



TENDER DOCUMENT

Single Stage Two Envelops Basis

EOI for Hiring of Security Services

Tender No. CUIW/PS/TEN/23-24/33

**COMSATS UNIVERSITY,
ISLAMABAD**

WAH CAMPUS

G.T. Road, Wah Cantt

Land Lines - 051-4534200-2

Fax 051-4546850

Invitation to Bid
Expression of Interest
Hiring of Security Services

COMSATS University Islamabad (CUI), Wah campus a public-sector university of Ministry of Science & Technology (MOST) invite Expressions of Interest (EOI) through **e-Pak Acquisition & Disposal System (EPADS)** <https://eprocure.gov.pk> on “**Single Stage Two Envelope**” method for “**Hiring of Security Services at COMSATS Wah Campus**” from reputable and top-tier security firms/companies. Interested firms/companies must be registered with the Interior Division/Home Department/Income Tax and listed as active taxpayers with the Federal Board of Revenue (FBR).

2) The Bid Security for the Bid is **Rs. 50,000** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad, Wah Campus” (**FTN/NTN: 9010814-5**); 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 documents on or before the closing date of the tender to COMSATS University Islamabad, Wah Campus 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/#/supplier/registration> and submit their tender documents.

5) For registration and guidance/training on EPADS, you may contact EPADS
UAN: 051-111-137-237.

6) The submission deadline is **15-06-2024 at 11:00 am**. Bids will be opened half an hour after the closing time in the presence of bidders who wish to be present at the **Purchase Office, COMSATS University Islamabad, Wah Campus**.

7) As per PPRA Rule, CUI Wah may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.



Purchase Officer
COMSATS University Islamabad (CUI), Wah Campus
(A Public Sector University of Ministry of Science & Technology)
Wah Campus, G.T. Road, Wah Cantt
Tel: 051-4534200-2 (Ext: 219) & Fax: 051-4546850

Part A: Scope of Required Security Services

Routine/Regular Services:

1. Personal Identification /Security Check of students/staff /visitors during ON and OFF working hours of the campus.
2. Allow entry to campus premises for only authorized persons /visitors.
3. Strict Security Check of Luggage/Consignments entering into/exit from the premises of campus.
4. Restrict unauthorized/dangerous/harmful entry of persons and luggage/consignment to campus.
5. To keep safety and fool proof safeguard of campus property (inside and outside the premises of main campus)
6. To ensure life safety and security of students and officials/staff, all around the campus premises.

Special Duties

7. Deployment of security guards for inbound/outbound security services for events, conferences, official arrangements on as, when and where required basis.
8. Any such like duty, on “as and when/where required basis”, on nominal charges (i.e.) at the rate/basis of per day pay.

Part B: Mandatory Requirements

Technical proposals **through EPADS and (sealed in separate envelope)** must contain following mandatory information/documentation.

Part-I	Brief Profile	Mandatory
	NTN/ GST Registration/ATL Certification	Mandatory
	Registration Certificate with Interior Ministry/Home Department	Mandatory
Part-II	Proof of non-blacklisting On judicial stamp paper of appropriate value (duly attested from Notary Public) that the company is neither black listed nor in litigation with any of its public sector client	Mandatory
Part-III	Proof of Long-Range Bullet Weapon At least 2 Long Range Weapon for guards for roof-top (As per approved Terms and Conditions of Interior Ministry/ Authorized body)	Mandatory
Part-IV	Staff The firm must have appropriate Managerial & operational security staff.	Mandatory
Part-V	Financial Soundness Last Five years audited accounts duly certified by any registered firm of accountants	10 Marks
Part-VI	Clientele The firm must have at least 10 years' experience of provision of security services (Previous contract agreement executed during last five years) (6 Marks each) with at least service provided for a continuous of <u>Two Years</u> University = 6 Marks each Embassy = 6 Marks each UN Offices = 6 Marks each INGOs/Govt. Offices = 3 Marks each (Minimum 10 Guards Deployed will be considered for Marking) Scheduled Bank/School/College etc. = 2 Mark each (Minimum 2 Guards Deployed will be considered for Marking) (Attached copy of Contract as Proof)	30 Marks
Part-VII	Number of Location at which services are Presently being provided - 3 Marks per location as compared to CUI Wah premises List of 5 Best Locations of Security Firm (subject to visit for verification)	15 Marks
Part-VIII	Training System Firms must have a training system authorized by home department	05 Marks
	ISO Certification The firm must be ISO 9001:2008 certified and have a valid certificate	05 Marks
	Sub-Office Taxila/Wah Firm must have sub office in Taxila/Wah (Physical inspection)	25 Marks

	will be made by the Committee)		
Part-IX	Privilege/Facility Entitled for Guards	Yes/No	10 Marks
	• Details of employees Old-Age-Benefits (EOBI)		
	• Details of employees Social Security Institutions (ESSI)		
	• Insurance in case of accident upto Rs. 100,000/-		
	• Adequate and current insurance (Insurance of employees in details of premium paid in last four years)		
	• Details of no. of days off leave with pay in month		
	• Details of extra guards as a reliever will be provided without any extra charge or not.		
Total Marks:			100
Minimum qualifying Marks:			80

- **Firms/companies obtaining minimum qualifying marks at technical evaluation phase will proceed towards financial bid stage.**
- CUI Wah Campus shall disqualify any firm(s), if at any stage, it finds that the information submitted for qualification was either significantly inaccurate or incomplete.
- CUI Wah Campus shall have the right to reject all or any of the proposals as per PPRA rules.

Signature and Stamp

Part C: PREPARATION OF FINANCIAL PROPOSAL

Financial Proposal **through EPADS and (sealed in separate envelope)** must contain following pattern:

S #	Designation	No of Guard required	Duty Hours	Emoluments Per Month (Rs) Inc. All Taxes
1.	Uniformed Security Guard Including 2 Females	22 Male & 2 Female <ul style="list-style-type: none"> • 15 with Arms • 9 without Arms 	12 hrs.	
2.	Uniformed Supervisor (Armed)	02 <ul style="list-style-type: none"> • 01 for Morning • 01 for Evening 	12 hrs.	

Weapon/Other allied equipment for Security staff

Following security items will be included by the bidding firm in quoted rates of security staff /services;

S #	Description	Quantity
1.	Whistle & Torch	For All Staff
2.	Walkie Talkies Set	6 to 8
3.	Metal Detector	4
4.	Weapon (Non-Prohibited bore)	12 Bore Pump Action, SMG (MP-5), Pistol
5.	Complete Uniform including shoes as per designation of Security Staff	As per strength of security person

Bid Security (Refundable):

Rs. 50,000/- (in form of Pay Order/ Demand Draft drawn in favour of COMSATS University Islamabad, Wah Campus to be **uploaded on EPADS and attached by the bidder with Technical bid**

Note:

- The bidder firm will be bound to pay minimum salary/wages to staff as per prevailing government labour rules. Hence, minimum bid rates should not be less than the limit of wages defined by the government.

Part D: Selection Criteria**Phase-I: Technical Evaluation of Firms**

1. At first, technical proposals shall be opened and evaluated based on the Mandatory Requirement mentioned in “**Part-B**” of this document and responsive substance provided by applicant firm thereto in terms of completion of mandatory documentation.

Phase-II: Financial Bidding

Upon short-listing of firms at technical evaluation stage, technical evaluation result will be announced to all bidding participant firms/companies through EPADS and financial bids of technically qualified bidder(s) only will be opened through EPADS at the date, time as communicated through EPADS

Phase-III: Final Selection of Firm(s)

The criteria for final selection to award of contract will be based upon the following method:

1. Competitive bidding among technically qualified firms on prescribed format of “Financial Proposal”. The winner/lowest bidder will be awarded contract.
2. Selected firm will be awarded contract for providing security services on the terms and conditions specified in the contract agreement and any integral parts of contract/agreement thereof

Part E: Terms of Reference of contract

1. This agreement shall take effect from the date of signing of this contract and shall continue in force for one year, further extendable for another two years, with mutual consent of both the parties and satisfactory performance of firm.
2. Services will be provided on credit basis. The charges will be paid on monthly basis. CUIW will make the payment by 15th of the following month. The invoices/bills to this effect will be submitted by the Firm (duly verified by the competent authority concerned) by 10th of each month. Bills received after 10th will be processed with next month payment.
3. Firm will be independent & all services rendered under this contract are to be performed as such while being understood that directions and manner of performance will be followed as desired/instructed by the COMSATS Management. However, services of the Firm's employees shall be solely within the control of Firm. Also the Firm shall be responsible for payment of all its employee's wages and salaries.
4. The contract will be extended on yearly basis (maximum of 03 years) subject to satisfactory performance and approval of the competent authority on mutual consent of the parties.
5. An amount of **Rs. 200,000/-** as performance security will be submitted by the firm valid for 03 years in form of DD/Pay order/crossed cheque which will remain intact with CUIW upto the expiry of contract. Any illegal/unauthorized violation of contractual term made by the contract may lead to forfeiture of Performance Security.
6. The Firm will ensure discharge of services at CUIW in a professional and efficient way. Either of two parties of this contract shall have the right to terminate this contract at any time upon 60 days notice of prior written notice.
7. The Firm will be responsible to ensure security clearance of security guards/supervisors from SSP/AIG/Special Branch of police, and provide the same before deployment of the guards.
8. The Firm will provide attested copies of NADRA NIC cards of the security guards/supervisors, whenever placed/replaced for duty.
9. The Firm will provide Medically fit Security Guards/Supervisors preferably Ex-Service men of Armed Forces (Age not less than 30 years and not more than 50 years unless. The Firm is obligated under this contract/agreement to provide efficient, well trained, healthy and smart guards with the approval of CSO with best quality of uniforms and accessories etc.
10. Firm will ensure that wearing of uniform by the Security Guards/Security Supervisor will be as approved by the Ministry of Interior (Pent, Shirt, Black Shoes with Laces & proper Jackets for winter and rain coats).

11. In Case of absence of guards/supervisor, salary will be deducted for the days of absence. In case CUIW has to make arrangement in lieu of absentees then the deduction will be double for the days of absence i.e. Salary for the guard absent and the other salary for a replacement provide by CUIW
12. Guard change over timing would be 7:00 a.m & 7:00 p.m.
13. Duty Roster of guards will be handed over 15 minutes prior to the change of guard. Register will be maintained for guard change over and signed by both supervisor of the firm and supervisor of CUIW for quick disposal of monthly remuneration to the Firm.
14. Guards preferably with no smoking habit will be detailed.
15. In case of discipline problem of the guard(s) such as (misbehavior, careless attitude during duty, improperly dressed, sleeping and smoking etc) the firm would be fined up to a maximum of Rs.5000/- per individual for each case reported and also the guard would be blacklisted to work in any place of CUIW. The guard will be further directed not to use cell phones during duty hours.
16. The Security supervisor/Guards must have training from the approved training institute of the Ministry of Interior, data to be maintained by the company and provided the same before deployment.
17. While on duty, if a security guard commits any breach of security and as a result any loss or injury is caused to any third party, the firm shall indemnify and be solely responsible for any such loss.
18. In case of any dispute or controversy arising out of this Agreement shall be settled firstly through mutual negotiations between the parties, failing which by reference to arbitration of two arbitrators, one to be appointed by each party, and in case of disagreement between them, to the arbitration of an umpire who shall be appointed by the said arbitrators. The venue of such arbitration shall be at Wah, and the proceedings thereof shall be governed by the Arbitration Act 1940 of the Islamic Republic of Pakistan or any statutory modification thereof.
19. This agreement shall be construed, interpreted and governed by the laws of Pakistan and the courts in Wah shall exercise their jurisdiction to settle any issue arising out of this agreement.
20. This Agreement constitutes the entire agreement between the Parties and cancels / supersedes any previous oral or written agreement, expressed or implied, by the Parties with respect to hiring of security services.

21. **No EOI of a firm/authorized agent will be considered, if: -**
- a. Received without required documents/information or found incomplete.
 - b. Received later than the date and time fixed for EOI submission
 - c. The EOI is unsigned/ unstamped
 - d. EOI is signed/ stamped by the unauthorized agent instead of owner.
 - e. The EOI is from a party which is black-listed, by public sector organization.
 - f. The EOI is received by telephone/telex/fax/telegram.
 - g. Not uploaded through EPADS

AGREEMENT COVERAGE

22. The services shall be to the satisfaction of the CUIW's relevant authority and the Firm's rates shall include for all incidental and contingent services, which if not specifically mentioned in this document, are necessary for security of CUIW premises.
23. The CUIW's authority shall have the power to:
- a. Reduce the payments and impose penalty (upto Rs.1,000/- one time each) if the quality of the services rendered anywhere under the contract, though acceptable but not up to the required standards.
 - b. Direct the firm to make significant improvement in services, failing which the decision of CUIW will be final and binding upon the parties.
 - c. Terminate the contract in full or partial at any time by giving advance (60 days) notice and Firm shall have no right to claim/appeal against termination of the contract or its part.
24. The firm shall not sublet the Contract or any part thereof to any other party and shall always be personally responsible for the faithful/efficient performance and progress of the work entrusted to her under the Contract.
25. In case of any dispute with regard to this Contract the **decision of the CUIW authorities shall be final and binding upon the parties.**
26. The contract is to be commenced immediately upon receipt of the "Work Order".
27. The rates as approved in the contract would be considered as valid during the contract period.
28. Except as otherwise expressly provided in the contract, all "Taxes" as levied by the Government of Pakistan, shall be on account of the Firm. Firm shall indemnify the CUIW against any liability in respect of such taxes.
29. The Firm will abide by all the rules including labour laws, as laid down for the Security Services by the Ministry of Interior/Govt. Agencies.

Performance Review:

30. Authorized Operational Manager of the firm will visit all the locations of CUIW Wah and discuss the problems with Security Incharge in monthly meeting to review the performance of Services and overcome gaps (if any) and directives and instructions made to the Firm or any mutual decision passed on thereof would be an integral part of this agreement. Moreover, surprise visits/checks of all locations will be ensured by the concerned operational manager during day /night duty hours to check the performance of guards.

FOR AND ON BEHALF OF: COMSATS University Islamabad Wah Campus	FOR AND ON BEHALF OF: M/S
Name & Designation Signature	Name & Designation Signature
Witness: Name: NIC No: Signature:	Witness: Name: NIC No: Signature:

Undertaking

The above-mentioned Terms of Reference (TORs)/Terms & Conditions have been carefully read and are hereby unconditionally accepted.

Name of Bidder Firm/Company: _____

Name & Designation of Authorized Official: _____

Signature: _____

Date: _____

Company Stamp: _____

Tel/ Cell Nos. _____

E-mail Address: _____

The filled in EOI document along with other required documents should be uploaded on EPADS and a hard copy must be submitted on or before the closing date of Tender:

Purchase Section

COMSATS University Islamabad Wah Campus
G.T. Road, Wah Cantt
Tel: 051-4534200-2, Fax: 051-4546850