



**GOVERNMENT OF PAKISTAN**  
**Ministry of Federal Education and Professional Training**  
**Private Educational Institutions Regulatory Authority**  
**(ICT-PEIRA)**

**BIDDING DOCUMENT**  
**FOR HIRING OF**  
**SERVICES OF PRIVATE**  
**SECURITY AGENCY**

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Al-Farabi Special Education Center, Hanna Road, G-8/4, Islamabad.  
Ph: 051-9107711-9107704

**Free of cost**

**GOVERNMENT OF PAKISTAN**  
**Ministry of Federal Education and Professional Training**  
**Private Educational Institutions Regulatory Authority (ICT-PEIRA)**

**TENDER FORM**

- Note: (1) Contractors/Vendors must fill in all the details as required in the form.**  
**(2) Print in blue/black pen, use capital letters.**

Firm Name: \_\_\_\_\_

National Tax No. \_\_\_\_\_

Sales Tax Registration No. \_\_\_\_\_

Date of Registration (Company): \_\_\_\_\_

Owner(s) Name(s): \_\_\_\_\_

\_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_, Mobile: \_\_\_\_\_

**Authorized Signature / Stamp**  
(Chief Executive or  
the person authorized to sign  
and submit bid)

Attachments:

Copy of CNIC

Copy of NTN

Copy of Registration

Tender submission date \_\_\_\_\_

Earnest money Rs. \_\_\_\_\_

Bank Draft/Pay Order/Call Deposit No. \_\_\_\_\_

Issuing Bank \_\_\_\_\_

## **TERMS AND CONDITIONS**

### **1. GENERAL**

- i. Sealed bids shall be submitted by professionally and financially sound, well equipped with weapons and well reputed security agencies registered with Income Tax, Sales Tax, who are Active Taxpayers list of the Federal Board of Revenue
- ii. Conditional, incomplete, non-compliant and over writing in bids without initials shall not be accepted.
- iii. The company should have at least 5 years of experiences with Government/Semi-Government or private organizations.
- iv. Telephonic / telexed / faxed / telegraphic/mailed quotation shall not be entertained.
- v. The company should quote the price including all taxes/income Tax whichever is applicable as per law/rules.
- vi. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issuance of tender notice.
- vii. The Authority shall disqualify a company/firm if it finds at any time that the information submitted by him concerning his quotation as supplier was false and/or misstated.
- viii. The company shall be responsible to make payment of salaries to its staff in time from its own sources without waiting for the releases of cheques by ICT-PEIRA.
- ix. Any bid found without bid security/earnest money @ **Rs. 15,000/-**, in shape of Pay Draft/Pay order/CDR shall also lead to rejection of bid. The earnest money document shall be in the envelope containing technical proposal.
- x. The earnest money deposited along with bid shall be refunded to all unsuccessful company/firms within 10 days of contract award. Whereas the earnest money of successful company/firm shall remain with ICT-PEIRA.
- xi. **Single stage – two envelopes bidding procedure shall be applied:-**

The bid shall comprise a single package containing two separate envelopes, Each envelopes shall contain separately the **financial proposal** and the **technical proposal**;

The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold & legible letters to avoid confusion;

Initially, only TECHNICAL PROPOSAL shall be opened; The FINANCIAL PROPOSAL shall be retained in the custody of ICT-PEIRA without being opened;

The ICT-PEIRA, shall evaluate the technical proposal, without reference to the price and reject any proposal which does not conform to the specified requirements/mandatory requirements of technical proposal;

After the evaluation and approval of the technical proposal, the ICT-PEIRA 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 non-responsive shall be returned un-opened to the respective Company/firms; and The bid found to be the lowest evaluated Bid shall be accepted.

- xiii. Price negotiation as per existing PPRA rules is not allowed.
- xiv. The successful company/firm shall depute/provide security guard (duly uniformed and equipped with weapon) as per following requirements.
  - a. The skilled/experienced security guards required are as under;
    - i. Age below 55 years
    - ii. Medically fit
    - iii. Uniformed, proper weapon (quality weapon) and metal detector
    - iv. Guard retired from forces shall be preferred
    - v. Able to read and write
    - vi. Security wise cleared by the police
    - vii. Minimum height 5-5
  - b. Providing security guards of following two categories/shift
    - a. During office timing  
Two guards between 9-5 or as indicated by ICT-PEIRA
    - b. After office timing  
One guard after official timing/night shift
  - c. Duties of security guard beside others
    - a. Body search of all visitors along-with issuance of visitors cards after entering particulars of visitors in register
    - b. No mobile phone usage during duty time/office time

**2. CLARIFICATION OF BIDDING DOCUMENT**

The company/firm requiring any further clarification or information of the bidding document may notify by contacting Chairman Committee/Member (Registration), ICT-PEIRA. The PEIRA will respond to any request for information or clarification of the bidding documents which it receives no later than (02) two days prior to the deadline for the submission of bid.

**3. VALIDITY**

Formal agreement (on legal stamp paper) comprising terms and conditions of tender document shall be signed between Chairman, Committee and successful company and quoted rate shall remain applicable for one year with effect from date of signing of agreement and no increase in any case will be accepted. The agreement is extendable upto 3 years on annual basis on satisfactory performance. However, if agreed mutually, an increase 10% of the quoted rate shall be made on annual basis.

**4. SIGNING OF BIDS**

The authorized person signing the bid shall initial/sign all the pages of the bid.

**5. SUBMISSION OF BID**

All bids must reach and be received by the ICT-PEIRA in sealed envelope on or before the **prescribed deadline i.e. 02-04-2019 upto 11:00 AM**. The bids shall be opened by the Committee established for the purpose on the same day at **12:00 hours** in the office of ICT-PEIRA, opposite NORI hospital, Hanna Road, G-8, Islamabad in presence of company/firms/authorized nominees, who wish to be present on the occasion.

Any bid received by the company after the prescribed deadline for submission of bids or incomplete bid shall not be entertained in any circumstances.

**6. RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The Private Educational Institutions Regulatory Authority (ICT-PEIRA), Islamabad (Purchase Committee) reserves the right to reduce or increase the quantity, accept or reject any bid and to stop the bidding process and reject all bids, at any time prior to award of supply order without incurring any liability toward the company/firms. The grounds for rejection of bid(s) shall be provided upon request of the company/firm(s) but not bound to justify as per rule 33 of PPRA Rules.

**7. CONVINCING**

Unsolicited advice/clarification and any personal approaches at any stage of evaluations/purchase process that may lead to influence the process are strictly prohibited and will lead to disqualification.

**8. MODE OF PAYMENT**

The payment shall be made after receipt of monthly invoice and releases of funds from Government.

**Note:** All taxes, insurance etc will be deducted from bills as per applicable taxation rules.

**9. EVALUATION CRITERIA:**

**9.1 TECHNICAL EVALUATION CRITERIA**

9.1.1 The company who has duly complied with the Eligibility/Qualification/mandatory requirement and Evaluation will be eligible for further processing.

10.1.2 The Bids which do not conform to the terms & condition of Bid or the Bids or the mandatory requirements from the company/firm without adequate capabilities will be rejected. The Eligible/Technically Qualified company/firm will be considered for further evaluation. Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those company/firms will be opened who have fulfilled the criteria:

<b>Documents Required with technical proposal</b>
Profile with copy of CNIC
Date of establishment with proof of registration
Certificate of Registration certificate (Income/Tax)
List showing type and number of licensed weapons like rifle, shotgun, pistol etc
List of communication and search equipments
Detailed Specifications with Brand and Model
Affidavit (on the stamp paper) in line with clause 11 of bid document
Bank statement of last two years issued by bank
List of existing clients
CDR/Pay Order

9.1.3. The company/firm must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

**9.2 FINANCIAL PROPOSAL EVALUATION**

9.2.1 Technically qualified/successful company/firm(s)/company shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Company/firms at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful firm(s)/company(s) or their authorized representatives against requirement shall be allowed to take part in the Financial Proposal(s). Financial Proposal evaluation will include all duties, taxes and expenses etc. The evaluation will be done on the basis of offer by company against each guard.

**10. ARBITRATION**

In case of any dispute concerning the interpretation and/or application of this tender, shall be settled through arbitration. The Chairman, Private Educational Institutions Regulatory Authority, Islamabad or nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final, binding on the parties and not challengeable on any court of law.

**11. PERFORMANCE SECURITY**

The successful bidder shall furnish a Performance Security in the shape of a Bank Guarantee from a scheduled / recognized bank operating in Islamabad of the amount equivalent to 5%(including earnest money) of the total annual quote, with annual validity before the signing of the contract. The performance guarantee shall be renewed at least one month before its expiry for renewal of the contract.

**12. AFFIDAVIT ON STAMP PAPER THAT THE;**

- i. Company/firm/company/firm has never been blacklisted or involved in litigation with any client/organization/government
- ii. Company/firm/company/firm has never been declared bankrupt by any court of law.
- iii. Company/firm/company/firm always fulfilled/obeyed execution of degree or order of any court decree never been dissatisfied against them.

**13. BID SUBMISSION UNDERTAKING**

I / We hereby confirm that we have read and fully understood the terms and conditions of this document and accept the terms and conditions of this tender and will abide by the same faithfully.

**NAME OF COMPANY/FIRM**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Seal**

**Dated:**

**GOVERNMENT OF PAKISTAN**  
**Ministry of Federal Education and Professional Training**  
**Private Educational Institutions Regulatory Authority (ICT-PEIRA)**

**FINANCIAL BID/PROPOSAL**

S#	Rate/charges per security guard including all taxes

Firm Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_, Mobile: \_\_\_\_\_

**Authorized Signature / Stamp**  
(Chief Executive or  
the person authorized to sign  
and submit bid)

**Government of Pakistan**  
**(Ministry of Federal Education and Professional Training)**  
**Private Educational Institutions Regulatory Authority (ICT-PEIRA)**

**TENDER NOTICE FOR**  
**HIRING OF SERVICES OF PRIVATE SECURITY AGENCY**

Islamabad Capital Territory- Private Educational Institutions Regulatory Authority (ICT-PEIRA) requires sealed bids from firms/agency for provision of three (03) security guards at its office.

2. The interested professionally and financially sound, well equipped with weapons and well reputed security agencies registered with Income Tax, Sales Tax, who are Active Taxpayers list of the Federal Board of Revenue and having at-least 5 years' experience may submit their sealed bids along-with required details/documents as per tender document and earnest money in the shape of Pay order/Bank draft of Rs. 15,000/.

3. The bidding document, containing detailed terms and conditions can be obtained free of cost, from the office of undersigned or downloaded from the website of ICT-PEIRA.

4. The bids, prepared in accordance with the instruction/terms and conditions in the bidding document, must reach at the office of undersigned **on/before 02-04-2019 (11:00 hours)**. Bids will be opened on the same day at 12:00 hours.

Chairman Purchase Committee/  
Member (Registration), ICT-PEIRA  
Al-Farabi Special Education Complex, Opposite  
NORI Hospital, Hanna Road, G-8/4, Islamabad  
051-9107711/9107704