

Issued to M/S : _____

Date: _____

Tender Document

Hiring of Security Services Company

Bid Submission Date & Time :	1500 Hous , 03rd July 2014
Technical Bid Opening Date & Time:	1530 Hours, 03rd July 2014
Financial Bid Opening Date & Time:	1530 hours , 07th July 2014



Faisalabad Industrial Estate Development and Management Company (FIEDMC)

1st Floor , FCCI Complex, East Canal Road , Canal Park, Faisalabad

Ph # 041-9230231-34

UAN : 041-111-343-362

www.fiedmc.com.pk

Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding/Tender 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.

1. Invitation to Bid

1.1 PPRA Rules to be followed

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA's and FIEDMC website's . <http://www.ppra.punjab.gov.pk> and www.fiedmc.com.pk/tender.php

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by **Bid Security (Earnest Money)**, as part of Financial bid in favor of **"FIEDMC"**. The complete bids as per required under this tender document, must be delivered to the FIEDMC OFFICE **on or before 1500 hrs on 03rd July, 2014**. The **Technical** bids shall be publicly opened in the Committee Room of FIEDMC, **at 1530 hours on 03rd July 2014, whereas Financial Bid of successful bidder shall be publicly opened on 1530 hours on 07th July 2014** . In case the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day

Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the Tender must be received in writing to the FIEDMC till 26th June, **2014**. Any query received after said date may not be entertained. All queries shall be responded to within due time. FIEDMC may host a Q&A session, if required, at FIEDMC premises. All Bidders shall be informed of the date and time in advance.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the works/supplies awarded under this Bid Process will be entertained by the FIEDMC. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the Security Services cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. The Bidder should be fully and completely responsible for all the deliveries and deliverables to the FIEDMC office.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The FIEDMC will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE TENDER

3 Tender Scope

FIEDMC intends to invite quotations from well reputed at least 05 year experienced security company for provision of armed Security Supervisor/Guards, retired from armed forces or civilian cadre, verified from NADRA and professionally competent to discharge security duties, at following premises of FIEDMC.

3.1 Premises of FIEDMC:

Sr	Premises	Address
1	Value Addition City	Value Addition City, Khurrianwala Faisalabad
2	M-3 Industrial City	M3-IC ,30 Km M-3 Motorway Sahianwala Interchange, Faisalabad
3	FIEDMC Office	1 st Floor,FCCI Complex, East Canal Road ,Canal Park, Faisalabad

3.2 Services to be provided:

The Security Company shall provide quotations for provision of **security services through armed security guards along with security plan** in order to protect the personnel, assets and premises of the FIEDMC, as follows:

4. General Requirements

- 4.1) Security services shall be performed on 7 days per week 24-hour basis.
- 4.2) Total number of deployed persons should be, but not limited to 42, will perform duty in following order:

FIEDMC Premises	Armed Guards	Supervisors	Shifts (12 hr)	
			Day	Night
VAC	25	2	10 Guards + 1 Supervisor	15 Guards + 1 Supervisor
M3-IC	12	1	4 Guards	8 Guards + 1 Supervisor
Office	2	-	1 Guard	1 Guard

- 4.3) Security supervisor/guards shall have **two shifts of 12 hours each**.

- 4.4) The Supervisors/Guards shall be properly trained ,equipped with modern arms and licensed, in accordance with local law, to perform security services, including but not limited to, the carrying of firearms.
- 4.5) All personnel's shall be uniformed and wear appropriate identification badges.
- 4.6) It is expected that the security supervisor will serve at reception thus being able to properly register the visitors.
- 4.7) The security guards provided should be between the age of 30 and 55 years
- 4.8) The security guards provided should be medically fit
- 4.9) The security guards provided should be at least 5 feet 8 inches tall
- 4.10) 70 percent of the guards provided must have Armed Force/Police experience. The 30 Percent Civilian Guards should be trained by All Pakistan Security Agencies Association.
- 4.11) Every shift should have two guard with first aid training
- 4.12) Guards deployed at FIEDMC Premises should have at least primary education
- 4.13) The following equipment is to be provided by the Security Company as per need basis;
 - Walkie Talkies
 - First Aid Kits
 - Torches
- 4.14) Any other type of equipment relevant to security of the premises
- 4.15) All guards will be interviewed by the FIEDMC team before deployment
- 4.16) One guard will be allowed one shift of twelve (12) hours in a day.
- 4.17) Any guard to be terminated by the Security Company should be brought into the knowledge of FIEDMC Management, and the termination will be finalized with consent of FIEDMC Management.
- 4.18) The weapons will be inspected randomly by the FIEDMC management.
- 4.19) FIEDMC management reserves the right to change the starting time of the shifts.
- 4.20) The FIEDMC management reserves the right to terminate the contract if unsatisfactory services are provided for two consecutive months.
- 4.21) One day salary will be deducted if a guard is found in violation of the dress code (Salary means the 1 month's amount paid to 1 security guard, as paid by FIEDMC).
- 4.22) The weapons provided to the guards will be inspected randomly by the FIEDMC management. 5 days salary will be deducted if a guard is found with Old/Rusty/nonfunctional weapons and ammunition. Upon discovery of such weapons/ ammunition FIEDMC will inform the security company, and the security company will be bound to change/replace

the weapon and ammunition maximum in three (3) hours. The security company will be liable to 5% deduction in that month's total invoiced amount if weapons/ammunition is not replaced within the timeframe mentioned above.

- 4.23) Two days salary will be deducted if a guard is found sleeping on the duty or found missing from his/her duty position without replacement or intimation to the FIEDMC staff.
- 4.24) If a guard reports to duty fifteen (15) minutes late with respect to the start of the shift time without informing the FIEDMC team, the guard will be marked absent for that day and the salary for that day will be deducted.
- 4.25) Security Company will provide the following documents in original for the first time for our perusal, and later original documents will be returned; only the photocopies of those documents will be kept for our record.
 - Valid computerized ID Card
 - Police and special branch's clearance certificate
 - Discharge certificate, Pension book or service book whatever applicable to the individual.
- 4.26) Proof of regular payments of EOBI and Social Security of every security guard where applicable.
- 4.27) Security Company will pay the salaries to all Security guards and supervisors before 10th of each calendar month, in any circumstances.
- 4.28) Security Company will pay salaries to their guards keeping in view the minimum wages ordered by the Supreme Court and the Government of Pakistan.
- 4.29) Security Company will plan leave/rotation of security guards and supervisors, and inform FIEDMC management in advance regarding the leave and replacement of the security guard, via Email. Even in case of emergency leave, info Email will be required. Not doing the same the Security Company is liable to penalty of 05 days salary of a security guard/security supervisor.
- 4.30) In case of replacement/change of a security guard, every new incoming individual will be in possession of his original above mentioned documents prior to commencement of his duty. In case of failure, company will be liable to penalty equivalent to 1 guard's 02 days salary.
- 4.31) In case the security company provided any fake/forged or spurious document/information, they will be liable to two months total salary and a warning. On 3rd warning, the contract will be considered null and void.
- 4.32) In case of accident, fire, theft or any untoward incident, a joint inquiry committee will be formed to assess the circumstances, causes, amount of loss and to fix the responsibility. In case of a deadlock, FIEDMC management would be the decisive authority and their judgment would be considered final.

- 4.33) In case of leave, absent etc. Security Company is responsible to provide replacement immediately fulfilling the above mentioned requirements. Not doing this, Security Company will be charged five (5) days salary penalty.
- 4.34) If a guard is found misbehaving with the FIEDMC staff, other guards, or anyone else in the above mentioned premises, the guard will be terminated from duty immediately, and a warning will be issued to the Security Company . Upon receiving 2nd warning for such offense,5% of one month's bill will be deducted. The Security Company will immediately provide a replacement for the terminated guard.
- 4.35) The FIEDMC management reserves the right to terminate the contract if unsatisfactory services are provided for two months upon issuance of the unsatisfactory .

*The Security Company will also be responsible to conduct drills on a daily basis to keep the guards vigilant and informed of the daily situation.

**The weapons to be used will be specified by the FIEDMC Management.

***The FIEDMC reserves the right to increase or decrease the number of security guards

➤ **Complete security plan will be provided by security company**

5. Dress Code / Conduct for Security Guard

- a. Security Company shall provide the Uniforms to their staff as per the climatic conditions.
- b. The Security Supervisors / Guards should be wearing company designed uniform at all the time.
- c. Security label cards will be returned to the person in-charge after shift hours.
- d. Designated guards will be carrying weapon and ammunition at all time.
- e. All guards will carry their personal identification with them at all time.
- f. In case of any emergency/happening will report to concerned official at priority

6. Job Description

- a. The security service shall include control of entries and exits, body search and ID card Check/verification of the incoming people other than the staff working at entire premises of FIEDMC. Description of the premises and responsibilities of the Security supervisor/guards is as follows:
 1. Main Entrance/Exit Door: This is the entrance/exit where people enter and exit and visitors are searched and ID cards checked.
 2. Watch and Control Duty: This is the security service including watch and ward at the place of assignment and control duty to prevent any anomaly.

3. Reception Duty: Assisting visitors upon their arrival at the FIEDMC premises in an effective, kind and professional manner and registering their names and directing them to the relevant personnel/industry.
- b. Security supervisor/guards shall perform their duties at the premises of FIEDMC as instructed by the management.
- c. All visitors coming to the premises, irrespective of their identity, be visually searched thoroughly without letting him/her notice it, as if he/she were a suspect.
- d. Security supervisors/guards shall be provided with the list of names of the staff and their car registration numbers so that they can control the entries to the premises.
- e. Security guards shall not be overly familiar, and act in an informal way with the staff and visitors for any reason whatsoever.
- f. Security guards shall in no case allow entry into the premises of such persons as salesmen, beggars, peddlers, etc.
- g. In case of emergency (fire, theft, sabotage, attack, bombing alert, etc.), Security supervisor shall first attend the case, ensure maintenance of proof and evidence of crime, and shall immediately notify the Management of FIEDMC and Police department.
- h. The personnel's shall always establish coordination and receive work-related instructions, if any, from the administration and shall accommodate the instructions so given and shall inform administration of any issues that may go beyond their power.
- i. It is expected to have quick support to FIECMC from the security company on when-needed emergency basis.

6.1 Personnel:

- a) The Company shall be fully responsible for all work and services performed by its security supervisor/guards, and shall for this purpose employ qualified, competent and well-trained guards to perform the services under the Contract.
- b) The Company shall take all reasonable measures to ensure that the Company's personnel conform to the highest standards of moral and ethical conduct. FIEDMC office may, at any time, request in writing the withdrawal or replacement of any personnel of the Company assigned to perform work or services under the Contract. The Company shall, at its own cost and expense, withdraw or replace such personnel forthwith.
- c) FIEDMC shall not be liable for any action, omission, negligence or misconduct of the Security Company's employees, agents, servants, or sub-company nor for any insurance coverage which may be necessary or desirable for the purpose of security services, nor for any costs, expenses or claims associated with any illness, injury, death or disability of the Security Company's employees, agents, servants, or sub-company performing work or services.

7. Tender Eligibility/Qualification Criteria

Eligible Bidder/Security Company is a Bidder/Security Company who:

- 7.1 has a registered/incorporated company/firm in Pakistan;
- 7.2 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);
- 7.3 has valid Security and Exchange Commission of Pakistan (SECP) Registration;

- 7.4 has been established for at least five (05) years with proven experience in conducting/carrying out the similar services mentioned in this tender document.
- 7.5 has the required relevant qualified personnel and enough strength to fulfill the requirements of assignment.
- 7.6 must have working experience on similar projects with the corporate sector.
- 7.7 has not been blacklisted by any public or private sector organization and provided satisfactory services through contracts (Submission of undertaking on legal stamp paper is mandatory).
- 7.8 Audited Financial Statements of last five (05) year;
- 7.9 Must be registered with Tax Authorities of Pakistan;
- 7.10 Comply with complete clause # 3 to 6;
- 7.11 Verifiable proof for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for any further process.

8. Tender Cost

The Security Company shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the FIEDMC shall in no case be responsible / liable for those costs / expenses.

9. Joint Venture / Consortium

Joint venture / Consortium are not eligible for this tender.

10. Amendment of the Tender Document

- 10.1 The FIEDMC may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 10.2 The FIEDMC shall notify the amendment(s) in writing to the prospective Security Company as Per Punjab Procurement Rules, 2014.
- 10.3 The FIEDMC may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule of Punjab Procurement Rules, 2014.

11. Preparation / Submission of Tender

11.1 The Tender shall be in two parts i.e. **the Technical proposal and the Financial proposal.**

11.2 Technical Proposal shall comprise the following, **without quoting the price:**

- a. Organization Structure, Memorandum and Article of Association and the date of the establishment of the firm, etc.
- b. Affidavit and Undertaking (All terms & conditions and qualifications listed anywhere in the RFP have been satisfactorily vetted).
- c. Security Execution Plan/ Proposed Methodology
- d. Survey/visit report of FIEDMC Premises.
- e. has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);
- f. Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted).
- g. Authorized Certificate / document of Company registrations with SECP, Home Department, Ministry of Interior, Govt of Pakistan and valid wireless frequency from PTA.
- h. Company has offices in 10 major cities of Pakistan.
- i. License for operating company all over the Pakistan (Federal/ all Provinces).
- j. Total number and type of weapons .i.e. 6.22 & 222 Bore ,7/8 MM & 44 MM in addition to 12 Bore & 30 Bore with valid license.**
- k. Copy of following Insurances policies
 - Indemnity coverage: In case of Supervisor/Guard negligence
 - Group life insurance: In case of death on duty Supervisor/Guard

- Fidelity insurance: In Case of Supervisor/Guard dishonesty.
- l. Affidavit of the firm regarding non-involvement in the litigation/arbitration and not being blacklisted from any Government department/organization.
- m. List of 10 major international & national clients.
- n. Details of similar type of projects executed by Security Company.

11.3 The Financial Proposal shall comprise the following:

- a. Financial Evaluation Form (**Annexure-A**)
- b. Bid Security (**Earnest Money**)

11.4 The Security Company shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical Tender for Tender

Name. [Name of Tender]

[Name of the Security Company] [Address of the Security Company] [Phone No. of the Security Company]

11.5 The Security Company shall seal the Duplicate Technical Tender in an envelope duly marked as under:

Duplicate Technical Proposal for Tender

Name. [Name of Tender]

[Name of the Security Company] [Address of the Security Company] [Phone No. of the Security Company]

11.6 The Security Company shall follow the same process for the Original Financial Tender. No duplicate Financial Tender shall be submitted

11.7 The Security Company shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Tender for

Tender Name. [Name of Tender]

Strictly Confidential

Open on [Last Date of submission of the Tender]

[Name of the Security Company] [Address of the Security Company] [Phone No. of the Security Company]

11.8. This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer. Noncompliance with the same will cause the rejection of bid at the time of opening.

12. Tender Price

12.1 The quoted price shall be:

12.1.1 best / final / fixed i.e. not subject to variation / escalation;

- 12.1.2 Amount in Words & Figures and must be in Pak Rupees only;
- 12.1.3 inclusive of all taxes, duties, levies, insurance, freight, etc.
- 12.2 Where no prices are entered against any Service/item, the price of that service/item shall be deemed to be free of charge, and no separate payment shall be made for that Service(s)/item(s).

13. Bid Security (Earnest Money)

- 13.1 The Security Company shall furnish the Bid Security (Earnest Money) as under:
- 13.1.1 for a sum equivalent to 2% of the Total Tender Price;
- 13.1.2 denominated in Pak Rupees;
- 13.1.3 As part of financial bid envelope, failing which will cause rejection of bid.
- 13.1.4 in the form of Demand Draft / Pay Order, in the name of the FIEDMC;
- 13.2 The Bid Security shall be forfeited by the FIEDMC, on the occurrence of any / all of the following conditions:
- 13.2.1 If the Security Company does not accept the corrections of his Total Tender Price; or
- 13.2.2 If the Security Company, having been notified of the acceptance of the Tender by the FIEDMC during the period of the Tender validity, fails or refuses to furnish Services in accordance with the Tender Document.
- 13.3 The Bid security shall be returned to the technically unsuccessful Security Company with unopened/sealed financial bid, while the unsuccessful bidders of financial bid will be returned the Bid Security only without Financial Proposal Form. The Bid Security shall be returned to the successful Security Company upon furnishing of the Performance Guarantee.

14. Tender Validity

The Tender shall have a minimum validity period of **02 Years** from the last date for submission of the Tender.

15. Modification / Withdrawal of the Tender

- 15.1 The Security Company may, by written notice served to the FIEDMC, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 15.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

16. Opening of the Tender

- 16.1 Tenders (Technical Bids) shall be opened **at 1530 hrs on 03rd July 2014**, in the presence of the Security Company (s)/Bidders/Vendors and Financial Bids of Successful bidder (Technically qualified) shall be opened **at 1530 hours on 07th July 2014**, In case the last date of bid submission falls in / within the official holidays / weekends of the FIEDMC, the last date for submission of the bids shall be the next working day.
- 16.2 The Security Company's name, modifications, withdrawal, security, attendance of the Security Company and such other details as the FIEDMC may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

17. Clarification of the Tender

The FIEDMC shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Security Company (s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such Correction is sole discretion of the FIEDMC.

18. Correction of errors / Amendment of Tender

- 18.1 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Security Company.

18.2 No credit shall be given for offering delivery period earlier than the specified period.

19. TECHNICAL EVALUATION CRITERIA

ELIGIBILITY MARKS: A technically eligible bidder, based on conditions listed in this document, not

meeting the 70% pass marks limit will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All bidders scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial bids will be opened. 30% marks of Financial bid will be given to lowest prices quoted bidder and other's shall be rated accordingly

PROVISO: Provided that if NONE or ONLY ONE (single) bidder exceeds the 70% pass mark, then the FIEDMC SHALL decrease the Pass Mark limit to 60%. In other words, if TWO or more bidders exceed 70%, then the Pass Mark will NOT be decreased to 60%.

If Pass Marks are decreased to 60%, then ALL bidders with scores greater than or equal to 60% shall be considered EQUALLY as approved in the Technical Evaluation, & their Financial Bids shall be opened.

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria against all items will be eligible for further processing.

The Bids which do not conform to the Technical Specifications as mentioned in **Annexure A**. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

TECHNICAL EVALUATION CRITERIA

Category	Description	Points
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration & Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.	Mandatory
	Registrations with SECP, Home Department & Ministry of Interior, Govt of Pakistan.	Mandatory
	License for operating company all over the Pakistan (Federal/ all Provinces)	Mandatory



SECURITY SERVICES COMPANY

Evaluation for Technical Proposal

S#	Description	Total Marks	Marks Distribution				
1	EXPERIENCE	5	Exp	10 year	7 year	5 year	less than 5
1	Experience / Standing of the firm		Marks	5	3	2	0
2	Offices	10					
1	Company Offices atleast in 10 major Cities of Pakistan	5	Offices	10 Cities	7 Cities	5 Cities	less than 5
			Marks	5	3	2	0
2	Head/Branch Office at Faisalabad	5	1. Office in Fsd = 5		2. No office in Fsd= 0		
3	Current Clients & Similar Projects List	20	Clients	10 Clients	7 Clients	5 Clients	less than 5
1	Current Client list with exact location and No of Supervisors & Guards Min 50 gurads at each client.	10	Marks	10	7	5	0
	Similar Projects	10	Projects	10 Projects	7 Projects	5 Projects	less than 5
2	Similar Projects Completed	10	Marks	10	7	5	0
4	Insurances	15					
1	Indemnity coverage	5					
2	Group life insurance	5					
4	Fidelity insurance	5					
Financial Strength							
5	1) 5 Year Financial Audited Report	5	Fin Strength	5 Years	3 Years	less than 3 Years	
			Marks	5	3	0	
6	Weapons						
1	weapons license	15	Type of Weapons	7.62 & 222 Bore	7/8 MM & 44 MM	12 Bore & 30 Bore	
			Makrs	10	5	2	
7	Registrations	10					
1	Valid wireless frequency from PTA	5					
2	License for operating company all over the pakistan (Federal/all Provincial/AJK)	5					
8	Accreditations International / Local Certificaties International Certificate (05) Per Certificate Local Certificate (02) Per Certificate	20					
Total		100					

Note: Minimum marks for pre-qualification will be 70%

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

20. FINANCIAL PROPOSAL EVALUATION

- 20.1 Technically qualified/successful bidder(s)/Security Company (s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue mentioned above. The technically Eligible/Successful Bidder(s)/Security Company (s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- 20.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the FIEDMC, the Security Company shall be bound to adjust the same in the Financial Proposal.
- 17.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- 20.3 The FIEDMC will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.
- 20.4 Financial Evaluation Form “ **Annexure A**”

21 Rejection / Acceptance of the Bid

The FIEDMC shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all supervisor/guard without any change in unit prices or other terms and conditions, at the time of order placement. The FIEDMC may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The FIEDMC shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The FIEDMC shall incur no liability, solely, by virtue of its invoking Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Punjab Procurement Rules, 2014).

22. Acceptance Letter

As per Punjab Procurement Rules 2014, the FIEDMC shall issue the Acceptance Letter/Purchase order to the successful Security Company , at least after 07 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender.

23. Deployment

Security Company shall take the charge of all FIEDMC premises within the 30 days after letter of acceptance .

24. Payment

- 24.1 The Security Company shall provide all necessary supporting documents along with invoice.
- 24.2 The Security Company shall submit request for Payment, to the FIEDMC. The Application for Payment shall: be accompanied by such receipt of EOBI & Social Security of guards deployed at premises of FIEDMC.
- 24.3 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Acceptance Letter till Delivery of goods.

25. Performance Security

The successful Security Company shall furnish Performance Security as under: within fourteen (14) days of the receipt of the Acceptance Letter from the FIEDMC;

in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, for a sum equivalent to 10% of the total contract annual value; denominated in Pak Rupees;

Have a minimum validity period of Two (02) Years.

26. Forfeiture of Performance Security.

26.1 The Performance Security shall of Successful bidder and shall be forfeited by the FIEDMC,

26.1.1 If the Security Company fails/delays in performance of any of the obligations, under this Tender Document/Contract violates any of the provisions /commits breach of any of the terms and conditions of this tender document/contract the FIEDMC may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Security Company.

26.2 Failure to provide services within the specified time period (“ Delivery Period”) , Performance Security will be forfeited and the company will not be allowed to participate in future tenders as well.

27. Taxes and Duties

The Security Company shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

Annexure A

Financial Evaluation Form

Price Schedule/ Financial Cost Sheet

Item #	Description	No of Units/ QTY	Unit Rate (Excl. Taxes) Rs.	Total Taxes Per unit	Unit Rate (Incl. all Taxes) Rs.	Total Cost (Incl. all Taxes) Rs
1	Supervisors Retired JCO's of Armed Forces	3				
2	Guards Ex soldier from Armed	27				
3	Guards Trained Civilians	12				
Total Bid Price						Rs:
Total Cost (in words) Rs. _____						

Notes to Price Table:

1. Prices must be quoted for all items under each item
2. The FIEDMC reserves exclusive rights to increase/decrease the quantities of equipment/hardware mentioned vide this tender document.
3. Amount of Earnest Money Rs: _____, DD/Pay Order # _____, Bank Name: _____

Date _____

Signature of authorized person

Name:

(Company Seal)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.