



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 13/13-14**

### **Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers / service providers based in Pakistan and registered with sales tax department, having national tax number (NTN) for following:

<b>S. No.</b>	<b>Type of Services</b>	<b>Identification No.</b>
a)	Hiring of Security Services	[T#13(i) /13-14]
b)	Hiring of Courier Services	[T#13(ii) /13-14]
c)	Hiring of Janitorial Services	[T#13(iii) /13-14]

The relevant details plus terms and conditions may be obtained from the undersigned personally or by visiting the SECP website: [www.secp.gov.pk/Procurement.asp](http://www.secp.gov.pk/Procurement.asp)

Sealed bid with 5% earnest money of the total quoted cost for each required, must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The tenders must be received on April 16, 2014, by 1500 Hrs and will be opened on the same day at 1530 Hrs.

M. Ubaidullah Khalid – Assistant Director (Admin)  
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad  
Tel: 9207091-4 Ext 107

## **Terms and Conditions for Bids and Bidders**

1. **Tender Identification Number: TENDER # 13 (i) / 13-14.**
2. Bids are invited for “**Hiring of Security Services**” through **SINGLE STAGE ONE ENVELOP METHOD**, for 02 years.
3. **The Procurement Agency is:**  
  

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad.
4. Relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website: [www.secp.gov.pk/Procurement.asp](http://www.secp.gov.pk/Procurement.asp)
5. 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 tender.
6. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized between the agency and the bidder.
7. The bid validity period shall be 150 days.
8. 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 5% 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, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.** The tenders not accompanied by earnest money or with less amount of earnest money will not be entertained.
9. 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.
10. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
11. The language of the bid is English and alternative bids shall not be considered.
12. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
13. 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 tender will not be entertained and may disqualify the original offer.

14. 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.
15. Discounts (if any) offered by the bidder shall be part of the bid.
16. The interested firm/company must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 1 years and proof of company as legal entity.
17. The proof of firm/company's existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bid.
18. Interested firm must submit its profile and list of existing clientele.
19. Copies of Sales Tax Registration Number and National Tax Number should be affixed with the bidding documents.
20. The services provided must be duty paid in respect of all applied duties and taxes.
21. Security company will be responsible to follow all directives issued by Federal / Provincial Government from time to time.
22. Details regarding offices operating in Pakistan with addresses & telephone numbers of employees.
23. NOC from all provinces is mandatory.
24. Details regarding Monitoring and Scanning System.
25. 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.
26. In case of an emergency the company needs to have adequate resources available to provide back up at desired location(s).
27. Company should have its own RESPONSE UNIT SERVICES in order to deal with any untoward situation.
28. Background/personal verifications of the employees through relevant agencies is mandatory.
29. The guards have to be retired army personnel's and upper age limit for guards is 45 years.
30. Guards must be trained for firefighting/Civil Defense.
31. Detail of weapon in use and their license to be provided.
32. Any other scientific solution for enhancing security measures would be considered as an edge.

33. The services required may vary according to SECP requirement.
34. 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.
35. Successful service provider will have to sign a legal agreement with the Commission for said duration. Agreement may be extended for another year or any period mutually agreed between both parties.
36. The earnest money of successful tenders will be retained and that of other bidders will be returned.
37. 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:

<b>Criteria:</b>	<b>Max Score</b>
<b>Particulars of the Company (60 Marks)</b>	
<b>Geographical Outreach:</b> Name of area/region, addresses, contacts etc. Mandatory requirement for the company to have NOC from all provinces.	15
<b>Experience:</b> Number of years of applicable experience of organization: <ul style="list-style-type: none"> <li>Over 10 Years= 10</li> <li>7-9 Years= 07</li> <li>5-8 Years= 15</li> <li>5 Years or below= 03</li> </ul>	10
<b>Security Staff:</b> Number of security personnel on company roster (strength/deployment year wise detail for last two years) <ul style="list-style-type: none"> <li>Over 2000= 7</li> <li>1000-1999= 04</li> <li>1000 or below= 2</li> </ul>	7
<b>Safety &amp; Training Policy:</b> <ul style="list-style-type: none"> <li>Security clearance of staff from concerned security agency (3 marks)</li> <li>Insurance plan for security staff (3 marks)</li> <li>Training &amp; recruitment programme (5 marks)</li> <li>Minimum wages paid to security guards (2 marks)</li> </ul>	13
<b>Equipment &amp; Services:</b> <ul style="list-style-type: none"> <li>Number of licensed weapons should not be less than 10% of total strength (4 marks)</li> <li>Emergency Response Team (3 marks)</li> <li>Escorting services (3 marks)</li> <li>Detail of available equipment (only specify the equipment which may be handful during emergency situations (5 marks)</li> </ul>	15
<b>Total Technical</b>	<b>60</b>
<b>Financial Evaluation</b>	<b>40</b>
<b>Grand Total</b>	<b>100</b>

38. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

39. The envelopes shall bear the following additional identification marks:

**Bid for:** “Hiring of Security Services”  
**Firm Name:** XYZ Firm  
**Attention:** Assistant Director, Admin, 4th Floor  
NICL Building, 63 Jinnah Avenue  
Blue Area, Islamabad

40. The deadline for the submission of bids is:

**Date: April 16, 2014**  
Time: 1500 Hrs

41. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad  
**Date: April 16, 2014**  
Time: 1530 Hrs

42. A statement “**Not to be opened before 1530 Hrs on April 16, 2014**” shall be clearly mentioned on the top of the sealed bid.

43. The bids received after the due date and time will not be entertained.

44. The SECP reserves the right to amend/change/revise the TORs of tender if deemed necessary. The successful bidder shall have to provide the services accordingly.

**Note:**

- **The attachment details are as under**

- |                               |                  |
|-------------------------------|------------------|
| <b>1. Terms of Reference</b>  | <b>Annex “A”</b> |
| <b>2. Bid Submission Form</b> | <b>Annex “B”</b> |

- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

**Terms of Reference****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, including all the properties within the building premises and the occupants.

**2. Scope of work entails:**

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

<b><u>S.No</u></b>	<b><u>Location</u></b>	<b><u>Security Supervisor</u></b>	<b><u>Armed</u></b>	<b><u>Unarmed</u></b>
1	Head office, Islamabad	1	2	8
2	CRO, Islamabad		2	
3	CRO, Lahore		1	1
4	CRO, Karachi		11	
5	CRO, Peshawar		4	
6	CRO, Faisalabad		1	
7	CRO, Quetta		2	
8	CRO, Multan		2	
9	CRO, Sukkur		1	1
	<b>Senior Officer's Residence</b>			
1	Islamabad/Rawalpindi		12	
2	Karachi		2	
3	Faisalabad		2	
<b>Total</b>		<b>1</b>	<b>42</b>	<b>10</b>

**Personnel:**

	<b>Total</b>
Supervisor	1
Armed Guards	42
Unarmed Guards	10
<b>Total Required</b>	<b>53</b>

**Bid Submission Form**

Rates must be quoted in following manner:

<b>S.NO</b>	<b>Services/Item</b>	<b>Rate (Per Month)</b> (Inclusive of all taxes)
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 includes should be mentioned**