

BID DOCUMENTS  
For  
PROCUREMENT OF SECURITY GUARDS SERVICES



Punjab Educational Endowment Fund, Link Wahdat Road, Lahore. Tel: 042-99260051-54, Ext: 115

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The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

In case of any conflict of instructions/provisions herein with the Punjab Procurement Rules, 2014 (“the Rules”), the Rules shall prevail.

## **Punjab Educational Endowment Fund (PEEF)**

### **Invitation of Bids**

1. Punjab Educational Endowment Fund, hereinafter referred to as “PEEF” or “the Client”, requires sealed bids for procurement of “Security Guards Services”.
2. The successful bidder will be bound to provide the Security Guards in a given time as decided by the Client.
3. Interested firms and contractors, having successful relevant past experience of 3 years or more, and registered with income tax, and sales tax department, are invited to bid.
4. The Client invites sealed bids under Single Stage One Envelope under Rule 38(1) of Punjab Procurement Rules 2014 which can be downloaded from website: [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)
5. Bidders may obtain further information, inspect and acquire the bidding documents from the office of the Manager Admin. & HR, Punjab Educational Endowment Fund.
6. Bidding Documents are available on PEEF website. Interested companies can download those documents free of cost from PEEF web site. [www.peef.org.pk](http://www.peef.org.pk)
7. Incomplete and overwritten bids will be rejected.
8. PEEF will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids.
9. In case of official holiday on submission date, next day will be the date of submission.

# **Instruction to bidders**

## **Introduction**

### **1. Scope**

1.1 The Client wishes to receive proposals for Security Guards Services as specified in Technical Specifications attached hereto (hereinafter referred to as “the Services”).

1.2 The bid is to be completed and submitted to the Client in accordance with the instructions to Bidders and relevant rules/regulations.

### **2. Eligible Bidder**

The invitation for Bids is open to the well reputed companies/firms having requisite experience of similar projects based in Pakistan and registered with Income and Sales Tax Department.

### **3. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Client will in no case be responsible or liable for those costs.

### **4. Assurance**

The successful bidder will be required to give satisfactory assurance of its ability and intention to provide the requisite services, within the time as mutually agreed in the agreement.

## **Bidding Documents**

### **5. Contents of Bidding Documents**

5.1 The Services required, bidding procedures and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bid, the bidding documents include:

- a) Instructions to Bidders
- b) Technical Specifications
- c) Bid Form
- d) Schedules:
  - Schedule-A Conditions of Contract
  - Schedule-B Price Schedule
- e) Form of Contract Agreement
- f) Appendices

5.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding documents or submission of a bid

not substantially responsive to the bidding documents in every respect may result in the rejection of the bid.

## **6. Clarification of Bidding Documents**

The prospective bidder requiring any further information or clarification of the bidding documents may notify the Client in writing or by visiting at the following address:

Manager Admin. & HR, Punjab Educational Endowment Fund, Link Wahdat Road, Near Government Pilot School, Wahdat Road, Lahore.

PEEF will respond in writing to any request for information or clarification of the bidding documents received prior to the deadline for the submission of bid which it receives.

## **7. Amendment of Bidding Documents**

7.1 At any time prior to the deadline for submission of bid, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment.

7.2 The amendment shall be part of the bidding documents, pursuant to Clause 7.1, will be notified in writing or by telex, or by fax to the prospective bidder who has received the bidding documents, and will be binding on him. Bidder is required to acknowledge receipt of any such amendment to the bidding documents.

7.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Client may, at its discretion, extend the deadline for the submission of bid.

## **Bid Preparations**

### **8. Language of Bid**

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Client shall be written in the English language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall govern.

### **9. Documents Comprising the Bid**

The evaluation of Bid submitted shall be inclusive of, but not limited to, the following factors:

#### **a) Bid Form**

The Bidder shall complete the Bid Form in accordance with Clause 11.

## **b) Price Schedule**

The Bidder shall complete the appropriate Price Schedule provided in the Bidding Documents for one or all the items as mentioned therein in accordance with Clauses 10 and 11.

## **10. Bid Form**

The bidder shall complete the Bid Form duly signed by the authorized personnel along with the stamp of the company and all the Schedules provided in the bidding documents.

## **11. Bid Prices**

11.1 The bidder shall complete Schedule-B for all or any one of the items on which he wants to quote rate as per the instructions contained in this document.

11.2 Prices quoted in the price schedule for the services should be entered in the following manner:

a) The price of the services will be quoted for Lahore inclusive of after sale services at the address provided in Schedule-A.

b) Bidders shall quote rate for one or more items in Schedule-B and should write nil against item not quoted.

c) The blank or partially/conditionally filled Schedule-B of any item is considered non-competitive for the specific item.

d) The price is to be submitted in Pak Rupees (PKR) only and should include all taxes.

11.3 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.

## **12. Bid Currencies**

Prices shall be quoted in Pak Rupees (PKR).

## **13. Period of Validity of Bid**

13.1 The bid shall remain valid for ninety (90) days from the date of bid closing prescribed by the Client, pursuant to Clause 16.

13.2 Notwithstanding Clause 13.1 above, the Client may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or fax. The bidder will not be required or permitted to modify its bid.

## **14. Format and Signing of Bid**

14.1 The bidder shall submit duly filled original Bidding Document issued to him.

14.2 Prescribed Bid Form and Schedules shall be used and not to be retyped. The original bid shall be signed by the bidder or a person duly authorized to sign on behalf of the bidder. Such authorization shall be indicated by written power of attorney accompanying the bid. All pages of the bid where entries and amendments have been made shall be initialed by the person signing the bid.

14.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

## **15. Sealing and Marking of Bid**

15.1 The bidder shall seal the original Bid into a single envelope.

15.2 The Technical Bid/Technical Specifications should be clearly and legibly written with relevant price quoted in front of each of the Services.

15.3 The envelopes shall:

(a) be addressed to the following address:

Manager Admin. & HR, Punjab Educational Endowment Fund, Link Wahdat Road, Near Government Pilot School, Wahdat Road, Lahore. Tel: 042-99260051-54, Ext: 115

(b) bear the following identification:

Bid for "Procurement of Security Guard Services"

Do Not Open Before **02:00 PM on 07-04-2017**

Closing time for submission of bids is **11:00 AM on same day** (07-04-2017)

15.4 In addition the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "Late".

15.5 Fax/E-mail bid will not be entertained.

## **16. Deadline for Submission of Bid**

16.1 The original bid must be received by the Client at the address and time specified in Clause 15.3 (a) (b) above.

16.2 The Client may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with Clause 6, in which case all rights and obligations of the Client and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.



## **17. Late Bid**

The bid received by the Client after deadline for submission of bid prescribed by the Client, pursuant to Clause 16, will be rejected and returned unopened to the bidder.

### **Opening of Evaluation Bid**

## **18. Opening of Bid**

18.1 The bid shall be opened, on the same date after the submission deadline, by the Client in the presence of the bidder's representatives who choose to attend at the time and date specified in Clause 16.1, at the office of the Client, given in Clause 15.3(a). The bidder's representatives who are present shall sign a register evidencing their attendance.

18.2 The bidder's name, bid price, modifications, bid withdrawal, and the presence or absence of the requisite bid security, and such other details as the Client, at its discretion, may consider appropriate will be announced and recorded at the opening.

18.3 Bids shall be awarded as per Technical Evaluation based on least cost method and not lowest price method.

## **19. Clarification of Bid**

To assist in the examination, evaluation and comparison of bid, the Client may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

## **20. Determination of Responsiveness of Bid**

20.1 Prior to the detailed evaluation of the bid, pursuant to Clause 25, the Client will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which:

- (a) Meets the eligibility criteria specified in Clauses 2
- (b) Has been properly signed on the Bid Form;
- (c) Is accompanied by the required Securities and these Securities are valid and in good order;
- (d) The technical specifications should meet the major technical criteria as specified in Technical Specifications/Technical Bid Form of this document;
- (e) Offers fixed price quotations i.e. the bid do not offer an escapable price quotation;
- (f) Is otherwise complete and generally in order;

(g) Conforms to all the terms, conditions and Specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one that:

- (i) affects in any substantial way the scope, quality or performance of the Services; or
- (ii) limits in any substantial way, inconsistent with the bidding documents, the Client's rights or the bidder's obligations under the Contract.

20.2 The bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

20.3 The bid determined as not substantially responsive will be rejected by the Client and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.

20.4 The Client may waive any minor informality or non-conformity or irregularity in the bid.

## **21. Evaluation and Comparison of Bids**

The Client will evaluate and compare the bids previously determined to be substantially responsive, pursuant to Clause 20, as stated herein.

## **22. Basis of Evaluation and Comparison of Bid**

The Bids of only those Bidders who are substantially responsive to the requirements of the Bidding document will be considered for evaluation in accordance with Technical Evaluation Criterion attached as Appendix-A. The evaluation and comparison of the Bid will be done based on the requirements of the Client as mentioned in the Technical Specifications. The offer/contract will be awarded to those Bidders who are technically sound whose evaluated Bid Price for that specific item is the lowest.

## **23. Contacting the Client**

Any effort by a bidder to influence the Client in the Client's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

## **24. Client's Right to Accept the Bid or Reject the Bid**

The Client reserves the right to reject the bids pursuant to Rule 35 of the Rules at its sole discretion and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder(s) as to justification for the Client's action.

## **Award of Contract**

## **25. Post-qualification and Award Criteria**

25.1 The Client will determine to its satisfaction whether the bidder has offered the Services at reasonable prices consistent with the current prevailing market prices and is qualified to satisfactorily perform the Contract and in doing so, may allow the bidder to make up any shortcoming in the bid

which does not negatively impact the performance and financial value of the services/the Services to be provided.

25.2 An affirmative determination will be prerequisite for award of the Contract to the bidder. A negative determination will result in rejection of the bidder's Bid.

25.3 Subject to Clause 23 above, the Client will award the Contract to the bidder if its bid has been determined to be substantially responsive to the bidding documents and consistent with the current prevailing market prices as determined by the Client, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.

## **26. Client's Right to Vary Quantities at Time of Award**

The Client reserves the right at the time of award of Contract to increase or decrease the quantity of the Services to be procured, without any change in unit prices or other terms and conditions.

## **27. Notification of Contract Award**

27.1 Prior to the expiration of the period of bid validity, the Client will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as Letter of Acceptance.

27.2 The notification of award will constitute the formation of a contract, until the Contract has been affected pursuant to Clause 29 below.

## **28. Signing of Contract**

28.1 After the acceptance of performance security, if applicable, by the Client, the Client may send to the successful bidder a formal agreement format incorporating all the terms and conditions herein.

28.2 Within two (2) days of the receipt of such formal agreement, the bidder/Service Provider shall sign and date the same and return it to the Client.

## **29. Income Tax, General Sales Tax and Punjab Sales Tax**

The Client may make inquiries on income tax to the concerned authorities of Income Tax and (If Applicable) General Sales Tax Department, Government of Pakistan and Punjab Sales Tax.

## Technical Specifications/ Personnel Requirements

### Ex- Service Personnel:

- Character Exemplary/ Good/ Satisfactory
- Age between 30 to 50 Years
- Education 8th Pass and above is desirable

### Civilian Personnel:

- Age 25- 45 Years
- Height 5- 4" minimum
- Education Minimum Matric
- Medically Fit
- Weapon handling Experience
- Min 3 Year Experience as Security Guard

### No. of Security Guards Required

Sr. No.	Description	No. of Security Guards Required
01	Civilian	01
02	Ex-Servicemen	01

### Terms and Conditions:

- 02 Armed Security Guards (Both Males)
- Duty hours are from 7:00 am to 7:00 pm
- Both Armed Security Guards will be on duty 7 Days a week
- The bidder will provide troubleshooting services regarding weapons and uniform of security guards.
- The bidder's technical resource will visit as per schedule for inspection of weapons, for quality assurance and troubleshooting etc.
- Arms and ammunition will be provided by service provided.
- Replacement of resource in case of leave / absent

**BID FORM**

To:

Manager Admin. & HR, Punjab Educational Endowment Fund, Link Wahdat Road, Near Government Pilot School, Wahdat Road, Lahore. Tel: 042-99260051-54, Ext: 115

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document, including Addenda, if any.

(b) We offer to provide the Services for the Client in conformity with the Bidding Documents;

(c) The total price of our Bid, excluding any discounts offered in item (d) below is:

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(d) The discounts offered and the methodology for their application is:

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(e) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative/revised offers in accordance with the Bidding Document and or relevant laws;

(g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Client or the Government of Punjab;

(h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

(i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

(j) We agree to permit the Client or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Bank, or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

(k) We undertake, if our above stated individual Bids for any or more items are accepted, we shall be bound to complete the work in accordance with the Contract Execution Schedule provided in the Schedule-A conditions of the Contract to Bid.

(l) We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening pursuant to Clause 21 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

(m) Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

(n) We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other bidder for the Works.

(o) We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

(p) We understand that all the Appendices/Schedules/Documents attached hereto form part of this Bid and further declare that we have completely read and understood the same, the contents whereof shall be binding on us.

Name: -----

In the capacity of: -----

Signed : -----

Duly authorized to sign the Bid for and on behalf of: -----

Bidder Signature and Seal

Signature -----

Name-----

Title: -----

Address: -----

## **SCHEDULE–A: Conditions of Contract**

For ease of reference, certain information and Conditions of Contract applicable to the Contract are set forth herein.

1. The Services shall be delivered as per instructions of Manager HR and Admin.
2. Services to be delivered as required and within the time period determined by the Client.
3. Any delay in delivery of services or professional negligence may be liable to a penalty of up-to 10% of the total bid price.

## **SCHEDULE-B: Price Schedule / Financial Bid**

1. The total Bid Price shall include all **Applicable Taxes & Duties and Charges** to be provided under the Contract.
2. Where no prices are entered against any item, the price of that item shall be deemed to be nil and can be considered that the Bidder is not interested to compete for this specific item / service category.
3. The rate can be quoted for single item or all of the items and contract will be awarded accordingly.
4. The proposals or bids should include the suggested terms of payment and full breakdown of all costs must be given.
5. Payment shall be made on Monthly basis against Invoice.

Signature of Bidder \_\_\_\_\_

### **Financial Proposal**

The financial proposal must be submitted on letterheads, indicating the name of the company.

The prospective bidder will furnish detailed Tariff schedule demanded on Human Resource in PKR as below.

<b>Sr. No.</b>	<b>PEEF Requirement</b>	<b>Rate Per Resource</b>	<b>Management Fee (Rs.)</b>	<b>Rate Per Resource Inclusive all Taxes PKR (Rs)</b>
<b>1</b>	<b>Resources / Work Force</b>			

**\*Note:** Companies/Firms are required to record their rate per single resource and will be responsible to provide other required resources at the similar rates.



## Form of Contract Agreement

THIS AGREEMENT made on the --- day of -----, 2017, between ----- of ----- (hereinafter “the Client”), of the one part and ----- of ----- hereinafter called the Supplier, of the other part:

WHEREAS the Client invited bids for certain Services viz., \_\_\_\_\_ and has accepted a Bid by the Supplier for the supply of those Services in the sum of \_\_\_\_\_ (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Client’s Notification to the Supplier of Award of Contract (Letter of Acceptance);
- (b) the Form of Bid and the Price Schedules submitted by the Supplier;
- (c) the General Conditions of Contract;
- (e) the Schedule to Bid (other than Price Schedule);
- (f) Appendices to Bid;
- (g) Specifications; and
- (h) Drawings, if any.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Client to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Client to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Client hereby covenants to pay the Supplier in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS the parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan on the day, month and year indicated above.

Signature of the Supplier Signature of the Client

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness: `Witness

\_\_\_\_\_, (Name, Title and Address) (Name, Title and Address)

## **FORM A**

Following information to be provided for every project completed:-

1. Name of customer and brief details of the services
2. Location where the services shall be provided
3. Date of engagement
4. The address and contact number of the customers/clients.

## TECHNICAL EVALUATION CRITERION

(Appendix-A)

Following information is to be provided by the bidder for technical evaluation.

Sr. No	Description	Requirement
1	Proof of Registration Individuals/Firms/Company	Mandatory
2	Registration with NTN & Sales Tax / PST	Mandatory
3	Current Financial Standing OR latest bank statements of last 12 months showing closing balance equivalent to 2 months salaries of workers/security guards	Mandatory
4	Compliance with Technical Requirements	Mandatory
5	Holding a valid License & NOC from Federal Ministry of Interior/Home Department of Registration and permission to work as the Security Services Company.	Mandatory
6	Affidavit on Rs.100 stamp paper declaring that the company is not blacklisted by any Government Department/Authority/Agency/Company	Mandatory

**Bidders fulfilling above requirements shall be considered as substantially responsive bidders, and among technically responsive bidders, the bidder with lowest financial bid will be awarded the contract.**