



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 10/15-16

Invitation to Bid

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The Securities and Exchange Commission of Pakistan (SECP) invites sealed bids from suppliers/service providers based in Pakistan, registered with Income Tax and Sales Tax Departments for:

“Hiring of Security Services ”

Bidding document containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above mentioned requirement is available for the interested bidders from the undersigned and can also be downloaded from www.secp.gov.pk/procurement.asp free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before **November 12, 2015 at 1500 Hrs** and will be opened on the same day at 1530Hrs.

M. Ubaidullah Khalid – Asst. Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 444
Email: ubaidullah.khalid@secp.gov.pk

Terms and Conditions for Bids and Bidders

1. Invitation Identification Number: T # 10 /15-16

2. The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.
3. The Securities and Exchange Commission of Pakistan (SECP) invites sealed bids from suppliers/Service providers registered with sales tax department and having national tax number (NTN) based in Pakistan for

“Hiring of Security Services”

Through **SINGLE STAGE ONE ENVELOPE METHOD**

4. The procurement agency is:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad

5. The services will be required for a period of one year extendable annually, for a maximum period of three years. Successful service provider will have to sign a legal agreement with the Commission for the subject services.
6. Relevant details plus terms and conditions of this invitation may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp
7. Clarifications, if any, may be obtained through email to ubaidullah.khalid@secp.gov.pk.
8. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial services offered and bidders should provide the same at the rates finalized.
9. Bid should be valid for 150 (one hundred and fifty) calendar days from the date of opening of tenders.
10. Bid should be comprised of complete technical and financial details as required in this bidding document.
11. Post bid Technical meetings/Presentations may be requested by SECP.
12. Each page of the proposal should state the name of the bidder, the invitation name, and the page number.
13. The amount of the bid and earnest money shall be in Pak rupees. The bids should be accompanied by earnest money (refundable) for an amount equal to 2% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan**. Bid not accompanied by earnest money or with less amount of earnest money will not be entertained.

14. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the earnest money will be forfeited in favor of the SECP, Islamabad.
15. It is of utmost importance that bid should be submitted very carefully and the instructions set forth above scrupulously complied with, failing which the offer will be ignored.
16. Amendments or alterations/cutting etc., in the bid must be attested in full by the person who has signed the bid.
17. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
18. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
19. Discounts, if any, offered by the bidder shall be part of the bid.
20. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
21. The proof of bidder's existence as a legal entity and an affidavit that the bidder is not blacklisted by any organization must be presented with the bid.
22. A copy of authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid, in case of any such claim.
23. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained.
24. The goods/services supplied must be duty paid in respect of all applied duties and taxes.
25. Detail of applicable taxes and whether included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
26. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services, if selected and declared as best evaluated bidder.
27. The bids received after the due date and time will not be entertained. SECP reserves the right to reject and cancel all received bids at any time of the bidding process.
28. The earnest money of successful bidder will be retained and that of other bidders will be returned.
29. The quantities/requirement of goods/services may vary according to SECP requirement.
30. Only registered suppliers/service providers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.

31. If any supplier/service provider is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
32. The SECP reserves the right to relax any condition of the bidding document as per its requirement. Moreover, the SECP reserves the right to amend/change/revise the Scope of Work, if deemed necessary. The successful bidder shall have to provide the services accordingly.
33. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process. The right to accept, reject and cancel any offer without assigning any reason is hereby reserved. The SECP's decision will be final and binding in all matters relating to this invitation.
34. SECP reserves the right to verify/evaluate the claims made by the bidder independently.
35. The destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad
36. The envelopes shall bear the following additional identification marks:

Bid for: "Hiring of Security Services"

Bidder Name: XYZ

Attention: Assistant Director (Admin), 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

37. The deadline for the submission of bids is:

Date: November 12, 2015

Time: 1500 Hrs

38. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad

Date: November 12, 2015

Time: 1530 Hrs

39. A statement "**Not to be opened before 1530 Hrs on November 12, 2015**" shall be clearly mentioned on the top of the sealed bid.

Note:

- **The attachment details are as under:**

1. Scope of Work	Annex "A"
2. Bid Submission Form	Annex "B"
- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

SCOPE OF WORK**1. Purpose:**

The Securities and Exchange Commission of Pakistan (SECP) is inviting interested parties to bid for the provision of security services from reputable security agencies, to render security services on a 24-hour daily basis, including Sundays and holidays, to secure the buildings of SECP in Province Sind, Baluchistan and Punjab, KPK, including all the properties within the building premises and the occupants.

2. Scope of work entails:

The SECP requires service providers to deliver the security services at following locations:

<u>S.No</u>	<u>Location</u>	<u>Security Supervisor</u>	<u>Armed</u>	<u>Unarmed</u>
01	Head office, Islamabad	1	2	8
02	CRO, Islamabad		2	
03	CRO, Lahore		1	1
04	CRO, Karachi	1	11	
05	CRO, Peshawar		4	
06	CRO, Faisalabad		1	
07	CRO, Quetta		2	
08	CRO, Multan		2	
09	CRO, Sukkur		1	1
10	Official Residences			
	Total	2	26	10

3. Evaluation Criteria:

An evaluation process will be based on the 60/40 principle where 60 refer to technical and 40 refer to financial proposal. Technical evaluation of the bidder will be determined according to following criteria:

Criteria:	Max Score
Particulars of the Company (60 Marks)	
Geographical Outreach: Must have registered office at required locations. (2 marks for each location)	15
Experience: Number of years of applicable experience of organization: <ul style="list-style-type: none">• Over 10 Years= 10• 7-9 Years= 07• 5-8 Years= 05• 5 Years or below= 03	10
Security Staff: Number of security personnel on company roster (strength/deployment year wise detail for last two years) <ul style="list-style-type: none">• Over 2000= 7• 1000-1999= 04• 1000 or below= 2	7
Safety & Training Policy: <ul style="list-style-type: none">• Security clearance of staff from concerned security agency (3 marks)• Social benefits for security staff (3 marks)• Training & recruitment programme (5 marks)• Minimum wages paid to security guards (2 marks)	13
Equipment & Services: <ul style="list-style-type: none">• Number of licensed weapons should not be less than 10% of total strength (4 marks)• Emergency Response Team (3 marks)• Escorting services (3 marks)• Detail of available equipment (only specify the equipment which may be handful during emergency situations (5 marks)	15
Total Technical	60
Financial Evaluation	
Percentage of commission to be charged inclusive of all taxes	40
Grand Total	100

4. **Terms and Conditions:**

Please provide following documents / details

- Brief company profile
- Clientele
- Proof of Company as legal entity and affidavit that the company is not black listed by any Organization must be attached with the bids.

- d. Experience in the relevant areas, Company must be established in Pakistan and should have an at least 2 years of working experience.
- e. Copies of Sales Tax Registration Number and National Tax Number should be affixed with the bidding documents.
- f. Security services rates must be quoted in following manner for (1) Sindh & Baluchistan and (2) Punjab & KPK

S.NO	Services/Item	Rate (Per Month)	Rate (Per Month)
		(Inclusive of all taxes)	(Inclusive of all taxes)
		(1)	(2)
		Sindh & Balochistan	Punjab & KPK
01	Security Supervisor		
02	SSG Trained Supervisor		
03	SSG Guard		
04	Armed Guard		
05	Unarmed Guard		
06	Explosive Detector		
07	Hand Held Detector		
08	Vehicle Search Mirror		
09	Additional Weapon		

Note: Details of taxes included should be mentioned

- g. SECP reserves the right to select one or more security service providers for requirement as given in para 2 of scope of work above.
- h. Details regarding offices operating in Pakistan with addresses & telephone numbers of employees.
- i. NOC from all provinces is mandatory.
- j. Details regarding Monitoring and Scanning System.
- k. Employees of security service provider should have group insurance and must be registered with EOBI and social security. Any other benefit provided by the service provider would be considered as an edge.
- l. In case of an emergency the service provider needs to have adequate resources available to provide back up at desired location(s).
- m. Any other scientific solution for enhancing security measures would be considered as an edge.
- n. Service provider should have its own RESPONSE UNIT SERVICES in order to deal with any untoward situation.

- o.** Background/personal verifications of the employees through relevant agencies is mandatory.
- p.** Detail of weapon in use and their license needs to be provided.

5. Personal Attributes of Security Guard:

The suitable guard :

- i.** Must be trained, ex-servicemen, soldierly bearing, physically and also medically fit (Category A)
- ii.** Should have Secondary School Certificate (SSC) and Supervisor must hold HSSC degree.
- iii.** Should be aged between 22-45 years and supervisor must be between 47-55 years of age.
- iv.** Must have served at least 10 years in defense services. Must not have retired on medical grounds.
- v.** Must have obtained exemplary character certificate at the time of retirement.
- vi.** The preference should be given to the guard who is trained for firefighting/Civil Defense.

Bid Submission Form

1. **Name of Bidder** : _____
2. **NTN#** : _____
(Please attach Copy of NTN Certificate)
3. **GST#** : _____
(Please attach Copy of GST Certificate)
4. **Offered price** : **Rs.** _____
(Inclusive of all applicable taxes)
5. **Value of earnest money** **Rs.** _____
(2% of the offered prices in 4)
(In words) _____
6. **Contact number** : _____
7. **Postal address** : _____
8. **Email address** : _____

Note: Taxes included must be mentioned and breakup of the quoted proposal quote must be attached

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Signature

Name with Official Stamp

Date

