

UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE



TENDER DOCUMENTS

For Hiring Security Services

ESTATE OFFICE

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TENDER DOCUMENT

HIRING OF SECURITY COMPANIES FOR PROVISION OF SECURITY GUARDS/SUPERVISORS FOR MAIN CAMPUS OF UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE & OTHER CAMPUSES/CONSTITUENTS COLLEGES & SURVEY CAMP ABBOTTABAD.

1. University of Engineering & Technology, Lahore intends to hire services of a well reputed and well equipped Security Company for provision of ex-armed personnel's & Trained Security Guards with ratio 50% Ex-servicemen (guards satisfactorily retired from armed forces) and 50% trained Civil security for UET Main Campus & other Constituent Colleges/Campuses for total period of three years but agreement/contract shall be renewed on yearly basis with 10% annual increase in existing payment as per details given below:-

Campus /Location	Particulars	Number
Lahore Campus	Security Supervisors/Inspector	02
	Security Guards	52
New Campus (Kala Shah Kaku)	Security Supervisors/Inspector	01
	Security Guards	15
Faisalabad Campus	Security Supervisors/Inspector	01
	Security Guards	15
Narowal Campus	Security Supervisors/Inspector	01
	Security Guards	15
RCET, Gujranwala	Security Guards	06
Survey Camp Abbottabad	Security Guards	02

Note: Besides above mentioned premises, security guards may be employed in more numbers temporarily as per requirement or may decrease. The Security Companies shall provide security cover on 12 hours shift basis (08-hours duty + 04 hours overtime) basis on all week days.

Instructions for Bidders

1. The Company / Organization should be registered with Home Department/Interior Division, Income and Sales Tax departments and should have proven record of providing security services to large government / semi government and other organizations etc. (to be verified by the clients). Attach valid copies of certificates issued by relevant departments. Bids must be submitted in a sealed envelope clearly marked “**Tender for Hiring Security Services** for University of Engineering and Technology, Lahore” latest by 19.04.2021 till 10:00 a.m.
2. Proposal submitted must contain company profile, detail of offices operating in Punjab with address & telephone numbers, total no. of guards/supervisors/inspectors, number of years in the business , list of present/past clients, proof of company as legal entity, affidavit indicating that the company has never been black listed by any government/semi government or other organizations etc.
3. Price quoted shall remain valid for a period of 90 days from the closing date of bid submitted. However, bidders are encouraged to extend the validity of their bid. The rates quoted should be in Pak rupee (PKR) and inclusive of all applicable government taxes.
4. The Bid submitted must be accompanied by 2% of the total estimated amount (Rs. 8,40,000/-) (Refundable) in shape of CDR / Pay Order, Demand Draft from a Scheduled Bank in favor of Treasurer, University of Engineering and Technology, Lahore. The estimated budget of security services is Rs. 42 (M) per annum. Bids submitted without CDR / Pay Order/ Demand Draft will not be considered and will be rejected straight away.
5. The extension in contract will be the sole discretion of university Authorities and subject to the satisfactory performance of the security company.
6. UET shall not pay any advance payment against hiring the security services. Company will be bound to arrange the security guards and supervisors/inspectors within 15 days after issuance of work order or any extended period if allows by the university.
7. The Security Company shall provide security cover on 12 hours shift basis on all week days (**08-hours duty + 04 hours overtime**) basis on all week days. **Four holidays shall be allowed to each security guard in a month.** In case of guard’s absence without notice or beyond authorized leave, the company would be bound to provide immediate replacement from reserved staff.
8. Provision of benefits such as group insurance, registration with EOBI and social security etc. will be the sole responsibility of Security Company.
9. In case of an emergency the security company must have adequate available resources and bound to provide back up on demand at desired location(s).
10. Background / personal verifications of the security guards/supervisors etc. who are assigned to provide security services at UET Main Campus/Constituent Colleges & other Campuses through

relevant agencies i.e Special Branch are mandatory and is the sole responsibility of the security company. The copies of verification of characters of security Guards, Supervisors/Inspectors should be provided in UET Security Office for record.

11. The Security Company shall deploy only such ex-armed personnel's & trained Civil guards and supervisors as per ratio who are physically& medically fit, and have adequate training of guarding services and such trainings are refreshed at periodic intervals.
12. Detail of weapon in use and their licenses are required to be provided to Security Office.
13. Any other scientific solution for enhancing security measures would be considered as an edge.
14. The Security Company or Companies should quote rate campus wise separately. However, rates of guard & supervisor/inspector should also be defined in bid.
15. All bidders are required to comply minimum wage of the Guard & Supervisor/Inspector announced by the Government of Punjab.
16. Successful bidder will be required to deposit Rs. 10,00,000/- (One Million) as performance guarantee which will be released after completion of successful contract period. The earnest money will be released after submission of Performance Guarantee.
17. That University Resident Officer/Security Officer/Assistant Security Officer/Care Taker or any other authorized officer shall make periodic checks of guards and supervisors/inspectors deployed at various locations to ensure quality service at all times. The guards shall work/function under the directions/instructions of UET Resident Officer/Security Officer/Assistant Security Officer.
18. Company will be fully responsible in case of misconduct caused by the security personnel.
19. All bidders are required to submit/quote rates separately for ex-servicemen and for civil trained guards with their bids. If two or more bidders quoted equal rates in bid for ex-servicemen or civil guards, then the contract will be awarded to one quoted lowest rates in lots after adding both rates i.e ex-servicemen and civil trained guards. In case if two or more bidders quoted equal rates for ex-servicemen/civil guards in the lotsthen the contract will be awarded to one gained higher experience in providing security services to government, semi government and other departments.
20. During the contract, the Security Company will provide Security Services as per terms and conditions of the tender document/ agreement.
21. An agreement will be made between UET Lahore and security company on non-judicial paper valued under applicable law that will be provided by the successful bidder
22. Bids must be submitted in accordance with PPRA Rules 2014 on the basis of single stage one envelope.
23. All bids will be opened publically at the time, date and venue specified in tender/advertisement.

24. The lowest responsive/evaluated bid shall be accepted.
25. The employees of Security Company shall no account indulge in UNIONISM
26. When circumstances warrant, UET may refuse to accept services from any employees of security Company whose work has been found unsatisfactory or not in accordance with the requirements of this agreement.
27. Violations like offensive behavior that involves scuffling etc. from Security Guards/Supervisor will lead to a penalty of up to 5% of the monthly bill. All fines and penalties will be deducted by UET from the monthly payments of the Company
28. Company shall be responsible for all the taxes required to be paid under relevant law.
29. University reserves the right to terminate the contract on one month advance notice.
30. Daily attendance will be marked in the register at the point as well as at daily register. Daily attendance sheet shall be verified by Supervisors and UET Security Incharge.
31. The security company will ensure that each guard on duty has received and understood written instruction for basic duties and is fully equipped to discharge his duties.
32. The company will be responsible to introduce a substitute guard with UET security office before deployment in university.
33. Age of Civilian Security Guard must from 20 to 40 years. In case of Ex-serviceman, the age must be less than 48 years.
34. The security company shall provide the list of reserve staff out of which replacement of removed/absence/left guards are to be made.
35. The Last date for submission of tenders is 19.04.2021 at 10.00 a.m. The Tenders will be opened on same day at 10.30 a.m. in the Conference Hall adjacent to Vice Chancellor Office by the Central Procurement Cell in the presence of the bidders or their authorized agents who may wish to attend.

Mandatory Requirements.

All bidders are required to provide following verifiable mandatory documents. Bids without these mandatory documents may not be entertained and will be rejected straightaway.

- 1) Valid/active license to operate in the Province of Punjab. NOC issued by the Govt. of Punjab Home Department should be attached.
- 2) Copy of Sales Tax & NTN certificates must be attached.
- 3) Registration with All Pakistan Security Agencies Association (APSAA)
- 4) Affidavit that the firm has not been blacklisted by any Government / Semi Government or other Organizations.
- 5) Proof of financial soundness from a scheduled bank accompanied with bank statement for the last one year.
- 6) Performance/experience certificates by the major clients where the security company has been Providing security services for last two years. Major Clients are the Clients where the Company has deputed at least more than 25-Nos Guards at a time.
- 7) List of reserved guards.