



Tender Documents

For provision of Security Services

Pakistan Institute of Trade and Development
(PITAD)

Plot No.82, Pitras Bukhari Road, H-8/4, Islamabad

Company details

Name of Firm/ Contractor: _____

Office Address:

National Tax Number: _____

GST No: _____

Telephone: _____

Fax No: _____

Cell No: _____

Sealed quotations are invited from reputed, registered professional private security agencies having experience at least five year of providing security service in Federal and Provincial Governments/Departments and reputed public or private sector companies for providing round-the-clock security services of 04 Security Guards in the Pakistan Institute of Trade and Development (PITAD), Islamabad on contract basis for an initial period of one year (extendable on yearly basis on the following terms and conditions:-

S.No.	Office Address	First Shift (12 Hours) Day	Second Shift (12 Hours) Night
1	Pakistan Institute of Trade and Development (PITAD), Plot No.82, Pitras Bukhari Road, H-8/4, Islamabad.	2	2

- i. The services will be hired according to PPRA RULE 36(A) Single Stage – one envelop procedure. Each bill shall comprise one single envelope containing separately financial proposal and technical proposal (if any).
- ii. Rate should be quoted per person/security guard.
- iii. Company should furnish the following information:
 - a. Valid License to operate in Islamabad Capital Territory (IC).
 - b. NOC issued by the Ministry of Interior, Government of Pakistan for such services.
 - c. Registration with Security and Exchange Commission of Pakistan.
 - d. Copy of NTN Certificate.
 - e. Registration with All Pakistan Security Agencies Association (APSAA)
 - f. Affidavit on the stamp paper that the firm has not been black listed by Government/Semi Government organization.
 - g. Pay/Bank draft of 5% of the total quoted price for the one year, drawn in favour of Pakistan Institute of Trade and Development (PITAD), Islamabad shall accompany the bid as security/earnest money. Earnest money of the un-successful bidder will be refundable after the finalization of the tender and award of contract to the successful bidder while earnest money of the successful bidder will be retained and released on satisfactory completion of contract.

- h. A certificate to the effect that all security guards are paid monthly wages, not less than the minimum wages fixed by the government of Pakistan from time to time.

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- i. Performance certificates by the major clients where Security Company has been providing security services.
 - j. 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 PITAD, in this respect.
- iv. Payment will be made on monthly basis by PITAD through cheque, on receipt of bill.
 - v. The company will be responsible to get each guard medically examined by the Government Hospital and provide medical fitness certificate. Similarly the company shall provide character certificates of each guard with verified antecedents.
 - vi. Guards provided by the company should not be less than 25 years and not more than 40 years of age. The guards should be well trained (preferable ex-armed forces servicemen) and capable enough to handle the situations.
 - vii. The company will provide a hand held metal detector and a vehicle search mirror, as required by PITAD. No additional/separate charges will be paid by the Institute.
 - viii. During duty hours the Security personnels will be directly answerable to the Deputy Director (Admn)/ Admn. Officer, PITAD.
 - ix. The company shall ensure the presence of guards round the clock.
 - x. The company shall provide replacement of the security guard immediately, in case any guard does not turn up to perform his duty.
 - xi. The contract will be initially for the period of one year, which can be extended for further with mutual consent.
 - xii. Availability of additional guards (if so required) will be ensured within 24 hours.
 - xiii. Use of white fluid or over writing on tender will not be accepted.
 - xiv. PITAD reserve the rights to accept or reject the tender without assigning any reason as per PPRA rules.
 - xv. Bids shall remain valid for 90 days after the date of tender opening.

2. **FINANCIAL PROPOSAL**

(Pakistan Institute of Trade and Development (PITAD), Islamabad)

The monthly rate/total amount for provision of 04 x Security Guards, on 24 hours basis i.e. (two (2) guards at first shift (12 hours) and two (2) guards at second shift (12 hours) for Pakistan Institute of Trade and Development (PITAD), Islamabad, Plot No.82, Pitras Bukhari Road, H-8/4, Islamabad inclusive of all payable taxes quoted below:

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S.No.	Office Address	First Shift (12 Hours) Day	Second Shift (12 Hours) Night	Amount Per Guard Per Month
1	Pakistan Institute of Trade and Development (PITAD), Plot No.82, Pitras Bukhari Road, H-8/4, Islamabad,	2	2	

3. **DRAFT AGREEMENT OF SECURITY SERVICES**

This agreement is executed of this day _____ for hiring of 04 Security Guards between M/s _____ Security Services (Pvt) Ltd, a company incorporated under the Companies Ordinance 1984 and having its registered office located _____ (hereinafter called "Security Company") AND PAKISTAN INSTITUTE OF TRADE AND DEVELOPMENT (hereinafter called "PITAD") WHEREAS the First Party, having security guards fully trained in the field of security, has agreed to provide security services for the persons and moveable/immoveable property of Office of the PITAD Plot No.82, Pitras Bukhari Road, H-8/4, Islamabad, as set out in this Agreement

1. TERMS OF AGREEMENT

- a. Period. _____ to _____ (Extendable)
- b. Execution. The security agency will be bound to execute the directives of the PITAD, Islamabad.
- c. Additional Guards. In case PITAD requires additional strength of guards, the security company shall provide the same according to requirement on the same terms and conditions as agreed in the agreement on 24 hours notice.

2. GUARD SERVICES

The Security Agency will be fully responsible to provide satisfactory services at PITAD, Islamabad.

- a. Energetic, smart, literate and healthy (preferably ex-servicemen) with complete uniform fully conversant with the security performance should be deployed at PITAD, Islamabad in consultation with the Security Officer/Admin Officer , PITAD. Guards provided by the company should not be less than 25 years and not more than 40 years of age.
- b. Daily attendance will be marked in the register at the point as well as Daily Attendance sheet duly signed for submission to concerned officer/ official

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- c. calculation and compilation on monthly basis. Representative from the company / guards supervisor will randomly (at least four times a month) monitor the performance of guards as per terms and conditions and verify the same on attendance register.
- d. That M/s _____ Security Company Ltd will provide and ensure that each guard on duty has received and understood written instructions for basic duties, is dressed in proper UNIFORM of the Company and is fully equipped to discharge his duties.
- e. The Armed Guards will be called "Standing Security Guards" and will remain alert, patrolling and vigilant throughout their duty hours, and any mishap will be the responsibility of the Security Agency under all circumstances subject to the completion of all legal proceedings as required by law i.e. Joint Board of Inquiry etc.
- f. The company will be responsible to get each guard medically examined by a registered medical practitioner, periodically (preferably after 03 months) and provide medical certificate. Similarly the company shall provide character certificates of each guard with verified antecedents.
- g. The company will be responsible to introduce a guard to the security officers/ concerned officer at PITAD before deployment of a substitute.

3. DEPLOYMENT OF GUARDS

Total two (02) guards (12 hours day shift) and (02) guards (12 hours night shift) will be deployed at PITAD. PITAD reserves the right to increase / decrease the number of deployed guards during the execution of this agreement;

4. PAYMENT OF SERVICES CHARGES

PITAD will pay services charges on monthly basis for the one year of contract as mentioned below to M/s _____ Security Company Ltd on submission of invoice and PITAD shall not be responsible in any manner to pay either in cash or in kind to other than the amount of salary agreed upon in the agreement for the total strength agreed to be employed.

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Sr. No.		Rate
1	04 X Security Guards (Armed)	Rs. ----- Per Month @ Rs. ----- ----- Per Guard.

5. OVERTIME :

PITAD shall not be responsible for any payment regarding overtime duty of the services provided by M/s _____ Security Company Ltd.

6. GUARD DUTIES INCLUDE THE FOLLOWING:

- a. Prevention of entry into office premises entrusted in the charge of M/s _____ Security of any person not authorized by the PITAD or any person who lacks proper identification.
- b. Prevent pilferage of items/equipment/property belonging to PITAD from the premises of PITAD Office placed under charge of M/s _____ Security Company Ltd as per written instruction issued by the authorized officer of PITAD.
- c. Inform concerned authorized officer of PITAD promptly and accurately any occurrence detrimental to the security of PITAD Office' premises placed under charge of M/s _____ Security Company Ltd.

- d. To take appropriate action in case of emergencies like:
 - i. Raising of fire alarm and prompt communication to Fire Brigade and officer in-charge of the installation and arrange rescue activities.
 - ii. Forced Entry will be promptly reported to the local police station, in charge installation and the Control Office of M/s_____ Security Company Ltd for appropriate action.
 - iii. Law and Order Situation will be promptly reported to the local police station, in charge installation and the Control Office of Company for appropriate action. All entry points be closed under such a situation.
 - iv. To carry out daily checking of all security lights, entry points and locked premises for their effectiveness during off hours.
 - v. To properly brief the relieving guards about any situation concerning security.

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- e. During the currency of this agreement in case of damage occurred to the property or personnel due to the outbreak of fire or any other eventually caused by the negligence of security guards, the contracting security company will be wholly responsible and liable for paying all the losses occurred to PITAD as a result of their negligence, which will be decided by a committee consisting of both parties.
- f. The arms provided to the guards must be examined by a qualified armourer.
- g. The company will provide a hand held metal detector and a vehicle search mirror at PITAD.

7. PERSON PERFORMING SERVICES SPECIFIED HEREIN TO BE EMPLOYEES OF M/s SECURITY COMPANY LTD

- a. The persons employed by M/s_____ Security Company Ltd who perform the services specified in this agreement shall be the employees of Company and shall not at any time attempt to represent such employees or its offices as employees of the PITAD. It is understood by the parties hereto that the PITAD is not concerned with the terms and conditions of employment and that there is not and shall not be any relationship of employer and employee between the staff of PITAD and employees. Since M/s_____ Security Company Ltd is the employer of all such

persons who perform the services specified in this agreement, M/s_____ Security Company Ltd Company shall pay wages to such person and shall control and supervise the work done by them, shall instruct them as to the manner in which the work has to be done by them as may be warranted. The PITAD shall not interfere with the right of M/s_____ Security Company Ltd to hire its employee or in the selection or non-selection of any person as its employees subject to the terms contained in this agreement.

- b. If in the opinion of the PITAD the presence of any employee of Company of any of his acts of omission or commission are prejudicial to the interests of the PITAD to that of any of its officer, the PITAD shall inform Company about such employee where upon will take immediate action against such employee by replacing him to the entire satisfaction of the PITAD.

8. INDEMNITY

- a. Company shall at all times during the specified period of this agreement and thereafter indemnify the PITAD against all losses and claims for injuries or damages to any person or property arising thereof or in consequence of this agreement or any

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of its duties to be performed there under, or any act or omission of any of its employees, and against all claims, demands, proceeding, cost, charges and expenses whatsoever in respect thereof or in relation thereto and all litigations, court processes and court cases and all proceedings there under filed or instituted by the personnel employed by M/s_____ Security Company Ltd or any of them collectively or individually or by any other party subject to completion of legal proceedings as required by law.

- b. Company shall obtain from all of its employees who are rendering the services specified in this agreement, a declaration that they are and shall remain the employees of M/s_____ Security Company Ltd and shall have no obligation of contract with or claim whatsoever against the PITAD or against any of its officials.

9. CONFIDENTIALITY

M/s_____ Security Company Ltd shall ensure that all of its employees performing services specified in this agreement shall not at any time during the performance of this agreement or thereafter disclose to any person any information as to the affairs of the PITAD and as to any other matter which may come to their knowledge by reasons of

the performance of the services specified in the agreement. If in the opinion of the PITAD there has been any such disclosure the person concerned shall immediately be dismissed from the service.

10. **RESPONSIBILITIES OF** M/s _____ SECURITY COMPANY LTD

- a. In addition to the services to be performed by M/s _____ Security Company Ltd. specified above Company shall provide at no additional cost to the PITAD such supervision of its employees as is necessary to adequately fulfill its obligations under the agreement.
- b. Company is responsible for ensuring that all its employees performing the services specified in the agreement are physically fit, have no communicable disease and are healthy in all respects to perform duties.
- c. M/s _____ Security Company Ltd, is an independent contractor and accordingly is fully responsible for any accident or injury to its employees or cause by its employee and agrees that neither the PITAD nor any of its officers will be held liable for either of the above in any manner.

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- d. M/s _____ Security Company Ltd is responsible for recruitment, discipline and all other service matters of its employee. They will not in any case communicate with the officials of PITAD regarding their service matter, which is the sole responsibility of Security Company.
- e. When circumstances warrant, the PITAD may refuse to accept services from any employees of Company whose work has been found unsatisfactory or not in accordance with the requirements of this agreement. In addition, penalties / actions would be initiated in case of unsatisfactory performances and violations that are or equivalent to the ones highlighted below;
 - i. Amount of Rs.250/- per day per guard will be deducted in case of minor violations like wearing inappropriate dress/late arrivals/negligence, attending guests during the duty hours, etc. "All fines and penalties will be deducted by PITAD from the monthly payments to the Company.

- ii. Three consecutive violations of same nature on part of an individual will render him unsuitable for performing duties in PITAD.
- iii. The company would be served with a warning notice in case of persistent minor violations and non-attendance of complaints. Three consecutive warnings may render the company unsuitable for performing security duty and PITAD may terminate this agreement.
- iv. Violations like offensive behavior that involves scuffling etc. will lead to a penalty of up to 5% of the monthly bill. All fines and penalties will be deducted by PITAD from the monthly payments of the Company.
- v. Actions like firing of weapons which are not intended for the purpose of defense and in violation of security company's license may lead to cancellation of the agreement besides involving other legal proceedings as required.
- f. The process of recruiting, interviewing and hiring employees of Company including any actions with respect to alleged discrimination of other employment practices are the sole responsibility of Security Company subject to what has been agreed in this agreement.

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11. **STATUS OF** M/s_____ SECURITY COMPANY LTD.

M/s_____ Security Company Ltd is a bonafide limited company working for its own account and acknowledges that this agreement does not confer upon it, or upon any individual employed by it, the status of any employee of the PITAD or that of any of its officers nor grants it, or any individual employed by it, any benefits not specifically provided for herein.

12. **SECURITY**

The Security clearance of all the employees of Company who are assigned to provide services under this agreement shall be the responsibility of M/s_____ Security Company Ltd.

13. TAXES

Company shall be responsible for the taxes required to be paid by it under relevant law and for any necessary withholding of taxes from the salaries of employees of Security Company.

14. RESTRICTION OF ASSIGNMENTS TAKE OVER

- a. M/s _____ Security Company Ltd shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contracting by Company shall entitle the PITAD to terminate this agreement forthwith.
- b. If Company shall make any arrangement with or assignment in favour of its creditors, or amalgamates with any other concern or is taken over, the PITAD shall be entitled to terminate this agreement forthwith upon notice.

15. DISPUTES

All questions, disputes, controversies arising directly or consequent to this agreement except matters, which are the sole discretion of PITAD under the terms of this agreement, shall be settled by mutual negotiations. Should such negotiations fail, the matter, as specified herein before subject to said exception shall be referred to arbitration by two arbitrators, one to be appointed by Company and the other by PITAD

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and on their recommendations the third arbitrator will be appointed, to decide whose decisions shall be final and binding and not challengeable in law.

16. EFFECT OF AGREEMENT

This agreement embodies the entire understanding of the parties hereto on this subject and there are no commitments, terms, conditions or obligation, oral or written, express or implied other than those contained therein.

17. COVERING LAW

- a. This contract agreement has taken place w.e.f. _____ 2016 and will be in force for the period of one (1) year subject to extendable on satisfactory performance by M/s _____ Security Ltd and on mutual consent.

- b. Both parties have rights to terminate the contract on one month advance notice. In case the services are terminated without notice, second party will have to make the payment equivalent to one month's salaries of the guards.

IN WITNESS WHEREOF the parties hereto have signed this agreement on the day of_____.

Signed on behalf of
M/s_____Security Company Ltd

Signed on behalf of
PITAD, Islamabad.

Witness 1: _____

Witness 1: _____

Witness 2: _____

Witness 2: _____