

*Tender Fee: Rs.2000/-  
(Non-Refundable)*

# **TENDER FORM**

## **Tender # SS/01/15-16**

### **SECURITY SERVICES**

**Date of Issue** : **May 7, 2016**

**Last Date of Submission** : **May 24, 2016 (3:00 pm)**

**Date of Technical Proposal Opening** : **May 24, 2016 (3:30 pm)**

**Date of Financial Proposal Opening** : **May 26, 2016 (11:30 am)**

**Pay Order / Demand Draft # ....., Amount :Rs.....**

**Drawn on Bank..... Dated.....**

## **FINANCIAL PROPOSAL**

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Dear Tenderee:

Thank you for the interest shown in response of our advertisement published in news papers on May 7, 2016 to provide the services of Security Personnel / Guards.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to avail the services of Security Personnel / Guards of high potentiality.

You are requested kindly to fill in the attached Tender Form (Technical & Financial Proposals) and attach firm / agency profile etc along with the tender document. This will be greatly helpful in evaluating the firm / agency standing. All financial proposals / quoted rates must be inclusive of applicable Sindh Sales Tax (SST). Please clarify it from Finance Department, IBA in case of any query prior to bidding.

Tender Forms are available at the Office of Manager Purchase & Stores from May 7, 2016 to May 24, 2016 between 9:00am to 3:00pm.

You are requested kindly to fill in the Tender Form and attach firm/agency profile etc along with the Tender Documents. This will be greatly helpful in evaluating the firm/agency standing.

Please mentioned "Tender Number" at top left corner of the envelopes. IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations frame by SPPRA.

Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi. Kindly submit Bid Security of higher amount either with Option A or Option B.

For more information, please contact with on 38104700 ext: 2151.

Thank you.

**-Sd-**  
**Registrar**

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**OPTION A**  
**Details of Campus / Location Wise Required Number of Security Staff**  
**12 HOURS SHIFT**

S. #	Designation	Total Req.	Duty Shift				Remarks	Rate Rs.	Amount Rs.
			Main	City	Day	Night			
1	Armed Security Guards ( Ex Serviceman) including one supervisor each for main & city campus during day and night.	58	36	22	M-23 C-16	M-13 C-6	12 hrs Duty each can be adjusted/ reschedule as per the requirement of Security Manager		
2	Supervisor Boys Hostel	01	01	-	-	M-1	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 )	06	03	03	M-03 C -03	-	12 hrs Duty each can be adjusted/ reschedule as per the requirement of Security Manager		
4	Lady Searchers	04	2	2	M-01 C-01	-	From 8:00AM to 5:00PM daily for both campuses		

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5	CCTV Operators	04	2	2	M-01 C-01	-	From 8:00AM to 5:00PM daily for both campuses		
6	CCTV Technician	01	1	-	M-01		From 8:00AM to 5:00PM at Main Campus		
<b>M = Main campus , C = City campus</b>									
<b>TOTAL</b>		<b>74</b>	<b>46</b>	<b>28</b>	<b>Total Amount (for one month)</b>				
					<b>Total SST</b>				
					<b>Total Amount (Including SST) for one month</b>				

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

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

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

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

**Note:**

- 1- Please note that all applicable tax (es) must be included in the offered rate / amount.
- 2- The payment of the services is per month basis.
- 3- The requirement / quantity of Security Guard(s) is tentative & IBA reserved the right to change the quantities.
- 4- Please drop the Tender Documents / Package in the Tender Box placed in Purchase Office, IBA, Main Campus.
- 5- 5% Bid Security of the total cost of services for a year (including SST) is deposited along with the tender bid in shape of PAY ORDER/ DEMAND DRAFT only in the name of the institute of Business Administration, Karachi. Kindly submit Security Deposit of higher amount either with Option A or Option B.

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**OPTION B****Details of Campus / Location Wise Required Number of Security Staff****8 HOURS SHIFT**

S. #	Designation	Total Req.	Duty Shift				Remarks	Rate Rs.	Amount Rs.
			Main	City	Day	Night			
1	Armed Security Guards ( Ex Serviceman) including one supervisor each for main & city campus during each shift.	97	59	38	M-23 C-16	M-23 C -16	8 hrs Duty each can be adjusted/ reschedule as per the requirement of Security Manager		
2	Supervisor Boys Hostel (Ex armed forces not below the rank of NCO)	02	02	X	X	M- 1	8 hrs Duty each can be adjusted/ reschedule as per the requirement of Security Manager		
3	Armed Security Guards ( Ex Commandos from Pak Army, Navy or Air force )	12	06	06	M-03 C -03	M-03 C- 03	8 hrs Duty each can be adjusted/ reschedule as per the requirement of Security Manager		
4	Lady Searchers	04	2	2	M-01 C-01	X	From 8:00AM to 5:00PM daily for both campuses		
5	CCTV Operators	03	2	1	M-01 C-01	X	From 8:00AM to 5:00PM daily for both campuses		

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6	CCTV Technician	01	1	X	M-01	X	From 8:00AM to 5:00PM at Main Campus		
<b>M = Main campus , C = City campus</b>									
<b>TOTAL</b>		<b>119</b>	<b>72</b>	<b>47</b>	<b>Total Amount (for one month)</b>				
					<b>Total SST</b>				
					<b>Total Amount (Including SST) for one month</b>				

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

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

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

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

**Note:**

- 1- Please note that all applicable tax (es) must be included in the offered rate / amount.
- 2- The payment of the services is per month basis.
- 3- The requirement / quantity of Security Guard(s) is tentative & IBA reserved the right to change the quantities.
- 4- Please drop the Tender Documents / Package in the Tender Box placed in Purchase Office, IBA, Main Campus.
- 5- 5% Bid Security of the total cost of services for a year (including SST) is deposited along with the tender bid in shape of PAY ORDER/ DEMAND DRAFT only in the name of the institute of Business Administration, Karachi. Kindly submit Security Deposit of higher amount either with Option A or Option B

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1. **BIDDING DATA**

(a). **Name of Procuring Agency:** Institute of Business Administration, Karachi

(b). **Brief Description of Works:** Security Services

(c). **Procuring Agency's address:-**Main Campus, University Road, Karachi

(d). **Amount of Bid Security:-** Bid Security of 5% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi. Kindly submit Security Deposit of higher amount either with Option A or Option B.

(e). **Period of Bid Validity (days):-** Ninety Days

(f). **Performance Security Deposit:-** Successful bidder should provide 5% Performance Security of total value of 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). **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in May 24, 2016 by 3:00 pm in the Office of the Manager Purchase & Stores, 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.

(h). **Venue, Time, and Date of Bid Opening:-** Tender will be opened on May 24, 2016 on 3:30 pm at IBA Main Campus, University Road, Karachi.

(i). **Time for Completion from written order of commence:-** 90 days

(j). **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

# ....., **Amount :Rs.....Drawn on Bank..... Dated.....**

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## 2. DESIRED STANDARD OF SECURITY STAFF

### a. Security Supervisor

- i. Retired Sepoy or L/Naik or equivalent rank from Armed forces of Pakistan or civil armed forces.
- ii. Matriculate.
- iii. Medically / physically fit with medical Cat "AYE".
- iv. Preferably from fighting arms like Infantry or Navy Marines with clean conduct sheet.
- v. Age not more than 45 years.
- vi. 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. Matriculate.
- iii. Medically / physically fit with medical Cat "AYE".
- iv. Preferably from fighting arms like Infantry or Navy Marines with clean conduct sheet.
- v. Age not more than 45 years.
- vi. Experience of serving in educational institution or similar place will be added qualification.

### c. Lady Searcher

- i. Educated with minimum Matric qualification, computer literate.
- ii. Age between 30 to 45 years.
- iii. Experience of 02 to 03 years working in similar capacity in a large organization, preferable in a 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 50 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.

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### **3. GENERAL TERMS & CONDITIONS**

#### **a. Contract Period**

The agreement will be for 12 months which shall enforce from 1st July, 2016 to June, 2017. 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.

#### **c. Financial Methods**

- i. Security Company to **quote separate rates for ex-servicemen and trained civilians.**
- ii. 5% Bid Security of 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% Bid Security of the total cost of services (including SST) for 12 months (1st July, 2016 to June, 2017.) will be deposited to the IBA within seven days of signing of the agreement with IBA of the selected agency / firm. Kindly submit Security Deposit of higher amount either with Option A or Option B.
- 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 08th 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.

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- 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 1% of the current monthly bill as penalty** if guards are not paid by 7<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 .
- 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.

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- 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 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.

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- 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.

**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 property 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

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- 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 Arm 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.

**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 10th 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.

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- 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 25 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 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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Stamp & Signature

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

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

Address \_\_\_\_\_

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

Mobile # \_\_\_\_\_ email \_\_\_\_\_

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

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SIGNATURE & STAMP

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