



STANDARD BIDDING DOCUMENTS

FOR

Hiring of Security Firm / Company for Providing Security Services

<i>Procurement Ref No:</i>	<i>HCC/HO/SECURITY/2022</i>
<i>Last Date/Time for Submission:</i>	<i>06th Sep. 2022 at 11:00 hrs</i>
<i>Bid Opening Date/Time:</i>	<i>06th Sep. 2022 at 11:30 hrs</i>

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

KHYBER PAKTUNKHWA HEALTH CARE COMMISSION

Ph: 091-9217791

Website: www.hcc.kp.gov.pk

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1. COPY OF ADVERTISEMENT

Hiring of Security Firm / Company for Providing Security Services to Khyber Pakhtunkhwa Health Care Commission

Khyber Pakhtunkhwa Health Care Commission invites sealed bids under **Single Stage One Envelope Procedure of KPPRA Rule 2014** from the valid Licensed Security Companies, having 05 years of relevant experience. The registered and licensed Security Firms / Companies fulfilling the above criteria may apply for Bidding documents for Hiring of uniformed Security Guards (2 Nos with 12 Bore Short Gun (Automatic) on 12 Hours shift) for Khyber Pakhtunkhwa Health Care Commission Head office within jurisdiction of Peshawar.

General Terms and Conditions:

1. The interested and eligible firms may collect the bidding documents from the office of undersigned on any working day till submission date or BSD may be downloaded from Khyber Pakhtunkhwa Health Care Commission and KPPRA Websites.
2. The sealed bids shall reach to the office of undersigned up to **06th Sep. 2022 on or before 11:00am** and the technical/Financial proposals will be opened on the same day at 11:30am in the presence of the Service Providers or their authorized representatives who wishes to attend.
3. The framework contract shall be signed with successful bidder for the period of one (01) Year, which shall be renewable based on satisfactory performance.
4. The 2% Bid security (CDR) of the **total bid cost (Annual Rate)** in favor of Director Operations Khyber Pakhtunkhwa Health Care Commission, must be accompanied with sealed bid else the bid shall be declared as non- responsive.
5. The firm / agency must be a registered Entity with KPRA for provision of Services.
6. Company must be the holder of valid license from **Ministry of Interior and KP Govt.** to run Security Company.

7. All federal and provincial duties/stamp duty/taxes including KPRA taxes etc. will be recoverable as per directives of the government issued from time to time.
8. Any disfiguring / overwriting or manipulation in the Bid shall be liable for rejection.
9. Incomplete and conditional bid shall not be accepted.
10. The undersigned reserve the right to accept or reject any one or all the bids assigning the cogent reasons on request.

Director Operations and Business Support

Khyber Pakhtunkhwa Health Care Commission,
Head Office Peshawar.

2. INTRODUCTION:

Khyber Pakhtunkhwa Health Care Commission Head Office, Peshawar invites sealed bids from the eligible bidders Firm/Company for Hiring of Security Firm / Company for Providing Security Services to Khyber Pakhtunkhwa Health Care Commission for its Head Office in Peshawar through open Competitive Bidding under rule 6(2) (a) "Single Stage Single Envelope" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

1. SCOPE OF SERVICES:

1.1. Scope of Services of Service Provider: -

The Service Provider Shall: -

1. Provide, render and ensure Security Services as assigned by the Company on round-the clock basis, 24 hours per day, 7 days per week including Sundays and holidays.
2. One Security Personnel shall present all the time (24 hours per day, 7 days per week including Sundays and holidays) for performance of duty at entry point of Khyber Pakhtunkhwa Health Care Commission Head Office Phase-V Hayatabad Peshawar. The Service Provider shall provide safety and security at day and night for office premises of Head Office, Parking Yard and Main Gate.
3. One Security Personnel shall present in Khyber Pakhtunkhwa Health Care Commission during office hours for Security and facilitation of official guests and visitors of office.
4. Be responsible for all acts done by the personnel engaged by him and shall remain polite and courteous to staff and visitors. Service Provider shall have trained staff properly to deal with the Security situation. Security personnel must be in proper uniform which means neat and clean dress, black shoes, belt, ID, and cap. Each Security personnel must be equipped with, gun, metal detector and one Whistle.

5. Ensure that all Security personnel are alert, punctual, physically fit, in good health, without physical / mental abnormalities and possess good physique, necessary skills, expertise and experience to satisfy requirements of security work.
6. Be responsible to send personnel replacement immediately if the assigned personnel do not report on time or leaves earlier. Shall also ensure that no security personnel leave premises unless properly relieved by next personnel.
7. Check visitors entering the Khyber Pakhtunkhwa Health Care Commission office and retrieve any kind of arm and ammunition from such visitors and keep it in his safe custody till his return.
8. Ensure timely payment to security personnel, not later than 15 days from the submission of bills.
9. Safeguard all movable and immovable property inside Khyber Pakhtunkhwa Health Care Commission.
10. Abide by all rules and regulations of Khyber Pakhtunkhwa Health Care Commission.
11. Replace any personnel engaged by the company, if working is not found satisfactory by Khyber Pakhtunkhwa Health Care Commission.
11. That Security personnel engaged by him and not below 25 years and above 40 years of age. Minimum qualification for Security personnel shall be Matric. The age of 40 Years is not applicable if the Security personal is ARMED Force Retd. Personal.
12. Abide by all laws in provision of the Services including labour laws / Interior ministry rules and regulations.
13. Be liable to penalize if the services above are not satisfactory.
14. Provide additional security personnel in accordance with mechanism established above (if required).
15. The bid value/Contract amount shall be adjusted in case of change of Minimum Wage Rate as per notification of Government of (Khyber Pakhtunkhwa)

3. **BIDDING PROCEDURE:**

- The bidding procedure as given in KPPRA Rules 2014 i.e., **Single Stage - One envelope procedure**, will be followed in this RFP.
- 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.
- 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.
- 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.
- Proposals must confirm that the bidder will comply with all provisions / conditions in this RFP.
- Proposals must be signed by a Company officer empowered to bind the executing agency.
- Bidders must provide comprehensive narrative statements that illustrate their understanding of the requirements of the Bid.
- 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.)
- 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 1 "Scope of Services" and as per Tender Specifications described.
- 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.

- Modified Proposals: Bidders may only submit one proposal for evaluation. Any alternate or modified proposal submitted after due date will not be acceptable.

4. TENDER ELIGIBILITY/QUALIFICATION CRITERIA:

Eligible Bidder is the bidder who is:

- a) Registered with Security and Exchange Commission of Pakistan or copy of Certificate of Incorporation or Registration or equivalent.
- b) Must be registered / Active with Tax Authorities and having valid Income Tax and also having sound financial strengths can participate.
- c) Possess valid KPRA Registration.
- d) Registered with Ministry of Interior, Government of Pakistan, or Home Department, Government of Khyber Pakhtunkhwa as Security Services Provides.
- e) Must be involved in relevant business for 05-years or more.
- f) Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper is mandatory), failing which will cause rejection of the bid;
- g) Conditional tenders will not be accepted;

Each paper of the tender document has to be stamped and signed by the authorized signatory of the Security Company / agency.

5. BID SECURITY:

The bidder shall furnish the Bid Security (Earnest Money) as under:

- For a sum equivalent to 2% of the total Bid Cost in shape of CDR calculated on (annual Cost) and denominated in Pakistani Rupees.

- As a part of technical bid envelope, failing which will cause rejection of bid;
- In the form of Call Deposit Receipt in favor of KP Health Care Commission;
- Have a minimum validity period of Ninety (90) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

Deficient bid security is not acceptable and will be returned to the bidder, declaring him as disqualified.

6. CONTRACT DURATION:

The contract duration shall be for a period of One (01) year starting from signing of the Contract and it may be renewed for further periods on the same Terms and Conditions mutually agreed upon by the concerned parties and based on performance.

7. MODE OF PAYMENT:

The Service Provider shall be providing all necessary supporting documents along with invoices:

- a) The Service Provider shall submit an application for Payment for monthly rendered services to Khyber Pakhtunkhwa Health Care Commission. The Application for payment shall be accompanied by invoices receipts or other documentary evidence as the procuring agency may require, state the amount claimed, and set forth in Purchase Order / Contract Agreement.
- ii. The KP Health Care Commission shall pay the monthly service charges verified by 15th of each month in lump sum through cross cheque in the name of Company and in Pakistani Rupees.

8. TENDER VALIDITY:

The bid shall be valid for a period of ninety (90) days from the last date for submission of the tender. The Khyber Pakhtunkhwa Health Care Commission may solicit the bidder's consent to an extension of the validity period of the bid. The request and the response thereto shall be made in writing.

9. GENERAL TERMS & CONDITIONS:

- I. The Service Provider should have licenses of automatic weapons and will provide weapons and metal detector device to the security guards. No additional / separate charges will be paid by KP Health Care Commission, in this respect.
- II. The Service Provider will be responsible to get each guard medically examined by a registered medical practitioner and provide medical certificate for their fitness.
- III. Similarly, the Service Provider shall provide character certificates / police report of each security Personnel with verified antecedents / background.
- IV. Security Personnel provided by the Service Provider should not be less than 25 years and not more than 40 years of age. The guards should be well trained and capable enough to handle the situations. **(The Retd. Arm Forces Personal are exempted form age limit of 40 years, but he must be fit and active Security Personnel).**
- V. The security personnel deputed to Khyber Pakhtunkhwa Health Care Commission will preferably be a retired Army, Air force or arm forces personal. During duty hours the Security personnel will be directly answerable to the management of KP Health Care Commission.
- VI. During the contract, the firm will provide Security Services as per the contract agreement signed between KP Health Care Commission and the Service Provider.
- VII. The contract will be initially for a period of 01 year, which can be extended for further period with mutual consent and based on performance.
- VIII. Availability of additional guards (if so required) will be ensured within 24 hours after intimation.
- IX. KP Health Care Commission, reserves the right to declare disqualified a firm/company if it finds, at any time, that the information submitted was false and materially inaccurate.

- X. In case the offer is withdrawn, amended, or revised during the validity period of the offer, the Earnest Money is liable to be forfeited.
- XI. The participating bidders will have to give in writing to the effect that they have carefully read all the terms & conditions of the tender documents and they accept them as well.
- XII. The Service Provider Should Ensure the payment of Minimum Wage (per month) to his Security Guard as enforced by the Labor Laws of the GOVERNEMNET.

10. REQUIRED DOCUMENTS FOR PROPOSAL:

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 years of experience of underwriting Security Services Provider's business in Pakistan (Registration Document with concerned Government body). **(Mandatory)**
- iii. Proof of financial stability – audited Financial Statements for last 3 Years.
- iv. Scope of Services (signed & stamped) for acceptance – **Mandatory**
- v. Copies of Tax / KPRA registration certificates (Active Status)– **Mandatory**
- vi. Registration with Security and Exchange Commission of Pakistan or copy of Certificate of Incorporation or Registration or equivalent – **Mandatory.**
- vii. List of existing clients with name and contact persons, telephone numbers and addresses.
- viii. List of Previous 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 (Earnest Money) in the form of Call Deposit Receipt in favor of KP Health Care Commission – **Mandatory**
- xiii. NOC issued by the Ministry of Interior, Government of Pakistan or Home Department Government of Khyber Pakhtunkhwa for such services – **Mandatory.**
- xiv. Performance certificates by the major clients at least three where Security Company has been providing security services.

Bidder is required to provide all the above documents, however failure to provide mandatory documents shall cause the proposal to be considered as non-responsive and the proposal may be rejected.

11. SUBMISSION CRITERIA & SCHEDULE:

Tender Schedule is as per following

Sr.#	Activity	Dates
1	Tender/RFP issue date	August 2022
2	Proposal submission dead line	06 Th Sep. 2022 upto 11:00 Hrs
3	Opening of BIDs (in presence of applicants, who choose to appear, at KP Health Care Commission Head Office.	06 Th Sep. 2022 upto 11:30 Hrs

The Procurement Entity i.e., Khyber Pakhtunkhwa Health Care Commission may reject all or any Bid.

12. **AWARD OF CONTRACT:**

The Final assignment award will be on the basis of **Least Cost Method** among the technically qualified bidders. The successful bidder will have to sign an Agreement on stamp paper with the KP Health Care Commission as per Annexure-I and every document submitted in the tender proposal as well as the policy documents. Number of Security Guards required may be increased or decreased as per requirements of the Company. KP Health Care Commission reserves the right to cancel the process at any time as per Government Policy with cogent reasons.

13. Agreement (Annexure-I)

This agreement is made on _____ 2022 and enforced with effect from _____ Khyber Pakhtunkhwa Health Care Commission (KP HCC) hereinafter referred to as “the Company” (which expression shall include its assignees, legal representative) as First party and _____ through hereinafter referred to as “Service Provider” (which expression shall include its legal representative, assignees and administrators of the second part).

Whereas, the Company is desirous of hiring services of Service Provider for Safety and Security of KP Health Care Commission office and the Service Provider intends to provide the said services to Khyber Pakhtunkhwa Health Care Commission Peshawar (KP HCC) against a monthly service charge.

Therefore, both the parties have agreed to the following terms and conditions:

1. The agreement between the parties is initially for 01-Year commencing w.e.f. date of signing of the Contract subject to terms and conditions mutually agreed between the parties, and extendable by mutual consent of both the parties.
2. The Company shall pay to the Service Provider a monthly amount of Rs. /- for the services mentioned in RFP/Tender documents.
3. The Company shall pay to the company an amount mentioned in para-2 above by 15th of each month in lump sum through cross cheque in the name of Company of Service Provider.
4. The appointees will operate in the Head office on the direction of the authorized staff of the Company and in case of any issue, it will be reported to Security Company immediately for rectification.
5. The Service Provider will be responsible to ensure proper replacement / relief of Security Guards at all times including holidays, claiming no extra remuneration.
6. In consonance with the proceeding clause, the Service Provider will be responsible to depute a total of _____armed security guards (ex-army

servicemen) on the places indicated by authorized officers of the Company for 24 hours on 12 Hours Shift basis.

7. The staff is bound to perform their duties on the appointed locations only. The Service Provider will be responsible of any illegal act of staff. In case of any untoward loss, a joint inquiry will be held in order to investigate and apportion responsibility accordingly.
8. In case of a Security Personnel proceeding on leave or does not arrive on duty due to any reason, the Service Provider will be responsible to provide alternate security guard at his place.
9. On a written report from employer, unsuitable guard will be replaced within 24 Hours by the Company.
10. The responsibility to pay compensation in shape of provision of medical, housing, transportation facilities etc. or payment of monetary compensation in case of on-duty injury / death of a security guard shall lay on the Service Provider. The second party at no extra cost i-e KP HCC.
11. KP Health Care Commission is at liberty to terminate the contract at notice (in writing) of 01-Month in advance with justified reason (s).
12. The Company can terminate the Contract of Service Provider for poor performance and violations of terms and conditions of the Contract. In such case Performance Security of the Service Provider will be forfeited.
13. The Company shall have the right to increase or decrease the strength at any time.
14. Chief Executive Officer, Khyber Pakhtunkhwa Health Care Commission will act as Arbitrator under the Arbitration Act in case of any dispute arising out of the agreement.
15. The Service Provider will be responsible for the Uniform, Shoes, Weapons, and a. Metal Detectors required by security personnel at the premises.
16. All necessary including KPRA taxes on services will be deducted as per Government Policy.
17. SOPs (Standing Operating Procedures) and security instructions for deployment of guards will be provided by Company Authorized Official and all guards will

abide by these SOPs/ instructions fully.

18. Contract will be revived, revised and renewed in the last month of the expiry of contract on the conditions specified in other sections or mutually decided later on.

19. The Hiring / Firing of those Guards allotted to KP HCC shall be done through the consent of KP HCC HR / Administrative wing.

20. The Scope of Work and other Terms and Conditions mentioned in Tender Documents are part and parcel this Agreement.

21. Service Level Agreement

Each non-compliance of the Scope of Services, Term and Conditions of the Contract will be penalized. The following penalties will be applicable and will be deducted from the monthly charge of the Service Provider: -

S. No	Violations	Penalty in PKR
1	Security Personnel not wearing proper Uniform or in shabby conditions or untidy	Rs. 1000 per instance
2	Misbehavior with staff or Visitors	Rs. 500 per instance
3	Not carrying required weapons detectors or whistle	Rs. 500 per instance
4	Late arrival to duty	Rs. 200 per hour
5	Absence from duty	Rs. 500 per day
6	Violation of labor laws	Rs. 2000 per violations
7	Laziness during duty	Rs. 200 per instance
8	Damage or loss to KP Health Care Commission property	Equal to the loss Amount By Joint Inspection Committee.
9	Smoking in office	Rs. 1000 per instance

10	Not following instructions of KP Health Care Commission authorized representative	Rs. 500 per instance
11	Misuse of KP Health Care Commission assets such as Air-conditioning, Light etc.	Rs. 1000 per instance
12	Sleeping during duty	Rs. 2000 per instance
13	Any other violation of the Contract	Rs. 500 per instance

The contract shall be governed by and constructed in accordance with the laws of Pakistan / SBD of KPPRA Rules 2014 For Services. In witness whereof both parties have set their hands on the date and day mentioned above.

Party-1

Khyber Pakhtunkhwa

Health Care Commission

Witness:1

Name: _____

CNIC: _____

Signature: _____

Party-II

MS_____ Security

Agency

Witness:2

Name: _____

CNIC: _____

Signature: _____

14. Proposal Submission Form (Annexure-II)

Location:

To

The chief Executive Officer,
Khyber Pakhtunkhwa Health Care Commission
Hayatabad Peshawar.

Dear Sir,

We, the undersigned, offer to provide security services to all employees of the Khyber Pakhtunkhwa Health Care Commission as well as to the office building of Head office and parking Yard in accordance with your tender Notice dated _____. Our attached Financial Proposal is for the sum of Rs: _____. The amount is inclusive of Provincial and Federal takes, which shall be levy on such services.

Our financial proposal shall be bidding upon us subject to the modifications resulting from agreement negotiations, up to expiration of the validity period of the Proposal, i.e. Before the date indicated in Bidding Document / Contract.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely

Authorize Signature [in full and initials: _____

Name and title of Signatory: _____

Name of Firm: _____

Address: _____

S.No.	Description	Nos of Guards	Cost Per Guard	Total Cost Per Month
1.	Armed Security Guards for provision of Security Services as mentioned in Scope of Servicers inclusive of costs of Metal Detector, Uniform etc. Duty Time 12 Hours each Guard.	02		
	Total Amount Per Year.			

Total Amount in words:

Authorized Signature with Company Seal

15. Undertaking for Proposal (Annexure-III)

To,

Chief Executive Officer,
Khyber Pakhtunkhwa Health Care Commission Peshawar.

Dear Sir:

1. We (Name and Address of the Bidder), having read, understood and accepted the RFP/Tender Documents, including the Addendum (s), if any, offer to provide security services to Khyber Pakhtunkhwa Health Care Commission (KP HCC) in conformity with your Tender Notice dated _____ in _____ published subsequently on KP Health Care Commission/KPPRA website.
2. We undertake that the Tender shall have a minimum validity period of 90-days from the last date for submission of the Tender and may be accepted at any time before the expiration of that period.
3. We undertake to provide the Performance Security to give satisfactory assurance of our ability and intention, for due performance / execution of the Contract in accordance with the terms and conditions of the Contract, in case of the award of the tender.
4. We undertake to be bound by the Tender and the Acceptance Letter, which shall constitute a contract, until execution of the formal Contract.

Date this _____ day of 2022

Signature: _____

CNIC: _____

Name: _____

Designation: _____

Address: _____

Note: The Tender Form should be on the letter head of the Bidder.

16. Undertaking for Bidder (Annexure-Iv)

As owner (s) of

M/s _____

It is certified that I/We:

- b) Are provider of Security Services;
- c) Accept the terms and conditions as laid down in this Tender Document and advertisement notice;
- d) Shall observe all the conditions and rules/ regulations framed by Government of the Pakistan and **KPPRA Rules 2014 (SBD for services)** for the purpose and shall provide security services as per specifications and the terms and conditions of this Document;

Signature and Stamp of the Bidder