

# **Tender Document**

## **HIRING OF SECURITY FIRM FOR** **PROVISION OF SECURITY GUARDS** **CUM SUPERVISORS**



**QUAID-E-AZAM THERMAL POWER (PVT.) LIMITED**

**1<sup>st</sup> Floor, 7/C-1, Gulberg-III, Lahore**

Phone No.: 042-35750936-8

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# QUAID-E-AZAM THERMAL POWER PRIVATE LIMITED

## TENDER DOCUMENT / TORS FOR HIRING OF SECURITY FIRM FOR PROVISION OF SECURITY GUARDS CUM SUPERVISORS

### 1. Invitation to Bid

Quaid-e-Azam Thermal Power (Pvt.) Ltd. ("QATPL") invites sealed bids from eligible bidders/firms for the provision of "SECURITY GUARDS CUM SUPERVISORS" at its Project Site situated at Bhikki, Sheikhpura or at any other place as required by QATPL.

#### 1.1 Mode of Advertisement(s)

This Tender is being placed online on company / PPRA's website, as well as being advertised in print media. The bidding document can be obtained from QATPL's Head Office situated at First Floor, 7-C-1, Gulberg III, Lahore.

#### 1.2 Type of Bidding

- i. Bidding process is open competitive bidding and will be carried out through Single Stage - Two Envelope Procedure. The bidder has to submit their proposal in a single package containing two separate envelopes clearly marked as " **Technical Proposal**" and " **Financial Proposal**" in response to the advertisement floated by QATPL.
- ii. The technical proposal will be evaluated in a manner as per the evaluation criteria for shortlisting of private security companies attached as **Annex-A** in this document; and proposals which do not conform to the specified 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 technically qualified bidders shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- v. The technically qualified bidder with lowest financial bid will be the successful bidder.

2. The Security Services shall include the following:

SR. NO.	DESCRIPTION OF ITEMS	Quantity
1.	Security Guards cum Supervisors (Armed)	10

3. The number of Security Guards cum Supervisors may increase or decrease according to the need of company.
4. The bidder will provide Five (05) armed security guards cum supervisors for day and Five (05) armed security guards cum supervisors for night duty.
5. Duty timing will be Twelve (12) hours.
6. Ammunitions, Uniforms and other necessities will be provided by the bidder.
7. Security Company should be registered under company's ordinance-1984 (XLVII), Government of Pakistan and Security & Exchange Commission of Pakistan.
8. 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).
9. The bidder must submit their 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 of whom agreements were executed during last 3-years along-with the satisfactory certificate from the client.
  - d. Details of clients in hand along-with physical status of executed contract.
  - e. Undertaking that the Company has not been blacklisted or debarred by any Government/Semi Government Organization.
  - f. List of regular administrative, finance staff along-with their CVs.
  - g. Income tax clearance certificate for last 3-years, NTN No. and GST No. of the Company.
  - h. Detail of present commitments and work load with respect to financial position of the Company.
  - i. Proof of financial soundness dully supported with documentary proof, i.e. bank statement & balance sheet, sheet duly prepared by chartered accountant etc.
  - j. Documents required as per **Annexure-A**
10. The Company should have a valid license issued by Home Department Government of the Punjab.
11. 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.
12. Concealment of facts will be sufficient reason for disqualification.
13. Any information/documents deficient will not be entertained.
14. The decision of the authority as per set evaluation criteria for technical evaluation of the Company will be final.

15. The security guards cum supervisors should be ex-servicemen from Armed Forces and not below than the rank of Hawaladar / Sargent or equivalent.
16. Age of security guards should be between 40 years to 55 years.
17. Minimum height for security personnel should not be less than 5-ft 8-inches.
18. In-case of change in duties of security guards, security Company/ bidder will get NOC from Manager Security, QATPL or a person authorized in this behalf from time to time in writing by QATPL.
19. The contract will be enforced for a period of one year, which is extendable for three years on mutual consent and approval of CEO, QATPL.
20. No escalation in rate will be given during contract period.
21. QATPL shall have the right to terminate the contract at any time without assigning any reason on one month notice thereof.
22. Rate given in the tender must be inclusive of all applicable government taxes.
23. Rate must be given on tender performa attached as **Annexure C**, otherwise, tender will not be entertained.
24. Complete tender will be awarded to lowest bidder, if technically qualified.
25. The competent authority reserves the right to reject all tenders without assigning any reason.
26. No tender shall be entertained without Rs 40,000/- as bid security in shape of CDR.

**(Usman Saeed)**  
**Manager Administration**  
Quaid-e-Azam Thermal Power Pvt. Ltd.  
First Floor, 7-C-1,  
Gulberg III, Lahore.  
Tel: +92 42 35750936 – 37

## **Annexure – B**

### **Technical Proposal Bid Form**

[Location, Date]

To \_(Name and address of Client / Purchaser)\_

Dear Sir,

We, the undersigned, offer to provide the 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 Quaid-e-Azam Thermal Power (Pvt.) Ltd. (QATPL) to the satisfaction of QATPL.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. 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 Firm

Address

**Annexure – C**

**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 the Security Services in accordance with your request for Proposal dated (insert date) and our Technical Proposal. Our Financial Proposal for all the four guards is Rs (insert amount in words and figures per month). This amount is inclusive of all applicable taxes. The cost of each guard inclusive of all the taxes is (insert amount in words and figures per month).

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

We also declare that the Government of Pakistan / Punjab 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 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:

**(ANNEXURE – A)**

**EVALUATION CRITERIA FOR SHORT LISTING OF PRIVATE SECURITY COMPANIES (Qualifying Marks 65%)**

<b>Sr. No.</b>	<b>Short Listing Criteria</b>	<b>Total Marks</b>	<b>Required Documents</b>
1.	<b>Years of Establishment</b> 5 Years or more 5 marks, less than 5 years proportional marking.	05	<ul style="list-style-type: none"><li>Documents related to registration / incorporation of company including form "A" form 29, license for private security company.</li></ul>
2.	<b>EOBI and Social Security</b> Non provision of EOBI and Social Security will result in zero marks/disqualification.	05	<ul style="list-style-type: none"><li>Documents related to registration for social security or receipt for social security contributions.</li><li>Documents related to registration for EOBI or contribution payment slip.</li></ul>
3.	<b>No. of Clients-Services Provided during last 5 years (including present clients) Separate lists to be prepared.</b> 10=10 Below 10 (proportional marking)	10	<ul style="list-style-type: none"><li>List of clients</li></ul>
4.	<b>Reputation-Security Services Provided to; (Total 10 Companies)</b> UN/Foreign Mission/Oil Companies = 02 Multinational Companies = 03 Government Offices / Banks = 05 (01 number for each project)	10	<ul style="list-style-type: none"><li>List of clients</li></ul>
5.	<b>Strength of Guards (Male)</b> Less than 500 = 0 1000 = 10 2000 = 20 Above 3500 = 35	35	<ul style="list-style-type: none"><li>Total Strength Sheet of Guards.</li></ul>
6.	<b>Licenses / NOCs from all provinces</b> 4 Marks for License from Punjab 2 Marks for Each License from Other Provinces	10	<ul style="list-style-type: none"><li>Photocopies of valid licenses possessed province wise.</li></ul>
7.	<b>Communication License</b>	10	<ul style="list-style-type: none"><li>License to establish, maintain and operate wireless fixed and mobile stations in Pakistan.</li></ul>
8.	<b>Working Capital</b> Above 4 million = 15 Above than 2 million to 4 million = 12 Above than 1.5 million to 2 million = 09 Above than 1 million to 1.5 million = 06 0.5 million to 1 million = 03	15	<ul style="list-style-type: none"><li>Legible copy of balance sheet prepared by authorized chartered accountant on their company letterhead.</li><li>Details of current assets / current liabilities.</li><li>Profit and Loss Account.</li></ul>
	<b>Total</b>	<b>100</b>	

**NOTE: -**

- All prequalification criteria (set 1 to 8) must be supported with attested documents. Non provision of documents may lead to zero marks / rejection. Security Companies are responsible to provide complete documents as asked. Any company submitting wrong details in prequalification documents will liable to be rejected / blacklisted.