



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
PTA Zonal Office, House No. 32-A, Cantt Road,
Qasim Bella, Multan. www.pta.gov.pk

"SAY NO TO CORRUPTION"

INVITATION TO BID

Provision of Security Guards Services at PTA Zonal Office Multan

Pakistan Telecommunication Authority (PTA), a government organization invites sealed bids from licensed private security companies/firms registered with Income Tax and Sales Tax Departments for provision of security guards service at PTA Zonal Office, House No.32-A, Cantt. Road, Qasim Bela, Multan.

2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at the office of "Assistant Director, PTA Zonal Office, House No. 32-A, Cantt Road, Qasim Bella, Multan" during working hours i.e. 0830-1630 (Monday-Friday) up to 22-03-2017 by **1030 Hours**. Price of the bidding documents is Rs. 500/- (Rupees five hundred only) (Non-refundable). Bidding documents can also be downloaded from www.pta.gov.pk free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at PTA Zonal Office, House No. 32-A, Cantt Road, Qasim Bella, Multan on or before **22-03-2017 at 11:00 AM**. Bids will be opened on the same day at 11:30AM. This advertisement is also available on PPRA website at www.ppra.org.pk

ZONAL DIRECTOR

Ph: 061-6350626 Fax: 061-6350686



GOVERNMENT OF PAKISTAN
PAKISTAN TELECOMMUNICATION AUTHORITY
ZONAL OFFICE MULTAN
House No.32-A, Cantt: Road, Qasim Bela, Multan.
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TENDER DOCUMENTS

**Prequalification of Security Companies for Provision of Security Guard Services at
PTA Zonal Office Multan**

1. PTA Zonal Office Multan intends to hire the services of a well reputed Security Company for provision of security services at PTA Zonal Office located at House, No. 32-A, Cantt. Road, Qasim Bela, Multan for a period of three (03) years renewable on yearly basis as per detail given below:-

Place	Guard 1st Shift (12 Hours)	Guard 2nd Shift (12 Hours)	Total
PTA Zonal Office Multan	1	1	2

2. The services will be hired according to PPRA Single stage – two envelop procedure.
3. Salient of single stage – two envelop procedure are enumerated below:-
- The bid shall comprise a single package containing two separate envelops. Each envelope shall contain separately the financial proposal and the technical proposal;
 - The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
 - Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
 - The envelope marked as “FINANCIAL, PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
 - PTA Zonal Office Multan will evaluate the technical proposal first without reference to the price and reject any proposal which does not conform to the specified requirements;
 - During the technical evaluation no amendments in the technical proposal shall be permitted;
 - The financial proposals of technically qualified bids will be opened publicly at a time, date and venue announced and communicated to the bidders.
 - After the evaluation and approval of the technical proposal, PTA Zonal Office Multan 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 unopened to the respective bidders; and
 - The bid found with the lowest evaluated financial bid shall be accepted.

4. Mandatory Requirements:-

All bids shall be evaluated on the basis of mandatory requirements which must be fulfilled for technical evaluation. Failing to meet any one of the mandatory requirements shall result into disqualification of the bidder. The Bidders must furnish documentary evidence for following mandatory requirements:

Particulars	
i.	Registration with SECP as private limited company/Registered Firms (Documentary evidence mandatory)
ii.	NOC from Ministry of Interior for running security company
iii.	Valid license from Government of Punjab to operate as private security company in Punjab
iv.	National Tax Number (NTN) Certificate of FBR
v.	Sales Tax Registration Certificate from concerned Govt. Office
vi.	Copy of Annual Audited Accounts of Last Financial Year filed with SECP
vii.	Copy of Latest Annual Tax Returns filed with FBR
viii.	Certificate of Registration with Old Age Benefit Institute (EOBI) and SESSI
ix.	Certificate of Membership with All Pakistan Security Agencies Association (APSAA) and latest renewal for 2016-17
x.	Company Profile covering all the required technical details as per <u>Annex-A</u> of this document
xi.	Details of important clients and its retention ratio

- a) Affidavit on Rs.100/- judicial stamp paper that the firm has not been black listed by any Government / Semi Government organization.
- b) Certificate of financial soundness from a scheduled bank.
- c) Pay order / bank draft of 2% of total quoted price for the first year shall accompany the financial proposal as Bid Security/ Earnest money. Technical proposal must contain a certificate regarding attachment of earnest money along with financial bid. Failing to do so may result into disqualification.
- d) Deployment of at least 1000 security guards in Pakistan. A certificate to this effect will be furnished along with details of deployment. (Facts will be verified).
- e) A certificate to the effect that all security guards are paid monthly wages, not less than the minimum wages fixed by the government of Pakistan from time to time. Any violation at any stage in this regard will render the security company ineligible to work with PTA Zonal Office Multan.
- f) The bid prices shall not be in violation of minimum wages set by the Government of Pakistan, otherwise PTA Zonal Office Multan has the right to reject any such bid or bids.
- g) Performance certificates from major clients (Multinational Companies, Banks, Embassies and 5-Star Hotels only) where your security company has been providing security services since last two years.
- h) The company should have licenses of automatic weapons and will provide at least 2 automatic weapons along with other weapons. (include valid documentary evidences)

- i) Affidavit that the documents/facts/details/information submitted to PTA are true and liable to be rejected if proven false and in that case legal action is also liable on that company (on judicial stamp paper of Rs. 100)
5. Based on the record/documentary evidence submitted by the bidders, each bidder shall be evaluated as per the Technical Evaluation Criteria at Annex-A. Threshold for qualifying for financial evaluation shall be 70%.
6. Financially lowest bidder shall be considered for award of contract.
7. If two or more bidders quote the same price in financial proposal, then the contract will be awarded to the one with highest marks in technical evaluation.
8. Salaries, perks, privileges and work hours of the guards will be governed strictly according to the government rules / regulations.
9. Compulsory remittance of EOBI, ESSI and insurance premium against each individual. Evidence of remittance of insurance premium should be submitted to PTA on award of security contract.
10. The company will be responsible to get each guard medically examined by a registered medical practitioner and provide medical fitness certificate. Similarly, the company shall provide character certificate (endorsed by local police station) of each guard with verified antecedents.
11. Guards provided by the company should not be less than 25 years and not more than 45 years of age. Bulky/overweight persons will not be accepted.
12. The guards should be trained and capable enough to handle the situation including but not limited to bomb blast, earthquakes and events of fire etc.
13. Each guard shall perform duty on an average of 12 hours per day during the month. The guard will be entitled for 02 days leave in a month through a reliever provided by Security Company at no extra cost to PTA.
14. The company will provide a hand held metal detector and a vehicle search mirror at the location(s) given at para-1 above.
15. The successful bidder will have to provide either ex-servicemen or young energetic and trained civilian fully equipped and conversant with security performance and other requirements as mentioned in the security agreement.
16. During the contract, the firm will provide Security Guard Services as per terms and conditions, to be settled later on in the shape of contract agreement with PTA Zonal Office Multan.
17. An agreement will be made between PTA and contractor on judicial paper of Rs. 100/-.
18. Availability of additional guards (if so required) will be ensured within 24 hours.
19. Interested Security Companies may forward their proposals as per above instructions to the undersigned latest **by 22-03-2017 at 1100 hrs.**

20. PTA Zonal Office Multan reserves the right to accept or reject the tender without assigning any reason as per PPRA rules.

21. **Bid Validity**. Bids shall remain valid for 90 days after the date of tender opening. Earnest money will be returned to the unsuccessful bidders not later than expiry of the Bids.

22. **Contract Agreement**: All terms and conditions laid down herein shall be part and parcel of the contract agreement, in case of failure to adhere with terms and conditions laid down in contract agreement, PTA reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit/Performance Bond and any amount due towards Security Company.

23. **Alteration/Modification of Agreement**: The Security Company shall reproduce draft agreement provided by PTA on stamp paper with stamps affixed of Rupees One Hundred. The Security Company shall not alter/add/delete any article, clause or chapter of the draft agreement. However, Security Company may rephrase any clause or chapter with the consent of PTA for purpose of clarity, legality, or otherwise except where scope of work, terms and condition and service charges is not adversely affected against PTA.

TECHNICAL EVALUATION CRITERIA FOR HIRING OF SECURITY GUARD SERVICES

Criteria	Max. Marks
a) Performance Profile Performance Certificates from Major Clients (Multinational Corporations / Embassies / Banks / 5- Star Hotels) who had extended Security Guard Services agreements on the basis of Performance: - (02 Mark each)	30
b) Experience of the company ____ years (1 Mark for each year)	15
c) Training of guards (Firing Range etc) i. State of the Art own Training Facility (10 Marks) ii. Others (05 Marks)	10
d) Centralized 24/7 Control Center for Monitoring of Security Services i. Yes(05 Marks) ii. No (0 Marks)	05
e) Armed Mobile Response Unit(s), in case of emergencies: i. More than five mobile units (05 Marks) ii. Less than five mobile units (03 Marks) iii. No Mobile Units (0 Marks)	05
f) Training of security guards for fire extinguishing/ fire fighting, in the event of fire (provide certificates of training sessions) i. Yes (05 Marks) ii. No (0 Marks)	05
g) Company's welfare policies for its Guards: i. Health Cover, Pension and Life Insurance Policy for Guards (20 Marks) ii. Health Cover and Life Insurance Policy for Guards (15 Marks) iii. Health Cover for Guards OR Life Insurance Policy for Guards (10 Marks) iv. No Policies (0 Marks)	20
h) Minimum strength of Security Guards deployed in Pakistan : i. More than 2000 Guards (10 Marks) ii. Less than 2000 but more than 1000 Guards (5 Marks) iii. Less than 1000 Guards (0 Marks)	10
Total Score	100
Minimum Score to Pass for Financial Evaluation	70

Note: Submission of documentary evidences for each evaluation criteria is mandatory for marks allocation.

Zonal Director
PTA Zonal Office
House No.32-A, Cantt.
Road, Qasim Bela,
Multan.
Ph # 061-6350626

FINANCIAL PROPSAL**Hiring of Security Services for PTA Zonal Office Multan**

23. The monthly rate / total amount for provision of 02 x Security Guards on 24 hours basis i.e. one (01) guard for first shift (12 hours i.e. 0800Hrs-2000Hrs) and one (01) guard for second shift (12 hours i.e. 2000Hrs-0800Hrs) for PTA Zonal Office located at House No. 32-A, Cantt. Road, Qasim Bela, Multan inclusive of all payable taxes quoted below;

S #	Place	No. of Guards	Amount for 1st Year of Contract		Amount for 2nd Year of Contract		Amount for 3rd Year of Contract	
			Rate	Amount	Rate	Amount	Rate	Amount
1.	PTA Zonal Office Multan	02						
Total		02						

Note:

- i) **The bid amount should be inclusive of GST.**
- ii) Attach 2% earnest money of first year bid price along with this bid form in original. Technical proposal must contain a certificate regarding attachment of earnest money along with financial bid, failing to which may result in disqualification.
- iii) The successful bidder will be required to deposit a "performance/ bank guarantee" equivalent to two (2) months remuneration of the first year, through a Pay Order/ bank draft in favor of PTA within one week of award of contract. The bid security of the successful contractor will be adjusted against the performance guarantee. If the bidder fails to deposit performance/ bank guarantee within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited.
- iv) Performance guarantee shall be released after the expiry of the agreement subject to issuance of NoC by PTA Zonal In-charge.