



COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-22-1627

Case # 3665

Single Stage One Envelope Procedure

Title of Tender: **Hiring of Security Guards' Services for CUI Lahore Campus**

A. GENERAL TERMS AND CONDITIONS

1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.
2. Any addition, deletion, or modification of any clause of the procurement terms & conditions/BoQs of CUI-Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.
3. Please submit the technical and financial bid (s) on CUI-Lahore prescribed BoQs and attach the terms and conditions (signed, stamped) with both bids, otherwise your bid (s) may be rejected.
4. ***Only registered firms, companies with respective body such as interior Ministry and (GST & NTN) registered firm and Companies/Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.***
5. The firm/company will have to discharge its obligations up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
6. **Tender Fee & Earnest Money/CDR**
 - a. Documents along with Pay Order / Demand Draft amounting to **Rs.1,500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.
 - b. The bidder is required to furnish in form of Bank deposit/ CDR / Pay order equivalent to **2% of the total bid price** as Earnest Money crossed in favor of "COMSATS University Islamabad, Lahore Campus", which shall be released after the completion of work / supply on submission of written request on firm / company letterhead. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
 - c. Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.
7. Part / Advance payments is not allowed.
8. Your bid proposal should be on F.O.R. basis (Pak Rupees) inclusive of all applicable taxes.
9. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
10. Service Contract will be awarded to the lowest evaluated or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.

11. The bid should be submitted in a sealed envelope up to **December 07, 2022** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
12. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS University Islamabad, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875
13. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Hiring of Security Guards’ Services for CUI Lahore Campus”**.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
16. It is the sole responsibility of the Contractor to comply with the applicable laws, be national or international.
17. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
18. **If the vendor fails to deliver the services to CUI-Lahore, then the contract shall be cancelled and bid money may be forfeited.**
19. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;
 - i. Received without earnest money
 - ii. Received later than the date and time fixed for tender submission
 - iii. The tender is unsigned/ unstamped
 - iv. The offer is ambiguous
 - v. The offer is conditional
 - vi. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
20. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender otherwise the tender will not be considered under any circumstances.
21. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **Registration No. with Interior Ministry etc.**.....
- **NTN# :**.....**GST#:**.....

- **Signature:**Company’s Licence No.
- **SECP Registration No:**.....
- **APSAA Membership Certificate No.**.....
- **License valid for:** Punjab
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

B. SPECIAL TERMS & CONDITIONS OF THE CONTRACT

1. All prices should be valid for at **least One Year** from the date of award of contract. The Contract shall be extendable on yearly / half yearly basis with mutual understanding and performance evaluation by CUI-Lahore. Withdrawal or any modification of the original offer within the validity period shall entitle CUI-Lahore to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in CUI tenders / Services / works.
2. COMSATS Lahore has the right to increase or decrease the number of duty persons on campuses as and when required during the contract period.
3. The contractor must ensure to pay the minimum disburseable wages to staff according to the Government rules which will be announced from time to time. COMSATS shall not be responsible for any sort of complaint regarding the payment of wages less than announced minimum wage. COMSATS can verify or check the payroll of the company at any time, during office hours of the contract period. Any other increased in the minimum wage limit for relevant trade in future during this security services contract period will be fully implemented according to the notifications issued by the Government, upon request of the contractor subject to approval of COMSATS management.
4. The contractor shall be responsible to make timely arrangement for disbursement of wages to their staff at COMSATS. COMSATS or his employee shall not be liable for any disbursement on behalf of the contractor.
5. In case of any absentee / illness or weekly rest / leave of any security guard, replacement will be provided by the security company. COMSATS has reserved the right to make deductions on pro-rata basis, of which will be the sole judge, if the attendance of security employees is irregular / absent.
6. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, Lahore Campus” with a copy of Attendance Report on the date of 22nd of each Month and CUI-Lahore shall inspect the attendance report and then forward to the Accounts Section for Payment.

I, _____ being owner / proprietor / representative of this firm/company hereby certify that I have read all the terms & conditions of this office and are acceptable to me. I will be bound to provide best quality security services according to the COMSATS requirement. If I

fail to do so, I understand that COMSATS has the right to confiscate the earnest money and blacklist my firm/company.

It is further stated that as of today, our firm / company is not blacklisted by any Government / Semi Government department.

SIGNATURE & STAMP

Name: _____

Designation: _____

7. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.

C. SCOPE OF WORK

1. The guards must be well aware of the procedures of attending Staff & visitors. Minimum qualification for female security guards will be matriculate and she must be fit for duty.
2. Data / particulars of guards will be provided before appointing guards at campus. The copy of service book, CNIC will be provided by the company.
3. Guards will be healthy & medically fit and the age of guards should be between 35 to 50 years. Medical certificate of the guard(s) shall be called at the time of charging of duty.
4. The bidder shall protect the property & interest of the University.
5. The bidder shall manage the security of University and the security plan shall be framed in presence of the University authorized representative.
6. All lock systems will be controlled / monitored by the bidder(s) security guards.
7. Guards will not be changed without informing COMSATS. Before changing of any guard from duty, security supervisor will inform to COMSATS, well before time. If there is any need to change the guard, the guard(s) will be changed / replaced at least after one month.
8. Each Guard will be on 12 hours shift basis duty.
9. Duty timings will be determined by CUI-Lahore.
10. Guard will remain on duty on holidays; CUI-Lahore will not pay any additional charges for these holidays.
11. In case, any guard is on leave/absent from duty, bidder shall arrange alternative personnel within due course of time.
12. All Guards will be in proper uniform provided by bidder and will remain alert on duty.
13. The bidder shall be responsible for the supervision of their deputed security guards in COMSATS.
14. The bidder will be appointed initially for a period of 03 months on probation period. Upon satisfactory performance during probation period, contract will be extended.

D. DAMAGES

1. In case of any theft or damages, both parties will investigate the case jointly and if it is proved that the incidence occurred due to the negligence of security guards of the bidder, the losses / damages shall be recovered from the bidder.
2. In case any of the guards have fatal injuries, death, or any consequence there to arising during the course of duty, COMSATS will not take any responsibility.
3. COMSATS reserves the right to apply an appropriate amount of penalty on monthly charges according to the nature of breach of contract. (Complete schedule of penalty (ies) shall be provided in contract).
4. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.

E. BID EVALUATION CRITERIA

Bidders are required to attach the required following documents along with bid otherwise the tender / bid may be rejected.

Sr.#	Required Documents	Vendor is required to attach the documents with proper Annexure
1	Certificate of Incorporation / Registration with SECP	F/A
2	Company Operation License (NOC of Home Department, Govt of Punjab)	F/B
3	Registration with Ministry of Interior, Govt of Pakistan	F/C
4	All Pakistan Security Agencies Association (APSAA) Member Certificate	F/D
5	Company Profile	F/E
6	Taxpayer Online Verification Certificate	F/F
7	Tax Certificates of FBR (Income & Sale Tax)	F/G
8	Undertaking on the stamp paper Rs. 100/- that company has never been blacklisted by any organization / University:	F/H

BoQs of Hiring of Security Guards' Services for CUI Lahore Campus

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted:

The bid may be rejected on the reason of ambiguity (OR)

Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

No change in the BoQs (Specs & Qty.) of CUI-LHR. as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-LHR. BoQ may lead to rejection of bid

Rates to be quoted inclusive of all (applicable) taxes

Sr. #	Item Name & Specifications	Qty		Salary of Each Security Guard per Month (Rs.)	Total Amount of Salary Per Month (Rs.)	Total Amount of Salary For One Year (Rs.)
1	<u>Security Guards (Male)</u> With Proper Well Trained having experience to deal with education sector. Guards will be healthy & medically fit, and the age of guards should be between 35 to 50 years. Medical certificate of the guard(s) shall be called at the time of charging of duty. Each Guard will be on 12 hours shift basis duty.	03	Nos.			