

PUNJAB SKILLS DEVELOPMENT FUND

TENDER DOCUMENT

PROVISION OF SECURITY SERVICES

February, 2019



Submission Date for Sealed Bids: March 08, 2019 by 11:00 AM

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore Pakistan

Phone: +92-42-35752408-10

Fax: +92-42-35752190

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1- Invitation to Bids

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from established firms/companies for - Provision of the Security Services (hereafter called as bidders) to PSDF. All interested and eligible bidders are requested to go through the Tender document and provide relevant information along with supporting documents mentioned in this tender document.

2- Instruction to Bidders

The selection of services will be based on **Least Cost Selection Method** through **Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately Technical and Financial proposals. The envelopes shall be marked as **(Provision of Security Services to PSDF)** "Technical Proposal" and "Financial Proposal"
- b) The bidders shall submit complete standard documentation appended as Annexures along with any specific documents required by PSDF.
- c) In the first instance, the "Technical Proposal" shall be opened and envelope marked as "Financial Proposal" shall be retained unopened in the custody of PSDF.
- d) PSDF shall evaluate Technical Proposal in a manner prescribed in the document, without reference to the price and condition shall be entitled to reject any proposal which does not conform to specified requirements. During the technical evaluation, no amendments in Technical Proposal shall be permitted.
- e) After the evaluation and approval of technical proposals, PSDF shall open financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- f) The financial bids of the organizations found technically non-responsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated based on PSDF evaluation criteria as provided in this document.
- g) This document has different sections carrying information of eligibility, technical evaluation and terms of references, conditions of tender, type of contract etc. to assist potential contractors to develop their technical proposals.
- h) Financial bids will only be opened for bids that have been technically accepted at the predetermined time, venue and date communicated to the bidders.
- i) Minimum passing marks are 65, a bidder who shall obtain minimum 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.
- j) A joint venture of any kind is not allowed to participate in the bid. (Please provide a declaration on letterhead)

3- Conditions for Eligibility

The successful bidder, fulfilling the following criteria, will be considered as an eligible bidder for the evaluation process;

- a) The Firm/Company must be regular tax-payer. (Last year tax returns, 17-18)
- b) Provide NTN, GST/PST details, if applicable. (Copy of Registration is required)
- c) Provide Evidence of the Firm/Company registration/incorporation (Copy of Certificate is required)
- d) Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution/any organizations. (Declaration on stamp paper is required)
- e) Registration with All Pakistan Security Agencies Association (APSAA). (Certificate Required)
- f) Valid license to operate as Security Company by Interior Ministry/Home Department. (Copy required)
- g) NOC by Provincial Governments of four provinces i.e. Punjab to operate as security company (Proof Required)

Any, failure to provide information as per the above mentioned or fulfillment under the requirement of, "Eligibility Criteria Checklist" (**Annexure B**) shall be deemed to be or declared ineligible for the bidding process and its technical evaluation will not be carried out.

Please mark/flag the supporting documents for Eligibility Criteria Checklist.

4- Terms of Reference/Scope of Work

1. The scope of work is attached in **Annex-E**
2. Successful company will provide uninterrupted Security Services to Lahore PSDF Head Office and its branch offices at Rawalpindi, Multan & Bahawalpur.
3. Security staff will perform their duties in rotating shift pattern comprising of three teams for 8-hr shifts to provide 24/7 security services.
4. If required, the bidder may request time to visit the site at least 3 days before the submission of bids for the estimation of services mentioned in Annexure-E. Request for the site visit can only be made through an email at procurement@psdf.org.pk, after submission of bids no site visit will be entertained.
5. The Security Services required mentioned in Annexure-E, however, PSDF can increase or decrease the Security staff during the contract period based on the requirement of the business.

5- General or Special Conditions of Contract

- a) PSDF reserves the right to award or not to award the contract and Bidders who fail to complete and attach all the relevant documents shall deem to be or declared to be ineligible.
- b) No tender document shall be accepted, if not **properly sealed, marked, signed and stamped**.
- c) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after the closing time and date will NOT be accepted.**
- d) All documents and information received by PSDF from applicants will be treated in strictest confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this bidding document shall be borne by the bidder.
- f) Documents shall be submitted in hard copies in a sealed envelope marked as "PROPOSAL" as a hard copy in a sealed envelope for "Provision of the Security Services to PSDF." The envelope containing hard copies of the technical proposal and financial proposal shall be received on the postal address given below.
Procurement Department: -
Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore
E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190.
- g) PSDF also reserves the right to verify any information provided by the applicants or may visit business premises to verify the information shared in tender documents.
- h) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- i) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before **Date 04-March-2019**. For any other related information please contact the undersigned.
- j) PSDF shall enter into a formal contract with the successful Bidder only and reserves the right to terminate the contract if the performance of Bidder is unsatisfactory.

*** Although adequate thought has been given in the drafting of this document, errors such as typos may occur without any responsibility on PSDF's part.

6- Form of Contract

- a) The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with the mutual consent of both parties.
- b) The duration of the contract shall be two years however, contract can be extended for 3rd year as well on the same rates and terms conditions based on the successful performance of the bidder. If PSDF chooses to cancel the contract during the contract period, a notice period of one month will apply.
- c) The successful company will sign a contract and shall provide the agreed services within the stipulated agreed time.
- d) The penalty shall be imposed to the successful bidder if he fails to deliver the services on agreed terms & conditions mentioned in the bidding document and contract.
- e) In case of any dispute regarding services, the decision of the PSDF shall be final & binding.

- f) The PSDF may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any Firm/Company, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- g) The PSDF undertakes to pay the valid and complete invoice based on the successful performance of the successful bidders within thirty (30) days after the service completion.
- h) All taxes will be deducted in accordance with applicable laws.
- i) The bid shall remain valid for the period of **150 days** from the date of opening.

7- Form of Bid

The Bidders shall follow the Form of Bid specified in **Annexure F**.

Performance Security

- a) The successful bidder will submit a performance guarantee in the form of pay order or bank guarantee for the value Rs. 25,000 at the time of signing the contract which will be returned after completion of the contract.
- b) The successful bidder will seek a satisfactory note at the end of each month and shall be liable to pay a penalty of Rs. 1000/-per day in case of an absent guard and Rs. 1500/- per day in case of an absent supervisor.

8- Technical Evaluation Criteria

This document is governed by the procedure approved by PSDF management and PSDF, Procurement Rule, 2016. The technical proposal of eligible organizations will be evaluated against requirements specified in the in “**Annexure – D**”.

9- Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and person designated for PSDF shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in Annexure – F”.

10- Submission of Bids (Technical and Financial Proposal): -

A complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidence must be submitted before closing dated i.e.-**March 08, 2019 at 11:00 AM**-. Technical proposals will be publicly opened on the same day **March 08, 2019, at 11:30 AM**--in the presence of bidder’s representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to the successful bidder.

a. Bid Security

Bid Security of Rs. 5,000 (Five Thousand) in the form of pay order or demand draft favoring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months and must be enclosed with the financial bid.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in Annexure I shall be submitted with the proposal.

Annexures

Annex – A Organizational Information

Organization Information			
Sr. #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B Eligibility Response Checklist

Eligibility Check List				
Sr. No	Eligibility Criteria Details	Response/Elaboration/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	The Firm/Company must be regular tax-payer.	(Last year tax return, 17-18)	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide NTN, GST/PST details, if applicable.	(Copy of Registration is required)	<input type="checkbox"/>	<input type="checkbox"/>
3	Provide Evidence of the Firm/Company registration/incorporation.	(Copy of certificate required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution/any organizations.	(Declaration on stamp paper is required)	<input type="checkbox"/>	<input type="checkbox"/>
5	Registration with All Pakistan Security Agencies Association (APSAA).	(Certificate Required)	<input type="checkbox"/>	<input type="checkbox"/>
6	Valid license to operate as Security Company by Interior Ministry/Home Department.	(Copy required)	<input type="checkbox"/>	<input type="checkbox"/>
7	NOC by Provincial Governments of four provinces i.e. Punjab to operate as security company	(Proof Required)	<input type="checkbox"/>	<input type="checkbox"/>

Annex – C Relevant Experience

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s, and duration) Provide data in the sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing Goods/Services (For example – Jan 2009 to September 2017)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number of firms/companies	i.
		ii.
		iii.
		iv.

Annex – D Technical Evaluation Criteria

Technical Evaluation Criteria				
Sr. No.	Descriptions	Total Points	Categorized Points	(Remarks) (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Strength of Guards (Ex Servicemen from Army)	15		Provide related documents e.g. (List/copy of CNIC, Copy of Army Service Book for Ex-Army personnel etc).
	200-300 Guards		5	
	300-500 Guards		7	
	500-1000 Guards		10	
	Above 1000 Guards		15	
2	Weapons and Ammunition (Licensed) held by the company	10		Attached copy of licensed & detail of weapons to be issued on company name.
	More than 250 and above		10	
	100 or less than 250		05	
3	No. of Clients Served.	15		Please share the Copy of PO/SO/Contract/Satisfactory performance letter of the client
	Minimum 5 to 10 clients		5	
	10 or less than 15 Clients		10	
	Clients above 15		15	
4	Years Since Registered with APSAA (Updated certificate is compulsory.)	20		Documentary proof required.
	More than 3 years but less than 5 Years		5	
	More than 5 years but less than 7 years		10	
	More than 7 years		20	
5	Updated License from Pakistan Telecommunication Authority for wireless fixed and mobile station in Pakistan	10		Documentary proof Required and 0 marks will be awarded if no evidence is provided.
	Copy of updated license from PTA		10	
6	Annual Turnover	20		Documentary proof Required and 0 marks will be awarded if no evidence is provided.
	PKR 10-15 Million		10	
	PKR 15-20 Million		15	

	PKR 20 Million and Above		20	
7	Clients Served	10		
	At least 3 clients of Embassies / Consulates		5	Documentary proof Required and 0 marks will be awarded if client shall be less than the mention quantity, evidence is provided.
	At least 3 clients of each category Banks/Multinational/Government/Semi Government/Organization		5	
		100		

Note: Please mark/flag the supporting documents for Technical Evaluation Criteria.

Annex- E Specification of Security Services

Scope of Work:

- 1- Guards provided by the company should not be less than 25 years and not more than 50 years of age in case of guards. Bulky/overweight persons will not be accepted.
- 2- The guards should be trained and capable enough to handle the situation including but not limited to bomb blast, earthquakes and events of fire etc.
- 3- The company will provide a hand-held metal detector, weapon and vehicle search mirror at each location.
- 4- The successful bidder will have to provide either ex-servicemen or young energetic and trained civilian fully equipped and conversant with security performance and other requirements as mentioned in the security agreement.
- 5- During the contract, the firm will provide Security Services as per terms and conditions, to be settled later in the shape of contract agreement, for PSDF Lahore.
- 6- Availability of additional guards (if so required) will be ensured within 24 hours.
- 7- The Contractor shall ensure the periodic refresher courses for the Guards in order to keep their security and ancillary skills honed.
- 8- Salaries, perks, privileges and work hours of the guards will be governed strictly according to the government rules / regulations.
- 9- The security company shall be responsible for provision of functional and serviceable weapons to its guards as per deployment.
- 10- The company will be responsible to get each guard medically examined by a registered medical practitioner and provide medical certificate. Similarly, the company shall provide character certificates of each guard with verified antecedents.

Annex-F Financial Proposal

Form of Bid/ Financial Proposal

Sr. No.	Description	Quantity	Unit Price without Applicable Taxes PKR	Applicable Taxes PKR	Total Price with Applicable Taxes PKR
1	Security Guard (Armed) for Head Office Lahore (8 Hour Shift)	06			
2	Security Supervisor for Head Office Lahore (12 Hour Shift)	01			
3	Security Guard (Armed) for Bahawalpur Branch office (8 Hour Shift)	03			
4	Security Supervisor for Bahawalpur Branch office (12 Hour Shift)	01			
5	Security Guard (Armed) for Multan Branch office	03			
6	Security Guard (Armed) for Rawalpindi Branch office	03			
Total Cumulative Cost inclusive of all applicable Taxes					

*** Note: - Business should be awarded based on lowest cumulative cost quoted by the bidder.**

Annex - G Key Management Staff

Key Management Staff of Company				
Sr #	Name of Management Staff	Designation	Area of Expertise	Number of Years with the Company
1				
2				
3				
4				

Annex- H Declaration

Declaration

Kindly provide the declaration as per format provided below at the end of the proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Annex- I Cover Letter

Cover Letter for the Submission of Technical Proposal

[Firm/Company letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the services for [Provision of the Security Services] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: