

# **TENDER PROPOSAL**



**Tender# K--18/3-01**

**HIRING OF SECURITY SERVICES (Karachi Campus)**

National Textile University, Sheikhpura Road, Faisalabad-37610  
[www.ntu.edu.pk](http://www.ntu.edu.pk)

**M/S.....**

# ADVERTISEMENTS OF THE TENDER # K--18/3-01

Last date: 05-04-2018.

- |    |                    |           |
|----|--------------------|-----------|
| i. | PPRA website dated | 19-3-2018 |
| ii | NTU website dated  | 19-3-2018 |

## ADVERTISEMENT AS IT IS:

# National Textile University, Faisalabad

## Tender Notice #. K-18/3-01

### HIRING OF SECURITY SERVICES (Karachi Campus)

1. National Textile University, Faisalabad invites offers to hire security services, in sealed envelopes for its Karachi Campus located at Korangi Industrial Area. Technical & Financial bids must be sealed (separately) as PPRA Rule-36(b). Security firms/companies registered with the concerned Govt. Departments for providing security services. Such firms/companies must also be registered with Govt. tax department.

Sr. #	Eligibility	Age	Nos.
1	An ex-service man not below the rank of L-Naik preferably trained/experienced in security matters with exemplary service record, middle pass, min. height = 5' 9", chest = 32" - 34" and good physical appearance	18-35 years plus relaxation for armed forces personnel	10

2. Tender Document can be downloaded from the official website of NTU ([www.ntu.edu.pk](http://www.ntu.edu.pk)) or may be obtained from the office of Convener Purchase. The tender fee is **Rs. 500/-** non-refundable. The tender document fee will be accepted in shape of Pay order/Demand Draft drawn on Faisalabad in favor of "National Textile University, Faisalabad".
3. Eligible firms should submit their bids along with **2%** bid security of the offered amount based on one year for 10 persons, in sealed envelope of Financial Bid in the shape of CDR/Bank Draft in favor of National Textile University, Faisalabad, drawn on Faisalabad.
4. **Date, Time and venue:** Sealed bids should reach in the office of Convener Purchase by or before **2:30 pm** on **05-04-2018**. Bids received within the stipulated time and date **will be opened** by the Purchase Committee in the **Meeting Room of NTU Faisalabad** on the **same day** at **3:00 pm** in the presence of the bidders or their authorized representatives.
5. The names of contact persons for any technical queries are given in tender document.

**Prof. Dr. Zahid Rizwan**

Convener Purchase

041-9230081-85 (Ext. 159)

National Textile University, Sheikhpura Road, Faisalabad-37610

[www.ntu.edu.pk](http://www.ntu.edu.pk)

<b>1. Deadline and Procedure for Bids and other general conditions:</b>	
i.	Tender Proposals required under PPRA Rule 36(b) as indicated in the tender advertisement.
ii.	<b>PPRA Rule 36(b): Single stage two envelope procedure.</b> Technical & Financial Bids must be sealed (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”.
iii.	Accommodation, medical facility, transportation and food to the security guards will not be provided by the university. It will be the responsibility of the company/firm.
iv.	Contract agreement on judicial paper will be signed by both parties for <b>one</b> year. Judicial paper will be provided by the company/firm.
v.	The necessary license (from the Govt. departments/agencies) must be valid for one year from the date of contract.
vi.	Any security guard could not perform his duties without company/firm’s approved neat and clean uniform with badges etc.
vii.	Any security guard could not perform his duties without company/firm’s approved weapon. It is the responsibility of the company/firm to provide weapon to the security guard.
viii.	Any civilian/or other guest of on duty security guard could not stay at campus.
ix.	Successful bidder could not sublet the services/or any part/ for any time interval, to any other security company/firm. Also successful bidder could not hire personnel from any other company firm on permanently or temporarily basis.
x.	Successful bidder can depute security guards from his registered list of security guard but the details of that security guard must be submitted well in time to the officer in charge at the campus.
xi.	Successful bidder can depute security guards from his registered list of security guard.
xii.	Submission of the fake documents (of any type) to the University can create a serious problems for the security company/firm and the case will be forwarded to the related Govt. departments for further proceedings.
xiii.	Strict compliance of the timings of security guards on duty place will be observed.
<b>2. Bidder’s Eligibility and Qualification</b>	
i.	Security firms/companies registered with the concerned Govt. Departments for providing security services. Such firms/companies must also be registered with Govt. tax department. Bidding companies/firms will submit the certificates of registration.
iii.	Bidders are required to submit the certificate along with their offer i.e. “Certified that the salaries per person per month quoted in the tender are firm and final.
iv.	An Affidavit duly attested by the Oath Commissioner/Notary Public showing that the firm is not Black-listed from any Govt./Semi Govt. Department of the Pakistan. This document will be provided by the company/firm.
v.	Bidder will provide address of nearest office to Faisalabad as well as NTU Karachi campus (mandatory) and Web page address (optional).
vi.	List of security services provided during the last two years (mandatory).
vii.	Company/firm will submit SOP at the time of offer submission.
<b>3. Sealed “Technical &amp; Financial Bid”</b>	
i.	Technical & Financial Bids must be sealed carefully (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”.
<b>4. Conditional Tender:</b>	
i.	Any condition(s) imposed by the bidder will not be accepted.
<b>5. Bid Security (PPRA Rule-25):</b>	
i.	Eligible firms should submit their bids along with <b>2%</b> bid security of the offered amount based on quoted salaries of one year for 10 persons, in sealed envelope of Financial Bid in the shape of CDR/Bank Draft in favor of National Textile University, Faisalabad, drawn on

	Faisalabad. Put separate CDR in financial offer envelope. In case of failure tender document will not be entertained. <b>NOTE:</b> University can request to the security company/firm to provide 5 to 10 (any number) security guards (as per requirement time to time) but salary will be paid as per actual.
<b>6.</b>	<b>Performance Guarantee (PPRA rule 39):</b>
i.	Successful bidder will deposit performance Guarantee @ <b>06%</b> of the quoted salaries of one year for 10 persons.
ii.	This Performance Guarantee (6%) will be retained during the whole period of contract.
<b>7.</b>	<b>Taxes:</b>
i.	All applicable Govt. Taxes will be paid by the bidder and should be included in the bid.
ii.	Permission/clearance from any Govt. agency (if applicable) is the responsibility of bidder, however, University will provide the necessary documents only and will not pay any additional amount in this regard.
<b>8.</b>	<b>Bid Validity Period:</b>
i.	Offer shall be guaranteed not to increase and this offer will be the same for the whole contract agreement period.
ii.	The offer should be valid for 120 days from the date of opening of the tender.
<b>9.</b>	<b>Notification of Award:</b>
i.	The university will award the contract to the technically successful bidder whose tender has been determined to be substantially responsive and has been determined as the lowest financial proposal.
ii.	The University will display the official comparative statement on the notice board for which such date will be notified to all bidders accordingly.
iii.	In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money will be forfeited.
<b>10.</b>	<b>Mandatory Signature &amp; Stamp:</b>
i.	Bidder or its authorized representative must sign & stamp each page of the bid documents (technical & financial).
ii.	Bidder will provide the certificate that is provided in this document named as Certificate (Mandatory).
<b>11.</b>	<b>Rights of the University:</b>
i.	If there is any conflict, it is a fundamental term of the Tender that the Bidders acknowledges and accepts that the terms and conditions of the University shall prevail.
ii.	The University reserves the right to reject any or all bids with assigning reason(s).
iii.	The University reserves the right to ignore or waive off minor irregularities or errors in any offer.
v.	The University reserves the right to cancel the offer of the Bidder whose bid has been found financially to be the lowest if it is revealed to the University that the Bidder does not have the capability or financial resources or facilities to carry out the contract in accordance with the terms and conditions of this Tender Documents.
Vi	Any ambiguity (if) in the contract agreement will be resolved by the Rector NTU.
Vii	Rector of NTU can cancel the contract immediately on extremely poor performance of the company/firm.
Viii	Officer in charge at campus can prohibit/terminate the entry/duty of any security guard immediately if security guard performance is very poor or showing unethical/unprofessional behavior. The banned /terminated security guard could not perform his duties at campus during the contract period.
<b>12.</b>	<b>Breach of Contract Agreement:</b>
i.	In case of breach of warranty or contract agreement, Performance guarantee may be forfeited.
ii.	Termination of contract agreement on either side, will be proceeded on the prior notice period of one month.
<b>13.</b>	<b>Legal proceedings:</b>

i.	The law of Pakistan shall govern the contract and the tender documents.	
ii.	Any dispute arising in terms and conditions/contract agreement shall be proceeded by Rector NTU as per PPRA rule-48.	
<b>14.</b>	<b>Contact Person(s)</b>	
i.	Mr. Muhammad Zubair Gondal (Focal person Karachi campus):	041-9230081, Ext. 137

**CERTIFICATE (Mandatory)**

I (authorized official)..... On behalf of (Company name) .....solemnly declare that I have read all the terms and conditions of this tender document (Tender# **K--18/3-01** for National Textile University Faisalabad), carefully. I also undertake the responsibility that all the given information in tender proposal against the above said tender are correct.

Signature

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

Company name address & stamp.

End of document