

***Technology Upgradation and Skill
Development Company - TUSDEC***

To: Prospective Bidders

**Subject: Invitation to bid for provision of Security Services at
TUSDEC & its Projects**

Technology Upgradation and Skill Development Company (TUSDEC), through this Request for Proposal (RFP), intends to invite duly registered security services providing companies to participate in the process for selection of a company that can provide Security Services to TUSDEC and its projects across Pakistan.

The RFP specifies eligibility requirements, scope of services, proposal submission time-lines and other necessary information for competitive biddings. For successful participation, all bids must comply with all instructions given in the attached RFP document.

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1. TUSDEC- HIRING OF SECURITY SERVICES (2016-17)

TUSDEC, (The Company) wishes to engage and invites proposals from the reputed companies having at least 05 years' experience in providing security services in its Head office Lahore and its projects across Pakistan as per the guidelines described in this RFP.

2. TUSDEC INTRODUCTION

Technology Upgradation and Skill Development Company (TUSDEC) has been established by Ministry of industries and Production, Government of Pakistan to upgrade technology and skill of strategic industrial clusters.

3. SCOPE OF SERVICES

The scope of services for security agencies shall broadly be as follows, but not only limited to:

- a. The services provider will provide list of all apparatus and weapons deployed / placed for security purpose
- b. Overall responsibility to watch and ward TUSDEC office premises
- c. Keep a watch on the people entering into the building and going out and maintenance of their record
- d. Maintain record and check on movable items going outside and coming into the premises
- e. To maintain vigilance in the day and night of the TUSDEC's office premises and assets outside the building i.e. cars, motorcycles, cycles, sign-age etc. and guard these against the theft, intrusion and outbreak of the premises
- f. To guard the office premises and employees against any riots, interference etc
- g. The guards are required to be in proper neat and clean uniform and shoes.
- h. The provision of the licensed weapons will be responsibility of the security agency
- i. The service provider shall also be responsible for all labour laws requirements.
- j. The service provider shall indemnify the TUSDEC and keep the TUSDEC harmless in so far and to the extent that is entitled to an insurance indemnity in the circumstances, against any and all losses, claims expenses or liabilities due to injury or death to persons which may result from or be unsecured while engaged in the services contemplated under this agreement

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- k. As per the TUSDEC rules, appointment of relatives at its premises is discouraged. However, this would be the responsibility of the contractor to ensure that no relatives / blood relations of any of security staff at TUSDEC or its projects employees are appointed for security services.

3.1 STAFF REQUIRED

The firm / company initially will provide total twelve personnel i:e (11) no. of Security Guards and (01) Security Supervisor. The security agency will provide security personnel as per below mentioned table.

Sr. No.	Office Location / Address	First Shift (12 Hrs)	Second Shift (12 Hrs)	Total	Remarks
1	TUSDEC, Lahore	03	02	05	(01) Security Supervisor, (04) Armed Security Guards
2	NIDA, Sialkot.	--	01	01	(01) Armed Security Guard
3	LESC, Lesbella.	01	01	02	(02) Armed Security Guards
4	HESC, Hyderabad.	01	01	02	(02) Armed Security Guards
5	PLEC, Peshawar.	01	01	02	(02) Armed Security Guards
	Total	06	06	12	

I _____ legal representative of _____

has carefully read the **Scope of Services** and hereby agrees the same.

Representative's Signature: _____

Company Stamp: _____

4. INSTRUCTIONS TO BIDDERS

4.1 Bidding Procedure

- a) The bidding procedure as given in PPRA Rules i.e. **Single Stage - Two envelope procedure**, will be followed in this RFP. A single sealed envelope will contain two separate sealed envelopes containing **Technical** and **Financial** proposals
- b) Only the technical proposals will be opened initially and the financial proposals of technically qualified bidders will be opened at later stage
- c) Proposals must include the complete name and address of bidder's registered national firm and the name, mailing address, and telephone number of the person the Company should contact regarding the proposal
- d) A copy of the certificate of incorporation or charter or an equivalent document for proof of registration of the bidding entity must be attached with the proposal
- e) Furthermore, provision of a documentary proof of the competent and authorized signatory on behalf of the entity to enter into contract with the company is mandatory at the time of proposal submission
- f) Proposals must confirm that the bidder will comply with all provisions in this RFP.
- g) Proposals must be signed by a company officer empowered to bind the executing agency
- h) Bidders must provide comprehensive narrative statements that illustrate their understanding of the requirements of the Bid.
- i) List of present **corporate** clients with complete information like contact person with complete address (This information is required for feedback from the present and previous corporate clients.)
- j) Bidders must understand that their qualification for consideration for award of the contract depends upon their ability to deliver all services as illustrated in Section 3 "**Scope of Services**" and as per Tender Specifications described
- k) Proposals submitted against RFP should provide straightforward, concise information that satisfies the requirements of this RFP. Emphasis should be placed on completeness, clarity of content and conformance with given instructions and requirements of this RFP
- l) **Modified Proposals:** Bidders may only submit one proposal for evaluation. Any alternate or modified proposal submitted after due date will not be acceptable
- m) The Company reserves the right to add terms and conditions during contract negotiations

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**4.2 Return Mailing Address, Contact Person, Telephone, Fax
Number and deadline for receipt of Proposals**

<u>ATTENTION:</u> HR and Administration Department TUSDEC State Cement Corporation Building Kot Lakhpat, Lahore.	<u>CONTACT PERSON</u> Muhammad Adnan Deputy Manager Admin Ph: +92-042-111-000-143 Ext-215 Fax: +92-42-35121658 E-mail: muhammad.adnan@tusdec.org.pk
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4.3 Time Line of Bidding Process:

Sr.#	Activity	Dates
1	RFP issue date	18 November, 2016
2	Proposal submission dead line	05 December, 2016 (Till 03:00 PM)
3	Opening of BIDs (in presence of applicants, who choose to appear, at State Cement Corporation Building Kot Lakhpat, Lahore	05 December, 2016 (03:30 PM PST)

The table given above represents the Company's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

4.4 Payment Terms:

TUSDEC shall pay the security agency amount per month in lump-sum to the contractor. The contractor shall be responsible to submit invoice on monthly basis and the payment will be made within 10-15 days of the submission of invoice. All the payments under this agreement shall be made after deduction of the applicable taxes.

Contractor shall also be responsible to pay the salaries to its security staff timely and their salaries will not be associated with the payment of contractor.

All costs associated with the contract must be stated in Pak Rupees. Under no condition will the TUSDEC be liable for the payment of any interest charges or taxes associated with the cost of the contract.

**Tender Documents
Security Services 2016-17**

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4.5 Right of Rejection

The Company reserves the right to refrain from making an award if it determines that to be in its best interest. Incomplete proposals will not be entertained and no documents/proposals shall be accepted after due date and time.

The Company reserves the right to reject any or all applications as per PPRA rules.

5 BID EVALUATION CRITERIA, CONDITIONS AND PROCESS

- 5.1. Bidders are required to attach the following documents with bid
- i. Firm / Company's profile. Name, address, phone, fax, e-mail address and contact Person.
 - ii. Evidence of minimum 03 to 05 years of experience of underwriting Security Services Provider's business in Pakistan
 - iii. Proof of financial stability
 - iv. Scope of Services (signed & stamped) - **Mandatory**
 - v. Copies of Tax registration certificates – **Mandatory**
 - vi. Registration with Security and Exchange Commission of Pakistan or copy of Certificate of Incorporation or Registration or equivalent – **Mandatory**
 - vii. List of existing clients with name and contact persons, telephone numbers and addresses.
 - viii. List of lost clients
 - ix. List of equipment's offered
 - x. List of staff, number of employees in the firm / company
 - xi. Affidavit on stamp paper that the bidder has not been blacklisted or debarred for Public Procurement by Govt, Semi-Government, Private, Autonomous body or any other national / international organization – **Mandatory**
 - xii. Bid Security at 2% per annum of quoted price in shape of PO / DD in favor of TUSDEC. The Bid security should not be included in Technical Proposal – **Mandatory**
 - xiii. Valid license to operate security agency across all over the Pakistan.
 - xiv. NOC issued by the Ministry of Interior, Government of Pakistan for such services.
 - xv. Registration with All Pakistan Security Agencies Association (APSAA).
 - xvi. Performance certificates by the major clients where Security Company has been providing security services

Bidder is required to provide all the above mentioned documents however failure to provide mandatory documents may cause the proposal to be considered as non-responsive and the proposal may be rejected.

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General Conditions:

- xvii. The company should have licenses of automatic weapons and will provide weapons to the security guards. No additional / separate charges will be paid by the Council, in this respect
- xviii. The contractor will be responsible to get each guard medically examined by a registered medical practitioner and provide medical certificate. Similarly the
- xix. Contractor shall provide character certificates / police report of each guard with verified antecedents
- xx. Guards provided by the contractor should not be less than 25 years and not more than 50 years of age. The guards should be well trained and capable enough to handle the situations
- xxi. During duty hours the Security personnel will be directly answerable to the, TUSDEC, Management
- xxii. During the contract, the firm will provide Security Services as per the contract agreement signed between TUSDEC and the contractor
- xxiii. The contract will be initially for a period of 03 years, which can be extended for further period with mutual consent
- xxiv. Availability of additional guards (if so required) will be ensured within 24 hours

5.2. The Final assignment award will be on the basis of combined technical and financial score in the following manner:

Proposal	Weight
Technical	60%
Financial	40%
Total	100%

5.3. Technical evaluation criteria is mentioned on **Annexure A**.

5.4. The final score of technical bid will be added to the financial score and final award of contract decision will be based on total of technical score plus financial score.

5.5. The bidders must demonstrate that they have the capacity to provide Security services in timely and efficient manner.

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5.6. Selection - Evaluation Process

- i. An evaluation committee will review all proposals in detail that are received to determine the extent to which they comply with RFP document requirements and as per the evaluation criteria enclosed in **Annexure A**
- ii. Proposals that fail to meet RFP document requirements may be rejected.
- iii. Proposals containing false or misleading statements regarding requirement of RFP documents may be rejected

5.7. Technical Evaluation Criteria

Annex-A

Sr. #	Details	Marks
1	Year of experience (20 marks for 10 year & plus experience, 15 marks for 7-9 Years, 10 marks for 4-6 Years, 5 marks for less than 4 Years' experience)	20
2	List of Security Equipment's Offered (Weapons, Metal Detectors etc)	10
3	Present Number of Corporate clients (attach copies of agreements with existing and previous clients). 20 marks for 10 client, 15 marks for 7-9 clients, 10 marks for 4-6 clients, 5 marks for 3 and less clients)	20
4	Financial soundness certificate from a scheduled bank and last one year bank statement(s)	10
5	'Letter of Commitment' on company letterhead for Replacement time of staff (10 marks for replacement in less than 24 Hours, 07 marks for 2 days, 5 marks for 3 days and 1 Marks for 4 to 6 days)	10
6	List of staff, No of employees work in the firm / company	10
7	Please choose (tick) at least one option as below: (i) Rates quote in financial proposal will remain same for all cities of Pakistan = 20 Marks (ii) Rates Quoted in financial proposal will remain same for required Cities i:e Lahore, Karachi, Peshawar, Sialkot, Lasbella & Hyderabad = 10 Marks	20
	Total Marks	100
60% Weightage Marks of Technical Evaluation		

Note: Bidders are required to obtain minimum 60 marks for technical qualification

FINANCIAL PROPOSAL
(To Be Enclosed in Separate Sealed Envelope with 2% Bid Security)

Sr. #	Nature of Security Personnel	Duty Time	Quantity Required	Unit Rate Per Person Per Month	Total Amount in Pak Rupees (Inclusive of all applicable Taxes) Per Year
1	Armed Security Supervisor (Ex-Army)	12 Hours	1		
2	Armed Security Guard (Ex-Army).	12 Hours	2		
3	Armed Security Guard (Civilian).	12 Hours	9		
Total Bid Price in Pak Rupees (Inclusive of all kind of taxes)					

Note: Currently TUSDEC is in need of staff in cities as mentioned above in scope of services (Table 3.1, staff required). Above mentioned rates will remain same for all the required cities i:e Lahore, Karachi, Peshawar, Sialkot, Lasbella & Hyderabad.

Name of the Company: _____

Signature: _____

Date: _____

Name: _____

Company Stamp: _____

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