



**STANDARD BIDDING DOCUMENTS  
FOR  
NATIONAL COMPETITIVE BIDDING**

SINGLE STAGE  
TWO ENVELOPES PROCEDURE

**TENDER FOR HIRING OF  
SECURITY SERVICES**

IN RESPECT OF THE  
BIE/AG/L&N/658/2023 Dated: 20/01/2023

**VOLUME-I**

**TECHNICAL PROPOSAL**



## **INSTRUCTIONS**

- (a) The Board of Intermediate Education, Karachi expects that aspirant Security Service Companies should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender form meticulously and sign & stamp each page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column / item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply / Doesn't Arise'. If you need more space, please attach a paper & clearly mention item/ column name or number etc that referred the column/ item of the Tender Form.
- (c) You can collect the Tender Document from the office of Procurement Wing, Ground Floor, Chairman's Secretariat Building, BIE, Karachi from **January 31, 2023 to February 21, 2023 by 02:30 pm.**
- (d) The last date to submit the Tender Document in sealed envelope is **February 21, 2023 by 2:30 pm** in the Committee Room, Ground Floor, Chairman's Secretariat Building, BIE, Karachi. The tender will be opened on same day **at 03:00 pm** in the presence of representatives who may care to attend.
- (e) **5% Bid Security of Total Amount of quoted rates** will be submitted along with Tender Documents in shape of PAY ORDER only in the name of Secretary, Board of Intermediate Education, Karachi.
- (f) Successful bidder should provide 10% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or Bank Guarantee on or before submission of acceptance letter after issuance of Notification of Award. The validity of Performance Security shall extend at least three months beyond the Date of Completion of work / Contract.
- (g) Please mention "Tender Number" at top left corner of the envelopes. BIE Karachi may reject any bid subject to relevant provision of SPPRA Rules 2010, or any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25 (i) of said rules.
- (h) The contract period for Security Services is one year effective from the date of signing of agreement / Contract. The contract period may be renewable based on satisfactory performance of the company / firm/ agency and mutual consent.



## **1. Details of Required Number of Security Staff**

### **Ex-Armed Forces**

#### **12 HOURS SHIFT**

<b>S.No.</b>	<b>Designation</b>	<b>Total Req.</b>	<b>Remarks</b>
<b>1.</b>	Armed Security Guards (Ex Serviceman) day and night	<b>22</b>	12 hrs Duty each can be adjusted / reschedule as per the requirement of Security Management
<b>2.</b>	Security Supervisor	<b>02</b>	12 hrs Duty each can be adjusted / reschedule as per the requirement of Security Management
<b>3.</b>	Lady Searchers	<b>01</b>	From 8:00 AM to 5:00 PM daily
<b>TOTAL</b>		<b>25</b>	

### **CIVILIAN**

#### **12 HOURS SHIFT**

<b>S.No.</b>	<b>Designation</b>	<b>Total Req.</b>	<b>Remarks</b>
<b>1.</b>	Civilian Guards for day and night	<b>22</b>	12 hrs Duty each can be adjusted / reschedule as per the requirement of Security Management
<b>2.</b>	Security Supervisor	<b>02</b>	12 hrs Duty each can be adjusted / reschedule as per the requirement of Security Management
<b>3.</b>	Lady Searchers	<b>01</b>	From 8:00 AM to 5:00 PM daily
<b>TOTAL</b>		<b>25</b>	



## **2. Requirement of Weapons & Equipment**

S.No.	Weapon / equipment	For	Qty	Remarks
1.	Pump action shot gun	Guards	12	Weapon should new / good working condition with license
2.	Rifle 7mm	For Main Gate Guards	6	Weapon should new / good working condition with license Spare magazine should be provided with weapons
3.	Pistol .30 or 9mm	Guards / Supervisor	2	Weapon should new / good working condition with license Spare magazine should be provided with weapons
4.	Handheld walkie talkie wireless set	All guards	04	With hook to fix with web belt.
5.	Flashlights (Rechargeable)	For all Night guards	15	Water proof.
6.	Handheld metal detector	For detection	2	Required for checking the visitors at place where walk though detector is not available
7.	Sun shield / umbrella	For Guards	4	Required for guards performing duty under direct sun light.
8.	Whistle (Fox 40)	For Premises	25	Used by guards

## **3. Desired Standard of Security Staff (Ex-Armed Forces)**

### **a. Security Supervisor**

- i. Naik or equivalent rank from Armed forces of Pakistan or civil armed forces.
- ii. Educational qualification minimum Intermediate or above.
- iii. Should be able to communicate in Urdu / Local Language.
- iv. Medically / physically fit with medical
- v. Preferably from fighting arms like Infantry or Navy Marines with clean conduct sheet.
- vi. Age not more than 55 years.
- vii. Experience of serving educational institution or similar place will be added qualification.
- viii. All relevant documents copies must be attached.

### **b. Security Guard**

- i. Retired Sepoy or L/Naik or equivalent rank from Armed forces of Pakistan or civil armed forces.
- ii. Educational qualification minimum Matriculate.
- iii. Should be able to communicate in Urdu / Local Language.
- iv. Medically / physically fit.
- v. Preferably from fighting arms like Infantry or Navy Marines with clean conduct sheet.



- vi. Age not more than 45 years.
- vii. Experience of serving in educational institutions or similar place will be added qualification.
- viii. All relevant documents copies must be attached.

**c. Lady Searcher**

- i. Educated within minimum Matriculate qualification.
- ii. Age between 30 to 45 years.
- iii. Experience of 02 to 03 years working in similar capacity in a large organization, preferable in an education institution.
- iv. All relevant documents copies must be attached.

**4. Desired Standard of Security Staff (Civilian)**

**a. Security Supervisor**

- i. Educational qualification minimum Intermediate or above.
- ii. Should be able to communicate in Urdu/ Local Language
- iii. Medically / physically fit
- iv. Age not more than 55 years.
- v. Experience of serving educational institution or similar place will be added qualification.
- vi. All relevant documents copies must be attached.

**b. Security Guard**

- i. Educational qualification minimum Matriculate.
- ii. Should be able to communicate in Urdu / Local Language.
- iii. Medically / physically fit.
- iv. Age not more than 45 years.
- v. Experience of serving in educational institutions or similar place will be added qualification.
- vi. All relevant documents copies must be attached.

**c. Lady Searcher**

- v. Educated within minimum Matriculate qualification.
- vi. Age between 30 to 45 years.
- vii. Experience of 02 to 03 years working in similar capacity in a large organization, preferable in an education institution.
- viii. All relevant documents copies must be attached.



## **5. GENERAL TERMS & CONDITIONS:**

### **a. Contract Period:**

The agreement will be for one year. The agreement may be extended for another term of one year or suitable period thereof by mutual consent.

### **b. Bidding Procedure:**

Single stage Two envelope procedure comprising one single envelope containing two separately sealed envelopes one having Financial Bid / Proposal and other sealed envelope containing Technical Proposal. Financial proposal of only technically qualified bidders will be opened in the presence of participants at the given time.

### **c. Financial Methods:**

- i. Security Company to quote rates for ex-servicemen **OR** Civilian guards.
- ii. 5% of the total cost of services for a year is deposited along with the tender form in shape of PAY ORDER in the name of the Secretary, Board of Intermediate Education, Karachi. The Bid Security must be enclosed with Financial Proposal envelope.
- iii. 10% Security Deposit (Performance Security) of the total cost of services (including SST) for 12 months will be deposited to the BIEK within seven days of signing of the agreement with BIEK of the selected agency / firm.
- iv. Payment for rendered security services will be made to the Security Agency / Firm on the completion of each month based on actual attendance / duties performed by security guards during the concerned month. The Security Agency / Firm will submit services bill to Maintenance Wing, Administration General Section, BIE, Karachi between 05<sup>th</sup> to 10<sup>th</sup> of each month for previous month. After scrutiny of bill by Maintenance Wing office same will be forwarded to BIEK Accounts / Audit for further process.
- v. All applicable tax(es) will be borne by the service provider. The firm should be registered with Income Tax Department.
- vi. No sub-letting / sub-contracting of services in any form is allowed.
- vii. Stamp duty of 0.35% for Services against total value of work will be levied accordingly.
- viii. The Firm / Agency / Firm must provide Clearance / Registration Certificate from relevant authorities i.e. Provincial / Federal / Home Department and Interior Ministries, APSSA etc.
- ix. No escalation of rate and amount at any stage after approval of tender cost will be accepted.



- x. No increase in the value of services will be accepted on account of either unit amount, total cost, any and all other charges, duties, taxes, scope of services and / or any other head of account shall not be allowed, after award of services and / or any other head of account shall not be allowed, after award of services tender for period on one year.

**d. Operational Requirements:**

- i. The Security Agency / Firm will be responsible for security clearance and character verification of Security Guard posted to BIE from Police, APSAA & NADRA.
- ii. The Security Agency / Firm will be responsible to provide **attested photocopies of arms/ammunitions valid license along with authority letter for carrying same by their security guards while performing duty at BIE, Karachi.**
- iii. During the duty hours, Security Personnel / Guards must wear proper and complete uniform with their Agency / Firm identity card. They are to be in possession of Photo Copy of CNIC.
- iv. The Security Agency / Firm ensure that Security Guards must be a Pakistani National having valid CNIC.
- v. Security Agency / Firm to ensure that their Security Personnel / Guard(s) are not involved in any criminal, terrorist, racial, religious, sectarian activities. Politically motivated individual also be avoided to be deployed. All deployed security guards must be disciplined and law abiding national of Pakistan with clean conduct sheet.
- vi. The BIEK reserve the right to remove any or all Security Staff / Guard(s) is found involved in any criminal undesired activity or create harassment of disturbance among staff and students etc.
- vii. In case of complain, the Security Agency / Firm will be responsible to replace/ remove Security Guard/ Personnel at their own expense without delay. If guard reporting late by more than half an hour, half day salary will be deducted from Agency / Firm amount. In case of re-deployment of guards on overtime from same location or any other location equivalent to half day salary will be deducted from Agency / Firm amount.
- viii. The security personnel / guards must be of good health, physically fit sound mind and mature in judgment. Preferably in the age bracket of 30 years to 45 years.
- ix. Preference will be given to those guards who posse's armed forces or law enforcement departments back ground and already served in educational institutions.
- x. If any theft, damage or lost occurred at the duty place of Security Guard, Agency / Firm will be responsible to make payment equivalent to cost of damage item/ theft property etc.



- xi. Security Agency / Firm would permissible using their wireless frequency with in BIEK premises without charging additional amount.
- xii. Security Agency / Firm would provide extra Guards/Lady Searchers as and when required on same term and condition / rates (per day) as fixed in contract agreement (equivalent one day duty).
- xiii. Security Agency / Firm would provide serviceable weapons to their security guards with following ratio, Shot Guns: 80%, Pistols: 20% of total weapons with sufficient quantity of ammunitions.
- xiv. Periodical inspection of weapons/equipment's to be arranged / ensured by the Agency / Firm through qualified technician. No faulty/defected weapon/ammunition to be given to deployed security guard.
- xv. Agency / Firm to ensure regular day & night check of deployed security guards at all locations by Agency / Firm checkers and deployment supervisor. Proper log book to be maintained by the Agency / Firm at all locations of duty at BIEK.
- xvi. Operation Manager of the Security Agency / Firm must visit BIEK once in two week time to discuss all issues related with the attendance, discipline, performance etc of Security Guards with respective Security Coordinators.
- xvii. Agency / Firm would deploy mix cluster of people, they should not be of same cast or area or sect. Ethnic/ area proportion in the strength of deployed guards to be ensured.
- xviii. In case of poor turnout, provision of untrained guard, faulty equipment and weapons etc, BIEK has the right to deduct the amount equivalent to one day pay of guard for each observation from monthly bill of Agency / Firm.
- xix. Guards will maintain their turnout, they will be properly dressed, and trim the mustaches, wear black shoes of proper pattern. Agency / Firm will issue new uniforms items to their guards. Agency / Firm will be responsible for providing rain coats / winter wear to the guards as required.
- xx. Medically / physically fit, guards to be employed who can speak and write Urdu / Local Language.
- xxi. Guards once provided should not be changed for at least stay for 03x months until & unless asked by the BIEK to change him or in case of emergency / ill health – when substitute guard of identical qualifications is to be provided. Such instances are to be far and few.
- xxii. In case guard is employed on overtime, the total cost of overtime will be paid to the security guard and the company will not deduct any service or other charges from the guard.

**e. Guard Dress / Weapon /Equipment Requirement**

- i. T-Shirt with company monogram. (During summer season).
- ii. Shirt with company monogram. (During winter season).
- iii. Trouser (Tucked in boots).





- iv. Blue Socks.
- v. DMS (Duty military shoes).
- vi. Cap with company monogram.
- vii. Brass whistle.
- viii. Ammunition pouch.
- ix. Pistol pouch (black) for guards carrying pistols.
- x. Sling for guards carrying repeater, SMG, rifle.
- xi. Web belt.
- xii. Flash light (Black / grey) for night duty. Provision of battery will be the responsibility of Security Company.
- xiii. Hand held wireless communicator set.

**f. Wireless Communication**

- i. Security Company will provide hand held sets to guards, where necessary, on duty.
- ii. Security Company will arrange charger, spare batteries and will ensure that wireless link should be up 24/7.

**g. Guards Reliever / Leave**

- i. There will be two monthly holidays allowed to security guards. Security Company will provide reliever for each guard without extra cost to BIEK.

**h. Guard Deployment Modus Operandi**

- i. Before posting new guard, brief profile should be emailed to BIEK, Maintenance Wing office and guard to be present for concerned official /officer's interview. No guard will be posted to BIEK without proper training by the Agency / Firm. Agency / Firm will issue a certificate with deployment orders to BIE Karachi that posted guards have been thoroughly screened and properly trained and groomed by the security Agency / Firm.
- ii. Guards / staff deployed at BIEK should not have any blood relationship e.g son, daughter, nephew, niece, father, mother with BIEK staff or their family / third party staff or their family.
- iii. Duty will be divided into two shifts from 08:00 am to 08:00 pm (Day Shift) and from 08:00 pm to 08:00 am (Night Shift) however, duty timings can be alter by the BIEK according to the need. No leave will be admissible to Agency / Firm security staff / guards during the period of their deployment.
- iv. Security Guard will report for duty 15 minutes prior to start of duty time, Guards coming late by 15 minutes, will marked absent; Agency / Firm would arrange reliever within next 30 minutes at their own expenses. If reliever does not arrive on location, BIEK has the right to fine the Agency / Firm equivalent to one day salary of guard in addition to his actual one day salary.
- v. For swift deployment Agency / Firm would use its own transport with the view to ensure that no location left unattended.



- vi. Guards deployed in BIEK Ladies Counters required be more mature, carefully chosen, preferably retired from Armed Forces and should be in middle age bracket, in age bracket of 40 to 50 years.
  - vii. Guard to be directed during night duty not to remove their uniforms/ shoes and switch of the lights of sentry post/ guardroom. Any guard found sleeping while at duty will mark absent.
  - viii. Agency / Firm checker must check guards randomly specially during night and endorse his remarks in guard duty checking register & BIEK Maintenance Wing office log book.
  - ix. Agency / Firm will provide Torches with cell / rechargeable torch to night guards and whistles to all guards on their expenditure, guards those not carrying weapons to be in possession of stick.
  - x. The service provider will also provide lady guard/searcher as per laid down qualifications.
  - xi. BIE Karachi may ask service provider to deploy their security guard anywhere in Karachi on its premises or detail its guards with BIEK Transport when staff etc proceed on any Examination related activity / event in the premises of Karachi.
  - xii. That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed by it at the premises from the time to time.
- i. Administrative Requirements**
- i. The BIEK is not liable to provide Accommodation, Food and other facilities including edible to hired Security Personnel / Guards. However, they have access to drinking water whenever required but not to take outside the premises or sub-let / sale of the same.
  - ii. Agency / Firm would ensure that guard will not disturb BIEK management for their personal administrative issues; Agency / Firm must pay their dues by 05th of each month.
  - iii. Security Guard will perform 12 hours duty in a day however, seeing the requirements, BIE Karachi can alter shift start and finish time.
  - iv. To fill up the gapes or cover absentee, in normal circumstances Guard will not be redeployed on overtime or adjusted from other location, fresh guard will be deployed on duty.
- j. Discipline of Security Staff & Guards**
- i. As per BIE Karachi Rules & Regulations and Policy on Discipline. In the event of any incident of Security Lapse the agency / firm will provide all assistance in the investigation of the incident and will be obliged to penalize their guard / security person if found guilty.
  - ii. The security provider is independent and all services rendered under this contract are to be performed as such, it being understood that the direction and manner of the performances services of the security provider. Also the security provider's employees shall be solely with in the control of the security provider. Also the security provider shall be responsible for payment to its employee's wages, salaries and taxes.



**k. Life Insurance / Compliance of Government Labour Policies**

- i. The security Agency / Firm shall effect and maintain during the period of this agreement a policy or policies of public liability insurance to cover its Guards / Security Staff for death on duty in an amount not more than Rs. 300,000.00 (Rupees Three hundred thousand only) and indemnity for Rs. 150,000.00 (Rupees One hundred fifty thousand only) for any injury to person or damage to property due to negligence of security guard.
- ii. Security Agency / Firm shall ensure compliance of all Government policies towards labour laws.
- iii. No security staff / guards under 20 year of age shall be deployed at BIE Karachi.
- iv. Only Pakistani national with valid CNIC. Medically / physically fit Security staff / Guards shall employ in BIE Karachi.

**l. Force Majeure**

That in the event of any war, declared, enemy action, hostilities, act of God, or any other circumstances (whether or not of a similar nature of the foregoing) which is beyond the control of the security provider which cause the cessation of substantial interface to perform the said services the agreement shall forthwith be suspended until such circumstances shall have ceased subject to the security provider forthwith notifying the second party shall not make any payment under Clause-3 hereof in respect of the such suspension and sum already paid there under of such period shall be refunded forthwith by the security provider to the second party, who shall have right to terminate this agreement forthwith.

**m. Arbitration**

In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Chairman of the BIEK and CEO of the firm / agency for arbitration / settling of the dispute, failing which the decision of the court of law in the jurisdiction of Karachi binding to the parties.



## 6. Technical Bid Evaluation Criteria

### GENERAL EXPERIENCE / WEAPONS

Sr. No	Description	Marks Assigned	Explanation for Marks Obtained
a	Hiring of similar nature of services provided in the past.	20	<ul style="list-style-type: none"><li>• 20 Marks are given if the firm has completed at least 10 contracts of such hirings of similar nature in last 5 years.</li><li>• 14 Marks are given if the firm has completed at least 7 contracts of such hirings of similar nature in last 5 years.</li><li>• 2 Marks are given if the firm has completed at least 1 contracts of such hirings of similar nature in last 5 years.</li></ul>
b	Provide the detail of ExArmy Personnel/Armed Guards alongwith Weapons and Ammunition held by the Company with license.	15	<ul style="list-style-type: none"><li>• 15 Marks latest Weapons and Ammunition held by the Company with license.</li></ul>
c	Detective Equipment's, Held Provide four or more Metal Detectors as per requirement alongwith Searching Mirror (latest model).	15	<ul style="list-style-type: none"><li>• 15 Marks latest detective equipment.</li></ul>
<b>Total Marks Allocated:</b>			<b>50</b>



## 7. FINANCIAL STATEMENT

Sr. No	Description	Marks Assigned	Criteria for Marks Obtained
a	Bank statement for last 2 years	20	Credit <ul style="list-style-type: none"><li>• 10 M – 20 M - 9 Marks</li><li>• 21 M – 30 M - 11 Marks</li><li>• 31 M – 40 M - 15 Marks</li><li>• Above 40 M full marks</li></ul>
b	Registration with income tax department and tax paid during the last 2 years for the projects	5	<ul style="list-style-type: none"><li>• No points will be given if income tax certificate is not attached and 5 points will be added in case of valid certificate.</li></ul>
c	Litigation History in which Decision has been given against the firm(s)	5	<ul style="list-style-type: none"><li>• In case the firm is involved in any litigation, no marks will be given and 5 points will be added in case affidavit of no litigation is attached.</li></ul>
d	Blacklisting from any agency	5	<ul style="list-style-type: none"><li>• In case the firm is blacklisted, no Marks will be given and 5 points will be added in case affidavit by the company that it has not been black listed is attached.</li></ul>
<b>Total Marks Allocated:</b>			<b>35</b>



## TECHNICAL STAFF

Following factors may be used as a guideline:-

Sr. No	Description	Marks Assigned	Explanation for Marks Obtained
a	Experience	9	<ul style="list-style-type: none"><li>• 5 Marks will be given if the professional experience is 3 to 5 years.</li><li>• 7 Marks will be given if the professional experience is 6 to 10 years.</li><li>• 9 Marks will be given if the professional experience is more than 10 years.</li></ul>
b	Security Staff	6	<ul style="list-style-type: none"><li>• <b>Age:</b> Maximum 45 years.</li><li>• <b>Education:</b> Matric or Equivalent.</li><li>• <b>Experience:</b> having experience of serving in field intelligence or Military Police or Army Force.</li><li>• <b>Discipline:</b> No major disciplinary entry in the record of service.</li><li>• <b>Retirement:</b> Normal</li><li>• <b>Health:</b> Sound Health</li></ul>
<b>Total Marks Allocated:</b>			<b>15</b>

**Note:** Only those firms will be qualified who secure 70% marks in Technical Evaluation.



## **DESCRIPTION OF WORKS**

- i. Security Guards shall be provided without gap for twenty four (24) hours per day and seven (07) days per week at the Board of Intermediate Education Karachi premises. For this purpose, duty rosters of the supervisors / guards must be provided to the Superintendent, Administration General Section.
- ii. Security Company shall provide the details of Guards along with its past experience, copy of CNIC, copy of Service Card and other required details / information, it notified, one week prior to placement of Guard to the place of posting.
- iii. Security Company will ensure that the Security Guard is active, healthy and free from any disease. Allowed age limit for placement of Security Guard having 45 years duly trained will be preferred.
- iv. Schedule for posting of Security Guards shall be prepared with Superintendent, Administration General Section and issued with the approval of the Secretary BIEK.
- v. Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should not less than One Year.
- vi. During the hiring of Security Guards the offer / appointment letter may be issued and same would be sent to Superintendent, Administration General Section of BIEK for record.
- vii. Any change in placement of Security Guards shall be made with prior information and approval of the concerned officer.
- viii. Security Company shall ensure the availability of adequate reserve guards.
- ix. Security Company shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions.
- x. BIEK at its discretion can reduce / increase the number of guards, on agreed rate of payment and on the same terms & conditions, on the request of relevant incharges in case of emergencies. However, the Incharge have to immediately inform the Superintendent, Administration General Section and Secretary BIEK. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
- xi. The Contractor will provide physically fit and sound in health armed guard, properly uniform and ensure that each guard must have following documents:
  - a. Attested photocopy of valid Computerized National Identity Card.
  - b. Original valid Service Card issued by the Security Company.
  - c. Photocopy of valid license / certificate of weapon held by the guard.
  - d. Copy of Certified discharge work issued by Ex-Armed Forces.Without uniform, Lethargic, inefficient, over and below age guards will not be accepted.



- xii. Any taxes/duties already in place or levied by the Government, wage and /or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Security Company's account and no claims for such increase shall be entertained by the BIEK.
- xiii. BIEK will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstances etc.
- xiv. The Security Company will keep the BIEK free of any liability for the clause of compensation, if any to any employee of the Security Company in case of their injury, death etc.
- xv. Any claims of injuries, loss of limb or life of labour and other workers engaged /employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. BIEK shall in no way be responsible for any compensation in this connection.





**CERTIFICATE**

IF PROVIDED INFORMATION FOUND FALSE, THE SERVICES OF THE HIRED SECURITY AGENCY / FIRM WILL BE TERMINATED WITHOUT ASSIGNING ANY REASON AND MAKING ANY REFUND / PAYMENT. FURTHER THE AGENCY / FIRM WILL BE BLACKLISTED.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

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

Contact Person: \_\_\_\_\_

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

Tel#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Mobile#: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_  
Seal & Signature



**STANDARD BIDDING DOCUMENTS  
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SINGLE STAGE  
TWO ENVELOPES PROCEDURE

**TENDER FOR HIRING OF  
SECURITY SERVICES**

IN RESPECT OF THE  
BIE/AG/L&N/658/2023 Dated: 20/01/2023

**VOLUME-II**

**FINANCIAL PROPOSAL**



## **1. BIDDING DATA**

- (a). **Name of Procuring Agency:** Board of Intermediate Education, Karachi
- (b). **Brief description of works:** Provision of Security Services
- (c). **Procuring Agency's address:** Bakhtiari Youth Centre, North Nazimabad, Karachi.
- (d). **Amount of Bid Security:** Bid Security of 5% of total amount/cost of the quoted value will be submitted along with Tender Documents in shape of Pay Order / Demand Draft only in the name of Secretary, Board of Intermediate Education, Karachi.
- (e). **Period of Bid Validity (days):** Ninety (90) days.
- (f). **Performance Security Deposit:** Successful bidder should provide **10% Performance Security** of total value of Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery / Completion of Work / Contract.
- (g). **Deadline for Submission of Bids along with Time:** The last date for submission the Tender Document in sealed envelope is **February 21, 2023** by **02:30 pm** in the office of the Procurement Wing, Administration General Section of Board of Intermediate Education, Karachi.
- (h). **Venue Time and Date of Bid Opening:** In presence of representatives who may care to attend, the Tender will be opened on **February 21, 2023** at **03:00 pm** in the Committee Room situated on Ground Floor of Chairman's Secretariat Building of Board of Intermediate Education, Karachi.

## **2. Desired Standard of Security Staff**

### **a. Security Supervisor**

- i. Naik or equivalent rank from Armed forces of Pakistan or civil armed forces.
- ii. Educational qualification minimum Intermediate or above.
- iii. Should be able to communicate in urdu / local languages.
- iv. Medically / physically fit with medical "AYE"
- v. Preferably from fighting arms like Infantry or Navy Marines with clean conduct sheet.
- vi. Age not more than 55 years.
- vii. Experience of serving educational institution or similar place will be added qualification.

### **b. Security Guard**

- i. Retired Sepoy or L/Naik or equivalent rank from Armed forces or Pakistan or civil armed forces.
- ii. Educational qualification minimum Matriculate.



- iii. Should be able to communicate in Urdu/ local languages.
- iv. Medically / physically fit with medical "AYE".
- v. Preferably from fighting arms like Infantry or Navy Marines with clean conduct sheet.
- vi. Age not more than 50 years.
- vii. Age of Special Security Guard not more than 40 years.
- viii. Experience of serving in educational institutions or similar place will be added qualification.

**c. Lady Searcher**

- i. Educated within minimum Intermediate qualification.
- ii. Age between 30 to 45 years.
- iii. Experience of 02 to 03 years working in similar capacity in a large organization, preferable in an education institution.



## **FINANCIAL PROPOSAL** **EX-ARMED FORCES**

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Armed Security Guards (Ex Serviceman) Day and Night	22		
2.	Security Supervisor (Day & Night)	02		
3.	Lady Searchers (Day Shift)	01		
TOTAL		25		

Total	25	Total Amount for one month	
		Total Amount for one year	

**Total Amount for one month in words:**

Rupees: \_\_\_\_\_.

**Total Amount for one year in words:**

Rupees: \_\_\_\_\_.



## **FINANCIAL PROPOSAL** **CIVILIANS**

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Civilian Guard (Day & Night)	22		
2.	Security Supervisor (Day & Night)	02		
3.	Lady Searcher (Day Shift)	01		
TOTAL		25		

Total	25	Total Amount for one month	
		Total Amount for one year	

**Total Amount for one month in words:**

Rupees:\_\_\_\_\_.

**Total Amount for one year in words:**

Rupees:\_\_\_\_\_.



**Tender No. BIE/L&N/ 658/2023 dated: 20-01-2023**

**BILL OF QUANTITY**  
**HIRING OF SECURITY SERVICES**  
**EX-ARMED FORCES**

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Armed Security Guards (Ex Serviceman) Day and Night	22		
2.	Security Supervisor (Day & Night)	02		
3.	Lady Searchers (Day Shift)	01		
TOTAL		25		

Total	25	Total Amount for one month	
		Total Amount for one year	

**Total Amount for one month in words:**

Rupees: \_\_\_\_\_.

**Total Amount for one year in words:**

Rupees: \_\_\_\_\_.



**Tender No. BIE/L&N/658/2023 dated: 20-01-2023**

**BILL OF QUANTITY**  
**HIRING OF SECURITY SERVICES**  
**CIVILIANS**

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Civilian Guard (Day & Night)	22		
2.	Security Supervisor (Day & Night)	02		
3.	Lady Searcher (Day Shift)	01		
TOTAL		25		

Total	25	Total Amount for one month	
		Total Amount for one year	

**Total Amount for one month in words:**

Rupees: \_\_\_\_\_.

**Total Amount for one year in words:**

Rupees: \_\_\_\_\_.





## **INTEGRITY PACT**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company / firm/ agency for Security Services;

M/s \_\_\_\_\_, the Security Services hereby declares that:

- (a) Its intention not to obtain the procurement work of any contract, right, interest, privilege, or other obligation or benefit from the BIEK or any administrative or financial offices thereof or any other department under the control of the BIEK through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company / firm/ agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the BIEK directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the BIEK, except that which has been expressly declared pursuant hereto.
- (c) The company / firms / agency / accepts full responsibility and strict liability for making any false declaration /statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the BIEK under any law, contract, or other instrument, be stand void at the discretion of the BIEK.
- (d) Notwithstanding any right and remedies exercised by the BIEK in this regard, company/firm/agency agrees to indemnify the BIEK for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the BIEK in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the BIEK.

**Note:**

This integrity pact is mandatory requirement other than auxiliary services / works.

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



## **CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_ 2023 between **Board of Intermediate Education, Karachi** of the one part and **M/s. \_\_\_\_\_** of the other part:

WHEREAS the procuring agency invited bids for Security services, viz, and has accepted a bid by the Security Company for Providing Security services in the sum of **Rs. \_\_\_\_\_/= (Rupees \_\_\_\_\_) @ Rs. \_\_\_\_\_/= per month.**

### **NOW THIS AGREEMENT WITNESSES AS FOLLOWS:**

In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of contract referred to in the Advance Acceptance Issued vide letter No. \_\_\_\_\_, Dated \_\_\_\_\_ (Copy attached).

In consideration of the payments to be made by the Board of Intermediate Education, Karachi to the M/s. \_\_\_\_\_ as hereinafter mentioned in the Terms & Conditions which is already signed by the bidder, the bidder hereby covenants with the procuring agency to provide the Security services and to remedy defects therein in conformity in all respect with the provisions of the Contract.

As bidder, I am completely satisfied & agreed with the award items and do not have any grievances.

### **Whereas;**

- a) The Board is desirous of acquiring professional security services ("Services") for a safe and secure working environment at its Office.
- b) The Security Company is a reputable and well experienced concern in similar industry and has the requisite expertise and adequate manpower to provide the Services as required by the Board.
- c) The Security Company represents and warrants that it is duly licensed and authorized by the Government of Pakistan for carrying out the Services as required by the Board.
- d) The Security Company has agreed to provide, and the Board has agreed to engage the Security Company for, the Services in accordance with the terms and conditions set forth in this Agreement.



Now, therefore, upon the terms and subject to the conditions of this Agreement, it is hereby agreed by and between the Parties as under:

### **1. Duration**

This Agreement will become effective as of \_\_\_\_\_, and will remain in effect for a period of One (01) year extendable to three years with the mutual understanding of both parties (the "Term") from the date when this agreement became effective or until terminated.

Prior to the expiration of the Term, this Agreement may be extended or modified by written mutual agreement between the Parties. When used in this Agreement, the phrase "the Term" shall refer to the entire duration of the Agreement.

### **2. Services**

The Security Company shall provide to the Board, trained security guards civilian /Ex-Armed personnel who shall be able to perform security services in accordance with best industry practice and to the entire satisfaction of the Board:

Personal Attributes of Security Guard:

A. The Security Company shall make sure that the suitable guard:

- i. be aged between 25-45 years and supervisor must be between 40-55 years of age.
- ii. The Security Company should ensure that while deputing the security guards preference should be given to those guards trained for firefighting / Civil Defense and capable to handle the crowd as well as miscreant elements .

### **3. Payments**

- a) Upon the satisfactory performance of Services under this Agreement, the Security Company shall be paid in accordance with Annexure-A or as per actual strength deployed by the Board.
- b) The payment shall be made on monthly basis upon furnishing of an invoice by the Security Company.
- c) The payment shall be made by the Board within (15) days of the receipt of invoice from the Security Company.
- d) Any payment made to the Security Company under this Agreement shall be less any Government taxes which the Board is required under the law to deduct.



**4. Termination**

- a) Either Party may terminate this Agreement if the other Party fails to remedy a breach of the terms and conditions of this Agreement within thirty (30) days of a written notice to do so.
- b) The Board may terminate this Agreement if the Security Company fails to provide the Services in accordance with this Agreement or to the entire satisfaction of the Board.
- c) The Security Company may terminate this Agreement if the Board fails to make payments in accordance with this Agreement.

IN WITNESS whereof the parties hereto have executed this Agreement on the day and year written above.

“Board of Intermediate Education, Karachi”

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

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

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

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

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

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

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

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

**WITNESS: 1**

**WITNESS: 2**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

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

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

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

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

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

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



**SUMMARY OF BID**

	<b>Rupees In Words</b>	<b>Rupees In Figures</b>
Total cost of the Bid: <i>(as offered by the Bidder)</i>		
Bid Security of 5% of total amount/cost of the quoted value (Refundable)		
10% (five percent) amount of the Contract Price Performance Security (Refundable)		



## **CERTIFICATE**

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Intermediate Education, Karachi.

SIGNATURE WITH DATE:

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NAME OF FIRM:

---

ADDRESS OF FIRM:

---

---

FULL NAME OF CONCERNED PERSON:

---

CNIC NUMBER:

---

POSITION HELD IN:

---

PHONE NUMBER(S):

---

MOBILE NUMBER(S):

---

FAX NUMBER(S):

---

NATIONAL TAX NUMBER:

---

GENERAL SALES TAX NUMBER:

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STAMP OF THE FIRM:

---

PAY ORDER NUMBER:

---

BANK & BRANCH NAME:

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DATED:

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