

Tender Document

Hiring of Security Services Company

Tender #	M-3IC/Security/Services/2021-22
Issued To	
Date	
Tender Fee Receipt #	
Issued By	
Signature	

Bid Submission Date & Time:

1400 Hours , 19th Nov 2021

Technical Bid Opening Date & Time:

1430 Hours, 19th Nov 2021



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:

The FIEDMC has prepared this Bidding Document from experienced security companies for provision of armed Security Guards, retired from Armed Forces i.e military/police, verified from NADRA and professionally competent to discharge security duties, at Allama Iqbal Industrial City, M-3 Industrial City, Value Addition City and FIEDMC Head Office. Firms should be Sales Tax Registered and have valid licensing to operating in all Provinces of Pakistan. This bidding document does not claim to contain all the information related to the project. However, maximum efforts have been made to incorporate available information relevant to the proposed transaction.

All Specialized Security Services Provider firms/ companies complying with criteria given in this document are eligible for this bid, hereafter referred to as Bidders.

Prospective bidders must ensure submission of all required documents indicated in this tender document. Bids received without, undertakings, valid documentary evidence, supporting documents and various requirement mentioned in the tender document or test certificates will be rejected at the initial stage. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the bidders for scrutiny. It is intimated that no objection/revisions/supplements shall be entertained regarding the terms and conditions of the Bidding Document submitted by the bidder.

The Specialized firms/ companies will be selected according to the criteria specified in this document.

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

The procurement shall be completed in accordance with Punjab procurement rules 38.2.a, on single stage - TWO envelop procedure (the bid shall be single package consisting of two separate envelops, containing, separately the financial and technical proposal). The envelops shall be marked as “Financial Proposal” and “Technical Proposal”.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by **Bid Security (Earnest Money)**, as part of Technical bid in favor of “FIEDMC”. The complete bids as per required under this tender document, must be delivered to the FIEDMC OFFICE as mentioned above .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 work must be received in writing to the FIEDMC before 5 days of closing date. Last date for issuance of tender will be 02 days before submission date .no tender document will be issued after that. 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/services 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 supplies/works and price/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. No escalation of cost except arising from increase in number of guards by the Bidder on the demand and approval of the FIEDMC will be permitted.

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 10 year experienced security company for provision of armed Security Supervisor/Guards, retired from armed forces , 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 , M-4 Motorway Sahianwala Interchange, Faisalabad
3	Allama Iqbal Industrial City	AIIC, M-3 Motorway Sahianwala Interchange, Faisalabad
4	FIEDMC Office	1 st Floor,FCCI Complex, East Canal Road ,Canal Park, Faisalabad
5	FIEDMC Storehouse	House # 3 , Raza town 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 per tender documents.

4. Scope of Work

4.1) The Security Company shall provide security services 24/7, in 3 shifts.

- 4.2) Total Number of Security Guards required are 150 (may vary from time to time as per requirements) to perform duty/responsibilities as assigned by the FIEDMC.
- 4.3) Security supervisor/guards shall have three **shifts of 8 hours each**.
- 4.4) Chief Security Supervisor must be Retired Lt Col/Maj or equivalent and Security Supervisor must be Ex-JCO's or equivalent.**
- 4.5) 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. The appropriate license and renewal of license shall be sole responsibility of Security Service Company.
- 4.6) All personnel's shall be uniformed and wear appropriate identification badges.
- 4.7) It is expected that the security supervisor will serve at reception/entry point , thus being able to properly register the visitors. The security guard to be appointed at the Head Office should have qualification of minimum of FA or BA to maintain register and/or receive documents on behalf of the FIEDMC.
- 4.8) The security guards provided should be between the age of 30 and 55 years
- 4.9) The security guards provided should be medically fit.
- 4.10) The security guards provided should be at least 5 feet 8 inches tall
- 4.11) 100 percent of the guards provided must be from Armed Forces/Police .
- 4.12) Every shift should have two guard with first aid training
- 4.13) Guards deployed at FIEDMC Premises should have at least primary education
- 4.14) The following equipment is to be provided by the Security Company as per need Basis:
- First Aid Kits
 - Torches
- 4.15) Any other type of equipment relevant to security of the premises.
- 4.16) All guards will be interviewed by the FIEDMC team before deployment.
- 4.17) One guard will be allowed one shift of eight hours (08) in a day. The FIEDMC shall maintain a record of attendance and deployment of minimum of 8 hours per shift is necessary.
- 4.18) 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.
- 4.19) The FIEDMC reserves the right to inspect and check weapons along with ammunition and license as deem necessary. The weapons provided to the guards will be inspected randomly by the FIEDMC management. 2 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 2% deduction in that month's total invoiced amount if weapons/ammunition is not replaced within the timeframe mentioned above.

- 4.20) FIEDMC management may amend and/or re-designate the security guard at its own discretion.
- 4.21) The FIEDMC management reserves the right to terminate the contract if unsatisfactory services are provided for two consecutive months.
- 4.22) 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).
- 4.23) The weapons provided to the guards will be inspected randomly by the FIEDMC management. 2 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 2% deduction in that month's total invoiced amount if weapons/ammunition is not replaced within the timeframe mentioned above.
- 4.24) 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.
- 4.25) 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.
- 4.26) 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/special/Security branch's clearance certificate
 - Discharge certificate, Pension book or service book whatever applicable to the individual.
- 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 shall follow all applicable labor laws of Govt of Punjab.
- 4.29) Security Company will pay salaries to their guards keeping in view the minimum wages (as per latest notification at the time of disbursement) ordered by the Supreme Court and the Government of Punjab. Security Company shall be solely responsible for the implementation of the applicable laws of Pakistan along with notifications of Government Authorities (Government of Punjab) from time to time.
- 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) The Security company shall be responsible for furnishing all security personnel with ammunitions, uniforms, flashlights, batteries, cellular phones / communication devices, chargers, metal detectors and other related equipment.
- 4.33) In case a theft incidence occurs in the FIEDMC premises/projects due to gross negligence or unsatisfactory performance of the security company, the client reserves the right to withhold performance security or recover the loss sustained by the client from the invoice of service provider or do both.
- 4.34) In case of leave, absent etc. Security Company is responsible to provide replacement immediately. Not doing this, Security Company will be charged five (5) days salary penalty.
- 4.35) The Security Company shall nominate a focal person (manager or head supervisor), to engage regularly with the administration. The Security Company shall ensure 24/7 availability of such focal person. The administration will engage this focal person to resolve day-to-day queries
- 4.36) In case any public complaint is received attributable to misconduct/misbehavior of Security Company's personnel & is assessed as true by FIEDMC administration, a penalty up to PKR 10,000/- (depending on the severity of the incidence) for each such incident shall be levied which shall be deducted from Security Company's bill. Besides the Security Guard found involved in the incident shall be removed from the FIEDMC Premises immediately.
- 4.37) In case the Security Company fails to commence/execute the work as stipulated in the agreement or does not meet the statutory requirements of the contract, Client reserves the right to impose the penalty of 01% of annual cost of contract/agreement per week, up to two weeks' delay. After Two weeks delay the client reserves the right to cancel the whole contract or part thereof and withhold the performance guarantee.
- 4.38) 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.
- 4.39)** The Security Company shall implement the bylaws/SOP of FIEDMC at sites .no construction material shall be dumped on roads by any contractor. All guards shall strictly implement the SOP of material dumping at site . 01 day salary will be deducted if a duty guard is found with negligence.
- 4.40)** The Security company shall Liaison with the Law Enforcing agencies and Govt departments in order to maintain law & order situation and ensuring risk free environment for the development & growth of industry/economy.
- 4.41) The Security Company shall arrange Protocol Duties including local and foreign delegations, visits of various Federal & Provincial Ministers as per Govt SOPs.

- 4.42) The Security Company shall perform the anti-encroachment operations along with Law Enforcement Companies and shall maintain/retain the possession of land as handed over .
- 4.43) The Security Company shall be responsible to clear the land/plots from all incumbrance as assigned by FIDDMC.
- 4.44) Each guard shall be enrolled on biometric machine's installed in FIEDMC premises .
- 4.45) The Security Company shall provide following weapons
- Automatic/Semi Automatic 222/223, rifles guns and 9 mm /30 bore pistols to all supervisor/guards .

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 taxes & National Tax Number (NTN);
- 7.3 has valid Security and Exchange Commission of Pakistan (SECP) Registration;
- 7.4 has been established for at least Ten (10) 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 have working experience on similar projects with public sector companies within last 05 years.
- 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 tender document have been satisfactorily vetted).
 - c. Undertaking on stamp paper for minimum wages, EOBI, Social Security and other benefits as per labour law of Punjab.
 - d. Survey/visit report of FIEDMC Premises.
 - e. has valid Registration of Punjab Sales Tax (PST) & 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.
 - h. Company has offices in major cities of Pakistan.
 - i. Valid License for operating company all over the Pakistan (Federal/ all Provinces including Gilgit Baltistan & AJK).
 - j. Total number and type of weapons .i.e. automatic/semi automatic 223/222 bore, rifle and 9 MM/30 bore with valid license.
 - k. Affidavit of the firm regarding non-involvement in the litigation/arbitration and not being blacklisted from any Government department/organization.
 - l. List of major international & national clients.
 - m. Details of similar type of projects executed by Security Company during last 10 years.
 - n. Bid Security (**Earnest Money**) attached with technical bid.

- 11.3 The Financial Proposal shall comprise the following:
- a. Financial Evaluation Form (**Annexure-A**)
- 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 follow the same process for the Original Financial Tender.

11.6 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 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) with technical proposal as under:

13.1.1 Bid Security amounting to Rs: 120,000/-.

13.1.2 denominated in Pak Rupees

13.1.3 as part of Technical bid envelope, failing which will cause rejection of bid.

13.1.4 in the form of Demand Draft / Pay Order/CDR , 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 . 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 **120 days** 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 **as mentioned above** , in the presence of the Security Company (s)/Bidders/Vendors and Financial Bids of Successful bidder (Technically qualified) shall be opened **as mentioned above** ,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. Work will be given to lowest prices quoted bidder.

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 tender documents will be considered for further evaluation.

TECHNICAL EVALUATION CRITERIA

Category	Description	Points
	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory Required

Legal (Mandatory)	Valid Tax Registration with all necessary departments (Sales Tax/ PRA/Income Tax) (Status = Active with FBR , PRA and others at the time submission)	Mandatory Required
	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 Required
	Registrations with SECP, Home Department & Ministry of Interior, Govt of Pakistan.	Mandatory Required
	Valid License for operating company all over the Pakistan (Federal/ all Provinces including Gilgit Baltistan & AJK)	Mandatory Required
	have working experience on similar projects with public sector companies within last 05 years. Provide details in shape contract/work order etc	Mandatory Required
	Submission of undertaking on legal valid and attested stamp paper that the firm will follow prevailing rules and regulation of labor law notified by Govt of The Punjab	Mandatory Required



Category	Description	Points	
Experience	Presence of firm Minimum 10 years of establishment (Greater than or equal to 10 years ,each year will be marked 01 point). Max Points: 05	Each year	01 Points
		Less than 10 years	0 Points
Company Offices	Company should have Offices in major Cities of Pakistan (Greater or equal to 05 office, each office shall be marked 01 point) Max Points : 05	Each Office	01 Points
		Less than 5	0 Points
	Office at Faisalabad	Office in fsd	10 points

	Max Points : 10	No office in fsd	0 Points
Financial Strength/ Experience	Projects of Similar Nature that is Security services in last Ten (10) years (Verifiable through relevant Contracts. Provide details of only those projects where min 200 guards are/were deputed at one location/ Contracts) (Greater or equal to 05 projects, each project shall be marked 04 point) (Max Points 20)	Each Project	04 Points
		Less than 5 projects	0 Points
	Average Annual revenue of last three (3) years (Verifiable through audited financial statements) (Max Points 10)	10-20 million	05 Points
		20.1-30 million	07 Points
		30.1 million or above	10 Points
Certifications	All Pakistan Security Agencies Associations (APSAA). Membership Certificate (Max Points 5)	5 Points	
	ISO Certification (Max Points 5)	5 Points	
Accreditations	International Certificate =(05 Points) per Certificate or	10 Points	
	Local Certificate= (02 Points) Per Certificate		
Weapon License	Automatic/Semi-Automatic weapon Licenses availability at least 50 owned by the bidder (Attach copy of each licenses for verification) Less than 50 licenses = 0 marks (Max Points 10)	10 Points	
	Non-Prohibited 9 mm /30 bore weapon Licenses availability at least 100 owned by the bidder (Attach copy of each licenses for verification) Less than 100 licenses = 0 marks (Max Points 10)	10 Points	
Human Resource, Professionals	Number of Employees has the required relevant qualified Security Guards (Armed and Un Armed) and enough strength to fulfill the requirements of assignment (Undertaking) (Max Points 10)	400-500	05 Points
		501 or above	10 Points

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. Please provide designation, contact Name/number/email of concerned person for verification.

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.

20.2.1 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 number of supervisor/guard without any change in unit prices or other terms and conditions. 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/Commencement/Contract to the successful Security Company, at least after 10 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 15 days after letter of acceptance .

24. Payment

24.1 The Security Company shall provide all necessary supporting documents along with invoice.

24.2 The payment shall be made as per the bio matric attendance of guards.

24.3 The Security Company shall submit request for Payment, to the FIEDMC of guards deployed at premises of FIEDMC.

24.4 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

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 one(01) Years.

26. Forfeiture of Performance Security.

26.1 The Performance Security of Successful bidder 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.

28. Duration

The term of the contract and/or provision of services required is for a term of 1 year and the same may be extendable for a further term of 1 year upon satisfactory performance.



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	Chief Security Supervisors Retired Maj/Lt Col of Armed Forces	01				
2	Security Supervisors Retired JCO's	8				
3	Guards Ex soldier from Armed Forces/Police	141				
Total Bid Price						Rs:
Total Cost (in words) Rs. _____						

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.

Undertaking:

I the undersigned Mr. _____ authorized on behalf of
Messrs _____ declare and confirm that the information provided herein is true,
accurate and correct. I agree that all terms & conditions and qualifications listed anywhere in this tender
document have been satisfactorily vetted.

Signature

Date

Name :- _____

Designation _____



FIEDMC

Note: Required to be submitted on Company/Firm Letter Head Page.

‘SECURITY SERVICES AGREEMENT’

This ‘Security Services Agreement’ (*hereinafter referred as the ‘Agreement’*) is entered into at Faisalabad on this day of _____, _____, 2021.

BETWEEN

Faisalabad Industrial Estate Development & Management Company (FIEDMC), a public sector company, incorporated under Section 42 of the Companies Ordinance 1984 (repealed now Companies Act, 2017), limited by guarantee by the Government of Punjab having its register office at 1st Floor FCCI complex canal Road, Faisalabad, Punjab, Pakistan through its **Chief Executive Officer**, which expression unless, repugnant to the context or meaning thereof, includes and deemed to include its successor-in-interest, legal representatives, administrators, transferees and permitted assign(s) of the **First Part**.

AND

M/s _____ having its place of business at _____ through its Chief Executive Officer _____ (hereinafter referred to as the “M/s _____ (*hereinafter also referred as ‘Service Provider’*) which includes its successors-in-interest, administrators and permitted assigns) of the **Second Part**.

Whereas:

- A. **M/s Faisalabad Industrial Estate Development & Management Company** has been established by the Government of Punjab (*hereinafter referred as ‘GoPb’*) under Section 42 of the Companies Ordinance, 1984 (repealed now Companies Act, 2017) **FIEDMC** has been duly notified by the **GoPb** to act as Company for establishment the state of Art industrial Estates in the Faisalabad Region.
- B. **FIEDMC** had publicly tendered for ‘Security Services’ for the provision of services of One Hundred Fifty (150) Armed security guards, which could be increased upto _____ as and when required at various premises of **FIEDMC**. The details and services required are mentioned in the ‘Bidding Documents’ (*hereby attached as Schedule-A*).

C. **FIEDMC** has consented to award the ‘**Security Services Agreement**’ to the M/S. _____ as per the Biding Documents’ s as through due course they were declared as the successful bidder (*shall form an integral part of this ‘Agreement’*).

NOW THEREFORE, in consideration of the mutual promises and covenants, terms and conditions and understandings set forth therein in this **Agreement**, and other good and valuable consideration, the receipt and adequacy and legal sufficiency which are hereby mutually acknowledged, the parties with the intent to be legal bound hereby agree as follows:

NOW THEREFORE THIS AGREEMENT WITNESSES AS UNDER:

1. INTERPRETATION

- a. Where any word or expression is defined in this **Agreement** such definition shall extend to the grammatical variations of such words or expressions.
- b. References to Clauses, Schedules and Appendices shall be to Clauses, Schedules and Appendices of this **Agreement**, unless otherwise specified.
- c. Reference to statutory provisions shall be construed as references to those provisions as amended or re-enacted or as their application is modified by other provisions from time to time and shall include references to any provisions of which they are re-enactments (whether with or without modification).
- d. The Cover Page, Recitals, Schedules and Appendices to the **Agreement** shall be read and construed as an essential and integral part of this **Agreement**.
- e. The terms “**Parties**” or “**Party**” means the **FIEDMC** and/or the M/s. _____.

2. COMMENCEMENT DATE

The Commencement Date of this **Agreement** shall be the date of which the ‘**Letter of Acceptance**’ is signed by the **FIEDMC** and the M/S. _____ (*hereinafter referred to as the ‘Commencement Date’*).

3. TERM OF THE AGREEMENT

The term of this **Agreement** is for a period of twelve (12) months from the **Commencement Date** may be extendable for a further term of 1 year upon satisfactory performance

4. PAYMENT METHODOLOGY

The payments shall be disbursed on monthly basis whereas the service provider shall monthly bill/invoice along with Biometric attendance on or before of 10th working day of each month until expiry/termination of this ‘**Agreement**’.

5. PERFORMANCE

Both the **Parties** shall perform their respective duties and responsibilities under this **Agreement** fairly and in good faith.

5.1 PERFORMANCE GUARANTEE:

The First Party shall furnish a performance security 10% of **Total Amount Annually** in the shape of bank guaranteed to FIEDMC till the conclusion of contract.

6. SCOPE OF WORK/SERVICES BY M/S. _____ /SERVICE PROVIDER

M/s. _____ shall perform the following duties/responsibilities:

- I. The Service Provider shall provide, render and ensure Security Services as assigned by the company on round-the-clock basis, 24 hours per day, 7 days per week including Sundays and holidays. The Service Provider shall be required to perform all necessary security services and duties as outlined in the Bidding Documents (*hereby attached as Schedule-A*). Unless directed by FIEDMC the requirements of this Scope of Work shall continue uninterrupted despite strikes, threats of strikes or walkouts, terrorist activities, emergencies, and adverse weather conditions or disasters (natural, deliberate, or accidental).
- II. Control unauthorized access to FIEDMC offices and site territory.
- III. Check entry and exit of the personnel, If required screen / inspect their baggage, conduct body check (*with the metal detector*) to identify and take away suspicious, flammable stuff. Perform suppression and removal of the invaders, demonstrators and unauthorized entrants.
- IV. Safeguard the property against theft, damage and misuse. The damage shall include setting up of banners, posters, advertisements, graffiti etc.
- V. In case of any theft/ trespassing/Unauthorized access or any other act that is under non-compliance of the Company's rules and regulations, the Service Provider may be delegated the power to impose and collect fines as per Company Rules and Regulations from the offender or hold, retain and hand over the offender to police as per case demand. The Service Provider will also help the company in lodging FIR with Police, if required.
- VI. Recognize and respond to security threats or breaches.
- VII. Recognize and respond to emergency situations and safety hazards such as fire, power outages, medical emergencies, accidents, short circuits.
- VIII. Maintain log of all security violations and report occurrences to the Company as quickly as possible considering the nature of the violation;
- IX. The Service Provider shall patrol the premises from outside and inside as required by this contract or as directed by the Authority to prevent trespassing, vandalism, and sabotage, catch a vehicle, etc.
- X. Monitor and provide information about public events or other activities in the geographic area that may impact FIEDMC Operations.
- XI. Perform monitoring and reporting of breach/breakage into premises of FIEDMC.
- XII. Provide evidence of Security Staff attendance on monthly basis with the bill/Invoice.
- XIII. Service Provider will supply all the staff necessary to complete the duties of this contract. The staff may include female security staff as per FIEDMC directions. The service provider will carry out the work in a professional manner and to the satisfaction of the FIEDMC and will perform all services with qualified staff.

- XIV. The Service Provider will be responsible for seeing that regular supervision is maintained over all working personnel by taking action on and responding to performance concerns. It is his responsibility to see that all their activities are properly coordinated with the FIEDMC operations and modify assignments as required.
- XV. The Service Provider is responsible for providing and maintaining any related transportation needs.
- XVI. The Service Provider shall be responsible for all acts done by the personnel engaged by it. The Service Provider shall at all-time use all reasonable efforts to maintain discipline and good order amongst its personnel and ensure that all its personnel are aware of the code of conduct governing the services including the Security Services. The Service Provider or its personnel shall not at any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the passengers. The Service Provider shall provide appropriate and necessary management and supervision for all of his employees and shall be solely responsible for instituting and invoking disciplinary action against employees not in compliance with company rules and regulations, and instructions.
- XVII. The Service Provider will ensure proper License / permission, authorization, approval and consent including registrations, all applicable permits including all statutory and regulatory approvals from the concerned authorities, wherever applicable, in order to perform security services. The Service Provider shall obtain compliance with all the Applicable Laws, Rules and Regulations, which are applicable to the Service Provider or personnel deputed by him and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation.
- XVIII. An authorized representative of the Service Provider shall ensure his/her presence at a short notice when required by the FIEDMC.

7. GENERAL CONDITIONS

- i. No employee of service provider shall have connections to criminal activity or criminals.
- ii. Every employee shall make attendance on bio metric machines installed in FIEDMC premises.
- iii. Neither the security service provider, nor any security guards employed by them may conduct investigation into criminal matters or conduct any law enforcement activity.
- iv. Security service provider and security guards employed by them must at all times follow the instructions of law enforcement agencies.
- v. The management of security service provider is responsible for immediately informing the FIEDMC if any of its employees performing duty at FIEDMC has been arrested.
- vi. All security guards are to be uniformed. The security services provider must have their uniform approved by the competent authority. The uniform must not be similar in appearance to police, military or paramilitary uniform.
- vii. In order to carry the equipment items, individual security guards must receive guard training.
- viii. All employees are required to show identity permit issued by the security service provider.
- ix. The new employee can not engage in providing security of any type, for any reason, until the employee receives his identity permit.
- x. The Service Provider shall not sub-contract any of its responsibilities contained in this Agreement to any sub agent or subcontractor without prior written permission of the Company, and if Company

gives such written permission (which permission may be of a general or specific nature), it shall not be construed as waiver of any accrued rights and / or liabilities and the Service Provider shall be fully responsible for all acts and omissions of its sub-contractors or sub agents.

- xi. The Service Provider is responsible for the medical and accident insurance of its staff, payment of all dues like social security, EOBI. FIEDMC shall not accept any responsibility of the designated security personnel in the event of death, injury, disablement or illness that may take place while performing/executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Service Provider.
- xii. The Service Provider shall ensure that it does not engage or continue to engage any person with criminal record / conviction or otherwise undesirable persons and shall bar such person from participating directly or indirectly in the provision of Security Services.
- xiii. The Service Provider shall be liable to the penalty for any loss incurred or suffered / any damage caused to movable or immovable property of the Company, on account of delayed, deficient or inadequate Security Services, or interruption in the Security Services for reasons directly and solely attributable to the Service Provider.
- xiv. The Security Services of the Service Provider shall be reviewed on regular basis or as decided by the company. The Service Provider shall be liable to penalty if the Security Services are found to be deficient, sub-standard and not as per the terms and conditions of the Agreement.
- xv. The Service Provider shall agree to remove from the site, whenever required to do so by the Authority, any employee considered by the company to be unsatisfactory or undesirable, within 24hrs.
- xvi. The service provider shall provide detailed Execution plan, Methodology within 1 week of signing of 'Agreement'.
- xvii. The service provider personnel shall not enter company premises without valid service provider duty card.
- xviii. The Service Provider shall ensure hiring, training and administration of motivated and professional employees that meet or exceed the company expectations.
- xix. The Service Provider's staff appearance will be influential in creating a good image of FIEDMC. Their appearance shall set a good example. The Service Provider shall ensure that guard personnel at all times present a neat and clean appearance, paying particular attention to their personal hygiene, bearing, uniform, and equipment.
- xx. All Security Guards assigned must be alert, punctual, physically fit, in good health, without physical/mental abnormalities/defects which could interfere with the performance of his/her duties including good vision without color blindness. They should possess good physique, necessary skills, knowledge, expertise and experience to satisfy the requirements of the security work involved. They should not be suffering from any contagious/major diseases.
- xxi. Duty time shall be 08HRS/ Shift.
- xxii. The age limit of security guard shall be from 30 to 55 years, Security Provider shall ensure Armed Security Guards as required by FIEDMC.
- xxiii. The Service Provider shall ensure that none of his personnel report in drunken state or consume drugs, prohibited substances, etc., while on duty.
- xxiv. Security personnel shall, at all times, be polite, courteous, respectful and responsive to visitors, company officers, other service providers etc.
- xxv. No security personnel shall leave premises assigned, unless properly relieved by the next security personnel. The security posts/places shall not be left unmanned at any time during the period of the contract.

- xxvi. If the assigned officer does not report on time the Contractor is required to send a replacement officer immediately, without jeopardizing the security.
- xxvii. During non operational hours, the Security Personnel will check all doors to ensure that they are locked, inspect all areas by turning on a minimum number of lights, check for open windows, running or dripping water.
- xxviii. The Security Personnel shall take appropriate action to preclude or minimize loss and render reports of all incidents, accidents, property damage, and maintain all records in connection with the duties and responsibilities of the security force. They shall comply with inspection rounds requirements.

8. KEY SERVICE PARAMETERS

In case of non-performance of the service provider for scope of work/responsibility or its obligation, a maximum deduction of _____ of the annual contract value will be made. If the cumulative amount of such fines exceeds _____ of the annual Agreement value, then it shall be considered as event of default on part of the service provider.

9. TAXES

Payment of any Provincial or Federal Tax, direct or indirect, shall be the sole responsibility of the M/S. _____.

10. ESCALATION

In case of extension in the security contract the rate may be escalated upon the mutual consent of the both parties.

12. TERMINATION

This Agreement may be terminated by either party by serving one (1) month advance notice with written reasoning/explanation.

13. APPLICABLE LAW

This **Agreement** will be governed by and construed in accordance with the laws of Pakistan without regard to any conflict of laws rule or principle which might refer the governance or construction of this **Agreement** to the laws of another jurisdiction, and the Courts at Faisalabad shall have exclusive jurisdiction in the matter. Section headings are for convenience only and do not control or affect meaning or interpretation of any terms or provisions of this **Agreement**.

14. CONFIDENTIALITY

The Service Provider shall be responsible for the confidentiality of the information. The Service Provider shall take and must have mechanisms and means to ensure adequate precautions to protect the privacy and confidentiality of all data and Confidential Information pertaining to the security plans, in relation to this Agreement or the Security Services. Neither the Service Provider nor any of the its employees/agents shall discuss nor disclose verbally or in writing any information regarding any of the internal security operations with any uninvolved persons or agencies without prior written approval from the company.

IN WITNESS WHEREOF, the parties hereto have set their respective hands on this Agreement the day and year first above stated.

For and on behalf of FIEDMC.

For and on behalf of M/S_____

Chief Executive Officer

Chief Executive Officer

Witness:

