



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

Phones: { 99260211
99260212
99260213

**STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING**

SINGLE STAGE - TWO-ENVELOPE PROCEDURE

TENDER FOR HIRING OF SECURITY SERVICES

IN RESPECT OF THE
BIE/AG/L&N/156/2021

Volume – I
(TECHNICAL PROPOSAL)



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

I. INSTRUCTIONS

- (a) The Board of Intermediate Education, Karachi expects that aspirant Security 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 Procurement Wing, Ground Floor, Chairman's Secretariat Building, BIE, Karachi from **October 21, 2021 to November 09, 2021 by 01:00 pm.**
- (d) The last date to submit the Tender Document in sealed envelope is **November 09, 2021 by 2:30 pm** in the Committee Room, Ground Floor, Chairman's Secretariat Building, BIE, Karachi. The tender will be opened on same day **at 03:00 pm** in the presence of representatives who may care to attend.
- (e) **3% Bid Security of Total Amount of quoted rates for Civilian Guards** will be submitted along with Tender Documents in shape of PAY ORDER only in the name of Secretary, Board of Intermediate Education, Karachi.
- (f) Successful bidder should provide 05% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or Bank Guarantee on or before submission of acceptance letter after issuance of Notification of Award. The validity of Performance Security shall extend at least three months beyond the Date of Completion of work / Contract.
- (g) Please mention "Tender Number" at top left corner of the envelopes. BIE Karachi may reject any bid subject to relevant provision of SPPRA Rules 2010, or 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 the date of signing of agreement / Contract. The contract period may be renewable based on satisfactory performance of the company / firm/ agency and mutual consent.



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

2. Details of Required Number of Security Staff

Ex-Armed Forces
12 HOURS SHIFT

S.No.	Designation	Total Req.	Remarks
1.	Armed Security Guards (Ex Serviceman) day and night	22	12 hrs Duty each can be adjusted / reschedule as per the requirement of Security Management
2.	Security Supervisor	02	12 hrs Duty each can be adjusted / reschedule as per the requirement of Security Management
3.	Lady Searchers	01	From 8:00 AM to 5:00 PM daily
TOTAL		25	

CIVILIAN
12 HOURS SHIFT

S.No.	Designation	Total Req.	Remarks
1.	Civilian Guards for day and night	22	12 hrs Duty each can be adjusted / reschedule as per the requirement of Security Management
2.	Security Supervisor	02	12 hrs Duty each can be adjusted / reschedule as per the requirement of Security Management
3.	Lady Searchers	01	From 8:00 AM to 5:00 PM daily
TOTAL		25	

3. Requirement of Weapons & Equipment

S.No.	Weapon / equipment	For	Qty	Remarks
1.	Pump action shot gun	Guards	12	Weapon should new / good working condition with license
2.	Rifle 7mm	For Main Gate Guards	6	Weapon should new / good working condition with license Spare magazine should be provided with weapons
3.	Pistol .30 or 9mm	Gurads / Supervisor	2	Weapon should new / good working condition with license Spare magazine should be provided with weapons
4.	Handheld walkie talkie wireless set	All guards	04	With hook to fix with web belt.
5.	Flashlights (Rechargeable)	For all Night guards	15	Water proof.
6.	Handheld metal detector	For detection	2	Required for checking the visitors at place where walk though detector is not available
7.	Sun shield / umbrella	For Guards	4	Required for guards performing duty under direct sun light.
8.	Whistle (Fox 40)	For Premises	25	Used by guards

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 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 45 years.
- vii. Experience of serving in educational institutions or similar place will be added qualification.

c. Lady Searcher

- i. Educated within minimum Matriculate qualification.
- ii. Age between 30 to 45 years.
- iii. Experience of 02 to 03 years working in similar capacity in a large organization, preferable in an education institution.

5. GENERAL TERMS & CONDITIONS:

a. Contract Period:

The agreement will be for one year. The agreement may be extended for another term of one year or suitable period thereof by mutual consent.

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 rates for ex-servicemen **OR** Civilian guards.
- ii. 3% of the total cost of services for a year is deposited along with the tender form in shape of PAY ORDER in the name of the Secretary, Board of Intermediate Education, Karachi. The Bid Security must be enclosed with Financial Proposal envelope.
- iii. 05% Security Deposit (Performance Security) of the total cost of services (including SST) for 12 months will be deposited to the BIEK within seven days of signing of the agreement with BIEK 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 Maintenance Wing, Administration General Section, BIE, Karachi between 05th to 10th of each month for previous month. After scrutiny of bill by Maintenance Wing office same will be forwarded to BIEK Accounts department 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, APSSA 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 and / or any other head of account shall not be allowed, after award of services tender for period on one year.

d. Operational Requirements:

- i. The Security Agency / Firm will be responsible for security clearance and character verification of Security Guard posted to BIE 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 BIE, 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 CNIC.
- iv. The Security Agency / Firm ensure that Security Guards must be a Pakistani National having valid CNIC.
- v. Security Agency / Firm to ensure that their Security Personnel / Guard(s) are 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 BIEK reserve the right to remove any or all Security Staff / Guard(s) is found involved in any criminal undesired activity or create harassment of 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 would permissible using their wireless frequency with in BIEK 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 serviceable weapons to their security guards with following ratio, Shot Guns: 80%, Pistols: 20% of total weapons with sufficient quantity of ammunitions.
- xiv. 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.
- xv. 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 BIEK.
- xvi. Operation Manager of the Security Agency / Firm must visit BIEK once in two week time to discuss all issues related with the attendance, discipline, performance etc of Security Guards with respective Security Coordinators.
- xvii. 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.
- xviii. In case of poor turnout, provision of untrained guard, faulty equipment and weapons etc, BIEK has the right to deduct the amount equivalent to one day pay of guard for each observation from monthly bill of Agency / Firm.
- xix. Guards will maintain their turnout, they will be properly dressed, and trim the mustaches, 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.
- xx. Medically / physically fit, guards to be employed who can speak and write Urdu language and read the Urdu newspaper.
- xxi. Guards once provided should not be changed for at least stay for 03x months until & unless asked by the BIEK 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.
- xxii. 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. Hand held wireless communicator set.

f. Wireless Communication

- i. Security Company will provide hand held sets to guards, where necessary, on duty.
- ii. Security Company will arrange charger, spare batteries and will ensure that wireless link should be up 24/7.

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 BIEK.

h. Guard Deployment Modus Operandi

- i. Before posting new guard, brief profile should be emailed to BIEK, Maintenance Wing office and guard to be present for concerned official /officer's interview. No guard will be posted to BIEK without proper training by the Agency / Firm. Agency / Firm will issue a certificate with deployment orders to BIE Karachi that posted guards have been thoroughly screened and properly trained and groomed by the security Agency / Firm.
- ii. Guards / staff deployed at BIEK should not have any blood relationship e.g son, daughter, nephew, niece, father, mother with BIEK staff or their family / third party staff or their family.
- iii. Duty will be divided into two shifts from 08:00 am to 08:00 pm (Day Shift) and from 08:00 pm to 08:00 am (Night Shift) however, duty timings can be alter by the BIEK according to the need. No leave will be admissible to 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, BIEK 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 BIEK Ladies Counters 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 & BIEK Maintenance Wing office log book.
- ix. Agency / Firm will provide Torches with cell / rechargeable torch to night guards and whistles to all guards on their expenditure, guards those not carrying weapons to be in possession of stick.
- x. The service provider will also provide lady guard/searcher as per laid down qualifications.
- xi. BIE Karachi may ask service provider to deploy their security guard anywhere in Karachi on its premises or detail its guards with BIEK Transport when staff etc proceed on any Examination related 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 BIEK 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 BIEK 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, BIE Karachi can alter shift start and finish time.
- iv. To fill up the gaps 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.

j. Discipline of Security Staff & Guards

- i. As per BIE 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 BIE Karachi.
- iv. Only Pakistani national with valid CNIC. Medically / physically fit Security staff / Guards shall employ in BIE Karachi.

l. Force Majeure

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 Chairman of the BIEK 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.

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 accordingly to the criteria given below:

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

		Marks	Marks Obtained
a.	Pistols /(30 bore or 9mm semi-automatic)		
	300 or more	1.5	
	Less than 300	1	
	Less than 100	0	
b.	Shotguns (12 bore pump action)		
	300 or more	2	
	Less than 300	1	
	Less than 100	0	
c.	Explosive Detector		
	10 or more	1.5	
	Less than 10	1	
	Less than 5	0	
d.	Metal Detector		
	25 or more	2	
	Less than 10	1	
	Less than 5	0	
e.	Walk Through Gates		
	10 or more	2	
	Less than 10	1	
	Less than 5	0	
f.	Under Vehicle Scanner / Mirror		
	50 or more	1	
	Less than 50	0	
	TOTAL MARKS OBTAINED		

2. Details of Communication / Control Mechanism:**10 Marks**

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

3. Detail of Agency / Firm Owned Transport:**10 Marks**

Provide registration details will be verified.

a.	Administrative vehicle * : Quantity.....		
		Marks	Marks obtained
	More than 10	2.5	
	Less than 10	1.5	
	Nil	0	
b.	Operational vehicles (fitted with wireless) : Quantity		
	More than 15	2.5	
	less than 15	1.5	
	Nil	0	
c.	Special Vehicle (bullet proof B6 or B8) : Quantity.....		
	5 or more	2.5	
	Less than 5	1	
	Nil	0	
d.	Motor Bikes : Quantity.....		
	25 or more	2.5	
	Less than 25	1	
	Nil	0	
	Total Marks Obtained		

4. Details of Security Operation Province Wise:

10 Marks

Province	Name / Location of organization where guards are deployed			Number of guards / Location / organization where deployed including contact number of manager security / admin
		Marks	Marks obtained	
a.	SIND			
	More than 100	5		
	less than 100	2.5		
	Less than 50	1		
b.	PUNJAB			
	More than 10	1		
	Less than 10	0.5		
	Less than 5	0		
c.	KPK			
	More than 10	1		
	Less than 10	0.5		
	Less than 5			
d.	BALUCHISTAN			
	More than 10	1		
	Less than 10	0.5		
	Less than 5	0		
e.	Azad Kashmir			
	More than 10	1		
	Less than 10	0.5		
	Less than 5	0		
f.	NORTHERN AREA			
	More than 10	1		
	Less than 10	0.5		
	Less than 5	0		
	Total Marks Obtained			

5. Training Facility :**10 Marks**

a.	Does Agency / Firm holding its training centre for grooming & training of security guards: Yes:..... No(Give details)			
		Marks	Obtained	Remarks
	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		
	Total Marks Obtained			

6. Risk cover of Security Guards / Staff:**10 Marks****Provide details of guards with CNIC number, name. These will be verified:**

		Marks	Obtained	Remarks
a.	Life insurance	2.5		
b.	EOBI	2.5		
c.	SESSI	2.5		
d.	APSSA	2.5		

7. Professional Security Staff on Agency / Firm Payroll:**10 Marks**

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

8. IT Based Environments & ISO Certification:**10 Marks**

		Marks	Obtained	Remarks
a.	Is Agency / Firm maintaining is 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) NIL ----- 0 Marks

10. Details 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) NIL ----- 0 Marks

NOTE:

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

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 BIEK or any administrative or financial offices thereof or any other department under the control of the BIEK 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 BIEK 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 BIEK, except that which has been expressly declared pursuant hereto.
- (c) The company / firms / 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 BIEK under any law, contract, or other instrument, be stand void at the discretion of the BIEK.
- (d) Notwithstanding any right and remedies exercised by the BIEK in this regard, company/firm/agency agrees to indemnify the BIEK for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the BIEK in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the BIEK.

Note:

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

Stamp & Signature

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of ____ 2021 between **Board of Intermediate Education, Karachi** of the one part and M/s. _____ of the other part:

WHEREAS the procuring agency invited bids for Security services, viz, and has accepted a bid by the Security Company for Providing Security services in the sum of **Rs. _____ /=(Rupees _____) @ Rs. _____ /= per month.**

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of contract referred to in the Advance Acceptance Issued vide letter No. _____, Dated _____ (Copy attached).

In consideration of the payments to be made by the Board of Intermediate Education, Karachi to the M/s. _____ as hereinafter mentioned in the Terms & Conditions which is already signed by the bidder, the bidder hereby covenants with the procuring agency to provide the Security services and to remedy defects therein in conformity in all respect with the provisions of the Contract.

As bidder, I am completely satisfied & agreed with the award items and do not have any grievances.

Whereas;

- a) The Board is desirous of acquiring professional security services (“Services”) for a safe and secure working environment at its Office.
- b) The Security Company is a reputable and well experienced concern in similar industry and has the requisite expertise and adequate manpower to provide the Services as required by the Board.
- c) The Security Company represents and warrants that it is duly licensed and authorized by the Government of Pakistan for carrying out the Services as required by the Board.
- d) The Security Company has agreed to provide, and the Board has agreed to engage the Security Company for, the Services in accordance with the terms and conditions set forth in this Agreement.

Now, therefore, upon the terms and subject to the conditions of this Agreement, it is hereby agreed by and between the Parties as under:

1. Duration

This Agreement will become effective as of _____, and will remain in effect for a period of One (01) year extendable to three years with the mutual understanding of both parties (the “Term”) from the date when this agreement became effective or until terminated.

Prior to the expiration of the Term, this Agreement may be extended or modified by written mutual agreement between the Parties. When used in this Agreement, the phrase “the Term” shall refer to the entire duration of the Agreement.

2. Services

The Security Company shall provide to the Board, trained security guards civilian /Ex-Armed personnel who shall be able to perform security services in accordance with best industry practice and to the entire satisfaction of the Board:

Personal Attributes of Security Guard:

A. The Security Company shall make sure that the suitable guard:

- i. be aged between 25-45 years and supervisor must be between 40-55 years of age.
- ii. The Security Company should ensure that while deputing the security guards preference should be given to those guards trained for firefighting / Civil Defense and capable to handle the crowd as well as miscreant elements .

3. Payments

- a) Upon the satisfactory performance of Services under this Agreement, the Security Company shall be paid in accordance with Annexure-A or as per actual strength deployed by the Board.
- b) The payment shall be made on monthly basis upon furnishing of an invoice by the Security Company.
- c) The payment shall be made by the Board within (15) days of the receipt of invoice from the Security Company.
- d) Any payment made to the Security Company under this Agreement shall be less any Government taxes which the Board is required under the law to deduct.

4. Termination

- a) Either Party may terminate this Agreement if the other Party fails to remedy a breach of the terms and conditions of this Agreement within thirty (30) days of a written notice to do so.
- b) The Board may terminate this Agreement if the Security Company fails to provide the Services in accordance with this Agreement or to the entire satisfaction of the Board.
- c) The Security Company may terminate this Agreement if the Board fails to make payments in accordance with this Agreement.

IN WITNESS whereof the parties hereto have executed this Agreement on the day and year written above.

“Board of Intermediate Education, Karachi”

M/s. _____

NAME: _____

NAME: _____

CNIC# _____

CNIC # _____

Address: _____

Address: _____

Signature: _____

Signature: _____

WITNESS: 1

WITNESS: 2

NAME: _____

NAME: _____

CNIC# _____

CNIC # _____

Address: _____

Address: _____

Signature: _____

Signature: _____

DESCRIPTION OF WORKS

- i. Security Guards shall be provided without gap for twenty four (24) hours per day and seven (07) days per week at the Board of Intermediate Education Karachi premises. For this purpose, duty rosters of the supervisors / guards must be provided to the Superintendent, Administration General Section.
- ii. The Security Company is responsible to provide security, manpower, Ex-Army Guards, Armed Guards, Un-Armed Guards, other staff and Supervisor as per following minimum requirement / standards:-

SECURITY SUPERVISOR ON RETIRED JCOs JUNIOR COMMISSION OFFICER OF ARMED FORCED TO BE EMPLOYED AS SUPERVISOR:-

SUPERVISOR

Age:	Maximum 55 years
Education:	Intermediate or Equivalent
Retirement:	Normal
Health:	Sound Health
Discipline:	No major disciplinary entry in the record of service.
Retirement:	Normal
Health:	Sound Health

EX-ARMED GUARD

Age:	Maximum 45 years
Education:	Matric or Equivalent.
Experience:	Having experience of serving in field intelligence or Military Police or Army Force.
Discipline:	No major disciplinary entry in the record of service.
Retirement:	Normal
Health:	Sound Health

SECURITY GUARDS

Age:	Maximum 45 years.
Education:	Matric or Equivalent
Discipline:	No major disciplinary entry in the record of service.
Retirement:	Normal
Health:	Sound Health

LADY SEARCHER

Age:	Maximum 45 years.
Education:	Matric or Equivalent
Discipline:	No major disciplinary entry in the record of service.
Retirement:	Normal
Health:	Sound Health

- iii. Security Company shall provide the details of Guards along with its past experience, copy of CNIC, copy of Service Card and other required details / information, it notified, one week prior to placement of Guard to the place of posting.
- iv. Security Company will ensure that the Security Guard is active, healthy and free from any disease. Allowed age limit for placement of Security Guard having 30-50 years duly trained will be preferred.
- v. Schedule for posting of Security Guards shall be prepared with Superintendent, Administration General Section and issued with the approval of the Secretary BIEK.

- vi. Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should not less than six months.
- vii. During the hiring of Security Guards the offer / appointment letter may be issued and same would be sent to Superintendent, Administration General Section of BIEK for record.
- viii. Any change in placement of Security Guards shall be made with prior information and approval of the concerned officer.
- ix. Security Company shall ensure the availability of adequate reserve guards.
- x. Security Company shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions.
- xi. BIEK at its discretion can reduce / increase the number of guards, on agreed rate of payment and on the same terms & conditions, on the request of relevant incharges in case of emergencies. However, the Incharge have to immediately inform the Superintendent, Administration General Section and Secretary BIEK. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
- xii. The Contractor will provide physically fit and sound in health armed guard, properly uniform and ensure that each guard must have following documents:
 - a. Attested photocopy of valid Computerized National Identity Card.
 - b. Original valid Service Card issued by the Security Company.
 - c. Photocopy of valid license / certificate of weapon held by the guard.
 - d. Copy of Certified discharge work issued by Ex-Armed Forces.Without uniform, Lethargic, inefficient, over and below age guards will not be accepted.
- xiii. Any taxes/duties already in place or levied by the Government, wage and /or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Security Company's account and no claims for such increase shall be entertained by the BIEK.
- xiv. BIEK will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstances etc.
- xv. The Security Company will keep the BIEK free of any liability for the clause of compensation, if any to any employee of the Security Company in case of their injury, death etc.
- xvi. Any claims of injuries, loss of limb or life of labour and other workers engaged /employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. BIEK shall in no way be responsible for any compensation in this connection.

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: _____.

Seal & Signature



Board of Intermediate Education
Bakhtiari Youth Center, North Nazimabad,
Karachi - 74700

Phones: 99260205
99260214
99260207
99260219

STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING
SINGLE STAGE – TWO ENVELOPES PROCEDURE
TENDER FOR HIRING OF SECURITY SERVICES
FINANCIAL PROPOSAL

IN RESPECT OF THE
BIEK/AG/L&N/156/2021

VOLUME-II

FINANCIAL PROPOSAL

1. BIDDING DATA

- (a). **Name of Procuring Agency:** Board of Intermediate Education, Karachi
- (b). **Brief description of works:** Provision of Security Services
- (c). **Procuring Agency's address:** Bakhtiari Youth Centre, North Nazimabad, Karachi.
- (d). **Amount of Bid Security:** Bid Security of 3% of total amount/cost (quoted value of Civilian Guards) will be submitted along with Tender Documents in shape of Pay Order / Demand Draft only in the name of Secretary, Board of Intermediate Education, Karachi.
- (e). **Period of Bid Validity (days):** Ninety (90) 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 for submission the Tender Document in sealed envelope is **November 09, 2021** by **02:30 pm** in the office of the Procurement Wing, Administration General Section of Board of Intermediate Education, Karachi.
- (h). **Venue Time and Date of Bid Opening:** In presence of representatives who may care to attend, the Tender will be opened on **November 09, 2021** at **03:00 pm** in the Committee Room situated on Ground Floor of Chairman's Secretariat Building of Board of Intermediate Education, Karachi.

2. 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 educational institution or similar place will be added qualification.

b. Security Guard

- i. Retired Sepoy or L/Naik or equivalent rank from Armed forces or 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. Age of Special Security Guard not more than 40 years.
- viii. Experience of serving in educational institutions or similar place will be added qualification.

c. Lady Searcher

- i. Educated within minimum Intermediate qualification.
- ii. Age between 30 to 45 years.
- iii. Experience of 02 to 03 years working in similar capacity in a large organization, preferable in an education institution.

FINANCIAL PROPOSAL

EX-ARMED FORCES

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Armed Security Guards (Ex Serviceman) Day and Night	22		
2.	Security Supervisor (Day & Night)	02		
3.	Lady Searchers (Day Shift)	01		
TOTAL		25		

Total	25	Total Amount for one month	
		Total SST for one month	
		Total Amount (including SST for one month)	
		Total Amount for one year	
		Total SST for one year	
		Total Amount (Including SST for one year)	

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

Rupees: _____.

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

Rupees: _____.

FINANCIAL PROPOSAL

CIVILIANS

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Civilian Guard (Day & Night)	22		
2.	Security Supervisor (Day & Night)	02		
3.	Lady Searcher (Day Shift)	01		
TOTAL		25		

Total	25	Total Amount for one month	
		Total SST for one month	
		Total Amount (including SST for one month)	
		Total Amount for one year	
		Total SST for one year	
		Total Amount (Including SST for one year)	

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

Rupees: _____.

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

Rupees: _____.



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

Phones:

99260211
99260212
99260213

Tender No. BIE/L&N/156/2021 dated: 08-10-2021

BILL OF QUANTITY
HIRING OF SECURITY SERVICES
EX-ARMED FORCES

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Armed Security Guards (Ex Serviceman) Day and Night	22		
2.	Security Supervisor (Day & Night)	02		
3.	Lady Searchers (Day Shift)	01		
TOTAL		25		

Total	25	Total Amount for one month	
		Total SST for one month	
		Total Amount (including SST for one month)	
		Total Amount for one year	
		Total SST for one year	
		Total Amount (Including SST for one year)	

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

Rupees: _____.

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

Rupees: _____.



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

Phones:

99260211
99260212
99260213

Tender No. BIE/L&N/156/2021 dated: 08-10-2021

BILL OF QUANTITY
HIRING OF SECURITY SERVICES
CIVILIANS

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Civilian Guard (Day & Night)	22		
2.	Security Supervisor (Day & Night)	02		
3.	Lady Searcher (Day Shift)	01		
TOTAL		25		

Total	25	Total Amount for one month	
		Total SST for one month	
		Total Amount (including SST for one month)	
		Total Amount for one year	
		Total SST for one year	
		Total Amount (Including SST for one year)	

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

Rupees: _____.

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

Rupees: _____.

SUMMARY OF BID

	Rupees In Words	Rupees In Figures
Total cost of the Bid: <i>(as offered by the Bidder)</i>		
Bid Security of 3% of total amount/cost (quoted value of Civilian Guards) (Refundable)		
05% (five percent) amount of the Contract Price Performance Security (Refundable)		



**BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700**

CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Intermediate Education, Karachi.

AUTHORISED SIGNATURE WITH DATE: _____

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

FULL NAME OF CONCERNED PERSON: _____

CNIC NUMBER: _____

POSITION HELD IN: _____

PHONE NUMBER(S): _____

MOBILE NUMBER(S): _____

FAX NUMBER(S): _____

NATIONAL TAX NUMBER: _____

GENERAL SALES TAX NUMBER: _____

STAMP OF THE FIRM: _____

PAY ORDER NUMBER: _____

BANK & BRANCH NAME: _____

DATED: _____

FOR RUPEES: _____

DRAWN: _____

as Bid Security is enclosed herewith.