

UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE



TENDER DOCUMENTS

For Hiring Security Services

ESTATE OFFICE

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TENDER DOCUMENT

HIRING OF SECURITY COMPANIES FOR PROVISION OF ARMED SECURITY GUARDS/SUPERVISORS FOR UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE & OTHER CAMPUSES

1. University of Engineering & Technology, Lahore intends to hire services of a well reputed and well-equipped Security Company for the provision of Armed Security Personnel with ratio of 60% Ex-servicemen (satisfactorily retired from armed forces) and 40% trained civil security guards initially for a period of one year extendable to two more years on yearly basis with 10% annual increase in charges, as per details given below: -

Campus /Location	Particulars	Number
Lahore Campus	Security Supervisors	02
	Security Guards	70
Kala Shah Kaku Campus	Security Supervisors	01
	Security Guards	20
Faisalabad Campus	Security Supervisors	01
	Security Guards	20
Narowal Campus	Security Supervisors	01
	Security Guards	20
RCET, Gujranwala	Security Guards	08
Survey Camp Abbotabad	Security Guards	02

Note: The number of security personnel may be increased temporarily as per requirement. The Security Companies shall provide **security cover on 08 hours duty + 04 hours Over Time basis.**

Instructions for Bidders

1. The Company / Organization should be registered with Home Department / Interior Division, Income and Sales tax departments etc. and should have proven record of providing security services to large government / semi government and other organizations etc. (to be verified by the clients). Attach valid copies of certificates issued by relevant departments. Bids must be submitted in a sealed envelope clearly marked “**Tender for Hiring Security Services** for University of Engineering and Technology, Lahore” latest by 04-06-2018 till 10:00 a.m.
2. Proposal submitted must contain company profile, detail of offices operating in Pakistan with address & telephone numbers, total no. of employees, number of years in the business, list of present/past clients, proof of company as legal entity, affidavit indicating that the company has never been black listed by any government/semi government or other organizations etc.
3. Price quoted shall remain valid for a period of 90 days from the closing date of bid submitted. However, bidders are encouraged to extend the validity of their bid. The rates quoted should be in Pak Rupees (PKR) and inclusive of all applicable government taxes.
4. The Bid submitted must be accompanied by CDR / Pay Order / Demand Draft, amounting to Rs.8,40,000/- i.e. 2% of the total estimated amount, from a Scheduled Bank in favor of Treasurer, University of Engineering and Technology, Lahore. Bids submitted without CDR / Pay Order, Demand Draft will not be considered and rejected straight away.
5. The extension in contract will be the sole discretion of university subject to the satisfactory performance of the service provider.
6. UET shall not pay any security deposit or advance payment against hiring the security services. Company will be bound to arrange the security guards within 15 days after issuance of work order or any extended period if allows by the university.
7. The Successful Security Company will provide security cover to university on “08 hours duty + 04 hours overtime” basis on all week days through engaging healthy ex-servicemen and civilian security guards as per given ratio. Relief in case of absence of the staff will be provided by the Security Company. Four days leave to staff in rotation will be provided by the Party No. 2 (UET).
8. Provision of benefits such as group insurance, registration with EOBI and social security etc. would be the sole responsibility of Security Company.
9. In case of an emergency the security company must have adequate available resources and bound to provide back up on demand at desired location(s).
10. Background / personal verifications of the security guards/supervisors through relevant agencies are mandatory and is the sole responsibility of the security company.
11. The Security Company shall deploy only such armed Ex-Servicemen & trained civil security guards and supervisors who are physically & medically fit, having adequate training of guarding services and such trainings are refreshed at periodic intervals.

12. Detail of weapon in use and their licenses are to be provided.
13. Any other scientific solution for enhancing security measures would be considered as an edge.
14. The rates must be quoted in total for all campuses/, splitting/separate quoted rates for each campus is not acceptable. However, rate of guard & supervisor should also be defined in bid.
15. That University Resident Officer/Security Officer/Assistant Security Officer/Care Taker or any other authorized officer shall made periodic checks of guards deployed at various locations to ensure quality service at all times and no objection. The guards shall work/function under the directions/instructions of UET Resident Officer/Security Officer/Assistant Security Officer.
16. Company will be fully responsible in case of misconduct caused by the security personnel.
17. If two or more bidders quotes equal rate in bid, then the contract will be awarded to one gained higher experience in providing security services to government, semi government and other departments.
18. The Security Company will be responsible to get each guard medically examined by a registered medical practitioner. The company shall also ensure that character certificates of each guard have been verified.
19. During the contract, the security company will provide Security Services as per terms and conditions of the tender document/ agreement.
20. That an agreement will be made between UET Lahore and service provider on non-judicial paper of 0.25% of Contract value that will be provided by the successful bidder
21. Bids must be submitted in accordance with PPRA Rules 2014 on the basis of single stage one envelope. All the bids will be opened publicly at a time, date and venue specified in tender / advertisement.
22. The lowest responsive/evaluated bid shall be accepted.
23. The employees of Security Company shall on no account indulge in UNIONISM.
24. When circumstances warrant, UET may refuse to accept services from any employees of Company whose work has been found unsatisfactory or not in accordance with the requirements of this agreement. In addition, penalties / actions would be initiated in case of unsatisfactory performances.
25. Violations like offensive behavior that involves scuffling etc will lead to a penalty of up to 5% of the monthly bill. All fines and penalties will be deducted by UET from the monthly payments of the Company.

26. In case, if the company fails to provide requisite number of guards in stipulated time or extended time or refuse to work in stipulated time, refundable security of security company shall be forfeited.
27. Company shall be responsible for all the taxes required to be paid under relevant law.
28. University reserves the right to terminate the contract on one month advance notice.
29. The Security Agency will be fully responsible to provide satisfactory services at UET
30. The ex-servicemen/guards must be energetic, smart, literate and healthy with complete uniform, fully conversant with the security performance and should be deployed at Main Campus and other campuses/colleges in consultation with Resident Officer/Assistant Security Officer UET. Above 48 years of age, bulky and overweight guards will not be accepted. The age may be relaxed in case of otherwise physically fit guard.
31. Daily attendance will be marked in the register. Daily attendance sheet shall be verified by Supervisors and UET Security Incharge.
32. The security company will ensure that each guard on duty has received and understood written instructions for basic duties and is fully equipped to discharge his duties.
33. The Armed Guards i.e., ex-servicemen/guard will remain alert, patrolling and vigilant throughout their duty hours, and any mishap will be the responsibility of the Security Agency under all circumstances subject to the completion of all legal proceedings as required by law.
34. The company will be responsible to introduce a guard to the in-charge UET security office Lahore before deployment as a substitute.
35. The company will provide the list of reserve staff out of which replacement of removed/absence/left guards would be made done.
36. The last date for the receipt of tenders is 04-06-2018 till 10.00 a.m. and will be opened on the same day at 10.30 a.m. in the Conference Room before the Central Procurement Committee in the presence of bidders or their authorized representatives who may wish to be present.

Mandatory Requirements.

Bidder must furnish following information:

- 1) Valid license to operate in the Province of Punjab. NOC issued by the Govt. of Punjab Home Department should be attached.
- 2) Copy of Sales Tax & NTN certificates must be attached.
- 3) Registration with All Pakistan Security Agencies Association (APSAA)

- 4) Affidavit that the firm has not been blacklisted by any Government / Semi Government or other organizations nor discontinued their security services on account of poor performance or unsatisfactorily services.
- 5) Proof of financial soundness from a scheduled bank accompanied with bank statement for the last one year.
- 6) Performance certificates by the major clients where the security company has been providing security services in last two years.
- 7) List of reserved guards.