

## IPO-Pakistan

### TENDER NOTICE FOR HIRING OF SECURITY SERVICES

Sealed bids are invited from security companies for provision of Security Services of IPO-Pakistan's Offices, located adjacent to Civic Centre Gulshan-e-Iqbal, Karachi on the following terms and conditions.

#### TERMS AND CONDITIONS

1. Sealed bids should reach in the office of the undersigned by at 11:00 a.m. on or before 06-06-2022 by hand or through registered post. The bids will be opened by the purchase committee in the presence of bidders or their representatives at 11:30 a.m. on the same day. Address given below:

Registrar of Trade Marks Registry, IPO-Pakistan

Plot No. CD-3, Behind KDA Civic Centre Gulshan-e-Iqbal, Block-14 Karachi. Tel: 99230538

2. The services will be hired according to **PPRA** Single stage – two envelop procedure.
3. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
4. The envelope containing the bids should be marked as "**SEALED BID**".
5. Any bid without **2 % Earnest money** of the bid value in shape of bank draft/ pay order in favor of **Director General, IPO-Pakistan** will not be considered.
6. Copies of NTN & GST certificate should be attached with the bid.
7. IPO-Pakistan reserves the right to accept or reject any or all offers as per **PPRA** rules.
8. This tender notice is also available on IPO-Pakistan's website i.e. <http://ipo.gov.pk/>

#### TENDER DOCUMENT

IPO Pakistan's Offices, Karachi intends to hire the services of a well reputed Security Company for hiring of services of providing Security Guards for a period of three (03) years on yearly basis as per detail given below: -

S. No.	Place	1st Shift (12 Hours) (one Ex-Serviceman Guard with weapon and	2nd Shift (12 Hours) (one Ex-Serviceman Guard with weapon and	Total Guards (Two Ex-Serviceman Guard with weapon and
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		one Trained Civilian without weapon)	one Trained Civilian without weapon)	Two Trained Civilian without weapon))
1	IPO-Pakistan Offices Adjacent to Civic Centre, Gulshan-e- Iqbal Karachi	2	2	4

1. The services will be hired according to PPRA Single stage – two envelop procedure.
2. Salient of single stage – two envelop procedure are enumerated below: -
  - a. The bid shall comprise a single package containing two separate envelops. Each envelope s hall contain separately the Financial Proposal and the Technical Proposal;
  - b. “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” shall be in bold and legible letters to avoid confusion;
  - c. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
  - d. The envelope marked as “FINANCIAL, PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
  - e. IPO-Pakistan, Karachi will evaluate the Technical Proposal first without reference to the price and reject any proposal which does not conform to the specified requirements;
  - f. During the technical evaluation no amendments in the technical proposal shall be permi tted;
  - g. After the evaluation and approval of the technical proposal IPO-Pakistan, Karachi, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only at a time, date and venue announced and communicated to the bidders. The Financial Proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
3. Company must furnish following information with documentary evidences;
  - a. Registration with SECP.
  - b. Valid license to operate in Sindh Province.
  - c. NOC issued by Sindh Government and Federal Interior Ministry.
  - d. Copy of NTN certificate
  - e. Registration with All Pakistan Security Agencies Association (APSAA).
  - f. Affidavit that the firm has not been black listed by any Government / Semi Government or ganization and is not involved in any litigation with any government organization.

- g. Proof of financial soundness from a scheduled bank accompanied with bank statement for the last one year.
  - h. Pay order / bank draft of 2% of total quoted price for the first year shall accompany the financial proposal as Bid Security/ Earnest money. Technical proposal must contain a certificate regarding attachment of earnest money along with financial bid. Failing to do so may result into disqualification.
  - i. Deployment of at least 200 security guards in Karachi municipal limits. A certificate to this effect will be furnished.
  - j. A certificate to the effect that all security guards are paid monthly wages, not less than the minimum wages fixed by the government of Pakistan from time to time. Any violation at any stage in this regard will render the security company ineligible to work with IPO-Pakistan.
  - k. Performance certificates by the major clients where your security company has been providing security services in the last two years.
  - l. Licenses of automatic weapons and will provide at least 2 automatic weapons.
4. Bidders are required to obtain minimum 70% marks for technical qualification.
  5. The contract will be awarded to the one technically qualified with lowest financial bid. If two or more bidders quote the same price in Financial proposal, then the contract will be awarded to the one with highest marks in Technical evaluation.
  6. The services of successful bidder/ company will be hired for a period of three years. However, IPO-Pakistan shall have the right to terminate the services/contract at any time without assigning any reason.
  7. In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise IPO-Pakistan reserve the right to impose the penalty as per agreement.
  8. The successful bidder will be required to deposit a "performance/ bank guarantee" equivalent to two (2) months remuneration of the first year, through a Pay Order/ bank draft in favor of Direct or General IPO Pakistan within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited. The paid security of the successful contractor will be adjusted against the performance guarantee.
  9. 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, one week prior to placement of Guard to the place of posting.
  10. Salaries, perks, privileges and work hours of the guards will be governed strictly according to the government rules / regulations.

11. Company shall abide by all relevant Labor Laws, Acts/Rules including but not limited to Minimum Wages Act, Employees Old Age Benefit Act, Social Security Act etc.
  12. Any increase or decrease in any levies or rates imposed by the Government/CBA, wages 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 IPO-Pakistan.
  13. The Security Company will keep IPO-Pakistan 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.
  14. The Security Company should be responsible for all compulsory remittance of EOBI, SESSI and insurance premium against each individual and evidence of the same will be submitted to IPO-Pakistan on award of security contract.
  15. Ammunitions, Uniforms and other necessities will be the responsibility of the company.
  16. The company shall provide character certificates of each guard.
  17. The successful bidder will have to provide either ex-servicemen and young energetic and trained civilian fully equipped and conversant with security performance and other requirements as mentioned in the security agreement.
  18. During the contract, the firm will provide Security Services as per terms and conditions, to be settled later on in the shape of contract agreement, for IPO-Pakistan, Karachi.
  19. Trademarks Registry, IPO-Pakistan, Karachi reserves the right to accept or reject the tender without Assigning any reason as per PPRA rules.
  20. Bid Validity. Bids shall remain valid for 90 days after the date of tender opening. Earnest money will be returned to the unsuccessful bidders not later than expiry of the Bids.
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## **FINANCIAL PROPSAL**

### **Hiring of Security Services for IPO-Pakistan's Offices, Karachi**

21. The monthly rate / total amount for provision of 04 Security Guards, on 7 Days and 24 hours' basis i.e. two (02) guards (one Ex Service man with weapon and one Trained Civilian without weapon) at

first shift (12 hours) and two (02) guards (one Ex Serviceman with weapon and one without weapon) at second shift (12 hours) for IPO-Pakistan's Offices Adjacent to Civic Centre, Gulshan-e-Iqbal, Karachi inclusive of all payable taxes and other charges quoted below;

Description	No. of Guards	Cost Per Person Per Month Inc. All Govt. Taxes and other Benefits/Contributions etc.	Total Cost Per Month Inc. All Govt. Taxes and other Benefits/Contributions etc.	Total Cost Per Annum/Year Inc. All Govt. Taxes and other Benefits/Contributions etc.
Ex Serviceman with weapon	2			
Trained Civilian without weapon	2			
<b>Grand Total</b>				

S. No	Place	No. of Guards	Amount for 1st Year of Contract		Amount for 2nd Year of Contract (Not More than 10% of the 1st Year Rate)		Amount for 3rd Year of Contract (Not More than 10% of the 2nd Year Rate)	
			Rate	Amount	Rate	Amount	Rate	Amount
1	IPO-Pakistan, Karachi	4						

**Note:**

Attach 2% earnest money in the shape of Pay Order/Demand Draft in favor of Director General IPO-Pakistan of first year bid price (of Total Annual Amount) along with this bid form in original. Technical proposal must contain a certificate regarding attachment of earnest money along with financial bid, failing to which may result in disqualification.

## **TECHNICAL PROPOSAL**

Technical Evaluation Criteria					
S#	Description	Unit	Range	Marks	Authentication Proof
1	Length of Experience of the company	Year	5-6	10	Company Profiles
		-do-	6-7	11	

	(Minimum Score: 10 Highest Score: 15)	-do-	7-8	12	
		-do-	8-9	13	
		-do-	9-10	14	
		-do-	10-11	15	
<b>A</b>	<b>Total Marks</b>			<b>15</b>	
2	Services Contracts/ Projects (In-hand) with government. (Minimum Score: 10 and Highest Score: 15)	No.	4-5	10	Letter of Acceptance and/or Contract Agreement
		-do-	5-7	12	
		-do-	7-9	13	
		-do-	9-11	15	
<b>B</b>	<b>Total Marks</b>			<b>15</b>	
<b>3</b>	<b>Health &amp; Life Insurance Guards</b> (Minimum Score: 10Highest Score: 20)				
i.	Health & Life Insured Guards	Yes/No	Yes	20	Undertaken by Security Firm on their Letter Head
ii.	Or Life Insured Guards	-do-		15	
iii.	Or Health Insured Guards	-do-		10	
<b>C</b>	<b>Total Marks</b>			<b>20</b>	
<b>4</b>	<b>Human Resources (Personnel)</b>				
i.	Total Guards Strength (X)	Persons	200- 400	10	Payroll/Consolidated List of Employees submitted to EOBI and Undertaken by Security Firm on their Letter Head.
		-do-	401- 600	15	
ii.	Ex-Serviceman Security Guards (Y)	-do-	100- 200	10	
		-do-	201- 300	15	
<b>D</b>	<b>Total Marks</b>			<b>30</b>	
5	Financial Capabilities (Annual Turnover)	(Rs. In Millions)	30-40	5	Verified Bank Statement of last F. Year
		-do-	40-50	7.5	
		-do-	50-60	10	
<b>E</b>	<b>Total Marks</b>			<b>10</b>	
6	Certificate of Minimum Wage/Salary Payment.	Yes/No	Yes	10	Undertaken by Security Firm on their Letter Head w.r.t payment of minimum wage/salary payment and all staff have salary account.
	All staff salary Accounts	-Do-	Yes	10	
<b>F</b>	<b>Total Marks</b>			<b>20</b>	
	<b>Grand Total (Marks) (A+B+C+D+E+F)</b>				

Note: Bidders are required to obtain minimum 70% marks for technical qualification

11. Please attach Company history/Profile.

12. Contact person name \_\_\_\_\_

13. Office Address \_\_\_\_\_

14. Contact Number \_\_\_\_\_

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