

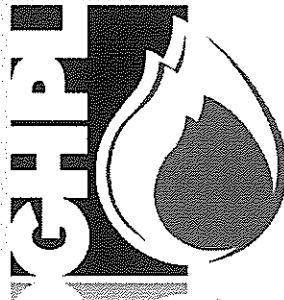


GOVERNMENT HOLDINGS (PRIVATE) LIMITED

Bidding Document

for

“Hiring of Firm for Security Services”



Tender No.: GHPL/Gen/03/04-23
Bid Submission: May 04, 2023 at 03:00 PM
Bid Opening: May 04, 2023 at 03:30 PM



Government Holdings (Private) Limited



TABLE OF CONTENTS

INVITATION TO BID.....3

INSTRUCTIONS TO BIDDERS4

ANNEXURE-I: SCOPE OF WORK8

ANNEXURE-II: BID BOND FORMAT12

ANNEXURE-III: TECHNICAL BID REQUIREMENTS13

ANNEXURE-IV: PRICE SCHEDULE14

ANNEXURE-V: PERFORMANCE GUARANTEE FORMAT.....155

ANNEXURE-VI: FORM OF BID.....17

ANNEXURE-VII: EVALUATION CRITERIA.....19



INVITATION TO BID

Government Holdings (Private) Limited (GHPL) invites bids for hiring of firm for security services. Detailed scope of work is provided at **Annexure-I**.

Bids are invited under a “Single Stage Two Envelope Bidding Process” which consist of a sealed Technical bid and sealed Financial bid and must be submitted in separate envelopes. The bids shall be clearly marked as Technical and Financial “**Bid for Hiring of Firm for Security Services**” (Tender No. GHPL/Gen/03/04-23)” in bold and legible letters. The envelope shall be labeled with the name, address and contact number of the bidder.

Bids prepared in accordance with the instructions provided in this bidding documents must reach at following address on or before **May 04, 2023** at 03:00pm. Technical bids will be opened on the same day at 03:30pm. In case the day of bid submission and opening falls on a public holiday, next working day shall be considered as the deadline for the same.

Dy General Manager (HR & Administration),
'Hiring of Firm for Security Services'
Government Holdings (Private) Limited,
5th & 7th Floors, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.



Government Holdings (Private) Limited



INSTRUCTIONS TO BIDDERS

The objective of "Instructions to Bidders" is to provide bidders information to submit bids in response to this Bidding Document (BD) according to the requirements defined in this BD and in the same order/sequence as set forth in this BD. Bidders are required to fulfil the below requirements for their bids:

- 1) Bidders downloading the BD from GHPL website (www.ghpl.com.pk) shall send an acknowledgement to GHPL by email at "procurement@ghpl.com.pk". The acknowledgement shall have full contact details of its contact person. Any communication/response to the clarifications shall be shared to such provided contact person(s). GHPL assumes no liability for non-receipt of communication/clarifications for such bidders who do not share the required contact details.
- 2) Each bidder shall submit only one bid, multiple submission of bids shall render the bidder disqualified.
- 3) The bidder will have to comply with all laws applicable in Islamic Republic of Pakistan.
- 4) Bid bond amounting to Rs. 50,000/- (Pak Rupees Fifty Thousand Only) shall be submitted in the form of bank guarantee or pay order or demand draft in favor of GHPL. The bid bond shall be enclosed in the Technical Bid. No bid shall be entertained without bid bond. Bid bond shall be retained up to 180 days and the bids shall remain valid up to 90 days from the date of Technical Bids opening. A bid bond format is attached herewith at **Annexure-II**. The bid bond shall be issued by a scheduled bank in Pakistan.
- 5) The bid bond of technically disqualified bidders will be returned along with their unopened financial bids and the bid bond of the technically qualified but financially disqualified bidders will be returned after publication of the final evaluation report or on the expiry of validity of the bid bond, whichever is earlier. The bid bond of the successful bidder will be released upon receipt of the required performance guarantee.
- 6) The bid bond may be forfeited in case of occurrence of any of the following:
 - a) Bidder withdraws its bid before the bid validity date;
 - b) Bidder fails to extend the validity period of the bid bond to match any extension of the bid validity date in accordance with the terms and conditions of this BD;
 - c) Successful bidder, fails to furnish the required performance guarantee as per BD requirement.
- 7) The bidders will submit their bid in accordance the terms and conditions of the BD. All the pages of the Technical & Financial bids must be sequentially numbered. All the pages of the financial bid and Form of Bid (technical bid) must be stamped & signed by the representative authorized at clause 6 of the Form of Bid (**Annexure-VI**). All other pages of the technical bid must be stamped and initialed by the representative authorized at clause 6 of the Form of Bid.
- 8) GHPL may, at any time prior to the deadline for submission of the bids, on its own initiative or in response to a clarification requested by the bidder(s), amend the BD, on any account, for



- any reason. All amendment(s) shall be part of the BD and binding on the bidders. GHPL shall notify the amendment(s) in writing within reasonable time prior to the bid submission date.
- 9) GHPL may, at its exclusive discretion extend the deadline for the submission of the bids in which case all rights and obligations of the GHPL and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
 - 10) Within the original validity of the bids, GHPL may request the bidders to extend their bid validity for another period not exceeding the original bid validity. The bidder who chooses not to extend their bid validity as may be required by GHPL; their bid will be deemed withdrawn and their bid bond shall be returned.
 - 11) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
 - 12) GHPL will respond by electronic mail to any request for clarifications. A consolidated matrix of all queries along with respective responses will be sent to all prospective bidders without disclosing the details of the bidders. An SMS/text message or phone call will not be regarded as a communication for the purpose of this BD and cannot be referred as such and shall not be deemed legally binding. GHPL foresees that while clarifying a query, a bidder's identity may need to be disclosed due to the nature of the query, the bidder, in such case, will have no objection to such disclosure by GHPL.
 - 13) GHPL may hold a prospective bidders' Pre-bid Meeting at GHPL Office in Islamabad as may be decided by GHPL to which prospective bidders will be invited. Prospective bidders may attend the Pre-bid Meeting at their own cost.
 - 14) GHPL reserves the right to amend, modify, supplement or withdraw this BD or extend the deadline for submission of the bid at any time and to reject all the bids received and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part.
 - 15) Bidders shall submit their technical bids as per the requirements mentioned in **Annexure III**.
 - 16) Duly completed, signed and stamped **Annexure-IV**: Price Schedule shall be submitted as financial bid. Prices will be quoted in Pak Rupees; any other currency will be rejected. While submitting their bids, bidders shall be responsible to include all applicable duties / taxes / levies etc. (Federal and/or Provincial) and out of pocket expenses in their quoted rates. Omission, if any, shall be the sole responsibility of the bidder. All taxes and duties shall be borne by the bidder as per applicable laws. GHPL will not be responsible for any erroneous calculation of taxes or any differences arising out of tax incidence and computation and shall be fully borne by the successful bidder.
 - 17) The successful bidder shall furnish a performance guarantee to GHPL in the form of a bank guarantee or pay order or demand draft issued by a scheduled bank in Pakistan of an amount equal to 10% of the bid price upon signing of the Contract. Failure to furnish the performance guarantee within the stipulated time will entitle GHPL to consider the bidder as having



abandoned the tender. The performance guarantee shall be valid up to 180 days or as may be extended by the Bidder from time to time. The performance guarantee in the form of bank guarantee shall be in accordance with the format provided at **Annexure-V**.

- 18) The bidders participating in the bidding process are required to adhere to all the laws as promulgated by the Government for the time being in force. Upon completion of the bidding process the terms and conditions as agreed between the parties will not be altered or amended.
- 19) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 20) The successful bidder shall sign a contract with GHPL as per the draft provided at **Annexure-VI**. Successful bidder shall bear all costs associated with entering into the contract.
- 21) The bids will be rejected if any of following shortcomings occurs:
 - a. Signed "Form of Bid", as per format given in **Annexure-VI**, with official stamp affixed on it is not provided;
 - b. Form of Bid is not submitted in original, on bidder's letterhead and with signatures, as required, and official stamp. Copy (whether scanned colour copy or photocopy) would not be acceptable;
 - c. Bid bond is not submitted in the Technical Bid;
 - d. Bids must contain Certificate of Incorporation, Company's Registration Certificate, SECP registration, EOBI, Social Security, etc. (as applicable).
 - e. An affidavit to the effect that bidder is an independent company, and not the agent, subsidiary or holding of any company having business relationship with GHPL in any manner whatsoever.
 - f. Bids submitted without FBR registration certificates and bidder not being appearing on Active Tax Payer list of FBR;
 - g. Bid having not fully filled-in/quoted price schedules or quoted in currency other than Pak Rupees (PKR);
 - h. Bid is un-sealed, un-signed, partial, conditional, alternative, late;
 - i. Bidder(s) has been found blacklisted during evaluation stage or prior to the award of contract;
 - j. Each bidder shall submit only one bid, multiple bid submissions shall render the bidder disqualified; and
 - k. Bidder(s) engages in corrupt or fraudulent practices during the process.
- 22) The bids will be evaluated as per the evaluation criteria provided at **Annexure-VII**. Bidders are required to secure at least 65 Technical Score (TS) on overall basis for technical qualification. Financial bids of technically qualified bidders will be opened in the presence of their representatives who choose to attend. The contract will be awarded on Quality and Cost Based Selection (QCBS) method, on 70% quality and 30% cost basis.
- 23) The bidders shall bear all costs/expenses associated with the preparation and submission of the bids and GHPL shall in no case be responsible/liable for those costs/expenses.



- 24) Any bid received by GHPL after the deadline for submission of bids shall be returned unopened to such bidder. Delays in the mail/courier, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by mail / courier.
- 25) The bids shall be opened at the specified time and place in presence of the authorized representatives of the bidders who choose to attend.
- 26) During the examination, evaluation and comparison of the bids, GHPL at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
- 27) Bids submitted via email or fax shall not be entertained.
- 28) GHPL does not accept:
- any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency or reliability of any data or information, including all written or oral information made available to the bidder or its advisors during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
 - any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency or reliability.
- 29) The Bidder agrees that:
- it will conduct its own investigation and analysis regarding any information, statements or representations contained in the information and will rely on its own enquiries and seek appropriate professional advice;
 - it does not rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency or reliability of the information.
- 30) The decision of GHPL shall be final and GHPL will not be liable for any loss or damage to any party acting in reliance thereon.
- 31) GHPL reserves the right to forfeit the Bid Bond and/or blacklist any Bidder who breaches any terms and conditions of this BD.
- 32) The prospective bidder may request a clarification on any aspect of this BD till **May 02, 2023**. Any request for clarification must be sent in writing to:

Dy. General Manager (HR & Administration),
Government Holdings (Private) Limited,
E-mail: procurement@ghpl.com.pk



ANNEXURE-I: SCOPE OF WORK

Government Holdings (Private) Limited is a Company registered under the Companies Ordinance 1984 (currently Companies Act 2017) to manage Government of Pakistan's working interests in petroleum exploration and production joint ventures.

GHPL is situated in the Petroleum House building which consists of nine stories with two basements. It is to mention that in wake of emerging security threats in general and keeping in view the security sensitivity of high-risk zone area of Islamabad, in particular. The security services need to modernized with availability of scanners/walk through gates, metal detectors, improvised security apparatus with proper trained security staff with ample security experience of highly sensitive installations and high-rise buildings in high risk zones.

The Authority invites sealed bids from renowned Security Service Providers duly registered with Ministry of Interior/ Concerned Home Department for the provision of security services, including placement of armed/ un-armed guards and other security services at the petroleum house building, Islamabad for a period of two years, further extendable for further period on satisfactory performance.

It may be noted that security services are required to protect the building including but not limited to the following measures/activities:

1. Security Guards/ Supervisors shall be provided without gap for twenty-four hours (24) per day (12 hours shift) and seven (7) days per week at the concerned premises. For this purpose, duty rosters of the supervisors/guards must be provided to the administration of the building/concerned officials.
2. The Security Company / Firm is responsible to provide security manpower, Armed Guards, Un-Armed Guards, Lady searchers as per following minimum requirement/ standards: -
 - Security Supervisor Age: Maximum 50 years. Sound Health Qualification: Retired JCOs of Armed forces. Character: Verified by the Local Police/ Special Branch.
 - Armed Guard Age: Maximum 45 years. Education: Matric or Equivalent. Experience: Experience of serving in field intelligence/ Military Police/ Armed Forces/Police Force/Rangers/FC or any other law enforcing agency etc. Discipline: No major disciplinary entry in the record of service. Sound Health Character: Verified by the Local Police/ Special Branch.
 - Un-Armed Guards Age: Maximum 45 Years. Education: Matric or Equivalent. Discipline: No major disciplinary entry in the record of service with the company. Fitness: In case of civilian trained guards, must have mandatory physical fitness required for employment in armed forces along with security training certificates. Health: Sound Health Character: Verified by the Local Police/ Special Branch.
 - Lady Searcher Age: Maximum 35 Years. Education: Matric or Equivalent. Skills & Training: Must have security training certificate. Preference will be given to candidate having good communication skills and be trained in front desk security protocols and public dealing. Character: Copy of Secondary School Certificate (SSC)/ Local Police/ Special Branch.
3. Dress Code Minimum two (02) pairs of uniforms and shoes per years must be provided by the Security Company to each individual. Winter: Shirts, Trousers, Pullover, Belt, Jockey cap or Barret, Shoes (Ranger Type Uniform) Summer: T-Shirts, Trousers, Jockey Cap or Barret, Belt, Shoes (Ranger Type Uniform)



4. The Security company/firm will provide/equip Armed Security Guards with the following weapons and ammunition:
 - a. Short Gun or 12 bore/44 bore automatic repeaters or automatic short gun for 12 armed guards and pistol 9mm or 30 bore for 03 supervisor
 - b. 03 magazines of (15 cartridges) with each weapon to be provided
 - c. Metal detector & explosive detector/scanner (01 each) for inspection of each vehicle entering the premises of the building and provision of a walk-through gate.
5. Security Company / Firm shall provide to the employer all the details of Guards along with its past experience, copy of CNIC, copy of Service Card, copy of clearance certificate from Local Police/ Special Branch, copy of service book (in case of ex-army guard), copy of security training certificate (in case of civilian trained guards), and other required details/information, if notified, one week prior to placement of Guard to the place of posting.
6. Security Company / Firm will ensure that the Security Guard is active, healthy and free from any diseases (physical or mental). Allowed age limit for placement of Security Guard is 20-50 years.
7. Security Company / Firm will ensure that one guard does not perform continuous duty in two shifts. The Guards detailed at any site shall not be posted/ transferred/ replaced without prior approval of the administration of the building/concerned officials.
8. During leave of Guard the Security Company will provide alternate guard. Absence of guards from duty will be offset against the monthly bill at actual rates.
9. Security Company / Firm will ensure that the Security Guard is educated, well trained in security & safety and firefighting equipment shall be properly trained. The guards must have at least one-year experience of any Security Company and atleast fifteen bullets/cartridges shall be available with each armed guard.
10. Schedule for posting of Security Guards shall be prepared and issued by Site Incharge with prior approval of administration of the building/concerned officials.
11. Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should be not less than six months.
12. During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be invariably submitted to the administration of the building/concerned officials for record. Without such intimation the guard shall not be accepted for duty and emoluments claim for such Guard shall not be entertained.
13. Security Company / Firm shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions of contract.
14. The Security Company will be responsible to provide the following additional facilities to the Security Guards at its own cost at following places:
 - Every Guard should have a whistle along with torch at night.
 - Supervisor, if he is not available, then the senior most Guard, should have Cellular Phone facility with outgoing call facility to communicate with security personnel and the Security Incharge of the concerned office.
 - The Company / Firm will provide all equipment and tool as may be required for disposal of the security duties by the Guards under this contract.
 - The Company / Firm must provide Mobile Quick Response Force (MQRF) vehicle along extra security staff to strengthen their security services on demand and shall provide a communication system which will be invoke in times of security emergency for back support of rapid response force (with min 5 minutes response time) .
 - The Company / Firm must provide at least 04 wireless walkie talkie sets to their guards.



- The Company / Firm shall provide other security gadgets as per requirement such as metal/explosive detectors/scanners and a walk through gate or any additional gadget to beef up security through modern equipment.
- 15. The Company/ Firm shall have to provide latest one scanner/walk through gate, metal/explosive detector and modern security gadgetry to strengthen security apparatus.
- 16. The Company/ Firm shall pay its guards minimum wage and also ensure the implementation of labour laws of Pakistan.
- 17. The Company/ Firm should ensure the proper training on lines of modern security requirements for high rise buildings.
- 18. Strengthening of pre-emptive security capability to ensure provision of vigilant security mechanism.
- 19. The Company/ Firm shall have the facility to provide food, own guard residence, pick & drop services on their official company vehicle.
- 20. The Company / Firm shall provide extra security services to guarded the event of clients.
- 21. The Security Company shall maintain the proper record at main gate during the IN & OUT of vehicle/visitors at site. A separate permanent register, indicating entry and exit of vehicles be maintained. A register for entry/ exit of visitors shall be separately maintained.
- 22. The Security Company shall be responsible to ensure the safety and security of the building's assets (moveable and immovable) including official vehicles parked in premises.
- 23. Arms shall be in working condition at all the time. Armed Guards must be equipped with sufficient cartridges (15+15+15) to enhance response capacity against any security attack (03 magazine per weapon).
- 24. The Security Company shall maintain an attendance register of the security guards and will obtain signatures of the Controlling officer(s) of the authority thereon on daily basis. A copy of the attendance sheet, duly verified by the concerned officer, shall accompany the monthly bill.
- 25. The Authority at its discretion can increase/ decrease the number of guards, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant Incharge in case of emergencies. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
- 26. In case number of guards increased/ decreased upon directives of the administration of building, the payment shall be made/ adjusted on the already approved tender rates.
- 27. The Security Company will provide physically fit and sound in health armed guard, properly uniformed and ensure that each guard must have following documents:
 - Attested photocopy of NADRA Computerized Card.
 - Original Service Card issued by the Security Company.
 - Photocopy of license/ certificate of weapon held by the guard.
 - Copy of Certified discharge work issued by Ex-Armed Forces or training certificate for civilian guards.
- 28. The agreement would effect from the date of signing and shall continue in force for a period of two years unless and until it is terminated in accordance with the provisions of tender documents. The agreement can be extended by the Authority for further period, with the mutual consent of the parties.
- 29. The Security Company would response to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levis whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- 30. Any increase or decrease in any rates imposed by the Government, wages and/or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement



- shall be on the Security Company's account and no claims for such increase shall be entertained by the Authority.
31. The relevant applicable tax laws shall be applied on invoices and payment. Taxes shall be deducted at source as per applicable laws at the time of payment.
 32. The Authority will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
 33. The Security Company/ Firm will keep the Authority free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their injury, death etc.
 34. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. GHPL/Authority shall in no way be responsible for any compensation in this connection.
 35. One-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
 36. The Authority shall make the payment to the Security Company on monthly basis after submission of bill in detail with attendance sheet with name of Un-Armed Guards/Armed Guards duly verified by Security In-charge and counter verified by the Authority. The payment of Security Company shall be released within two to three weeks after the completion of all formalities as herein prescribed.
 37. The Security Company shall be responsible to complete all documentation, if notified from time to time.


Government Holdings (Private) Limited



ANNEXURE-II: BID BOND FORMAT

(ON NON-JUDICIAL STAMP PAPER AT APPLICABLE RATE, BASED ON GUARANTEE VALUE)

Government Holdings (Private) Limited (GHPL),
5th & 7th Floors, Petroleum House, Ataturk Avenue, G-5/2,
Islamabad

Dear Sirs,

In consideration of Messrs. _____ hereinafter called the "Bidder" having submitted the accompanying bid for **Hiring of Firm for Security Services (Tender No. _____)** and in consideration of value received from _____ we hereby agree to undertake as follows:

1. To make un-conditional payment of Rs. 50,000/- (Pak Rupees Fifty Thousand Only) upon your written demand without further recourse, question or reference to the Bidder or any other person, in the event of the withdrawal of the aforesaid bid by the Bidder before the end of the period specified in the bid, after the opening of the same for the validity thereof; or if no such period to be specified, within 210 days after said opening or in the event that the Bidder within the period specified thereof the Bidder shall fail to execute such further contractual documents, if any, as may be required by GHPL or on the Bidder's failure to give the Performance guarantee as may be required.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non-compliance as aforesaid on the part of the Bidder and to make payment immediately upon receipt of the written intimation.
3. No grant of time or other indulgence to, or composition, or arrangement with the Bidder in respect of the aforesaid bid with or without notice to us shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments hereunder.
4. The bid bond shall be binding on us and our successors in interest and shall be irrevocable.

For and on behalf of

AUTHORIZED SIGNATURE

(Stamp and signature of the issuing bank)

**ANNEXURE-III: TECHNICAL BID REQUIREMENTS**

GHPL may visit the office(s) of the Bidders during the evaluation in order to verify the information provided in the Technical Bid.

Bidders shall use the following matrix as an index to their technical bid. The technical bids shall be evaluated/scored in accordance with the documents provided as detailed below:

Sr.No.	Attributes	Reference Page in Bid
1.	Complete Bidder profile including name, registered office address, telephone, fax and e-mail address and web address (if any), complete contact details of the contact person, details of branch offices.	
2.	Proof of Certificate of Incorporation of Registration or equivalent	
3.	NTN & GST registration certificates.	
4.	Last 3 years audited accounts or bank account statements.	
5.	Profiles/CVs of management team of bidder be provided	
6.	Bid Bond as per requirements of the BD.	
7.	Affidavit on stamp paper, declaring that company is not blacklisted by any government agency/authority. (Original required)	
8.	Form of Bid as per the format given in Annex-VI.	
9.	Affidavit on stamp paper, declaring that company is not the agent, subsidiary or holding of any company having business relationship with GHPL in any manner whatsoever. (Original required)	

Note:

All pages of the Technical Bid must be sequentially numbered, stamped and signed/initialed by the representative authorized at clause 6 of the Form of Bid.

**ANNEXURE-IV: PRICE SCHEDULE**

Financial Compliance Sheet (FCS) to be completed by bidders. Separate Financial Cost including all Taxes and allied charges must be provided.

Sr.No.	Description	Quantity	Unit Charges Exclusive of Taxes (Rs.)	Applicable Taxes (Rs.)	Total Charges Inclusive of Taxes (Rs.)
01	Monthly Charges of Security Supervisor	01 per shift			
02	Monthly Charges of Armed Security Guards	06 per shift			
03	Monthly Charges of Un-Armed Security Guards	07 per shift			
04	Monthly Charges of Lady Searches	02 (single day shift)			
Total Charges Inclusive of Taxes (Rs.)					

Note:

- i. Financial quote is a lump-sum fee in accordance with the scope of work. All numbers/figures in financial quote should be clearly mentioned, otherwise, the quote shall be considered non-responsive. Applicable taxes will be charged as per prevailing laws.
- ii. All pages of the Financial Bid must be sequentially numbered and stamped & signed by the representative authorized at clause 6 of the Form of Bid.

Please confirm hereafter:

Payment terms: _____

Offer Validity: _____

Name of the Bidder: _____

Address of Bidder: _____

Name of authorised Representative: _____

Phone number: _____

Email address: _____

Date: _____

Signature and Stamp: _____



ANNEXURE-V: PERFORMANCE GUARANTEE FORMAT

(ON NON-JUDICIAL STAMP PAPER AT APPLICABLE RATE, BASED ON GUARANTEE VALUE)

Government Holdings (Private) Limited (GHPL),
5th & 7th Floors, Petroleum House, Ataturk Avenue, G-5/2,
Islamabad.

Subject: Surety Guarantee for Rs. _____/- (Pak Rupees _____ Only) on behalf of [insert Bidder name] as performance guarantee for **Hiring of Firm for Security Services**, (Tender No. _____).

Dear Sirs,

In the sum of Rs. _____/- (Pak Rupees _____ Only)
To you in Islamabad

In consideration of your having issued the award of contract for **Hiring of Firm for Security Services**, (Tender No: _____) to M/s..... called the Bidder and in consideration for value, received from Bidder, we [Insert name of the Bank] (a banking company incorporated under Companies Act, 2017 and having valid license from the State Bank of Pakistan) which expression shall mean and include its successors, administrators and legal representatives, whether jointly or severally, having its registered office at [Insert address] (hereinafter called the "Surety") do hereby irrevocably bind ourselves and unconditionally agree and undertake as under:

1. To make unconditional payments to you from time to time as called upon or make an unconditional payment of Rs. _____/- (Pak Rupees _____ Only) at any time on your written demand(s) without further resource, question or reference to Bidder or any other person, in the event of default or non-performance and / or non-fulfillment by Bidder of his obligation's liabilities, responsibilities, covenants, assurances, warranties, indemnities, representations, and guarantees under and in pursuance of the said contract of which you shall be the sole judge.

2. To accept written intimation from you as conclusive and sufficient evidence of the existence of a default or breach as aforesaid on the part of Company and to make payment accordingly within 03 (three) days of receipt thereof.

3. The performance guarantee shall come into force on [Insert date] and shall remain in full force, operative, effective and binding upon us for up to 180 days or as may be extended by the Bidder from time to time. The Surety shall notify GHPL in the event that the Bidder does not apply for renewal of this performance guarantee ten days prior to the expiry date of this performance guarantee or as extended from time to time.

4. That on grant of time or other indulgence to amendment in the terms of the contract by contract with Bidder in respect of the performance of his obligations under and in pursuance of the said contract with or without notice to us, shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments there under.



5. This performance guarantee shall be binding on us, our successors including successors in interest, administrators and legal representatives, and shall be irrecoverable.
6. This performance guarantee shall not be affected by any change in the constitution of the guarantor bank or the constitution of the Bidder.
7. No delay or failure to exercise any right or remedy under this performance guarantee by GHPL shall constitute a waiver of such right or remedy. No single or partial exercise of any right or remedy shall preclude any other or further exercise thereof or of any other right or remedy. No waiver by GHPL shall be valid unless made in writing and duly signed by concerned representatives of the GHPL.
8. No set-off counter claim, reduction, or diminution of any obligations that the Surety has or may have against GHPL shall be available to the Surety against GHPL in connection with any of the Surety's obligations to GHPL under this performance guarantee. The Surety shall make all payments under this performance guarantee in full, without set-off or counter claim and free and clear of any deductions or withholdings in immediately available, freely transferable, cleared funds for value on the due date to GHPL, provided that if the Surety is required to make any deduction or withholding from such payments under applicable law, the Surety shall pay to GHPL such additional amount necessary to ensure that GHPL receives an amount equal to the amount which it would have received had no such deduction or withholding been made.
9. The performance guarantee shall be binding upon and insure to the benefit of GHPL and the Surety and to their respective successors and assigns, provided that the Surety shall not assign or transfer all or any of its rights, benefits and obligations under this performance guarantee except with the prior written consent of GHPL.
10. No payment to GHPL under this performance guarantee pursuant to any judgment or order of any court or otherwise shall operate to discharge the Surety's obligations in respect of which it was made unless and until payment in full shall have been received by GHPL.
11. If one or more of the provisions of this performance guarantee is held or found to be invalid, illegal, or unenforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or unenforceability of any provision shall not affect the validity of the remaining provisions of this performance guarantee.
12. Ten days before expiry of the performance guarantee, Surety shall notify the beneficiary in writing about the same.

For and on behalf of

AUTHORIZED SIGNATURE

(Stamp and signature of the issuing bank)



ANNEXURE-VI: FORM OF BID

Government Holdings (Private) Limited (GHPL),
Tender for Hiring of Firm for Security Services,
Petroleum House, 5th & 7th Floors,
Ataturk Avenue, G-5/2, Islamabad.
Phone No. 051-9211236-37

Sir

Reference your Tender No. _____ for

1. We, hereby submit our complete bid along with all the requirements as per the Bidding Documents (BD). We acknowledge that GHPL is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. If our bid is accepted and we are declared successful bidder, we at our own expense will provide, within the timelines as provided in the BD or as communicated by GHPL, the performance security as per the requirements of the BD.
3. We agree to abide by this BD for a period of one hundred and eighty (180) days from the technical bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s [name of Bidder] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law.
5. We submit herewith our technical and financial bids including the requisite bid bond enclosed in respective envelopes.
6. We do hereby appoint and authorize Mr./Ms. (full name and official address) who is presently employed with us and holding the position of [(designation)] in [name of the Bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to GHPL in all matters including but not limited to clarifications etc., in connection with our bid till the award of the contract. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. The decision of GHPL shall be final and GHPL will not be liable for any loss or damage to any party acting in reliance thereon.



- 8. We have gone through the terms/conditions of this BD and have found the document in whole as non biased to any particular company/bidder/vendor or product/ brand. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of this BD. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
- 9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.
- 10. We declare that our bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of the GHPL.
- 11. We acknowledge that GHPL reserves the right to blacklist any Bidder who breaches any terms and conditions of this BD.

We remain,

Yours' sincerely

[Bidder's Official Stamp]

Authorized Signature: _____
 Name and Title of Signatory: _____
 Name & Address of Firm: _____
 Cell No. of Signatory: _____
 e-mail address of Signatory: _____
 Mailing address of Signatory: _____

Acceptance by representative authorised at Clause 6 above:

Signatures of Authorised Representative: _____
 Name and Title: _____
 Name & Address of Firm: _____
 Cell No.: _____
 e-mail address: _____
 Mailing address: _____

**ANNEXURE-VII: EVALUATION CRITERIA**

The evaluation committee shall evaluate the bids on the basis of responsiveness to the scope of work and evaluation criteria provided herein.

1. Technical Evaluation Criteria:

The following criteria shall be used for evaluating technical competencies of the bidders. Detailed scoring sheet is appended below in Table-1. Bidders are required to **secure at least 65 Technical Score** on overall basis for technical qualification.

Sr. No.	Description	Marks		(Attachments)
		Allocated	Awarded	
1	<u>Existence of the Firm/Company/vendor</u>	20		Provide company's registration/incorporation certificates/other supporting documents
	Above 15 year's	20		
	10-15 years	15		
	5-9 years	10		
	2-4 years	05		
2	<u>Experience – Work with Clients</u> <u>Related Experience of Firm/Company for providing security</u>	20		Provide certified copies of supporting documents (Contracts/Performance Certificates/Completion certificates etc.)
	More than 10 clients	20		
	7-10 clients	15		
	3-6 clients	10		
	1-2 clients	05		
3	<u>Experience related to the similar assignments</u>	20		Copies of valid agreements will be provided as evidence
	i. Multinational/Public Sector Companies/Embassies/5 Star Hotels = 4 Marks each	20		
	ii. Factories/Educational Institutions/Government offices = 2 Marks each			
	iii. Commercial Centers/Hospitals = 01 Mark each			
4	<u>Training of Guards</u>	15		Provide supporting documents
	In-house training	7.5		
	Training provided by the Govt. Security Agencies	7.5		
5	<u>Annual Turnover (PKR)</u>	10		Provide audited Financial Reports/supporting documents
	Over Rs 100 million (supporting documents to be provided)	10		
	50 to 100 million	05		
	Below 50 million	00		
6	<u>HR Strength with proof</u>	10		Provide supporting documents
	2.5 marks for each 50 trained security staff	10		





7	Location of the Office	05		Provide supporting documents
	Islamabad/Rawalpindi	05		
	Unavailability of office setup in Islamabad/Rawalpindi	00		
	Total	100		
	Qualifying Percentage	65 marks		

Weightage for Technical Bids (TW): (Marks Obtained out of 100) x 70/100

2. Financial Evaluation Criteria

Financial bids will be opened only for those Companies/Firms who will secure at least **65 marks** in Technical Evaluation. Criteria for evaluation of financial bids is as under:

Criteria	Points
The lowest financial bid will obtain the highest Financial Score (FS).	Formula for award of marks is as under: $FS = 100 \times (\text{Lowest Financial Bid Value} / \text{Financial Bid Value to be evaluated})$

Weightage for Financial Bids (FW): Financial Score (FS) x 30/100

Final Score

Final Score shall be calculated as per the following formula:

Final Score = Weightage for Technical Bids (TW) + Weightage for Financial Bids (FW)

The contract will be awarded to the firm /company obtaining highest rank in Final Score.

NOTE: In case two or more bidders obtained same Final Score then preference will be given to bidder having the highest marks at its technical evaluation stage.