



COMSATS Institute of Information Technology
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-18-1011
Case # 2277

TERMS AND CONDITIONS

Tender Title: **Hiring of Security Guards' Services for CIIT Lahore Campus**

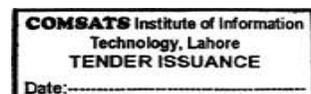
[All pages (BoQs& Terms & Conditions) are mandatory to be signed / stamped, failing which the proposal/bid may be rejected.]

Single Stage Two Envelope Procedure

A. GENERAL TERMS & CONDITIONS

1. *Any addition, deletion or modification of any clause of the procurement terms & conditions/ BoQs of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.*
2. *Please submit the technical and financial bid (s) on CIIT-Lahore prescribed BoQs and also attach the terms and conditions (signed, stamped) with both bids, otherwise your bid (s) may be rejected.*
3. *Only registered firms, companies with respective body such as interior Ministry and (GST & NTN) registered firm and Companies/Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The firm/company will have to discharge its obligations up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
5. **Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
6. Documents along with Pay Order / Demand Draft amounting to **Rs. 1000/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.
7. **The bidder is required to furnish in form of Bank deposit/ CDR equivalent to 2% of total bid price as Earnest Money crossed in favor of "COMSATS Institute of Information Technology, Lahore Campus", which shall be released after expiry of contract. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
8. Part / Advance payments is not allowed.
9. The bid proposal should be on F.O.R. basis (Pak Rupees) inclusive of all applicable taxes.
10. After opening of proposal/bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per terms and conditions.
11. Service Contract will be awarded to the technically recommended and financially lowest bidder on **grand total amount / turnkey basis.**

Signature & Stamp of Bidder



12. The bid should be submitted in a sealed envelope up to **March 07, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
13. COMSATS Institute of Information Technology, Lahore Campus, will follow prescribed methods as per the PPRA rule of Two **stage envelope procedure**;
- i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
 - ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
 - iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
 - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
 - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
 - ix. The bid found to be the lowest evaluated bid shall be accepted.
14. The envelope should be marked as under;
- Secretary, Purchase Committee**
COMSATS Institute of Information Technology, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875
15. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Hiring of Security Guards Services for CIIT-Lahore Campus ”**.
16. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. It is the sole responsibility of the Contractor to comply with the applicable laws, be national or international.
19. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.

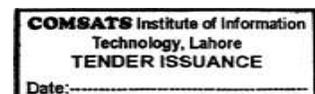
20. If the vendor fails to deliver the services to CIIT-Lahore, then the contract shall be cancelled and bid money may be forfeited.
21. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or reject the bid if;
- i. Received without earnest money
 - ii. Received later than the date and time fixed for tender submission
 - iii. The tender is unsigned/ unstamped
 - iv. The offer is ambiguous
 - v. The offer is conditional
 - vi. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
22. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **Registration No. with Interior Ministry etc**.....
- **NTN# :**.....**GST#:**.....
- **Signature:****Company's Licence No.**
- **SECP Registration No:**.....
- **APSAA Membership Certificate No**.....
- **License valid for: Punjab**
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

B. SPECIAL TERMS & CONDITIONS OF THE CONTRACT

1. All prices should be valid for at **least One Year** from the date of award of contract. The Contract shall be extendable on yearly / half yearly basis with mutual understanding and performance evaluation by CIIT-Lahore. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT-Lahore to forfeit the earnest money in favor of the CIIT-Lahore and / or put a ban on such vendor participation in CIIT tenders / Services / works.
2. COMSATS Lahore has the right to increase or decrease the number of duty persons on campuses as and when required during the contract period.

Signature & Stamp of Bidder



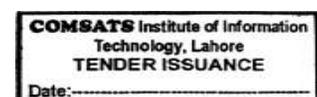
3. The contractor must ensure to pay the minimum disburseable wages to staff according to the Government rules which will be announced from time to time. COMSATS shall not be responsible for any sort of complaint regarding the payment of wages less than announced minimum wage. COMSATS can verify or check the payroll of the company at any time, during office hours of the contract period. Any other increased in the minimum wage limit for relevant trade in future during this security services contract period will be fully implemented according to the notifications issued by the Government, upon request of the contractor subject to approval of COMSATS management.
4. The contractor shall be responsible to make timely arrangement for disbursement of wages to their staff at COMSATS. COMSATS or his employee shall not be liable for any disbursement on behalf of the contractor.
5. The bidder must have valid license of the province of Punjab. Copies of valid Licence must be attached with bid; otherwise, bid shall not be entertained for further evaluation. (*)
6. In case of any absentee / illness or weekly rest / leave of any security guard, replacement will be provided by the security company. COMSATS has reserved the right to make deductions on pro-rata basis, of which will be the sole judge, if the attendance of security employees is irregular / absent.
7. The list of existing client's along with names & numbers of contact persons will be attached with the bid.
8. The bidder should also attach the complete company profile. The bidder should be in the business of providing security services for at least last five (05) years.
9. The registration of the security service company with Government Agency (ies) should be attached with the bid.
10. Payment will be made on submission of Invoice in the name of "COMSATS Institute of Information Technology, Lahore Campus" with a copy of Attendance Report on the date of 22nd of each Month and CIIT-Lahore shall inspect the attendance report and then forward to the Accounts Section for Payment.
11. The bidder should submit an affidavit on Rs. 100/- stamp paper that firm is not blacklisted from any Government/Semi Government/non-Government organization. (as per specimen given Below) (*)

Draft Declaration by the Bidder, should be at the Rs.100.00 stamp paper

I, _____ being owner / proprietor / representative of this firm/company hereby certify that I have read all the terms & conditions of this office and are acceptable to me. I will be bound to provide best quality security services according to the COMSATS requirement. If I fail to do so, I understand that COMSATS has the right to confiscate the earnest money and blacklist my firm/company.

It is further stated that as of today, our firm / company is not blacklisted by any Government / Semi Government department.

SIGNATURE & STAMP



Name: _____

Designation: _____

12. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.

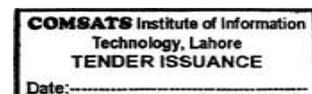
C. SCOPE OF WORK

1. The guards must be Ex-Army servicemen (Infantry GD Soldiers) and also well aware of the procedures of attending Staff & visitors. Minimum qualification for female security guards will be matriculate and she must be fit for duty.
2. Data / particulars of guards will be provided before appointing guards at campus. The copy of service book, CNIC will be provided by the company.
3. Guards will be healthy & medically fit and the age of guards should be between 25 to 45 years. Medical certificate of the guard(s) shall be called at the time of charging of duty.
4. The bidder shall protect the property & interest of the Institute.
5. The bidder shall manage the security of University and the security plan shall be framed in presence of the University authorized representative.
6. All lock systems will be controlled / monitored by the bidder(s) security guards.
7. Guards will not be changed without informing COMSATS. Before changing of any guard from duty, security supervisor will inform to COMSATS, well before time. If there is any need to change the guard, the guard(s) will be changed / replaced at least after one month.
8. Each Guard will be on 12 hours shift basis duty.
9. Duty timings will be determined by CIIT-Lahore.
10. Guard will remain on duty on holidays; CIIT-Lahore will not pay any additional charges for these holidays.
11. In case, any guard is on leave/absent from duty, bidder shall arrange alternative personnel within due course of time.
12. All Guards will be in proper uniform provided by bidder and will remain alert on duty with their weapons.
13. Bidder will provide guards metal detectors and different combination of arms like small and medium pistols and/or guns along with 20 rounds with each weapon. All weapons must carry valid licenses.
14. The bidder shall be responsible for the supervision of their deputed security guards in COMSATS.
15. The bidder will be appointed initially for a period of 03 months on probation period. Upon satisfactory performance during probation period, contract will be extended.

D. DAMAGES

1. In case of any theft or damages, both parties will investigate the case jointly and if it is proved that the incidence occurred due to the negligence of security guards of the bidder, the losses / damages shall be recovered from the bidder.

Signature & Stamp of Bidder



2. In case any of the guards have fatal injuries, death or any consequence there to arising during the course of duty, COMSATS will not take any responsibility.
3. COMSATS reserves the right to apply an appropriate amount of penalty on monthly charges according to the nature of breach of contract. (Complete schedule of penalty (ies) shall be provided in contract).
4. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.

E. EVALUATION CRITERIA

The decision of the Authority as per set evaluation criteria for technical evaluation of the Company will be final.

Vendors are required to attach the required documents along with technical bid		
S.#	Description	Total Marks
1	Security Company Profile: = 05 Company Year of Establishment:= 05	10
2	Income Tax Return copy, current or last years and NTN Certificate:	5
3	Balance Sheet prepared by Chartered Accountant Firm	10
4	Undertaking on the stamp paper Rs. 100/- that company has never been blacklisted by any organization / Institute:	5
5	Previous Experience of Company and List of present jobs in hand, with the name of clients: = 10 Attach recommendation/appreciation letters (current minimum 3) from client = 15	25
6	Details of Arms / Weapons Licenses with up to date renewal should be attached:	10
7	All Pakistan Security Agencies Association (APSAA) Membership Certificate: = 05 Security & Exchange Commission Certificate: = 05	10
8	Punjab Home Department, Valid License: =	5
	Total Marks	80
	Minimum Qualifying Marks	70 %

F. TECHNICAL PORTION

(Please attach the required documents as mentioned in technical portion with no mention of price otherwise the bid will be rejected)

BoQs of Hiring of Security Guards Services for CIIT-Lahore Campus

Sr. #	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns. Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).	Quantity		Compliance the all requirements
		Item's Name Specifications		Yes / No
1	Security Guards (Male) With Proper Uniform and Weapons, Ammunitions	10	Nos.	
2	Security Guards (Female) With Proper Uniform and Weapons, Ammunitions	02	Nos.	
Contract will be awarded on grand total / turnkey basis				

G. FINANCIAL PORTION

(Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)

No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns. Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).			Rates to be quoted inclusive of all (applicable) taxes	
Sr. #	<u>Item Name & Specification</u>	Quantity	Salary of each Security Guard Per Month (Rs.)	Total Amount of Salary Per Month (Rs.)
1	Security Guards (Male) With Proper Uniform and Weapons, Ammunitions	10 Nos.		
2	Security Guards (Female) With Proper Uniform and Weapons, Ammunitions	02 Nos.		
Grand Total Amount (Rs.)				

Signature & Stamp of Bidder