



**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/906/2023 Dated: 19/07/2023

VOLUME-I

TECHNICAL PROPOSAL



**INSTRUCTIONS TO BIDDERS &
GENERAL CONDITIONS OF CONTRACT:**

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website www.pprasindh.gov.pk or it may be provided from this office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	Hiring of Security Services
ITB 4.1	Name of Procuring Agency	Board of Intermediate Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad Tel: 99260211, 99260212, 99260213 Fax: 99260203 & 99260208
ITB 8.1	Language of the bid	English or Urdu

BID PRICE AND CURRENCY	
ITB 11.2	The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
ITB 11.5	During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates.



TECHNICAL EVALUATION CRITERIA FOR SHORT LISTING OF PRIVATE SECURITY COMPANIES

S.NO.	EVALUATION CRITERIA	MAXIMUM POINTS
1	A certificate / affidavit that the firm (or consortium) is not black listed by any Government / Semi-Government / Autonomous Body etc. and is not involved in any kind of insolvency litigation.	05
2	NTN Certificate – Mandatory (05) SRB / GST Registration Certificate (05)	10
3	Valid License issued by Interior Ministry, Govt. of Sindh	20
4	Types of Weapons / Equipment / Gadgets	10
5	Provide the detail of Ex-Army Personnel / Armed Guards	05
6	Financial Turn-over for the last three years showing the financial soundness of the bidder. <ul style="list-style-type: none">• Supported by Audit Reports (10)• Balance Sheets (05)• Bank Certificate showing the monthly Turn-over of Rs.5.000 million or above (05)	15
7	List of similar services provided to public sector organizations, during last 03 years.	10
8	List of Services currently in operation. (4 points for each services)	15
9	Managerial Capability / No. of Guards	05
10	List of Security Staff on permanent roster	05
TOTAL POINTS		100

Note:

- Minimum 70 Points are required to technically qualify.
- The offer will not be entertained if the required documents have not been found attached.
- Financial Bids of Technically qualified bidders will be opened exclusively.



PREPARATION AND SUBMISSION OF BIDS		
ITB 15.1	Amount of bid security (refundable)	5% (Five percent) of the bid price, which should be submitted in shape of Pay Order in the name of Secretary, Board of Intermediate Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.
ITB 16.1	Bid Validity Period	90 days from the date of opening of Tender.
ITB 18.2 (a)	Address for bid submission	The office of the (Procurement Wing) Administration General Section (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi.
ITB 18.2 (b)	IFB title and number	Title: Hiring of Security Services IFB No: BIE/AG/L&N/906/2023 Dated: 19-07-2023
ITB 19.1	Deadline for bid submission	Tuesday 15th August 2023 up to 2:30 p.m Sealed bids duly filled-in, mentioning on top of the envelope "Hiring of Security Services." <i>And Technical and Financial Proposal in separate envelopes</i>
ITB 22.1	Time, date, and place for bid opening	Bids duly stamped on each document must be submitted in the office of the <i>Administration General Section</i> (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on 15-08-2023 up to 2:30 P.M and will be opened on the same day at 03:00 P.M in the presence of bidders' representatives who wish to attend.
ITB 25.4 (b)	Delivery schedule	The deployment of services will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one week after issuance of contract award which may be increased or decreased due to demand of time/situation.

INSTRUCTIONS TO BIDDERS

- a) Deputy Secretary Admin General , calls tenders for the for the Hiring of Security Services in accordance with Bill of Quantities, attached here to be submitted by or before 2:30.PM on 15-08-2023. Tenders cost will not be reimbursed for any cost of any kind whatsoever incurred in connection with preparations and submission of their tenders.
- b) The tender should be in the sealed envelope bearing name of the work / contractor / firm clearly marked and addressed to Secretary Board of Intermediated Education, Karachi.
- c) The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time will not be considered.
- d) Bids without earnest money will not be entertained. Earnest money of the successful bidder may be returned after signing of the contract agreement.



- e) Detailed particulars of the work can be discussed with Procurement Wing (Administration General Section) Board of Intermediate Education Karachi on any Working day during the office hours.
- f) Tenders shall be made in the forms supplied therefore, with all items and blanks properly filled in. All data and figures and the signature of persons signing the tender shall be in ink.
- g) All unit prices filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
- h) All prices quoted shall be deemed to include all costs of performing the works, including labour, materials, income tax, duties, octroi charges, royalties permit; all applicable taxes etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in the rate of bid.
- i) "In case of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined".

The tender must be signed on each and every page by a person (s) authorized to do so.

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. DEFINITIONS (GCC CLAUSE 1)

1)	GCC 1.1 (g)	The Procuring agency is:	Board of Intermediate Education, Karachi.
2)	GCC 1.1 (h)	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	GCC 1.1 (j)	The Project Site is:	Same as GCC 1.1(g) mentioned above.

2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

3. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Intermediate Education Karachi.	
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4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1)	GCC 29.1	The Governing Language shall be:	English.
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6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Admin General Section, (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi.

7. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. rejection of the unsatisfactory Supplied material
 - ii. Blacklisting of the firm
 - iii. Liquidity Damages shall be applied as per SPPRA Rules.
 - iv. forfeiting of whole Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.

8. SUBJECT TO RELEVANT SPPRA RULES, THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) accept or reject all or any bid.
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.

9. TERMS & CONDITIONS

- 1) Under following conditions bid will be rejected:-
 - i. Conditional and 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 Blacklisted firms
- 2) Services are required in accordance with agreement from the date of letter of award.



- 3) Inspection: Nominated Inspection Committee will make inspection of Security Services.
- 4) All prices will include all costs of performing the works including labour, material income tax, GST. Octroi charges. Royalties & transportation etc. as mentioned in the agreement.
- 5) No subletting of all or any part of work will be allowed at any cost / reasons.
- 6) **Services will be delivered at Board of Intermediate Education Karachi as awarded work.**
- 7) The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract subject to compatibility/suitability of the item(s).
- 8) The bidder shall provide security services as per approved specifications mentioned in the Contract Award. If the Guards and their services not found in conformity with the approved specifications shall be rejected at the risk & cost of the bidder.
- 9) The Contract Award may be assigned at any time during the period of bid validity.
- 10) The successful bidder will have to deposit **Performance Security @ 10%** of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of the Security Services.
- 11) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency.
- 12) Placement of Contract Award will be subject to payment of Performance Security.
- 13) The services should be provided strictly in accordance with the approved schedule.
- 14) SPPRA Rules-2010 (Amended 2019) shall strictly be followed.

SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

The Services will have to be rendered at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.



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



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**TENDER FOR HIRING OF
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BIE/AG/L&N/906/2023 Dated: 19/07/2023

VOLUME-II

FINANCIAL PROPOSAL



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/ 906/2023 dated: 19-07-2023

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/906/2023 dated: 19-07-2023

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. Remuneration

- i) The cost offered by the Printer is Rs. _____ (inclusive of all taxes) Printing of Priced / Non Priced Forms, Envelopes Etc. but limited to in tender vide # BIE/AG/L&N/906/2023 variation may occurred. The cost is inclusive of labour/transportation/supplies/etc. Details of items are appended below;

Sr. No	Name of Article	Qty	Rate Per 1000	All Taxes	Amount
				Total =	

- ii) A Liquidity damages shall be imposed as per SPPRA Rules.
iii) Payment will be made after delivery and submission of invoice.
iv) Performance Security 10% of total amount of Work Order will be provided by the party.
v) Stamp Duty @ 0.35% of the cost of transaction / work order will be deposited in Government treasury by the PRINTER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
vi) Tax(es) /Challan(s)/Levy(ies), if any or additional will be paid / borne by PRINTER as per SRO / Notification.

2. 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.

3. 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:

- be aged between 25-45 years and supervisor must be between 40-55 years of age.
- 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 .



4. 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.

5. 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

	Rupees In Words	Rupees In Figures
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:

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:

STAMP OF THE FIRM:

PAY ORDER NUMBER:

BANK & BRANCH NAME:

DATED:
