



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Administration Department)

T# 07/11-12

Tender for Hiring Security Services for the Commission

Commission invites sealed tenders from financially sound Security Service Co/Organizations registered with sales tax department, having (NTN) No., for its major offices and residences at various locations as shown in terms & conditions. Companies with expertise in the requisite area may apply according to details given at our official web site www.secp.gov.pk/procurement.html or the same may be obtained from the undersigned during office hours. Preference will be given to Companies/Organizations capable of providing services at all locations. Sealed tenders giving complete information may be dropped in the sealed tender box placed at ground floor of NIC building before Friday October 28 October 2011 till 11.00 a.m. Sealed tenders may also be sent through mail at the address given below. Last date for receipt of tenders is Friday, October 28, 2011 till 11.00 a.m. and will be opened the same day at 11.30 a.m. Commission reserves the right to accept, reject or amend any or all tenders without assigning any reason.

Joint Director (Admin)
Phone: 9207091-4 Ext: 118

Terms & Conditions

- The Company/Organization should be registered with income and sales tax departments & should have proven record of providing security services to large government/semi government organizations/multinationals/foreign missions (to be verified by the clients). Bids must be submitted in a sealed envelope clearly marked **“Tender for Hiring Security Services for the Commission”** latest by Friday October 28, 2011 & dropped in sealed tender box placed at ground floor of NIC building till 11 a.m.
- Proposal submitted must accompany with company profile, number of years in the business (companies operating less than 5 years need not to apply), list of present clients, proof of company as legal entity, affidavit indicating that the company has never been black listed by any government organization.
- 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 taxes.
- Attach detail of offices operating in Pakistan with address & telephone numbers and total no. of employees.
- Attach valid copy of Company registration with Ministry of Interior.
- Attach valid list of clients with detail of relevant person and contact number.
- Bids submitted must accompany with earnest money (refundable) for an amount of Rs. 100,000 in shape of either pay order, demand draft or an unconditional guarantee from a reputable financial institution valid for not less than 6 months in favor of Securities & Exchange Commission of Pakistan. Bids submitted without bank guarantee/performance bond will not be considered and rejected straight away.
- Bids will be short listed on the basis of financial and technical evaluation.
- Services contract would be for a period of 2 years.
- Commission shall not pay any security deposit or advance payment against hiring the security services.
- Company will be bound to arrange the security guards within 7 days after issuance of confirm work order.
- The last date for the receipt of tenders is Friday October 28, 2011 till 11.00 a.m. at NIC Building, 63-Jinnah Avenue, Blue Area Islamabad and these will be opened the same day at 11.30 a.m. in the presence of bidders or their authorized representatives who may wish to be present.

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Terms of Reference (TOR's) for Hiring Security Services

Locations & no. of Security Personnel Required

S #.	Location	Security Supervisor	Unarmed Guard	Armed Guard
1.	Islamabad Head office	1	6	2
2.	CRO Islamabad	-	-	2
3.	CRO Peshawar	-	-	4
4.	CRO Faisalabad	-	-	1
5.	CRO Lahore	-	1	1
6.	CRO Multan	-	-	2
7.	CRO Sukkur	-	1	1
8.	CRO Quetta	-	-	2
9.	CRO/SRO Karachi	-	-	11
	Senior Officer's Residence			
1.	Islamabad	-	2	10
2.	Faisalabad	-	-	2
3.	Karachi	-	-	2
	Total:	1	10	40

Personnel

- Total Supervisor: **1**
- Total unarmed guards: **10**
- Total armed guards: **40**

Total: 51

Equipment

- Hand held detector
- Vehicle check Mirror
- Explosive detector

CRO stands for Company Registration Office

- Security services are based on 12 hours shift and in case of guard's absence the company would be bound to provide immediate replacement.
- Employees of Security Company should have group insurance and company must be registered with EOBI and social security. Any other benefit provided by the Company would be considered as an edge.
- In case of an emergency the company needs to have adequate resources available to provide back up at desired location(s).
- Company should have its own RESPONSE UNIT SERVICES in order to deal with any untoward situation.
- Background/personal verifications of the employees through relevant agencies is mandatory.
- The upper age limit for guards is 45 years.
- Guards must be trained for firefighting/Civil Defense.
- Detail of weapon in use and their license to be provided.
- Any other scientific solution for enhancing security measures would be considered as an edge.
- Separate rates should be quoted for Supervisor/armed/unarmed guards
- Company shall also provide Explosive Detector, Hand Held Detector and Mirror for vehicle inspection (as per location and demand)
- Company shall also ensure periodic checks of guards deployed at various locations to ensure quality service at all times.
- Company will be fully responsible in case of misconduct caused by the security personnel.
- The last date for the receipt of tenders is Friday, October 28, 2011 till 11.00 a.m. and will be opened the same day at 11.30 a.m.