.
25. The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.
26. **Technical Proposal should have the following documents:**
27. Original bid documents purchase receipt, else the bids will be rejected. For alternate offer a separate Original bid document purchase receipt of Tender Fee amounting to **Rs. 1,000/-** *(Non-Refundable)* shall be submitted otherwise both proposals will be ignored.
28. Photocopy of Pay Order / Demand Draft of Bid Security should be attached after hiding the amount in figure and words of the Pay Order / Demand Draft otherwise the bid will not be considered.
29. Copy of the price schedule without showing the rates.
30. Complete profile of the bidder with legal status, organization structure and nature of business.
31. Valid License for the relevant business (if applicable).
32. List of similar service provided to Public Sector Organizations including details of the services currently in operation.
33. A certificate / affidavit that firm (or consortium) is not black listed by any Government / Semi Government / Autonomous Body etc. and not involved in any kind of insolvency litigation.
34. Last three years audited financial statements / income tax return form.
35. Key professional staff qualification.
36. Company staff list with details of workshop etc.
37. Income Tax Certificate / SRB Certificate / Valid Professional Tax Certificate, GST Registration Certificate (if applicable) etc.
38. Sealed letter from Bank that bidder can perform monthly business of more than *OR* equal to **Rs. 5.000 Million.**
39. **Financial Proposals should have the following documents:**
40. Original Pay order / Demand Draft of Bid Security.
41. Original copy of the Financial Proposals with Quoted price and prescribed certificate.
42. Bid will be valid for 90 days from the date of opening bids. The bidders shall quote their prices inclusive of all applicable duties and Taxes / Logistic Charges etc. and all other expenses.
43. 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 else the offer will not be entertained.
44. The rates of each item should be written in figures as well as in words. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be authenticated and final.
45. The bidder must to register with GST / SRB and Income Tax Departments (copies to be attached).
46. The firm must be a valid license holder for the relevant business.
47. The firm should have minimum of five (05) years experience of similar assignments in the public sector organizations, including details of the services currently in operation and should have a proper setup / office at Karachi.
48. Last three years audited financial statements.
49. List of company profile with staff details.
50. In case of emergency additional staff shall be provided by the bidders.
51. Each offer will accompany pay order or bank draft of the 2.5% of the proposed bid as Bid Security in favour of the Secretary, Board of Intermediate Education, Karachi. The Bid Security is refundable to unsuccessful bidders but will be confiscated, in case, the bidder backs out or fails to abide by any condition of the agreement.
52. Expenses incurred on maintenance of gadgets and others (if any) will be borne by the bidder.
53. Bidder will follow the disciplinary rules of the BIE, Karachi.
54. BIE, Karachi reserves the right for the physical verification of the weapons, equipment, gadgets etc, prior to the opening of the bids.
55. Conditional Bids against the Rules / policy will not be considered / entertained / accepted.
56. 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 bidder / suppliers.
57. Required documents shall be submitted if the bidders / suppliers require Tax exemption facility regarding non deduction of Advance Income.
58. Successful bidder will enter into agreement for providing requisite services for a period of One (01) year (extendable upto three (03) years with mutual consent).
59. During the currency of the contract the firm will provide **SECURITY SERVICE** as per terms and conditions to be settled later on in the shape of contract agreement.
60. BIE, Karachi reserves the right to increase / decrease or delete the quantities of goods / services at the time of award of contract and also reserves the right to enhance the quantity of goods / service without any change in unit price or other terms and conditions of goods at any time during contract period.
61. The BIE, Karachi reserves the right to purchase full or part of the service or ignore / scrap / cancel the tender as per relevant rules of SPPRA-2010 (Amended 2013-14)
62. The successful bidders will have to deposit the performance security in the shape of a Pay Order / Demand Draft at 10% value of the contract amount. After the acceptance of the Bid, a work order may be issued during the bid validity period and if offer is not accepted by the Bidder the Bid Security shall be forfeited by the Board.
63. Bid Security will be released to the bidder after deposit of requisite performance security. The performance security will be released within 30 days after successful completion of contract period.
64. Bidders shall purchase separate tender documents and furnish original tender purchase receipt and prescribed Bid security for each alternate offer in case they want to submit alternate offer. All the bids with alternate offer without separate tender purchase receipt (original) and prescribed Bid Security shall not be considered and both bids, original and alternate will be rejected.
65. Bidders whose bids are accepted shall have to sign a written contract with the Board on the judicial stamp paper amounting to Rs.500/-. The bidder shall pay service charges as per the article 22-A (Contract) of the schedule of stamp act 1899.
66. The bidder shall quote the bids on the attached price schedules only and shall sign the certificate given therein to the effect that the services shall be provided exactly in accordance with the requirements of the Board. In case there is any deviation it should be clearly state by the bidder separately describing deviation from specification otherwise it would be presumed that offer is strictly in accordance with the requirement and specifications.
67. Bidder should quote their firm and final rate.
68. Any conditional ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of bids shall be entertained.
69. The bidder shall have to accept any further conditions introduced by the Government during the period of contract.
70. An affidavit on legal stamp paper of Rs.100/- to effect that the bidder has not been black listed in the past on any ground by any Government (Federal or Provincial) a local body or a public sector organization. The bidder will be debarred from the bidding process for submitting a false statement.
71. Payment of the bills will be subject to the deduction of mandatory government taxes/levies.
72. Bidder shall comply with all Pakistani Laws, other, permits, codes and regulation applicable to the bidder’s performance of service.
73. The contract will be awarded to the technically lowest evaluated responsive bidder.
74. Redressal of Grievance & settlement of dispute will be as per SPPRA Rule-2010 (Ammended-2013-14).

***All terms & conditions must be complied with.***

***ELIGIBILITY CRITERIA***

|  |  |  |
| --- | --- | --- |
| 1. | Name of Firm: |  |
| 2. | Address (Telephone, Fax & Email: |  |
| 3. | Year of Establishment:  *(Attach documentary evidence)* |  |
| 4. | Sales Tax Registration No:  *(Attach documentary evidence)* |  |
| 5. | Income Tax No:  (Annual Turnover supported by Income Tax Return) |  |
| 6. | Registration/License No. issued by Ministry of Interior  *(Attach documentary evidence)* |  |
| 7. | Whether Pay Order, for the Bid Security enclosed? | Yes [ ] No [ ] |
| 8. | Type and No. of Weapons:  (*Attach as separate Annexure*) |  |
| 9. | Clientage:  (*Attach as separate Annexure, if necessary*) |  |
| 10. | Experience related to similar assignments:  (*Attach as separate Annexure, if necessary* |  |
| 11. | Managerial Capability:  a). Total No. of Permanent Staff:  b). Total No. of Contract/Project Staff:  (*Attach as separate Annexure, if necessary*) | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 12. | Assignment in Hand (Presently)  (*Attach as separate Annexure, if necessary*) |  |
| 13. | Percentage of payment (Tentative) to be paid to Security Guards out of total payment claimed by the bidder/firm for BIE, Karachi. |  |
| 14. | Whether Security Guards are Ex-Army Men or Civilian (Give their ratio) |  |
| 15. | Banker’s Name & Contract Details |  |
| 16. | Contact Person  Date:\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Name & Designation***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Authorized Signature & Stamp*** |

***TECHNICAL EVALUATION CRITERIA***

|  |  |  |
| --- | --- | --- |
| **S NO.** | **EVALUATION CRITERIA** | **MAXIMUM POINTS** |
| 1. | A certificate / affidavit that the firm (or consortium) is not black listed by any Government / Sami-Government / Autonomous Body etc., and is not involved in any kind of insolvency litigation. | 05 |
| 2. | NTN Certificate – Mandatory (05)  SRB / GST Registration Certificate (05) | 10 |
| 3. | Valid License issued by Interior Ministry, Govt. of Sindh | 20 |
| 4. | Types of Weapons / Equipment / Gadgets | 10 |
| 5. | Networking setup across Pakistan  (1 mark of each setup upto maximum 5) | 05 |
| 6. | Financial Turn-over for the last three years showing the financial soundness of the bidder   * Supported by Audit Reports (10) * Balance Sheets (05) * Bank Certificate showing the monthly Turn-over of Rs.5.000 million or above (05) | 15 |
| 7. | List of similar services provided to public sector organizations, during last 05 years | 10 |
| 8. | List of Services currently in operation. (4 points for each services) | 15 |
| 9. | Managerial Capability / No. of Guards | 05 |
| 10. | List of Security Staff on permanent roster | 05 |
|  | **TOTAL POINTS** | **100** |

**NOTE:**

1. Minimum 75 points are required to technically qualify.
2. The offer will not be entertained if the required documents have not been found attached.
3. Financial Bids of Technically qualified bidders will be opened exclusively.