

Hiring of Security Services Company

1. Faisalabad Industrial Estate Development and Management Company (FIEDMC) invites sealed bids from experienced security companies for below mentioned works to discharge security duties. Firms should be Sales Tax Registered and have valid licensing to operating in the Punjab.

Sr. No.	Description	Location	Estimated Cost (Rs: Million)	Bid Security
1	Hiring of security company for the provision of armed Security Guards retired from Armed Forces (military/police etc)	Allama Iqbal Industrial City (AIIIC) , M-3 Industrial City (M-3IC) Value Addition City and FIEDMC Head Office	101 million/per Anum	3% of Estimated Cost (i.e. Rs. 3.36 million)

2. Tender Document is immediately available at www.fiedmc.com.pk and www.ppra.punjab.gov.pk. The procurement shall be completed in accordance with Punjab Procurement Rules 2014 and together with updated amendments.
3. A single package containing Technical and Financial bids separately , duly completed, signed, stamped, sealed and in complete conformity with Tender Document should reach FIEDMC Office Faisalabad, not later than 1400 Hrs on 12th Dec 2022. Vendors are invited to participate in Technical Bid opening proceeding at 1430 Hours sharp on same day at FIEDMC office. Financial Bids of technically qualified bidders shall be notified at a later date after Evaluation of the Technical Bids.
4. All bids must be accompanied by Bid Security. Bid which are incomplete, not sealed, not signed and stamped, later or submitted by other than specified mode will not be considered.
5. Tender documents may be purchased on the payment of non-refundable cost of Rs.5000/- on submission of a written application to the office given below.
6. Tax registration certificate and other documents as mentioned in Tender Document must accompany the bids. Taxes will be deducted as per GOP rules.

Note: FIEDMC management may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Rule-35 of Punjab procurement Rules, 2014.

Chief Executive Officer

Faisalabad Industrial Estate Development & Management Company

Ph # 041-9230231-4

Tender Document

Hiring of Security Services Company

Tender #	FIEDMC/Security/Services/2022-23
Issued To	
Date	
Tender Fee Receipt #	
Issued By	
Signature	

Bid Submission Date & Time: 1400 Hours , 12th Dec 2022
Technical Bid Opening Date & Time: 1430 Hours, 12th Dec 2022



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 for experienced security companies for provision of armed Security Guards, retired from Armed Forces i.e military/police etc., 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 The Punjab. 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, 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 05 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 240 (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) **Security coordinator should be a qualified, responsible Subedar major/ Subedar** 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.
- 4.5) 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 and entry / exit routes of the M-3IC and AIIC should have minimum qualification 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 50 years
- 4.9) The security guards provided should be medically fit. Physical efficiency test (PET) will be conducted by FIEDMC before employment on guard duties. PET includes mile in 8 minutes, 4 chin-ups and firing test.
- 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/ law enforcement agencies etc.
- 4.12) Guards deployed at FIEDMC Premises should have at least matric education
- 4.13) The following equipment is to be provided by the Security Company :
 - First Aid Kits
 - Torches
 - Ammunition
 - Weapons

- Uniform
 - Handheld Metal detectors
- 4.14) All guards will be interviewed by the FIEDMC Security In charge before deployment.
- 4.15) 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.
- 4.16) 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.
- 4.17) The FIEDMC reserves the right to inspect and check weapons along with 20 rounds (ammunition) with each weapon and license as deem necessary. The weapons provided to the guards will be inspected randomly by the Chief Security Officer FIEDMC. 2 days salary will be deducted if a guard is found with Old/Rusty/nonfunctional weapons and ammunition. Upon discovery of such weapons/ ammunition Chief Security Officer will inform the security company under intimation to head office, 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. This clause is pertaining to one weapon if number of rusty weapons are more than one similarly penalty amount will be added up similarly.
- 4.18) Chief Security Officer FIEDMC may amend and/or re-designate the security guard at its own Discretion.
- 4.19) The FIEDMC management reserves the right to terminate the contract if unsatisfactory services are provided for two consecutive months.
- 4.20) 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).
- 4.21) 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 security staff.
- 4.22) If a guard reports to duty thirty (30) 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.
- 4.23) 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
 - Medical Certificate
 - Discharge certificate, Pension book or service book whatever applicable to the individual.
- 4.24) Security Company will pay the salaries to all Security guards and supervisors before 10th of each calendar month, in any circumstances.
- 4.25) Security Company shall follow all applicable labor laws of Govt of Punjab.
- 4.26) 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 Punjab/Pakistan along with notifications of Government Authorities (Government of Punjab) from time to time.
- 4.27) 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.
- 4.28) 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.
- 4.29) The Security Company shall be responsible for furnishing all security personnel with sufficient ammunitions (20 rounds each weapon), uniforms, flashlights, metal detectors, batteries and other security related equipment.
- 4.30) FIEDMC will provide bikes / vehicles / POL and communication sets to Security Company at its own cost.
- 4.31) Security Company is bound to foot patrol the area along with supervisor on requirement of chef security officer FIEDMC.
- 4.32) 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.
- 4.33) 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.
- 4.34) 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 25,000/- (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.

- 4.35) 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.
- 4.36) 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.
- 4.37) The Security Company shall implement the bylaws/SOP of FIEDMC at sites .No construction material shall be dumped on roads by any contractor/ no tress passing / no animal's movement in FIEDMC site areas. All guards shall strictly implement the SOP of material dumping/ trespassing / animal movement on roads.
- 4.38) Chief security officer FIEDMC and security team will execute all penalties as per contact agreement.
- 4.39) 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.
- 4.40) The Security Company shall arrange Protocol Duties including local and foreign Delegations, visits of various Federal & Provincial Ministers as per Govt SOPs.
- 4.41) The Security Company shall perform the anti-encroachment operations along with Law Enforcement agencies and shall maintain/retain the possession of land as handed over.
- 4.42) The Security Company shall be responsible to clear the land/plots from all incumbrance as assigned by FIEDMC.
- 4.43) The security company shall perform all legal formalities in case of any issue as per Clause 4.41 and 4.42 of this contract.
- 4.44) Each guard shall be enrolled on biometric machines installed in FIEDMC premises, beside FIEDMC security team will randomly check the attendance of guards at duty point. In case of attendance conflict in Security Company and FIEDMC attendance system Chief security officer decision will be final.
- 4.45) The Security Company shall provide following weapons

- Automatic / Semi-Automatic 223 bore guns and 9 mm 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. Every guard on duty 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. Restrict un authorised entry.
 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 Chief security officer 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.
- j.** Security company is responsible for maintaining LOG of all incidents date wise, along with counter measures and how to implement counter measures.
- k.** Security company will provide threat acese ment and response modalities before assuming the duties.

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 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 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 three (03) 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 05 major cities of Pakistan.
 - i. License for operating company all over the Punjab.

- j. Total number and type of weapons i.e. 223 bore and 9 MM 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 10 major international & national clients.
- m. Details of similar type of projects executed by Security Company.
- n. Bid Security (**Earnest Money**)

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: 3.36 million/- .

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
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory Required
	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 Govt of the Punjab	Mandatory Required
	License for operating company all over the Punjab	Mandatory Required
	Automatic/Semi-Automatic weapon Licenses availability at least 100 owned by the bidder (Attach copy of licenses for verification)	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	Market Presence of firm Minimum 05 years of establishment Max Points: 05	Each year	01 Points
		Less than 05 years	0 Points
Company Offices	Company should have Offices in 05 major Cities of Pakistan Max Points : 05	Each Office	01 Points
		Less than 5	0 Points
	Office at Faisalabad Max Points : 10	Office in fsd	10 points
		No office in fsd	0 Points
Financial Strength/ Experience	Projects of Similar Nature that is Security services in last five (5) years (Verifiable through relevant Contracts). Provide details of only those projects where min 250 guards are/were deputed at one location/ Contracts) (Max Points 20)	Each Project	02 Points
		Less than 5 projects	0 Points
	Average Annual revenue of last three (3) years (Verifiable through audited financial statements) (Max Points 10)	13-20 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	10 Points	
	Local Certificate= (02 Points) Per Certificate		
Weapon License	Automatic/Semi-Automatic weapon Licenses availability at least 100 owned by the bidder (Attach copy of each licenses for verification) (Max Points 10)	10 Points	
	Non-Prohibited 9 mm weapon Licenses availability at least 100 owned by the bidder (Attach copy of each licenses for verification) (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.

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 The FIEDMC will pay the minimum wage rate, EOBI & Social Security of all security guards as per prevailing laws. Security company will include Salary/EOBI/Social Security along with their service charges and all types of taxes in monthly bill.
- 20.5 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 07 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 of guards deployed at premises of FIEDMC.
- 24.3 All payments shall be subject to Minimum wage rate, EOBI , social; Security , service

charges and all type of 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 Two (02) 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. Salary, 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. However FIEDMC will bear the change in salary of guards(minimum wage rate), EOBI and Social Security

28. Duration

The term of the contract and/or provision of services required is for a term of 02 year.

Annexure A

Financial Evaluation Form

Price Schedule/ Financial Cost Sheet

Item #	Description	No of Units/ QTY	Min wage rate as per Gazette of Govt of Punjab	EOBI	Social Security	Service charges of security	Taxes	Total
2	Security Supervisors Retired JCO's	14						
3	Guards Ex soldier from Armed Forces/Police/LEAs	226						
Total Bid Price								
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.

FEDMC

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 _____

Note:

FIEDMC