



QUAID-E-AWAM UNIVERSITY
OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH
Sakrand road, Nawabshah, 67450
PROCUREMENT OFFICE

TENDER DOCUMENT
FOR
HIRING OF SECURITY AGENCY
FOR
QUAID-E-AWAM UNIVERSITY OF ENGINEERING, SCIENCE &
TECHNOLOGY, NAWABSHAH.

Method of Procurement: Single Stage-Two Envelopes Procedure

OFFICE ADDRESS:

PROCUREMENT MANAGER

Quaid-e-Awam University of Engineering,
Science & Technology (QUEST), Sakrand Road Nawabshah Sindh.
Phone # 0244-9370381 ext. 3159



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Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

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No: QUEST/NH/PROC/120

Dated: 01.02.2023

NOTICE INVITING TENDER

The sealed bids are invited from the well reputed firms. The details of tenders are as under:

Description of work	Award criteria
Hiring of Security Services	<i>Most advantageous Bid (quality and cost-based selection)</i>
Procurement Procedure:	Single Stage Two Envelops (<i>Most Advantageous Bid</i>)
Bid Doc. Issuance:	Document will be issued from 08.02.2023 to 23.02.2023.
Tender Fees and Application:	The bidder shall pay a tender fee of Rs. 3,000 (Non-Refundable) in the shape of D.D. / Pay order in the favor of Director Finance, QUEST Nawabshah.
Contact details:	PTCL : +92-244-9370381 ext. 3159 and email address : pm@quest.edu.pk
Bids Submission:	(Date & time): 23-02-2023 up to 11:00 am in the Procurement office, QUEST The Bids received after the due date and time will not be accepted.
Bid Opening:	On 23-02-2023 at 11:30 (AM) , in the Committee Room of Vice Chancellor Secretariat, Quaid-e-Awam University of Engineering Science and Technology, Nawabshah.
Bid Security:	2% in the shape of Pay Order only in the name of Director Finance, QUEST Nawabshah
Bid Validity Period:	90 days
Eligibility:	<ol style="list-style-type: none">(1) Valid registration in NTN and SRB.(2) Minimum three years of experiences in relevant field, detailed criteria is available in the Bid document.(3) Turnover: as mentioned in Bid document.(4) Bids shall be evaluated as per Evaluation Criteria mentioned in the bid document.(5) Undertaking of affidavit that the firm is not involved in any litigation of abandoned or executing agency.(6) Detailed portfolio of company profile.(7) The firm should not be blacklisted (Affidavit required).(8) The bidder shall read all the terms and conditions mentioned in the bid document.(9) Incomplete bids shall be treated as non-responsive.
Terms and conditions:	<ol style="list-style-type: none">(1) The bids will be opened on the date and time as mentioned above in the presence of bidders or their authorized representatives who wish to attend.(2) The procurement agency reserves the right to accept or reject any or all financial bids as per SPPRA rules.(3) In case of any unforeseen event, the tenders will be opened on next working day.(4) Bids not accompanying the bid security of required amount shall be rejected.(5) Bid received after specified date and time shall not be considered.

Note :The details including selection criteria are available in the Bid document.

Procurement Manager
QUEST Nawabshah



2. INSTRUCTION TO BIDDERS

1. INSTRUCTIONS TO BIDDERS

- i. Quaid-e-Awam University of Engineering, Science & Technology Nawabshah, Shaheed Benazirabad, Sindh, Pakistan requires Security Services at its Main Campus Nawabshah for a period of one year. Bidding is open to all Bidders that meet the given minimum qualification criteria.
- ii. Bidder should not have been blacklisted / debarred at the time of submission of bid.
- iii. Sub-contracting any part of the tender document shall not be allowed and Bids which include an element of subcontracting shall be rejected as non-responsive.
- iv. Bidder shall bear all costs associated with the preparation and submission of its bid, and QUEST, in any circumstance, will not be responsible or liable for those costs.
- v. Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the tender document. Failure to furnish all information required by the tender document or to submit a bid not substantially responsive in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- vi. Bidder should quote a composite price inclusive of all taxes & duties.
- vii. Bidders shall keep confidential all matters relating to the conciliation proceedings. Confidentiality shall extend also to the settlement agreement, except where its disclosure is necessary for purposes of implementation and enforcement.
- viii. Every Page of this Bidding Document should be signed along with the Bidder's/Firm's seal stamped/embossed.
- ix. Bidder having been blacklisted by SPPRA, Government Ministries / Department or Public Sector would be ineligible to participate in the Bid.

2. **BID EVALUATION CRITERIA**

- i. Bids will be evaluated as per *Rule 46(2) Single Stage Two Envelope Procedure*. The procuring agency shall evaluate the technical proposal without reference to the price and reject any proposal which does not conform to the specified qualifications; after the evaluation and approval of the technical proposals Tender committees shall publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders; Only technically responsive Bids will be evaluated using Most advantageous Bid selection method.
- ii. The bid found to be the Most Advantageous Bid shall be accepted. The selection will be made using "Quality and cost-based selection" where a weighted percentage of technical qualification and financial proposal shall be combined to form the total score. The bid scoring highest in the combined score shall be awarded the contract. The details of this selection method are provided in the selection method of this bid document.

2.1 COMMUNICATION /CORRESPONDENCE

- i. Interested eligible Bidders / company may obtain further information (if required) from the Director Finance, QUEST, Nawabshah and inspect the Bidding Documents during normal working hours by making contact at the address given below:

Procurement Office,
Postgraduate Center,
Quaid-e-Awam University of Engineering,
Science & Technology Nawabshah,
Shaheed Benazirabad, Sindh, Pakistan



3. SCOPE OF WORK

DETAIL OF SECURITY STAFF REQUIRED AT VARIOUS LOCATIONS

Sr. No.	Description	Total	Remarks
1	Security Supervisor (Ex-Armed Forces)	01	Security Supervisor - (Retired Naib Subardar / Hawaldar Infantry / Armored / Artillery / Defense Force not over 50 years age, Height 5-8" with good communication skills).
2	Supervisor (Civilian)	01	Male Security Force with good communication skills(in Urdu) and a minimum height of 5" 8" to handle modern security equipment.
3	Lady Guard	02	Educated, Lady Searchers to efficiently manage the Security Counter and the Visitor Information System(VIS).
4	Security Guard (Ex-Armed)	14	Male Security Force Infantry / Armored /Artillery / Defense Force with good communication skills (in Urdu) and a minimum height of 5" 8"
5	Security Guard (Civilian)	14	Male Security Force with good communication skills (inUrdu)
	Total	32	

3.1 SUBMISSION OF PROPOSAL / TENDER DOCUMENT

- This complete Tender Document with all Annexure, duly filled, signed and stamped, along with Bank Draft / Pay Order of the **Bid Security** (as mentioned in the bid data sheet of this document) in favor of **Director Finance QUEST, Nawabshah** would be dropped in Tender Box placed in the Directorate of Finance Admin Block QUEST Nawabshah.
- Tender documents submitted without Pay Order/ Bank Draft of Bid Security and or being incomplete will be liable for rejection or considered as "NON Responsive".
- Bidder is hereby informed that QUEST shall deduct withholding tax at the rate prescribed under the tax laws of Pakistan from all payments for services rendered by any bidder.
- Any bid received after the bid submission deadline prescribed by the QUEST shall be treated as rejected.

3.2 VALIDITY OF THE PROPOSAL

- Proposal(s) and prices shall remain valid for a period of 90 days from the tender opening date.

3.3 BID SECURITY

- Only Bank Draft / Pay Order for required bid security as mentioned in bid data sheet / NIT drawn in favor of "**Director Finance QUEST, Nawabshah**" is to accompany the tender as Bid Security. In case of non-acceptance of the tender, unsuccessful bid or non-acceptance of the tender/bid, the bid security will be refunded after the approval from competent authority. Tender without bid Security shall be considered as "**Non-Responsive**" and canceled from tender process.



- ii. **Performance Guarantee:** In case of successful bid, the bidder shall submit Performance Guarantee, the Successful Bidder may convert his bid Security into Performance Guarantee with extended validity and the difference of remaining Performance Guarantee shall be deposited separately. This will be refunded after Six Weeks after successfully completion of contract.
- iii. **Tender Opening place and date:** Tender shall be opened as mentioned in NIT and bid data sheet of this document.

3.4 CURRENCY

- i. All currency in the proposal shall be quoted in Pakistan Rupees.

3.5 PAYMENT SCHEDULE

Monthly basis after submission of company invoice

3.6 DISQUALIFICATION

- i. Firm (s), who are declared defaulter in their previous contracts awarded by QUEST will not be eligible to participate in the tender and proposals of such firm(s) being identified during tender proceedings, shall be disqualified immediately.
- ii. Firm (s), who has not fulfilled their contractual obligation with QUEST in previous case(s) shall also not be eligible to participate in tender, unless they clear their dues along with penalties or fulfill their contractual obligations with QUEST.

3.7 GOVERNING LAW

- i. This Tender document and any work order executed pursuant to this Tender document shall be governed by and construed in accordance with the laws of Pakistan. The contracting parties shall submit to the exclusive jurisdiction of the Pakistani courts.
- ii. Any claims, demands, cause of action, controversies, dispute(s) in relation to any matter connected with or arising out of this Contract including any question regarding its existence, breach, validity or termination and not amicably settled between the parties themselves shall be referred to CRC and if not settled there then referred to arbitration by appointing One Arbitrator by each party, and the said Arbitrator shall appoint an Umpire before entering upon their reference, the award of Arbitrator or the Umpire, as the case may be, shall be final and binding on both the parties. The arbitration shall be governed by the Arbitration Act 1940 as modified or re-enacted and in force from time to time. The venue of arbitration shall be at Nawabshah.
- iii. Procuring Agency Reserve the right of hire full or part of the services or ignore / Scrape / Cancel the tender as per relevant rules of SPPRA (2010) Amended 2019.

4 SIGNING

We have read, understood, accepted and abide to agree all the terms and conditions (General Conditions for Contract) regarding the tender.

AUTHORIZED-SIGNATURE _____

NAME OF PERSON SIGNING: _____

DATE _____

SEAL OF FIRM _____



3. BID DATA SHEET

Introduction

- 1. Source of funds:** ITB 1.1 Quaid-e-Awam University of Engineering, Science & Technology, Nawabshah
Hiring of Security Services at QUEST, Nawabshah.
- 6. Clarification of Bidding Documents:** ITB 6.1 Procurement Manager, QUEST, Nawabshah.
Address: Procurement Office, Quaid-e-Awam University, Sakrand road Nawabshah.
PTCL # 0244-9370381 ext. 3159
- 8. Language of Bid:** ITB 8.1 English

Preparation and Submission of Bids

- 11. Bid Prices:** ITB 11.1 The Bidder shall indicate on the appropriate Price Schedule (where applicable) and total bid price.
ITB 11.2 The price quoted shall be in Pakistan Rupee (PKR)
ITB 11.5 The price shall be fixed and inclusive of all applicable Taxes,
- 13. Documents Establishing Bidder's Eligibility and Qualification:** ITB 13.3 Qualification requirements.
(d) The Bidder/s should have Minimum **three years** of experience in the relevant field as mentioned in the evaluation criteria of this bid document. The Bidder/s should be the taxpayer and registered with NTN, GST, SRB & PEC (whichever is applicable).
- 15. Bid Security:** ITB 15.1 **2%** of quoted bid (Only via Pay Order)
0.35% of bid amount or as per notified by the Govt. of Sindh, will be paid by successful bidder as stamp duty.
- 16. Period of Validity of Bids:** ITB 16.1 The bid shall be valid for 90 days
- 17. Format and Signing of Bid:** ITB 17.1 The Bidder shall prepare an original bid clearly marking each "TECHNICAL & FINANCIAL PROPOSALS WITH TENDER DESCRIPTION". Each page of technical & financial bid shall be signed and stamped by the bidder.
- 18. Sealing and Marking of Bids:** ITB 18.2 Procurement Manager, QUEST Nawabshah
(a)
ITB 18.2 Bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet.
(b)
- 19. Deadline for Submission of Bids:** ITB 19.1 **23-02-2023 up-to 11:00 AM,**
Note:
1. Bids received after the due date and time will be unaccepted.
2. Bidders shall not submit bids electronically.
3. Unsealed bids will be disqualified (Technical and Financial Proposals).



Opening and Evaluation of Bids

- 22. Opening of Bids by the Procuring agency:** **ITB 22.1** *Time, date, and place for bid opening*
Same day of submission (i-e) **23-02-2023 on 11:30 AM** in the committee room of the Vice Chancellor secretariat, QUEST, Nawabshah.
- 25. Evaluation and Comparison of Bids:** **ITB 25.3** The QUEST will accept the Most Advantageous Bid as per Rule 46 and 49 of SPPRA Rules, 2010 (Amended Time to Time).
- ITB 25.4** Incomplete and conditional quotations will be rejected
(a) forthwith. No cutting / overwriting in the offered prices will be accepted.

Contract of Award

- 29. Procuring agency's Right to Vary Quantities at Time of Award** **ITB 29.1** Percentage for quantity increase or decrease. **(15) percent.**
- 33. Performance Security** **ITB 33.1** *Amount of Performance Security:*
10% Performance Security of the awarded amount mention in the Bid Evaluation Report.



4. EVALUATION / SELECTION CRITERIA

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. Only those financial proposals of the proposers will be considered for opening that scores 60% marks in Technical Documents Evaluation. Before opening of financial proposals, the qualified vendors will be called for Presentations Session (if required by the procurement committee). The technical proposal, which comprises of Technical Documents and Presentation, shall be evaluated based on its responsiveness to the Term of Reference (TOR)/ Scope of Work. In the Final Stage, the financial proposals of all the qualified contractors will be compared. The overall weight-age factor applied to Technical & Financial scoring will be as under:

Sr. No.	Criteria	Weightage
1.	Technical Evaluation	70%
2.	Financial Evaluation	30%
	Total	100%

The selection process shall be based on the received bids. The process may include discussion and clarification through any means as notified.

A-Technical Bids / Proposals Marking Criteria:

Bidders achieving minimum 60% marks in each section and 60% of total marks will be considered as responsive, besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim. The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.

- Bidders achieving minimum 60% marks in each section and 60% of total marks will be considered only for further process. Documentary evidence must be attached in support of each parameter.
- Any Bid not meeting the mandatory requirements of evaluation criteria will be disqualified / rejected straight away and will not be considered for further evaluation.

Sr. No.	Technical Evaluation Criteria	Total Marks	Passing Marks
1.	Section-A <i>Mandatory Documents</i>		---
2.	Section-B	100	60%
3.	Section-C	50	60%
	Total	150	60%

Note: Bidders achieving minimum 60% in each section and 60% of total marks will be considered as responsive for further process.

B-Financial Evaluation and Scoring System (Maximum Allocable Marks Score 30 marks)

The financial bids of technically qualified bidders will be opened publicly at the time to be announced by Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective Bidders.

Scoring Methodology:

Contract will be awarded to the most advantageous responsive firm whose proposal ranks highest marks in the combined evaluation scoring calculated through the marks awarded to technical proposal and financial proposal as stated in the bid data sheet of these standard bidding documents. The evaluation methodology is a combination of non-price factors (in technical criteria) and price factor (in financial criteria); and each having points as elaborated in the evaluation pro-forma provided in these SBDs. **The formula to calculate the marks for the price by the bidders:**

- Financial Evaluation Score of individual quoted Product:
 - $[\text{Lowest quoted Price of the item} \div \text{Next higher proposed Price of the competing item}] \times \text{Total allocable financial score}$
- Solved Example of Financial Scoring:**
- If the lowest quoted price of an item is Rs. 86/-, the same lowest bidder will obtain score as below:
 $[86 \div 86] \times 30 = 30$ marks, being the lowest bidder for the quoted item.
 - If the next higher quoted price of the same item is Rs. 105/-, the marks obtained will be:
 $[86 \div 105] \times 30 = 24.5714$ Marks
 - If the next higher quoted price of the same item is Rs. 130/-, the marks obtained will be:
 $[86 \div 130] \times 30 = 19.8461$



4.1. "SECTION – A" MANDATORY REQUIREMENT

The below mentioned mandatory criteria must be met by a bidder in order to get eligible for further technical evaluations. A bidder failing in any of the mandatory criteria will not be considered for technical evaluation and the bid will be rejected.

SR.#	PARAMETERS	YES	NO
1	Status of registration with following authorities, attach attested photocopies of supported documents.		
a	Does the firm have valid registration with FBR?		
b	Does the firm have valid registration with Provincial Revenue authorities?		
c	Does the firm have valid registration Security Exchange Commission of Pakistan (SECP)?		
d	Is the firm registered with EOBI and paying the required subscriptions regularly?		
e	Is the firm registered with SESSI (Sindh Employee Social Security Institution) and paying the required subscription regularly?		
f	Does the firm have registration / NOC from PTA'S for wireless frequency or type approved equipment?		
2	Please enclose attested copies of below mentioned documents:		
a	Permission from Interior Ministry of Government of Sindh to operate as private security Agency.		
b	NOC from Provincial Home Department of Sindh.		
c	Valid License from Provincial Home Department of Sindh to operate as Security Company.		
d	Valid Registration Certificate with APSAA (All Pakistan Security Agencies Association) and Certificate regarding Firing Practice.		
3	The bidder shall enclose an AFFIDAVIT with this compliance sheet on Rs. 100 stamp paper confirming that:		
a	No foreign person or entity of any sort has any equity or ownership in the Security Company.		
b	None of the directors or employees of the Security Company is a foreigner.		
c	The Security Company has no association with any advisors or consultants which are foreign controlled or owned.		
d	The Security Company has non-involvement in litigation with QUEST or any other procuring agency.		
4	Experience		
a	The bidder must has completed at least five (05) Contracts of Rs. 5.0 Million or above each in last three years (Attach attested photocopies of work orders / Contract Agreement / Notification of Award with completion certificates)		
5	Financial Turnover		
a	The Bidder must have turnover / sales exceeding (24 Million) in PKR annually in any of last three years. (Submission of Audited Annual Reports / Bank Letter / Income Tax Return).		



4.2. "SECTION-B" (FIRM STATUS)

Maximum Marks: 100

Marks Obtained:

SR.#	DESCRIPTION		MAX	OBTAINED
1	<p>Status of Managerial/Supervisory Staff:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manager Operation <input type="checkbox"/> Supervisory Staff (for checking S/Guards) <input type="checkbox"/> Clerical Staff (Computer Literate) <input type="checkbox"/> Staff for Finance Department <p>(The bidder shall provide company's organization chart along with duly attested list of such staff mentioned their names, CINC no., length of service with the Security Company and designation on Security Company's letter head) Additional Information: CV's for managerial staff and top management</p>	<p>4 2 2 2</p>	10	
2	<p>Maximum Amount of Work Oder/ Projects Awarded in Subject Field last year (Exclusive of Work Orders issued by QUEST): (Tick the actual one only), the total amount of all work orders is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> More than or Equal to 45-50 Million <input type="checkbox"/> From Rs. 30-44.99 Million <input type="checkbox"/> From Rs. 20-29.99 Million <input type="checkbox"/> Less than Rs. 20 Million <p>(The bidder shall attach attested photocopies of relevant purchase/service order which must clearly mention the actual value [amount] and period of the contract)</p>	<p>10 8 5 3</p>	10	
3	<p>Numbers of Years the Firm is Established :</p> <p>(Tick the actual one only)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 10 years or more <input type="checkbox"/> From 08 to 09 years <input type="checkbox"/> From 06 to 07 years <input type="checkbox"/> From 05 to 06 years <input type="checkbox"/> From 04 to 05 years <input type="checkbox"/> Less than 04 years 	<p>5 4 3 2 1 0</p>	5	
4	<p>Average Annual Turnover in last 3 years (Exclusive of Work Orders issued by QUEST): (Tick the actual one only)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 100 Million and above <input type="checkbox"/> Between 80 to 99 Million <input type="checkbox"/> Between 60 to 79 Million <input type="checkbox"/> Between 50 to 59 Million <input type="checkbox"/> Less than 50Million <p>(The bidder shall attach attested photocopies of audited Financial Reports / Bank Account Statement / Income Tax Returns for relevant period)</p>	<p>15 12 9 6 0</p>	10	
5	<p>Clientele (Exclusive of Work Orders issued by QUEST):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Multinationals + Private Limited + Public Sector (preferably Oil & Gas Sector) <input type="checkbox"/> Only Multinational & Private Limited (preferable Oil & Gas sector) <input type="checkbox"/> Only others (Schools, Bungalows, Hotels etc) <p>(The bidder shall attach list of clients with complete contacts information and at least one reference letter from any client)</p>	<p>5 3 1</p>	5	
6	<p>Number of Clients: (Tick the actual one only)</p> <ul style="list-style-type: none"> <input type="checkbox"/> More than 20 <input type="checkbox"/> 15 -20 <input type="checkbox"/> 10 -15 <input type="checkbox"/> Less than10 <p>(The bidder shall attach list of clients and attested photocopies of relevant purchase / service order / contract agreement)</p>	<p>5 3 2 0</p>	5	



SR.#	DESCRIPTION		MAX	OBTAINED
7	<p>Type of vehicles held with the Security Company for transportation, Surprise checking and other Administrative duties:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Double Cabin, Shahzor& Hi Roof <input type="checkbox"/> Double Cabin & Shahzor <input type="checkbox"/> Double Cabin & Hi-Roof <input type="checkbox"/> Double Cabin only <input type="checkbox"/> Shahzor only or Hi Roof only <p>(The bidder shall attach duly signed and stamped copies of the registration books mentioned the make, type and model and confirming the ownership of the Security Company)</p>	<p>5 4 3 2 1</p>	5	
8	<p>Valid License (s) for Security Operations from Provincial Home Department (Tick the actual one only)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5 Province, ICT, AJK (Total 7-License) <input type="checkbox"/> Total 4 License inclusive of Sindh <input type="checkbox"/> Total 3 License inclusive of Sindh <input type="checkbox"/> Total 2 License inclusive of Sindh <input type="checkbox"/> Total 1 License <p>(The bidder shall attach provide copies of valid licenses for operating in relevant province[s])</p>	<p>10 8 6 4 2</p>	10	
9	<p>Number of semi-automatic weapons readily available with valid licenses issued from Home Department: (Tick the actual one only)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 150 & above <input type="checkbox"/> 101 to 149 <input type="checkbox"/> upto 100 <input type="checkbox"/> Below 100 <p>(The bidder shall attach attested photocopies of valid weapons licenses issued by Home Department)</p>	<p>20 15 10 0</p>	20	
10	<p>Presence of SOP's/ Manual/Reporting Mechanism: (Tick the appropriate ones)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SOP/ Manual/ for performing security operations <input type="checkbox"/> Monitoring Mechanism (Planned and Surprise inspection of personnel & equipment) <input type="checkbox"/> Incident/ Accident Reporting Mechanism <input type="checkbox"/> Backup procedure of guards/supervisors <input type="checkbox"/> HSE Policy <input type="checkbox"/> HR Policy (Employment & Medical Policy) <p>(The bidder shall provide copies of all the relevant SOP's/Manual/Guidelines issued by your company)</p>	<p>4 4 4 4 2 2</p>	20	
Total			100	

Note :

To qualify for financial evaluation, the bidders must secure 60% marks / points in Technical Evaluation, besides compliance of all mandatory clauses.



4.3. "SECTION-C" STAFF PARTICULARS

Maximum Marks: 50

Marks Obtained:

SR.#	DESCRIPTION		MAX	OBTAINED
2.1	Procedure for backup of Guards: (Tick the actual one only) <input type="checkbox"/> Double duties <input type="checkbox"/> Replacement available for in duty guards (The bidder shall provide documentary evidence as proof i.e. Undertaking on stamp paper)	0 10	10	
2.2	Issuance of Uniform per annum: (Tick the actual one only) <input type="checkbox"/> 02 Sets per annum <input type="checkbox"/> 01 Sets per annum (The bidder shall attach relevant documents as evidence i.e. Undertaking on stamp paper)	10 0	10	
2.3	Monitoring / Inspection Mechanism / Standards: (Tick the actual one only) <input type="checkbox"/> Updated record available <input type="checkbox"/> Records available but vague & are not updated <input type="checkbox"/> No records available (This in relation to the SOP's & others procedures practiced by the Security Company to have strict, proper & regular inspection of the Security Guards deployed by the Security Company at various location other than QUEST. Security Company must enclose copies of true records of such inspections / visits)	5 3 0	5	
2.4	Weapons Maintenance System/ Armorers: (Tick the actual one only) <input type="checkbox"/> At all locations <input type="checkbox"/> At particulars locations (The bidder shall provide duly attested list on Security Company's Letter mentioned names of armorers presently employed with the security company, their CINC no., Age/date of birth, units/Regt/ crop, length of service with the Security Company and name of actual place where the armorer is based)	10 5	10	
2.5	Medical Fitness Certificates of Security Staff (The bidder shall provide the attested photocopies of latest Medical Fitness Certificates with age bracket of not more than 55 years, along with list of individuals of all permanent employees including the ones that will be deployed at QUEST)	15	15	
			50	

Note :

1. To qualify for financial evaluation, the bidders must secure 60% marks in each section of this Technical Evaluation, besides compliance of all mandatory clauses.
2. The bidder shall attach documentary evidence in support of claims in technical proposal.



PROCUREMENT OF SECURITY SERVICES FOR QUEST

ANNEX-A

TERMS AND CONDITIONS

- a) Company Security Supervisor / Security Department will visit mandatory in QUEST once in a day for coordination with QUEST Staff.
- b) All Guards must report 10 minutes prior to the duty at location. Security guards reporting after hours will be marked absent.
- c) Dress of the guards will be proper DMS shoes with belt and P/Cap.
- d) All guards will put on the name plate and company badges shoulder title. Any guards found improperly dressed will be fined Rs100/- per uniform items per guard. For each absent of guard, 50% pay will be deducted from the bill of security company /service provider. Any guard found sleeping or found missing from the place of duty will be marked absent and no payment will be made.
- e) As QUEST policies it is mandatory to give one day off every week to each guard /supervisor for which additional guards services will be hired by the contractor.
- f) Provision of Transport, accommodation and food etc will be responsibility of the service provider / Security Company.
- g) Security Company will be responsible for payment to EOBI, Social Security charges for its employee's as employer in QUEST.
- h) Bio data of all guards duly verified by police will be provided by the company to the security department of QUEST for record.
- i) No / guards should be less than 5-ft 6" height and should be over 45 years of age and should not be overweight.
- j) Refresher training of all guards at least once in month on site will be conducted by the contractor. Service Provider /Security Company have to submit undertaking in this behalf. If training not conducted same will be conducted by QUEST security and will be billed to the Service Provider /Security Company.
- k) Security guards employed at QUEST will not be replaced without prior approval from the Incharge (Security).
- l) Service Provider /Security Company will be responsible to provide medically fit and alert manpower/services of trained and experienced security guards. They should be trained to handle any emergency situation and should also be fully conversant with operations of weapons/ammunition. They must be having the knowledge of functionality of walk through gates, metal detectors, detector mirror etc. Service Provider /Security Company is required to submit undertaking along with required documents to substantiate medical fitness of guards, training regarding operation of weapons and or having experience of functionally walk through gates and metal detectors.
- m) Service Provider /Security Company shall be responsible for breach of discipline or fire incident leading to the damage to human life /property and will pay full indemnity compensation as perlaw.
- n) Service Provider /Security Company should agree to provide sufficient number of well-trained security guards to provide security services at in addition to the schedule services to QUEST ashore establishment as and when requisitioned by the QUEST (Security Section) in writing or on phone with due dispatch and efficiency at short notice but not later than two hours.
- o) Service Provider /Security Company will be responsible to provide security clearance certificate of the security guards from the Home Department/Police authorities in writing.
- (x) Service Provider /Security Company will be responsible for the conduct and security of his men while performing the said services and will be required to pay off.
- p) Service Provider /Security Company will be responsible for any theft or untoward incident at the University's ashore establishments and will indemnify the University against any damages or loss caused to or sustained by



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the University on this account.

- q) Service Provider /Security Company shall in no way hold the University responsible for any loss of or damage to the Contractor's equipment's / weapons, or any injury or loss of life to any of his man / men when providing security services, and all liabilities arising due to death and / or injury and as such the Contractor shall be wholly and solely responsible to settle any claim of whatsoever nature of his Security staffs /guards under Workingmen Compensation Act,1923, EOBI Act, 1976 and Social Security Laws etc., if applicable.

AUTHORIZED-SIGNATURE _____

NAME OF PERSON SIGNING: _____

DATE _____

SEAL OF FIRM _____



HIRING OF SECURITY AGENCY FOR QUEST

PROFILE OF BIDDER

1. Name of Organization:
 - a. Address: _____
 - b. Mailing Address: _____
 - c. Telephone No: _____
 - d. Fax No: _____
 - e. E-mail Address: _____
 - f. Organization Legal Status: (Mark (✓) at appropriate status and mention paid up capital amount)
 - i. Sole Proprietorship _____
 - ii. Partnership _____
 - iii. Joint Stock Company: _____
2. National Tax Registration No: _____
3. Sale Tax Registration No. (if applicable):

4. Sindh Government professional Tax Registration No:
5.
 - Bank: _____
 - Name: _____
 - A/c No: _____
 - Branch: _____
 - Address: _____
6. Name (s) of person (s) Authorized to sign Correspondence /Documents /Bills etc:

Name	CNIC	Post Held	Limit of Authority
7. Have your firm ever been black listed by any Government /Semi Government / Private Sector Organization (S). If yes please attach details.
8. Detail of Litigation /Arbitration cases (if any): _____



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NAME: _____

SIGNATURE: _____

SEAL OF COMPANY ENTITY: _____

DATED: _____



INTEGRITY PACT

**DECLARATION OF FEE, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE
SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACT WORTH PKR. 10.00 MILLION**

OR MORE

Contract Number:

Dated: _____

Contract Value: PKR._____

**Contract Title: TENDER FOR HIRING OF SECURITY AGENCY AT OUEST FOR A PERIOD OF ONE YEAR
2023**

This is an integrate part of contract agreement signed by and between QUEST, CAMPUS NAWABSHAH and M/s.
_____.Dated_____

M/s._____as the contractor hereby declares that it has not obtain or induce the procurement of any contract, right, interest privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or con by it (GOS) through any corrupt business practice.

Without limiting the generality of the foregoing, the contractor represents and warrants that it has fully declared that brokered, commission fees etc, paid or payable to any one and not give nor agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent as associate, broker, consultant, direct or promoter, share holder, sponsor or subsidiary, any commission, gratification, bribe finder's fee of kick back, whether described as consultation fee or otherwise with the object of obtaining or including the procurement of contract, right inters, privilege or other obligation or benefit in whatsoever from Procuring Agency (P.A), except that which has been expressly declared pursuant here to.

The contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Procuring Agency (P.A) and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting, facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Procuring Agency (P.A) under any law, contract or other instruments, be voidable at the option of Procuring Agency (P.A).

Notwithstanding any right and remedies exercised by Procuring Agency (P.A) in this regard, the contractor agrees to indemnify Procuring Agency (P.A) for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to Procuring Agency (P.A) in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or Kick back given the contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right interest, privilege other obligation or benefit inwhatsoever from Procuring Agency (P.A).

Procuring Agency

Supplier/contractor/consultant



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ANNEX-D

QUEST CAMPUS NAWABSHAH

FINANCIAL BID FORM

TENDER FOR HIRING SECURITY AGENCY FOR QUEST, CAMPUS NAWABSHAH
SCHEDULE OF RATES CHARGES FOR SECURITY SERVICES

SR. #.	DESCRIPTION	QUANTITY	RATE (FOR EACH)	TOTAL AMOUNT
1.	Security Supervisor (Ex-Armed Forces)	01		
2.	Supervisor (Civilian)	01		
3.	Lady Guard	02		
4.	Security Guard (Ex-Armed)	14		
5.	Security Guard (Civilian)	14		
TOTAL AMOUNT PER MONTH (INCLUDING ALL TAXES)				
TOTAL AMOUNT PER YEAR (INCLUDING ALL TAXES)				
Bid Security amount and details of Pay Order				

Amount in Word: _____

AUTHORIZED-SIGNATURE _____

NAME OF PERSON SIGNING: _____

DATE _____

SEAL OF FIRM _____



FORM OF CONTRACT

1. **THIS CONTRACT** is made and entered into at _____ on the _____ Day of _____ 20

– BY & BETWEEN –

QUEST, CAMPUS NAWABSHAH is a University established under the Sindh Government Act, having its Main Campus at Sakrand Road Nawabshah (hereinafter referred to as the which expression wherever the context so permits shall include the legal representatives and assigns), party of the **ONE PART**.

– AND –

M/S. _____ having their office _____ (hereinafter referred to as the “Contractor”, which expression wherever the context so permits shall include the legal representatives and assigns) party of the **OTHERPART**.

WITNESSETH THAT

Whereas, Tenders have been received by the Agency / QUEST for “**Tender of Hiring Security Agency for QUEST**” hereinafter called the "Service", and the Tender of the Security Services provider / Contractor for the said works has been accepted by the QUEST.

NOW THEREFORE, for and in consideration of the promises, covenant and contract here in after contained and to be performed by the parties hereto, the said parties hereby covenant and agree as follows:

- a) In consideration of the covenants and Contract to be kept and performed by the Security Services Provider / Contractor, and for the faithful performance of this Contract and the completion of the Works embraced there in according to the Specifications and Conditions herein contained and referred to, the Agency / QUEST shall pay, and the Security Services Provider / Contractor shall receive and accept as full compensation for everything furnished and done by the Security Services Provider / Contractor under this Contract, the Contract Price of **PKR: _____** stipulated in the Letter of Award, at the times and in the manner prescribed by the Conditions of Contract.
- b) The following documents shall be deemed to form, and be read and construed as part of this Contract:
 - i) General Terms & Conditions, (Annexure “A”)
 - ii) Form of Bid (Annexure “B”)
 - iii) Integrity Pact (Annexure “C”)
- c) The successful bidder shall affix the contract form and Terms & Conditions on non-judicial paper of **Rs.100/-** and stamp (35 thirty five paisa) for every Hundred rupees of the total Contract amount.

2. **NO ASSIGNMENT OR SUB-CONTRACTING**

Contractor shall not assign its rights or obligations under this Contract, in whole or in part, nor enter into any subcontract to perform any portion of this Contract, without the written consent of QUEST.

Initial for Party of the First Part: _____ **Initial for Party of the Other Part:** _____



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3. INDEMNIFICATION

Contractor agrees to indemnify and hold harmless QUEST from any and all claims or liabilities which may arise in the performance of this Contract.

4. GRATIFICATION, COMMISSION AND GIFTS

Any bribe, commission, gifts or advantage given, promised or offered by or on behalf of the Contractor, his partner, agent or servant or any other person acting on behalf of the Contractor to any officer, employee, representative or agent of the QUEST in relation to this Contract shall render this Contract liable to immediate cancellation, and in that event the Contractor shall be liable to make such payment to the University by way of fine or damages as may be determined by the Vice Chancellor of the University. The decision of the Vice Chancellor of the University in this respect shall be final, conclusive and binding on the Contractor.

IN WITNESS THEREOF, the parties hereto have signed this Contract and has caused the common seal to be affixed on the Contract in the manner hereinafter appearing on the day and year first here-in-above written.

For and on behalf of QUEST:

For and on behalf of: _____

Signature: _____ Signature: _____

Name: _____ Name: _____

Designation: _____ Designation: _____

Tel#: _____ Tel#: _____

WITNESSES:

1. _____ 2. _____



ANNEX-F

Bidder's Registration Form For PPMS

1	Supplier Type	
2	Product Services	
3	Supplier Status	
4	Black Listed by Any Procuring Agency	Attach Relevant Copies
5	Years in Business	
6	NTN Number	Send Scan copy via email at pm@quest.edu.pk
7	GST Number	Send Scan copy via email at pm@quest.edu.pk
8	PEC Registration #(if applicable)	Send Scan copy via email at pm@quest.edu.pk
9	Postal Add. of Head Off:	
10	City	
11	Contact Person's Name	
12	Contact Person's CNIC	
13	Designation ⁴	
14	Mobile #	Email
15	PTCL #	Firm's URL
16	Firm's PTCL#	Firm's Email
17	Number of Branches	
18	Total Number of Employees	
19	Listed in Stock Exchange	
20	Total Annual Sales (Million)	
21	Debit Equity Ratio	
22	Turn Over Ratio	
23	Gross Profit Margin	
24	Net Profit Margin	
25	Number of Affiliations	
25(a)	Member Name	
25(b)	Member Since	

Contractor
Sign with stamp



6. Undertaking on Affidavit of Rs. 100:

NIT Reference No _____

Tender Description _____

With reference to above captioned NIT and tender, our firm is interested to participate and submit bid along with required attachments. We Undertake the following:

1. Name of the Firm : _____
2. NTN Registration Number is _____
3. GST / SRB Number (Whichever is applicable) _____
4. Our firm has neither been blacklisted nor is under litigation by any Procuring Agency.
5. The attached photocopies of the required documents are true and genuine; the original copies will be provided if required by the Procurement Committee. However, if the Procuring Agency found at any stage of procurement that the submitted data / documents are incorrect / false / incomplete / in discrepancy, the procurement agency has the right to disqualify our bid and take necessary action as per SPPRA rules.
6. More Importantly:
 - a. The submitted bid is Un-Conditional.
 - b. The bid shall be Valid for 90 days, however, the validity period can be extended as per SPPRA Rule 38.
 - c. The bidder has read the following, given in the purchases bid document
 - i. Notice Inviting Tender
 - ii. Bid Data Sheet
 - iii. Terms & Conditions.
 - iv. General & Special Conditions.
 - v. Bill of Quantities
 - vi. Technical Specifications.
 - vii. Evaluation Criteria / Selection Criteria.

Name of the Representative: _____

Signature of the Firm: _____

Seal of the Firm: _____