

FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan Road, Sector F-5/1

E-Tender Notice

INVITATION TO BID THROUGH EPADS (PPRA) FOR HIRING SERVICES
OF SECURITY GUARDS

In terms of PPRA S.R.O. 296(I)/2023 dated 27th February 2023 title "E-Pak- Procurement Regulations, 2023", Federal Public Service Commission (FPSC) intends to invite bids through PPRA E-Pak Acquisition and Disposal System (EPADS) from Islamabad / Rawalpindi based authorized security services providing firms, duly registered with Income Tax /Sales Tax Departments, for providing services of Security Guards through EPADS. In pursuance of Rule 36(a) of Public Procurement Rules 2004, Single Stage – One Envelope Procedure.

2. Bidding documents containing detailed Terms & Conditions, method of hiring, procedure for submission of bids, bid security, bid validity, opening of bids, evaluation criteria, clarification/rejection of bids, performance guarantee etc., can be downloaded from PPRA EPADS (eprocure.gov.pk) free of cost. Bids should be submitted electronically **ONLY** through EPADS. Manual submission of bids is **NOT** allowed. For registration and training on EPADS, prospective bidder may contact Mr. Rizwan Mahmood, Director MIS, PPRA Room No. 109, 1st Floor, FBC building sector G-5/2, Islamabad, Contact No. 051-111-137-237.

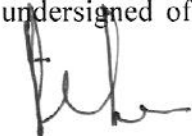
3. The bids, prepared in accordance with the instructions in the bidding documents, must be submitted on EPADS as per the following schedule: -

Bid Submission Closing Date & Time	24 th June 2024. 03.00 PM
Bid Opening Date & Time	24 th June 2024. 03.30 PM

4. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance as provided under Rule 33 of Public Procurement Rules, 2004.

Note:

1. All interested bidders must register themselves at EPADS at: <https://eprocure.gov.pk/#/supplier/registration>. No physical bid shall be entertained.
2. Original Bid Security instrument **MUST BE** submitted to the undersigned office before the online submission deadline of the bid.


(M.A. Rehan)
Director (Logistics)
Ph: 051-9210782
Room # 14

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FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, Sector F.5/1

Subject: - BIDDING DOCUMENTS/INSTRUCTIONS TO THE BIDDERS IN RESPECT OF FPSC TENDER NOTICE FOR HIRING SECURITY GUARDS

1. INTRODUCTION:

Federal Public Service Commission (FPSC) requires service of armed Security Guards through open competitive bidding in pursuance of Rule 36(a) of Public Procurement Rules 2004 i.e. single stage- one envelope procedure and in accordance with S.R.O. 296(I)/2023 27th February, 2023 title "E-Pak- Procurement Regulation 2023".

1.1. SOURCE OF FUNDING:

Regular budget of FPSC for the financial year 2023-2024

1.2. SCOPE OF WORK:

Providing services of seven (07) Armed Security Guards and one (01) Lady Searcher at FPSC, HQs, Aga Khan Road, Sector F.5/1, Islamabad.

2. ELIGIBILITY OF BIDDERS:

In addition to the bidding criteria as laid down in clause-3 of this bidding document; standard terms and conditions, inter alia, shall be as under: -

- 2.1 The bidder is registered with PPRA e-Pak Acquisition and Disposal System (EPADS).
- 2.2 The bidder is registered with FBR for the purpose of Income Tax and Sales Tax. Certificate of Registration shall be provided by bidder.
- 2.3 Bidder has a valid vendor number issued by Accountant General of Pakistan Revenues (AGPR), Islamabad.
- 2.4 The bidder has never been black listed from any Government Organization. A certificate to this effect shall be provided.
- 2.5 The bidder is experienced in providing services of armed security guards in different Government Organizations. Moreover, the bidder shall provide proof of having an established firm/company at Islamabad or Rawalpindi.
- 2.6 Bidder should provide copy of valid / renewed notification (issued from office of the Chief Commissioner, ICT) and valid license / NOC from ICT otherwise bid will be rejected.
- 2.7 Bidders must provide registration of all guards with Social Security and EOBI.

3. GENERAL CONDITIONS:

Bidder shall produce general information regarding their business along with bids as follows: -

- 3.1. Vendor /firm's Name and Address with bank account number & vendor number by the office of AGPR.
- 3.2. Year of establishment in Pakistan.

- 3.3. The successful bidder shall ensure that salaries, perks, privileges etc. of the security guards are governed strictly in accordance with prevailing government rules / regulations. Any subsequent change in tax regime and minimum wages (as amended time to time) would be adjusted accordingly.
- 3.4. All security guards to be provided by successful bidder to FPSC should be Ex-Servicemen/retired personnel from armed forces, Rangers or Frontier Constabulary with operational licensed fire arms. Age of security guards must not more than 50 years.

4. **FORM OF BID(S)**

The form, language and other requisites of bids shall be as follows: -

- 4.1. The bid shall be uploaded on EPADS as prescribed in E-Pak- Procurement Regulation 2023.
- 4.2. Bid related documents or correspondence may be made in English.
- 4.3. Scanned copy of proper covering letter on printed letter head of the vendor firm should be attached/uploaded. All pages of bids should be initialed / signed and shall bear official seal of the person authorized to sign/endorse.

5. **SUBMISSION OF BID (S)**

- 5.1. Opening of bids will be through EPADS in accordance with E-Pak- Procurement Regulations, 2023.
- 5.2. As per Rule 36(a) of Public Procurement Rules 2004 i.e. single stage-one envelope procedure, proposal for providing services of seven (07) Armed Security Guards and one (01) Lady Searcher shall be submitted.

6. **OPENING AND EVALUATION OF BIDS:**

- 6.1. Bids shall be opened through EPADS by the Purchase Committee of Federal Public Service Commission (FPSC) in accordance with E-Pak- Procurement Regulations, 2023 at **03:30 PM on 24th June 2024 (Monday)**.
- 6.2. An evaluation report of bids made in the light of criteria laid down as per bidding documents shall be announced as provided under Rule 35 of PPRA Rules 2004, before approval of the final recommendations by the Competent Authority.

7. **CLARIFICATION OF BIDS:**

No bid shall be allowed (by EPADS) to be modified, altered or withdrawn after opening of the bid(s). Clarifications (if any) shall follow Rule 31 PPRA Rules 2004.

8. **DEADLINE FOR SUBMISSION OF BID:**

- 8.1. Bids must be uploaded on EPADS on or before **24th June, 2024 (Monday) by 03:00 PM**.
- 8.3. No bid will be acceptable by By-hand/Postal Mail/Fax/Telegraph/E-mail, etc.

9. **VALIDITY OF BID:**

All bids should be valid upto 30-06-2025.

10.

BID PRICE:

- 10.1. Bid price for services of security guards shall be quoted on the basis of per Day/Night shift. Schedule of duty shift and number of security guards for each shift will be decided by Security Section FPSC.
- 10.2 Price should be quoted in Pakistani Rupees, inclusive of all kinds of applied taxes, such as GST, Income Tax etc. If not specifically mentioned in the bid, it would be presumed that the rates are inclusive of all taxes and deductions will be made accordingly from the bills submitted by approved firms. Any subsequent change in tax regime would be adjusted accordingly.
- 10.4 The price must also include GST/other taxes, duties and other charges as & if applicable.
- 10.5 The bidders shall be deemed to have obtained all related information as to requirement there to which may affect the bid price.

11.

BID SECURITY:

- 11.1 The successful bidder shall furnish a bid security amounting to Rs. 65000/- in the form of bank draft or deposit at call, issued by the scheduled bank of Pakistan in favor of Secretary, Federal Public Service Commission, Aga Khan Road, Sector F.5/1, Islamabad.
- 11.2 Any bid not accompanied by the bid security shall be rejected.
- 11.3 Bid security shall be returned upon award of contract to the successful bidder or on expiry of the validity of bid security whichever is earlier.
- 11.4 The successful bidder shall be required to deposit a performance guarantee equal to 5% of the contract amount which shall be returned subject to satisfactory provision of services of armed security guards at FPSC Headquarters, Islamabad.
- 11.5 The bid security shall be forfeited if: -
 - i. The bidder withdraws the bid during the period of bid validity.
 - ii. The bidder does not accept correction of bid price.
 - iii. The bidder fails to furnish required performance guarantee.
 - iv. The bidder fails to enter into contract till the date intimated by the Procuring Agency i.e. FPSC.

12.

AMENDMENT IN THE BIDDING DOCUMENTS:

- 12.1 FPSC may at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing addendum for any reason, as provided under Rule 23(3) of Public Procurement Rules, 2004.
- 12.2 FPSC may at its discretion extend the deadline for submission of bids; as provided under Rule (27) of Public Procurement Rules, 2004.

13.

RESPONSIVENESS OF THE BIDS:

A bid shall be considered as non-responsive for not being generally in order if:

- 13.1 The bid is not found accompanied with required bid security.
- 13.2 The bid price is not inclusive of all taxes, duties etc.

13.3 The bid is not accompanied with requisite experience /office/shop/NTN/GST registration number etc.

13.4 The bid is found to be in contravention of any clause of bidding documents.

14. **CLARIFICATION OF BIDDING DOCUMENTS:**

Interested bidder(s) requiring any clarification(s) regarding tender documents may send a query through EPADS as per E-Pak- Procurement Regulations, 2023 before last date for submission of bids.

15. **COST OF BIDDING:**

The bidder shall bear all costs associated with preparation and submission of bid.

16. **COMPLETION SCHEDULE:**

16.1. Successful bidder shall be bound to provide services of (7) Armed Security Guards and one (1) Lady Searcher on the bid price at FPSC Headquarters, Islamabad within five days of signing of services contract.

16.2. Services contract will be valid initially for a period of one year, extendable on yearly basis, maximum up to three (3) years, keeping in view of satisfactory performance of the security company and with written consent of both the parties.

17. **ENTRY INTO FORCE OF PERFORMANCE OF SERVICE CONTRACT:**

As provided vide Rule 44(a) of Public Procurement Rules 2004.

18. **RIGHTS RESERVED:**

As provided under Rule 33(1) of Public Procurement Rules 2004, FPSC reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. It may, upon request from any bidder who submitted bid or proposal, communicate grounds of rejection of all bids or proposals but is not required to justify those grounds.

19. **REDRESSAL OF GRIEVANCES:**

As provided under Rule 48 of Public Procurement Rules 2004.

20. These bidding documents are subject to all provisions of Public Procurement Rules 2004 and S.R.O. 296(I)/2023 27th February, 2023 title "E-Pak- Procurement Regulation 2023" as and where applicable.



(M. A. Rehan)
Director (Logistics)
Ph: 051-9210782

FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, Sector F-5/1

NO.F.3-5/2021-2022/LOG

Islamabad, the 31 May, 2024

E-Tender Notice

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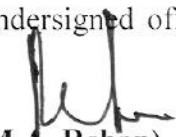
3. The bids, prepared in accordance with the instructions in the bidding documents, must be submitted on EPADS as per the following schedule: -

Bid Submission Closing Date & Time	17 th June 2024. 03.00 PM
Bid Opening Date & Time	17 th June 2024. 03.30 PM

4. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance as provided under Rule 33 of Public Procurement Rules, 2004.

Note:

1. All interested bidders must register themselves at EPADS at: <https://eprocure.gov.pk//supplier/registration>. No physical bid shall be entertained.
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FEDERAL PUBLIC SERVICE COMMISSION

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16.1. Successful bidder shall be bound to provide services of (7) Armed Security Guards and one (1) Lady Searcher on the bid price at FPSC Headquarters, Islamabad within five days of signing of services contract.

16.2. Services contract will be valid initially for a period of one year, extendable on yearly basis, maximum up to three (3) years, keeping in view of satisfactory performance of the security company and with written consent of both the parties.

17. **ENTRY INTO FORCE OF PERFORMANCE OF SERVICE CONTRACT:**

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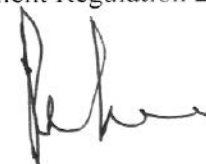
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