

**Punjab Public Private Partnership Authority
P&D Board, Government of Punjab**

**Tender Notice (Tender # PPP/2020-21/02)
PROCUREMENT OF SECURITY SERVICES**

Punjab Public Private Partnership Authority, P&D Board intends to outsource security services for a period of one year (**Extendable subject to satisfactory performance**), to a reputable and capable security service provider for safety and security of its office based in Lahore.

The procurement shall be completed in accordance with the Punjab Procurement Rules 2014, on Single stage – Single Envelope Bidding procedure.

1. Bid Security from bidders shall be required as mentioned below in the table:

Sr. No.	Description of Services	Annual Estimated Cost of Procurement	Bid Security (5%)
1.	Procurement of Security Services (06 Armed Security Guards)	Rs. 2,016,000/-	Rs. 100,800/-

Sealed bids (under Punjab Procurement Rules 2014) are invited from firms/companies, registered with Sales Tax, Income Tax Departments and having valid registration with Punjab Revenue Authority (PRA) and valid NOC from Home Department, Government of the Punjab for **“PROCUREMENT OF SECURITY SERVICES”** for the office of Punjab Public Private Partnership Authority (PPPPA).

Bidding documents containing detailed requirements and terms & conditions are available on PPRA website and can also be obtained from the Office of Punjab Public Private Partnership Authority. Bids as per prescribed format should reach office of the undersigned latest by **10:00 A.M. on 19-05-2021**. Bids will be opened on the same day at **10:30 A.M.** in the presence of bidders or their authorized representatives who may wish to attend.

Convener Procurement Committee
Punjab Public Private Partnership Authority,
PAASCO Building 11-Kashmir Road
Lahore.
Phone No: 042-99206005 Ext: 106



**Punjab Public Private Partnership Authority
P&D Board, Government of Punjab**



**TENDER DOCUMENT
For
PROCUREMENT OF SECURITY SERVICES
(Technical Proposal)**

Tender # PPP/2020-21/02

Date of Submission / opening of technical proposals:

Receipt of Tenders:

19-05-2021 till 10:00 AM

Opening of Tenders:

19-05-2021 at 10:30 AM at

PPPPA, PASSCO Building, 11-Kashmir Road, Lahore



Sign & Stamp of bidder

**PUNJAB PUBLIC PRIVATE PARTNERSHIP AUTHORITY, PLANNING & DEVELOPMENT BOARD,
GOVERNMENT OF PUNJAB
PASSCO BUILDING, 11 KASHMIR ROAD, LAHORE
Phone # 042-99206005 EXT 106**

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Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

Convener Procurement Committee

Punjab Public Private Partnership Authority,
PAASCO Building 11-Kashmir Road,
Lahore.

Phone No: 042-99206005 Ext: 106



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TERMS & CONDITIONS

Public Private Partnership Authority (*hereinafter referred to as "PPPPA"*), Planning and Development Board, Government of the Punjab, intends to outsource Security Services of Six (06) armed security guards (on 12 Hours duty shift basis), 24 hours per day, 7 days per week including Saturdays/Sundays and holidays for a period of one (01) year (extendable subject to satisfactory performance), Invites sealed bids from eligible and experienced firms/companies (*hereinafter referred to as "Bidder"*) for the security and safety of its office based in Lahore.

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender documents will not be considered. No offer shall be considered if:
 - a) received without bid security.
 - b) received after the prescribed submission date and time.
 - c) not signed & stamped by authorized person on each page of tender document.
 - d) the offer is ambiguous
 - e) the offer is received by fax or e-mail
 - f) the offer is from a black listed firm
 - g) bid has a shorter validity than required
 - h) the bid is not conforming to the requirements in the tender documents
 - i) the bid has additional terms & conditions added by the bidder
 - j) any conditional offer
 - k) any un-authorized dealer/dealerships/firms/companies
 - l) bid is quoted other than the financial proposal format attached at Annex-C.
- 1.2 Only authorized firms/companies as mentioned in Annex-A are eligible to participate in the tender and also who fulfill all terms and conditions of this tender document.
- 1.3 Bids should remain valid for a period of 60 days from the date of the opening of tender and should be quoted in Pak Rupees only.
- 1.4 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.5 Work order(s) will be issued to technically and financially responsive, lowest evaluated bidder as per details in Annex-A, Annex-B and Annex-C and who fulfill all terms and conditions of this tender document (Least Cost Method).
- 1.6 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.7 Offered rates will be on the basis of complete monthly services package.
- 1.8 Work order will be issued by PPPPA after the approval of Competent Authority.
- 1.9 PPPPA reserves the right not to award or cancel the tender without assigning any reason.
- 1.10 The bidder shall abide by all relevant labor laws, Acts/Rules including but not limited to Minimum Wage Act, Employee Old Age Benefit Act, Social Security

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Act.

- 1.11 Any type and kind of litigation shall be the sole responsibility of security firm. PPPPA shall not be assisting or be a party in this regard.
- 1.12 Concealment of facts will be sufficient reason for disqualification.

2. Time Period:

Successful bidder will have to ensure deployment of security guards within seven (07) calendar days from the date of issuance of work order. The successful bidder shall also have to sign a service contract with PPPPA on a stamp paper, whose cost shall be borne by the bidder.

3. Extension in Deployment Period:

In special circumstances, request for extension of security guards deployment period may be considered by the Competent Authority on the written request of the firm/company before the target date of deploying security guards, who will be competent to either accept or reject the request of bidder without assigning any reason.

4. Failure In Execution of Assignment:

- 4.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited/encashed.
- 4.2 PPPPA will not be responsible for any direct/indirect costs or expenses incurred by the bidders in connection with provision of security services.

5. Payment to the Security Firms/Companies

- 5.1 Payment will be made through crossed cheque to the bidder against monthly invoice submission and its verification by Deputy Director General (Administration) / Manager (Administration) of PPPPA. The successful bidder shall ensure and certify PPPPA latest by 5th of each month that minimum wage salary has been given to all security guards in line with enforced minimum wage salary notified by the Government of the Punjab. The PPPPA will accept and clear monthly invoice of successful bidder after provision of salary disbursement certification.
- 5.2 No payment will be made in advance. Partial payments will not be made.

6. Bid Security:

- 6.1 Bid security for procurement of security services will be 05% of the estimated price. Bid security must be attached only with the Financial Proposal and should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of Punjab Public Private Partnership Authority, P&D Board, Government of the Punjab.

The bidder shall furnish the bid security as under:

Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)
1.	Procurement of Security Services	Rs.2,016,000	Rs.100,800/-

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6.2 Bid security of unsuccessful bidders shall be returned on expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; If the disqualified or non-responsive bidder submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency, whereas the bid security of successful bidder shall be returned on the completion. Performance Guarantee shall be retained till completion of the contract period.

6.3 The bid security shall be forfeited if:

- a. The offer is withdrawn, amended or revised.
- b. Does not provide security services within stipulated time.

7. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications/ SROs etc. Bidder will be responsible for the payment of duties, levies and any other type of taxes/government fees.

8. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPR Rules 2014.

9. Technical Evaluation Criteria:

The detailed technical evaluation criteria (PASS/FAIL criteria) is given at Annex-A.

10. Financial Evaluation Criteria:

10.1 The Financial Bids will be opened in presence of bidder(s) / representative(s) along with technical bids on same date.

10.2 The Least Cost Method will be adopted for financial evaluation.

11. Bid / Tender opening procedure:

As per PPR Rule 38(1), single stage one envelope bidding procedure shall be adopted. The bid shall comprise a single package containing one envelope having technical and financial proposal.

11.1 The technical proposal shall be evaluated in a manner prescribed in Annex-A, and any proposal may be rejected which does not conform to the specified requirements / specifications;

11.2 During the technical evaluation no amendments in the technical proposal shall be permitted;

11.3 The financial proposals of bidders shall be announced during technical bid opening publicly on 19th May, 2021 at 10:30 A.M.



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11.4 After opening of bids, Technical & Financial bids will be evaluated by the Procurement Committee and final results will be announced in the form of Bid Evaluation Report.

12. One person one bid:

In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

13. Joint Venture / Consortium

Joint venture / consortium are not eligible for this tender.

14. Performance Security

14.1 The Service Provider must submit the Performance security in the shape of Bank Guarantee at the rate of **05%** of the total contract value for the contract period. Performance Security should be provided within **seven (07) working days** of the issuance of relevant work order / Letter of Acceptance. In case the Service Provider having been notified of the acceptance of the LOA/Contract by the Purchaser, fails or refuses to furnish the Performance Security within stipulated time, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Service Provider.

14.2 In case of extension by the Competent Authority/forum, the Service Provider shall have to submit Performance guarantee for the extended period of contract at the rate of 05% of the total contract value.

14.3 Performance guarantee shall be retained by the Purchaser till contract period completion.

Note: Bidders must fill-up checklist / tables in Annexure-A, Annexure-B & Annexure-C and attach copies of required documents along with tender document.



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TECHNICAL EVALUATION CHECKLIST CRITERIA (PASS/FAIL)

The provision of this check list is essential pre-requisite along with submission of technical bid. The Firm must fill, sign and stamp this check list and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

Sr. No.	Item Name			Yes/ No	Page #
1.	Bid security for the security services will be 05% of the estimated price in shape of Pay Order / Bank Draft / CDR from a scheduled bank attached with Financial Bid in original.				
	Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)	
	1.	Procurement of Security Services	Rs.2,016,000	Rs.100,800/-	
2.	Copy of valid Income Tax Registration & valid National Tax Number certificate.				
3.	Copy of valid PRA registration certificate and copy of Sales Tax Registration No.				
4.	Technical proposal/specifications/annexure filled as per tender documents duly signed & stamped by the bidder.				
5.	Acceptance of all terms & conditions of tender document duly signed and stamped by the firm/company.				
6.	Valid and updated license/NOC (at least for a period of one year, starting from last date of tender submission) issued by the Home Department Government of the Punjab. Those security firms whose license/NOC has not been renewed shall not be considered and straight away disqualified from technical evaluation process [MANDATORY].				
7.	Renewed membership certificate issued by the All Pakistan Security Agencies Association.				
8.	Affidavit on judicial paper of Rs. 100/- regarding non- involvement in any arbitration/litigation with any government agency/department stating that the firm/company is not blacklisted.				
9.	Firms/companies must have at least Five (05) years verifiable experience of providing security services to multinational firms/ Government Agencies. (Attach at least ten (10) work/ service orders)				
10.	Securities & Exchange Commission of Pakistan (SECP) registration certificate (in case of firms & Companies).				



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Technical Requirements

Security Services Contract Period	Initially for a period of one (01) year (extendable subject to satisfactory performance).
Number of Armed Security Guards Required	Six (06)
Duty timings (without food and Accommodation)	24 Hours in shifts of 12 Hours including Saturdays/Sundays and holidays

- a) The security guards should be armed with excellent physical condition.
- b) Firearms, Ammunition, Uniforms, Torch light and other necessities will be provided by Security Service Provider.
- c) The successful bidder shall provide a separate file for each security guard containing: -
 - Security guard profile along with latest photograph
 - Attested copy of CNIC / other documents
 - Valid Police Verification certificate



Sign & Stamp of bidder

**Public Private Partnership Authority
(PPPPA)**



**TENDER DOCUMENT
FOR
PROCUREMENT OF SECURITY SERVICES
(Financial Bid)**

Tender # PPP/2020-21/02

Financial bids will be opened and announced publically along with technical bids at on the same date.

Sign & Stamp of bidder



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FINANCIAL BID PROFORMA

Sr. No.	Description	Armed Guards Qty.	Total Monthly Cost (PKR) (Including all Taxes)
01.	Provision of security services of armed Security Guards	06	

- i. Financial bids should be all inclusive.
- ii. Bidder shall fill this proforma, otherwise bid will be straight away disqualified.
- iii. Financial bid will be non-responsive if:
 - a. Offer is ambiguous
 - b. Total service charges on monthly basis is not given.
 - c. Offer not according to the terms and conditions prescribed in tender document.
 - d. Quoted priced is other than Pakistan Rupees.

Sign & Stamp of bidder



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