

To: Prospective Bidders

**Subject: Invitation to bid for provision of Security Services at
HEDYERABAD ENGINEERING SUPPORT CENTER (HESC)**

Hyderabad Engineering Support Centre (HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) a project of 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 HEDYERABAD ENGINEERING SUPPORT CENTER (HESC).

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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SECURITY SERVICES

HEDYERABAD ENGINEERING SUPPORT CENTER (HESC), (The Company) wishes to engage and invites proposals from the reputed companies having at least 05 years' experience in providing security services in its office located at Hyderabad as per the guidelines described in this RFP.

2. HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) INTRODUCTION

TUSDEC has been established by Ministry of industries and Production, Government of Pakistan to upgrade technology and skill of strategic industrial clusters. Hyderabad Engineering Support Centre (HESC) is a project of TUSDEC.

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 HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) 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 HEDYERABAD ENGINEERING SUPPORT CENTER (HESC)'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 HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) and keep the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) 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.

- k. As per the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) 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 HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) or its projects employees are appointed for security services.

3.1 STAFF REQUIRED

The firm / company initially will provide total 03 personnel i:e (03) no. of Security Guards. The security agency will provide security personnel as per below mentioned table.

Sr. No.	Office Location / Address	Total	Remarks
3	HESC, Hyderabad.	03	(03) Armed Security Guards

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

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

ATTENTION:

HR and Administration Department
HEDYERABAD ENGINEERING
SUPPORT CENTER (HESC)
State Cement Corporation Building
Kot Lakhpat, Lahore.

CONTACT PERSON

Muhammad Omer Imtiaz
Admin/Accounts Officer
Ph: +92-042-111-000-143 Ext-213
Fax: +92-42-35121658
E-mail: omer.imtiaz@tusdec.org.pk

4.3 Time Line of Bidding Process:

Sr.#	Activity	Dates
1	RFP issue date	November 05, 2018
2	Proposal submission dead line	November 20, 2018 @ 11:00
3	Opening of BIDs (in presence of applicants, who choose to appear, at State Cement Corporation Building Kot Lakhpat, Lahore	November 20,2018 @ 11:30

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:

HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) 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 HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) be liable for the payment of any interest charges or taxes associated with the cost of the contract.

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 05 to 07 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.
 - 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-HESC. The Bid security should not be included in Technical Proposal – **Mandatory**
 - xiii. Valid license to operate security agency across all over the Pakistan.
Mandatory
 - xiv. NOC issued by the Ministry of Interior, Government of Pakistan for such services. **Mandatory**
 - xv. Registration with All Pakistan Security Agencies Association (APSAA).
Mandatory
 - 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.

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 company, 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, HEDYERABAD ENGINEERING SUPPORT CENTER (HESC), Management
- xxii. During the contract, the firm will provide Security Services as per the contract agreement signed between HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) and the contractor
- xxiii. The contract will be initially for a period of 01 year, which can be extended for further periods with mutual consent with an annual increment between 5% to 10%.
- xxiv. Availability of additional guards (if so required) will be ensured within 24 hours
- xxv. The following penalties will be charged in case of absences of Security Guard.

Case	Penalty
Absent	Deduction of Rs.1,000/- per Security Guard per day

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'	20
2	List of Security Equipment's Offered (Weapons, Flash Lights)	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	Performance Check from Clients (Max 20 Marks) a) Very Good (20 Marks) b) Good (15 Marks) c) Average (10 Marks)	20
Total Marks		100
60% Weightage Marks of Technical Evaluation		

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

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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 Guard (Ex-Army).	12 Hours	1		
2	Armed Security Guard (Civilian).	12 Hours	2		
Total Bid Price in Pak Rupees (Inclusive of all kind of taxes)					

Name of the Company: _____

Signature: _____

Date: _____

Name: _____

Company Stamp: _____

----- ***.xxx***.xxx***-----

6 Other Terms and Conditions

The period of the contract will be initially for one year and any subsequent extension/renewal(s), hereof, in writing subject to such rates as mutually agreed between the parties. The rests of details of the agreement find in Annexure-B

7 Annexure-B (Draft Terms of Agreement)

THIS AGREEMENT is made in Lahore on.

BETWEEN

Technology Upgradation and Skill Development Company, a company incorporated u/s 42 of the Companies Ordinance 1984 having its Registered Office at State Cement Corporation Building, near Lahore Race Club, Kot Lakhpat, Lahore hereinafter called the “**HEDYERABAD ENGINEERING SUPPORT CENTER (HESC)**” (which expression wherever the context so admits shall include and mean its successors and assigns) through its Chief Executive Officer and Head HR & Admin of the one part.

AND

_____ having its registered office _____, through its General Manager namely _____(hereinafter called the Contractor) of the second part.

WHEREAS

HEDYERABAD ENGINEERING SUPPORT CENTER (HESC)-TUSDEC desire the contractor to provide Security Services at its Office located at Plot No. A-49, Small Industrial Estate Extension, Tando Muhammad Khan Road, Hyderabad.

The Contractor is a company engaged in the business of providing security services in the country and has agreed with HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) to maintain security at the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC)’s premises.

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. This agreement shall be deemed to be effective and in force from the _____ and shall continue in fact, unless and until it is determined in accordance with the provision hereinafter appearing.
2. The Contractor shall on and from date mentioned in clause 1 operate and maintain a security system in respect of HEDYERABAD ENGINEERING SUPPORT CENTER (HESC)’s premises address/location as follows and any other location as per the request from HEDYERABAD ENGINEERING SUPPORT CENTER (HESC).

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Plot No. A-49, Small Industrial Estate Extension, Tando Muhammad Khan Road, Hyderabad.

3. The firm / company initially will provide total 03 no. of Security Guards to maintain the security of the premises of HEDYERABAD ENGINEERING SUPPORT CENTER (HESC). The security agency will provide security personnel as per below mentioned table.

Sr. No.	Office Location / Address	Total	Remarks
3	HESC, Hyderabad.	03	(03) Armed Security Guards

HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) shall pay the Contractor for the services aforesaid one year contractor fee as per the submitted proposal. 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.

4. HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) can make addition and deletion in Security guards during the contract period. Any addition will be provided by the contractor on the same contract fee as provided above.
5. The term of the Agreement will be one year starting from _____ or any renewal(s), hereof, in writing subject to such rates as mutually agreed between the parties.
6. This agreement will be in force for a period of one year and may be terminated at any time, during this period or any extension thereof by either party by giving at least one month's prior notice in writing.
7. HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) will not provide any conveyance, food etc. to the security personnel deployed at HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) however a reasonable place will be provided to them for single accommodation for the premises guards.
8. The contractor will provide the security guards to the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) if required for some emergency or temporary purpose on the fee as mutually agreed.
9. The contractor will provide the list of premises guards and non-premises guards to HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) along with details which include the Bio-Data of each guard, police report/certificate and one photograph. In case the contractor changes the security guard or supervisor it will inform the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) at least one week prior to such change and will provide the above-mentioned details.

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10. The contractor will provide list of all apparatus and weapons deployed/placed for security purpose and upon the termination of this agreement the Contractor shall be permitted to remove all its apparatus and equipment which may have been placed by it upon the premises.

The scope of security services includes but not limited to:

- a) Overall responsibility to watch and ward HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) office premises
 - b) Accompanying HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) official if they are carrying cash or assets of value of Rs.100, 000/- and above;
 - 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 at night of the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC)'s office premises and assets outside the building i.e. cars, motorcycles, cycles, sign-age etc and guard these against the theft, intrusion and out break 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.
 - h) The provision of the licensed weapons will be responsibility of the contractor.
11. In the event of any war, declared or undeclared enemy action, hesitation, act of God, or any other circumstances (whether or not of similar nature to the foregoing) which is of a national nature of which fully encompasses the city town concerned over which the Contractor has no control, which comes the cessation of or substantial interference with the performance of the services by the Contractor to perform the said services shall forthwith be suspended until such circumstance shall have ceased subject to the Contractor's forthwith notifying the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) to that effect in writing upon such suspension, and the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) shall not be liable to make any payment under Clause-3 in respect of such period. In case, any advance payment has been made by the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC), the same shall on the option of the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) be credited to the period following the resumption of the said service or refunded forthwith by the Contractor to the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC). On such suspension the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) shall have the right to terminate this agreement forthwith.

12. The Contractor is an independent contractor and all services rendered under this Contract are to be performed as such, it being understood that the direction and manner of performance of services of the Contractor's employees shall be solely within the control of the Contractor. Also the Contractor shall be responsible for payment of its entire employees' wages and salaries and all payroll taxes. The contractor shall also be responsible for all labor laws requirements including employees social security and EOBI of their security staff and the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) shall not be held responsible in any manner whatsoever on account of breach/negligence or non-fulfillment of labor laws requirement.
13. The Contractor shall indemnify the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) and keep the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) 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.
14. The Contractor agrees to indemnify the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) through Insurance or whatever _____general procedure against all actual losses, subject to the limitation of liability not exceeding Rs. 1,000,000/- (Rupees one million only) as detailed hereinafter, for death to persons and for loss or damage to property of the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) arising from negligence errors or omissions or default and or infidelity during the period of this agreement and arising out of and in the course of the performance by the Contractor of its obligation under this agreement.
15. That it shall be a condition precedent to the payment of any claim to the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) under the clause 14 above that the negligent acts, errors or omissions or default or infidelity on the part of the Contractor or his employees shall have been affirmatively decided by a joint inquiry to be held by two persons, one to be designated by the Contractor and one by the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC).
16. If during the subsistence of this contract or any renewals thereof any cess, tax charge or surcharge is levied/applied in respect of the services/employees which are subject of the agreement and/or increase in wages in the shape of cost of living allowance, dearness allowance, and any other increase of Federal, Provincial or Local Government, such cess, tax, charge, surcharge and increases as the case may be shall not payable by the HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) to the Contractor, in addition to the amounts mentioned in the agreement.
17. As the security guards are appointed for guarding of premises, they will not employed as under:
- * Watering of lawns, flower pots and maintenance of premises
 - * Washing and clearing of car area
 - * Fetching the water/utility items
 - * To perform duties in civil plain cloths

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* To accompany/escort the client/family member outside the premises, if he is a premises guard.

18. That if any dispute, controversy or question be raised between parties at any time as to the construction, interpretation or compliance or non-compliance of the Agreement or as to any matter or things of whatsoever nature arising hereunder or in connection herewith shall first be settled through negotiation between the parties, failing which the dispute shall be referred to Chief Executive Officer - HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) for arbitration.
19. The arbitration proceeding shall be carried out as per the law of arbitration as applicable in Pakistan and the venue for Arbitration shall be at Lahore.
20. HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) rules discourage appointment of relatives at its premises. However, this would be the responsibility of the contractor to ensure that no relatives/blood relations of any of security staff or HEDYERABAD ENGINEERING SUPPORT CENTER (HESC) and its projects employees are appointed for security services at HEDYERABAD ENGINEERING SUPPORT CENTER (HESC).

IN WITNESS WHEREOF the parties hereto have executed these presents at Lahore on the date and year first shown above written.

For and on behalf of

For and on behalf of

By:

By:

HEDYERABAD ENGINEERING
SUPPORT CENTER (HESC)

Name:

Name:

Title: General Manager
SUPPORT CENTER (HESC)

Title: CEO HEDYERABAD ENGINEERING

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Signature: _____

Signature: _____

NIC NO.: _____

Name:

Title:

Signature: _____

Witness:

Witness:

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

NIC No.: _____

NIC No.: _____