

Lasbela University of Agriculture, Water and Marine Sciences (LUAWMS) Uthal Balochistan



Bidding Document

For

Hiring of Security Services for LUAWMS

2020-2021

This Form is Issued to M/S _____

On cash non-refundable payment of Rs. 3,000/-

Lasbela University of Agriculture Water and Marine Sciences Uthal

Tel: No. 0853-610914-610770-Fax-0853-610294

Web: www.luawms.edu.pk

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BIDDING/TENDER DOCUMENT

1. INVITATION TO BID:

LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES (LUAWMS) is a Public University established under the Act, 2010 ACT NO. IX OF 2010. Passed by the Provincial Assembly Balochistan and then assented by the Governor of Balochistan for promoting the advancement and dissemination of knowledge in the Province of Balochistan

LUAWMS Invites Sealed Technical & Financial proposals in accordance with PPRA-Rules 2014 “Single Stage-Two Envelope Bidding Procedure” from registered companies/firms for “HIRING OF SECURITY SERVICES FOR LUAWMS”. The detailed description is available in this Bidding Documents which can be purchased immediately after the publication of this notice on cash payment of Rs. 3,000/- (non-refundable fee) from LUAWMS office in working hours.

2. GENERAL TERMS & CONDITIONS:

- 2.1. The proposals must reach to Deputy Director Procurement LUAWMS office at Lasbela University of Agriculture, Water and Marine Science at Uthal **25th November (till 11:00 am)**.
- 2.2. Technical and financial proposals should be submitted in separate envelopes. Bids will be opened on the same day on **25th November at 11:30 am**, in presence of bidders or their authorized representatives who wish to witness the tender opening. The Bid Security/earnest money equal to 2% (two percent) of the Estimated Price must be enclosed in a separate envelop with the Bids in the form of Pay Order/Demand Draft in favor of “LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES. (LUAWMS).
- 2.3. The Financial Proposal shall be inclusive of all applicable taxes (Income tax, GST etc).

- 2.4. Affidavit that the company has never been blacklisted by any Government/Semi Government/autonomous body or private company.
- 2.5. The companies/ firms/ sole proprietors must be registered with income Tax Department.
- 2.6. An effort by Bidder to influence LUAWMS, directly or indirectly through unfair means in the proposal evaluation and selection process may result in the rejection of Bidder's proposal and black listing for any future tender participation of LUAWMS.
- 2.7. All responses to this Tender shall become the property of LUAWMS.
- 2.8. LUAWMS shall not bear any expenses incurred in the preparation of proposal to this Tender.
- 2.9. The Bid earnest money/security of the successful Bidders shall be released after award of contract.
- 2.10. Incomplete Proposals shall not be considered.
- 2.11. Proposals sent to LUAWMS by fax or email shall not be considered or entertained.
- 2.12. Proposals received without earnest money Bank draft in favor of LUAWMS shall also not be considered.
- 2.13. The bid validity period shall be 15 days from the last date for submission of the Tender.
- 2.14. LUAWMS reserves the right to reject any or all the Bids/proposals submitted in response to this tender notice prior to acceptance without assigning any reason or cancel the process at any stage/time as per PPRA rule. Bidders have no right to challenge the decision in any court of law.

3. BIDDING DETAILS (Instruction to Bidders)

All bids must be accompanied by Bid earnest money/Security in form of a demand draft (As per provisions of clause 2.2 of this document) in favor of "LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES".(LUAWMS). The bids along with Bid security, Bid Forms, Affidavits, etc., must be delivered to LUAWMS office on or before the given date and time.

Queries of the Bidders (if any) for seeking clarifications regarding the scope of security services for LUAWMS shall be communicated telephonically within due dates. Any query received after due dates shall not be entertained. All queries shall be responded to within due time.

Bidders are also required to state, in their proposals, the name, title, fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated. The Procuring Agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Contact details for all correspondence in relation to this bid are as follows:

Deputy Director Procurement
Assistant Registrar (Admin)

Contact No. 0853-610914
Fax No. 0853-610294
Web: www.luawms.edu.pk

LUAWMS reserves the right to increase or decrease the scope of the work or to amend or modify any of the terms and conditions during the period of the contract.

4. BIDS SCOPE OF WORK

LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES" (LUAWMS). (herein referred to as "the Purchaser") invites/ requests Proposals (hereinafter referred to as "the Bid") for "**HIRING OF SECURITY SERVICES FOR LUAWMS**" (hereinafter referred to as "the services").

- 4.1. The services will be provided for LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES” (LUAWMS) Uthal as per following terms and conditions:
- i. This agreement will be valid initially for one year and maybe extended on the request of the firm/contractor on annual basis but the extension will subject to the Sole discretion of the LUAWMS and on the basis of annual satisfactory performance of the firm/contractor along with the compliance of the contract.
 - ii. The contract can be terminated during the operative period by giving one month’s notice in writing by either party. Contract may be extended further, if services are found satisfactory.
 - iii. The firm/contractor is responsible to provide security manpower as per the following minimum requirement/criteria.

a) Eligibility of Security Guards

Age : 25-45 Yrs.
Education : Minimum Matriculation
Discipline : No Major disciplinary entry in the record of service.
Height : Minimum 5’-6”

(Detail of employee are required to be attached with bidding documents)

- c) One guard will perform the duty only for 12 hours.
- d) The Security Guards will be deployed on security points as per instruction of LUAWMS security section.
- f) The Firm/contractor is to ensure that each guard on duty has received and understood written instructions of basic and has the following items in possession:
 - i) Attested photocopy of NADRA computerized card.
 - ii) Original service card issued by Security Company/ Agency.

- iii A torch for guards on evening and night duty.
- iv) Any other relevant item related to the efficient discharge of guards duties.
- v) A weapon and all other requirements necessary for performance of duties as specified.
- vi) Police verification of all security personnel along with copy of discharge certificate.
- g) The guards will be responsible to control the unlawful activity at the premises of LUAWMS and inform to LUAWMS immediately.
- h) The guard duties will be performed round the clock seven days a week in two shifts of 12 hours each.
- i) The Security Guards shall be responsible to ensure the safety and security of LUAWMS's assets both moveable and immovable where they are performing their duty.
- j) Arms shall be in working condition all the time. Armed Guard must be equipped with sufficient Cartridges.
- k) LUAWMS reserves the right to remove all or any security guards if found negligence on the duty; and the contractor will have to provide replacement within 24 hours to replenish the agreed numbers of guards.

5. PURPOSE:

5.1. LUAWMS wants to Hire Security Services to provide security to all movable and immovable property of LUAMWMS situated at the premises resulting a secure environment for employees, including visitors and students.

6. EVALUATION CRITERIA

6.1. Eligibility of firm/Bidder

The firms/Bidder is eligible who has:

- 6.1.1 Certificate of Registration / Incorporation.
- 6.1.2 NOC from Ministry of Interior/ Home Department.
- 6.1.3 NTN and Sales Tax Registration Certificate.

6.1.4 Proof of Registration as private security agency from Home department.

6.1.5 Affidavit on the non judicial stamp paper of Rs. 100/- dually attested by oath Commissioner declaring that the company is not black listed by any Govt, Agency/Authority/ Company.

6.1.6 Experience letter with satisfaction reports from Customers.

6.1.7 Licenses of All arms are to be used by the guards.

PARAMETERS OF TECHNICAL EVALUATION CRITERIA

The firm/company securing less than 70% marks will be disqualified.

Total Marks: 1050

Qualification Marks: 735 (70%)

Parameter for Bid	Total Marks	Description	Obtained Marks
Certificate of Registration & Certificate of Pakistan Security Agency Association	100	The Certificate must be attested and stamped. Chamber of Commerce & Industry Membership Certificate: (50 Marks for each)	
Registration Certificate for Home Department	100	Balochistan Home Department, Quetta. Valid License = 40 Balochistan Home Department, Lahore, NOC Letter = 30 Ministry of Interior, GOP, Islamabad, NOC Letter =30	
Affidavit of Not Being Blacklisted	100	The declaration Must be on a non judicial stamp paper	
Experience Letter with Satisfaction reports from customers	250	Complete list must be provided with contact numbers and copy of the satisfaction reports must be attached Security Services provided to	

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		Banks =60 Security Services provided to Residential Society = 50 Security Services provided to Autonomous body =40 Security Services provided to Public places =80 Others=20	
License for Arms	100	License for arms to be used by the guards must be provided (with details of the arms)	
List of employees	100	Complete list must be provided with details (including ages, ranks/ designation etc.)	
Certificate of Registration in Income Tax and Sales Tax	100	Certificate of Registration in Income Tax (NTN) and Sales Tax (GST) (50 marks each)	
Income tax returns	100	Proof of Income tax returns of last 2 years (50 marks for each year)	
Duration of Business in Pakistan	100	Total Experience of the company More than 05 year 100 marks More than 03 year 75 marks More than 01 years 50 marks	

Note: Bidder is required to provide documentary proof for justification.

FINANCIAL PROPOSAL BID FORM

Sr. No	Description	Qty (Nos)	Unit Price (in PK Rs.)	Total Amount (in PK Rs.)
1	Security Supervisor	02		
2	Security Guards	30		
Amount inclusive of all costs Rupess-----only				Rs-----/
GST Rupess-----only				Rs-----/
Total amount inclusive of All taxes (i.e. Withholding Income Tax, GST, etc.): (Rupees..... only)				Rs-----/

(Note: any other costs shall be included in total contract value)

Name & Address of Bidder: _____

Telephone: _____ Fax: _____

Email: _____ Sales Tax No. _____

National Tax No. _____

Signature of Authorized Bidder: _____ Official Stamp _____

7. Bidding Procedure

The Purchaser/LUAWMS will follow the PPRA Rules 2014 and “Single stage – two envelope procedure” for the entire process of the procurement will be adopted.

In bidding process, separate evaluation of Technical and Financial bid will be carried out, first the technical bid will be opened and the financial bid of only those bidders will be opened who will qualify in technical bid evaluation. The technical evaluation will be carried out based on the information provided by bidder as requested in technical proposal heading. The bidders are advised to go through the technical proposal and financial proposal and provide the complete information as per proposals.

8. Clarification of Bids.

During evaluation of the bids, the Purchaser/LUAWMS may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

9. Invoicing and Payment

9.1. The Firm/contractor will submit the monthly invoice of security services rendered on or before 5th of the each month.

9.2. All the payment will be made subject to deduction of all applicable taxes of Pakistan.

9.3. All payment shall be made through a cross cheque in the Pak Rupees on submission of invoice/bills within 15 days after successful performance.

10. Award Criteria

10.1. At first step, eligible Bidder(s) fulfilling mandatory requirements and technical evaluation criteria will stand qualified technically.

10.2. Contract will be awarded after considering marks of both technical and financial bids.

11. ARBITRATION

In case of any difference or dispute arising between the parties during the contract period or relating to the present bid shall be referred to resolution to the Vice Chancellor of LUAWMS or his duly authorized nominee whose decision shall be final and binding on both the parties and cannot be challenged in any court of law.

DECLARATION FOR BIDDERS

I/we have gone through the terms and conditions of the enclosed tender documents and bind myself/ourselves to abide by the terms & conditions. I have given the above quotation after visiting / confirming the area under Security Services in LUAWMS.

Signature of the bidder with official Stamp