

*Tender Fee: Rs.2,000/-  
(Non-Refundable)*

# **TENDER FORM**

## **Tender # SS/01/20-21**

### **Provision of Security Services**

**Date of Issue** : **October 13, 2020**

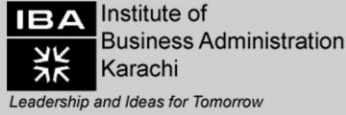
**Last Date of Submission** : **October 28, 2020 (3:00 pm)**

**Date of Opening** : **October 28, 2020 (3:30 pm)**

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## Notice Invitation Tender (NIT)



### **Tender Notice Tender # SS/01/20-21 Provision of Security Services**

The Institute of Business Administration, Karachi (IBA) intends to hire services of Security Agencies registered with SRB / FBR (where applicable), APSAA, Federal and Provincial Interior Ministries/Home Department to provide protection to the premises and personnel of the Institute. Single Stage Two Envelope procedure is employed.

Tender Documents may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** from October 13, 2020 to October 28, 2020 between 9:00 am to 3:00pm on any working day (Monday to Friday). The Tender fee challan of Rs. 2,000/- can be generated from the IBA website <https://www.iba.edu.pk/tenders.php> which may be deposited in any branch of Meezan Bank Ltd.

Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi between 9:00 am to 3:00pm until October 28, 2020 and will be opened on same date & venue at 3:30 pm in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security of 2% of total cost in form of Pay Order or Demand Draft, in favor of "IBA Karachi" along with the Tender Documents have to be submitted.

Kindly mention "Tender Number" at top left corner of the envelope. IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010

#### **REGISTRAR**

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

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

Contact Person Sr. Executive Purchase on 38104700 ext: 2150

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Dear Tenderee:

Thank you for the interest shown in response of our advertisement published in newspapers and IBA & SPPRA websites on October 13, 2020 to Provision of Security Services.

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Sr. Purchase Executive on 38104700 ext: 2150 for any information and query

Thank you.

**-Sd-  
Registrar**

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## 1. **Instructions**

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Janitorial Services Companies should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write ‘Doesn’t Apply/Doesn’t Arise’. If you need more space, please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi from October 13, 2020 to October 28, 2020 during working 9:00am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in October 28, 2020 by 3:00 pm in the Office of the Security Office, Gate # 4, IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (e) Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Please mention “Tender Number” at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- (h) The contract period for security services is one year effective from date of signing of agreement / LoI. The contract period may be renewable based on satisfactory performance of the company / firm / agency and mutual consent.

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**2. Details of Campus / Location Wise Required Number of Security Staff**

**12 HOURS SHIFT**

S. #	Designation	Total Req.	Remarks		
			Main Campus	City Campus	
1.	Armed Security Guards ( Ex Serviceman) day and night.	54	<b>Total=36</b> Day =23 Night =13	<b>Total=18</b> Day =12 Night =06	12 hrs Duty each can be adjusted/ reschedule as per the requirement of Security Manager
2.	Security Supervisors	05	02 – deputed at main campus  01- deputed at IBA Boys Hostel	02	12 hrs Duty each can be adjusted/ reschedule as per the requirement of Security Manager
3.	Armed Security Guards ( Ex Commandos from Pak Army, Navy of Air force )	03	01	02	12 hrs Duty each can be adjusted/ reschedule as per the requirement of Security Manager
4.	Lady Searchers	04	2	2	From 8:00AM to 5:00PM daily for both campuses
5.	CCTV Operators	03	2	1	From 8:00AM to 5:00PM daily for both campuses
6.	CCTV Technician	01	1	-	From 8:00AM to 5:00PM at Main Campus
<b>TOTAL</b>		<b>70</b>	<b>45</b>	<b>25</b>	

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### **3. Requirement of Weapons & Equipment**

<b>S/ No</b>	<b>Weapon / equipment</b>	<b>For</b>	<b>Qty</b>	<b>Remarks</b>
1.	Pump action shot gun	guards	37	Weapon should be new / good working condition with license.
2.	Rifle 7mm	For Main Campus	3	Weapon should be new / good working condition with license Spare magazine should be provided with the weapon
3.	Pistol .30 or 9 mm	Guards / supervisor	20	Weapon should be new / good working condition with license Spare magazine should be provided with the weapon
4.	SMG / AK 47 (Cal:7.62)	SSG Guards  *Special service group or commando	<b>Total 3</b> Main 1 City 2	Improvised .222, 223, 7 or 8 mm in lieu is not acceptable. The caliber of AK 47 (Russian) or SMG (Chinese) is 7.62 mm  *AK 47 Chinese or Russian is a costly weapon since it is automatic. As an alternate measure, security companies give .222 /.223/7mm rifle which looks like AK 47. However, its abilities are inferior and mostly made in Darra/Tribal area.  Spare magazine should be provided with the weapon
5.	Binocular	SSG Guards	<b>Total 3</b> Main 1 City 2	Military precision.
6.	Telescope sight with SMG/AK 47	SSG Guards	<b>Total 3</b> Main 1 City 2	Telescope should be zeroed with the weapon.
7.	Base station Wireless with long range antenna	At both campuses	<b>Total 2</b> Main 1 City 1	for enabling communications between handheld sets.  *The wireless network consists of a base station which is fixed at IBA main gate. All handheld sets commonly known as walkie talkie can communicate with the base set. Base set is being operated by the security supervisor to communicate with the guards. Every guard is assigned a call sign for e.g <i>hello call sign 2 message over.</i>
8.	Handheld walkie talkie wireless set	All guards	<b>Total : 30</b> Main 20 City 10	With hook to fix with web belt.
9.	Flashlights (Rechargeable)	For all Night guards	<b>Total 20</b> Main 13 City 06	Water proof.
10.	Raincoats	During rain	<b>Total 70</b> Main 45 City 25	Should be of same colour preferably blue
11.	Under vehicle mirror	For vehicle search	<b>Total 8</b> Main 4 City 4	

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12.	Handheld metal detector	For detection	<b>Total 8</b> Main 4 City 4	Required for checking the visitors at place where walk though detector is not available
13.	Sun Shield / umbrella	Both campuses	<b>Total 12</b> Main 8 City 4	Required for guards performing duty under direct sun light.
14.	Whistle (Fox 40)	Both campuses	70	Used by guards
15.	Megaphone	Both Campuses	<b>Total: 06</b> Main 03 City 03	Addressing public gathering at student events
16.	Metal Detector	Both Campuses	<b>Total : 06</b> Main 03 City03	For use at mega events.
17.	Hazmat Equipment Face mask, Gloves, shield	Both campuses	<b>Total : 70</b> Main 45 City 25	<ul style="list-style-type: none"> <li>• Face mask should be replaced when become unserviceable</li> <li>• Gloves should be replaced when become unserviceable</li> </ul>
18.	Hazmat Equipment 450 GSM protection suit	Both campuses	<b>Total : 20</b> Main 12 City 08	<ul style="list-style-type: none"> <li>• Suit should be replaced every 15 days or when become unserviceable</li> </ul>

#### **4. Desired Standard of Security Staff**

**a. Security Supervisor**

- i. Naik or equivalent rank from Armed forces of Pakistan or civil armed forces.
- ii. Educational qualification minimum Intermediate or above.
- iii. Should be able to communicate in urdu.
- iv. Medically / physically fit with medical Cat “AYE”.
- v. Preferably from fighting arms like Infantry or Navy Marines with clean conduct sheet.
- vi. Age not more than 55 years.
- vii. Experience of serving in educational institution or similar place will be added qualification.

**b. Security Guard**

- i. Retired Sepoy or L/Naik or equivalent rank from Armed forces of Pakistan or civil armed forces.
- ii. Educational qualification minimum Matriculate.
- iii. Should be able to communicate in Urdu.
- iv. Medically / physically fit with medical Cat “AYE”.
- v. Preferably from fighting arms like Infantry or Navy Marines with clean conduct sheet.
- vi. Age not more than 50 years.
- vii. Experience of serving in educational institution or similar place will be added qualification.

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**c. Lady Searcher**

- i. Educated with minimum Intermediate qualification.
- ii. Computer literate with proficiency in MS office etc.
- iii. Age between 20 to 45 years.
- iii. Experience of 02 to 03 years working in similar capacity in a large organization, preferable in an education institution.

**d. CCTV Operator**

- i. Intermediate or D.A.E in Electronics from Govt. recognized institute.
- ii. Age between 20 to 55 years.
- iii. Experience of 02 to 03 years working in similar capacity in a large organization, preferable in education institution.
- iv. Computer literate and knowledge of working of MS office. Networking.
- v. Should be able to configure & operate IP based (HIK VISION) CCTV system, Window Server 2007, Network video recorder etc.

**e. CCTV Technician**

- i. Intermediate / D.A.E in Electronics / Electrical.
- ii. Age between 20 to 58 years.
- iii. Experience of 02 to 03 years working in similar capacity in a large organization, preferable in education institution.
- iv. Computer literate and knowledge of working of MS office. Networking.
- v. Proficient in deployment, installation and maintenance of IP Based (HIK VISION) CCTV Cameras, Network video recorders, Walk Through gate and other security surveillance and communication equipment.

## **5. General Terms & Conditions**

**a. Contract Period**

The agreement will be for 12 months which shall enforce from 1st August, 2020 to July, 2021. (Tentative...Actual dates may vary) The agreement may be extended for another term of one year or suitable period thereof by mutual consent of both the parties i.e. vendor and vendee on same terms & conditions.

**b. Bidding Procedure**

Single stage Two envelope procedure comprising one single envelope containing two separately sealed envelopes one having Financial Bid / Proposal and other sealed envelope containing Technical Proposal. Financial proposal of only technically qualified bidders will be opened in the presence of participants at the given time.

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**c. Financial Methods**

- i. Security Company to **quote separate rates for ex-servicemen and trained civilians.**
- ii. 2% the total cost of services for a year is deposited along with the tender form in shape of PAY ORDER/ DEMAND DRAFT only in the name of the Institute of Business Administration, Karachi. The Bid Security must be enclosed with Financial Proposal envelope.
- iii. 5% Security Deposit of the total cost of services (including SST) for 12 months will be deposited to the IBA within seven days of signing of the agreement with IBA of the selected agency / firm.
- iv. Payment for rendered security services will be made to the security Agency / Firm on the completion of each month based on actual attendance/duties performed by security guards during the concerned month. The security Agency / Firm will submit services bill to Security Office IBA Karachi main campus between 07th to 10th of each month for previous month. After scrutiny of bill by security office same will be forwarded to IBA Finance Office for payment.
- v. All applicable tax (es) will be borne by the Service Provider. The firm should be registered with Income Tax Department.
- vi. No sub-letting/ sub-contracting of services in any form is allowed.
- vii. Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- viii. The Firm / Agency / Firm must provide Clearance/ Registration certificate from relevant authorities i.e. Provincial / Federal / Home Department and Interior Ministries, APSAA etc.
- ix. No escalation of rate and amount at any stage after approval of tender cost will be accepted.
- x. No increase in the value of services will be accepted on account of either unit amount, total cost, any and all other charges, duties, taxes, scope of services and / or any other head of account shall not be allowed, after award of services tender for period of one year.
- xi. Breakdown of emoluments (Charging for one guard from IBA) must be given to IBA by Security Agency / Firm to ensure that guards are given declared amount of pay by 5<sup>th</sup> of each month positively. IBA reserves the right to **deduct 2% of the current monthly bill as penalty** if guards are not paid by 6<sup>th</sup> of each month.
- xii. The salary structure, emoluments paid to the security personnel contacted to IBA – should be consonant with prevalent Government policies and generally practiced market rates. IBA will not be liable to pay any additional charges due to any change in government policies.
- xiii. In case guard is employed on overtime, the total **cost of overtime will be paid to the security guard** and the company will not deduct any service or other charges from the guard.

**d. Operational Requirements**

- i. The Security Agency / Firm will be responsible for security clearance and character verification of Security Guard posted to IBA from Police, APSAA & NADRA.
- ii. The Security Agency / Firm will be responsible to provide attested photocopies of arms/ammunitions valid license along with authority letter for carrying same by their security guards while performing duty at IBA Karachi.
- iii. During the duty hours, Security Personnel/ Guards must wear proper and complete uniform with their Agency / Firm identity card. They are to be in possession of Photo Copy of C.N.I.C .

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- iv. The Security Agency / Firm ensures that Security Guards must be a Pakistani National, having valid CNIC.
- v. Security Agency / Firm to ensure that their Security Personnel/ Guard(s) is not involved in any criminal, terrorist, racial, religious, sectarian activities. Politically motivated individual also be avoided to be deployed. All deployed security guards must be disciplined and law abiding national of Pakistan with clean conduct sheet.
- vi. The IBA reserve the right to remove any or all Security Staff / Guard(s) if found involved in any criminal/ undesired activity or create harassment or disturbance among staff and students etc.
- vii. In case of complain, the security Agency / Firm will be responsible to replace/ remove Security Guard/ Personnel at their own expense without delay. If guard reporting late by more than half an hour, half day salary will be deducted from Agency / Firm amount. In case of re-deployment of guards on overtime from same location or any other location equivalent to half day salary will be deducted from Agency / Firm amount.
- viii. The security personnel / Guards must be of good health, physically fit sound mind and mature in judgment. Preferably in the age bracket of 30 years to 45 years.
- ix. Preference will be given to those guards who posse's armed forces or law enforcement departments back ground and already served in educational institutions.
- x. If any theft damage or lost occurred at the duty place of Security Guard, Agency / Firm will be responsible to make payment equivalent to cost of damage item/ theft property etc.
- xi. Security Agency / Firm allows IBA security to use their wireless frequency with in IBA (City and Main Campuses) premises without charging additional amount.
- xii. Security Agency / Firm would provide extra guards/Lady Searchers as and when required on same term and condition/ rates (per day) as fixed in contract agreement (equivalent one day duty).
- xiii. Security Agency / Firm would provide 08 metal detectors and 08 under vehicle mirror to their security staff without charging any additional amount. (Set of 05 for MC & 03 for CC)
- xiv. Security Agency / Firm would arrange training of Guards and arrange firing practice at least once in 02 months.
- xv. Security Agency / Firm would provide serviceable weapons to their security guards with following ratio, Shot Guns: 80%, Pistols: 20% of total weapons with sufficient quantity of ammunitions.
- xvi. Periodical inspection of weapons/equipment's to be arranged / ensured by the Agency / Firm through qualified technician. No faulty/defected weapon/ammunition to be given to deployed security guard.
- xvii. Agency / Firm to ensure regular day & night check of deployed security guards at all locations by Agency / Firm checkers and deployment supervisor. Proper log book to be maintained by the Agency / Firm at all locations of duty at IBA.
- xviii. Operation Manager of the Security Agency / Firm must visit IBA Main and City Campuses once in two week time to discuss all issues related with the attendance, discipline, performance etc of Security Guards with respective campus Security Coordinators.
- xix. Agency / Firm would deploy mix cluster of people, they should not be of same cast or area or sect. Ethnic/ area proportion in the strength of deployed guards to be ensured.
- xx. In case of poor turnout, provision of untrained guard, faulty equipment and weapons etc, IBA has the right to deduct the amount equivalent to one day pay of guard for each observation from monthly bill of Agency / Firm.
- xxi. Guards will maintain their turnout, they will be properly dressed, and trim the mustaches and beard not keep long hairs, wear black shoes of proper pattern. Agency / Firm will issue

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- new uniforms items to their guards. Agency / Firm will be responsible for providing rain coats / winter wear to the guards as required.
- xxii. Medically / physically fit, guards to be employed who can speak and write Urdu language and read the Urdu newspaper.
  - xxiii. Guards once provided should not be changed for at least stay for 03x months until & unless asked by the IBA to change him or in case of emergency / ill health – when substitute guard of identical qualifications is to be provided. Such instances are to be far and few.
  - xxiv. In case guard is employed on overtime, the total cost of overtime will be paid to the security guard and the company will not deduct any service or other charges from the guard.

**e. Guard Dress / Weapon /Equipment Requirement**

- i. T Shirt with company monogram. (During summer season).
- ii. Shirt with company monogram. (During winter season).
- iii. Trouser (Tucked in boots).
- iv. Blue Socks.
- v. DMS (Duty military shoes).
- vi. Cap with company monogram.
- vii. Brass whistle.
- viii. Ammunition pouch.
- ix. Pistol pouch (black) for guards carrying pistols.
- x. Sling for guards carrying repeater, SMG, rifle.
- xi. Web belt.
- xii. Flash light (Black / grey) for night duty. Provision of battery will be the responsibility of Security Company.
- xiii. Binocular (For SSG guards only)
- xiv. Hand held wireless communicator set.

**f. Wireless Communication**

- i. Security Company will establish wireless communication network in both campuses, boys hostel & staff town using their obtained frequency from PTA.
- ii. Security Company will provide hand held sets to every guard on duty.
- iii. Security Company will arrange charger, spare batteries and will ensure that wireless link should be up 24/7.
- iv. Security Company will install base station with long range antenna. Base station should be able to communicate with main campus, staff town & boys hostel guards.

**g. Guards Reliever / Leave**

- i. There will be two monthly holidays allowed to security guards. Security Company will provide reliever for each guard without extra cost to IBA.

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**h. Guard Deployment Modus Operandi**

- i. Before posting new guard, brief profile should be emailed to IBA security office and guard to be present for security manager's / security executive's interview. No guard will be posted to IBA without proper training by the Agency / Firm. Agency / Firm will issue a certificate with deployment orders to IBA Karachi that posted guards have been thoroughly screened and properly trained and groomed by the security Agency / Firm.
- ii. Guards / staff deployed at IBA should not have any blood relationship e.g son, daughter, nephew, niece, father, mother with IBA staff or their family / third party staff or their family.
- iii. Duty will be divided into two shifts from 07:30am to 07:30pm(Day Shift) and from 07:30pm to 07:30am(Night Shift) however duty timings can be alter by the IBA according to the need. No leave will be admissible to security Agency / Firm security staff / guards during the period of their deployment.
- iv. Security Guard will report for duty 15 minutes prior to start of duty time, Guards coming late by 15 minutes, will marked absent; Agency / Firm would arrange reliever within next 30 minutes at their own expenses. If reliever does not arrive on location, IBA has the right to fine the Agency / Firm equivalent to one day salary of guard in addition to his actual one day salary.
- v. For swift deployment Agency / Firm would use its own transport with the view to ensure that no location left unattended.
- vi. Guards deployed in IBA Staff Town / Girls Hostels required be more mature, carefully chosen, preferably retired from Armed Forces and should be in middle age bracket, in age bracket of 40 to 50 years.
- vii. Guard to be directed during night duty not to remove their uniforms/ shoes and switch of the lights of sentry post/ guardroom. Any guard found sleeping while at duty will mark absent.
- viii. Agency / Firm checker must check guards randomly specially during night and endorse his remarks in guard duty checking register & I.B.A security office log book.
- ix. Agency / Firm will provide Torches with cell / rechargeable touch to night guards and whistles to all guards on their expenditure, guards those not carrying weapons to be in possession of kotek / stick.
- x. The service provider will also provide lady guard/searcher & CCTV operator as per laid down qualifications.
- xi. IBA Karachi may ask service provider to deploy their security guard anywhere in Karachi on its premises or detail its guards with IBA Transport when IBA students, faculty, staff etc proceed on any IBA activity / event in the premises of Karachi.
- xii. That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed by it at the premises from the time to time.

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**i. Administrative Requirements**

- i. The IBA is not liable to provide Accommodation, Food and other facilities including Edible to hired Security Personnel / Guards. However, they have access to drinking water whenever required but not to take outside the premises or sub-let / sale of the same.
- ii. Agency / Firm would ensure that guard will not disturb IBA management for their personal administrative issues; Agency / Firm must pay their dues by 05th of each month.
- iii. Security Guard will perform 12 hours duty in a day however seeing the requirements, IBA Karachi can alter shift start and finish time.
- iv. To fill up the gapes or cover absentee, in normal circumstances Guard will not be redeployed on overtime or adjusted from other location, fresh guard will be deployed on duty.
- v. In case guard is employed on overtime, the total cost of overtime will be paid to the security guard and the company will not deduct any service or other charges from the guard.

**j. Discipline of Security Staff & Guards**

- i. As per I.B.A Karachi Rules & Regulations and Policy on Discipline. In the event of any incident of Security Lapse the agency / firm will provide all assistance in the investigation of the incident and will be obliged to penalize their guard / security person if found guilty.
- ii. The security provider is independent and all services rendered under this contract are to be performed as such, it being understood that the direction and manner of the performances services of the security provider. Also the security provider's employees shall be solely with in the control of the security provider. Also the security provider shall be responsible for payment to its employee's wages, salaries and taxes.

**k. Life Insurance / Compliance of Government Labour Policies**

- i. The security Agency / Firm shall effect and maintain during the period of this agreement a policy or policies of public liability insurance to cover its Guards / Security Staff for death on duty in an amount not more than Rs. 300,000.00 (Rupees Three hundred thousand only) and indemnity for Rs. 150,000.00 (Rupees One hundred fifty thousand only) for any injury to person or damage to property due to negligence of security guard.
- ii. Security Agency / Firm shall ensure compliance of all Government policies towards labour laws.
- iii. No security staff / guards under 20 year of age shall be deployed at IBA Karachi.
- iv. Only Pakistani national with valid CNIC. Medically / physically fit Security staff / Guards shall employ in IBA Karachi.

**l. Force Majure**

That in the event of any war, declared, enemy action, hostilities, act of God, or any other circumstances (whether or not of a similar nature of the foregoing) which is beyond the control of the security provider which cause the cessation of substantial interface to perform the said services the agreement shall forthwith be suspended until such circumstances shall have ceased subject to the security provider forthwith notifying the

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second party shall not make any payment under Clause-3 hereof in respect of the such suspension and sum already paid there under of such period shall be refunded forthwith by the security provider to the second party, who shall have right to terminate this agreement forthwith.

**m. Arbitration**

In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the firm / agency for arbitration / settling of the dispute, failing which the decision of the court of law in the jurisdiction of Karachi binding to the parties.

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**6. Evaluation Criteria**

- a) Maximum marks for Technical Proposal: 100
- b) Minimum qualifying percentage is 70%. Applicant who secured less than 70% will be categorically disqualified for further process.
- c) Each Technical Proposal will be evaluated according to the Criteria given below:

**1. Details Of weapons & equipment held by the Agency / Firm: 10 Marks**  
 Attach documentary proof in shape of license / permit photocopy with fire arm number visible.

a.	<b>Pistols/ (30 bore or 9 mm semi-automatic)</b>		
		Marks	Marks obtained
	300 or more	1.5	
	Less than 300	1	
	Less than 100	0	
b.	<b>Shotguns (12 bore pump action)</b>		
	300 or more	1.5	
	Less than 300	1	
	Less than 100	0	
c.	<b>SMG (Chinese 56) or Russian AK47 (7.62 caliber)</b>		
	50 or more	1.5	
	Less than 50	1	
	Nil	0	
d.	<b>Explosive Detector</b>		
	5 or more	1.5	
	Less than 5	1	
	Nil	0	
e.	<b>Metal Detector</b>		
	25 or more	1.5	
	Less than 25	1	
	Nil	0	
f.	<b>Walk Through gates</b>		
	10 or more	1.5	
	Less than 10	1	
	Nil	0	
g.	<b>Under Vehicle Scanner/ Mirror</b>		
	50 or more	1	
	Less than 50	0	
	<b>TOTAL MARKS OBTAINED</b>		

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**2. Details Of Communication / Control Mechanism:**

**10 Marks**

a.	<b>Wireless Frequency acquired by PTA under License No: .....</b> Renewed up to: ..... (Provide photo copy)		
		<b>Marks</b>	<b>Marks obtained</b>
	Valid	2.5	
	Required Renewal	1.5	
	No renewal	0	
b.	<b>Is Agency / Firm operating its Control Room/ Quick Response Center</b> Yes: ..... No: ..... (If yes please give the details .....		
	Within 10 kms of IBA campus	2.5	
	Within 20 kms of IBA campus	1.5	
	Within 30 kms of IBA campus	1	
	Nil	0	
c.	<b>Wireless set/ hand held communication devices available with the firm</b>		
	50 or more	2.5	
	More than 25	1.5	
	Nil	0	
d.	<b>Guard control room system / vehicle availability by the firm</b> Yes ..... No..... If yes, please give details.....		
	Will maintain at IBA premises	2.5	
	Outside IBA premises	1	
	<b>TOTAL MARKS OBTAINED</b>		

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**3. Detail Of Agency / Firm Owned Transport:**

**10 Marks**

\* Provide registration details. Will be verified.

a.	<b>Administrative vehicle *</b> : Quantity .....		
		<b>Marks</b>	<b>Marks obtained</b>
	More than 10	2.5	
	Less than 10	1.5	
	Nil	0	
b.	<b>Operational vehicles (fitted with wireless)</b> : Quantity .....		
	More than 15	2.5	
	Less than 15	1.5	
	Nil	0	
c.	<b>Special vehicle (bullet proof B6 or B8)</b> : Quantity .....		
	4 or more	2.5	
	Less than 4	1	
	Nil	0	
d.	<b>Motor Bikes</b> : Quantity .....		
	25 or more	2.5	
	Less than 25	1	
	Nil	0	
	<b>TOTAL MARKS OBTAINED</b>		

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**4. Details Of Security Operation Province Wise:**

**10 Marks**

Province	Name / location of organization where guards are deployed			
a.	<b>SIND (5 Marks)</b>	<b>Marks</b>	<b>Marks obtained</b>	<b>Number of guards /Location / organization where deployed including contact number of manager security/admin</b>
	More than 100	5		
	Less than 100	2.5		
	Less than 50	1		
b.	<b>Punjab (1 Marks)</b>			
	More than 10	1		
	Less than 10	0.5		
	Less than 5	0		
c.	<b>KPK (1 Marks)</b>			
	More than 10	1		
	Less than 10	0.5		
	Less than 5	0		
d.	<b>Baluchistan (1 Marks)</b>			
	More than 10	1		
	Less than 10	0.5		
	Less than 5	0		
e.	<b>Azad Kashmir (1 Marks)</b>			
	More than 10	1		
	Less than 10	0.5		
	Less than 5	0		
f.	<b>Northern Area (1 Marks)</b>			
	More than 10	1		
	Less than 10	0.5		
	Less than 5	0		
	<b>TOTAL MARKS OBTAINED</b>			

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**5. Training Facility:**

**10 Marks**

a.	Does Agency / Firm holding its training centre for grooming & training of security guards: Yes ..... No ..... (Give details)			
		<b>Marks</b>	<b>Obtained</b>	<b>Remarks</b>
	Training center in Karachi	5		
	Training center outside Karachi in Sindh province	2.5		
	Outside Sindh province	1		
b.	No of guards trained by APSAA training school in 2014- 2015 (attach certificate copy)			
	More than 100	5		
	More than 60	2.5		
	Less than 60	1		

**6. Risk cover of Security Gds / Staff:**

**10 Marks**

Provide details of guards with NIC numbers, name. These will be verified..

		<b>Marks</b>	<b>Obtained</b>	<b>Remarks</b>
a	Life insurance	2.5		
b	EOBI	2.5		
c	SESSI	2.5		
d	APSSA	2.5		

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7. **Professional Security Staff on Agency / Firm Payroll:**

**10 Marks**

		<b>Marks</b>	<b>Obtained</b>	<b>Remarks</b>
a.	Commissioned Officers from armed forces	<b>2</b>		
	More than 5	2		
	Less than 5	1		
b.	JCOs (Naib Subedar/ subedar)	<b>2</b>		
	More than 5	2		
	Less than 5	1		
c.	NCOs (Naik/ Havaldar)	<b>2</b>		
	More than 5	2		
	Less than 5	1		
d.	Police & Rangers persons etc	<b>1</b>		
	More than 5	1		
	Less than 5	0.5		
e.	Civilians	<b>1</b>		
	More than 5	1		
	Less than 5	0.5		
f.	SSG Guards (Trained from SSG Training center Cherat)	<b>2</b>		
	More than 10	2		
	Less than 10	1		

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8. **IT Based Environments & ISO Certification:**

**10 Marks**

		Marks	Obtained	Remarks
a.	Is Agency / Firm maintaining its record through ERP: Yes: ..... No: ..... Provide details			
	If yes	4		
b.	Is agency / firm standardization towards security services is certified through ISO certification?  If yes, please give the details along with authority.	6		

9. **Details of Top Ten (10) Reputable Educational Institutions where Agency / Firm presently providing security services:** **10 Marks**

S #	Name of Educational Institutions	Locations	No of Guards	From	To	Remarks / Nature of Security Service
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

- i) All Ten \_\_\_\_\_ 10 Marks
- ii) 5 or less \_\_\_\_\_ 5 Marks
- iii) N I L \_\_\_\_\_ 0 Marks

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**10. Detail of Top Ten (10) National / Multinational Organization where Agency / Firm presently providing security services: 10 Marks**

S #	Name of national / multinational organization	Locations	No of Guards	From	To	Remarks / Nature of Security Service
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

- i) All Ten \_\_\_\_\_ 10 Marks
- ii) 5 or less \_\_\_\_\_ 5 Marks
- iii) N I L \_\_\_\_\_ 0 Marks

**NOTE:**

- a. Total point for Technical Proposal: 100
- b. The Financial Proposal of those bidders will be opened who will secure minimum 70% marks in the technical proposal.

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Stamp & Signature

## **7. Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency for Security Services;

M/s \_\_\_\_\_, the Security Services hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

### **Note:**

**This integrity pact is mandatory requirement other than auxiliary services / works.**

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Stamp & Signature

**CERTIFICATE**

IF PROVIDED INFORMATION FOUND FALSE, THE SERVICES OF THE HIRED SECURITY AGENCY / FIRM WILL BE TERMINATED WITHOUT ASSIGNING ANY REASON AND MAKING ANY REFUND/ PAYMENT. FURTHER THE AGENCY / FIRM WILL BE BLACKLISTED .

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: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE & STAMP

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