

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

Procurement No: 11/SYIG/PSDF/SS

Provision of Security Services

MAY 2022



Submission Date for Sealed Bids: May 31, 2022, on or before 03:00 PM

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


UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk

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1) Invitation to Bids


Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of Punjab (GoPb). PSDF offers quality demand driven skills training to vulnerable and poor youth of Punjab helping them to create sustainable income generation opportunities in Pakistan and beyond.

Sealed bids/proposals are 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.



Invitation to Bid

Provision of Security Services



Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 (now Companies Act 2017) by the Government of Punjab (GoPb). PSDF is revolutionizing the TVET sector through its innovative initiatives for vocational and technical trainings ensuring an economically bright and sustainable future for poor and vulnerable youth of Punjab.

PSDF invites bids under single stage two envelopes bidding procedure from well-reputed, experienced and tax registered companies / firms against the above-mentioned services. The interested companies / firms can obtain the bidding document containing all details with its evaluation criteria and terms & conditions from PSDF e-tendering portal (<https://etender.psd.org.pk/esop/guest/go/public/opportunity/current>) and PPRA website (www.ppra.punjab.gov.pk).

Sr. No.	Description	Procurement No.	Total Tenure of Contract	Bid Submission Deadline (Date & Time)	Technical Bid Opening Date & Time	Estimated Cost for 1 Year
1	Provision of Security Services	011/SYIG/PSDF/SS	12 months (Extendable for another two terms)	May 31, 2022 on or before 03.00 PM	May 31, 2022 on 03:30 PM	PKR 4.2 Million

- PSDF has launched e-tendering portal for the submission of bids which must be submitted online through e-tender portal till **May 31, 2022 by or before 03:00 PM** or system will not accept submission after deadline. The bids should **ONLY** be submitted online through e-tendering portal accessible at: <https://etender.psd.org.pk/esop/guest/go/public/opportunity/current>. No bid shall be accepted, if not submitted through e-tender portal.
- Tender shall be publicly opened on same day i.e. **May 31, 2022 at 03:30 PM** in the presence of interested companies / firms or their authorized representatives who may wish to attend.
- The bidding procedure shall be governed strictly in accordance with the Punjab Procurement Rules 2014 through national competitive bidding procedure.
- For any clarification, please contact on the below-mentioned address.

Procurement Department, Punjab Skills Development Fund
21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan.
UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk

2) Instruction to Bidders

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

- a) The bid shall be submitted through E-tendering portal under Technical and Financial/Commercial envelopes with all the supporting documentary evidence.
- b) In the first instance, technical envelope shall be opened on the E tender portal, and the envelope marked as “Financial Proposal” shall be retained unopened
- c) PSDF shall evaluate Technical Proposals in a manner prescribed in section– **03 and 10** (Technical Envelope) available on the portal, without reference to the price and shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation, no amendments to Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the financial/commercial envelope (on E-tender portal) shall be opened for technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, with in the bid validity period.
- f) The financial bids found technically non-responsive shall be rejected.
- g) Financial (Commercial Envelope) Proposal shall be evaluated based on PSDF’s evaluation criteria as provided in section **11** of the bidding document and envelopes available on portal.
- h) Minimum passing marks are 65, a bidder who obtains a minimum of 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.
- i) The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later: provided that the procuring agency may return the sealed financial proposal earlier if the disqualified or non-responsive bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency
- j) The lowest evaluated bid shall be awarded the contract
- k) This document has different sections carrying information on eligibility, technical evaluation, Scope of work, conditions of tender and form of contract, etc. to assist potential bidders to develop their Technical Proposals.

3) Conditions for Eligibility (Mandatory Requirement)

The bidders, fulfilling the following criteria, shall be considered eligible for the bidding process.

1. Must be an Active Taxpayer as per “Active Taxpayer List” of FBR and provide General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a

copy of registration. (Please attach proof to ascertain that firm is on active taxpayer list of FBR and proof for registration in PRA (if applicable) in the name of the firm is also required.)

2. Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization. (Please attached copy of Affidavit on stamp paper, declaring that the company is not blacklisted.)
3. Evidence of the bidding firm/company's registration/Incorporation is required (Please attach Copy of certificate of incorporation/company registration certificate.)
4. Joint venture of any kind is not allowed to participate in the bid. (Please attached a declaration on letterhead that not participating as Joint venture.)
5. Registration with All Pakistan Security Agencies Association (APSAA). (Certificate Required)
6. Valid license to operate as Security Company by Interior Ministry/Home Department. (Copy required)
7. NOC by Provincial Governments of four provinces i.e. Punjab to operate as security company (Valid Proof Required)

If the bidder fails to provide information as per the above-mentioned or does not fulfill the requirement of, "Eligibility Criteria Checklist" (Annex B) shall be disqualified and declared ineligible from the bidding process and its further technical evaluation shall not be carried out.

4) Scope of Work

Description of parameters for Security Services on monthly basis is given as **Annexure - D**. The bidders are requested to go through the document before the submission of the bids.

- a) The scope of work is attached in Annex-D
- b) PSDF Admin department shall check the Security Services at the time of the delivery.
- c) Successful company will provide uninterrupted Security services to Lahore PSDF Head Office and its branch office at Bahawalpur.
- d) Security staff will perform their duties in rotating shift pattern comprising of three teams for 8-hr shifts to provide 24/7 security services.
- e) 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-D. Request for the site visit can only be made through email at procurement@psdf.org.pk, after submission of bids no site visit will be entertained.

- f) The Security Services required mentioned in Annexure-D, however, PSDF can increase or decrease the Security staff during the contract period based on the requirement of the business.

5) Condition for Contract /General Guidelines

The successful bidder shall agree to the following terms of references to provide services to PSDF:

- a) PSDF reserves the right to award or not to award this contract, bidders who fail to submit complete and attach all the relevant documents shall be disqualified.
- b) PSDF shall enter into a formal contract with the successful bidder only and reserves the right to terminate the contract if the performance of the Bidder is unsatisfactory.
- c) Bidders to ensure that their bid documents are submitted online through E-tendering portal by or before the closing date and time.
- d) All documents and information received by PSDF from bidders will be treated strictly confidential.
- e) All expenses related to participation in this bidding process shall be borne by the bidder.
- f) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal, if required.
- g) PSDF reserves the right to verify any information provided by the bidder and can visit business premises to verify the information.
- h) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- i) The competent authority 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 bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- j) Successful bidders shall work with close coordination of PSDF admin team.
- k) All the services shall be checked and verified by PSDF admin team.
- l) Bidder shall provide the details of the staff to contact with PSDF on regular basis to provide the services without any failure.
- m) **Clarifications/ queries may be requested by May 26, 2022, before 5:00 PM through message box option of e-tendering portal and no response shall be given, if not requested through the message box of e-tendering portal.**
- n) Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 will be applicable for this procurement

- o) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.

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 successful bidder shall sign a contract and shall provide the agreed services within the stipulated time agreed in the contract.
- c. The duration of the contract shall be 1-year, however, it can be extendable for another two term with the mutual consent of both the parties.
- d. If PSDF cancel the contract during the contract period, a notice period of 1 month shall apply.
- e. In case of any dispute arises regarding the services, the decision of the PSDF shall be considered final & binding.
- f. Failure to comply with any terms and conditions in the tender document and contract given out to the successful bidder could incur imposition of penalties as spelled out later in the contract.
- g. All the payments will be done on post monthly basis, after verification of satisfactory services by the admin team of PSDF.
- h. All taxes will be deducted in accordance with the applicable laws.
- i. The bid shall remain valid for the period of **120 days** from the date of bid opening.

7) Form of Bid

The Bidders shall follow the Form of Bid specified in **Annex F** to submit the financial bid.

8) Delivery Timelines or Completion Date

Unless agreed otherwise, Security Services shall be provided from the date of execution of the contract/PO issuance.

9) Performance Guarantee

- a) The successful bidder will submit a performance guarantee in the form of pay order or bank guarantee 2% of the contract value at the time of signing the contract which will be returned after completion of the contract.

10) Technical Evaluation Criteria

The technical proposal of eligible organizations will be evaluated against requirements specified in the in "**Annex – E**".

11) Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified will 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 opening. Please provide information regarding Financials in Annex – F” and commercial envelope of the E-tendering portal.

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

Complete bid containing the Technical (Technical Envelopes) and Financial (Commercial Envelope), with all required information, documentary evidence, and annexures must be submitted on the e-tendering portal before closing dated i.e., **May 31, 2022, at 03:00 PM**. Technical proposals shall be publicly opened on the same day **May 31, 2022, at 03:30 PM** in the presence of bidder’s representatives who wish to attend it.

a. Bid Security

Bid Security of 1% of estimated cost in the form of a pay-order or demand draft favouring Punjab Skills Development Fund shall reach to PSDF, **Procurement Department on 21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan** before the opening of the bid (Please mention the title of the procurement on envelope). If original bid security is not delivered before the opening of the bid, the bidder shall be disqualified for further proceeding. ***The Bid Security should be valid for a period not less than 6 months and a scanned copy must be attached in the financial envelope of the e-tendering portal.*** Bid Security of disqualified bidders will be returned after awarding the business to the successful bidder on request.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in “**Annex I**” shall be submitted with the proposal.

Annexures

Annex – A Organizational Information

Organization Information			
Sr. #	Required Information	Response	
1	The 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	Must be an Active Taxpayer as per “Active Taxpayer List” of FBR and provide General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration.	(Please attach proof to ascertain that firm is on active taxpayer list of FBR and proof for registration in PRA (if applicable) in the name of the firm is also required.)	<input type="checkbox"/>	<input type="checkbox"/>
2	Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization.	(Please attached copy of Affidavit on stamp paper, declaring that the company is not blacklisted.)	<input type="checkbox"/>	<input type="checkbox"/>
3	Evidence of the bidding firm/company's registration/Incorporation is required.	(Please attach Copy of certificate of incorporation/company registration certificate.)	<input type="checkbox"/>	<input type="checkbox"/>
4	Joint venture of any kind is not allowed to participate in the bid.	(Please attached a declaration on letterhead that not participating as Joint venture.)	<input type="checkbox"/>	<input type="checkbox"/>
5	Registration with All Pakistan Security Agencies Association (APSAA).	(Copy of Registration Certificate is required)	<input type="checkbox"/>	<input type="checkbox"/>
6	Valid license to operate as Security Company by Interior Ministry/Home Department.	(Copy of License is required)	<input type="checkbox"/>	<input type="checkbox"/>
7	NOC by Provincial Governments of four provinces i.e. Punjab to operate as security company	Valid Proof required	<input type="checkbox"/>	<input type="checkbox"/>

Annex – C Relevant Experience

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with the 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 2010 to September 2020)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number of companies/firms	i.
		ii.
		iii.
		iv.

Annex – D (Scope of Work)

Description of parameters for Security Services basis is given as under.

Scope of Work and Deliverables: Security Services

Sr. No. Description

- 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 – E Technical Evaluation Criteria

Technical Evaluation Criteria				
S. 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)	20		Provide related documents e.g. (List/copy of CNIC, Copy of Army Service Book for Ex-Army personnel etc.). If no valid attachment is provided in section 1.2.2 then no marks for section will be awarded.
	200-300 Guards		07	
	301-500 Guards		10	
	501-1000 Guards		15	
	Above 1000 Guards		20	
2	Weapons and Ammunition (Licensed) held by the company	15		Attached copy of licensed & detail of weapons to be issued on company name. If no valid attachment is provided in section 1.3.2 then no marks for section will be awarded.
	More than 250 and above		15	
	100 and less than or equal to 250		10	
3	No. of Clients Served.	15		Please share the Copy of PO/SO/Contract/Satisfactory performance letter of the client. If no valid attachment is provided in section 1.4.2 then no marks for section will be awarded.
	Minimum 5 to 10 clients		05	
	More than 10 but less than or equal to 15 Clients		10	
	Clients above 15		15	
4	Years Since Registered with APSAA (Updated certificate is compulsory.)	20		

	More than 3 years but less than or equal to 5 Years		10	Documentary proof required. If no valid attachment is provided in section 1.5.2 then no marks for section will be awarded.
	More than 5 years but less than or equal to 7 years		15	
	More than 7 years		20	
5	Updated License from Pakistan Telecommunication Authority for wireless fixed and mobile station in Pakistan	10		
	Copy of updated license from PTA		20	Documentary proof Required and 0 marks will be awarded if no evidence is provided.
6	Financial Capability/Annual Turn Over/Sales/Revenue	20		Copy of 19-20/20-21 financial audit report done by ICAP/SBP registered auditing firm or Annual tax return of 19-20/20-21. if no valid attachment is provided then no marks for section 1.7.1 (e-tender) will be awarded.
	Annual Turnover of organization more than or equals to PKR 20 million		20	
	Annual Turnover of organization If more than or equal to PKR 15 million but less than PKR 20 million		15	
	Annual Turnover of organization If less than PKR 15 million but greater than or equals to PKR 10 million		10	
Total Points Awarded		100		

Minimum passing marks for technical qualification are 65. Please mark/flag the supporting documents shared for technical qualification scoring.

Form of Bid/ Financial Proposal

Sr. No.	Description	Quantity	Unit Price PKR Inclusive of Taxes	Tax %	Total Price with Applicable Taxes PKR
1	Security Guard (Armed) for Head Office Lahore (8 Hour Shift)	6			
2	Security Supervisor for Head Office Lahore (12 Hour Shift)	1			
3	Security Guard (Armed) for Bahawalpur Brach office (12 Hour Shift)	2			
Total Monthly Cumulative Cost inclusive of all applicable Taxes					

Note:

- PSDF reserve the right to increase or decrease the quantity of Security Staff.
- Contract will be awarded to the lowest bidder on basis of total monthly cumulative Cost inclusive of all applicable Taxes.
- Payment shall be made on monthly basis after the deduction of applicable taxes.

Annex- H Declaration

Declaration

Kindly provide the declaration as per the 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

[Firm/company's letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

Re: Proposal in respect of Providing of Security Services

Dear Sir,

We offer to provide the Security Services in accordance with your Tender for

Proposal dated [Insert Date of Tender advertised]. We hereby submit our Proposal including the Eligibility, Financial Proposal and required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. 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:

Note: Kindly fill all the above relevant annexures and attach with the proposal.