



**BOARD OF INTERMEDIATE AND SECONDARY  
EDUCATION, MIRPURKHAS**

No. BISE/Gen-Store/MPS/-/20

Dated: 26/06/2018

To

The Assistant Director (Assessment)  
Government of Sindh  
Sindh Public Procurement Regulatory Authority  
Karachi

**SUBJECT: REQUEST FOR HOISTING TENDER NOTICE FOR SECURITY**

I am directed to refer to your communication vide No.A.D(A)/SPPRA/  
(BOISE/MPK)2017-18/-3473 dated: 25<sup>th</sup> June, 2018 and to enclose herewith the following  
requisite documents are hereby furnished for uploading in the website of SPPRA as per rules.

1. Bidding Document in terms of Rule-21(4) of SPP Rules, 2010
2. Annual Procurement Plan in term of Rule-21(2) of SPP Rules, 2010
3. Notification of Complaint Redressal Committee (CRC) in term of Rule-31  
of SPP Rules, 2010.
4. Notification of Procurement Committee (PC) in term of Rule-7 of SPP  
Rules, 2010.

You are therefore requested to kindly be uploaded the above said documents  
in the SPPRA website as per rules.

Your cooperation in this regard shall be highly appreciated.

  
Acting Secretary

Encl: As above

Copy to:

The Assistant Computer Programmer (for upload on the Board's website)

SPPRA INWARD DIARY  
NO : 10003  
DATED : 27.06.2018



# BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MIRPURKHAS

No.BISE/Gen-Store/MPS/-35

Dated: 19-10-2017

## **NOTIFICATION**

In pursuance of Rule-31 of Sindh Public Procurement Rules 2010, with the approval of the competent authority, a "Complaint Redressal Committee" comprising the following, is hereby constituted to address the complaints of bidders that may occur during the procurement it proceedings:

- |  |                    |
|--|--------------------|
| 1. Prof. Barkat Ali Hyderi A. Dasti<br>Chairman<br>BISE, Mirpurkhas            | Convener           |
| 2. Prof: Abdul Aziz Memon<br>Principal<br>SAL Govt: Degree College, Mirpurkhas | Member             |
| 3. Mr. Qurban Bhatti<br>Subject Specialist<br>Govt: (B) H/Sec School, Digri    | Member             |
| 4. Mr. Allah Bachayo<br>Audit Officer<br>BISE, Mirpurkhas                      | Member             |
| 5. Mr. Muhammad Hanif<br>Assistant Secretary (Store)<br>BISE, Mirpurkhas       | Secretary / Member |

### **Terms of Reference**

On receipt a complaint from an aggrieved bidder may, if satisfied;

- Prohibit the Procurement Committee from acting or deciding in a manner, inconsistent with SPPRA rules and regulations;
- Annual in whole or in part any unauthorized act or decision of the Procurement Committee.
- Reserve any decision of the Procurement Committee or substitute its own decision for such a decision;
- May ask to provide any record relevant to the complaint or bidding.
- Shall announce its decision within seven (7) days receipt of complaint.

  
Acting Secretary

Copy to:

1. The committee concerned.
2. The P.A to Chairman, BISE, Mirpurkhas.
3. The Relevant File



BOARD OF INTERMEDIATE AND SECONDARY  
EDUCATION, MIRPURKHAS

No.BISE/Gen-Store/MPS/- 41

Dated: 09/11/2017

NOTIFICATION

In supersession of Notification No.BISE/Gen-Store/MPS/-36 dated:19.10.2017, In pursuance of Rule No.07 of SPPRA Rules, 2010 and with the approval of competent authority, a "Procurement Committee", comprising the following is hereby constituted to invite, evaluate and finalize the Bids for Procurement of Goods & Services for BISE, Mirpurkhas and recommend the successful Bidder / Firm to the competent authority for award to contract:

- |   |                    |
|---|--------------------|
| 1. Prof: Razia Arain<br>Principal<br>Ibn-e-Rushd Govt: (G) College, Mirpurkhas        | Convener           |
| 2. Controller of Examination,<br>BISE, Mirpurkhas.                                    | Member             |
| 3. Mr. Muhammad Jameel Qureshi<br>Subject Specialist<br>Govt: (G) H/Sec School, Digri | Member             |
| 4. Director Physical Education<br>BISE, Mirpurkhas.                                   | Member             |
| 5. Assistant Secretary (Store)<br>BISE, Mirpurkhas                                    | Secretary / Member |

TERMS OF REFERENCES (TORS)

*The Procurement Committee shall function and perform its duties / responsibilities according to the following Terms & Conditions.*

1. To select appropriate method of procurement, as specified in SPPRA Rules;
2. To prepare bidding pre-qualification documents;
3. To prepare invitation of bids / pre-qualification notice;
4. To carry-out technical as well as financial evaluation of the bids;
5. To prepare bid evaluation report;
6. To make recommendations for the award of contract of otherwise, to the competent authority.
7. To perform any other function ancillary and incidental thereto.

  
(Acting Secretary)  
BISE, Mirpurkhas

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# ڪاوش

Monday 25 June, 2018

(جلد 28) سومر 25 جون 2018ء بمطابق 10 شوال المڪرم 1439ھ (شمارو 321) قيمت 20 روپيا

25th JUNE  
2018

بورڊ آف انٽرميڊيٽ اينڊ سيڪنڊري  
ايجوڪيشن، ميرپورخاص



No. BISE/GEN.Store/MPS/115

Dated: 13-06-2018

## سيڪيورٽي سروسز جي هائرنگ لاڙ ٽينڊر نوٽيس

ايس پي پي آر اي رولز 2010 تحت حفاظتي خدمتون فراهم ڪرڻ لاءِ انٽريٽر ڊويژن/ هوٽل ڊپارٽمينٽ، حڪومت سنڌ وٽ رجسٽرڊ ٿيل نالي وارين سيڪيورٽي ڪمپنين ۽ حڪومت پاڪستان جي واسطيدار ٽيڪس ڊپارٽمينٽ سان رجسٽرڊ سٽي ساڪ رڪنڊو تجربيدار شخصن/فرمن (ترجيحن سنڌ صوبي ۾ بسند) کان مهربند ٿيندڙ گهرائجن ٿا. سمورا واک ايس پي پي آر اي رولز 2010 ۾ واضح ڪيل طريقيڪار تحت سنگل اسٽيج تو اينڊ ٽو پلڊ طريقيڪار تحت ٻن الڳ الڳ لفافن تي مشتمل سنگل پڪيڊج ٻن لفافن ۾ سنگل پڪيڊج طور جمع ڪرائڻ گهرجي. هر هڪ لفافو ڌار ٽيڪنيڪل پروپوزل ۽ فنانشل پروپوزل تي شامل هجي، جنهن سان واک سيڪيورٽي اٽڪل روه 5 سيڪڙو قابل واپسي ٻه هڪ 100000 روپين جو پي آرڊر شامل هجي. ڪوڊ ٽينڊر واک سيڪيورٽي کانسواءِ قبول نه ڪيو ويندو ۽ اهڙا ٽينڊر ٿڌي تي رد ڪيا ويندا.

ٽينڊر ڊيٽا ويز شرطن ۽ ضابطن سان مقرر ڪيل پروفا و ما سميت جنرل اسٽور سيڪشن مان فرم جي اصلي ليٽر هيڊ تي درخواست مٿين هر هڪ ڪم لاءِ 1000 روپين جي اڏاڻگي تي (پي آرڊر صرف "سيڪيورٽي بورڊ آف انٽرميڊيٽ اينڊ سيڪنڊري ايجوڪيشن ميرپورخاص" جي نالي ۾) ڏيڻ تي ڪنهن به ڪم ڪار وارن ڏينهن تي صبح جو 10:00 وڳي کان شام 5:00 وڳي جي وچ ۾ 25-06-2018 کان 09-07-2018 تائين حاصل ڪري سگهجن ٿا.

واڪ ڊير ۾ ڊير 10-07-2018 تي منجهند 2:30 وڳي تائين جمع ڪرائڻ گهرجن ۽ اهي ساڳئي ڏينهن ٽيپري 3:00 وڳي پرچيز ڪميٽي بورڊ آف انٽرميڊيٽ اينڊ سيڪنڊري ايجوڪيشن، ميرپورخاص ۽ انهن مجاز شخصن/فرمن جي نمائندن جي موجودگي ۾ کولي ويندا، جيڪي موقعي تي موجود رهڻ جا خواهشمند هجن. "پروڪيورنگ ايجنسي ايس پي پي آر اي رولز جي لاڳاپيل قطن جي شرط سان سمورن يا ڪنهن به واڪ کي رد ڪري سگهي ٿي."

### شرط ۽ ضابطا:

1. في ٻانهو ماهوار بنياد تي واک سان گڏ هيٺيان ڪاغذ لازمي شامل ڪيا ويندا.
2. سيڪيورٽي گارڊ لاءِ في ماڻهو ماهوار چارجز (ويٽنس اسٽين گن سميت).
3. انهن کائن جي فهرست جن کي اڳ ۾ خدمتون فراهم ٿيل آهن.
4. واسطيدار سرڪاري ايجنسين يا ران جاري ڪيل رجسٽريشن/اين او سي.
5. سيڪيورٽي گارڊز ايڪس-آرمي، رينجرز ۽ پوليس مان هٽڻ گهرجن ۽ سندن عمر 50 نهالڻ کان وڌيڪ نه هجي.
6. ڪرايشن لازمي ٽينڊر کٽڻ جي تاريخ کان 90 ڏينهن لاءِ ڪار آمد هٽڻ گهرجي.

(محمد انيس الدين صديقي)  
سيڪريٽري (قائم مقام)

INF/KRY.No.28/2/2018



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25<sup>th</sup> JUNE  
2018



## BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MIRPURKHAS

NO: BISE/Gen-Store/MPS/115

DATED: 13-06-2018

### TENDER NOTICE FOR HIRING OF SECURITY SERVICES

Sealed tenders are invited from renowned Security companies registered with Interior Division / Home Department Government of Sindh for providing Security Services under SPPRA Rule 2010 from well reputed experienced persons / firms registered with relevant Tax Department of the Government of Pakistan (preferably based in Sindh Province).

All bids should be submitted in single package containing two separate envelopes under single-stage – two-envelope procedure specified in SPPRA rules 2010. Each envelope shall contain separately the TECHNICAL PROPOSAL & THE FINANCIAL PROPOSAL duly attached a pay order of Rs. 100,000/- as Bid Security approximately 5% Refundable). No tender will be accepted without Bid Security & such tender(s) will be rejected at the spot.

Tender documents containing terms and conditions with a prescribed proforma can be obtained from General Store Section on production of an application on the original letterhead of the firm on payment of Rs. 1,000/- for each aforesaid job (pay order only in the name of Secretary, Board of Intermediate & Secondary Education, Mirpurkhas) on any working day between 10:00 am to 05:00 pm from 25.06.2018 to 09.07.2018.

Bid may be submitted latest by 02:30 pm on 10.07.2018 and will be opened on the same day at 03:00 pm in the presence of Procurement Committee, Board of Intermediate & Secondary Education, Mirpurkhas and those authorized Persons / Firms of Representatives who wish to be present on the occasion.

*"The Procuring Agency may reject all or any bid subject to the relevant provision of SPPRA Rules."*

#### Terms & Conditions:

1. The Bid on per head per month basis must be accompanied by the following documents.
2. Per head monthly charges for security guard (with weapons stun Gun)
3. List of departments to whom services already rendered.
4. Registration / NOC issued by the concerned Government agencies.
5. The Security Guards should be ex-army, rangers and police and shall not be overage of 50 years.
6. Quotation must be valid 90 days from the date of opening of the tender.

Muhammad Anisuddin Siddiqui  
SECRETARY (ACTING)

Say No to Corruption  
INF-KRY: No. 2802/18

*(Signature)*

24th JUNE  
2018

THE DAILY JANG KARACHI

جنگ

روزنامہ

بانی: سید گلزار حسین

چھاپہ: 82

اتوار 9 شوال المکرم 1439ھ 24 جون 2018ء نمبر 173

بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، میرپور خاص  
نمبر: BISE/Gen-Store/MPS/-115 مورخہ: 13-06-2018



## ٹینڈر نوٹس

### برائے ہائرنگ سیکورٹی سروسز

حکومت پاکستان کے متعلقہ ایجنسیوں میں رجسٹرڈ مشہور و معروف تجربہ کار افراد (فرمز) (ترجمہ) صوبہ سندھ میں مقیم) سے جو انٹرنیٹ ڈویژن/ ہوم ڈیپارٹمنٹ حکومت سندھ کے پاس رجسٹرڈ ہوں SPPRA روز 2010ء کے تحت، سیکورٹی خدمات کی فراہمی کیلئے شہرت یافتہ سیکورٹی کمپنیوں سے سربراہان پر مطلوب ہیں۔

تمام پیشگیوں کو SPPRA روز 2010ء میں مندرکہ سٹیکل ایجنٹ۔ دو لگانہ پروپوز کے تحت دو جداگانہ لگانوں پر مشتمل سٹیکل بیڈجٹ میں جمع کرایا جانا چاہئے۔ ہر لگانہ جداگانہ طور پر ٹینڈر پر پوزوں اور فی نیشنل پر پوزوں جس کے ساتھ 100,000/- روپے کا بے آرڈر (لیٹور بڈ سیکورٹی تقریباً 5% تاہم (واپسی) منسلک ہو، پر مشتمل ہوگا بڈ سیکورٹی کے بغیر کسی ٹینڈر کو قبول نہیں کیا جائیگا اور ایسا ٹینڈر/ ٹینڈرز موقع پر ہی مسترد کر دیے جائیں گے۔

شرائط و ضوابط مقررہ پر فارما پر مشتمل ٹینڈر دستاویزات جنرل اسٹورٹیشن سے فرم کے اور بجیل لیٹر ہیڈ پر تحریر کردہ درخواست پیش کرنے اور مبلغ 1,000/- روپے برائے ہر ایک مندرکہ جاب (صرف بے آرڈر) نام "سیکیورٹی بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، میرپور خاص" کی ادائیگی کر کے کسی بھی ایوم کار پرمیٹ 10:00 بجے تا شام 5:00 بجے کے دوران مورخہ 25-06-2018 سے 09-07-2018ء سے حاصل کی جاسکتی ہیں۔

پیشکشیں زیادہ سے زیادہ 10-07-2018 کو سہ پہر 02:30 بجے تک جمع کرائی جاسکتی ہیں اور یہ اسی دن سہ پہر 03:00 بجے پر ویکورمنٹ کھلی، بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، میرپور خاص اور موقع پر موجود ہزار افراد فرم کے نمائندوں کی موجودگی میں کھولی جائیں گی۔

- نوٹ: "ہر ویکورمنٹ ایکٹو SPPRA روز کے متعلقہ مندرجات سے مشروط تمام یا کوئی پیشکشیں مسترد کر سکتی ہے۔"
- شرائط و ضوابط:**
- 1) کہ ماہانہ بنیاد پر پیشکش کے ساتھ لازم ہے کہ درج ذیل دستاویزات منسلک کی جائیں۔
  - 2) کہ ماہانہ چارجز برائے سیکورٹی گارڈ (مع ہتھیارائین گن)
  - 3) ان ڈیپارٹمنٹس کی فہرست جنہیں پہلے سیکورٹی خدمات فراہم کی گئی ہوں
  - 4) متعلقہ سرکاری ایجنسیوں کی جانب سے جاری کردہ رجسٹریشن/ این او سی
  - 5) ضروری ہے کہ سیکورٹی گارڈ آرمی، ریجنل، پولیس کا سابقہ کارکن رہا ہو جسکی عمر 50 سال سے زائد نہ ہو۔
  - 6) کوٹیشن ٹینڈر ڈھولے جانے کی تاریخ سے 90 روز تک مندرجاتی جائیں۔

دستخط: محمد انیس الدین صدیقی  
سیکرٹری (عام خدمات) INF/KRY-2802/18



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION,  
MIRPURKHAS

**ANNUAL PROCUREMENT PLAN**

(WORKS, GOODS & SERVICES FOR THE FINANCIAL YEAR - 2017 - 2018)

S#	Description of Procurement	Quantity (where applicable)	Estimated Unit Cost (Where applicable)	Estimated Total Cost	Funds Allocated	Source of Funds (ADP Non ADP)	Proposed Procurement Method	Timing of Procurement	Remarks
1	Hiring of Security Services	Total 13 Guards	N.A	20 Lac	Rs.2,250,000/-	Non ADP	Open Comparative Bidding	July - 2018	

Acting Secretary

BOARD OF INTERMEDIATE  
& SECONDARY EDUCATION,  
MIRPURKHAS, SINDH.



بورد اعلیٰ و اعلیٰ ثانوی تعلیمی میرپورخاص  
میرپورخاص (سندھ)

**VOLUME - I**

**TECHNICAL PROPOSAL**

## **TENDER DOCUMENTS**

FOR PROVIDING

SECURITY SERVICES

FOR THE

BOARD OF INTERMEDIATE & SECONDARY EDUCATION  
MIRPURKHAS

Contract No.BISE/Tender/Security/MPS/2018

Cost of Tender Documents Rs.1,000/-



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## INSTRUCTION TO BIDDERS

1. Board of Intermediate & Secondary Education, Mirpurkhas invites sealed bids on single stage two envelopes procedure as per Sindh Public Procurement Rules, 2010 from Registered Security Services Providers Firms / Security Agencies for providing security services for the Board of Intermediate & Secondary Education, Mirpurkhas.
2. Bidders are required to check that Tender Documents issued to them are complete in all respects as per summary of contents related to Instruction to Bidders, Salient Feature / Terms & Condition 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 all their own expenses and responsibility and obtain all necessary information prior to submitting the Tender. Any details / specification missing in the documents should be obtained from the office of the Secretary, BISE, Mirpurkhas before bidding. Once the Tender is submitted, it will be assumed that no further clarification was required.
4. The rate 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 authorized 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 Secretary, BISE, Mirpurkhas before the submission and opening of Tender in the form Addendum / Corrigendum. This will be made only by formal Addendum / Corrigendum issued by the Secretary, BISE, Mirpurkhas and will become part of the Contract Documents. Each Addendum shall be signed by the Tender and returned with other Tender documents.
7. The entire Tender Documents, listed duly priced, signed & stamped on each page and complete must reach at designated place in due time and dates as defined in the salient feature of the Tender.
8. The Security Agency, whose Tender is accepted by the Procurement Committee, will be required enter into a Contract agreement as defined in the Form of Agreement.
9. All manufactured and other items should be used in the work in accordance with the instructions, specifications in the Tender Documents and also in accordance with generally accepted means of good workmanship.
10. The contract will be initially for a period of 12 months and agreement will be signed by the both the parties within 30 days from the date of issue of work order. Contract may be extended further for one year on the same terms & conditions, if services are found satisfactory. The contract can be terminated during the operative period by giving one month's notice in writing by either party.
11. The tender documents referred for above constitute a part of this Tender and copies of the following documents.
  - a) Instruction of bidders
  - b) Salient Feature / Terms & Condition of 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)
12. The Security Agencies are required to submit the Security Plan, Site Organization Chart, Methodology and Work schedule along with Tender Documents.

Note: No tender will be accepted after closing of Tender Box, what so ever reasons may be.

## SALIENT FEATURE / TERMS & CONDITIONS OF THE TENDER

1.	Name of Work & Address	Providing Security Services for the Board of Intermediate & Secondary Education, Near Tando Adam Naka, Mirpurkhas
2.	Date & Time of Tender documents issuance	25.06.2018 to 09.07.2018 Between 10:00.AM to 05:00.PM
3.	Place of Tender issuance	Office of the Secretary, Board of Intermediate & Secondary Education, Near Tando Adam Naka, Mirpurkhas Phone No. 0233 -- 9290370
4.	Method of Opening of Tender	It will be "Single Stage – Two Envelops" procedure as per Sindh Public Procurement Rules, 2010 (Amended 2013)
5.	Date & Time of Tender submission	10.07.2018 upto 2:30.PM
6.	Date & Time of Tender Closing (Technical proposal)	10.07.2018 at 03:00PM
7.	Date & Time of Opening of Financial proposals	It shall be informed in writing to the technically qualified bidders.
8.	Venue of Submission & Opening of Tender	Committee Room of the Board of Intermediate & Secondary Education, Mirpurkhas.
9.	Validity of Tender	As per SPPRA Rules, 2010 (Amended 2013)
10.	Amount of bid Security / Earnest Money	Rs.100,000/- in shape of Pay order / Call Deposit form scheduled Bank, to be furnished with the Financial Proposal.
11.	Providing of Services	Within Ten days of the notification of award.
12.	Contract Agreement	The Security Agency shall enter and execute a formal agreement as per the format annexed with such modifications as may be necessary by the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas.
13.	Stamp duty requirement	0.30% of the contract value or as prescribed by the relevant Government Laws.
14.	Terms of Payment to firm	The Firms / Security Agency should submit Monthly Bill to the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas along with the invoice on first of every succeeding month, who will process the bills within one week for payment thereof.
15.	Release of Bid Security	To un-successful bidders, the Bid Security shall be released after work is awarded. To successful bidder the Bid Security shall be released after acceptance of work order, furnishing of Performance Security and signing of formal agreement.
16.	Performance Security	Performance Security shall be furnished @ 5% of contract value in shape of two pay order (2.5% each), which will be released as per item 17. Bank Guarantee of equal amount from a scheduled bank in Pakistan will also be acceptable.
17.	Release of Performance Security	After completion of maintenance or Defects Liability period of 06 months as under: After satisfactory completion of maintenance period of Three Months -- 2.5% After satisfactory completion of maintenance period of Six Months -- 2.5%
18.	Variation in Contract price	No variation in price shall be allowed on any grounds including currency fluctuation / variation or whatsoever.
19.	Discrepancy	If there is any discrepancy between Salient Features of Tender / Bidding Documents and respective contents mentioned elsewhere. Salient Feature / Terms & Conditions and Addition Terms & Condition of Tender will govern.
20.	Taxes	As per government rules and prevailing rates.
21.	Liquidity Damages	If the Security Agency fails to provide the satisfactory services within the stipulated period, the liquidity damages shall be imposed as per SPPRA Rules 2010 (Amended 2013)

## GENERAL CONDITIONS OF CONTRACT

1. Total cost will only be considered on the form of bid issued by the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas for a period of 36 months from the date of awarded.

### SCOPE OF WORK

- i. Provided Security for the assets & premises at all times during 24 hours.
  - ii. Maintain harmony under stressful situation.
  - iii. Provide Security for the equipment either installed or kept in the stores at various places and location within the outside the building and premises.
  - iv. Provide 24/7 watch on the buildings and premises.
  - v. Constantly work watch and watch at the buildings and premises.
  - vi. Security Agency will be responsible to provide security to the assets and any other job assigned by the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas in this regard.
  - vii. The number of guards can be increased / decreased and payment will be made accordingly.
  - viii. Time of Thirty Six (36) Months can also be increased or decreased and payment will be made accordingly.
2. Financial Proposal shall be accompanied by Earnest Money amounting to Rs.100,000/- in the form of Pay Order / Demand Draft drawn from any scheduled bank of Pakistan in favour of Secretary, Board of Intermediate & Secondary Education, Mirpurkhas.
  3. Each bid shall comprise "**Single Stage – Two Envelops 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 in the office of the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas on 10.07.2018 at 2:30.PM. The same shall be opened at 03:00.PM in presence of those bidders who wish to be present.
  4. The Communication between the Guards and Supervisory Staff should be with wireless system.
  5. Award Criteria and Employers' Rights
    - The Secretary, Board of Intermediate & Secondary Education, Mirpurkhas will award the contract to the bidder whose bid has been determined to lowest evaluated bid in the Bidding Documents.
    - The Secretary, Board of Intermediate & Secondary Education, Mirpurkhas reserves the right to accept or reject any bid in terms of SPPRA Rules.

### 6. Notification of Award and Signing of Contract Agreement

Prior to expiration of the period of bid validity prescribed by the Board of Intermediate & Secondary Education, Mirpurkhas, the successful bidder will be notified in writing "Letter of Acceptance" that his bid has been accepted.

### 7. Amount of Bid Security

Bid Security amounting to Rs.100,000/- in shape of Pay Order / Demand Draft from schedule Bank in favour of "Secretary, Board of Intermediate & Secondary Education, Mirpurkhas".

8. Number of Copies of the Bid to be submitted

Once copy (in original) Technical Proposal along with Security Plan with photocopy of the Pay Order / Call Deposit / Demand Draft (*without showing the amount*). Original shall be attached with the Financial Proposal.

9. Purchaser address for the submission of Bids

Committee Room of the Board of Intermediate & Secondary Education, Mirpurkhas.

HUMAN RESOURCE

- The Secretary, Board of Intermediate & Secondary Education, Mirpurkhas will declare Sensitive Area (if required) and the list of Security Guards required for that area will be provided to the Security Agency. These Security Guards will be non-transferable and will not be terminated without taking a written permission from the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas.
- The Firm / Security Agency should submit Monthly Bill to the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas along with the invoice on first every succeeding month who will process the bills within one week for payment.
- In case of any dispute between Security Guards / Workers with the Security Agency the matter shall be referred to the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas for arbitration whose decision shall be final. The Security Agency shall provide duty roster of the Security person accordingly to the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas on monthly basis.
- Security Guards of the Security Agency will be bound to wear neat and clean uniform and name badges approved by the Authority. In case of violation firm will be imposed by the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas which will be at least Rs.50/- per employees per day.
- All Security Guards should have I.D Card of company which should be shown on demand.
- Indiscipline Guards involved in immoral activities will not be allowed to serve in / around the Board building or premises.
- Security Agency will be bound to change the Guards who are unwanted by the Administration immediately.
- Guards will work according to time table issued by the Secretary, Board of Intermediate & Secondary Education, Mirpurkhas.
  - Basic Human Right will not be violated by the Security Agency.
  - Security Agency shall be bound to provide manpower according to contract on holidays.
  - Security Agency shall be bound to provide the sanctioned strength of Security Guards at all time, even on holiday.

AREA COVERED BY SECURITY AGENCY

- Security Agency will be fully responsible to keep the whole covered area including outside the building according to the entire satisfaction of the Secretary, BISE, Mirpurkhas.
- Security Agency shall be responsible for round the clock Security Service of the inside and outside the premises of the Board.

## RECTIFICATION REPORT

- In case of any complaint or observation conveyed to the Security Agency or their Security Supervisor by Secretary, BISE, Mirpurkhas, the Security Agency will report the steps taken in order to rectify those observations in writing within stipulated time.

## GENERAL TERMS OF WORKS

- 1) Taxes will be deducted from the Security Agency's bill as imposed by the Government from time to time as well as Security Agency will be paid all the Government Institution's Contribution himself.
- 2) Security Agency will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of the Board site.
- 3) Security Agency will not be allowed to sublet the contract and will be responsible to pay contribution / SST to the Government Institutions (if applicable).
- 4) In case of any dispute Security Agency will approach the Secretary, BISE, Mirpurkhas whose decision will be final.
- 5) The decision once taken will be final and will not be challenged in any Court of Law.
- 6) The Secretary, BISE, Mirpurkhas has the right to cancel the contract at any stage and without issuing any prior notice.
- 7) In case of violation of a Agreement / TOR is proved as well as damages the prestige or property of the Board.
- 8) Security Agency will be responsible for any theft or pilferage committed by any of his employees or any other;
- 9) The employee will liable to punishment under the rules.
- 10) In case of breach of the contract by the Firm / Security Agency Security Deposit will be forfeited partly or fully as decided by the Secretary, BISE, Mirpurkhas.
- 11) Any condition / clause of the Contract can be included / amended, if required in the interest of the Board with the mutual understanding of both parties.
- 12) Security Agency should have experience of at least (10) years in a renowned organization / institution. Security Agency shall have NTN with sound financial background else of offer will reject.
- 13) Security Agency shall have its own ammunition / communication equipment required for Securities etc. Ammunition must be approved by the Secretary, BISE, Mirpurkhas before commencement of contract. The ammunition must be cleared / greased as per required level.
- 14) The Security Agency should not violate himself or allow his Security Guards to violate the rules of the Sindh Government, the Security Agency may be fined upto Rs.5000/- at one time and legal action will be initiated against him.
- 15) Security Agency shall be responsible for personal of the Security Guards.
- 16) Only the Security Services Firm / Security Agency registered with Sindh Home Department / Federal Government since last 10 years will be allowed to participate.
- 17) First security of Technical Proposals will be performed by the Procurement Committee. Financial Bills of only those Firm Security Agency's will be opened who are qualified technically.
- 18) Firm / Security Agency must provide complete details of their financial standing, listing of similar work in Pakistan, Bio-data of office with number of personals.

- 19) The Security Agency has to quote only one rate for each as per schedule of requirements. Hand written tenders or any over writing cutting, should be a signed.
- 20) If it has been found that the information submitted by the bidder regarding his qualification and professional, technical, financial, legal of managerial competence as Security Agency / Security Agency is / was false and materially inaccurate or incomplete at any stage, then the bidder will be disqualified.
- 21) Price escalation will not be allowed at all.
- 22) If Security Agency fails to provide security according to terms and conditions or in case of any other default, the Performance Security and Security Deposit would be forfeited and further action as per SPPRA rules would be taken against such Security Agency.
- 23) If the Security Agency fails to provide satisfactory service within the stipulated period the clause of Liquidated charges will be imposed.
- 24) Condition Tender(s) against the Government rules and non-compliance of instruction mentioned in Tender Form & Hand written tender(s) will not be entertained.
- 25) The Procurement Committee reserves the right to reject or accept any / all tender(s) as per SPP Rules, 2010.
- 26) The offer will remain valid as per SPP Rules, 2010 (Amended, 2013).

**I / we agreed above mentioned terms & conditions**

Signature \_\_\_\_\_

Name of Security Agency \_\_\_\_\_

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

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

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email ID: \_\_\_\_\_

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

## CRITERIA FOR TECHNICAL EVALUATION OF BID

### MANDATORY REQUIREMENT

*(In case of non-providing of following three requirements, firms will be disqualified out-rightly)*

- a) Should be registered with Income Tax / Sales Tax Department (Attach registration certificate)
- b) Should be registered as Security Service Providing Firm with Government Agency / 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 agency bidder involved in any litigation not a defaulter of EBOL, SESSI, APSAA, SECP, Home Department of Income Tax & Sales Tax Department (Certificate should be attached)

### INITIAL EVALUATION CRITERIA

S#	Evaluation Criteria	Marks
1.	Company profile should be attached with technical bid.	10
2.	Security Plan for the Board premises should be attached with technical bid.	10
3.	List of Communication Equipment and Ammunition should be attached with technical bid which will be utilized by the Security Agency in the Board building to secure the assets (Licensed Guns / Repeater – one mark of each) (License T.T Pistol / Revolver – ½ marks of each)	10
4.	Client List / Relevant experience / Previous years of performance should be attached with technical bid (05 marks per client)	30
5.	Registration Certificate with Employees Old age Benefits Institution (EOBI) (Copy of Registration & Clearance of Payment Certificate should be attached)	05
6.	Registration Certificate with Sindh Employees Social Security Institution (SESSI) (Copy of Registration & Clearance of Payment Certificate should be attached)	05
7.	Registration Certificate with All Pakistan Security Agencies Association (APSAA) (Copy of Registration should be attached with technical bid)	10
8.	Registration with Security Exchange Commission of Pakistan (SECP) (Copy of Registration Certificate should be attached with technical bid)	05
9.	Registration Certificate with Income Tax Department / Sales Tax Department and evidence of E-Register E-in roll with Sindh Revenue Board Security Agency will be responsible to pay the tax themselves. (Copies of registration certificate and clearance of all taxes should be attached with technical bid)	05
10.	Turnover of at least 03 three years (Bank Certificate / Bank Statement for the last three years should be attached with technical bid)	05
11.	Affidavit that the firms was not black listed by any department on Non-judicial stamp paper.	05
	Total Marks :-	100
	Qualifying Marks:-	70

### 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

1. THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ between M/s Secretary, Board of Intermediate & Secondary Education, Mirpurkhas being hereinafter called the "PRODUCING AGENCY" which expression shall, wherever the context so permits, mean and include its successor, in interest, executor, administrator, liquidator, nominees and assignees of the ONE-PART, and Messers: \_\_\_\_\_ herein after called the "Security Agency", which expression shall, wherever, the context so permits, mean and include its heirs, successor in interest, executors, administrators, liquidators, nominees and assignees of the OTHER PART.

### WHEREAS

- a. The Procuring Agency had invited tenders from various Security Agencies for providing Security Services for the Board of Intermediate & Secondary Education, Mirpurkhas, in accordance with requirements, drawings, plans and instructions prepared by the Procuring Agency, and contained in the tender documents issued by the Procuring Agency.
- b. In response to the invitations of the Procuring Agency, the Security Agencies have tendered their quotation and rates and have offered to carry-out the providing security services to the aforesaid Board and facilities in accordance with the requirements, conditions of contract, documents, standard quality, plans, drawings and instruction of Procuring Agency.
- c. The Procuring Agency is willing to agreeable to accept the aforesaid quotations, rates and offer of the Security Agency on the various terms and conditions specified herein and in the documents listed in Clause - I below:

NOW THEREFORE, THIS AGREEMENT WITNESSETH and is 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 Agreements.
  - a. Tender documents including Addendum.
  - b. Security Agency's bid letter No. \_\_\_\_\_ dated: \_\_\_\_\_
  - c. Letter 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-I, above, the provision 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. In construction of the Security Agency's supply, providing the security services for the Board, as described heretofore, in conformity in all respects with provisions of this contract to the entire satisfaction of the Procuring Agency, and the Security Agency acting, abiding and performing his duties and obligations strictly in accordance with the terms and conditions herein and documents of the contract mentioned herein above, the Procuring Agency shall pay to the Security Agency amount as per contract documents listed above.

4. This contract shall not be transferable to assignable in whole or part of any of the parties hereto, provided that the Procuring Agency may assign has right and obligations in whole or I part to any other Company which shall be entirely owned Company belonging to the same Group of the Companies as the Procuring Agency. In such an event such other Company shall be entitled to act as Procuring Agency under thjs 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 name on the day and the year first mentioned hereinabove.

**SIGNED, SEALED AND DELIVERED**

In the name and for and on behalf  
The PROCURING AGENCY

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

Designation: \_\_\_\_\_

**SIGNED, SEALED AND DELIVERED**

In the name and for and on behalf  
The SECURITY AGENCY

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

Position: \_\_\_\_\_

**WITNESS**

Signature: \_\_\_\_\_

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

Addressed: \_\_\_\_\_  
\_\_\_\_\_

**WITNESS**

Signature: \_\_\_\_\_

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

Addressed: \_\_\_\_\_  
\_\_\_\_\_

## SCOPE OF WORK / SCHEDULE OF REQUIREMENT

Providing Security Services for the Board of Intermediate & Secondary Education, Mirpurkhas

S.No.	Description of Work	Criteria for Selection of Security Staff	Quantity	Experience
(i)				
1	Supervisor	Ex-Military / Para-Military Force with Good Health (Non-Commissioned)	1	
2	Armed Security Guard	Ex-Military / Para-Military Force with Good Health OR Civilian with good health and matriculation pass (As per Police Standard)	12	
<b>NOTE:</b>				
I) Security Services to be provided by the Security Agency as mentioned in the Terms & Conditions of the Bidding Documents in details.				
II) Security Staff will work under supervision of the Secretary, BISE, Mirpurkhas.				
(ii)				
List of Communication Equipments / Ammunition (Licensed) which will be utilized in the premises to secure the Board Assets and premises.				
S.No.	Description of Items (to be supplied by Security Agency)			Quantity
1				
2				
3				
4				
5				
6				
<b>NOTE:</b>				
I) The Strength of the staff can be increased or decreased as per requirement / fund release.				
II) The Security Agency should submit all officers on the letterhead of the firm / security agency.				

Signature: \_\_\_\_\_

Name of Security Agency: \_\_\_\_\_

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

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

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

BOARD OF INTERMEDIATE  
& SECONDARY EDUCATION,  
MIRPURKHAS, SINDH.



شالونى و اعلى شالونى تعليمى بورڊ  
ميرپورخاس (سندھ)

**VOLUME - II**

**FINANCIAL PROPOSAL**

**TENDER DOCUMENTS**

FOR PROVIDING

SECURITY SERVICES

FOR THE

BOARD OF INTERMEDIATE & SECONDARY EDUCATION  
MIRPURKHAS

Contract No. BISE/Tender/Security/MPS/2018

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1. Form of Bid .....1 - 2

2. Bill of Quantity .....3

## FORM OF BID

The Secretary (Acting)  
Board of Intermediate & Secondary Education  
Mirpurkhas

SUBJECT: PROVIDING SECURITY SERVICES FOR THE BOARD OF INTERMEDIATE & SECONDARY EDUCATION, MIRPURKHAS

Dear Sir,

1. Having examined the Tender documents and the site conditions for the above mentioned Project, we the undersigned offer to Supply, Installation, Testing, Commissioning and maintenance (during maintenance period) of the whole of the said works in conformity with the said tender Documents (and Addendum if any) for the sum of under-mentioned amount of DDP basis.

Bid Price (in figure)	
Bid Price (in words)	

2. The above total sum is based on the quantities shown in the Bill of Quantities and other works as mentioned in Salient Feature.
3. We undertake, if our tender is accepted, to sign an agreement within Thirty (30) calendar days following receipt of letter of award in the form laid out in annexure to this Tender with such alteration and additions thereto as may be required to adopt, such Agreement to circumstances of this Tender.
4. We undertake, if our Tender is accepted, to mobilize on-site within Ten (10) calendar days of receipt of the letter of award and commence the works on the first works comprised in the contract within the time of completion specified in the Salient Features.
5. We agree to abide by the Tender for a period of Ninety (90) calendar days from the date of opening of tender and shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Tender together with your written acceptance thereof and other relevant correspondence subsequent to the Tender shall constitute a binding Contract between us.
7. We understand that you are not bound to accept the lowest or any tender you may receive, and that you will not reimburse any expenses incurred by us in preparing and submitting the Tender or otherwise in connection with the Tender.

8. As a guarantee for the performance of the undertakings and obligations of this Tender. We submit herewith Earnest Money / Bid Security in amount of Rs.100,000/- (Rupees One Lac) \_\_\_\_\_ (name of Bank) vide No. \_\_\_\_\_ dated: \_\_\_\_\_ made in favour of "Secretary, Board of Intermediate & Secondary Education, Mirpurkhas" and made payable to you without any reference to us and valid for 120 Calendar days from the date of submission of Tender.
9. The Tender Documents referred to above constitute of part of this Tender and comprise of the documents listed hereunder:

- 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 Drawing (if any).

Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_

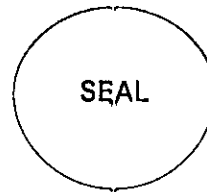
Duly authorized to sign bids for and on behalf of \_\_\_\_\_

(Name of Bidder in Block Capitals)

Dated : \_\_\_\_\_

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

\_\_\_\_\_



**WITNESS**

Signature: \_\_\_\_\_

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

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

\_\_\_\_\_

Occupation : \_\_\_\_\_

## BILL OF QUANTITY

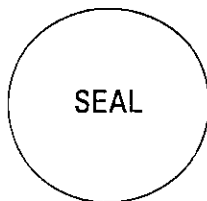
SNo.	Description of Work	No. of Persons	Charges per month	Amount for 12 months.
		(Qty)	(PRK)	(PRK)
1	<b><u>SUPERVISOR</u></b> Ex-Military / Para-Military Force with good health (non-commissioned)	1		
	<b><u>SECURITY GUARD</u></b> Ex-Military / Para-Military Force with good health (non-commissioned) <b>OR</b> Civilian with good health and Matriculation passed (As per Police Standard)	12		
<b>Grant Total :-</b>				

Grant Total (In Words): \_\_\_\_\_

\_\_\_\_\_

**NOTE:**

- Bid Security (Pay Order / Demand Draft) shall be attached in original.
- The Strength / Nomenclature of the said staff can be increased / decreased as per requirements.
- All offers be submitted on the letterhead of firm.



Signature: \_\_\_\_\_

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

Position: \_\_\_\_\_

Computerized NIC No. \_\_\_\_\_

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

\_\_\_\_\_