



**STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING**

SINGLE STAGE
ONE ENVELOPE PROCEDURE

**TENDER FOR
HIRING OF SECURITY
SERVICES**

IN RESPECT OF THE
BIE/AG/L&N/1110/2024 Dated: 10/05/2024

TECHNICAL & FINANCIAL PROPOSAL



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

Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130

INSTRUCTIONS TO BIDDERS &
GENERAL CONDITIONS OF CONTRACT:

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website www.pprasindh.gov.pk or it may be provided from this office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	Tender for Hiring of Security Services
ITB 4.1	Name of Procuring Agency	Board of Intermediate Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad Tel: 99260211, 99260212, 99260213 Fax: 99260203 & 99260208
ITB 8.1	Language of the bid	English or Urdu

BID PRICE AND CURRENCY	
ITB 11.2	The price shall be in Pakistani currency inclusive of all Govt. Taxes.



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TECHNICAL EVALUATION /QUALIFICATION CRITERIA

S.NO.	EVALUATION /QUALIFICATION CRITERIA	MAXIMUM POINTS
1	A certificate / affidavit that the Security Agency is not black listed by any Government / Semi-Government / Autonomous Body etc. and its not involved in any kind of insolvency litigation.	05
2	NTN Certificate – Mandatory (05) SRB / GST Registration Certificate (05)	10
3	Valid License issued by Home Department, Govt. of Sindh	15
4	List of Weapons / Equipment / Gadgets / Vehicles	10
5	Provide the detail of Ex-Army-man / Armed Guards	10
6	Financial Turn-over for the last three years showing the financial soundness of the bidder. <ul style="list-style-type: none">• Supported by Audit Reports (5)• Balance Sheets (05)• Bank Certificate showing the monthly Turn-over of 05 (Five) million or above (05)	15
7	List of similar services provided to public sector organizations, during last 03 years. (5 points for each year)	15
8	List of 5 firms / public sector organizations Services currently in operation. (2 points for each service)	10
9	Managerial Capability / No. of Guards	05
10	List of Security Staff on permanent roster	05
TOTAL POINTS		100

Note:

- Minimum 70 Points are required to technically qualify.
- The offer will not be entertained if the required documents have not been found attached.
- Financial Bid will be rejected if bid security less than 3% of bid price.



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PREPARATION AND SUBMISSION OF BIDS		
ITB 15.1	Amount of bid security (refundable)	3% (Three percent) of the bid price, which should be submitted in shape of Pay Order in the name of Secretary, Board of Intermediate Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.
ITB 16.1	Bid Validity Period	90 days from the date of opening of Tender.
ITB 18.2 (a)	Address for bid submission	The office of the (Procurement Wing) Administration General Section (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi.
ITB 18.2 (b)	IFB title and number	Title: Tender for Hiring of Security Services IFB No: BIE/AG/L&N/1110/2024 Dated: 10-05-2024
ITB 19.1	Deadline for bid submission	07-06-2024 up to 11:30 p.m Sealed bids duly filled-in, mentioning on top of the envelope " Tender for Hiring of Security Services. "
ITB 22.1	Time, date, and place for bid opening	Bids duly stamped on each document must be submitted in the office of the <i>Administration General Section</i> (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on 07-06-2024 up to 11:30 P.M and will be opened on the same day at 12:00 P.M in the presence of bidders' representatives who wish to attend.
ITB 25.4 (b)	Hiring Services	The Services will have to be provided in BIEK within stipulated time as mentioned in the Contract Agreement. Minimum time period will be at least one month after issuance of the award of contract.



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INSTRUCTIONS TO BIDDERS

- a) Deputy Secretary Admin General , calls tenders for the Hiring of Security Services in accordance with Bill of Quantities, attached here to be submitted by or before 11:30.PM on 07-06-2024. Tenders cost will not be reimbursed for any cost of any kind whatsoever incurred in connection with preparations and submission of their tenders.
- b) The tender should be in the sealed envelope bearing name of the work / contractor / firm clearly marked and addressed to Secretary Board of Intermediated Education, Karachi.
- c) The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time will not be considered.
- d) Bids without earnest money will not be entertained. Earnest money of the successful bidder may be returned after signing of the contract agreement.
- e) Tenders shall be made in the forms supplied therefore, with all items and blanks properly filled in. All data and figures and the signature of persons signing the tender shall be in ink.
- f) All unit prices filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
- g) "In case of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined".

The tender must be signed on each and every page by a person (s) authorized to do so.



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SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Intermediate Education Karachi.
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2. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

3. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Admin General Section, (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi.

4. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. rejection of the unsatisfactory Supplied material
 - ii. Blacklisting of the firm
 - iii. Liquidity damages shall be applied as per SPPRA Rules.
 - iv. forfeiting of whole Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.

5. SUBJECT TO RELEVANT SPPRA RULES, THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) accept or reject all or any bid.

(c) increase or decrease quantity without any notice at any time/stage.

6. TERMS & CONDITIONS

- 1) Under following conditions bid will be rejected:-
 - i. Conditional and telegraphic bids/tenders.
 - ii. Bids not accompanied by Bid Security of required amount and form.
 - iii. Bids received after specified date and time.
 - iv. Bids of Blacklisted firms.
- 2) Services are required in accordance with agreement from the date of letter of award.
- 3) Inspection: Nominated Inspection Committee will make inspection of Security Services.
- 4) All prices will include all costs of performing the works including labour, material income tax, GST. Octroi charges. Royalties & transportation etc. as mentioned in the agreement.
- 5) No subletting of all or any part of work will be allowed at any cost / reasons.
- 6) **Services will be delivered at Board of Intermediate Education Karachi as awarded work.**
- 7) The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract subject to compatibility/suitability of the item(s).
- 8) The bidder shall provide security services as per approved specifications mentioned in the Contract Award. If the Guards and their services not found in conformity with the approved specifications shall be rejected at the risk & cost of the bidder.
- 9) The Contract Award may be assigned at any time during the period of bid validity.
- 10) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids.
- 11) Placement of Contract Award will be subject to payment of Performance Security.
- 12) The services should be provided strictly in accordance with the approved schedule.
- 13) SPPRA Rules-2010 (Amended) shall strictly be followed.
- 14) **Disqualification:**
 - Proposals are liable to be rejected if:
 - a) Bids of the bidders who have been blacklisted or are in process of blacklisting by BIEK shall be rejected;
 - b) Proposals are found conditional or incomplete in any respect;
 - c) Received later than the appointed / fixed, date and a time;
 - d) There is any deviation from the Instructions to Bidders;
 - e) Multiple rates are quoted;
 - f) Proposals (Financial/Technical) containing unauthenticated amendments /corrections /overwriting);

- g) If the validity of proposal is not quoted as required;
- h) Proposal made through Fax / E-mail / Telex.

7. Earnest Money (Bid Security)

- a) All bidders must submit **Bid Security (Refundable) equivalent to 3%** of total bid value in form of Pay Order in favor of “**Secretary Board of Intermediate Education, Karachi**” shall be submitted with the sealed bid. Bids without bid security will be rejected.
- b) Bid security of unsuccessful bidders will be returned after opening of the financial bids within 15 days.

8. Cost of Preparation of Bidding Documents and Liability:

The bidder shall bear all costs associated with the preparation and submission of the bid. BIEK will, in no case, be responsible or liable for these costs, or have any other liability to any bidder, regardless of the conduct or outcome of the tender process. BIEK shall have no obligation to any bidder to reimburse any costs incurred in preparing a response to the bidding document.

9. Payment Schedule

Payment will be made on or after 10th of each month after deduction of all applicable taxes subject to submission bill (s) by the firm on or before 5th of each month. Payment will be made through cross Cheque/online transfer etc. to the firm on its postal address through courier.

10. Period of Contract

- a) The services are required for a period of one year upon the satisfaction of the Competent Authority of BIEK. In case of unsatisfactory performance, the service of firm will be terminated at any time with one month prior notice.
- b) On satisfactory completion of one year, BIEK can renew the contract for another one year with the mutual consent. Contract extendable up to three years.

11. Performance Security

The successful bidders will be required to furnish a **Performance Security of 10%** (Ten Percent) of yearly contract amount. The performance security will be confiscated if the successful bidder (s) fails to provide the required services as per TORs.

12. Stamp Duty

Stamp Duty @ 0.35% of the cost of transaction / Work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.

13. Arbitration

In case of any difference or dispute arising between the parties relating to the present bid or during the contract period, shall be referred to resolution to the Chairman BIEK or his duly authorized nominee whose decision shall be final and binding on both the parties and cannot be challenged in any court of law.

SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

The Services will have to be rendered at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least **One Month** after issuance of work order which may be increased or decreased due to demand of time/situation.



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FINANCIAL PROPOSAL
EX-ARMY-MAN

Note: If bidder wants to quote the Ex-Army shall be submitted @3% earnest money of the quoted price

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Armed Security Guards (Ex-Army-Man) Day and Night	22		
2.	Security Supervisor (Day & Night) (Ex-SSG Personnel)	02		
3.	Lady Searchers (Day Shift)	01		
TOTAL		25		
In case of any additional requirement of SSG Guards shall be provided for the Examinations center. The payment of additional SSG Guard(s) shall be made on production of Bill of actual days of duty				

Total	25	Total Amount for one month	
		Total Amount for one year	

Total Amount for one month in words:

Rupees: _____.

Total Amount for one year in words:

Rupees: _____.



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FINANCIAL PROPOSAL
CIVILIAN GUARD

Note: If bidder wants to quote the Civilian Guard than shall be submitted @3% earnest money of the quoted price

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) (Ex-SSG Personnel)	02		
3.	Lady Searcher (Day Shift)	01		
TOTAL		25		
In case of any additional requirement of SSG Guards shall be provided for the Examinations center. The payment of additional SSG Guard(s) shall be made on production of Bill of actual days of duty				

Total	25	Total Amount for one month	
		Total Amount for one year	

Total Amount for one month in words:

Rupees: _____.

Total Amount for one year in words:

Rupees: _____.



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SUMMARY OF BID
EX-ARMY MAN

	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 of the quoted value (Refundable)		
10% (Ten percent) amount of the Contract Price Performance Security (Refundable)		

SUMMARY OF BID
CIVILIAN GUARD

	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 of the quoted value (Refundable)		
10% (Ten percent) amount of the Contract Price Performance Security (Refundable)		



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Tender No. BIE/L&N/ /2024 dated: -XX-2024

BILL OF QUANTITY
HIRING OF SECURITY SERVICES
EX-ARMY-MAN

M/S. _____

S.No.	Designation	Total Req.	Rates must be quoted with all Govt. Taxes	
			Rate	Amount
1.	Armed Security Guards (Ex-Army-Man) Day and Night	22		
2.	Security Supervisor (Day & Night) (Ex-SSG Personnel)	02		
3.	Lady Searchers (Day Shift)	01		
TOTAL		25		
In case of any additional requirement of SSG Guards shall be provided for the Examinations center. The payment of additional SSG Guard(s) shall be made on production of Bill of actual days of duty				

Total	25	Total Amount for one month	
		Total Amount for one year	

Total Amount for one month in words:

Rupees: _____.

Total Amount for one year in words:

Rupees: _____.



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Tender No. BIE/L&N/ /2024 dated: -XX-2024

BILL OF QUANTITY
HIRING OF SECURITY SERVICES
CIVILIAN GUARD

M/S. _____

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) (Ex-SSG Personnel)	02		
3.	Lady Searcher (Day Shift)	01		
TOTAL		25		
In case of any additional requirement of SSG Guards shall be provided for the Examinations center. The payment of additional SSG Guard(s) shall be made on production of Bill of actual days of duty				

Total	25	Total Amount for one month	
		Total Amount for one year	

Total Amount for one month in words:

Rupees: _____.

Total Amount for one year in words:

Rupees: _____.

CONTRACT AGREEMENT

THIS AGREEMENT is made on the _____ of _____ 2024, between **Board of Intermediate Education, Karachi, Bakhtiari Youth Center, North Nazimabad Karachi** (hereinafter called “the Procuring Agency” of the one part.

AND

M/s. _____, Pakistan (hereinafter called “the Contractor”) of the other part.

WHEREAS the BIEK invited bids for Security Services, for Board of Intermediate Education, Karachi, has accepted a bid by the Contractor for provide the security services in the sum of Rs. _____/- (Rupees _____) only (hereinafter called “Contract Price”).

NOW THIS AGREEMENT WITNESS AS FOLLOWS:-

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a) the Bid Form and Price Schedule submitted by the Bidder
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;
 - d) the General Conditions of Contract;
 - e) the Special Conditions of Contract;
 - f) the Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the BIEK to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the BIEK to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The BIEK hereby covenants to pay the Service Provider in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of contract at the times and in the manner prescribed by the contract. **IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

“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: _____

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



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C E R T I F I C A T E

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.

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: _____

SIGNATURE & STAMP OF FIRM: _____