

OFFICE OF THE REGISTRAR

KARACHI METROPOLITAN UNIVERSITY

Bidding Documents

Hiring the Services of Firm for the Provision of Security Services.

Tender Reference No: KMU/PC-SS/2024-25/04

ISSUED TO M/S _____

DATED: - _____



REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

Bid Closing Date 14 October 2024 Time - 01:30 P.M

Bid Opening Date 14 October 2024 Time- 02:00 P.M

Cost of Tender vide

Pay order # _____

Dated _____

Rs:- _____

SIGNATURE

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OFFICE OF THE REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

Hiring the Services of Firm for the Provision of Security Services

TENDER FORM

I/We _____ carrying on Business under the name of _____ having made myself/our self fully with the detailed tender as specified in the schedule and with above condition of contract agrees to be bound by such condition and tender. We offer to provide the Security Services at Karachi Metropolitan University, Ref: KMU/PC-SS/2024-25/04 in accordance with the Contract Terms and Conditions for the overall Contract Price not to exceeding PKR _____ [amount in numbers] Per month [amount in words] inclusive of Income Tax and Sindh Sales Tax (SST).

I/We further agree in the event of this tender being accepted to pay the cost of the stamp on the relative contract form and undertake to execute the same and make the deposit mentioned in the attached condition of contract as soon as called upon to do. And in the event of any failure by/our part to execute the relative formal contract made the required, we agree to compensate the KARACHI METROPOLITAN UNIVERSITY. Fully for any loss/or expense which they or indirectly suffer owing to any such failure.

A sum of Rs. _____ (RUPEES) _____ accompany this tender as 2% bid security deposit and I/We withdraw the offer within the aforesaid period or fail to execute the relative formal contract and to make the required contract promptly the KARACHI METROPOLITAN UNIVERSITY, shall be at liberty at their absolute discretion to appropriate this sum of Rs. _____ either as agreed liquidated damages without any proof with so ever to the extent of such damages or on accounts, reserving themselves the right to recover from me/us any further loss or expense to which they may have been put directly or indirectly be reason of any failure on my your parts as aforesaid.

DATED: _____

FULL SIGNATURE OF TENDERER

ADDRESS _____

Handwritten signature

Instructions to Bidders

- i. This invitation to tender is open to all security service providers who have valid registration with NTN and Sindh Sales Tax (SST).
- ii. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices or have blacklisted in any governmental institution.
- iii. The bidder shall bear all costs associated with preparation and submission of bid.
- iv. An interested bidder requiring any clarification of the bidding documents may notify the purchaser in writing. The purchaser may reply in writing not later than three working days prior to the submission of bid deadline.
- v. Language of the bid will be English.
- vi. The bid shall be quoted in Pak rupees.
- vii. The tender method of procurement will be Single Stage- One Envelope. All the technical and financial proposal should be placed and sealed in one envelope and all the pages of must be sign and stamp
- viii. Once the bid submitted in sealed cover by the bidder, the KMU will not accept any alteration / addition / deletion to the bid.
- ix. No alteration will be allowed to be made in the tender condition.
- x. The tender will not be accepted if sent / dropped on any other form or through email.
- xi. Security Service Provider may quote the price inclusive of all applicable taxes
- xii. The tenders will be opened in the presence of such tenderers who wish to be present at bid opening date and time.
- xiii. Procurement will be carried out as per SPPRA rules 2019 (amended time to time)



BID DATA SHEET

1. **Name of Purchaser** : Karachi Metropolitan University
2. **Brief Description of work** : Hiring the Services of firm for the
Provision of Security Services
3. **Purchaser address** : Block "M" North Nazimabad Karachi
4. **Method of procurement** : National Competitive Bidding- Single
Stage Single Envelope
5. **Currency** : Bid shall be quoted in Pak. Rupees. The
payment shall be made in Pak. Rupees.
6. **Amount of bid security** : 2% of bid cost
7. **Period of bid validity** : 30 days counted from date of opening.
8. **Number of copies of the bid to be
Submitted.** : One Original
9. **Purchaser address for the
purpose of bid submission** : Block "M" North Nazimabad Karachi
10. **Issuance of Bidding Documents from the 25 September 2024 Time: 09:00 A.M To
12 October 2024 Time 02:00 P.M**
11. **Deadline for submission of bids: Date 14 October 2024 Time: 01:30 P.M.**
12. **Deadline for Opening of bids: Date 14 October 2024 Time: 02:00 P.M.**
13. **Venue of the bid opening: : VC Secretariat**
Address: Karachi Metropolitan University Block "M" North Nazimabad Karachi.



Eligibility / Qualification Criteria

S. No	Description	Remarks (Yes / No)
01	Security Service Provider Profile	
02	Security Service Provider Registration Certificate NTN / SST	
03	Valid License for security services from Home Department Govt of Sindh.	
04	Enclose a pay order/ call deposit equivalent to 2% earnest money of the quoted value.	
05	Payment of tender fees.	
06	Compliance on Instructions and General & Special conditions of contracts mentioned in the bidding documents (must submit entire bidding documents by sign and stamp all pages of bidding documents).	
07	Affidavit of Rs. 100/- duly authenticated by Notary Public for never blacklisted from any organization / firm and or convicted from any court of Pakistan.	

Note: Security Service Provider may provide / attach the relevant requirements listed in the same order in the tender documents to determine the eligibility and technical complaint. Any document missing / non provision from above listed items, their bids will be rejected.

TECHNICAL EVALUATION CRITERIA

S. No	Description	Marks
01	Security Provider must have a minimum of general experience of five (05) years. - Less than 5 years -0 Marks 5 Years- 15 Marks - Each year of experience above 5 years is equivalent to 1 mark	20
02	Must complete five Contracts / Security Services provided of similar size, nature and scope in last 3 years. - Less than 5 contracts- 0 Marks 5 Contracts of similar size, nature and scope 15 Marks - Each additional contract over 5 contracts will fetch 2 marks	25
03	Number of Government Projects / Contracts completed Minimum two contracts with evidence (5 Marks for each contract) - Less than 2 contracts- 0 Marks 2 Contracts- 10 Marks - More than 2 contracts- 1 mark for each contract	15
04	Turnover must have at least PKR 30 million in the last three years. Must attach Audited Account Statements - Less than PKR 30 Million- 0 Marks - PKR 30 Million- 50 Million- 10 Marks - Exceeding PKR 50 Million- 15 Marks	15
05	Security Service Provider should have Geographical presence at Karachi.	10
06	Whether Security Guards are Ex-Army Men or Civilian (Specify their ratio) Ex Army ratio exceeds 50% - 15 marks Ex Army less than 50% - 10 marks	15
Total Marks		100
Passing Marks		75

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Note:

1. Security Service Provider may provide / attach the relevant requirements listed in the same order in the tender documents.
2. Security Service Provider who secures the passing marks will be eligible for financial evaluation and will be considered as technical compliant.
3. Evaluation of bids: Lowest Evaluated most advantageous bid

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

1. Each tender should be accompanied with pay orders/call deposit of Two (2%) as earnest money as mentioned in notice inviting tender.
2. The bid should be valid for a period of 30 days from the deadline for submission of the quotation. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then your submitted bid security will be forfeited, and no compensation will be made.
3. KMU may request the participating Security Service Provider during the evaluation process to extend the Validity Period of their Bids/Proposals for a specified period [equal to or below the existing validity period referred 30 days.
4. Bids will be evaluated as per the Eligibility / Qualification criteria & Technical Evaluation and on price schedule. Most advantageous bidder will be awarded the contract.
5. Notification of Award of Contract issued to successful Security Service Provider who may accept the offer within seven days after issuance of notification of award of contract.
6. Successful Security Service Provider must furnish the E Stamp Paper with paid Stamp Duty equivalent to 0.35% of accepted Contract Price.
7. Successful Security Service Provider has to sign the contract agreement on e stamp paper for the period of one year.
8. Successful Security Service Provider has to on board the required security personnel within 07 days of signing of the agreement.
9. Security Service Provider has to perform the services strictly as per TOR / Scope of Services attached as Annex A
10. Successful Security Service Provider must submit performance security through pay orders/call deposit of ten (10%) of accepted contract price.
11. If Security Service Provider fails to deliver the security services within time period or not maintain good security standard, then the penalty will be imposed.



12. After the selection of successful Security Service Provider and signing of contract agreement the submitted bid security of unsuccessful Security Service Provider may be returned.
13. Performance security will be returned to a successful Security Service Provider after the completion of agreement.
14. All Taxes as imposed / Levied by Govt. of Pakistan will be borne by the tenderer.
15. Sale Tax / Income Tax and Sindh Sale Tax (SST) as per rules will be deducted at source.
16. Any deviation from these conditions, bidders will be considered as technically non-compliant.
17. Payment Conditions
- Upon submission by Security Service Provider of claim and subsequent verification of the claim by KMU, payment of the contract price shall be made in the following manner:
- a) No Advance Payment is allowed under this Contract.
 - b) Payment will be made within 30 days after the successful completion of one month service.
 - c) Payment will be made upon submission of following documentation:
 - o Original Sales Tax Invoice with Covering Letter.
 - o Attendance sheet / report from Security Service Provider.
18. Karachi Metropolitan University may cancel the procurement process at any stage without assigning any reason.

Rules as imposed by SPPRA must be followed

**SIGNATURES OF THE TENDERERS
WITH STAMP**



Schedule of Requirements

S. No	Description of Services	UNIT	QTY	SERVICE TIMELINE
1	Armed Security Guard	Personnel	10	Security Service Provider may mobilize the team within 07 days after signing of contract agreement
2	Un Armed Security Guard (Male)	Personnel	06	
3	Un Armed Security Guard (Female)	Personnel	04	
4	Supervisor	Personnel	02	

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KARACHI METROPOLITAN UNIVERSITY

Hiring the Services of Firm for the Provision of Security Services.

PRICE SCHEDULE / FINACIAL PROPOSAL

S. No	Description of Services	Unit	Qty	Rate / month	Amount
1	Armed Security Guard	Personnel	10		
2	Un Armed Security Guard (Male)	Personnel	06		
3	Un Armed Security Guard (Female)	Personnel	04		
4	Supervisor	Personnel	02		
Total Amount PKR (One Month) (Inclusive of Income Tax and Exclusive of Sindh Sales Tax SST)					
Sindh Sales Tax SST					
Total Amount Inclusive of Income Tax and SST (One Month)					
Total Amount Inclusive of Income Tax and SST (Twelve Month)					

Note:

- Prices should be quoted inclusive of all applicable taxes including Income Tax and Sindh Sales Tax (SST)
- All applicable taxes such as Income Tax and Sindh Sale Tax (SST) will be deducted as per rules.
- The quoted price will be firm and final for one year period and an agreement will be signed for one year period.
- The duration of contract for next year may be extended subject to provision of satisfactory services.
- The number of security guards may be increased and decreased.
- The duty hours of the security guards shall be 12 hours per day. Therefore 2 security guards shall alternatively provide their services during 24-hour day.

**SIGNATURE OF THE TENDERER
WITH STAMP**



Terms of Reference / Scope of Services

1. The security service provider shall perform his obligations efficiently and professionally according to the verbal or written instructions mutually agreed upon.
2. The security contractor will ensure that all the personnel deployed by him are in proper uniform smartly turned out and are in possession of requisite weapons and any other safety gear to be provided by the security contractor.
3. The security service provider shall be directly responsible for payment of all dues to his security personals, or any Government agency and the second party KARACHI METROPOLITAN UNIVERSITY shall not be held responsible and have no liability whatsoever for any lapses in this respect on the part of the security contractor.
4. The security contractor operates only within the ambit of the law of the land and will maintain all records etc. in this respect vis-a-vis his employees.
5. The security service provider shall not employ any person who has been dismissed from Government service due to criminal activities.
6. The security service provider shall not assign sub-let or underlet the contract.
7. The security personnel deployed should be utilized only for duties on which they are detailed at the various locations, as per the agreement.
8. The security contractor shall provide the full number of security personnel as per the agreement.
9. The security guards should be properly trained and should have the skills to deal with emergency situations.
10. The duty hours of the security guards shall be 12 hours per day. Therefore 2 security guards shall alternatively provide their services during 24-hour day.
11. The security guards should preferably be retired military personnel.
12. The security guards should be physically and mentally fit, literate, trustworthy, not involved in illegal activities. The fitness certificates of security guards should be provided to us by the successful bidders after awarding the tender.
13. The security guards should have valid CNIC and not be drug addicted.
14. The firm may provide its guards the latest and updated weapons / ammunition.
15. The age of security guards should be between 25-55 years.
16. Security guards should not be convicted from any court, their character may be verified from concerned authorities and their names will be checked from NACTA website for AML / CFT check.
17. Security Service Provider may provide the alternate guard (s), if other assigned guard avail any leave.

