



**JINNAH SINDH MEDICAL UNIVERSITY,
KARACHI**

**NATIONAL COMPETITIVE BIDDING
FOR**

**TENDER FOR HIRING SECURITY AGENCY
SERVICES FOR JINNAH SINDH MEDICAL
UNIVERSITY**

SEP - 2018

Jinnah Sindh Medical University
Rafiqi H.J. Shaheed Road, Karachi. Postal Code# 75510
www.Jsmu.edu.pk Tel: 35223812-15 (Ext- 350) Fax # 99201372

LIST OF CONTENTS

PART	DESCRIPTION
Part-I	NOTICE INVITING TENDERS
Part-II	INSTRUCTIONS TO BIDDERS
Part-III	GENERAL CONDITIONS OF CONTRACT
Part-IV	BID DATA SHEET
Part-V	SPECIAL CONDITIONS OF CONTRACT
Part-VI	SCHEDULE OF REQUIREMENT
Part-VII	BILL OF QUANTITY
Part-VIII	SAMPLE FORM



JINNAH SINDH MEDICAL UNIVERSITY KARACHI

Planning & Development / Procurement department

Ref No. JSMU/P&D/PROC/NIT/54/4859

Dated: 10-08-2018

NOTICE INVITING TENDER

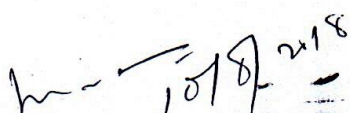
Sealed Bids are invited on **Single Stage Two Envelop** procedure under sealed covered from **Reputable Firms** must be registration with G.S.T/S.S.T, Income Tax and SRB (if applicable) having relevant experience as per requirement given in the bid documents.

S/N	Name of Work	Earnest Money/ Bid Security	Tender Fee	Completion Period
1	TENDER FOR HIRING SECURITY AGENCY SERVICES FOR JINNAH SINDH MEDICAL UNIVERSITY	3% of Quoted Bid Amount	Rs.2000/-	Annual Contract

SCHEDULE	DATE & TIME	VENUE
Receiving application & Issuance of tender documents	From 15-08-2018 to 01-09-2018	OFFICE OF THE PROCUREMENT OFFICER P&D DEPARTMENT, 3 RD FLOOR, JSMU, KARACHI
Submission of Tender Documents	Till 03-09-2018 upto 11:00 am	
Opening of Tender	03-09-2018 at 11:30 am	

Tender Documents can be obtained during office hours on payment of Tender Documents fees of Rs. 2000/- (Non Refundable & Non Transferable) in shape of pay order in favor of **Vice Chancellor, Jinnah Sindh Medical University Karachi** from the office of the **Procurement Officer P&D Department, 3rd Floor, JSMU, Karachi** or can be downloaded from Jinnah Sindh Medical University website www.jsmu.edu.pk or Sindh Public Procurement Regulatory Authority (SPPRA) website www.pprasindh.gov.pk

(a)	The Tender shall be opened by Procurement Committee in presence of the bidders or their authorized representative who wish to be present.
(b)	In case of holiday or any incident, tenders will be obtained / submitted / opened on the next working day as per given schedule
(c)	All bidder must be submit latest Certificates of GST/SST, NTN & SRB certificate, alongwith required documents must be attached with Technical proposal.
(d)	All prescribed taxes applicable under Federal / Provincial / local Government shall be borne by bidder / supplier.
(e)	Single Stage Two Envelop Procedure shall be adopted for the procurement as per SPPRA Rules 2010 (Amended 2017),
(f)	Technical Proposal & Financial proposal should be marked in bold and readable letters and both kept in separate envelopes duly sealed. Bid security submit in favor of Vice Chancellor, Jinnah Sindh Medical University Karachi
(g)	The firm / bidder must enclose an affidavit on stamp paper of Rs. 100/- that the firm / bidder has not been blacklisted form any Government Department. If at any stage firm / bidder found blacklisted the bid shall be rejected / not be considered.
(h)	Procurement agency may reject all or any Bid subject to the relevant provision of SPPRA Rules 2010 (amended 2017). All terms & conditions of SPPRA shall be applicable.


Consultant
 P & D / Procurement, Dept:
 Jinnah Sindh Medical University Karachi

SCOPE OF WORK

The interested bidders will provide the “**SECURITY SERVICES**” on monthly charges basis to the JINNAH SINDH MEDICAL UNIVERSITY KARACHI (JSMU), Karachi.

TERMS & CONDITIONS

2. Bids should be submitted in accordance with SPPRA Rules 46 (2) – **Single Stage Two Envelope Procedure:**
 - i. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - ii. Envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
 - iii. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
 - iv. Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring committee without being opened;
 - v. Procuring committee shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - vi. No amendments in the technical proposal shall be permitted during the technical evaluation;
 - vii. Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - viii. Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
- 2) The committee in the presence of the bidders or their authorized representatives, who may like to be present, will open the bids.
- 3) The Bids shall be evaluated in accordance with the specified Eligibility / Evaluation criteria. In case of discrepancies between the Invitation for Bids (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.
- 4) Any Bid not received as per terms and conditions of the Bid Document is liable to be ignored. Offer shall not be considered if:
 - i. Bid received without original bid document purchase receipt.
 - ii. Bid received without prescribed Bid Security.
 - iii. Bid received after the time and date fixed for the bid opening.
 - iv. Unsigned Bid.
 - v. Ambiguous Bid.
 - vi. Conditional Bid.
 - vii. Bid from a firm blacklisted, suspended or removed from the approved list.
 - viii. Bid through telegram.
 - ix. Bid with shorter bid validity period.
 - x. Bid not conforming to the technical requirements

- 5) The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.
- 6) **Technical Proposal should have the following documents:**
- i. Original bid document purchase receipt, else the bids will be rejected. For alternate offer a separate Original bid document purchase receipt of Tender Fee amounting to **Rs. 2,000/-** (*Non-Refundable*) shall be submitted, otherwise both Proposals will be ignored.
 - ii. Photocopy of Pay Order / Demand Draft of Bid Security should be attached after hiding the amount in figure and words of the Pay Order / Demand Draft, otherwise the bid will not be considered.
 - iii. Complete Profile of the Bidder with legal status, organization structure and nature of business.
 - iv. Valid License for the relevant business (if applicable)
 - v. List of similar services provided to Public Sector Organizations / Multinational Companies including details of the services currently in operation.
 - vi. A certificate / affidavit that firm (or consortium) is not black listed by any Government / Semi Government / Autonomous Body etc. and not involved in any kind of insolvency litigation.
 - vii. Last three years audited financial statements / income tax return form.
 - viii. Income Tax Certificate / SRB Certificate / Valid Professional Tax Certificate, GST Registration Certificate (if applicable) etc.
- 7) **Financial Proposals should have the following documents:**
- ix. Original Pay Order / Demand Draft of Bid Security.
 - x. Original copy of the Financial Proposals with Quoted price and prescribed certificate.

- 9) Bid will be valid for 90 days from the date of opening bids. The bidders shall quote their prices inclusive of all applicable duties and Taxes / Logistic Charges etc. and all other expenses.
- 10) The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it duly stamped, else the offer will not be entertained.
- 11) The rates of each item should be written in figures as well as in words. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be authenticated and final.
- 12) The bidder must be registered with GST / SRB and Income Tax Departments (copies to be attached).
- 13) The firm must be a valid license holder for the relevant business.
- 14) The firm should have a minimum of three (03) years' experience of similar assignments in the public sector organizations / Multinational Companies, including details of the services currently in operation and should have a proper setup / office at Karachi.
- 15) Last three years audited financial statements.
- 16) List of company profile with staff details.
- 17) In case of emergency, additional staff shall be provided by the bidder.
- 18) Each offer will accompany pay order or bank draft of the 3% of the proposed bid as Bid Security in favor of Jinnah Sindh Medical University, Karachi. The Bid Security is refundable to un-successful bidders but will be confiscated in case the bidder backs out or fails to abide by any condition of the agreement.
- 19) Expenses incurred on maintenance of gadgets and others (if any) will be borne by the bidder.
- 20) Bidder will follow the disciplinary rules of the JSMU.
- 21) JSMU reserves the right for the physical verification of the weapons, equipment, gadgets etc. prior to the opening of the bids.
- 22) Conditional Bids against the Rules / policy will not be considered / entertained / accepted.
- 23) The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the bidder / suppliers.
- 24) Required documents shall be submitted, if the bidders / Suppliers require Tax exemption facility regarding non deduction of Advance Income.

- 25) Successful bidder will enter into agreement for providing requisite services for a period of One (01) Year (extendable upto Three (03) Years with mutual consent) starting from the date of signing of contract.
- 26) During the currency of the contract, the firm will provide SECURITY SERVICES as per terms and conditions, to be settled later on in the shape of contract agreement.
- 27) JSMU reserves the right to increase / decrease or delete the quantities of goods / services at the time of award of contract and also reserves the right to enhance the quantity of goods / services without any change in unit price or other terms and conditions of goods at any time during contract period.
- 28) The JSMU reserves the right to purchase full or part of the services or ignore / scrap / cancel the tender as per relevant rules of SPPRA-2010 (Amended 2013/14).
- 29) The successful bidders will have to deposit the performance security in the shape of a Pay Order / Demand Draft at 5% value of the contract amount. After the acceptance of the Bid, a work order may be issued during the bid validity period and if offer is not accepted by the Bidder, the Bid Security shall be forfeited by the PC.
- 30) Bid Security will be released to the bidder after deposit of requisite performance security. The performance security will be released within 30 days after successful completion of contract period.
- 31) Bidders shall purchase separate tender documents and furnish original Tender Purchase Receipt and prescribed Bid Security for each alternate offer in case they want to submit alternate offer. All the bids with alternate offers without separate Tender Purchase Receipt (original) and prescribed Bid Security shall not be considered and both bids, original and alternate will be rejected.
- 32) Bidders, whose bids are accepted, shall have to sign a written contract with the University on the judicial stamp paper amounting to Rs. 500/-. The Bidder shall pay Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899.
- 33) The Bidder shall quote the bids on the attached Price Schedules only, and shall sign the certificate given therein to the effect that the services shall be provided exactly in accordance with the requirements of the PC. In case there is any deviation, it should be clearly stated by the Bidder separately, describing deviation from Specifications, otherwise it would be presumed that offer is strictly in accordance with the requirement and specifications.
- 34) Bidder should quote their firm and final rates.
- 35) Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of bids shall be entertained.
- 36) The bidder shall have to accept any further conditions introduced by the Government during the period of contract.

- 37) An affidavit on legal stamp paper of Rs. 100/- to effect that the Bidder has not been blacklisted in the past on any ground by any Government (Federal or Provincial), a local body or a public sector organization. The Bidder will be debarred from the bidding process for submitting a false statement.
- 38) Payment of the bills will be subject to the deduction of mandatory government taxes/levies.
- 39) Bidder shall comply with all Pakistani Laws, other, permits, codes and regulation applicable to the bidder's performance of services.
- 40) The contract will be awarded to the technically lowest evaluated responsive bidder.
- 41) Redressal of Grievances & settlement of dispute will be as per SPPRA Rule-2010 (Amended - 2013/14).

ELIGIBILITY CRITERIA / TECHNICAL EVALUATION CRITERIA

The bids will be evaluated as per the following criteria;

S#	ELIGIBILITY / EVALUATION CRITERIA	YES /NO
	NOC from Ministry of Interior Islamabad valid copy attached	
	Type and No. of Weapons <i>(Attach as separate Annexure)</i>	
	Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff <i>(Attach as separate Annexure, if necessary)</i>	
	Valid operating license as a security company from Home Department (Govt. of Sindh)	
	Valid Membership of APSAA (All Pakistan Security Agencies Association)	
	Related experience in the field of security/ guarding services	
	Assignment in Hand (Presently) <i>(Attach as separate Annexure, if necessary)</i>	
	List of Services currently in operation. (P.O/W.O Attached)	
	Working experience with Govt. University, Public Sector Organization / Multinational companies / Hospitals	
	Company's weapon licenses renewal till 31 st Dec, 2018	
	Valid license for wireless communication from PTA (If any)	
	Valid ISO Certification	
	Sindh Sales Tax returns for last six months	
	Audit Report (last three years)	
	10 Million Rupees Turnover for last three years (Bank statement to be attached)	
	Affidavit (Rs. 100/-) that the security company is not black-listed / defaulter in /from any government / semi-government and / or private sector institutions	
	Client list along with their contact persons' names and landline phone numbers.	
	NTN Certificate SRB / GST Registration Certificate	
	Work order / Purchase order of similar services provided to public sector organizations, during last 5 years	
	List of Security Staff on permanent roster (If any)	
	Valid registration with the following: Income Tax Professional Tax Sindh Sales Tax SESSI Registration EOBI Registration SRB, Sindh Board of Revenue Certificate (Where ever applicable)	

NOTE:

The offer will not be entertained if the required documents have not been found attached. Financial Bids of Technically qualified bidders will be opened exclusively.

FINANCIAL PROPOSAL PRICE SCHEDULE

S#	Particulars	Service Charges for Each Security Guard / Equipment Vehicles	Required Quantity	Total Yearly Charges
1.	2.	3.	4.	5. (3 x 4)
1.	Supervisor (Ex-Armed Forces)		01	
2.	Supervisor (Civilian)		01	
3.	Lady Guard		04	
4.	Security Guard (Ex-Armed)		30	
5.	Security Guard (civilian)		30	
6.	Escort Guard (Ex-Armed)			
GRAND TOTAL (PAK RS.) Inclusive all applicable taxes				

SIGNED & STAMPED
BY THE AUTHORIZED PERSON

Note: All licensed Weapons must be provided by Security Agency for safety in good working conditions

Requirement may be increase or decrease as per Demand.

CERTIFICATE

- We guarantee to provide the requisite service exactly in accordance with the requirements / specification in the invitation to this tender.

- We accept the terms and conditions of the contract as well as general provision applicable to Government contracts.

Signature: _____

Name: _____

C.N.I.C: _____

Designation: _____

Company Name: _____

Address: _____

Contact No.: _____

E-mail Address: _____