

Tender Document No: CE-CPEC-05/2018/19

PROCUREMENT OF SECURITY SERVICES

**Center of Excellence
China Pakistan Economic Corridor
PIDE / MoPDR Islamabad**

1st Floor, Mir Square Civic Centre, Sector G-6, Islamabad
Tel: No.: 051-9218012, email: ayesha.asghar@cpec-centre.pk

CENTRE OF EXCELLENCE
For CHINA PAKISTAN ECONOMIC CORRIDOR
PIDE / MoPDR Islamabad

TENDER DOCUMENTS REGARDING PROVISION OF SECURITY
SERVICES

Tender Price: _____ Nil

Name of firm:- _____

Address: _____

Phone No: _____ N.T.N No. _____

G.S.T. Registration No:- _____

SR. NO.	DESCRIPTION OF ITEMS	Quantity
1.	(Option -A) Security Guard (Armed) Round the clock with Hand held metal detectors	2 for day shift, 1 for night shift. Total 3 Guards.
2.	(Option -B) Security Guard (Un – Armed) Round the clock with Hand held metal detectors	2 for day shift, 1 for night shift. Total 3 Guards.

Note:-

- ☐ Rate given in the tenders must be inclusive of all Government taxes.
- ☐ Rate must be given on this tender Performa; otherwise tender will not be entertained.
- ☐ No tender shall be entertained without bid security of the 3% quoted value in shape of pay order in the name of “Drawing & Disbursing officer, Pakistan Institute of Development Economic on or before **30.07.2018** by **11.00 AM**.

- ☐ The Financial Bid will be opened on the **same day** by **11:30 hrs.**
- ☐ Other conditions are attached.

1. Invitation to Bid

Provision of “SECURITY SERVICES” at its office situated at CPEC Center of Excellence 1st Floor, Mir Square Civic Centre, Sector G-6, Islamabad.

2. Mode of Advertisement(s)

This Tender is being placed online at Pakistan Procurement Regulatory Authority website <http://ppra.org.pk> under Rule 12 of PPRA, 2014. The bidding document can be obtained from office of Director Administration at CPEC Center of Excellence 1st Floor, Mir Square Civic Centre, Sector G-6, Islamabad also available online www.cpec-centre.pk and www.pide.org.pk.

3. Type of Bidding

- i. Bidding process is open competitive bidding and will be carried out through Single Stage - Two Envelope Procedure. The bidder must submit their proposal in a single package containing two separate sealed envelopes clearly marked as “Technical Proposal” and “Financial Proposal” in response to the advertisement floated by the Center of Excellence for CPEC, Islamabad
- ii. The technical proposal will be evaluated in a manner as per the clauses mentioned in this document; and proposals which do not conform to the specified technical requirements as listed in said document will be rejected.
- iii. During the technical evaluation no amendments in the technical proposal shall be permitted;
- iv. The Financial Proposal of all bidders shall be opened publicly at the time of bid opening;
- v. The technically qualified bidder with lowest financial bid will be the successful bidder.

4. The Security Services shall include the following:

SR. NO.	DESCRIPTION OF ITEMS	Quantity
1.	(Option -A) Security Guard (Armed) Round the clock with Hand held metal detectors	2 for day shift, 1 for night shift. Total 3 Guards.
2.	(Option -B) Security Guard (Un – Armed) Round the clock with Hand held metal detectors	2 for day shift, 1 for night shift. Total 3 Guards.

5. The number of Guards may increase or decrease, accordingly the bidder shall include in its Financial Proposal the cost of each Guard, both armed and unarmed, on daily, weekly and monthly basis.
6. The bidder will provide three armed/unarmed security guard(s) (two each) on day and (one each) night duty respectively.
7. Duty timing will be Twenty Four (24) Hours and 365 days.
8. Ammunitions, Uniforms and other necessities will be provided by the bidder.

9. Security Company should be registered under Companies Ordinance-1984 (XLVII), and registered with the Federal Government/Provincial Government.
10. The company should be registered with Income Tax and Sales Tax Departments (Registration number should be clearly mentioned, and valid documentary evidence should be attached).
11. The bidder must submit application along-with the following documents:
 - a. Full name, complete address, phone and fax number, email address along-with organization chart of the Company.
 - b. Number of directors/partners/proprietors (along with partnership deed) giving their names, qualification and experience etc.
 - c. Complete details of clients with whom agreements have been executed during last five years along-with the satisfactory certificate from clients.
 - d. Details of clients in hand along-with physical status of executed contracts.
 - e. Undertaking that the Company has not been blacklisted or debarred by any Government/Semi Government Organization.
 - f. List of regular administrative, finance and security staff along-with their CVs.
 - g. Income tax clearance certificate for last 3-years, NTN number. and GST number of the Company.
 - h. Detail of present commitments and work load with respect to financial position of the Company.
 - i. Proof of financial soundness duly supported with documents i.e. bank statement & balance sheet, sheet duly prepared by chartered accountant, details of contractors/ current liabilities, profit and loss account.
13. The Company should have a valid license issued.
14. The Company shall abide by all relevant Labour Laws, Acts/Rules including but not limited to Minimum Wages Act, Employees Old Age Benefit Act, Social Security Act etc.
15. Concealment of facts will be sufficient reason for disqualification.
16. Any information/documents found deficient will not be entertained.
17. The decision of the Authority as per set evaluation criteria for technical evaluation of the Company will be final.
18. The security guards should be preferably ex-servicemen from Army.
19. Age of security guards should be preferably between 30 years to 55 years.
20. Preferable height for security personnel should not be less than 5-ft 10-inches.

21. In-case of change in duties of security guards, security Company/ bidder will get NOC from Administration, the CPEC Center of Excellence or a person authorized in this behalf from time to time in writing by the CPEC Center of Excellence, Islamabad.
22. The services of successful bidder/ company shall be hired for a period of one year initially extendable on yearly basis. However, the CPEC Center of Excellence, Islamabad shall have the right to terminate the services/contract at any time without assigning any reason.
23. Rate given in the tender must be inclusive of all government taxes/ duties.
24. Rate must be given on tender Performa, otherwise, tender will not be entertained.
25. The CPEC Center of Excellence, Islamabad reserves the right to reject all tenders totally or partially on the basis of assessment criteria. The CPEC Center of Excellence, Islamabad also reserve the right to increase or decrease the quantity of item referred at Para 4 above in the purchase order.
27. Validity period of the bid shall be 60 days.
28. No tender shall be entertained without 3% of bid value as bid security in shape of pay order/ Bank Draft.
29. The Centre of Excellence for CPEC reserves the right to reject the incomplete tenders.

S.No	Technical Evaluation Criteria	Points
1	Relevant and verifiable experience of security services of the same nature (break up below).	30
	Technical Capabilities	
	Complete detail of clients with whom agreement have been executed during last five year along-with the satisfactory certificate from clients.	04
	Detail of clients in hand along-with physical status of executed contracts.	04
	Undertaking that the Company has not been blacklist or debarred by any Government Organization.	05
	List of regular administrative, finance and security staff along with their CV.	05
	Income Tax clearance for last 3-years, NTN number and GST number of the Company.	04
	Detail of present commitment and work load with respect to financial position of the Company.	04
	Proof of financial soundness duly supported with documents i.e. bank statement & balance sheet, sheet duly prepared by chartered accountant, details of contractors/ current liabilities, profit and loss account.	04
3	Financial Proposal Marks	70
	Grand Total	100

I. The bids will be evaluated on the basis of :

- Technical – 30%
- Financial – 70%

DIRECTOR
(Administration)
CENTRE OF EXCELLENCE
CHINA PAKISTAN ECONOMIC CORRIDOR
1st Floor, Mir Square, Civic Centre, G-6 ISLAMABAD
Tel: 051-9218012
Email: ayesha.asghar@cpec-centre.pk

Technical Proposal Bid Form

[Location, Date]

To (Name and address of Client / Purchaser)

Dear Sir,

We, the undersigned, offer to provide Security Services in accordance with your Request for Proposal/Tender Document dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide Security Services to Center of Excellence for CPEC to the satisfaction of Center of Excellence for CPEC.

We also confirm that the Government of Pakistan or any other provincial government has not declared us, or any subservice provider for any part of the contract, ineligible or blacklisted on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other charges. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of

Signatory Name of Company

Address

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To (Name and address of Client / Purchaser)

Dear Sir,

We, the undersigned, offer to provide Security Services in accordance with your Request for Proposal dated (insert date) and our Technical Proposal. Our attached Financial Proposal for is for the sum of PKR Rs (insert amount in words and figures per month). This amount is inclusive of all applicable taxes.

Our Financial Proposal shall be binding upon us subject to the modifications in accordance with applicable provisions of PPRA up to expiration of the validity period of the Proposal.

We also declare that the Government of Pakistan or any other provincial government has not declared us or any Sub-Service Provider for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices or any other charges in competing for or in executing the Contract and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date: