

***Tender Fee: Rs. 5,000/-  
(Non-Refundable)***

## **FINANCIAL PROPOSAL**

### **Hiring of Security Services Tender # SS/01/24-25**

**Date of Issue : September 19, 2024**

**Last Date of Submission : October 4, 2024 (3:00 PM)**

**Opening of Proposal : October 4, 2024 (3:30 PM)**

**Company Name:** \_\_\_\_\_

**NTN:** \_\_\_\_\_, **SRB Registration Number:** \_\_\_\_\_

**Pay Order / Demand Draft #** \_\_\_\_\_, **Dated:** \_\_\_\_\_

**Amount of Rs.** \_\_\_\_\_, **Drawn on Bank** \_\_\_\_\_

## Notice Inviting Tender

# Tender Notice

The Institute of Business Administration, Karachi (IBA), invites sealed bids from tax-compliant Security service providers, registered with the relevant tax authorities, for the following tender:

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
Hiring of Security Services (SS/01/24-25)	Single Stage Two Envelopes	2%
<b>Mandatory Prebid Briefing: September 27, 2024, at 4:00 PM</b>		
<b>Document Fee &amp; Important Dates</b>		
▶ <i>Tender Fee:</i> Rs. 5,000/-		
▶ <i>Issuance start date:</i> September 19, 2024, from 9:00 AM		
▶ <i>Issuance end date &amp; time:</i> October 4, 2024, till 3:00 PM		
▶ <i>Submission date &amp; time:</i> September 19, 2024, till October 4, 2024, from 9 AM to 3:00 PM		
▶ <i>Opening date &amp; time:</i> October 4, 2024, at 3:30 PM		

Tender documents may be collected upon submission of the paid fee challan from the Office of the **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi**, on any working day (Monday to Friday). Alternatively, the tender documents can be downloaded from the IBA website. The tender fee challan can be generated from the IBA website at <https://tenders.iba.edu.pk> and deposited at any branch of Meezan Bank Ltd.

Sealed bids should be dropped in the Tender Box located at the Security Office, Gate #4 of IBA Main Campus. Bids will be opened on the same date and venue in the presence of the bidders' representatives who may wish to attend. In case of a holiday, the tender will be opened/received on the next working day at the same place and time.

Please ensure that bid security, in the form of a Pay Order or Demand Draft, is submitted in favor of 'IBA Karachi' along with the tender.

**N.B.** IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to the relevant provision of SPP Rules 2010.

### **REGISTRAR**

IBA, Main Campus, Karachi University Enclave, Karachi-75270

UAN: 111-422-422, Fax: (92-21) 99261508

Contact Person: Sr. Executive Procurement on 38104700, Ext: 2152

Email: [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk), IBA Website: <https://tenders.iba.edu.pk>

SPPRA Website: <https://ppms.pprasinhd.gov.pk/PPMS/public/portal/notice-inviting-tender>

**1. Bill of Quantity**

**A. Weapon / Equipment**

These weapons and equipment will be required on a rental basis. The rent will be paid every month. The maintenance of these weapons and equipment will be the responsibility of the Security Service Provider.

<b>Sr. #</b>	<b>Weapon / Equipment</b>	<b>Qty</b>	<b>Per month Charges</b>	<b>Annual Amount</b>
1.	Magazine Shot Gun (12 bores) New/ good working condition with a license and Spare magazines Ammunition: Chinese or equivalent	<b>22</b>		
2.	Pistol (30 bores) New/ good working condition with a license and Spare magazines Ammunition: Chinese or equivalent	<b>19</b>		
3.	Pistol (9 mm Made In China) New/ good working condition with a license	<b>6</b>		
4.	SMG / AK 47 (Cal: 7.62) Chinese or Russian .222 / .223/7mm with a license and Spare magazines Ammunition: Chinese or equivalent	<b>2</b>		
5.	Rifle 222/223 New/ good working condition with a license and Spare magazines Ammunition: Chinese or equivalent	<b>8</b>		
6.	Binocular Military precision	<b>3</b>		
7.	Telescope sight with SMG/AK 47 Zeroed with the weapon	<b>2</b>		
8.	Base station Wireless with long-range antenna	<b>5</b>		
9.	Handheld walkie-talkie wireless set With hook to fix with a web belt	<b>83</b>		

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Sr. #	Weapon / Equipment	Qty	Per month Charges	Annual Amount
10.	Under vehicle mirror	12		
11.	Handheld metal detector	16		
13.	Megaphone	7		
14.	Metal Detector	6		
17.	Handheld Traffic Control Light	8		
18.	Walk Through Gates (optional)	4		
<b>Total</b>				
<b>15% SST (if applicable)</b>				
<b>Equipment Rental Total (Part A)</b>				

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**B. Remuneration of the Guards and other Security Staff**

Prepare and submit your best pricing offer and cost sheet. Pricing should include, but not limited to, the following scope:

Sr	Categories	A	B	C	D = B x C	E = B + D	F = A x E	G = F x 12
		Est. Qty	Monthly est. Remuneration	Commission %*	Commission Amount	Total Amount	Monthly Amount	Annual Amount
<b>A Guards</b>								
1	Armed Security Guard (Ex-Serviceman)	1	38,000.00					
2	Unarmed Security Guard (Trained Civilian)	10	37,000.00					
3	Armed Security Guard (Trained Civilian)	72	37,000.00					
4	Armed Security Guard (Ex Commando from Pak Army, Navy of Air Force)	3	85,000.00					
<b>B Supervisors</b>								
5	Asst. Security Supervisor	4	50,000.00					
6	Campus Security Supervisor	8	65,000.00					
<b>C Searchers</b>								
7	Lady Searcher	6	42,000.00					
<b>Total Amount</b>								
<b>SST @10% on commission (D) only</b>								
<b>Equipment Rental Total (Part A)</b>								
<b>Grand Total</b>								
* Commission must include all costs of the vendor including benefits of the resources mentioned in BOQ and other necessary financial costs								

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- A: Estimated Quantity
- B: Monthly Estimated Remuneration per person
- C: Commission percentage
- D: Commission Amount (monthly)
- E: Total Amount = B + D
- F: Monthly amount w.r.t Quantity = A x E
- G: Annual Amount = F x 12

**Total Amount (Including SST) for one month in words:**

Rupees: \_\_\_\_\_  
\_\_\_\_\_

**Grand Total Amount (Including SST) for one year in words:**

Rupees: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

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It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature