



PAKISTAN COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Laboratories Complex, Ferozpur Road Lahore-54600 – Pakistan
Ministry of Science & Technology
Government of Pakistan



Tender documents

For

Security Companies

January, 2023



Officer Incharge Purchase
PCSIR Laboratories Complex,
Ferozpur Road, Lahore

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Section 2: Instructions to the Applicants

2.0 Definitions

- i. "Government of Pakistan" means the Government of Pakistan and all its associated departments, agencies, autonomous / semi autonomous bodies, Boards, universities and similar other organization.
- ii. "Purchaser" means PCSIR Laboratories Complex, Lahore
- iii. "Applicants" means any Security company applying for the Tender.
- iv. "Security Company" means the entity providing the required security services in Pakistan.
- v. "Application" means the Tender Documents submitted by the Applicant.
- vi. "Tender / BID" means the financial offer which will be called from the security companies who would be declared qualified.
- vii. "Tender / Bidder" means the security companies participating in Tender / Bid.
- viii. "Security Guard" means a person of Pakistan who is one the payroll of Security Company and trained to provide the security services and equipped with useful arm & ammunition and other essentially required logistics supports for effective monitoring & communication which could require to provide the sufficient security services on the place of posting and vicinity. He shall have working knowledge of Front Role Public Handling and Security Management Skills.

2.1 Preparation & submission of applications

- i. Applications for Tender (one original and one copy) must be received in sealed envelopes comprising **two (2) separate envelopes** in respect of **Technical Proposal and Financial Proposals (clearly marked on each envelope)** to be delivered by hand or through registered mail / courier to:-

Officer Incharge Purchase,
PCSIR Laboratories Complex,
Ferozpur Road, Lahore

- ii. Applications must be clearly marked “Tender Documents for Provision of security services”.
- iii. The Technical Proposals shall be opened in the PCSIR Laboratories Complex, Lahore thirty minutes after deadline for submission of bid in the presence of bidders of their authorized representatives who may wish to be present. After evaluation and approval of Technical Proposals, PCSIR Laboratories Complex, Lahore shall open publicly the Financial Proposals on the date and time as specified in the Tender Notice of technically non-responsive shall be returned unopened to the representative of bidder(s).
- iv. The name and mailing address of the Applicant shall be clearly marked left hand on the envelopes.
- v. Bids (Technical Proposal) shall be accompanied with the following document. PCSIR Laboratories Complex, Lahore reserve right to demand / call any other information for the sake of documents / information):-
 - Certificate of Incorporation of business.
 - List of Director alongwith the CNIC Number & Copies
 - Copy of Organogram
 - Copy of NTN Certificate
 - Copy of Certificate from relevant authorities where the service provided
 - Copy of GST Certificate
 - Annual Income Tax Returns and receipt for the last 3 years
 - Bank Account(s) Information and statement for the last 3 years
 - Original Bid Security
 - Five years experience proven track record in the market as a security service provider (attach Photo Copies of Evidence).

- Security Agency has provided security clearance certificate of the deployed security staff, which was issued by the concerned Police Station
- Experience with Semi Government, Multinational and Foreign Mission (Attach Photocopies of Evidence), if applicable.
- Details alongwith office addresses in Lahore and other cities.
- Bids (**Financial Proposal**) shall be submitted on the prescribed form. Only rates to be quoted on the bid form conditional and alternate bids will be rejected.

2.2 Scope of Services

a) Security Guards shall be provided without gap for twenty four hours (24) per day and seven (7) days per week at PCSIR Laboratories Complex, Lahore premises. Further, each Security Guard will perform duty 12 hours per day.

b) The security company is responsible to provide young energetic personnel as per following minimum requirement / standards:-

Age maximum:	50 years
Education:	Matric or Equivalent
Experience:	Having experience as security guard in different organizations
Discipline:	No major disciplinary entry in the record of service
Health:	Sound Health
Preference	Ex-armed forces guard

a) **DRESS:** Minimum 02 pairs of uniforms per year to each individual

b) Security Company shall provide the details of Guards alongwith 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.

- c) 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 25-50 years duly trained will be preferred.
- d) Security Company will ensure that the placement of all Security Guards, having good past experience in different security agencies / organizations.
- e) Security Company will ensure that the Security Guards are well trained.
- f) Security Company will ensure that the Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should not less than one year.
- g) Any change in placement of Security Guards shall be made with prior information and approval of the Chairman, Security Committee, PCSIR Laboratories Complex, Lahore
- h) Security Company shall ensure the availability of adequate reserve guards.
- i) Security Company shall ensure placement of Security Guards, strictly in accordance with agreement, Terms and Conditions.
- j) PCSIR Laboratories Complex, Lahore at its discretion can reduce / increase the number of guards, on agreed rate of payment and on the same Terms and Conditions.
- k) The Security Company shall maintain the proper record at main gate during the **IN & OUT** of vehicle / visitors at suite.
- l) The Security Company shall be responsible to ensure the safety and security of PCSIR Laboratories Complex, Lahore assets moveable and immovable.
- m) The contractor will provide physically fit and sound in health armed guard, properly uniform and ensure that each guard must have following documents:-
 - Attested photocopy of NADRA computerized card.
 - Original Service Card issued by the Security Company

- Photocopy of license / certificate of weapon held by the guard.
 - Copy of certified discharge work issued by Ex-Armed Forces.
- n) The Security Company will be responsible to cover all financial rates of security guards, including payment of salary and compensation to the guards and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditures for providing allied services.
- o) Any increase or decrease in any levies or rates imposed by the Government, wages 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 PCSIR Laboratories Complex, Lahore.
- p) PCSIR Laboratories Complex, Lahore 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.
- q) The security company will keep the PCSIR Laboratories Complex, Lahore 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.
- r) 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. PCSIR Laboratories Complex, Lahore shall in no way be responsible for any compensation in this connection.
- s) One month prior notice in writing shall be served by either party for termination of contract.
- t) PCSIR Laboratories Complex, Lahore shall make the payment to the Security Company on monthly basis after submission of

bill in detail with attendance sheet with name of Armed Guards.

- u) The payment of Security Company shall be released within the 15 working days after the completion of all codal formalities.

3. **PENALTY**

- i. In case of non-placement of required number of Guards, PCSIR Laboratories Complex, Lahore has right to deduct the amount of Rs.5,000/- on account of absent guard of such shift (each shift) from the monthly bill of Security Company.
- ii. In case of any damage / loss to PCSIR Laboratories Complex, Lahore a due to security lapse, a committee will be constituted by the management on recommendation of Managing Director that committee will give its initial findings to the management to take appropriate measures. The decision of the management in this regard would be binding on the security company.
- iii. In case of non-compliance of implementation of SOPs, PCSIR has the right to deduct Rs.5000/- at each single violation.
- iv. Besides penalty, PCSIR Laboratories Complex, Lahore can take any appropriate action, which may include the suspension / blacklisting of the contractor in accordance with the rules / law on account of security lapse of employee of security company or otherwise.
- v. In case of any theft / damage at PCSIR Laboratories Complex, Lahore premises, the security company will be held responsible to pay the entire losses to the corporation as determined by the committee constituted by the competent authority.

4. **PAYMENT**

- i. The security company required submitting the following documents alongwith bill:-

Invoice with covering letter, both duly signed and stamped by authorized officer, Original attendance sheet of the Guards daily and monthly duly verified by the Admin Officer.

- ii. Payment shall be made through crossed cheque and online, within 15 days after receipt of bills from the Security Company. The Security Company is required to provide all the relevant and complete

documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due on 15th to the said month may also be accordingly delayed. PCSIR Laboratories Complex, Lahore required at least 10 days for processing of payment.

5. ARBITRATION

In case of any difference or dispute arising between the parties during the contract period, shall be referred to resolution to the D.G, PCSIR Laboratories Complex, Lahore or his duly authorized nominee whose decision shall be final and binding on both the parties.

6. CRITERIA BASED ON MARK / SCORE

Mandatory Provisions / Eligibility for Security Company criteria based on Marks / Score require marks 70 for pre-qualification (**Annexure-I**). However, the bidder is required to enclose the documents / information as mentioned in the documents otherwise the offer may not be considered.

7. BASIS OF OFFERS / PRICE

Bidders are required to submit the separate rates for provision of services at PCSIR Laboratories Complex, Lahore. For placement of Security Guards, the rates shall be quoted in Pak Rupees, category wise per personnel, per shift as per Bid Form (**Annexure-II**).

8. VALIDITY OF OFFER / BID

Offer / Bid should be valid for (30) day's w.e.f. date of opening of Financial Bids.

9. BID SECURITY / PERFORMANCE GUARANTEE

- i. Bid shall be accompanied in original by a Bid Security equivalent to 25,000/- in form of Demand Draft in favour of PCSIR Laboratories Complex, Lahore.
- ii. Bid security of the successful Bidder(s), will be retained, subject to clause including those whose bid(s) is / are not accepted for any reason, the Bid(s) will be returned within seven (7) days of the award of tender to the successful Bidder (s).

10. ELIGIBILITY

The Security Company should meet the following criteria otherwise their bid will be rejected.

- i. 'Limited' in accordance with 'The Companies Act 2017.
- ii. Holding the valid licenses of Security Company from Province of Home Departments and / or Ministry of Interior of concerned registered association.
- iii. Holding the valid NTN certificate.
- iv. Holding the valid GST registration.
- v. Have minimum required experience of providing security services to at least three Government Departments or Multinational or Listed Companies.

11. INELIGIBILITY

- i. If the Security Company declared as blacklisted by any Government body.
- ii. If the Security Company declared as defaulter by any Government body Public Sector Organization.
- iii. If the Security Company involving in litigation within any Government / Public Sector Organization.

12. DOCUMENT CONSTITUTING CONTRACT

- i. The Security Company shall sign an appropriate contract with PCSIR Laboratories Complex, Lahore within one week from acceptance of the offer by PCSIR Laboratories Complex, Lahore.
- ii. The IFB (Invitation for Bids) the Terms & Condition of Tender and the Letter of Acceptance shall also be treated as an integral part of the contract.
- iii. The application shall be prepared in the English language and as per format described in these documents. Information in any other language shall be accomplished by its translation in English.

13. GENERAL TERMS & CONDITIONS

- i. The applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in disqualification of the applicant.

- ii. The certification meeting, if necessary to be held, shall be informed accordingly well before last date of submission of applications.
- iii. Applicants should familiarize themselves with type and quality of the security services and other conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment, Applicants are encouraged to visit the purchaser before submitting the tender documents. Applicants should ensure that the official is informed well-ahead of time in case they wish to visit the purchaser.
- iv. Applicants shall bear all costs associated with the preparation and submission of their tender documents. The purchaser reserves the right to annul the selection process at any time prior to announcement of result of tender without thereby incurring any liability to the applicants.
- v. All the documents / forms attached with tender application must be signed by authorized person.
- vi. The purchaser will evaluate the applicants for the provision of desired security services in accordance with the evaluation criteria specified in the tender documents.
- vii. The purchaser will notify each applicant submitting an application to tender whether or not it has been successful.
- viii. The purchaser can cancel the tender process and reject all applications, in the event that the Purchaser does not wish to proceed with the procurement. In case of annulling the process of tender no expense and / or cost whatsoever incurred by any applicant in the preparation of application shall be payable by the Purchaser.
- ix. The Purchases shall disqualify an applicant if it finds, at any time, that the information submitted by him concerning his qualification as service provider was false and materially inaccurate or incomplete.
- x. Except for amendments to the entries made by the applicant which are initialed by the applicant, applications bearing any other alternations or erasures are liable to be rejected.
- xi. All applications submitted pursuant to this invitation and the formation of any resulting contract shall be governed by the laws of Pakistan.

Any amendment or a further legal requirement issued by Govt. of Pakistan even after issuance and receipt of applications shall be applicable without any financial repercussion.

- xii. If an applicant or any person on his behalf makes any attempt to canvass, solicit or approach any member of the Purchaser or any of its officials in any matter relating to or arising out of this application, their applications will be liable to rejection and the applicant liable to debarment for a period to be fixed at the discretion of the Purchaser.
- xiii. The application shall comply fully with the instruction to applicants, forms, appendices etc., Non-compliance of any item may render the applicant disqualified.

TECHNICAL EVALUATION CRITERIA FOR SHORT LISTING OF PRIVATE SECURITY COMPANIES

Annexure-I

A) Company Profile	
• Satisfactory Services Performed by security Company	30 Marks
• Up to 5 years (Certificate enclosed)	10
• Up to 10 years (Certificate enclosed)	20
• Above 10 years (Certificate enclosed)	30
B) Provide the detail of Ex-Army personnel / Armed Guards alongwith Weapons and Ammunition held by the Company with license	40 Marks
• Ex-Army Personnel / Armed Guard upto 100	10
• Ex-Army Personnel / Armed Guard upto 200	20
• Ex-Army Personnel / Armed Guard above 200	40
Mandatory provision of (12) twelve bullets / cartridges shall be available with each armed guard	
C) Financial Soundness / Status	20 Marks
• The applicants must have latest three years Audited Financial Statements	03
• Bank statement for latest one year, showing at least Rs.5 million	05
• If Annual revenue is more than Rs.10 million	12
D) Weapon License	10 Marks
• Company having license upto 500	10
• Company having license upto 200	8
• Company having license upto 100	5

PAKISTAN COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Laboratories Complex, Ferozpur Road Lahore-54600 – Pakistan

Annexure-II
Financial Proposal

BID FORM

1. Name & Address of Bidder _____
Telephone: _____
Fax: _____
Email: _____
Sales Tax No: _____
2. Placement of Security Services at the following places on below site of PCSIR Laboratories Complex, Lahore at following rates:

Required Security Guards 10 Nos.	Per Month Salary in Rupees of each	Per Month Salary in Rupees of 10 Nos.

Required Security Officer 01 No.	Per Month Salary in Rupees

3. We shall abide by all the terms and conditions of the tender.
4. We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.
5. Bids security should be enclosed alongwith the financial proposal.

Signature: _____

Name: _____

Designation: _____

CNIC No: _____

Date: _____