



# WORKERS WELFARE BOARD SINDH

## GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014



No WWBS/ES/Admin/HSG/1(1445)/2017/ 411

Karachi, Dated 08/3/2018

To,


✓ The Managing Director,  
Sindh Public Procurement Regulatory  
Authority (SPPRA),  
Government of Sindh,  
**Karachi.**

**SUBJECT: HOISTING OF TENDER NOTICE.**

Enclosed please find here with a copy of Tender Notice (along with Soft Copy) regarding procurement of "Services of Security Guards in Institutes of WWB, Sindh," for hoisting on official website of SPPRA. The copy of bidding documents and the copy of constitutions of Procurement Committee are also being enclosed.

You are, requested to kindly hoist the tender notice on the Website of the SPPRA as the earliest.

Encl: As above

  
Assistant Secretary (Admin)  
FOR  
**SECRETARY/C.E.O**  
Workers Welfare Board Sindh , Karachi

SPPRA INWARD DIARY  
NO : 6851  
DATED 07-03-2018

St-19, Block-6, Adjacent to STEVTA, Opposite Aero Club, Gulshan-e-Iqbal, Karachi-75300

Phone: 99244681 & 99244682- Fax: 99244686,

URL- [www.swwb.com.pk](http://www.swwb.com.pk), E-Mail:- [swwbesadm@gmail.com](mailto:swwbesadm@gmail.com)

**SINDH WORKERS WELFARE BOARD  
(EDUCATION SECTION)**

ST-19, Block-6, Gulshan-e-Iqbal, Karachi, Telephone No.021-99244682 Fax No. 021-99244686

**ANNUAL PROCUREMENT PLAN FOR 2017-18**

(Under rule 11(1) of the Sindh Public Procurement Rules 2010)

Name of the Procuring Agency: Sindh Workers Welfare Board (Education Section), Karachi.

S. No.	Name of Procurement (Description)	Quantity (Where applicable)	Estimate of Unit Cost (where applicable) (Rs.)	Estimated Total Cost (in Million Rs.)	Fund Allocated (in Million Rs.)	Source or Fund (ADP/Non-ADP)	Proposed Procurement Method	Timing or Procurement 2017-18			
								9 Q-1	10 Q-2	11 Q-3	12 Q-4
1	Procurement of Office Stationery	N/A huge Quantity	N/A many of article involve	Under 5 Million	05 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
2.	Procurement of Printing material	N/A huge Quantity	N/A many of article involve	Under 02 Million	02 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
3.	Purchase of Library books/ Teaching stationery	N/A huge Quantity	N/A many of Books involve	Under 03 Million	03 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope		✓		
4.	Procurement of Uniforms & Liveries for Class-IV employees of WWB, Sindh / Procurement of Gowns for Teachers	N/A huge Quantity	N/A many of article involve	Under 02 Million	02 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope		✓		
5	Purchase of Examination Stationery for conducting half yearly and annual examination	N/A huge Quantity	N/A many of Books involve	Under 03 Million	03 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			

6	Purchase of Misc: articles for cleaning and other official use	N/A huge Quantity	N/A many of article involve	Under 02 Million	02 Million	Non- ADP	Competitive Bidding/ Single Stage- One envelope	✓			
7	Procurement of Computer supplies and stationery / Laboratory Equipment/ Materials / KG Classes Accessories / Sports items for students	N/A huge Quantity	N/A many of article involve	Under 04 Million	04.500 Million	Non- ADP	Competitive Bidding/ Single Stage- One envelope		✓		
8	i).Purchase Machinery & Equipments	Computers, Stabilizers, Printers and Photo copier	N/A many of article involve	Under 3.975 Million	41.175 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope	✓			
	ii) Purchase Machinery & Equipments.	Electric Generator/ installation Solar Panel with Batteries	N/A many of article involve	Under 28 Million		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		
	iii) Purchase Machinery & Equipments.	Installation of RO water plants 6000 lte per day/	N/A many of article involve	Under 5 Million		Non-ADP	Competitive Bidding/ Single Stage- One envelope		✓		
9	iv) Purchase Machinery & Equipments.	Installation of CCTV with DVR/Surveillance Cameras etc	N/A many of article involve	Under 4 Million		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		
10	Purchase of Furniture & Fixture	N/A huge Quantity	N/A many of article involve	Under 39 Million	39.998 Million	Non- ADP	Competitive Bidding/ Single Stage-Two envelopes		✓		

11	i). Procurement of Education Facilities (Text Books & Exercises Copies,) to Workers Children.	N/A huge Quantity	N/A many of article involve	Under 129 Million (estimated)	710 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope			✓	
	ii) Procurement of Education Facilities (School Uniforms) to Workers Children,	N/A huge Quantity	N/A many of article involve	Under 349 Million (estimated)		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope			✓	
	iii) Procurement of Education Facilities (School Shoes) to Workers Children,	N/A huge Quantity	N/A many of article involve	Under 150 Million (estimated)		Non-ADP	Competitive Bidding/ Single Stage- TWO envelope			✓	
12	Procurement of Equipment/Training Material for Metric Tech Program	N/A huge Quantity	N/A many of article involve	Under 10 Million	14 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		
13	Transport Facility	N/A huge Quantity	N/A different routs involve	Under 20 Million	20 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
14	Hiring of Security Guards	Hiring services of Security Guards for our Board Schools and Colleges	About 54 Nos. of Security Guards	Under 15 Million	15 Million	Non-ADP	Competitive Bidding/ Single Stage- One envelope	✓			
15	Establish of I.T Labs.	Computers/Stabilizers/Split A.C/Carpets/ Shelves/Computer Chairs/ Net working devices & all material related I.T Lab.	Establish I.T Labs in all Secondary Level Board Schools/ Colleges	Under 11.50 Million	11.749 Million	Non-ADP	Competitive Bidding/ Single Stage- TWO envelope		✓		



# WORKERS WELFARE BOARD SINDH

## GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014



### ORDER

With the approval of competent authority the **Procurement Committee**, comprising of the following, is hereby re-constituted, to deal with the affairs of all procurement affairs of Sindh Workers Welfare Board including Education Section as per terms & conditions mentioned hereunder:-

- |  |                  |
|--|------------------|
| 1: Director (Finance), WWBS.                               | Convener         |
| 2. Deputy Secretary (A & C), WWBS.                         | Member/Secretary |
| 3. Deputy Director (Admin), WWBS                           | Member.          |
| 4. Deputy Director NILAT                                   | Member.          |
| 5. Representative of Industries Department Govt. of Sindh. | Member.          |

### TARMS AND CONDITIONS:-

1. To supervise the preparation of bidding documents.
2. To open the Bids, as per bid opening schedule.
3. To prepare & sign the bid evaluation report (Technical bids) as provided in SPPRA Rules 2010 amended 2013.
4. To prepare and sign the comparative statement of quoted rates of financial bids.
5. To sign the minutes of Procurement Committee meeting, identifying their recommendations regarding acceptance / rejection of bids as well of contacts to the successful bidders..
6. To perform any other function ancillary and incidental to the above.

**Deputy Director (Admin)**  
FOR SECRETARY

Workers Welfare Board Sindh

NO.WWBS/ES/Admin/1(1492)/2017/2769 Karachi dated the 30-11-2017

### **Copy to:**

- 1). To all members of procurement Committee. (~~ES~~)
- 2). Managing Director SPPRA, Government of Sindh.
- 4). P.S to Secretary Workers Welfare Board Sindh.
- 5). Office Order file.

**Deputy Director (Admin)**  
FOR SECRETARY

Workers Welfare Board Sindh

St-19, Block-6, Adjacent to STEVTA, Opposite Aero Club, Gulshan-e-Iqbal, Karachi-75300

Phone: 99244681 & 99244682- Fax: 99244686,

URL- [www.swwb.com.pk](http://www.swwb.com.pk), E-Mail:- [swwbesadm@gmail.com](mailto:swwbesadm@gmail.com)



# WORKERS WELFARE BOARD, SINDH

(Established under Sindh Workers Welfare Fund Act, 2014)

GOVERNMENT OF SINDH

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

Karachi, dated: \_\_\_\_\_

## ORDER

With the approval of competent authority the **Complaint Redressal Committee** as defined in SPPRA Rule 31, comprising of the following, is hereby constituted with appropriate powers and authorizations, to address the complaints of bidders that may occur during the procurement proceedings, as per terms & conditions mentioned hereunder:-

- |  |   |
|--|---|
| 1. The Secretary, Workers Welfare Board Sindh  | Chairperson                                     |
| 2. Representative of Accountant General Sindh<br>(Not Below the rank of BPS-18)              | Member.   |
| 3. Any Independent profession<br>from the relevant field concerning the Procurement Process. | Any member<br>Opticed by the<br>chairman of CRC |

### TARMS AND CONDITIONS:-

1. To settle written complaint lodges any bidder being aggrieved by any act or decision of the Procurement Committee during procurement proceedings.
2. The Committee shall announce its decision within seven days.
3. Procurement Committee shall not award the contract till Redressal Committee may decide the complaint as submitted by the bidder.
4. To perform any other function ancillary and incidental to the above.

  
Deputy Director (Admin)  
FOR SECRETARY  
Workers Welfare Board Sindh

NO.SWWB/ ES/Admin/1(1492)/2017/231 Karachi dated 28-2-2017  
Copy to:

- 1). To all members of procurement Committee.
- 2). Managing Director SPPRA, Government of Sindh.
- 3). P.S to Secretary Labour & HRD, Government of Sindh.
- 4). P.S to Secretary Workers Welfare Board Sindh.
- ✓ 5). Office Order file.

  
Deputy Director (Admin)  
FOR SECRETARY  
Workers Welfare Board Sindh



# WORKERS WELFARE BOARD SINDH

## GOVERNMENT OF SINDH

Established under Sindh Workers Welfare Fund Act, 2014



### TENDER NOTICE

#### PROCUREMENT OF SERVICES OF SECURITY GUARDS FOR WORKERS WELFARE BOARD. SINDH

Sealed bids are invited from reputed/established firms registered with Income Tax and Sindh Revenue Board authorities and having valid certificate issued by the Home Department, Government of Sindh, for procurement of Services of Security Guards for Workers Welfare Board, Sindh (Education Section) and their other administrative units in Sindh.

Cost of Bidding Document:	Rs.1,000/- in form of PO/DD.
Bid Security in the form of BD/PO/DD:	2% of total bid value
Tender Document Collection (Start Date):	Publication/Hoisting of Notice.
Tender Document Collection (End Date):	29.03.2018.
Tender Document Submission Date & Time:	29.03.2018 up till 10:30 A.M
Tender (Technical) Opening Date & Time	29.03.2018 at 11:00 A.M.
Tender (Financial) Opening Date & Time (for technically acceptable bidders only)	Shall be communicated later through letters.

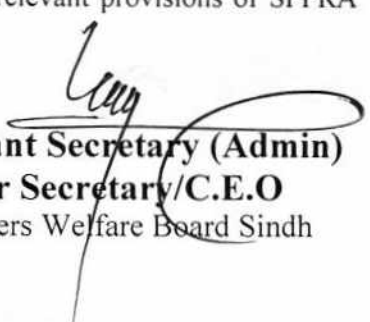
#### DOCUMENTS COLLECTION:

Tender documents can be obtained on submission of a written request on company letterhead, supported with copies of SRB & NTN Certificates and approved by the Home Department, Government of Sindh for the year 2017, during office working hours, on payment of Tender document Cost Rs.1,000/- (non-refundable/non-transferable) in form of PO/DD in favour of "Workers Welfare Board Sindh" from the below address:

**The Assistant Secretary (Admin),  
Workers Welfare Board, Sindh  
Education Section, ST-19,  
Block-6, Gulshan-e-Iqbal, Adjacent of Sindh TEVTA,  
Near NIPA Chowrangi, Karachi. Ph: 99244681-2.**

#### NOTES:

- Sealed bids with necessary attachments accompanied by the Bid Security should be dropped in Tender Box (marked "Procurement") at Workers Welfare Board, Sindh, 8<sup>th</sup> Floor, Marine Faisal Building, Nursery, Shabrae Faisal, Karachi. ☎ 021-34548137 & 021-34544767
- Bid opening procedure will be based on Single Stage – Two Envelopes System (bid shall comprise a single package containing two separate envelopes inside). One envelope shall contain technical proposal containing complete technical specifications, company profile, NTN and GST Certificate of the company or any other information deemed necessary, whereas the other envelope shall contain the financial bid. The envelopes should clearly mark as "Technical Proposal" and "Financial Proposal" in bold legible letters. Initially only Technical Proposals shall be opened.
- Technical bids and Financial bids (of the technically qualified bidders only) will be opened on the aforementioned date & time in the presence of bidders or their authorized representatives. Prospective bidders are invited to attend the tender opening (single representation).
- Incomplete or conditional tenders cannot be considered or entertained.
- WWBS reserves the right to accept or reject any bid, subject to relevant provisions of SPPRA Rules, 2010.

  
**Assistant Secretary (Admin)**  
**For Secretary/C.E.O**  
Workers Welfare Board Sindh

St-19, Block-6, Adjacent to STEVTA, Opposite Aero Club, Gulshan-e-Iqbal, Karachi-75300

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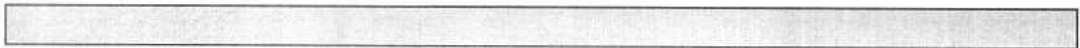


# Workers Welfare Board, Sindh

*Bidding documents for providing of Security  
Guards Services in Board Institutions in all over  
province of Sindh*

## Technical Proposal

PART ONE





**RECIPT**

Tender document issued to M/s.  
\_\_\_\_\_, against  
payment of tender document fee of **Rs.1,000/-** (Rupees One Thousand Only) (non-  
refundable / non-transferable) through Pay order / demand draft No. \_\_\_\_\_  
Dated \_\_\_\_\_,

**ASSISTANT SECRETARY (ADMIN)  
WORKERS WELFARE BOARD, SINDH  
KARACHI**



**IMPORTANT NOTICE**

**THIS TENDER DOCUMENT IS NOT TRANSFERABLE**

*Bidders are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.*

*The response to this tender should be full and complete in all respects. Incomplete or partial bids shall be rejected. The bidder must quote for all the items asked for in this tender.*

*The bidder shall bear all costs associated with the preparation and submission of the bid, including cost of presentation for the purposes of clarification of the bid, if so desired by Purchaser. Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.*



## **INTRODUCTION**

Workers Welfare Board Sindh is a tripartite autonomous board. The function of the Institution is unique in nature for the welfare of labour class. It aims at providing residential flats, houses, scholar ships to works children, free KG-I to Inter level quality education in Workers Model Schools and Colleges located in all province of Sindh, free Text Books, school uniforms , School shoes and technical education facilities and other benefits to the secured workers and their dependents.

## **WORKERS WELFARE BOARD, SINDH KARACHI**

### **(INFORMATION)**

1.1 The Purchaser invites sealed bid from Bidders for hiring SECURITY SERVICES for Workers Welfare Board, Sindh Labour Colonies, Workers Model Schools and Colleges, Industrial Homes and Education Secretariat working under the administrative control of SWWB in Sindh.

1.2 Tender documents can be purchased during office hours from the address given at the bottom of this page, upon payment of a non-refundable fee of Pak Rupees 1,000/- each set in the form of Pay Order/Bank draft. The last date of purchase of tender documents is 29-3-2018 during office hours from The Assistant Secretary, Workers Welfare Board, Sindh St-19, Block-6, Gulshan-e-Iqbal, Karachi.

1.3 Bids shall be valid for a period of 90 days after bid closing and must be accompanied by Earnest Money of 2% of the total quoted bid price, and shall be delivered to the address given at the bottom of the page on or before 29-3-2018 up to 10.30 A.M. and the technical bids would be opened on the same day at 11.00 A.M, in the presence of the bidders who wish to attend. Late bids would be rejected.

1.4 The tender is issued in strict compliance with Sindh Public Procurement Rules 2010 (amended 2013) and the bid would be accepted under the recommended Single Stage –Two Envelope bid procedure as per SPPRA Rules 2010.

1.5 Bidders can obtain further information during normal working hours at the address given below and submit queries via letter or fax to the Point of Contact.

1.6 All bids must be accompanied by a bid bond, in the form of a Bank Guarantee (from a Scheduled Bank in Pakistan), Demand Draft/Pay Order, of not less than two percent (2%) of the total quoted bid price. Company/Personal Cheques or Insurance Guarantee is NOT acceptable in forms of bid bond. The bid bonds must be valid for 28 days beyond the Bid Validity period.

✓  
SECRETARY  
WORKERS WELFARE BOARD, SINDH  
KARACHI



## TERMS AND CONDITIONS

The contract resulting from this invitation to tender shall be governed by the **SPPRA Rules 2010**.

- 1- The bid shall comprise a single package two separate envelopes inside. Each envelope shall contain separately the "**TECHNICAL PROPOSAL**" and the "**FINANCIAL PROPOSAL**" as per SPPRA Rules 2010 (amended 2013).
- 2- The envelopes shall be marked as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**" in bold and legible letters to avoid confusion.
- 3- On schedule date of Bid Opening only the envelope of "**TECHNICAL PROPOSAL**" will be opened and envelope marked "**FINANCIAL PROPOSAL**" will be retained in the safe custody.
- 4- After Technical Evaluation, envelope of "**FINANCIAL PROPOSAL**" of technically accepted bidders will be opened with prior intimation to successful bidder(s).
- 5- The Commercial Proposal of bids found technically non-conforming will be returned unopened to the respective bidder.
- 6- All queries clarifications required from Purchaser, shall be addressed on working days by fax or letter at the address given below up to one week prior to close of Bid Submission date. No clarification shall be given on telephone.
- 7- The offer must be submitted separately in sealed Technical and Financial Proposals with bid bond and should be forwarded in sealed cover bearing the words "**BID FOR "SECURITY SERVICES for Institutions of Workers Welfare Board (Education Section), Sindh and for other Board offices located in allover province of Sindh. The details and complete address where are require such services, in Financial Proposal.**"
- 8- All such covers should not bear any name or marking which can give any indication about the sender. Cover may be deposited in the Tender Box. Alternatively such covers may be forwarded directly by mail/courier Service. Fax quotation is not acceptable.
- 9- In the event of bids being submitted by the Firm, their rates should be quoted on prescribed tender document and must be signed by the Contractor / Supplier / Proprietor / Partner with company seal thereof, in the event of absence of any partner it must be signed on his behalf by a person holding a power of attorney to do so.



- 10- Sindh Workers Welfare Board will reject proposal for award of contract if it determine that the firm recommended for award of contract has engaged in corrupt or fraudulent activities in competing for the contract in question.
- 11- The rates should be quoted by bidder for armed guard as well as un-armed guard, wacky talky and other security equipment will be provided by the Contractor/firm with their bid otherwise their bids shall be rejected straightaway..
- 12- The Firm should s be registered with SECP and having valid N.O.C. from Ministry of Interior, Government of Pakistan, Islamabad OR Provincial Home department and should be provided with their bid otherwise their bids shall be rejected straightaway.
- 13- The bidder should confirm in their offer that they have its own ammunition/communication equipments required for Security services.
- 14- The strength of Security Guards can be increased or decreased by the Competent Authority as per requirement, quoted rates should be inclusive of all Government duties and Taxes.
- 15- The bidder should submit the registered address of all their Offices/branches along with telephone number and fax number with their bid otherwise their bids shall be rejected straightaway.
- 16- The bidder should have the branch/zonal offices in regions of the province of Sindh and should submit the documentary /Photographic evidence along with telephone number and fax number with their bid otherwise their bids shall be rejected straightaway.
- 17- The firm/Contractor should submit attested photocopies of CNIC of their Security Guards to the administration of WWBS at the time of deployment of Guards.
- 18- The duty timing for Security Services will be 12 hours i.e. 8:00 AM to 8:00 PM and 8:00 PM to 8.00 AM in two shifts. They will be deployed in consultation with the Assistant Secretary (Admin) of WWB (Education Section), Sindh, Karachi.
- 19- The Space will be provided by WWBS for the establishment of control room with free utility services.
- 20- The successful bidder will follow all verbal/written instructions of WWBS Administration issued in connection of Security Service.
- 21- The payment will be made by 10th of every calendar month subject to submission of bill, dully verified by the Administrator or Head Master of School/ College.
- 22- In case of violation of any clause/terms and conditions of the tender, the tender will liable to be cancelled.
- 23- Any condition/clause can be amended if required with the mutual understanding of both the parties in the best interest of the WWBS.
- 24- The **SECRETARY**, WWBS, Karachi has the right to cancel the contract after issuance of 15 days notice in case of any breach of contract and contactor has to vacate premises within 07 days after the cancellation of contract agreement.
- 25- The tender which do not fulfill be conditions prescribed above, are liable to be cancelled.
- 26- Child Labor rules and basic human rights will not be violated by the Contractor. Age of Security Guard shall not be less than 25 years & not more than 50 years. If any person at found below the age of 25 years & over the age of 50 years, his services immediately be terminated by firm, except retired Army persons.
- 27- The Firm/Contractor shall be bound to provide the manpower according to contract on holidays including Sunday and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.



- 28- *The Firm/Contractor shall be bound to provide the sanctioned strength of Security Guards at all time even on holidays including Sunday and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.*
- 29- *The Firm/Contractor will not be allowed to participate in any political/ immoral/ illegal activities in the premises of WWBS and their duty places and undertaking in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.*
- 30- *The Firm/ Contractor will be responsible for any theft or pilferage committed by any of his employee. The employee will be liable to punishment under the rules.*
- 31- *The Firm/Contractor will confirm in their offer that the Guards will use/ wear neat and clean uniform alongwith cap and badges.*
- 32- *Firm/Contractor shall be responsible for personal hygienic of the Security Guards and confirmation in this regard should be submitted in their offer otherwise their bids shall be rejected straightaway.*
- 33- *Indiscipline Security personnel involved in immoral activities will not be allowed to serve in the WWBS.*
- 34- *The Taxes and duties where applicable will be deducted from Firm/Contractor's bill at source according to prevailing Government rates.*
- 35- *All bids should be submitted after inclusion of prices of Services and equipment and material on DDP – Delivered Duty Paid basis (“DDP” to be understood as defined in “Incoterms 2010 – ICC Official Rules for the Interpretation of Trade Terms”).*
- 36- *The decision of the Committee shall be final binding and conclusive on all questions relating in the meaning of the selection of security services /Evaluation Criteria.*
- 37- *The deployed quantity can be increased or decreased at any institution/ Board office without giving any reason.*
- 38- *The competent authority shall have the right of rejecting all or any part of the tender without assigning any reason thereof in the light of SPPRA Rules 2010.*
- 39- *The evaluation will be based on the rates quoted for the items required as per requirement; however the Convener of Tender Open Committee, WWB, Sindh reserve the rights to choose and accept the specification at his discretion and to approve the rates for placing the contract.*
- 40- *The Technical Proposal shall be opened on 29-03-2018 at 11.00 A.M in the Office of the Secretary WWBS, 8<sup>th</sup> Floor, Marine Faisal Building, Nursery stop, Main Shahrah-e-Faisal, Karachi in the presence of Contractors/Companies, who desire to be present by himself or through nominated representative.*
- 41- *The Procuring Agency may, at its discretion, extend this deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders will thereafter be subject to the deadline as extended.*
- 42- *Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.*
- 43- *An Earnest Money will be required @ two per cent (2%) of the Total Bid Price. This bid security is to be submitted in the form of Bank Demand Draft or Pay Order in favor of “Workers Welfare Board Sindh” along with Financial offer and do not attached or mention in their Technical offer. The Bid security shall be in Pak Rupees & from a scheduled bank in Pakistan.*
- 44- *Bid security must be valid for twenty-eight (28) days after the end of the bid validity period. Accordingly, a bid with a bid security that expires before twenty-eight (28) days after the end of the bid validity period shall be rejected as non-responsive.*



- 45- *Un-successful Bidder's bid security will be discharged/returned as promptly as possible.*
- 46- *The successful Bidder will be required to keep his bid security valid till the agreement is signed with the Procuring Agency for the execution of the Services.*
- 47- *The bid security may be forfeited; if a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form.*
- 48- *In the case of successful Bidder, if the Bidder fails to sign the Contract in accordance with relevant clauses, the bid security will be forfeited.*
- 49- *The successful bidder must be submitted original signed Integrity Pact on judicial stamp paper along with the agreement.*
- 50- *The bids should be valid for 90 days from the date of opening of Tender otherwise their offer shall be rejected straightaway.*
- 51- *In exceptional circumstances, Procuring Agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). The bid security provided shall also be suitably extended. A Bidder granting the request will not be required nor permitted to modify its bid.*
- 52- *The bidder should attach the Registration certificate of Income Tax Department (NTN) with their bid otherwise their bids shall be rejected straightaway.*
- 53- *The bidder should attach the Registration certificate of FBR / SRB /SECP with their bid otherwise their bids shall be rejected straightaway.*
- 54- *The bidder should attach the Documentary evidence of Security services in progress and certificate of satisfactory completion for last three (3) years with their bid.*
- 55- *The bidder should submit an Undertaking on stamp paper that the firm is not involved in any litigation or abandoned any work in any department with their bid otherwise their bids shall be rejected straightaway.*
- 56- *The bidder should submit an Affidavit that all the documents / particulars / information furnished are true and correct with their bid otherwise their bids shall be rejected straightaway.*
- 57- *The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.*
- 58- *Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to increases on any account.*
- 59- *The bid prepared by the Bidder, and all correspondence and documents related to the bid, shall be written in the English language.*
- 60- *The bidding documents and any Contract executed pursuant to this bidding documents shall be governed by and construed in accordance with the laws of Pakistan. The Government of Pakistan and all Bidders responding to this bidding documents and parties to any Contract executed pursuant to this bidding documents shall submit to the exclusive jurisdiction of the Pakistani Courts.*

**NOTE: -** *Each page should be signed & stamped and all the attached documents should be attested from Oath Commissioner/Notary Public or any Gazetted Officer.*

SECRETARY  
WORKERS WELFARE BOARD, SINDH  
KARACHI



# UNDER TAKING

**DATED:**

IT IS CERTIFIED AND CONFIRMED THAT ALL THE TERMS AND CONDITIONS MENTIONED IN THE TENDER DOCUMENTS/ PROPOSAL ARE READ CAREFULLY BY US AND ALL THE INFORMATIONS FURNISHED/ATTACHED BY US WITH THE TECHNICAL/FINANCIAL PROPOSALS ARE TRUE AND CORRECT.

\_\_\_\_\_  
SIGNATURE AND STAMP  
OF THE BIDDER





# WORKERS WELFARE BOARD, SINDH, KARACHI

## BID EVALUATION CRITERIA

### Evaluation and Comparison of Technical and Financial Bids

- 1) *Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a detailed evaluation.*
  
- 2) *The Procuring Agency will evaluate and compare the bid that has been determined to be substantially responsive. The evaluation will be performed assuming the Contact will be awarded to the highest evaluated bidder for the entire information system.*
  
- 3) *The Procuring Agency's evaluation of responsive bids will take into account technical factors, in addition to cost factors. The following weights will be used in the evaluation of bids.*

### Description Weights

- \*\*\* *Technical Evaluation 80%*
- \*\*\* *Financial Evaluation 20%*



## **EVALUATION CRITERIA**

The Technical Bids shall be evaluated on the basis of following parameters:

01	Company Profile/ Business Experience (No. of Years)	50	50 marks, if the firm provides 5 years experience in relevant field & 30 marks if firm provides 3 years experience in relevant field. Please attach documentary evidence.
02	Annual Turnover in Millions	200	200 marks, if the annual turnover of firm is more than 25 million during last three years
03	CEO, Managing Directors ex- Army Personal.	50	50 marks, if the firm's CEO, Managing Directors is of ex-Army Personnel. Please attach CV's along with last 3 months pension slips.
04	Supervisor's ex-Army personal.	75	75 marks, if the firm's Supervisor's is of ex-Army personnel. Please attach CV's along with last 3 months pension slips and prove of company employee/pay roll.
05	Prove of trained Security Guards/persons.	50	50 marks, if the firm proves that they have trained security Guards. Please attach CV's along with last 06 month's pay roll to prove that they are permanent employees of the company.
06	Prove of latest weapons and security equipments available with the firm.	25	25marks if the firm has established that they have latest weapons and security equipments. Please attach documentary evidence.
07	S.O.P /Deployment Plan of security Guards for Schools and Colleges.	200	200 marks, if the firm has submitted the Guards Deployment Plan for all Workers Model Schools and Colleges in Sindh as mentioned in the Financial Proposal. Please attach deployment plan describing/stating methodology and S.O.P for comprehensive security of the schools/ colleges.
08	List of team members/professionals,	50	50 marks if the firm has minimum 10 ex-Army officers Retired from Infantry/Artillery/EME/Ordnance



	<i>directly associating in making Deployment Plan and Site S.O.P's</i>		<i>qualified for making Deployment Plan and S.O.P's as per client's requirement. Please attach CV's along with last 06 month's pay roll to prove that they are permanent employees of the company.</i>
09	<i>Detail (Client) list of Security Services provided in Private Organizations / Government/ Semi Government Departments.</i>	150	<i>75 mark if the firm has contracts of 500 Guards per Annum in Private Organizations/ Government/ Semi Government Departments. 150marks if the firm has contracts of 1000 Guards per Annum in Private Organizations/ Government/ Semi Government Departments. Please attach documentary evidence.</i>
10	<i>Registration with Ministry of Interior /Provincial Home Department.</i>	25	<i>25marks if the firm has Registration Certificate from Interior Division or Provincial Home Department. Please attach documentary evidence.</i>
11	<i>Registration with Securities &amp; Exchange Commission of Pakistan.</i>	20	<i>25marks if the firm has Registration Certificate from Securities &amp; Exchange Commission of Pakistan. Please attach documentary evidence.</i>
12	<i>Registration with All Pakistan Security Agencies Association.</i>	20	<i>25marks if the firm has Registration with All Pakistan Security Agencies Association. Please attach documentary evidence.</i>
13	<i>Performance &amp; Clearance Certificate from Police, Special Branch and Investigation Bureau.</i>	25	<i>25marks if the firm has Performance &amp; Clearance Certificate from Police, Special Branch and Investigation Bureau. Please attach documentary evidence.</i>
14	<i>NTN SRB Registration Certificate</i>		<i>Mandatory</i>
15	<i>Income Tax Annual Returns of 03 Years</i>	60	<i>20 marks for every year on production of annual tax paid returns, subject to maximum 60 marks.</i>
16	<i>Audited Financial Statements / Balance Sheet of 3 years</i>	200	<i>200 marks for every year on production of Financial Statement Report / Balance Sheet,</i>
	<b>Total Marks</b>	<b>1200</b>	

**NOTE:** Firm must get 80% i.e. 960/1200 marks in Technical Proposal for qualifying as per above mentioned criteria.





# Workers Welfare Board, Sindh

*Bidding documents for providing Security Guards  
Servicing in Board Institutions in all over province  
of Sindh*

## Financial Proposal

PART TWO



**BILL OF QUANTITY**  
**WORKERS WELFARE BOARD SINDH KARACHI**

S#	Name of Description	Qty	@Rate per month (each S. Guard)	Total Amount for Twelve (12) Months.
01	Supervisor or Shift In charge	2 No's.	@Rs.	Rs. _____
02	<b><u>Place of Posting of Security Guard (with Armed)</u></b>			
	1. Workers Model School, Korangi, Labour Square, Near Telephone Exchange Korangi 2½, Karach	4 Nos.	@Rs.	Rs. _____
	2. Workers Model School, Landhi Labour Square, Adjacent Export Processing Zone (EPZ), Landhi Karachi.	04 Nos.	@Rs.	Rs. _____
	3. Workers Model School, New Karachi, Sector 16-A, Labour Square, New Karachi Industrial Area, Near Godhra Camp, New Karachi.	04 Nos.	@Rs.	Rs. _____
	4. Workers Model School, Hyderabad, Opposite Custom House, Ganjo Takkar, SITE Area, Hyderabad.	04 Nos.	@Rs.	Rs. _____
	5. Workers Model School, Sukkur Labour Colony SITE Area, Shikarpur Road, Sukkur.	04 Nos.	@Rs.	Rs. _____
	6. Workers Model School, Nooriabad Nooriabad Main Super Highway	04 Nos.	@Rs.	Rs. _____
	7. Workers Model School, Mirpurkhas (Boys) Near Satellite Town, Mirpurkhas	04 Nos.	@Rs.	Rs. _____
	8. Workers Model School Mirpurkhas (Girls) Near Satellite Town, Mirpurkhas	04 Nos.	@Rs.	Rs. _____
	9. Workers Intermediate College for Girls Kotri, Opposite Kohistan Korti Factory,	04 Nos.	@Rs.	Rs. _____



Near Fire Bridgade Station, SITE Area Kotri				
10. Workers Intermediate College for Boys, Kotri Opposite Kohistan Korti Factory, Near Fire Bridgade Station, SITE Area Kotri.	04 No.	@Rs.		Rs. _____
11. Workers Primary School, Thatta Near Bikik Petrol Pump, Sujawal Road, Labour Colony, Thatta.	02 No.	@Rs.		Rs. _____
12. Workers Primary School, Nooriabad Nooriabad Main Super Highway.	02 No.	@Rs.		Rs. _____
13. Workers Primary School, Larkana Labour Colony, Opposite new Passport Office, Larkana.	02 No.	@Rs.		Rs. _____
14. Workers Primary School, Lakhra Near Lakhra Coal Field, Lakhra	02 No.	@Rs.		Rs. _____
15. Workers Primary School, Khairpur Village Gaad Sharif, P.O. Setharja, Taluka Sobdero, Dist. Khairpur Mirs Sindh.	02 No.	@Rs.		Rs. _____
16. Workers Primary School, Mirpur Mathelo, Near FFC Company Ltd	02 No.	@Rs.		Rs. _____
17. Workers Primary School, Dehrki Labour Colony, Daharki.	02 No.	@Rs.		Rs. _____
<b>Total amount of Security Guards</b>	Nos.			Rs. _____
<b>Total amount per month package</b>				Rs. _____

**NOTE: -2% Earnest money pay order must be attached (In Original) with financial bid.**

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

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

Name of signing Person \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_



**ACCEPTANCE OF COMPLIANCE CERTIFICATE**

**PERTAINING TO TENDER TERMS & CONDITIONS FOR OUT  
SOURCING OF SECURITY SERVICES TO WWBS, GOVERNMENT OF  
SINDH DUE FOR OPEN ON \_\_\_\_\_**

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  
vendor \_\_\_\_\_

Name of signing person \_\_\_\_\_

Designation \_\_\_\_\_

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

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Witness**

Signature \_\_\_\_\_

Name \_\_\_\_\_

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



**SAMPLE**

## **AGREEMENT**

This agreement made and entered into this \_\_\_\_\_ by and between Workers Welfare Board, Sindh hereinafter called & referred to as the "CLIENT" of the One Part and M/s. \_\_\_\_\_, hereinafter referred as the "SECURITY SERVICE PROVIDER", (which expression shall include the successors of the said firm, heirs, executors, administrators and assignee of the partners of the said firm (individually or separately) of the Other Part.

### **WITNESSTH:**

Whereas under due procedure Tenders have been received by the "CLIENT" for carrying out the provide services of 54 Nos. of Security Guards/ 2 Nos. of Supervisor or Shift In charge to 17<sup>th</sup> Workers Model Schools and Colleges running under the Administrative Control of Sindh Workers Welfare Board (Education Section), Karachi and the Tender for calling service for said work has been accepted by the "CLIENT". NOW THEREFORE, for and in consideration of the premises, negotiations, covenants an agreement hereunder contained and to be performed by the parties hereto the said parties hereby covenant and agree as follows:

1. In consideration of covenants and agreement to be kept and formed by the concern security company (Supplier), and for the faithful performance of this contract, and deploying Security Guards embraced herein, according to the conditions herein contained and referred to or agreed to in course of subsequent negotiations and in accordance with the general agreement and conditions of contact the "CLIENT" shall pay every calendar month after received payment voucher by and the supplier after verification by the Administrator / Head Master of the concerned institution, shall receive and accept as full compensation or as per actual servicer furnished and done by the Supplier under this Agreement Rs. \_\_\_\_\_/= ( \_\_\_\_\_ ) (Twelve months). The contract rate stipulated in the suppliers tender or such other sums and at rates quoted against each item/ Security Guard and agreed to and accepted by the parties, and the times and in the manner prescribed by the conditions of the contract. The break-up of contract value is given as under:





S#	Description	Qty	@Rate per month (each guard/ supervisor)	Total Amount for One Month
01	Supervisor or Shift In charge			
02	<p><u>Place of Posting of Armed Security Guard)</u></p> <p>1. Workers Model School, Korangi, Labour Square, Near Telephone Exchange Korangi 2½, Karachi</p> <p>2. Workers Model School, Landhi, Labour Square, Adjacent Export Processing Zone (EPZ), Landhi Karachi.</p> <p>3. Workers Model School, New Karachi, Sector 16-A, Labour Square, New Karachi Industrial Area, Near Godhra Camp, New Karachi.</p> <p>4. Workers Model School, Hyderabad, Opposite Custom House, Ganjo Takkar, SITE Area, Hyderabad.</p> <p>5. Workers Model School, Sukkur, Labour Colony SITE Area, Shikarpur Road, Sukkur.</p> <p>6. Workers Model School, Nooriabad, Main SuperHighway.</p> <p>7. Workers Model School, Mirpurkhas (Boys) Near Satellite Town, Mirpurkhas.</p> <p>8. Workers Model School Mirpurkhas (Girls) Near Satellite Town, Mirpurkhas.</p> <p>9. Workers Intermediate College, for Girls Kotri, Opposite Kohistan Korti Factory, Near Fire Bridgade Station, SITE Area Kotri.</p> <p>10. Workers Intermediate College for Boys,</p>			



	<p><i>Kotri Opposite Kohistan Korti Factory, Near Fire Bridgade Station, SITE Area Kotri.</i></p> <p><i>11. Workers Primary School, Thatta, Near Bikik Petrol Pump, Sujawal Road, Labour Colony, Thatta.</i></p> <p><i>12. Workers Primary School, Nooriabad, Nooriabad Main Super Highway.</i></p> <p><i>13. Workers Primary School, Larkana, Labour Colony, Opposite new Passport Office, Larkana.</i></p> <p><i>14. Workers Primary School, Lakhra, Near Lakhra Coal Field, Lakhra.</i></p> <p><i>15. Workers Primary School, Khairpur, Village Gaad Sharif, P.O. Setharja, Taluka Sobdero, Distt. Khairpur Mirs Sindh.</i></p> <p><i>16. Workers Primary School, Mirpur Mathelo, Near FFC Company Ltd.</i></p> <p><i>17. Workers Primary School, Dehrki, Labour Colony, Daharki.</i></p>			
	<p><b>Total amount of Security Guards &amp; Supervisors</b></p>	<p><b>54 Nos.</b></p>		
	<p><b>Total for Twelve months</b></p>			

1. The contracting firm (provider), at his own proper cost and expense shall made all deployment of Security Guards and supervisor to respective place of posting as per order by the competent authority of SWWB, and are set forth in the contract documents.
2. M/s. \_\_\_\_\_ will be bound to provide complete detail of Security Guards which will be deployed in our Schools and Colleges i.e. attested copies of their



CNIC, Office Card, their complete residence address to Assistant Secretary (Administration) of SWWB (Education Section), Karachi, before deploying.

3. The Assistant Secretary (Administration) of SWWB (Education Section) is empower to increase or decrease quantity of security guards to any school or college as per demand by the Head of Institution
4. M/s. \_\_\_\_\_, hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefits from Government of Pakistan or any administrative sub division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.
5. Without limiting the generality of the foregoing, the M/s. \_\_\_\_\_, represents and warrants that it has fully declared the brokerage, commission fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to any one within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finders fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form, from Government of Pakistan, except that which has been expressly declared pursuant hereto.
6. M/s. \_\_\_\_\_, , certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation.
7. M/s. \_\_\_\_\_, , accepts full responsibility and strict for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be voidable at the option of Government of Pakistan.
8. Notwithstanding any right and remedies exercised by Government of Pakistan in this regard, M/s. \_\_\_\_\_, agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practice and



further pay compensation to Government of Pakistan in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the M/s. \_\_\_\_\_ as foresaid for the purpose of obtaining or including the procurement of any contract, right, interest, privilege, or other obligation or benefits in whatsoever form from Government of Pakistan.

IT WITNESS WHEREOF, the parties hereto have executed this contract at Karachi in Three counterparts by their duly authorized representatives as of the day and year in above set-forth.

Signed for and behalf of

M/s. \_\_\_\_\_

Signed for and behalf of

Workers Welfare Board Sindh

In presence of

1. \_\_\_\_\_

2. \_\_\_\_\_

In presence of

1. \_\_\_\_\_

2. \_\_\_\_\_

