

VIRTUAL UNIVERSITY OF PAKISTAN
M. A. Jinnah Campus, Defence Road, Off. Raiwind Road Lahore

TENDER DOCUMENT
HIRING OF SECURITY SERVICES

Tender No. VU/15-16/06/213

This tender will be received and opened on **July 13, 2016 at 12:00Noon** in the office of Director Finance VU M.A Jinnah Campus, Defence Road, Off. Raiwind Road, Lahore.

Name of Firm/Company: _____

Mailing Address: _____

Contact Person: _____ Designation: _____

Phone No: _____ Fax No: _____ Cell No. _____

N Tax Number: _____ GST Number (If available): _____

Active email address (in CAPITAL letters): _____

Company's Licence No. _____ SECP Registration No. _____

APSAA Membership Certificate No.: _____

License valid for:

Capital Punjab Sindh KPK Balochistan

(Please tick appropriate box according to the validity of license).

TERMS AND CONDITIONS:

ITEMS MARKED WITH (*) MUST BE ATTACHED; OTHERWISE YOUR BID WILL BE DECLARED AS NON-RESPONSIVE

1. Notice issued in the media is the part of this tender document.
2. Tender must be accompanied with a **Pay Order / Demand Draft amounting to Rs. 1,000/-** (non-refundable) as tender fee favouring Virtual University of Pakistan. Tender without tender fee shall not be accepted. **(*)**
3. Tender should be addressed to the Director Finance, Virtual University of Pakistan, Lahore.
4. The bidder should quote the rates clearly on the tender document in figures and words.
5. The rates quoted shall remain valid for a period of One Year from the date of award of contract, which will be extendable on yearly / half yearly basis with mutual understanding and performance evaluation by VU.
6. Tender document duly completed should reach the Procurement Department, Directorate of Finance, Virtual University of Pakistan, **not later than 11:30AM on July 13, 2016**. Late Tenders will not be entertained. No telegraphic or faxed bid will be accepted. **Bids will be opened at 12:00NOON on the same date** in the office of the Director Finance, Virtual

University of Pakistan, in the presence of bidders or their authorized representatives who may choose to attend.

7. The Bidder will furnish, as part of its bid, a bid security (earnest money), **equal to 5% of maximum bid price or option with maximum price inclusive of all taxes** in shape of DD/PO/CDR only (Cheques shall not be accepted). The bid security is refundable to the unsuccessful bidders after finalization of the tender. Earnest money of successful bidder will be retained till the expiry of contract. (*)
8. VU has the right to increase or decrease the number of duty persons and campuses as and when required during the contract period.
9. The contractor must ensure to pay the minimum disburseable wages to staff according to the Government rules which will be announced from time to time. VU shall not be responsible for any sort of complaint regarding the payment of wages less than announced minimum wage. VU can verify or check the payroll of the company at any time, during office hours of the contract period. Any other increased in the minimum wage limit for relevant trade in future during this security services contract period will be fully implemented according to the notifications issued by the Government, upon request of the contractor subject to approval of VU management.
10. The contractor shall be responsible to make timely arrangement for disbursement of wages to their staff at different locations of Pakistan. VU or any VU employee shall not be liable for any disbursement on behalf of the contractor.
11. **The bidder must have valid license throughout the country (all provinces). Copies of all valid Licences must be attached with bid, otherwise bid shall not be entertained for further evaluation. (*)**
12. Income tax & GST will be withheld as per Government rules.
13. Payment will be made on submission of invoice for services rendered on the 1st of each month for the previous month. Payment for the same will be made within 10-15 working days from the date of submission of invoice subject to verification from the concerned office(s). The invoice will be verified by Head Office as well as all concerned campus managers.
14. In case of any absentee / illness or weekly rest / leave of any security guard, replacement will be provided by the security company. VU has reserved the right to make deductions on pro-rata basis, of which will be the sole judge, if the attendance of security employees is irregular / absent.
15. The list of existing client's alongwith names & numbers of contact persons, will be attached with the bid. (*)
16. The bidder should also attach the complete company profile. The bidder should be in the business of providing security services for at least last five (05) years. (*)
17. The bidder must be a registered tax payer with FBR on Active Tax Payer List (ATL) and certificate must be attached for NTN and GST. (If GST is exempted or not applicable, than please provide necessary evidence). (*)
18. The registration of the security service company with Government Agency(ies) should be attached with the bid. (*)
19. The bidder should submit an affidavit on Rs. 100/- stamp paper that firm is not blacklisted from any Government/Semi Government/non-Government organization. (as per specimen given at Page No. 5) (*)
20. Virtual University of Pakistan, Lahore reserves the right to reject any/all bids or accept the whole or part of bid as prescribed in PPRA Rules.

EVALUATION CRITERIA:

- i. Evaluation form is attached.

SECURITY SERVICES FOR VU HEAD OFFICE AND CAMPUSES

Virtual University of Pakistan is interested in acquiring services of a security company for providing services of security guards for its Offices and Campuses situated at various locations in Pakistan. All rate(s) are firm and final and no variation whatsoever shall be acceptable to VU within the agreed period from the date of signing of contract.

AREA OF OPERATION

Sr. No.	Name of Office / Campus	Brief Address	No. of Guard(s)
CAPITAL			
1.	VU Islamabad Campus	G-10 Markaz, Islamabad	03 (minimum)
PUNJAB			
2.	VU Head Office	M.A Jinnah Campus, Off. Raiwind Road, Lahore.	04 (minimum)
3.	VU Lawrence Road Office	54-Lawrence Road, Lahore	05 (minimum)
4.	VU Ferozpur Road Campus	Ichra, Ferozpur Road, Lahore.	03 (minimum)
5.	VU Davis Road Campus	Davis Road, Lahore.	03 (minimum)
6.	VU Faisal Town Campus	Faisal Town, Lahore	03 (minimum)
7.	VU Rawalpindi Campus	Satellite Town, Rawalpindi	03 (minimum)
8.	VU Jhelum Campus	Civil Lines, Opposite Church, Jhelum	02 (minimum)
9.	VU Gujranwala Campus	Near Jamia Muhammadia, Kangni wala G.T. Road Gujranwala	03 (minimum)
10.	VU Nankana Campus	Shora Kothi Road, Nankana	02 (minimum)
11.	VU Faisalabad Campus	Beacon Impex Building, Bilal Road, Faisalabad	02 (minimum)
12.	VU Sahiwal Campus	College Chowk, Sahiwal	03 (minimum)
13.	VU Multan Campus	Bosan Road, Multan	02 (minimum)
14.	VU Bahawalpur Campus	Model Town B, Bahawalpur	02 (minimum)
15.	VU Muzaffargarh Campus	Multan Road, Muzaffargarh	02 (minimum)
16.	VU DG Khan Campus	Younas Plaza, Block#5 Railway Road, D G Khan	02 (minimum)
17.	VU Jalalpur Pirwala Campus	Dewan Market, Multan Road, Jalalpur Pirwala	02 (minimum)
18.	VU Bahawalnagar Campus	Minchanabad Road, Bahawalnagar	02 (minimum)
19.	VU Makhdoom Rasheed Campus	Multan Vehari Road, Makhdoom Rasheed	02 (minimum)
20.	VU Qadirpur Raan Campus	Multan Road, Opposite Zahreer Hospital, Qadirpur Raan	02 (minimum)
21.	VU Gujjar Khan Campus	GT Road, Gujjar Khan	02 (minimum)
22.	VU Pattoki Campus	Chaudhary Street Near SNGPL Office Shadman Colony, Pattoki.	02 (minimum)
SINDH			
23.	VU Karachi Campus I	Near Duty Free Centre, Baloch Colony, Karachi	04 (minimum)
24.	VU Karachi Campus II	D-3, 1 st Floor, Block D, North Nazimabad, Karachi	03 (minimum)
25.	VU Hyderabad Campus	Main Auto Bhan Road, Latifabad, Hyderabad	02 (minimum)
26.	VU Badin Campus	Khoski Road, Badin	02 (minimum)
27.	VU Ghotki Campus	Govt. Degree College, Ghotki	02 (minimum)
28.	VU Sukkur Campus	Military Road, Sukkur	02 (minimum)

KHYBER PAKHTUNKHWA			
29.	VU Peshawar Campus	Jamrud Road, Peshawar	02 (minimum)
30.	VU Abbottabad Campus	Mansehra Road, Abbottabad	02 (minimum)
BALOCHISTAN			
31.	VU Quetta Campus	Model Town, Quetta	02 (minimum)

OFFERED RATES (Please quote rates inclusive of all applicable taxes & duties etc.)

Description & Location	Manpower Required	Monthly Charges Per person Rs.	All Taxes (applicable)	Monthly Charges per person with Taxes (Rs.)	Total Charges per month Rs.
Guards for Head Office	04				
Guards for VU Offices and Campuses	73				
Grand Total					

- Walkie Talkie Set per month charges @ Rs._____.
- Walkie Talkie sets for communication between the security staff will be provided by the security company as and when required by VU.

OPTIONAL FACILITY

Walk through Gate (at the time of foreign/VIP delegation visit at VU head office or campuses)

- Walkthrough gate per day charges @ Rs._____.
- Walkthrough gate per month charges @ Rs._____.

SCOPE OF WORK

- The guards should be 60% Ex-Army servicemen (Infantry GD Soldiers) & 40% trained civilian security guards and also well aware of the procedures of attending Staff & visitors. **For VU Head Office, all guards must be Ex-Army servicemen (Infantry GD Soldiers). (*)**
- Data / particulars of guards will be provided before appointing guards at sites / campuses to respective campus and Head Office. in case of Ex-Army servicemen (Infantry GD Soldiers), copy of service book, CNIC will be provided by the company. For Civilians, copy of CNIC, domicile, experience letter(s) with recent photograph of each guard will also be provided by the company.
- Guards will be healthy & medically fit and the age of guards should be between 22 to 50 years. Medical certificate of the guard(s) shall be called at the time of charging of duty.
- The bidder shall protect the property & interest of the University.
- The bidder shall manage the security of University and the security plan shall be framed in presence of the University authorized representative.
- All lock systems will be controlled / monitored by the bidder(s) security guards.
- Guards will not be changed without informing VU. Before changing of any guard from duty, security supervisor will inform to VU Head Office and Security Committee, well before time. if there is any need to change the guard than guard(s) will be changed / replaced atleast after one month
- Each Guard will be on 12 hours shift basis duty.
- Duty timings will be determined by VU.

- j. Guard will remain on duty on holidays; VU will not pay any additional charges for these holidays.
- k. In case, any guard is on leave/absent from duty, bidder shall arrange alternative personnel within due course of time. (*)
- l. The bidder will provide one Metal Detector for each entrance (i.e. one for each campus and 02 for Head Office).
- m. All Guards will be in proper uniform and will remain alert on duty with their weapons.
- n. Bidder will provide guards with different combination of arms like small and medium pistols and/or guns along with 20 rounds with each weapon. All weapons must carry valid licenses.
- o. The bidder shall be responsible for the supervision of their deputed security guards in VU Head Office as well as in campuses situated at different locations of Pakistan.
- p. **The bidder will be appointed initially for a period of 06 months on probation period. Upon satisfactory performance during probation period, contract will be extended.**

DAMAGES

- a. In case of any theft or damages the case will be investigated by both parties jointly and if it is proved that the incidence occurred due to the negligence of security guards of the bidder, the losses / damages shall be recovered from the bidder.
- b. In case any of the guards have fatal injuries, death or any consequence there to arising during the course of duty, VU will not take any responsibility.
- c. VU reserves the right to apply an appropriate amount of penalty on monthly charges according to the nature of breach of contract. (Complete schedule of penalty(ies) shall be provided in contract).
- d. In case of any dispute, the Rector of VU will be the arbitrator and his decision will be final for both parties.

Procurement Department
 Directorate of Finance
 Virtual University of Pakistan
 M.A Jinnah Campus, Defence Road, off
 Raiwind Road, Lahore
 UAN: 042-111-880-880 Ext 333, 221

Draft Declaration by the Bidder, should be at the Rs.100.00 stamp paper

I, _____ being owner / proprietor / representative of this firm/company hereby certify that I have read all the terms & conditions of this office and are acceptable to me. I will be bound to provide best quality security services according to the VU requirement. If I fail to do so, I understand that VU has the right to confiscate the earnest money and blacklist my firm/company.

It is further stated that as of today, our firm / company is not blacklisted by any Government / Semi Government department.

SIGNATURE & STAMP

Name: _____

Designation: _____

Virtual University of Pakistan

TECHNICAL EVALUATION CRITERIA FOR SECURITY SERVICES

S#	Description	Maximum Marks	Marks Obtained
1	Security Company Profile: = 05 Company Year of Establishment: _____ = 05	10	
2	Income Tax Return copy, current or last years and NTN Certificate:	05	
3	Balance Sheet prepared by Chartered Accountant Firm	10	
4	Undertaking on the stamp paper Rs. 100/- that company has never been blacklisted by any organization / Institute:	05	
5	Previous Experience of Company and List of present jobs in hand, with the name of clients: = 10 Attach recommendation/appreciation letters (current minimum 3) from client = 15	25	
6	Details of Arms / Weapons Licenses with up to date renewal should be attached:	10	
7	All Pakistan Security Agencies Association (APSAA) Membership Certificate: = 05 Security & Exchange Commission Certificate: = 05	10	
8	Punjab Home Department, Valid Licence: = 05 Sindh Home Department, Valid Licence: = 05 Balochistan Home Department, Valid Licence: = 05 KPK Home Department, Valid Licence: = 05 ICT Home Department, Valid Licence: = 05	25	
Total Marks		100	

Important Information's:

1. Minimum ten years of operation required. (Company less than 10 years of operation will not be considered)
2. A bidder, based on conditions listed above, not meeting the 70% pass marks limit will be rejected in Technical Evaluation.

NOTE: This will be placed as a first page of their proposal.