



**THE BENAZIR BHUTTO SHAHEED  
UNIVERSITY OF TECHNOLOGY AND SKILL DEVELOPMENT  
KHAIRPUR MIRS**

**Phone.0243 9280168, Fax # 0243-9280171 Website: www.bbsutsd.edu.pk**

**NO.BBSUTSD/ PD/ADMN/KHP/19**

**Date: 31 / 01 / 2018**

Sealed bids are invited from interested Persons/Contractors/Firms/Companies for Work mentioned below:

#	Name of Work / Services	Tender Fee
1.	Hiring of Security Personnel (Outsource Security Services) For The Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs	500/-

**2. Eligibility:**

- a. Valid Registration with Income Tax authorities and Sales Tax Sindh Revenue Board.
- b. At least 03 Years relevant experience
- c. Turnover of at least 2.00 (M) of last 03 Years.
- d. Affidavit that Person/Contractor/Firms/Company has never been blacklisted with any Procuring Agency

**3. Method of Procurement:** Single Stage Two Envelope.

**4. Bid Security:** In shape of call deposit i.e 2% of quoted bid prepared from the scheduled bank in favour of the Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs.

**5. Bidding/Tender Documents:**

i. **Issuance:** Documents will be issued from date: **07-02-2018 to 24-02-2018** (9:00 am to 3:00 pm) on payment of Tender Fee (Non-refundable) in shape of cash payment or demand draft in favour of the Benazir Bhutto Shaheed University of Technology and Skill Development Khairpur Mirs.

ii. **Submission:** Last date will be **27-02-2018** upto 12:00 pm

iii. **Opening:** Will be opened on **27-02-2018 @ 12:30 pm** by Procurement Committee in presence of bidders or their authorized representative who wish to be present.

iv. **Un-Responded Tenders:** Will be again issued / submitted/opened on the following dates:

<b>Attempt:</b>	<b>(a) Issue Date</b>	<b>(b) Submission &amp; Opening Date</b>
<b>2<sup>nd</sup></b>	<b>01-03-2018</b>	<b>15-03-2018 at 12:00 pm &amp; 15-03-2018 at 12:30 pm</b>

v. **Venue:** Place of Tender Document issuance, submission, inquiries & opening is the office of the **Project Director**, The Benazir Bhutto Shaheed University of Technology and Skill Development Khairpur Mirs.

vi. The tender Document can be downloaded from University Website and also SPPRA website.

6. **Un-Foreseen Situation:** In case of such situation resulting is closure of office on the date of opening or if Government declares Holiday the Tenders shall be submitted/opened on the next working day at the same time & venue.

**7. Terms & Conditions:**

a. Under following conditions bid will be rejected:

- i. Conditional & Telegraphic bids/tenders;
- ii. Bids not accompanied by bid security of required amount and form;
- iii. Bids received after specified date and time;
- iv. Bids of black listed firms;
- b. Bid validity Period: - (90) Days.
- c. Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules.

**Project Director**  
The Benazir Bhutto Shaheed  
University of Technology and Skill Development  
Khairpur Mirs

**PROJECT DIRECTOR**  
The Benazir Bhutto Shaheed  
University of Technology and Skill Development  
Khairpur Mirs



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KHAIRPUR MIRS**

Phone No.0243-9280168 Fax: 0243-9280171 Email: [bbsutsd.edu.pk@gmail.com](mailto:bbsutsd.edu.pk@gmail.com)

NO.BBSUTSD/PD/ADMN/KHP///-A

Date: 12 / 12 /2017

**NOTIFICATION**

The Vice Chancellor, the Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs has been pleased to constitute Procurement Committee comprising with the following for, "Hiring of Security Personnel (Outsource Security Services) for the Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs" for the security of the University as per SPPR-2010 (Amended in 2017), the committee will act as per SPP Rules:

- |  |                   |
|--|-------------------|
| 1. <b>Miss. Shazia Feroz</b><br>Assistant Professor<br>Department of Electronics Technology<br>The Benazir Bhutto Shaheed<br>University of Technology and Skill Development<br>Khairpur Mirs       | Convener          |
| 2. <b>Mr. Abdul Shakoor Shaikh</b><br>Lecturer / Instructor<br>Department of Petroleum Technology<br>The Benazir Bhutto Shaheed<br>University of Technology and Skill Development<br>Khairpur Mirs | Member            |
| 3. <b>Mr. Pir Nadeem Sarhandi</b><br>Security Officer<br>Mehran University of Engineering & Technology<br>Z.A Bhutto Campus, Khairpur  | Member (External) |

This issues with the approval of the Vice Chancellor.

  
Mir Sajjad Hussain Talpur  
Project Director  
BBSUTSD, Khairpur Mirs



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UNIVERSITY OF TECHNOLOGY AND SKILL DEVELOPMENT  
KHAIRPUR MIRS**

**Phone No.0243-9280168 Fax: 0243-9280171 Email: bbsutsd.edu.pk@gmail.com**

**NO.BBSUTSD/PD/ADMN/KHP/11-B**

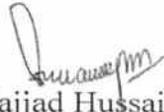
**Date: 12 / 12 / 2017**

**NOTIFICATION**

The Vice Chancellor, the Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs has been pleased to constitute Complaint Redressal Committee (CRC) comprising with the following for, "Hiring of Security Personnel (Outsource Security Services) for the Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs" from registered security company for the security of the University as per SPPR-2010 (Amended in 2017):

- |   |          |
|---|----------|
| 1. <b>Mr. Ashok Kumar</b><br>Associate Professor<br>The Benazir Bhutto Shaheed<br>University of Technology and Skill Development<br>Khairpur Mirs | Convener |
| 2. <b>Dr. Farukh Bhanbhro</b><br>Administration / Security Incharge<br>Khairpur Medical College, Khairpur   | Member   |
| 3. <b>District Accounts Officer</b><br>District Accounts Office, Khairpur   | Member   |

This issues with the approval of the Vice Chancellor.

  
Mir Sajjad Hussain Talpur  
Project Director  
BBSUTSD, Khairpur Mirs

**ANNUAL PROCUREMENT PLAN FOR THE "HIRING OF SECURITY PERSONNEL (OUTSOURCE SECURITY SERVICES)  
FOR THE BENAZIR BHUTTO SHAHEED UNIVERSITY OF TECHNOLOGY AND SKILL DEVELOPMENT, KHAIRPUR MIRS"**

#	Description of Procurement	Quantity where applicable	Estimated unit cost (where applicable)	Estimated total cost	Funds allocated	Source of Funds (ADP / Non ADP)	Proposed Procurement Methods	Timing of Procurement				Remarks
								1st Qtr from July 2017 to Sep 2017	2nd Qtr from Oct 2017 to Dec 2017	3rd Qtr from Jan 2018 to Mar 2018	4th Qtr from Apr 2018 to Jun 2018	
1	Hiring of Security Personnel (Outsource Security Services) for the Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs	BoQ	Lowest Coated Rate (L.Q.R) basis	Lowest Coated Rate (L.Q.R) basis	4.00 (M)	Non ADP	Through NIT Single Stage Two envelope	No	No	Yes	No	

  
 Accountant  
 BBSUTSD Khairpur Mirs

  
 Project Director  
 BBSUTSD Khairpur Mirs

  
 VICE CHANCELLOR  
 BBSUTSD Khairpur Mirs



**THE BENAZIR BHUTTO SHAHEED  
UNIVERSITY OF TECHNOLOGY AND SKILL DEVELOPMENT  
KHAIRPUR MIRS**

**TENDER DOCUMENT**

**FOR**

**HIRING OF SECURITY PERSONNEL (OUTSOURCE SECURITY SERVICES) FOR  
THE BENAZIR BHUTTO SHAHEED UNIVERSITY OF TECHNOLOGY AND SKILL  
DEVELOPMENT, KHAIRPUR MIRS**

Tender No ..... Issued to M/s.....

Tender Fee of Rs. 500/- vide No.....Dated .....

Last date of submission of tender: 27-02-2018 at 12:00 Noon.

Date of opening of tender: 27-02-2018 at 12.30 P.M.

**Note:**

1. Please attach second copy of cash receipt or demand draft of Rs. 500/- with the quotation.
2. All pages of tender documents issued by the Campus should be attached with the quotation duly signed with seal of the firm as acceptance of terms and conditions of tender.

Office Assistant

**Project Director**

The Benazir Bhutto Shaheed  
University of Technology and Skill Development  
Khairpur Mirs

**The Benazir Bhutto Shaheed  
University of Technology and Skill Development  
Khairpur Mirs**



**TENDER DOCUMENTS**

**“HIRING OF SECURITY PERSONNEL (OUTSOURCE SECURITY SERVICES) FOR  
THE BENAZIR BHUTTO SHAHEED UNIVERSITY OF TECHNOLOGY AND SKILL  
DEVELOPMENT, KHAIRPUR MIRS”**

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Last Date for Tender Submission: \_\_\_\_\_  
Date of Tender Opening: \_\_\_\_\_  
Venue: \_\_\_\_\_

The Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs  
Chandia Moor, old Gambat Road, Khairpur. Phone.0243 9280168, Fax # 0243-9280171  
E-mail: [bbsutsd.edu.pk@gmail.com](mailto:bbsutsd.edu.pk@gmail.com) Website: [www.bbsutsd.edu.pk](http://www.bbsutsd.edu.pk)

**Pre- Requisite / Eligibility Criteria to participate in this tender**

1. Security Services Company must be registered with Interior Division /Home Department and must have valid registration certificate.
2. Security Services Company must be registered with Income Tax Department and Sindh Revenue Board under section 24 of the Sindh Sales Tax on Services Act 2011.

**Note:**

- (1) Failure to meet above pre-requisite will disqualify the bidder from participation in this Tender and its proposals will not be evaluated /considered.
- (2) Documentary Evidence of above required valid registrations/ certificate must be attached.

**Requirement**

1. BBSUTSD Khairpur Mirs Campus, Residential Colony & Hostels (Day /Night) Total 20 (18+02)Armed /Non Guards & Supervisors

Note: There must be licensed arms.

**TERMS & CONDITIONS OF CONTRACT FOR SECURITY SERVICES  
AT BBSUTSD, Khairpur Mirs**

*BBSUTSD-Khairpur Mirs is in the service of providing quality technology and skill education and is desirous to obtain the Security Services (Out source Security services) at BBSUTSD Khairpur Mirs main campus, residential colony and hostels etc).*

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1. The contract will be valid for a period of one year (Extendable on Satisfactory Services)
2. All payments to be made by the Client to the successful bidder /contact winner under this tender shall be subject to deduction of all prevailing taxes, duties, charges, liquidated damages etc
3. The Successful bidder shall pay and discharge at all times during the period all assessments, taxes, penalties, fines and charges of every description including tests charges etc. which are now or may at any time hereafter during the period, be assessed, imposed or charged upon the services provider by BBSUTSD-Khairpur Mirs, any Local, Provincial or Federal Government Agency, Department or Authority.
4. Successful bidder / contract winner shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with CLIENT's best interests. This obligation shall apply to the activities of the employees and agents of Successful bidder / contract winner in their relations with the employees and their families, of CLIENT's successful bidder / contract winners and third parties arising from this agreement and accomplishing services hereunder. Successful bidder / contract winner's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering substantial gifts, entertainment, payments, loans or other consideration for the purpose of influencing individuals to act contrary to CLIENT best interest.

5. The successful bidder / contract winner shall conduct his business in a professional ethical manner. The successful bidder / contract winner shall be responsible for compliance with all laws, rules and regulations for the time being in force on its own behalf and with regard to his employees.
6. Nothing in this contract shall be deemed to create an agency or an employer/employee relationship between the successful bidder / contract winner (his employees) and the client. The successful bidder / contract winner shall at all times remain solely responsible for all responsibilities and liabilities whatsoever with regard to his employees.
7. BBSUTSD-Khairpur Mirs or its representative shall have the right to check the alertness and dress code of security services guards and supervisor on duty to confirm their conformity to the contract/agreement specifications. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.
8. An effort by a bidder to influence BBSUTSD-Khairpur Mirs, directly or indirectly THROUGH UNFAIR MEANS may result in the black listing for any future tender of BBSUTSD-Khairpur Mirs.
9. The Successful bidder / contact winner will provide the Security Services for BBSUTSD-Khairpur Mirs main Campus & at its adjoining hostels and Residential Colony wherever required by BBSUTSD-Khairpur Mirs. However, the Security Service Company shall be bound to provide similar Services/facilities, if any hostel/office is hired or established in future.
10. The successful bidder/ contact winner shall render the Services of Armed Guards (Ex-Army) (Short-gun, repeater) with armed Security Supervisor (Ex-Army), for 12 hours, from evening to morning or morning to evening to be fixed by BBSUTSD-Khairpur Mirs from time to time. The staff can be posted during day timing as per need. The number can be increased or decreased as per need. The locations, number and timing of security services staff may be revised as per actual need by BBSUTSD-Khairpur Mirs from time to time on a very short notice.
11. The Security Company shall be bound to provide more Security personnel, on the agreed rates if and when required. The BBSUTSD-Khairpur Mirs & Successful bidder shall enter into agreement as per procedure.
12. The Security Company will be bound to provide short gun/ repeater with minimum 24 rounds with every guard. Sufficient quantity of quality ammunition shall be available with supervisor. The security company will provide torches / lights and whistles to Security Guards (Posted/ engaged at the day/ night time) in failure, the company has to pay Rs 5,000/- (Rupees Five thousands only) as the penalty for each day.
13. The Security Company will have to maintain the attendance of all the security guards (day/night) posted /engaged at BBSUTSD-Khairpur Mirs main campus, hostels, and residential colony in case of failure the BBSUTSD-Khairpur Mirs will initiate strict action (s).
14. The Security shall provide walky-Talky System in such a way that there is connectivity and communication, either way (to & from hostels) to BBSUTSD main Campus .

15. The Security personnel shall be of Ex-Army, well experienced, qualified and trained, at least having 3 years services in the Security Service.
16. The Security personnel shall be responsible for the security & safety of all the premises and belonging thereto, where they are posted.
17. In case of any shortage of Staff, the company shall be bound to posted substitute(s) of equal etc.
18. No guards will be assigned double duty after 12 hours duty at any place.
19. On Holidays special vigilance shall be exercised for security and safety.
20. In case any shortage or long leave is granted by the Security Company to any of its employee, the timely intimation shall be given to BBSUTSD-Khairpur Mirs & substitute shall be provided.
21. That the responsible person of the company shall periodically visit the premises where the staff will be posted so that apart from BBSUTSD-Khairpur Mirs the Security staff shall be checked at different timings.
22. In case of any event, like theft or any criminal or an unethical incident, the person concerned of Security Services shall immediately report the incident to the functionaries of BBSUTSD-Khairpur Mirs and as per instructions of BBSUTSD-Khairpur Mirs lodge the report with Police or any other agency, as the case may be. However, the BBSUTSD-Khairpur Mirs shall bear the cost of any such/legal proceedings and will remain at the back and call of Security service and its personnel.
23. The Security Service and its staff shall abide by all the written and verbal instructions of BBSUTSD-Khairpur Mirs and its functionaries with regards to the nature, timing and other issues pertaining to their qualitative and satisfactory service.
24. Rs 500,000/-(Rupees Five hundred thousand only) will be paid to the BBSUTSD-Khairpur Mirs by the Security Company in case of loss to BBSUTSD-Khairpur Mirs due to negligence of Security Company Staff, whose extent will be finalized either through mutual agreement and or by Arbitration. The matter shall be resolved Arbitration in accordance with the Arbitration Act 1940. Each party i.e. Contractor and Employer shall appoint one Arbitrator each to ascertain and fix responsibility). The decision arrived at by the Arbitrator shall be binding on both parties.
25. The Security Service will provide the details of the Security personal to BBSUTSD-Khairpur Mirs. Their CNIC copy, proof of satisfactory services at Pak- Army and proof of retirement. Police Verification, copy of Company Identity card photographs, etc.
26. All Security guards must be in proper dress code, alert, ethical, duty bound, gentlemen and free of any criminal record BBSUTSD-Khairpur Mirs authorized officers may check their dresses and alertness at any time and may ask for replacement of security guard(s)/supervisor found guilty of irresponsibility /involved in unethical practices/misbehavior/misconduct etc to the security services company that the company will be bound to replace immediately on receipt of complain,
27. The higher authorities of Security Service shall maintain close liaison with BBSUTSD-Khairpur Mirs and get feedback of the Services, rendered by them.

28. Guards & Supervisor are not allowed to smoke during duty hours inside the premises. They are not allowed to take Gutka /Pan or any other prohibited items.
29. Guards & Supervisor are not allowed to talk unnecessarily on Mobile Phone, listen FM or video on Mobile phones during duty hours inside the premises.
30. The Service charges, accepted and approved by the BBSUTSD-Khairpur Mirs shall be paid to the concerned company up to 7 days of the preceding month.
31. Any other information / clarification can be sought in persons or seen in BBSUTSD-Khairpur Mirs.
32. The Contractor will employ adequate number (10 per shift) of staff (should be of 18 years & 50 years age in order to avoid discourage child labor) in order to maintain efficiency to standard desired by the BBSUTSD-Khairpur Mirs.
33. All persons engaged by the contractor shall be the Contractor's own employees and they will claim no privileges from the BBSUTSD-Khairpur Mirs. The Contractor will be directly and solely responsible for the administration of his employees as regards general discipline, courteous behavior and all their actions.
34. The Contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by the BBSUTSD-Khairpur Mirs, to be free from communicable diseases in addition to general fitness and will also ensure that waiters on duty are in proper uniform wearing name plates. The Contractor will also ensure that neat and clean uniforms are provided to his staff.
35. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to BBSUTSD-Khairpur Mirs.
36. Any, of the Contractor's employees proceeding on leave shall immediately be replaced by the Contractor so as to maintain satisfactory level of service at all time.
37. BBSUTSD-Khairpur Mirs shall have the right to search the Contractor's employees at any time while going out of the BBSUTSD-Khairpur Mirs premises and there shall be no grievance expressed/ felt on this account either by Contractor or his employees. The Contractor will issue ID Cards to the Contractor's workers in the format approved by the BBSUTSD-Khairpur Mirs
38. The Contractor will deposit with BBSUTSD-Khairpur Mirs a sum of Rs. 50,000 (Rupees fifty thousands only) as security deposit or submit a bank guarantee valid for 15 months, for this amount towards security against any loss, tear and acts of outside criminal interference, or material causes and riots etc. It will be recovered by BBSUTSD-Khairpur Mir from the security of Rs. 50,000 in part, depending on the extent and nature of loss. Otherwise, the security deposit will be refunded to the Contractor on completion of Contract. The security deposit will bear no interest.

39. The Contractor shall not sublet the contract to anyone else.
40. The Contractor shall be responsible for all damages or losses to BBSUTSD-Khairpur Mirs property by the Contractor/Company himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or /wear and tear or such as caused by and an act of God.
41. The university security officer shall check the attendance and equipment of the deputed staff of the security company and submit daily report to the authority.
42. The Security company shall responsible to submit the credentials of the deputed security personnel to the university.

### **Acceptance**

I/We hereby declare that all the terms and condition of the tender documents has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender and shall comply with them strictly.

Name of authorized signatory: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of tenderers: \_\_\_\_\_ Seal of firm/Company: \_\_\_\_\_

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

Contact No. \_\_\_\_\_ E-mail id: \_\_\_\_\_

Date: \_\_\_\_\_

Bids/ Proposals will be evaluated as per evaluation criteria mentioned below.

**EVALUATION CRITERIA**

**(1) Technical Evaluation Criteria-Weightage 70%**

#	Criteria	Max Score	Achieved Score	Remarks
	<b>Registration with Interior Division/ Home Department , Income Tax Department and Sindh Revenue Board for Sales Tax</b>	---	---	Mandatory Requirement
1	Years of Establishment of Company (Date to count from registration date ), two marks for each year with max of 15 marks	15		
2	Experience with Reputed Professional Academic Institutions / Corporate /Banks, four marks for each service max of 15 marks	15		
3	Total number of Trained Security Guards & Supervisors ( Ex-Army) properly enlisted by the Security Company, two marks for five persons max of 10 marks	10		
4	Total number of Trained Security Guards & Supervisors (Civilian) properly enlisted by the Security Company, two marks for five persons max of 10 marks	10		
5	Number of Organizations where company is providing security services, five marks for each satisfactory certificate	15		
6	The standard of Training and number of licensed Weapons handling of Security Guards in Govt and Civil Departments pertaining, five marks max of 15 marks	15		
7	Specific amount of insurance which can be reimbursed to BBSUTSD-Khairpur by Security Company in case of loss of BBSUTSD-Khairpur in any shape due to negligence of Security Company Staff	10		
8	Security Company office in Sukkur division	10		
	<b>Total</b>	<b>100</b>		

Note: Please attach documentary evidence in support of your claims in technical proposal.

**(2) Financial Evaluation Criteria- Weight age 30 %**

**(Signature of Contractor)**

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

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

**Contact No.** \_\_\_\_\_

**CNIC#** \_\_\_\_\_



**THE BENAZIR BHUTTO SHAHEED  
UNIVERSITY OF TECHNOLOGY AND SKILL DEVELOPMENT  
KHAIRPUR MIRS**

**FINANCIAL PROPOSAL (BOQ)**

**Name of Work:** **HIRING OF SECURITY PERSONNEL (OUTSOURCE SECURITY SERVICES)  
FOR THE BENAZIR BHUTTO SHAHEED UNIVERSITY OF TECHNOLOGY AND  
SKILL DEVELOPMENT, KHAIRPUR MIRS**

#	DESCRIPTION	UNIT	QUANTITY	RATE/MONTH	TOTAL AMOUNT
1	Supervisor/shift In-charge (Ex-Army Service)	Nos	02		
2	Security Guard Ex-Army Service (Armed)	Nos	06		
3	Security Guard (Armed)	Nos	08		
4	Security Guard (Un-Armed)	Nos	04		
5	Walky Talky set	Nos	05		
6	Metal Detector	Nos	03		
<b>Grand Total in Rs.</b>					

**(In words Rupees :-----)**

**NOTE: (i) THE QUANTITY CAN BE INCREASED OR DECREASED AS PER REQUIREMENT  
FROM TIME TO TIME**

**(ii) PLEASE INCLUDE ALL RELEVANT TAXES WITH THE FINANCIAL BID**

**CONTRACTOR**

**Project Director  
BBSUTSD, Khairpur Mirs**