

**Expression of Interest**  
**Hiring of Security Services**  
**[FY – 2024-25]**



**COMSATS University Islamabad**  
**Park Road, Islamabad**

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## Tender Notice

### COMSATS University Islamabad CUI-Proc/(TN-512)/08/2024

#### Hiring of Security Services [FY – 2024-25]

1. COMSATS University Islamabad (CUI), a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single-Stage Two-Envelope**” method from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR.
2. The Bid Security for the Bid is **Rs.200,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad” (FTN/NTN: 9013701-9); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date & time of the tender to COMSATS University Islamabad on the address given below.
3. The complete Tendering process shall be carried out through EPADS.
4. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk> and submit their tender documents on EPADS.
5. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237.
6. Closing date of submission is **August 15, 2024, by 1100 hours**. The bids shall be opened **half hour after the closing time** in the presence of the bidders who wish to be present, in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.
7. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

#### Contact Person and Submission



In-Charge Procurement  
**COMSATS University Islamabad**  
2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,  
Tel: 0336-5524334, 051-90495242, 051-9049-5154, 051-9049-5122  
Email: wajidkamran@comsats.edu.pk

## Key Points

**Table # 1**

S.N	Detail	Specification
1.	Method	Single Stage Two Envelope
2.	Validity of Bid	90 Days from the date of Closing of Bids
3.	Award of Contract / W.O	Lowest evaluated bidder
4.	Work completion	As per Contact Agreement
5.	Closing Date & Time	August 15, 2024, by 1100 hours
6.	Opening Date & Time	Half Hour after the Closing Time on the same day
7.	Bid Security Amount (Under Rule 25 of PPRA Rules 2004)	Rs.200,000 /- (Refundable)
8.	Performance Security	Rs. 500,000/- (Successful bidders will submit performance security in the shape of demand draft/ pay order)

## Technical Evaluation Criteria:

**Table 1: Mandatory Requirements:**

Detail		Criteria	Envelope
1.	Financial Bid / Quotation (Strictly as per CUI pattern) <i>Any alteration/addition/deletion shall dis-qualify the bidder from the bidding process</i>	<b>Mandatory</b>	<b>Financial Bid</b>
2.	Bank Draft/Pay Order	<b>Mandatory</b>	<b>Technical Bid</b>
3.	The firm must be in operations for a minimum period of <b>05 years</b>	<b>Mandatory</b>	
4.	Declaration Form	<b>Mandatory</b>	
5.	NTN & GST Registered	<b>Mandatory</b>	
6.	On Active Taxpayer List on the date of opening of Technical Bid	<b>Mandatory</b>	
7.	Registration Certificate of the Ministry of Interior/ Home Department	<b>Mandatory</b>	
8.	Registration Certificate of the Security Exchange Commission of Pakistan (In case of Company)	<b>Mandatory</b>	
9.	Registration Certificate of the Employee Social Security Institution/ Department	<b>Mandatory</b>	
10.	Proof of Non-Blacklisting of the Firm/Company	<b>Mandatory</b>	
11.	Proof of 70% of Ex-Service Men (Retired from Armed Forces) of the number of guards to be deployed in CUI	<b>Mandatory</b>	

12.	Availability of Long Range Rifle (As per the law and approved terms & conditions of the Ministry of Interior / Authorized Body) ( <b>Qty = 07 with copies of License</b> ) Valid Licenses should be in the name of Security Company and to be provided with the Technical Bids. Non-submission will disqualify the bidder from the bidding process.	<b>Mandatory</b>
13.	The rifles must be made available for fire practice on the day of inspection by the committee.	<b>Mandatory</b>
14.	<b>Active Contracts/Clients</b> Security Firm/Company must have at least <b>05</b> active clients/contracts as on the date of submission of Technical Bid. (Attach documentary proof)	<b>Mandatory</b>
15.	UHF/VHF Radios ( <b>Qty: 12</b> minimum available at the time of inspection of CUI Security Committee)	<b>Mandatory</b>
16.	Handheld Metal Detector ( <b>Qty: 03</b> )	<b>Mandatory</b>
17.	Atleast one experience of security services rendered to a University with a tenure/service of 01 year within the last 5 years where minimum 10 guards are/were deployed.	<b>Mandatory</b>
18.	Submission of Tender document through EPADS as well as one hard copy (Technical Bid Envelope, Financial Bid Envelope, Bid Security)	<b>Mandatory</b>
19.	Certificate to comply with government minimum wage rate as notified (Print on Letterhead placed at page in last)	<b>Mandatory</b>
20.	<b>Submission of Tender document through EPADS as well as one hard copy (Technical Bid Envelope, Financial Bid Envelope, Bid Security as per prescribed time in tender notice).</b>	<b>Mandatory</b>

- Failing in any of the mandatory requirement will disqualify the bidder from the bidding process.
- After evaluation of bidders in technical evaluation process, financial bids of only technically qualified bidders will be opened through prior notice.
- **DO NOT attach any information or portfolio which is not requested. Only provide the demanded information.**

## Qualification Criteria:

SN	Description	Detail Criteria	Maximum Marks
1.	<b>Establishment as a Security Firm/ Company</b>	Each completed year (from date of submission of technical bid) from year 3 to year 5 will be marked @ 2 marks per year.	<b>06</b>
2.	<b>Active Experience in Security Services</b>	<p>A total of <b>FIVE</b> Security Contracts, which are within the previous 5 years, where continuous Tenure of 2 years has been served and atleast 10 guards are/were deployed on site will be evaluated and considered for marking within the maximum marks limit.</p> <ul style="list-style-type: none"> <li>• Experience of five (05) projects or more offered in University/ <b>(3 Marks each) – (atleast one experience is mandatory)</b></li> <li>• Colleges/Institute/ Govt. Offices/Hospitals /INGOs / Scheduled Bank <b>(2 Marks each)</b></li> <li>• Embassy / UN Offices <b>(1 Marks each)</b></li> </ul> <p>All the project(s) must be supported by documentary evidence i.e. Acceptance letter / Contract Agreement &amp; Completion, Performance Certificates certificate duly signed, stamp on the letter head of the concerned Organization / Office / Department should be attached.</p> <p>In case of failure in providing documentary evidence, no marks will be awarded.</p>	<b>15</b>
3.	<b>Availability of Armorer</b>	<p>Availability of Armorer (Subject to verification by CUI)            Technical demonstration of de-assembling and assembling of available weapon during visit of CUI security Committee, SOP available, availability of record of the armorer in the above 5 projects. <b>(4 Marks)</b>            Technical demonstration of de-assembling and assembling of available weapon during visit of CUI security Committee, No SOP available, non-availability of record of the armorer in the above 5 projects. <b>(2 Marks)</b>  <i>Non-availability of armorer, no SOP available, non-availability of record of the armorer in the above 5 projects. (0 Marks)</i></p>	<b>04</b>
4.	<b>Human Resource Capabilities</b>	<p><b>Ex-Army Personnel</b> (Minimum 50 personnel required for qualification)            51-100 <b>(10 Marks)</b> /41-50 <b>(08 Marks)</b> / 40-80 <b>(06 Marks)</b>/ <b>Below 50 = Zero Marks</b>            Copies of the discharge/pension book should be attached as proof for marking</p>	<b>10</b>
		<p><b>Trained Civilian Personnel</b> (Minimum 30 personnel required for qualification)            51-60 <b>(05 Marks)</b> / 41-50 <b>(04 Marks)</b> / 31-40 <b>(03 Marks)</b> / <b>Below 30 = Zero Marks</b>            Copies of the certificates should be attached as proof for marking</p>	<b>05</b>
<b>Total Marks</b>			<b>40</b>

- To be technically qualified, minimum of 75% Marks in technical evaluation is mandatory.
- Bids without documentary evidence/proof will be considered as non-responsive and will be disqualified.

## **6. General Terms & Conditions of the Tender**

No tender/bidder will be considered if: -

- a) Received without required documentation or deficiency in required documentation.
- b) Received after the due date and time of the tender submission.
- c) The Tender is unsigned/ unstamped.
- d) The Tender is signed/stamped by the unauthorized agent of the company.
- e) The Tender is received by telephone/telex/fax/telegram.
- f) Tenders received without earnest money.
- g) In contradiction with the specification given by the CUI.
- h) Received with any condition.
- i) Is in litigation with CUI.
- j) Is blacklisted by any organization.
- k) Is notified as blacklisted on PPRA website.
- l) Submits more than one Bid, in the same bidding process. The later submitted bid will be rejected.
- m) Submits bid as Joint Venture.

## **7. Contact person and Submission of Bids:**

- i. Contact Person for all inquiries and clarification and bids submission will be the undersigned.

In-Charge (Procurement)  
COMSATS University Islamabad  
2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,  
Tel: 051-90495280, 90495242, 051-90495122  
Email: wajidkamran@comsats.edu.pk

## **8. Validity of Bids:**

- i. The Bid will be valid for the period as mentioned below. Any bidder/firm/company which refuses to accept the work order based on market price escalation will result in forfeiting the earnest money, CUI may also impose a ban from business with CUI for a minimum 6 months to a maximum duration to be determined by CUI.  
[60] Days from the closing date
- ii. You may visit, write or call. However, written queries though email will be considered as official.

## **9. Language of Bid:**

- i. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and CUI shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in the same language.



## 10. Pre-Bid Meeting:

- i. All potential bidders will be briefed about the CUI requirements and queries, if any will be addressed. Any necessary and substantial **technical addition /modification / deletion** will become integral part and parcel of tender documents and will be implemented at the time of bidding. The substantial changes, if any, will be recorded as minutes of the meeting and uploaded to CUI website atleast FOUR days before the closing date; Bidders are advised to check CUI website FOUR days before the closing date to download the updated and latest information on the subject tender.
- ii. No separate email or notification will be made in this regard.
- iii. Pre-bid Meeting will be held on **as mentioned in tender notice.**
- iv. All intended bidders are advised to attend pre-bid meeting for their understanding and queries. No separate/individual invitation will be made in this regard.

## Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.
- ii. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate. In case of non-acceptance, CUI will deduct all applicable taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
- iii. In the case of Tie in Rates, the bidder, CUI will award the contract to any bidder.
- iv. Unit price will be taken up to 1 decimal points. The total cost will be round-up to zero decimals.

## 11. Bid Security:

- i. Prices shall be quoted in Pak Rupees.
- ii. The currency of the Bid Security shall also be in Pak Rupees.
- iii. The Bidder shall furnish, as part of its bid, bid security as specified in the tender notice. The bid security is required to protect CUI against the risk of Bidder's conduct which would warrant the security's forfeiture.
- iv. The Bid Security shall be denominated in the local currency, and it shall be in favor of **COMSATS University Islamabad (FTN/NTN: 9013701-9)**, in any of the following form:
  - a. Bank Draft / Pay Order

- v. No personal cheques will be acceptable at any cost. Also, any previous bid security will not be considered or carried forward. The Bid found deficient of the amount as bid security compared to total bid price will not be considered. Any bid NOT secured in accordance with the above will be rejected by CUI as non-responsive.
- vi. Unsuccessful bidders' bid security will be released and returned as promptly as the successful bidder gives consent to the work order or sign the contract agreement, whichever is applicable.
- vii. The successful Bidder's bid security will be retained till the duration/maturity of the contract.
- viii. The bid security shall be forfeited:
  - a. If a bidder withdraws its bid during the evaluation process.
  - b. If the successful bidder fails to accept the work order/sign the contract agreement after announced as successful Bidder.
  - c. If the successful bidder does not accept the correction of a thematic errors in its bid.
  - d. If the successful Bidder fails to comply with the requirement of the bid and contract.

## **12. Amendment of Bidding Documents:**

- i. Any prospective Bidder requiring clarification of the bidding documents may notify CUI in writing to the contact person in writing. CUI will respond in writing to any request for clarification of the bidding documents which it receives no later than seven (07) days prior to the deadline for the submission of bids.
- ii. CUI, at any time prior to the deadline for submission of bids, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or Pre-Bid meeting (if held) may modify the Bidding Documents by issuing addenda. Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents. CUI shall promptly publish the Addendum on its web page at least 02 days before the closing date and will be binding on all participating bidders. It is the sole responsibility of all prospective bidders to visit CUI website and check for latest status.
- iii. The bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw its already filed bid and submit the revised bid prior to the bid submission deadline.
- iv. To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, CUI may, at its discretion, extend the deadline for the submission of Bids: Provided that CUI shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.

## **13. Clarification of Bidding Document:**

- i. During evaluation of the bids, CUI may, at its discretion, ask the Bidder for a clarification of its bid and other such information which is important to CUI. The request for clarification and the response shall be in writing,

and no change in the prices or substance of the bid shall be sought, offered, or permitted. In case the bidder fails to respond/reply within a given deadline, the bidder will be considered as non-responsive and disqualified from the bidding process.

#### **14. Sealing and Marking of Bids:**

- i. The bid shall be sealed in outer envelope and shall be addressed to the CUI contact person; and bear the title of procurement Activity as mentioned in the tender notice, and a statement may be written on the envelope as “DO NOT OPEN BEFORE BID OPENING TIME” (*please mention time and date of the tender opening as mentioned in the tender notice*). If the outer envelope is not sealed and not marked as required, CUI will assume no responsibility for the bid’s misplacement or premature opening.

#### **15. Deadline for Submission of Bids:**

- i. Bids must be received by CUI at the address of the contact person, not later than the time and date specified in the Tender notice.
- ii. CUI may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of CUI and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- iii. Any bid received by CUI after the deadline for submission of bids prescribed by CUI will be rejected and returned unopened to the Bidder.
- iv. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder’s responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.
- v. Modification of the bid is strictly not allowed after the deadline for submission of bids.
- vi. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the tender document. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security.

#### **Submission of Bidding Document:**

- i. The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person(s) duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person(s) signing the bid. Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person(s) signing the bid.

- ii. Softcopy (In MS-Excel OR MS-Word) of the BoQ will be submitted by the bidder after opening of the bids on the same date.
- iii. In case any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure Situation), the tenders will be opened on the very next working day or CUI will notify the date of opening on its website. Time and place will remain as initially mentioned in the tender notice.

## **16. Opening of Bids:**

- i. CUI will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified. The bidders' representatives who are present shall sign an attendance sheet in evidence of their presence. Not more than one representative of the bidder is allowed to attend the meeting.
- ii. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.
- iii. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
- iv. Withdrawn bids will be returned unopened to the bidders.

## **17. Influencing the Evaluation Process:**

- i. No Bidder shall contact CUI on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has grievance to the notice of the CUI, it should only do so in writing.
- ii. Any effort by a Bidder to influence CUI during bid evaluation or bid comparison may result in the rejection of the Bidder's bid.

## **18. Notification of Evaluation Reports:**

- i. The evaluation report shall be notified to all the participating bidders by email provided in the bidding documents.

## **19. Qualification & Evaluation of Bids:**

- i. CUI will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria & qualification listed in the tender document.
- ii. The determination will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as CUI deems necessary and appropriate.

- iii. CUI will technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria.
- iv. The bidder's financial evaluation of a bid will be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.
- v. The bids will be evaluated to determine the lowest evaluated bid for bidders.
- vi. No bidder shall be eligible for any margin of preference in the Proposal Evaluation.
- vii. CUI will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- viii. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price (exclusive of tax) shall prevail, and the total price shall be corrected. If the Security Company does not accept the correction of the errors, the bid will be rejected, and the bid security shall be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- ix. CUI may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
  - a. *Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. CUI either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to CUI.*
- x. Prior to the detailed evaluation, CUI will determine the substantial responsiveness of each bid to the bidding documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- xi. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law and Taxes and Duties will be deemed to be a material deviation. The CUI's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- xii. If a bid is not substantially responsive, it will be rejected by CUI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## **20. Corrupt or Fraudulent Practices & Blacklisting:**

- i. CUI requires that Bidders, observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:
  - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - b. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of CUI,
  - c. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive CUI of the benefits of free and open competition.
- ii. CUI will have the right to reject a proposal for award if it determines that the bidder has been engaged in corrupt or fraudulent practices in the past with any organization.
- iii. Any bidder/firm/company which is blacklisted by any organization and/or notified as blacklisted by PPRA will be considered disqualified from the bidding process unless and until it is de-notified on PPRA website.
- iv. CUI will sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules, if it at any time determines that the firm has engaged in corrupt, fraudulent or collusive practices in competing for, or in executing.

## **21. Right of acceptance or rejection of bids:**

- i. The CUI reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the bidder(s) or any obligation to inform the bidder(s) of the grounds for the CUI 's action.

## **22. Notification of Award:**

- i. Prior to the expiration of the period of bid validity, CUI will notify the successful bidder in writing by mail/email that its bid has been accepted.
- ii. The notification of award will constitute the formation of the Agreement/Work Order/Purchase Order.
- iii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, CUI will promptly notify each unsuccessful Bidder and will release its bid security.
- iv. **T**he number of Security may increase or decrease as decided by the CUI.
- v. **I**n cases lowest evaluated bidder refuses or fails to supply the item(s)/execute the work within the deadline(s), the Work Order may be offered to the next lowest bidder.

## 23. Issuance of Contract/Work Order/Purchase Order:

- i. After evaluation/marketing of technical bids, the financial bids of the technically qualified bidders will be opened with prior notice to the successful bidders in presence of the bidders who wish to be present.
- ii. Upon the financial opening, the lowest bidder will be given the award of contract on the basis of most advantages bidder. The financial bid will be evaluated on the accumulative monthly rate (inclusive of all costs) offered by the bidder.
- iii. At the same time as CUI notifies the successful bidder that its bid has been accepted, the bidder shall immediately sign contract agreement/give consent. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

## 24. Legal Document

- i. The EoL/Tender document and Contract agreement/work order/purchase order together are the legal documents and all the terms and conditions, criteria, qualification is a legal binding on both the parties.
- ii. The Security Company will be bound to pay minimum salary/wages to staff as per prevailing government labor laws. Hence, minimum bid rates should not be less than the limit of minimum wages defined by the government.
- iii. The successful bidder / firm will ensure the deployment of the number of guards as per CUI requirement within 15 days from the date of the issuance of work order, else CUI may impose fine per day upto a total of 30 days. In case of non-responsive after 30 days, earnest money of the firm will be forfeited, and the contract may be awarded to the next lowest evaluated bidder.
- iv. The 2nd lowest bidder will be placed as **stand-by selection** for the period of probation of the contract agreement, i.e., three months' time, and the earnest money will be retained for three months-
- v. Any Security Company whose contract has previously been terminated by CUI on the basis of performance will not be eligible to apply / participate in this bidding process.

## 25. Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

By altering/adding/deleting any point, clause, condition in the documents provided will automatically disqualify me from the bidding process.

All the information furnished by me/us here-in is correct.

I / We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.

I / We agree that the decision of committee(s) in selection will be final and binding to me/ us.

I / We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage, the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR forfeiting of earnest money AND/OR blacklisting for future tendering with CUI AND/OR bar from business with CUI for a period as deemed appropriate depending on nature of offence.

i.

<b>Tender Title</b>	
<b>Name of Firm/ Company</b>	
<b>Year of Establishment in this business</b>	
<b>Name of Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Landline No.</b>	
<b>Valid Cell No.</b>	
<b>Valid E-mail (For all official correspondence)</b>	
<b>Signature &amp; Stamp</b> (Authorized Representative)	



# FINANCIAL PROPOSAL

(On Company's Letterhead)

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

## Hiring of Security Services

SN	Security Services Required	No. of Personnel required	Per Month Cost per Personnel (All Inclusive)	TOTAL PER MONTH COST (All Inclusive)
1	Armed Security Guard	12		
<b>Grand Total</b>				

- The bid is submitted without any conditions.
- The rates quoted is inclusive of Salary of Security Guards, cost of services and other allied services.
- Security services will be provided round the clock.
- The Age limit for security guard (Retired personnel from armed forces) will be in range of 25 years - 50 years, for civilian guard, the age limit will be in range of 23 years – 45.
- All the terms and conditions provided by COMSATS University Islamabad are acceptable unconditionally, including bid validity and delivery time as well as the draft contract.
- Number of Security guards may be increase or decrease as per requirement of CUI.

Name of authorized Person: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Official Company Seal: \_\_\_\_\_

## Forms

### Brief Profile of the Security Firm / Company

SN	Brief	Description
1.	<b>Name of the Company</b>	
2.	<b>Office Address</b>	
3.	<b>Telephone Number</b>	
4.	<b>E-mail address</b>	
5.	<b>Year of Incorporation</b>	
6.	<b>Legal Ownership (Partnership/Company etc.)</b>	
7.	<b>Registration of the Interior Ministry/Home Department</b>	
8.	<b>NTN</b>	
9.	<b>GST</b>	

Attach Documentary evidence.

## Clientele List

SN	Organization Name& Address	Type (Uni / College / UN Office / Embassy / Govt Office)	No. of Guards deployed	Period of Service		Total Years	Contact Number (Landline)
				From	To		
1.							
2.							
3.							
4.							
5.							

Attach Work Order/Contract Agreement for each of the above as proof.

## Detail of Staff

<b>SN</b>	<b>Name</b>	<b>Age</b>	<b>Total Years of Experience</b>	<b>In case of Ex-Army Men Provide Service Number</b>	<b>Professional Experience/Training</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Attach documentary evidence (Service Book/Pension Book for Ex-Army personnel & Training Certificate for Civilian guards).

Use additional Sheet and provide the complete detail on the same pattern.

## Documents to be submitted by the bidders / Check List

(To be filled by Applicants)

*This page must be placed on Top of the complete bidding document.*

*Prepare & Submit the Bid in this Order.*

Detail	Yes	No	Page Reference
Establishment and operations of the Firm/Company			
Bank Draft/Pay Order			
Declaration Form			
NTN & GST Registered			
On Active Taxpayer List on the date of opening of Technical Bid			
Registration Certificate of the Ministry of Interior/ Home Department			
Registration Certificate of the Security Exchange Commission of Pakistan			
Registration Certificate of the Employee Social Security Institution/ Department			
Proof of Non-Blacklisting of the Firm/Company			
Proof of 50% of Ex-Service Men of the number of guards to be deployed in CUI			
Availability of Long-Range Rifle (As per the law and approved terms & conditions of the Ministry of Interior / Authorized Body)			
Active Contracts/Clients			
Active Experience in Security Services			
Human Resource Capabilities			
Experience in University/College			

# **CUI Security Contract**

## **2024-25**



**CONTRACT AGREEMENT FOR Security Services**  
**BETWEEN**

**COMSATS UNIVERSITY ISLAMABAD**  
**(Islamabad Campus)**

**&**

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## Legal binding

1. This contract, when signed by **COMSATS University Islamabad (Islamabad Campus)** *situated Park Road, Tarlai Kalan, Islamabad* (Hereafter referred to as **CUI** in this contract) and \_\_\_\_\_ (Hereafter referred to as **Security Company** in this contract) and will come into force from \_\_\_\_\_ **and valid till** \_\_\_\_\_ and cancels all other prior contracts, agreement, written or verbal, if any. The initial 03 months of the contract agreement shall be treated as a **probationary period** and in case of non-satisfactory performance of the Security Company, the contract will automatically be terminated at the end of probation period. In case to continue the services, the company will be informed in writing 15 days before the deadline of the probation period.
2. In case of non-satisfactory performance after probation period, the contract can be terminated on one months' prior notice.
3. The contract may be extended on yearly basis (upto a maximum of 3 years contract) on the same terms and conditions and rates, subject to satisfactory services performance reviewed by CUI security office and approval of the Competent Authority on mutual Consent/willingness of both parties.
4. Both parties are at the liberty to exit the contract agreement at any time upon serving 30 days' prior notice in writing.
5. This agreement shall be read, interpreted, and governed according to the laws of Govt. of Pakistan and the courts in Islamabad shall exercise their jurisdiction to settle any issue arising out of this agreement.
6. The Security Company will be bound to pay minimum salary/wages to staff as per prevailing government labor laws and any violation thereof shall make the company disqualified, the earnest money will be forfeited and the contract will be terminated immediately and the financial liability of the guards will be paid from the forfeited performance guarantee.

## Financial Matters

7. The payment to security company for the services will be made on monthly basis on credit basis at the end of each month. The bill will be generated by Security Company and submitted to Security Office, CUI latest till 10<sup>th</sup> of each month for the previous month services. The security Office, CUI will verify the bills and recommends deduction, if any as per the contract which may include any penalties, decrease in number/duty of guards etc. and further submit the bill for processing of payment.
8. An amount of **Rs.1,000,000/- (One Million)** as performance security is to be submitted by the Security Company before signing of the contract Agreement, in form of DD/Pay Order with CUI till the maturity of the contract. Any

illegal/ violation of contractual terms made by the security company and not paid otherwise will be deducted from the Performance Security. In case of any serious nature violation, the total performance security may be forfeited.

9. The Security Company will be responsible for rendering all services under this contract being understood that directions and manner of performance will be followed as per instructed by the COMSATS Security. However, services of the Security Company's employees shall be solely within the control of the Security Company. The Security Company shall also be responsible for payment of wages/salaries to all its employees within the specified time as per law of the land.
10. The Security Company will ensure discharge of services at CUI in a professional and efficient way.

## **General Terms & Conditions**

11. The Security Company shall be held responsible for any delay or failure to perform any or all of the obligations imposed upon the firm and will be penalized according to the offense, to be decided by the Security Office, CUI as per the contract.
12. The Security Company will be held responsible for any theft / damage (if evident after investigation) made to the CUI's property and assets of all types, whether intentionally or unintentionally, and will pay for any loss/damage and penalty, to be decided by the Security Office, CUI as per the contract under relevant penalty clauses.
13. The Company is responsible for provision of 2 x new UNIFORMS per year of the same pattern to all guards including: -
  - a. Shirt & Trousers
  - b. Shoes (condition item)
  - c. Belt & Beret
  - d. Jersey & Jacket (condition item)
  - e. Raincoat (condition item)
14. Following certificates will be provided before deployment: -
  - a. Training certificates
  - b. Medical certificates
  - c. Police clearance certificates
  - d. Attested copy of Discharge book (ex-Army personnel) & copy of CNIC.
  - e. 2 x passport size latest photographs in the company uniform.



f. All the guards must be in possession of a company identity card & that will be displayed by the guard while on duty.

15. The Security Company will be responsible to ensure security clearance of all security guards from SSP/AIG/Special Branch of police, Islamabad Capital Territory or respective areas of security guards along with Copy of CNIC of each employee and 02 latest photographs and provide the same before deployment of the guards.

#### 16. Firing Practice

a. All the security guards will carry out firing practice with the same weapons which are to be deployed at CUI, in the presence of CUI officials and same guards will be deployed at CUI.

b. Firing practice will be conducted on 6 x monthly basis.

c. To check the reliability of weapons, 2 x rounds / month will be fired.

d. The security company will ensure to provide off days/ leave to the guards in the light of Govt policies.

17. The Security Company is not allowed to frequently change the security staff deployed in CUI; however, in case of any change in staff, the Security Company will immediately inform the Security Office in writing, along with the provision of personal file of the reliever, completed in all aspects (clearance certificate, copy of CNIC and 2 latest photographs) with a valid reason of the removal of any staff member shall also be communicated to security office in writing beforehand.

18. In case of strike/disturbance by the company guards, the company is solely responsible for handling the situation, such guards will immediately be replaced by the Security Company and blacklisted from work at CUI. and will pay for any loss/damage and penalty, to be decided by the Security Office, CUI as per the contract under relevant penalty clauses. However, in case of any other loss and damage to CUI, the security company will be liable to pay the damage arising from the incident as well. The CUI Security office will further evaluate and recommend whether the incident has caused such damage that the contract should immediately be terminated. In which case, the contract will be immediately terminated, and the performance security will be forfeited.

19. CUI Security Office will oversee and keep a check and balance on the overall security performance of the Security Company.

20. The Security Company will provide Security Guards, Ex-Servicemen of Armed Forces. 70% of the total must be ex-servicemen. The age limit for security guard of retired personnel from armed forces must be in range of 25 years - 50 years whereas for civilian guard, the age limit must be in range of 23 years - 45 years.

21. The Security Company is obligated under this contract/agreement to provide efficient, well trained, healthy, and smart guards with the approval of Security Committee of CUI Islamabad with best quality of uniforms and

accessories etc. The Security Office, CUI will ensure, scrutinize, and evaluate the documents of each security personnel at the of deployment. In case of non-compliance with the terms and conditions of personnel, the payment of the guard(s) will nit be paid, which include proper percentage of ex-army men / un-trained civilian guards, violation of age restriction etc. as given in the tender document.

22. The Security Company will ensure that wearing of uniform by the Security Guards/Security Supervisor as per the approval of the Ministry of Interior.
23. In Case of absence of guards/supervisor, the security company will be responsible to immediately provide reliever for guard/supervisor. In case of non-provision, salary for the day(s)of absentees plus and will pay penalty, to be decided by the Security Office, CUI as per the contract under relevant penalty clauses. In case of habitual absentee and regular violation by the Security company, CUI Security office may also recommend the termination of contract.
24. Shift timing of the guards would be observed as per direction of the Security Office, CUI. The out-going guard will not leave his/her duty place until the in-coming guard reports/arrives on duty and proper handing & taking over. In case of delay, the guard shall immediately report to the CUI security office.
25. Duty Roster of guards to be handed over 15 minutes before the guard change. Register will be maintained for guard handing /taking over and signed by both parties. Supervisors of the Security Company and supervisor of the CUI will make sure for quick disposal of monthly remuneration to the Security Company.
26. The CUI is a smoke free campus, smoking is strictly prohibited inside the university premises and any guard caught smoking will be fined and penalized, to be decided by the Security Office, CUI as per the contract under relevant penalty clauses.
27. The security company must be ensured to provide all facilities as mentioned in the mandatory criteria. In case of non-compliance the security company shall be charged a penalty as decided by the Security Office, CUI, as per the contract under relevant clauses.
28. The required weapons i.e., **07** long range riffles, **07** UHF/VHF Radios, **03** Handheld metal detectors will be available with company guards at all the time in CUI premises. In case of non-compliance, the company shall be charged penalty, as decided by the Security Office, CUI as per the contract under relevant clauses.
29. In case of situation where the test fire of rifle/guns is required and the rifle/gun fails to fire/miss fire, the company shall be charged penalty, as decided by the Security Office, CUI as per the contract under relevant clauses.
30. Any misbehavior by staff, faculty, and students will be reported to CUI security office and the security guard will handle the situation amicably and will avoid any conflict on the spot. The Security Company will abide by all the rules as laid down for the Security Services by the Ministry of Interior/Govt Agencies.

31. The Security Company will provide renewal of license of the company from the competent authority at Islamabad before its expiry date. In case of non-provision, the payment will be suspended till renewal. The renewal should not be delayed by more than one month. The contract will be terminated on non-provision after one month.
32. In case while providing the security services, the security guards of the Security Company get involved in any security breach and/or loss or injury is caused to any third party (faculty, staff, students, visitors or any other relevant associated person) due to their illegal act or omission, negligence; the Security Company shall indemnify and be solely responsible subject to the production of proof by the affectee. The FIR will be registered in the local police station. The immediate compensation of the loss will be paid by the Security Company after determining the market value of the loss by the Security Office. The compensation will not be subject to Police inquiries or processes.
33. The contract upon the award of the contract will inspect the complete premises and surroundings for any loopholes in the security and will inform the security office within one month of hiring, in writing, of any deficiencies, loopholes and suggest proper recommendations/proposal to overcome the short comings.
34. The Services shall be to the satisfaction of the CUI's relevant authority and the Security Company's is liable to provide all supplementary and contingent services which are necessary for security of CUI premises, even not specifically mentioned in this document.
35. The CUI's authority shall have the power to:
  - a. Impose financial penalty if the quality of the services rendered anywhere under the contract are not up to the required standards.
  - b. Direct the Security Company to make significant improvement in services, failing which the decision of CUI will be final and binding upon the Security Company including penalties and immediate termination.
36. The Security Company **shall not sublet** the Security Company any part thereof to any other party and shall always be responsible for the efficient performance and progress of the work entrusted to it under the Contract.
37. In case of any dispute regarding the contract, the decision of the Rector CUI shall be final and binding upon the Security Company. The company will have the right to access the court of law.
38. The security company shall be responsible to provide foolproof safeguarding to the property/assets of the campus.
39. The security company shall be responsible for ensuring life safety and security of students and officials/personnel all around the campus premises.
40. Deployment of company's guards for any other technical/operational Security Services for routine, events, Conferences, Official arrangements as and when required on the already agreed rates, to be paid on average daily-base rate.

41. The number of required guards could be increased/decreased as per the requirement of CUI. Therefore, the Security Company is bound to provide the services as per actual requirement. The CUI Security Office is at liberty to deploy guards when and where needed.
42. 14. Authorized Operational Manager of Security Company firm will visit all the locations of CUI Islamabad and discuss the problems with Security Manager / Officer in fortnightly or monthly meeting to review the performance of Services and overcome gaps (if any) and directives and instructions made to the Security Company or any mutual decision passed on thereof would be an integral part and parcel of this agreement. Moreover, surprise visits/checks of all locations (at least once in a week) will be ensured by the concerned operational manager during day/night duty hours to check the performance of guards.

## **Penalty/Fine**

Minor/Major offence will be penalized/fined as under. The nature of offence will be determined by CUI Security Office.

- Minor offence may be fined from Rs.1,000 to Rs.100,000.
- Major offence may be fined upto Rs.10, 00,000 and/or termination of contract.

**The penalty/fine will be in addition to the recovery amount of loss/theft/damage caused to individual/property.**

## **Signatures**

**On behalf of COMSATS University Islamabad**

Name:

Designation:

CNIC:

**Witness 1:**

Name:

Designation:

CNIC:

**On behalf of Security Company**

Name:

Designation:

CNIC:

**Witness 2:**

Name:

Designation:

CNIC:

## Minimum Wage rate

(On Company's Letterhead)

Ref No:

NTN:

Date:

GST:

## Undertaking

We M/s\_\_\_\_\_ hereby affirm that the Government policy for minimum wages shall be followed/complied in true spirit. Further, the Company/Firm will provide a monthly salary disbursement certificate/receipt to ensure the minimum wage rate, to CUI.

Name of authorized Person:

Date:

Signature

Official Company Seal: