



F.No.3-177/2019-Admn
GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION
Plot No. 38, Kirthar Road, Sector H-9/4 Islamabad
Phone:051-9044315, Fax No.051-9206638, <http://navttc.gov.pk>



TENDER NOTICE

National Vocational & Technical Training Commission (NAVTTTC invites sealed bids from the registered firms/companies having General Sales Tax / Income Tax Registrations along with NOC/License from ICT, Ministry of Interior for provision of security services i.e four (04) Security Guards with licensed arms for security of premises located at Block No.38 and Block No.39, Kirthar Road, Sector H-9, Islamabad.

2. Bidding documents (free of cost), containing detailed terms and conditions, etc. are available at the office of the undersigned from where bidding documents can be collected during working office hours. Bidding documents can also be downloaded from official websites of PPRA's www.ppra.org.pk and NAVTTTC's www.navttc.gov.pk.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at office of Assistant Director (GA-II) Plot No.38, NAVTTTC, HQ, Islamabad on or before 10-08-2022 at 2.00PM. Bids will be opened the same day at 2.30PM publically.

4. NAVTTTC reserves all rights to accept or reject all or any bid under provision of Rule-33 of PP Rule-2004.

Assistant Director (GA-II)
Ph: 051-9044315

Government of Pakistan
National Vocational and Technical Training Commission



Tender Document/RFP
For

**“PROVISION OF FOUR (04)
SECURITY GUARDS”**

Submission of Bids UPTO : 10-08-2021 at 2:00 PM

Opening of Bids: 10-08-2021 at 2:30 PM

Venue: NAVTTC, HQ Office Plot 38, Kirthar
Road, Sector H-9 Islamabad



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(NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION)

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the deployment of Four (04) Security Guards in NAVTTC. Interested companies /firms may download the tender document from the PPRA's and NAVTTC's websites. The qualified bid with the lowest evaluated bid will be awarded purchase contract after meeting. The detailed evaluation criteria has been prepared and attached with these instructions.

2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS

Name of Procuring Agency	National Vocational & Technical Training Commission (NAVTTC)
Last date for response submission:	10 th August, 2022 at 2:00 PM
Opening Date & Time:	10 th August 2022 at 2:30 PM
Opening Place:	Committee Room, NAVTTC HQs, Plot # 38 Sector H-9 Kirthar Road Islamabad.
Contact Person:	Assistant Director (General Administration),
Phone:	+92 51 904 4315

3. This document contains the following:-

- a. Terms and conditions of tender.
- b. Evaluation Criteria.
- c. Financial Bid for Security Services
- d. Contract Agreement.

(a) TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) Single Stage-Two Envelope Bidding Procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security not less than **2% of quoted price** as mentioned in Tender Documents in the shape of **Pay Order/Bank Draft** is required in the name of **Assistant Director (GA), NAVTTC HQs, Islamabad.** Neither personal Cheque nor the bids received without earnest money will be accepted.
- ii) The firm/companies must have NOC from ICT, Ministry of Interior, GoP, Islamabad.
- iii) In case, the tender is accepted by the competent authority, the earnest money of the unsuccessful bidders will be returned on receipt of a written request.

- iv) The offered rates should include GST/Government taxes.
- v) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- vi) **National Tax No., GST Registration Number, Vendor Number (if available) and bank account number must be indicated in the bidding document.**
- vii) The bidder will have to submit an affidavit on stamp paper of **Rs.50/-** that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- viii) The contract will be awarded to the lowest evaluated bidder **after approval by the competent authority**, whose decision will be treated as **final**.
- ix) The Result of the bid evaluation under Rule **35** of PP Rules, 2004 will be announced fifteen days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Redressal Grievance Committee in the NAVTTC will address the grievances.
- x) The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules *ibid*.
- xi) The interested companies / firms must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xii) Income Tax/any other tax, if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government.
- xiii) The Successful firms/companies have to deploy the security guards within **10 days of receipt of the work Order**.

B). EVALUATION CRITERIA

Sr. No.	The procuring Agency may utilized the following criteria	Yes/No
1.	SECP Company Registration Certificate	
2.	NTN/Active Tax Payer (ATL) Certificate	
3.	Ministry of Interior, Government of Pakistan, NOC Letter	
4.	All Pakistan Security Agencies Association (APSAA) Membership Certificate	
5.	Undertaking on Company Letterhead that the company is not blacklisted or barred by any Government /Semi-Government Organization if any	
6.	If the provided Information / document found false/forged, the delinquent company shall be disqualified straightway at any stage by the Procuring Agency	
7.	Arms/Weapons Licenses details indicating bore in tabulated form with upto date renewal shall be attached	
8.	Security Company profile and Year of Establishment (Minimum 5 Years)	
9.	Chamber of Commerce & Industry Membership Certificate (if applicable)	
10.	List of clients (Private or Public) with their locations and date of operation	
11.	Government Licenses details	
12.	Employees complete detail &previous experience	

C). Financial Bid for Security Services

Sr. No.	Description	Total Amount Excluding Taxes	Total Amount including all Taxes	Grand Total Amount of Four (4) Security Guard inclusive all taxes
	Total Amount of One (1) Security Guard			

D. AGREEMENT FOR SECURITY SERVICES

NOW IT IS HEREBY AGREED AS FOLLOWS

1. The contract shall take effect from () to operate and maintain security system at National Vocational & Technical Training Commission Plot No. 38, Kirthar Road, Sector H-9, Islamabad and the “Client” shall not ask the security staff to perform duties at a place other than the one specified above.
2. That (Company Name with Address) “Security Company” shall provide 04 x Armed Security Guards for 12 hours duty each at the market competitive rates inclusive of all taxes.
3. This agreement would be extendable for further one year subject to satisfactory performance and mutual consultation unless either of the party decides to terminate the contract by giving not less than two months advance notice.
4. The client is required to provide accommodation, a guard cabin, night intercom, drinking water, toilet facilities and necessary heating system to meet the cold weather in the night and as the situation may require. The item will be property of the client.
5. All entrances including doors/windows and outer wall will be protected by security gadgets including camera, alarm system, barbed wire, iron rode and short picked etc shall be provided/installed by the client management for fool proof security.
6. Parking of vehicles within the premises under proper lock and key, (approved by “15” police) and refrain to park outside the residence.
7. That in case of any theft, burglary or any other mishap, proper FIR will be lodged with the local police station by both the parties mutually, find out facts lodged with the local police station by both the parties mutually, find out facts and fix responsibility of the damages. If the guards are not found responsible for the incident, the “Security Company” is not liable for the losses.
8. If the negligence or connivance of the guard is proved after lodging of the FIR and subsequent investigation. Payment of compensation will be decided after the conclusion by police. The company undertakes to indemnify the client against actual losses not exceeding. Rs. 100,000 in respect of loss once in a year, occasioned or caused by or resulting directly from the negligence of its employees provided the company shall not in any manner be responsible for any loss occasioned or caused by or resulting from the conduct (omissions and commissions) of the employees of the client.
9. The “Security Company” shall not be responsible for any damages to the “Client” assets due to natural catastrophe such as flood, earthquake etc of outbreak of war, civil riots, remote controlled sabotage, and circumstances beyond human control.

10. Client under any circumstance shall not take over the weapon from the guard, nor shall guard be asked to hand over or fire the weapon in any case.
11. That the “Client: management will not hand over any cash or costly item the guards for loan/personal custody. If it fails to do so, the “Security Company” will not be responsible for the losses.
12. The “Security Company” shall forward the bill to the “Client” during the last week of the month and the “Client” shall arrange to make the payment by the 5th of coming month, through cheque in the name of successful bidder.
13. The company must have valid Arms License is name of the company.
14. That the “Security Company” is an independent contractor and all services rendered under this contract are to be performed as such. The “Security Company” shall be responsible for payment to all of its employees, wages and services and all payable taxes. The management of the “Client” will be responsible for payment of lump sum service charges to “Security Company”.
15. Payment of dues to the security staff shall be made by the company and not by the “Client”.
16. The “Client” shall not persuade/motivate the security guards to leave the “Security Company” and work for him directly.
17. Security staff shall be provided with proper uniform, weapons, ammunition and other necessary equipment by the “Security Company”.
18. The “Security Company” shall provide suitable replacement for any security staff if he is absent due to emergency, ailment or any other reason.
19. The “Client” will prepare a gate pass to contact pilferage of official a copy of the gate pass will be handed over to the guard.
20. That if a guard fails to resume his duty; the management of the “Client” should inform the “Security Company” not later than one and half hour of his absence so that a replacement could be provided. If the “Client” fails to inform the “Security Company” within the given time, it will not be held responsible for the absence.
21. The liability of the company is limited to the extent/terms hereby expressly stated in this agreement.
22. In witness thereof, parties of the contract have hereunto set their hands the day, month and year written first above.

Signature & Stamp
on behalf of NAVTTC

Signature & Stamp
on behalf of Company
